

# MITCHELLVILLE CITY COUNCIL

## REGULAR AGENDA

\*\*\* TENTATIVE AGENDA \*\*\*

Tuesday, July 5th, 2016 7:00 P.M. Regular Meeting  
Council Chambers, Mitchellville City Hall, 204 Center Avenue N

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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: \$91,446.78 includes (1) regular payroll and June 20th, 2016 Council Minutes.
  - B. Approve Wellmark insurance annual renewal through Benefit Resources of Iowa.
  - C. Approve appointment of Tammi Dillavou to City Clerk.
  - D. Approve appointment of Edward Wieslander to Park & Rec Commission
5. Public Audience General Comments-(Please Limit to 3 Minutes Each) No Council action.
6. Consider referring to Planning & Zoning Commission Wendy Hollon's request for a zoning change from R1 to A1 at 309 Mill St SE.
7. Consider for approval the first reading of Ordinance 2121 Amending Chapter 46 Minors.
8. Consider for approval a reduced payment of \$1,278.80 on the 2012 utility bill owed by Keith Cogley, 13602 S 28<sup>th</sup> Ave W, Mitchellville, IA.
9. Consider for approval Proposed Watershed Coordinator Cost Share for Central Iowa Watershed Management Authorities.
10. Updates from Department Heads, Council Members and Mayor.
11. Public Audience General Comments-(Please Limit to 3 Minutes Each) No Council action.
12. Adjournment.

**POSTED JULY 1, 2016**

**(NOTICE: THIS AGENDA IS SUBJECT TO CHANGE UP TO 24 HOURS PRIOR TO THE MEETING**

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

Payroll	July 1, 2016 Payroll	42,371.82
EMC Insurance	Life Ins	138.18
EMC Insurance	Emp Life	113.39
Iowa Dept of Revenue	Garnishment	297.20
Ipers	June Ipers	6,017.99
IRS	July 1 Withholdings	4,632.82
Treasurer, State of IA	June Sales Tax	1,503.00
Wellmark	Health/Dental	12,840.59
IMWCA	Work Comp/Cas Ins	2,080.00
Mediacom	Telecomm	171.78
Racom Corp	Edacs	183.26
Verizon Wireless	Telecomm	80.02
US Cellular	Telecomm	30.00
Metro Waste Authority	Garbage Contract	4,866.92
Metro Waste Authority	Recycling	1,455.58
Midwest Office Tech	Copier Maint	65.60
Century Link	Telecomm	246.84
Craig, Mary	Cleaning City hall	150.00
Des Moines Area MPO	FY 17 Dues	2,254.00
Des Moines Stamp	City Adm Nameplate	19.50
Iowa League of Cities	FY 17 Dues	1,340.00
Legacy Bank	Safe Deposit Box	45.00
Mr. Electric	Install Cat5 Cable	410.94
Polk County Recorder	Annexation Resolution	97.00
Thomas Mitchell Days	City Event Contribution	250.00
Century Link	Telecomm	61.22
City of Mitchellville	Water Deposit Refund	100.00
Pitney Bowes	Prepay Postage	1,500.00
US Cellular	Telecomm	29.74
Van Wall Equipment	John Deere Purch & Trade	1,202.43
Century Link	Telecomm	110.44
Hawkins	Chemicals	1,124.20
Interstate Powersystems	Rpr Field Generator	1,444.54
Pitney Bowes	Prepay Postage	1,500.00
US Cellular	Telecomm	29.74
Van Ryswyk	Rpr waterline leak	140.00
Van Wall Equipment	John Deere Purch & Trade	1,202.43
Century Link	Telecomm	138.17
Van Wall Equipment	John Deere Purch & Trade	1,202.44

**Total Bills To Be Paid**

<b>91,446.78</b>
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**FUNDS**

General Fund	22,571.00
Library - General	2,243.00
EMS - General	30.00
Road Use Fund	2,593.56
Employee Benefits	5,148.47
Payroll Clearing	38,923.01
Water	9,157.44
Utility Deposits	100.00
Sewer	10,680.30

