

MITCHELLVILLE CITY COUNCIL

REGULAR AGENDA

*** TENTATIVE AGENDA ***

Monday, August 1, 2016 7:00 P.M. Regular Meeting
Council Chambers, Mitchellville City Hall, 204 Center Avenue N

ADA Compliance – Please inform the Staff prior to the meeting if you require any additional accommodations.)

1. CALL TO ORDER/ ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF TENTATIVE AGENDA
4. CONSENT AGENDA:
 - A. Approve Claims for Payments of: \$96,319.61 includes (1) regular payroll, and July 18, 2016 Council Minutes.
 - B. Library Board of Trustee's June Monthly Statistics
5. Public Audience General Comments-(Please Limit to 3 Minutes Each) No Council action.
6. Public Hearing regarding Voluntary Annexation:
 - A. Lot two of the Official Plat of the South Half of the Southeast Quarter and the Southeast Quarter of the Southwest Quarter, all in Section Three, Township 79 North, Range 22 West, of the 5th P.M. Subject to the restrictions and easement of record. And Northeast one-quarter of the Southwest one-quarter lying South of the Railroad right-of-way in Section 3 , Township 79 North, Range 22 West, of the 5th P.M. in Polk County, Iowa containing 1.2 acres, more or less. This annexation also includes all adjacent road right-of-way to the centerline of the adjacent road segments of NE 104th Street and NE 62nd Ave.
 - B. That part of the 100 foot wide Railroad right-of-way lying in the South ½ of Section 2, Township 79 North, Range 22 West, of the 5th P.M. in Polk County, Iowa and that part of the 100 foot wide Railroad right-of-way lying in the Southeast ¼ of Section 3, Township 79 North, Range 22 West, of the 5th P.M. in Polk County, Iowa.
7. Request from 312 Jasper Ave NE to increase number of chickens to include roosters.
8. Consider for approval Resolution 2016-55 "Resolution Approving a Pay Increase for Police Lieutenant Derek Sperry.
9. Consider for approval Resolution 2016-56 "Resolution Authorizing the Transfer of Funds from the General Fund to the Library General Fund.
10. Consider for approval Resolution 2016-57 "Resolution Establishing a Wage for Police Officer Steve Green"
11. Consider for approval street maintenance plan as presented by staff.
12. Updates from Department Heads, Council Members and Mayor.
13. Public Audience General Comments-(Please Limit to 3 Minutes Each) No Council action.
14. Adjournment.

POSTED JULY 29, 2016
(NOTICE: THIS AGENDA IS SUBJECT TO CHANGE UP TO 24 HOURS PRIOR TO THE MEETING)

1. CALL TO ORDER
2. PLEDGE OF ALLIGENCE
3. APPROVAL OF TENTATIVE AGENDA
4. CONSENT AGENDA
5. PUBLIC COMMENTS

6. PUBLIC HEARING REGARDING VOLUNTARY ANNEXATION

This has been approved before. We are seeing this again due to a procedural error.

RECOMMENDED MOTION: Motion to approve Resolution 2016-54 "Resolution Approving Annexing Certain Parcels of Real Estate Owned by IA-KY LLC, W. Edward Craig, President and Annexing Certain Parcels of Real Estate Owned by Iowa Interstate Railroad, Ltd."

7. REQUEST FROM 312 JASPER AVE NE TO INCREASE NUMBER OF CHICKENS TO INCLUDE ROOSTERS.

City Ordinance 2095, passed and approved February 18, 2013 allows resident landowners located within the City limits up to six (6) chickens, but does NOT allow roosters. The chickens shall be kept for egg productions only and the resident must register with the City once a year.

As this subject has been brought up in the past and the Council at that time made a decision to cap the allowable number at 6 chickens and not allow roosters, which can cause annoyance or disturbance. It is the staff's recommendation not to allow an increase in the number of chickens and to not allow roosters.

We understand that across the street the neighbors have chickens and roosters. However, across the street is County land and at present it is legal to keep chickens and roosters in the County.

RECOMMENDED MOTION: Motion to deny the request to increase the number of chickens kept and deny the request to keep roosters within the City limits.

8. RESOLUTION 2016-55 "RESOLUTION APPROVING A PAY INCREASE FOR POLICE LIEUTENANT DEREK SPOERRY"

In your packets you have a Personnel Action Report from Chief Kinmonth. I concur with Chief Kinmonth's proposed action as it also addresses the distance that Mr. Spoerry currently resides.

