

# City Of Mitchellville

## City Council Bills

May 2, 2016

### Payroll Expense

4/22/2016

City Hall Part Time - 77.5	39,171.69
City Hall Over Time - 8.5	
Police Part-Time - 4	
Library Hours Part Time - 88.75	
	<hr/>
	39,171.69

Collection Services  
EMC Insurance  
EMC Insurance  
Iowa Dept of Revenue  
Ipers  
IRS  
Treasurer, State of IA  
Treasurer, State of IA  
U.S. Post Office  
Wellmark

Emp Withholding	909.22
Life Ins	146.24
Emp Life	113.39
Garnishment	297.20
April Ipers	5,590.45
April 22 Withholding	4,100.43
April Withholding	1,728.00
April Sales Tax	1,760.00
April Utility Bills & City Mailing	488.45
Health/Dental	11,550.08

### **Total Prepaid**

**65,855.15**

### Police Dept.

Graham Tire  
Iowa State University  
Kinmonth, Kary  
Office of Vehicle Services  
Racom Corp  
Staples  
Verizon Wireless

4 Tires	435.60
Stevenson Conference	50.00
Food for kids	114.97
Salvage Vehical Exams	130.00
Edacs	209.44
AT&T Cord	59.99
Telecomm	80.02

### **Total**

**1,080.02**

### Fire Dept.

US Cellular

### **Total**

Telecomm	60.00
	<hr/>
	60.00

### Church

Orkin

### **Total**

Annual Termite Contract	306.59
	<hr/>
	306.59

### Cemetery

Menards

### **Total**

Hydrant Repair	16.92
	<hr/>
	16.92

### Parks

Des Moines Steel Fence

### **Total**

Dugout Grant Fencing Proj	2,800.00
	<hr/>
	2,800.00

# City Of Mitchellville

## City Council Bills

May 2, 2016

### P & A, Clerk

Brose, Rahni	Mileage Reimbursement	43.95
City of Altoona	Building Permits	174.00
Craig, Mary	Cleaning City hall	150.00
Quill	Office Supplies	27.99
<b>Total</b>		<b>395.94</b>

### Library

Baker & Taylor	Books	325.54
Bancard	DVDs/Paper Towels	117.66
Blank Park Zoo	Zoo Programs	180.00
Library Petty Cash	Postage	40.24
Lust Contract Cleaning	Janitorial	500.00
Midwest Office Tech	Copier Maint	46.42
<b>Total</b>		<b>1,209.86</b>

### Roads

Titan Machinery	Backhoe Blade	96.93
<b>Total</b>		<b>96.93</b>

### Water

Iowa Dept of Nat Res	Eshelman Certs	120.00
Quill	Supplies/Paper/Folders	60.53
Titan Machinery	Backhoe Blade	96.93
US Cellular	Telecomm	59.50
<b>Total</b>		<b>336.96</b>

### Sewer

Iowa Dept of Nat Res	Vermie Certs	60.00
Quill	Supplies/Paper/Folders	60.52
Titan Machinery	Backhoe Blade	96.93
US Cellular	Telecomm	59.49
<b>Total</b>		<b>276.94</b>

