

MITCHELLVILLE CITY COUNCIL

REGULAR AGENDA

*** TENTATIVE AGENDA ***

Monday, November 7, 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: \$221,379.65 includes (2) regular payrolls, financial reports and October 17 and 31, 2016 Council Minutes.
 - B. Library Reports.
 - C. Public Works Report.
 - D. 1st Quarter Budget Summary.
 - E. Application for Tax Abatement-Parcel # 141/00339-003-000-Woods
5. Public Audience General Comments-(Please Limit to 3 Minutes Each) No Council action.
6. Consider Utility Bill Adjustment-Josh Moos.
7. Second Reading of Ordinance 2016-03 "Operation of Golf Carts and Certain Off-road Utility Vehicles"
8. Consider Resolution 2016-65 "Resolution Adopting a Safety Policy for the City of Mitchellville".
9. Consider Cell Phone for City Administrator.
10. Updates from Council Members and Mayor
11. Public Audience General Comments-(Please Limit to 3 Minutes Each) No Council action.
12. Adjournment.

POSTED November 4, 2016

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

**Mitchellville Public Library
Board of Trustees Regular Meeting
Monday, Sept. 26, 2016 @ 7:00pm
205 Center Avenue North, Mitchellville, Iowa 50169**

Meeting called to order by: Deb Thomas-Biggs at 7:15 pm.

Roll Call: Present: Deb Thomas-Biggs, Bob, Jason Mooney;
Absent: Tonya McDuffey, Joan Allsup,

Also Present: Karen Spitler, Library Director

Agenda: Motion by Harris, second by Thomas-Biggs to approve the agenda. Motion passed.

City Liaison: none

Foundation Update: None

Public Audience: None

Library Minutes: Motion by Harris, second by Thomas-Biggs to approve the Library minutes. Motion passed.

Treasurers Report: Motion by Harris, second by Mooney to accept and file treasurers report. Motion passed.

Monthly Bills: Motion by Harris, second by Thomas-Biggs to approve bills totaling \$1,993.24. Motion passed.

Library Statistics: Motion by Thomas-Biggs, second by Harris to accept and file the Monthly Statistics. Motion passed.

Director's Report: HVAC bids were discussed. Most bids were higher than expected for maintenance. Decided to wait to maybe just do one inspection for both AC and Heating at a later date.

Other Business: None

Director's Comments: none

Trustee Comments: None

Meeting Adjourned: Meeting motion to adjourned by Harris, 2nd by Mooney at 7:55pm.

Respectfully submitted by: Jason Mooney, Secretary

Next Regular Meeting on Oct. 24, 2016 at 7:00 pm

MITCHELLVILLE PUBLIC LIBRARY
MONTHLY STATISTICS
September 2016

Volunteers:

Volunteers 8

Hours Donated 76.25

Circulation Statistics:

Total 939

ILL-Received 6

Provided 5

Public Internet Computer Usage:

Desk Top 400

Lap Top 111

Programs	# of Programs	Total Attendance
Children	4	20
Teen	0	0
Adult	2	13
Totals	6	33

Meeting Room use 1

Off-Site # of Programs 0

	Added	Withdrawn
Books	38	1
Audio Books	2	0
DVDs	8	0
Patrons	15	2



Public Works Report

October 2016

Sewer Dept.

I have been working on getting all of the recommendation from the DNR changed at the sewer plant for our certification. I have received our rough draft for our new permit. There will be more testing required and some changes in our plant may need to be done.

Head Works We have received the parts for the spiral screen. Terry from Metal Masters came and welded up the leak on the grit chamber drive. Iowa Pump Works is coming out to work on our grit pump. 72 degrees came out to work on the furnace to keep from freezing the water lines. We are getting prices for replacing our water lines that are bad.

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

Water Dept.

Wells We have been working on the well gates getting them replaced then we are going to work on replacing the fence around them. We are also working on repairing the access roads.

GWMOR I have 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 only have replacing the infrastructure to go.

Street Dept.

Street patching We have been working on the street patching, it is an ongoing job. Cory had a lot of the streets repaired, I have a few more that I am going to have them look at. We have received our salt order for the winter and picked up five loads of sand. We are looking into fixing our sander or replacing it.



Public Works Report

October 2016

Parks Dept.

We have closed all of the parks, ball fields, and cemetery. We have picked up branches and trash as needed.

Public Works

I have had six meetings this month plus to many phone calls to list. We have mowed four times this month and weed whacked twice.

Cemetery

We have picked up sticks, flowers and trash. We have filled some graves and seeded them. We have shut the water off and removed the cans.