RECOMMENDED MOTION: Motion to Approve Resolution 2016-55 "Resolution Approving a Pay Increase for Police Lieutenant Derek Spoerry".

9. RESOLUTION 2016-56 “RESOLUTION 2016-56 “RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE LIBRARY GENERAL FUND”

This is a routine transfer.

RECOMMENDED MOTION: Motion to approve Resolution 2016-56 “Resolution Authorizing the Transfer of Funds from the General Fund to the Library General Fund”

10. RESOLUTION 2016-57 “RESOLUTION ESTABLISHING A WAGE FOR POLICE OFFICER STEVE GREEN”

In your packets you have an e-mail from Chief Kinmonth changing the duties of Mr. Green and establishing a wage to correspond.

RECOMMENDED MOTION: Motion to Approve Resolution 2016-57 “Resolution Establishing a Wage for Police Officer Steve Green.”

11. CONSIDER FOR APPROVAL STREET MAINTENANCE PLAN AS PRESENTED BY STAFF.

This is a proposal utilizing a new technology that allows the City to mend the streets using product that the City has already paid for. This technology heats the asphalt in place to be regraded and adding a limited amount of new product. Due to the cost that allows the City to mend 21,525 square feet of street for a cost of \$70,800. It will leave \$187,200 left to address other needs around the City. This is a new process and there are no guarantees about longevity. The staff is willing to try this new technology to assess its longevity.

RECOMMENDED MOTION: Motion to Approve the Street Maintenance Plan as presented.

12. ADMINISTRATOR'S UPDATE

I have attended meetings with Eastern Polk County Development to discuss the possibility of a business locating to Mitchellville.

I also held a meeting with V & K to discuss recent past, current, and future projects that the City will need to address in the next few years.

I contacted Jeff Schott from the University of Iowa about Roles and Responsibilities and assisting us with Goal Setting. His recommendation was to have two (2) separate meetings, as both sessions take 2 hours or more.

For Roles and Responsibilities the following dates are available:

August 8-12, August 15-16

For Goal Setting the following dates are available:

September 20, 29 or October 4.

Goal setting needs to be a month or more out due to some questionnaire's that will need to be filled out.

Please let me know what dates you prefer.

There was some concern that the clean-up date for the property located at the North end of Center Street will not be completed by August 15th. Mayor Woods has assured me that an extension has been granted and he will have a signed extension soon.

In your packets are the credit card bills for Police Department charges to Casey's General Store. A Council Member requested this and it is my policy to provide the entire Council the same information so that everyone is on the same page.

There has been some confusion with the changeover regarding the utility bill. Many people were not aware of the change and mistakenly threw away the bill, but the word is getting out and we do not perceive any issues in the future. Additionally, the new bills give us space to take the opportunity to pass along more information to the citizens of Mitchellville.

13. PUBLIC COMMENTS

14. ADJOURNMENT

**City Of Mitchellville
Regular Council Meeting
Bills Approved
August 1, 2016**

A One Janitorial	Herbicide	131.16
Altoona Fire Dept	Paramedic Asst	500.00
Baker & Taylor	Books	286.11
Bancard	DVDs/Planters/Soil/Supplies	627.85
Brose, Rahni	Travel/Meal Reimbursement	251.91
Carpenter Uniform	Kinmonth/Green Uniforms	149.19
Colleciton Services Center	Payroll Withholding	757.69
Copy System Inc	Copier Service	24.72
Craig, Mary	Cleaning City hall	150.00
Crystal Clear Water	Water	49.50
Delaware Township Fire	Paramedics - 8	400.00
Dillavou, Tammi	Mileage Reimb	54.45
Eastern Polk Regional Dev	2016 Dues	7,889.00
EMC Insurance	Group Life	251.57
Hawkins	Chemicals	3,402.49
Heartland Co-op	Fuel	970.65
IMWCA	Work Comp Ins	2,080.00
Inland Truck Parts	E572	207.87
Interstate Power Systems	Equip Repair	192.97
Iowa Dept of Revenue	Garnishment	297.20
Iowa League of Cities	IACMA Membership Dues	120.00
Iowa One Call	Locates	46.80
Iowa Prison Industries	Benches/Street Signs	1,475.55
Iowa Workforce Development	2nd QTR Unemployment	810.61
Ipers	July IPERS	9,186.37
IRS	7/29 941 Withholdings	5,460.06
Jasper County Tribune	Subscription	24.00
John Deere Financial	Oil Filter & Parts	94.08
Keystone	Monthly Sampling	243.00
Library Petty Cash	Postage	32.78
Lust Contract Cleaning	Janitorial	500.00
Mediacom	Telecomm	171.79
Menards	Supplies	56.10
Metro Waste Authority	Garbage Contract	4,934.18
Midwest Office Technology	Copier & 1st Month Maint	5,305.00
Mr. Electric of Central Iowa	Ethernet Line	305.00
Payroll	7/29 Payroll	35,262.31
Pitney Bowes	Postage	100.00
Quill	Office Supplies	233.01
Racom Corp	Edacs	183.26
SCS Construction Servcies	Install Benches	268.13
Treasurer, State of IA	July Withholdings	2,345.00
US Cellular	Telecomm	89.48
Veenstra & Kimm	Building Permits	774.79
Verizon	Telecomm	80.04
Wellmark	Health/Dental	9,462.44
Wuebker, Justina	Crock Pot Club/SRP Supplies	81.50