**Total Bills To Be Paid**

**6,580.16**

**Grand Total**

**72,435.31**

# City Of Mitchellville

## City Council Bills

May 2, 2016

### Estimated Balances as of April 29, 2016

FUND	FUND BALANCE	EXPENDITURE	TOTAL
General Fund	488,401.79	(4,599.47)	483,802.32
Library - General	46,353.96	(1,209.86)	45,144.10
EMS - General	(86,783.03)	(60.00)	(86,843.03)
Road Use	228,277.49	(96.93)	228,180.56
Employee Benefits	60,499.74	0.00	60,499.74
Emergency Levy Fund	8,590.66	0.00	8,590.66
FEMA	0.00	0.00	0.00
Special Assessment	918.00	0.00	918.00
Tax Increment Financing (TIF)	801.13	0.00	801.13
Low to Moderate Income (LMI)	33,210.96	0.00	33,210.96
Urban Renewal	3,401.22	0.00	3,401.22
Urban Renewal Area	0.00	0.00	0.00
Railroad Crossing Repair fund	0.00	0.00	0.00
Fire Truck Replacement fund	148,486.95	0.00	148,486.95
Police Car Replacement fund	29,371.12	0.00	29,371.12
Debt Service	41,899.48	0.00	41,899.48
Urban Service Area Fund	0.00	0.00	0.00
Library Renovation fund	0.00	0.00	0.00
center ave project fund	0.00	0.00	0.00
city hall project fund	0.00	0.00	0.00
Sewer Rehab Project Fund	(60,790.27)	0.00	(60,790.27)
cemetery - perpetual care	41,241.65	0.00	41,241.65
Water fund	133,151.49	(336.96)	132,814.53
Utility Deposits	42,345.37	0.00	42,345.37
Water Capital project	0.00	0.00	0.00
Water sinking	120,018.56	0.00	120,018.56
Sewer fund	387,778.19	(276.94)	387,501.25
Sewer sinking	64,811.99	0.00	64,811.99
payroll clearing	(12,987.09)	0.00	(12,987.09)
Blake Trust	64,820.09	0.00	64,820.09
Library Memorial T&A	24,362.08	0.00	24,362.08
Thomas Mitchell Historic Soc	13,657.07	0.00	13,657.07
TOTAL	1,821,838.60	(6,580.16)	1,815,258.44

**City Of Mitchellville  
Regular Council Meeting  
Bills Approved  
May 2, 2016**

Baker & Taylor	Books	325.54
Bancard	DVDs/Paper Towels	117.66
Blank Park Zoo	Zoo Programs	180.00
Brose, Rahni	Mileage Reimbursement	43.95
City of Altoona	Building Permits	174.00
Collection Services	Emp Withholding	909.22
Craig, Mary	Cleaning City hall	150.00
Des Moines Steel Fence	Dugout Grant Fencing Proj	2,800.00
EMC Insurance	Life Ins	259.63
Graham Tire	4 Tires	435.60
Iowa Dept of Nat Res	Eshelman/Vermie Certs	180.00
Iowa Dept of Revenue	Garnishment	297.20
Iowa State University	Stevenson Conference	50.00
Ipers	April Ipers	5,590.45
IRS	April 22 Withholding	4,100.43
Kinmonth, Kary	Food for kids	114.97
Library Petty Cash	Postage	40.24
Lust Contract Cleaning	Janitorial	500.00
Menards	Hydrant Repair	16.92
Midwest Office Tech	Copier Maint	46.42
Office of Vehicle Services	Salvage Vehical Exams	130.00
Orkin	Annual Termite Contract	306.59
Payroll	4/22/2016 Payroll	39,171.69
Quill	Office Supplies	149.04
Racom Corp	Edacs	209.44
Staples	AT&T Cord	59.99
Titan Machinery	Backhoe Blade	290.79
Treasurer, State of IA	April Withholding/Sales Tax	3,488.00
U.S. Post Office	April Utility Bills & City Mailing	488.45
US Cellular	Telecomm	178.99
Verizon Wireless	Telecomm	80.02
Wellmark	Health/Dental	11,550.08

**Total Bills To Be Paid** **72,435.31**

**FUNDS**

General Fund	12,176.25
Library - General	3,197.47
EMS - General	60.00
Road Use Fund	1,277.89
Employee Benefits	4,920.99
Payroll Clearing	38,524.13
Water	7,056.41
Sewer	5,222.17
<b>Total Expenditure By Fund</b>	<span style="border: 1px solid black; padding: 2px;"><b>72,435.31</b></span>

**Mitchellville Public Library  
Board of Trustees Regular Meeting  
Monday, March 28, 2016 @ 7:00pm  
205 Center Avenue North, Mitchellville, Iowa 50169**

**Meeting called to order by:** Deb Thomas-Biggs at 7:04 pm.

**Roll Call:** Present: Deb Thomas-Biggs, Tanya McDuffey, Joan Allsup and Jason Mooney

**Also Present:** Karen Spitler, Library Director

**Agenda:** Motion by McDuffey, second by Allsup to approve the agenda. Motion passed.

**City Liaison:** none

**Public Audience:** None

**Library Minutes:** Motion McDuffey, second by Allsup to approve the meeting minutes for February 22, 2016. Motion passed.