**Total Expenditure By Fund**

<b>91,446.78</b>
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# REQUEST TO BE ON COUNCIL AGENDA

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

NAME: Wendy Hollon

ADDRESS: 309 Mill St SE  
Mitchellville, IA 50169

PHONE NUMBER: 515-559-4127 / 515-822-2880

EMAIL: N/A

REASON FOR REQUEST (PLEASE BE SPECIFIC)

See attached

DATE OF COUNCIL MEETING: July 5<sup>th</sup>, 2014

TODAY'S DATE AND TIME: June 28<sup>th</sup>, 2014 3:25 pm

SIGNATURE: Wendy Hollon

June 28<sup>th</sup> 2016

I am submitting my letter to formally request that the consideration of the property at 309 Mill St SE to be rezoned back to Agricultural District (A-1).

The property currently sits on 2 acres of land that backs up to the railroad, with a very large pond on the west side of the property. To the east of 309 Mill St SE also sits A-1 land and across the street from the property to the south is A-1 as well.

There is also an easement that runs North and South on the property at 309 Mill St SE. making this property to never being subdivided out.

Changing the property back to A-1, would help us utilize our property in many more ways. Including having our own small livestock so our family could get more involved with the community, FFA, 4H and county fairs.

If you would like to set up a time to come and view the property feel free to contact me @ 515-559-4127.

Thank you for your time.

A handwritten signature in black ink that reads "Wendy Hollon". The signature is written in a cursive, flowing style.

Wendy Hollon

## ORDINANCE # 2121

### AN ORDINANCE AMENDING CITY CODE OF ORDINANCE CHAPTER 46 MINORS

**WHEREAS**, the Mitchellville City Council wishes to revise, amend, and clarify the Mitchellville Code of Ordinances, Chapter 46 Minors,

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Mitchellville that the city code reads as follows:

#### CHAPTER 46, MINORS

**46.01 CURFEW.** A curfew applicable to minors is established and shall be enforced as follows:

1. Definition. The term "minor" means in this section, any person below the age of eighteen (18) years.
2. Time Limits. It is unlawful for any minor to be or remain upon any of the alleys, streets or public places or to be in places of business and amusement in the City between the hours of eleven o'clock (11:00) pm and five o'clock (5:00) am of the following day on days commencing on Sunday, Monday, Tuesday, Wednesday, and Thursday and between the hours of twelve o'clock (12:00) midnight and five o'clock (5:00) am on Saturday and Sunday.
3. Exceptions. The restriction provided by subsection 46.01 (2) shall not apply to any minor who is accompanied by a guardian, parent or other person charged with the care and custody of such minor, or other responsible person over twenty-one (21) years of age, nor shall the restriction apply to any minor who is traveling between his or her home or place of residence and the place where any approved employment, church, municipal or school function is being held.
4. Responsibility of Adults. It is unlawful for any parent, guardian or other person charged with the care and custody of any minor to allow or permit such minor to be in or upon any of the streets, alleys, places of business, or amusement or other public places within the curfew hours set by subsection 46.01 (2), except otherwise provided in subsection 46.01 (3).
5. Responsibility of Business Establishments. It is unlawful for any persons operating a place of business or amusement to allow or permit any minor to be in or upon any place of business or amusement operated by them within the curfew hours set by subsection 46.01 (2) except as otherwise provided in subsection 46.01 (3).
6. Enforcement. Any peace officer of the City while on duty is hereby empowered to arrest any minor who violates any of the provision of Subsections 46.01 (2) and (3).

Upon arrest, the minor shall be returned to the custody of the parent, guardian or other person charge with the care and custody of the minor.

**46.02 CIGARETTES AND TOBACCO.** It is unlawful for any person under eighteen (18) years of age to smoke, use, possess, purchase, or attempt to purchase any tobacco, tobacco products, or cigarettes. Possession of cigarettes or tobacco products by a person under eighteen years of age shall not constitute a violation of this section if said person possesses the cigarettes or tobacco products as part of the person's employment and said person is employed by a person who holds a valid permit under Chapter 453A of the Code of Iowa and lawfully offers for sale or sells cigarettes or tobacco products.