Total Bills To Be Paid

96,319.61

FUNDS

General Fund	31,650.87
Library - General	4,962.49
EMS - General	930.00
Road Use Fund	2,142.99
Employee Benefits	2,606.60
Payroll Clearing	38,205.94
Water	8,697.56
Sewer	7,123.16

Total Expenditure By Fund

96,319.61

RESOLUTION 2016-54

**A RESOLUTION APPROVING ANNEXING CERTAIN PARCELS OF REAL ESTATE OWNED BY IA-KY LLC,
W. EDWARD CRAIG, PRESIDENT AND ANNEXING CERTAIN PARCELS OF REAL ESTATE OWNED BY
IOWA INTERSTATE RAILROAD, LTD.**

WHEREAS, IA-KY LLC, W. Edward Craig, President, owner, has filed an application requesting that the following described real estate be annexed to the City of Mitchellville, Iowa; and

WHEREAS, Iowa Interstate Railroad, LTD, owner, has filed an application requesting that the following described real estate be annexed to the City of Mitchellville, Iowa:

LEGAL DESCRIPTION

The properties located in Beaver Township Section 2 and Section 3, Polk County, Iowa;

Property 1: Lot Two of the Official Plat of the South Half of the Southeast Quarter and the Southeast Quarter of the Southwest Quarter, all in Section Three Township 79 North Range 22, West of the 5th P.M. Subject to the restrictions and easement of record. And Northeast one-quarter of the Southwest one-quarter lying South of the Railroad Right-of-Way in Section 3, Township 79 North, Range 22 West of the 5th P.M. in Polk County, containing 1.2 acres, more or less. This annexation also includes all adjacent road right-of-way to the centerline of the adjacent road segments of NE 104th St. and NE 62nd Ave.

Property 2: That part of the 100 foot wide Railroad right-of-way lying in the South ½ of Section 2, Township 79 North, Range 22 West, of the 5th P.M. in Polk County, Iowa and that part of the 100 foot wide Railroad right-of-way lying in the Southeast ¼ of Section 3, Township 79 North, Range 22 West, of the 5th P.M. in Polk County, Iowa.

WHEREAS it appears that IA-KY LLC, W. Edward Craig, President, is the only titleholder of the above described real estate property #1, and

WHEREAS it appears that Iowa Interstate Railroad, LTD is the only titleholder of the above described real estate property #2,

NOW, THEREFORE, Be it Adopted and Resolved by the Mitchellville City Council that the City Clerk is authorized to file a copy of the resolution, map and legal description of the territory involved with the Secretary of State, the County Board of Supervisors, each affected utility, and the Department of Transportation and the City Clerk is hereby authorized and directed to certify, upon the completion of such acts, the filing of the copies of the legal description, map and resolution with the Polk County Recorder, all as provided in the Code of Iowa.

Passed and approved this 1st day of August, 2016.