**Treasurers Report:** Motion by McDuffey, second by Mooney to accept and file the Treasurers Report. Motion passed.

**Monthly Bills:** Motion by McDuffey, second by Allsup to approve bills totaling \$3,370.77. Motion passed.

**Library Statistics:** Motion by Allsup, second by McDuffey to accept and file the Monthly Statistics. Motion passed.

**Director's Report:** Motion by Mooney, second by Allsup to accept and file the Director's Report. Motion passed.

**Other Business:** Motion by McDuffey, second by Allsup to allow the City of Mville to pay electric and telecom in advance. Motion passed.

Motion by McDuffey, second by Allsup that the Library requests a faxed copy of receipts for any supplies purchased by Public Works or any other City Dept. for the Library. Motion passed.

Motion by Allsup, second by McDuffey to accept the Polk County Board of Supervisors contract for fiscal year 2017-2020. Motion passed.





## CASEY'S GENERAL STORES, INC.

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P.O. Box 3001 • One Convenience Blvd., Ankeny, Iowa 50021-8045 • 515-965-6100

April 19, 2016

City of Mitchellville  
Attn: Ruth Norton  
204 Center Avenue N  
PO Box 817  
Mitchellville, IA 50169

Dear Ruth,

I have completed our application with ABD to upgrade our license to a class LE Liquor license. We would like this to go to the council meeting on May 16th, 2016. Enclosed please find the necessary paperwork for the Class LE liquor license.

Please forward any future paperwork directly to me at:

Casey's Marketing Company  
Attn: Michelle Rogness  
PO Box 3001  
Ankeny, IA 50021

If there are questions regarding this application please contact me at (515) 446-6728 or e-mail [michelle.rogness@caseys.com](mailto:michelle.rogness@caseys.com).

Sincerely,

Michelle Rogness  
Store Operations  
Casey's Marketing Company  
Phone: 515-446-6728  
Fax: 515-965-6205

**RESOLUTION 2016-27**

**A RESOLUTION APPROVING A LETTER OF AGREEMENT BETWEEN IOWA  
CORRECTIONAL INSTITUTION FOR WOMEN AND CITY OF MITCHELLVILLE FOR  
FIRE AND RESCUE SERVICES**

**WHEREAS**, the City of Mitchellville, Iowa has provided fire and emergency response services to the Iowa Correctional Institution for Women (ICIW) and,

**WHEREAS**, the ICIW has agreed to pay the City of Mitchellville \$2113.00 for fire protection services plus \$528.00 per fire/hazmat occurrence, for the period from July 1, 2016 through June 30, 2017.

**NOW, THEREFORE**, Be it Adopted and Resolved by the Mitchellville City Council that the attached letter of agreement between ICIW and the City of Mitchellville Fire Department is hereby approved and the Mayor and Fire Chief are authorized to sign said agreement.

Passed and approved this 2nd day of May, 2016.

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Jon Woods, Mayor

ATTEST:

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Tammi Dillavou, Chief Financial Officer

# Letter of Agreement

CONTRACTOR:

Vendor #42600497200  
City of Mitchellville  
204 Center Ave. North  
Mitchellville, IA 50169

CONTRACTEE:

Iowa Correctional Institution for Women  
420 Mill Street SW  
Mitchellville, IA 50169

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AGREEMENT made this 1<sup>st</sup> day of June, 2016 between the Iowa Correctional Institution for Women (ICIW), an agency of the State of Iowa and the City of Mitchellville, Iowa.