**46.03 CONTRIBUTING TO DELINQUENCY.** It is unlawful for any person to encourage any child under eighteen (18) years of age to commit any act of delinquency.

All ordinances or part of ordinances in conflict with the provision of this ordinance are hereby repealed. Should any section, part or provision of this ordinance be judged invalid, such adjudication shall not affect the validity of the remainder of this ordinance.

This ordinance shall be in full force and effect upon its passage, approval and publication as provided by law.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Mayor Jon Woods

ATTEST:

\_\_\_\_\_  
Tammi Dillavou, Interim City Clerk

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

Publish Date: \_\_\_\_\_



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## COUNTY OF POLK

### Public Works Department

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Robert Rice, Director  
5885 NE 14 Street  
Des Moines, Iowa 50313  
Ph 515.286.3705  
Fax 515.286.3437  
Email: [publicwrks@polkcountyiowa.gov](mailto:publicwrks@polkcountyiowa.gov)  
[www.polkcountyiowa.gov](http://www.polkcountyiowa.gov)

June 23, 2016

Ruth Norton, City Clerk  
City of Mitchellville  
204 Center Avenue N  
Mitchellville, IA 50169

Re: Proposed Watershed Coordinator for Central Iowa Watershed Management Authorities.

Dear Ruth:

As you know, Polk County has been working closely with Central Iowa Watershed Management Authorities (WMA) on the development of Watershed Management Plans for Fourmile Creek, Mud, Camp, and Spring Creek, and Walnut Creek. At this time, the boards of these three groups have approved their plans, two of which can be found at the following locations:

Fourmile Creek – [www.fourmilecreekwatershed.org](http://www.fourmilecreekwatershed.org)  
Mud, Camp, & Spring Creek – [www.mudcampspringwatershed.org](http://www.mudcampspringwatershed.org)

A critical element noted in each of these plans is the need for a watershed coordinator. This position is needed to coordinate the implementation of the recommendations contained within these plans. Polk County has worked closely with the boards of each WMA to develop a proposal to scope and fund the watershed coordinator position. A summary of this proposal is attached.

This proposal provides for one year of funding for a watershed coordinator to be retained by the Polk Soil and Water Conservation District at a cost of \$145,000. This position will provide coordination for all three of the watersheds noted above. A cost share proposal was developed based on drainage area within each jurisdiction and the population of each jurisdiction. This cost share proposal is included in the attached information.

The Polk County Board of Supervisors has approved a resolution dated June 14, 2016 moving forward with an agreement between Polk County and the Polk Soil and Water Conservation District to fund the watershed coordinator position subject to the receipt of payment by the member jurisdictions. Polk County Public Works will be handling these payments.

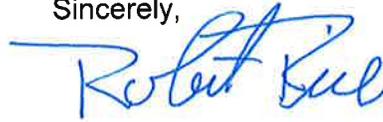
*Rec'd  
6-27-16*

Air Quality	Building Inspection	Development Services	Engineering
Planning	Secondary Roads	Utilities	Weed Commission
			Weatherization

Please review this information and let us know your thoughts on the desired way to move forward with the payment. In order to maintain momentum on the implementation of these plans, we request these payments be made by August 1, 2016.

Representatives of this Department, or our consultant, Snyder & Associates, Inc., would be happy to meet with you to discuss this matter in further detail and answer any questions you may have.

Sincerely,

A handwritten signature in blue ink that reads "Robert Rice". The signature is fluid and cursive, with a long horizontal stroke at the beginning.

Robert Rice, Director  
Public Works Department

RR/kdb

Encl:

WATERSHED COORDINATOR SUMMARY  
CENTRAL IOWA WATERSHED MANAGEMENT AUTHORITIES  
FEBRUARY 11, 2016

The Fourmile Creek, Walnut Creek, and Mud, Camp, and Spring Creek Watershed Management Authorities (WMA) have completed or are in the process of completing watershed management plans for their respective watersheds. A consistent recommendation from each plan is the need for a watershed coordinator to facilitate the implementation of the plan upon its completion.