Jon Woods, Mayor

ATTEST:

Tammi Dillavou, City Clerk

REQUEST TO BE ON COUNCIL AGENDA

(Request must be made prior to 12 pm on Wednesday preceding Council meetings)

NAME: Jacob and Amber Turner

ADDRESS: 312 Jasper Ave NE

PHONE NUMBER: 515 829 8853

EMAIL: jddturner11@gmail.com

REASON FOR REQUEST (PLEASE BE SPECIFIC)

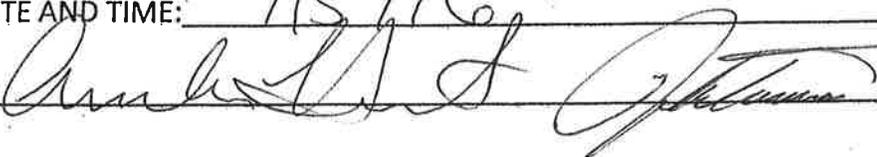
We would like to increase the
number of chickens we are allowed
to have as well as be allowed
to keep 2 roosters.

We would like to be able to
self sustain our chickens to be
used for food and egg production.

Across the street is county and
we have neighbors with chickens
and roosters already.

DATE OF COUNCIL MEETING: 8/1/14

TODAY'S DATE AND TIME: 7/5/16

SIGNATURE: 

RESOLUTION 2016-55

**A RESOLUTION APPROVING A PAY INCREASE FOR POLICE
OFFICER-DEREK SPOERRY**

WHEREAS, Derek Spoerry has been promoted to Police Lieutenant effective August 11, 2016;

BE IT THEREFORE RESOLVED, by the City Council of the City of Mitchellville, Iowa, that the rate of pay for Police Lieutenant Derek Spoerry will increase from \$38,272/year (\$18.40/hour) to \$42,993.60/year (\$20.67/hour) effective with the promotion date of August 11, 2016.

Passed and approved this 1st day of August, 2016.

Jon Woods, Mayor

ATTEST:

Tammi Dillavou, City Clerk

RESOLUTION # 2016-56

A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE LIBRARY GENERAL FUND

WHEREAS, the Mitchellville City Council approves transfers between fund and creation of fund accounts; and,

WHEREAS, the Mitchellville City Council provided for \$75,734.00 from the General Fund to fund the Library as a part of FY17 budget; and

WHEREAS, the following amounts are recommended:

Transfer from the General Fund – Cash 001-1110

Transfer to the Library General Fund – Cash 003-1110

Amount = \$75,734.00

Explanation of Activity: Transfer budgeted allowance out of general fund to library general fund.

THEREFORE BE IT RESOLVED, by the City Council of Mitchellville, Iowa, that the aforementioned transfers be executed with the effective date of July 1st, 2016.

Passed and approved this 1st day of August, 2016.

Jon Woods, Mayor

ATTEST:

Tammi Dillavou, City Clerk

RESOLUTION 2016-57

**A RESOLUTION ESTABLISHING A WAGE FOR POLICE OFFICER-
STEVE GREEN**

WHEREAS, the duties of Police Officer Steve Green will change effective July 28, 2016;

BE IT THEREFORE RESOLVED, by the City Council of the City of Mitchellville, Iowa, that the rate of pay for Police Officer Steve Green will be \$18.99/hour effective July 28, 2016

Passed and approved this 1st day of August, 2016.

Jon Woods, Mayor

ATTEST:

Tammi Dillavou, City Clerk

Greg Crocker

From: Kary Kinmonth <kary.kinmonth@mitchellville.org>
Sent: Friday, July 29, 2016 8:09 AM
To: Jon Woods; joseph crook; Dean McGhee; tmitchellcouncil@aol.com; Brian Sanger; Steve Zook; Greg Crocker; Tammi Dillavou
Subject: Police - July 2016 Monthly report

Honorable Mayor and City Council members:

Below is a summary of Police Department activities for the month of July 2016. This is current up to the morning of Friday July 29.

- 13 Traffic citations 44 warnings
- 11 Arrests (July 2016 was the busiest month for cases and arrests in my time here).
- 41 Salvage vehicle inspections
- 2 car crashes
- 3 DHS Child In Need of Assistance (CHINA) referrals
- 5 Animal calls
- Our Cops n Bobbers summer fishing program got off to a great start



- Getting a lot of thumbs up on the new squad car



-Thank you to the city of Altoona PD for letting us use their speed trailer



-West Des Moines Police Department donated 13 winter coats to us. These coats new are around \$250 each



Mitchellville Public Library
Library Director's Monthly Report
July 2016 Board Meeting

Meetings / Workshops Attended

6-21 – Attended Metro Library Directors and Polk County Libraries Quarterly meeting
7-14 – Chamber of Commerce
7-18 – City Council
7-20 – Attended meeting at SE Polk H.S. to discuss Career and Technical Education showcase scheduled for next Spring.