It is mutually agreed as follows:

1. Duration and Termination:

- a. This agreement shall continue in effect for 12 months.
- b. Commencing **July 1, 2016** and ending **June 30, 2017** subject to termination by either party of thirty (30) days prior written notice.

2. Performance and Location of Performance:

The contractor agrees to perform the following services:

The City of Mitchellville agrees to provide fire and rescue protection in case of emergencies at the Iowa Correctional Institution for Women for the period listed above. The following items warrant special attention:

- a. Such protection is to be equivalent of the protection furnished to the inhabitants and properties within the City of Mitchellville.
- b. The Iowa Correctional Institution for Women agrees that ambulance service is provided on a user fee basis, as furnished to all inhabitants within the City's jurisdiction.

Contractor must have an Affirmative Action Plan on file as required.

3. Services will be delivered by the following:

The Mitchellville Fire Department and its subsidiary units.

4. Vendor's services are to be delivered at the following places:

The Iowa Correctional Institution for Women, Mitchellville, IA.

5. Rates, Reimbursement and Billing:

\$2,113.00 base + \$528.00 per fire/hazmat occurrence; User Fee charges per rescue occurrence.

6. Miscellaneous:

- a. Changes to the provisions of this agreement may only be made in writing and signed by all parties hereto.
- b. This agreement shall be interpreted in accordance with the laws of the State of Iowa and any action relating to the agreement shall be commenced in the Polk County Iowa District Court or the United States District Court for the Southern District of Iowa.

The parties with their signatures are now executing this agreement as of the date stated at the beginning of this agreement.

Jon Woods, Mayor  
City of Mitchellville  
204 Center Avenue North, Box 817  
Mitchellville, IA 50169-0817

Patti Wachtendorf, Warden  
Iowa Correctional Institution for Women  
420 Mill Street S.W.  
Mitchellville, IA 50169

\_\_\_\_\_  
Authorized Signature                      Date

\_\_\_\_\_  
Authorized Signature                      Date

ATTEST:

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

\_\_\_\_\_  
Michael Twohey, Fire Chief

**RESOLUTION 2016-28**

**A RESOLUTION APPROVING A PAY RATE INCREASE FOR PUBLIC WORKS  
EMPLOYEE – CORY ESHELMAN**

**WHEREAS**, Cory Eshelman has taken and passed his Drinking Water Treatment 2 Operator Certificate on April 22, 2016 and,

**WHEREAS**, Cory Eshelman has taken and passed his Drinking Water Distribution 2 Operator Certificate on April 22, 2016 and,

**WHEREAS**, it has been pre-approved by Council that all new water and waste water certifications received by Public Works Employees will be compensated with a fifty cents per hour increase,

**NOW, THEREFORE**, Be it Adopted and Resolved by the Mitchellville City Council that the rate of pay for Mitchellville employee Cory Eshelman would increase from \$16.86 to \$17.86 per hour effective with the May 6, 2016 payroll, pay period April 21 to May 4.

Passed and approved this 2<sup>nd</sup> day of May, 2016.

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Jon Woods, Mayor

ATTEST:

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Tammi Dillavou, Chief Financial Officer

**RESOLUTION 2016-29**

**A RESOLUTION APPROVING A PAY RATE INCREASE FOR PUBLIC WORKS  
EMPLOYEE – BYRON VERMIE**

**WHEREAS**, Byron Vermie has taken and passed his Drinking Water Treatment 1 Operator Certificate on April 22, 2016 and,

**WHEREAS**, it has been pre-approved by Council that all new water and waste water certifications received by Public Works Employees will be compensated with a fifty cents per hour increase,

**NOW, THEREFORE**, Be it Adopted and Resolved by the Mitchellville City Council that the rate of pay for Mitchellville employee Byron Vermie would increase from \$14.86 to \$15.36 per hour effective with the May 6, 2016 payroll, pay period April 21 to May 4.