Each WMA has spent time examining different options for the staffing and funding of this position. The recommended option is the following:

1. The Polk Soil and Water Conservation District (Polk SWCD) would provide staffing of the coordinator position. The services to be provided include:

*A. Administrative:*

Coordination of meetings and administrative items to maintain and grow continued momentum. Provide leadership and support to executive council, the full WMA group, the coordinating strategy champions and implementation committees.

*B. Monitoring Support:*

Conduct monthly stream sampling, pursue funding for bacteria monitoring, and complete additional assessment of priority areas outlined in assessment. Monitor pollutant reduction as conservation practices are installed.

*C. Education and Outreach:*

A pivotal part of this watershed improvement project is being a presence in the watershed and providing resources and technical assistance to watershed stakeholders. This includes a multifaceted outreach strategy to agricultural and rural landowners to find priority areas, conservation opportunities, and improve conservation practice adaptation. These activities may include mailings, field days, surveys, informational meetings, and field visits. Education and Outreach would be completed in association with each of the regional County Soil and Water Conservation Districts.

Education and outreach activities will also be administered in urban areas with strategies tailored to urban populations and pollutant sources. Communication with city and county officials about WMA goals, objectives, and water quality improvement strategies will be a priority.

**WATERSHED COORDINATOR  
COST SHARE PROPOSAL**

<u>Jurisdiction</u>	<u>Cost Share Amount</u>
Alleman	\$150
Altoona	\$4,200
Ankeny	\$10,000
Bondurant	\$1,900
Boone County	\$150
Boone County SWCD	\$0
Clive	\$3,900
Dallas Center	\$500
Dallas County	\$4,600
Dallas County SWCD	\$0
Des Moines	\$32,000
Elkhart	\$150
Grimes	\$2,400
Jasper County	\$150
Jasper County SWCD	\$0
Johnston	\$2,600
Marion County	\$0
Marion County SWCD	\$0
Mitchellville	\$150
Pleasant Hill	\$3,000
Polk County	\$55,350
Polk SWCD	\$0
Runnells	\$100
Sheldahl	\$100
Slater	\$150
Story County	\$150
Story County SWCD	\$0
Urbandale	\$10,100
Waukee	\$3,200
West Des Moines	\$9,000
Windsor Heights	\$1,000
	\$145,000

## Tammi Dillavou

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**From:** Kary Kinmonth <kary.kinmonth@mitchellville.org>  
**Sent:** Friday, July 01, 2016 7:56 AM  
**To:** Jon Woods; Joe Crook; Dean McGhee; tmitchellcouncil@aol.com;  
tmitchellcouncil@aol.com; Brian Sanger; Steve Zook  
**Cc:** Tammi Dillavou; Rahni Brose  
**Subject:** Police June monthly report

Honorable Mayor and City Council members:

Below is a summary of MPD activities for the month of June 2016.

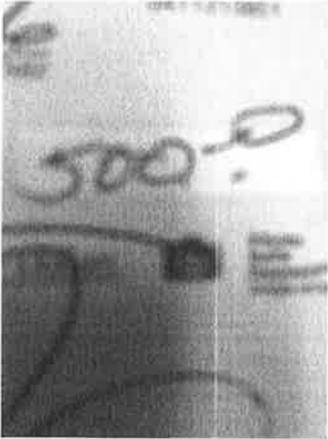
- 20 Traffic citations 49 warnings
- 4 arrests
- 36 Salvage vehicle inspections
- 8 animal complaints and 2 trips to Jasper ARL
- We finished out another very successful school year with our SRO program



-Officer Stevenson received high praise from the parents of a couple young ladies stranded along the interstate and changing their tire.



-We received donations of \$500 and \$1,000 for our "Shop with a Cop" program



-Our new Squad car is in service. We will have it striped next week sometime.