Programs

Summer Reading continues, we have great participation in June. The Blank Park Zoo was here Monday, June 27 for "Show and Tell" in the Community Center. A large group was on hand to learn about the animals.

Each week has had an individual theme centered around health and wellness. Zen week has definitely been the favorite with yoga and meditation practices for all ages.

This week (July 25) will be the last week with glow stick parties for the grade school age children.

Preschool and grade school reading bingo sheets are due by August 5th when the grand prize drawing will be held. Teen and Adult reading bingo sheets are due by August 31st when the drawing for two gently used Kindle readers will be held.

Movie Mondays and Preschool Storytime continue all year. Wednesday craft time for grade school age will resume in September.

Staff

Justina and Karen did interviews the week of June 13th for the part-time clerk position. Ellyot Greenhorn was chosen and started on June 27.

June 29 Karen had a book truck tip over on her foot. Incident report submitted to City Hall.

Building

The outdoor furniture has all arrived and was installed on Monday, July 11. Both picnic tables plus a park bench were installed out front of the library. Two backless benches and a park bench were installed on the south side of the library. In addition three planters were filled and put out front. Many, many thanks to Joan Allsup who took on the responsibility for installation in the absence of Karen.

Misc.

Sarah Rierson, a long time Mitchellville resident, passed away on July 15. During the Fall, Winter, and Spring, Sarah came to the library every Tuesday afternoon to lead a crochet and knitting group. Her family has asked that memorial contributions be given to the library and used for programming for children and adults.

Direct State Aid Report submitted July 19.

Open Access State Report submitted July 19.

Sent in new agreement to Better Worlds Books for any books that don't sell here, they had recently changed their procedures.

We have started planning for the library entry in the Thomas Mitchell Days parade on Saturday, September 17. We will be open that day from 11 am to 5 pm.

S.E. Polk High School is planning their first Career and Technical Education showcase where students will be in teams and create projects that will be judged. I volunteered the library to be a part of the Business / Marketing to have several teams tasked with creating publicity for April's National Library Week. As planning for the showcase progresses we will know if the library will be included.

Public Works-Monthly Report, July 2016

Water Plant-

MOR (Monthly Operators Report)- MOR's for the month of July were completed on time and sent in before the deadline.

Actions Taken- For the month of July the water plant only had a few issues. There was a chlorine leak that was successfully located and repaired. All chemicals were ordered and delivered on time. Well #2 had a soft start fail. One is on order and should be installed within a few days.

Operation- The water plant has been operating smoothly and the lab tests have been satisfactory.

Sewer Plant-

MOR- MOR's for the month of July were completed and sent in on time.

Actions Taken- For the month of July at the sewer plant we have been focusing on getting the head works repaired (stage one of the treatment process, removes the solid materials) and functioning properly. We ordered a new screen basket, wear bar set, and screw with brush. As soon as the parts arrive we will complete the repairs and monitor to insure that the problem has been fixed. We also had Hach company out to service the probes in the SBR's.

Operation- The sewer plant has been operating smoothly and all tests have been within the parameters of our discharge permit.

Parks and Rec-

Actions Taken- In the month of July the Public Works Department has been keeping out with the mowing of all City parks and City properties. We have sprayed twice during July to help control the weeds. We have also cleaned up various amounts of trash that has been found in the parks and maintained the park bathrooms on a daily basis. Since the last Council meeting, we have placed garbage cans back on Center Ave and have been monitoring them for problems (none found yet). We began removing the bathrooms at the church and have the buildings completely removed. We now need to wait on locates in order to remove the concrete pads, cap the lines, grade and backfill and seed the location.

Streets-

Actions Taken- The Department has been very busy taking bids and developing a plan for various street repairs this summer. We received bids on multiple street projects and look forward to completing the plan. We have also collected bids for the striping of the roads and plan on having them striped before Mitchellville Days. We have also order new street signs that will be putting in place along with new speed limit signs to be placed in Deer Run. We have also been patching pot holes as we find them.

Upcoming Projects-

- Replace and Repair street signs
- Church Bathroom removal (90% complete)
- Head works repair
- Street patching
- Street repairs
- Street striping
- Decals on the new Public Works Vehicles (scheduled for August)