Passed and approved this 2<sup>nd</sup> day of May, 2016.

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Jon Woods, Mayor

ATTEST:

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Tammi Dillavou, Chief Financial Officer

## RESOLUTION 2016-30

### A RESOLUTION APPOINTING TAMMI DILLAVOU AS INTERIM CITY CLERK

**WHEREAS**, The City of Mitchellville needs to have a City Clerk on record and,

**WHEREAS**, Tammi Dillavou has been fulfilling the duties of the City Administrator/City Clerk as well as her duties as Chief Financial Officer since April 7, 2016,

**NOW, THEREFORE**, Be it Adopted and Resolved by the Mitchellville City Council that Tammi Dillavou is appointed Interim City Clerk and will be compensated with an increase of \$5.00 per hour (\$15.92 to \$20.92 per hour) effective April 7, 2016 until such time that a permanent City Administrator/City Clerk is appointed and is able to assume all the duties of that position.

Passed and approved this 2nd day of May, 2016.

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Jon Woods, Mayor

ATTEST:

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Tammi Dillavou, Chief Financial Officer

**RESOLUTION 2016-31**

**A RESOLUTION APPROVING JOB STATUS CHANGE AND PAY RATE INCREASE FOR  
THE UTILITY BILLING CLERK**

**WHEREAS**, Rahni Brose has taken on increased duties in addition to her current job responsibilities and, has increased her work hours in the absence of the City Administrator/City Clerk, and,

**WHEREAS**, the Mitchellville City Council desires to recognize and compensate Rahni Brose for fulfilling said duties,

**NOW, THEREFORE**, Be it Adopted and Resolved by the Mitchellville City Council that the aforementioned Mitchellville City employee's job status be changed from part time to full time with a pay rate increase of \$2.00 per hour (\$11.15 to \$13.15 per hour) effective April 7, 2016.

Passed and approved this 2nd day of May, 2016.

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Jon Woods, Mayor

ATTEST:

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Tammi Dillavou, Chief Financial Officer



# Public Works Report

April 2016

## Sewer Dept.

I have been working on getting all of the recommendation from the DNR changed at the sewer plant for our certification. They are working on the new water line for the plant and head works

**Head Works** I have gotten estimates for the spiral screen and I think we are going to buy the parts and fix it our selves.

**MOR** I completed and submitted the monthly operating report to DNR.

## Water Dept.

**Well** Jetco is working on finding a new product to fix well #4 and get it back working normal. We have the part on order for well # 4.

**GWMOR** I completed and submitted the ground water monthly operating report to DNR, and the Iowa dept of public health.

**Meters** We have done all the meter reading, rereads, and shut offs for the month. We have replaced a few old meters with new ones.

**Water Plant** We have been working on the list of recommendation and have completed a lot of them, we only have just a few more to go. We have been using the new tester into for daily operations and it has been working great.

**Well roads** We are repairing the roads, as weather permits at both well fields now that the grader is fixed. We are reshaping it then hauling the milling's that we have from the school to resurface them, they should be nice when we are done.

**Lead & copper** With everything going on with Flint Michigan EPA & DNR has been auditing everyones lead & copper plans. I have been trying to get ours updated from 1995. it has been a challenge. Ronnie has been helping me out with some of the mailings and notifications.



# Public Works Report

April 2016

## Street Dept.

Street patching

We have been working on patching potholes. We have used one truck load of patch since March. I have been getting estimates from the county for asphalt.

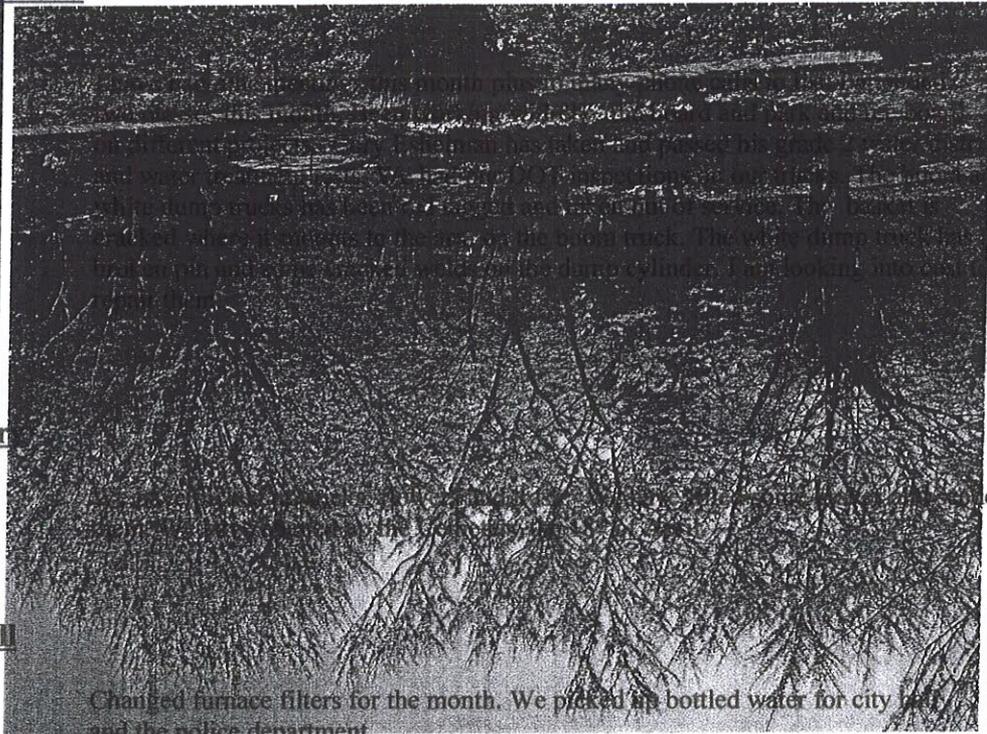
## Parks Dept.

We have opened the parks back up the 15<sup>th</sup> of April. I have been getting estimates for new restrooms, to resurface the tennis courts, concrete for the dugouts, and fencing for the park & rec board. We have applied crab grass preventer last month and will be applying weed & feed in a week. We are going to reseed some spots with grass seed.

## Public Works

Cemetery

City Hall



Changed furnace filters for the month. We picked up bottled water for city hall and the police department.

### Cercis canadensis

Wayne Patterson  
Public Works Director

Redbud

To order seedlings from the Iowa DNR State Forest Nursery go to [www.iowatreepnursery.com](http://www.iowatreepnursery.com) or call 1-800-865-2477

## Tammi Dillavou

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**From:** Kary Kinmonth <kary.kinmonth@mitchellville.org>  
**Sent:** Friday, April 29, 2016 7:51 AM  
**To:** jkw47@aol.com; joseph crook; Dean McGhee; Brian Sanger; Steve Zook; Tammi Dillavou; Rahni Brose  
**Subject:** Fwd: April 2016 Monthly report

Honorable Mayor and City Council Members:

Below is a summary of Mitchellville Police Department activities for the month of April 2016.

-15 traffic citations 42 warnings

-3 Arrests

-27 Salvage Vehicle Theft examinations

I donated to and assisted with the Easter egg hunt at Mitchell Village Care Center.



I attended the funeral of Des Moines Police Officer Carlos Morales.

I attended a meeting with Rep. Zach Nunn and local public safety leaders.

I attended training on Rabid and Dangerous dogs

We attended and had a booth at the Flavor of Mitchellville



I attended SART - Sexual Assault Response Team training.

I went with the school 4th and 5th grade on a field trip to Drake

Officer Spoerry and Stevenson attended the GTSB (Governors Traffic Safety Bureau) conference

KCCI was in town twice during the month with positive stories on the Mitchellville Police Department