City Hall

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

Wayne Patterson
Public Works Director

**City Of Mitchellville
Regular Council Meeting
Bills Approved
November 7, 2016**

Adams Door Co	Door Adjust	260.00
Aflac	Aflac Insurance	184.06
Altoona Fire Dept	Paramedic Assts	1,250.00
Baker & Taylor	Books	429.53
Bancard	DVDs, Fall-O-Ween, Lunch	947.07
Boundtree	EMS Supplies	700.55
Brick Gentry	Legal Fees	825.00
Carpenter Uniform	Liet Hat Badge	118.50
Carpenter Uniforms	Campbell	48.98
Century Link	Telecomm	561.68
CIRDWC	Annual Dues	106.00
City of Mitchellville	Water Deposit Refunds	54.82
Colleciton Services Center	Payroll Withholding	757.69
Copyy System	Copier Maint	49.44
Craig, Mary	Cleaning City hall	225.00
Crystal Clear Water	Water	72.00
Doctors Now	Aaron Physical	240.00
Elite Property Services	Cemetery Mowing	1,680.00
EMC Insurance	Group Life	279.32
Hawkins	Chemicals	884.87
Heartland Co-op	Fuel	588.35
Heartland Outdoor Service	Road Repairs/Street Sweeping	53,820.00
ICAP	Insurance	67.52
IMWCA	Work Comp Ins	4,553.00
Interstate Battery	2 31-XHD	243.90
Interstate Powersystems	Wells/Plants Annual Serv Insp	3,382.00
Iowa Dept of Revenue	Garnishment	165.31
Iowa Dept of Transportation	Snow Fence	505.12
Iowa One Call	Locates	39.60
Iowa Process Service	Legal Fees	243.76
Iowa Prison Industries	Slow Moving Signs	51.75
Ipers	October Payroll	6,482.13
IRS	10/21 & 11/4 Withholdings	10,727.03
Jetco	Sonic Wall 3 yr Renewal	875.00
Johnston, John	Refund Overpymt 310 3rd NE	76.83
Kinmonth, Kary	Halloween Candy, Car Wash	133.26
Kirkwood Comm College	Fire School/Dory, Fisher	215.00
Library Petty Cash	Postage	26.10
Lust Contract Cleaning	Janitorial	500.00
Mediacom	Telecomm	179.19
Menards	Supplies	641.85
Metro Waste Authority	Curb It Fee & Garbage	6,184.04
Midamerican Energy	Utility	228.59
Midwest Office Technology	Copier Maint	155.86
Miller, Marie	Refund Water Deposit	70.90
Municipal Supply	Equip/Supplies	138.00
O Reilly Auto Parts	Maint 075740	83.74
Payroll	10/21/2016 & 11/4/2016	91,473.07
Pitney Bowes	3 Mo. Rental	134.94
Polk County Fire Chiefs Assoc	Annual Dues	25.00
Praxair	Oxygen	45.29

Premier Plumbing	Water Fountain Repairs	397.50
Premier Services	Pumps Hose Tester	338.05
Quality Striping Inc	Paint Pavement Markings	6,642.96
Quill	Office Supplies	252.70
Racom Corp	Edacs	183.26
Saylor Creek Sand Company	Ice Control Sand	353.34
Staples	Office Supplies	90.44
Swissphone LLC	3 Pagers, Cases	1,274.98
Toyne Inc	5740, 5745 Pump Cert	1,092.25
Treasurer, State of IA	Oct Sales Tax & Withholding	3,487.00
Treat America	Lunch - Thomas	8.18
Tritech	Billings	250.00
Truck Equipment	Repairs 1998 Navistar	1,288.59
U.S. Post Office	Permit #12 Renewal	215.00
US Cellular	Telecomm	89.46
Van Ryswyk	Valve Box, Manhole Repairs	1,204.50
Vander Haags, Inc	1999 International 4700	697.40
Veenstra & Kimm	Building Permits	114.00
Verizon	Telecomm	80.02
Vestal, Zachary	Polo Shirts for New Members	174.93
Vos, Rory	Refund Water Deposit	74.28
Wellmark	Health/Dental	11,280.17
Wuebker, Justina	Mileage Reimb	60.00

Total Bills To Be Paid

221,379.65

FUNDS

General Fund	36,777.51
Library - General	7,709.47
EMS - General	2,275.84
Road Use Fund	66,097.09
Employee Benefits	10,092.43
Payroll Clearing	63,175.41
Water	21,030.16
Utility Deposits	200.00
Sewer	14,021.74
Total Expenditure By Fund	221,379.65

MITCHELLVILLE RECEIPTS FOR September 2016

GENERAL FUND	17,801.67
LIBRARY - GENERAL	319.85
EMS	7,258.96
ROAD USE TAX FUND	29,068.66
EMPLOYEE BENEFIT	1,850.73
EMERGENCY FUND	163.61
TAX INCREMENT FINANCING	478.02
URBAN RENEWAL	0.18
DEBT SERVICE	1,082.71
CEMETERY	1.65
WATER FUND	30,418.14
UTILITY DEPOSITS	600.80
WATER SINKING	11,465.00
SEWER FUND	21,406.49
SEWER SINKING	6,213.33
BLAKE TRUST	72.82
LIBRARY MEMORIAL	8.01
THOMAS MITCHELL HISTORIC	109.00
TOTAL	128,319.63

APPLICATION FOR TAX ABATEMENT UNDER THE
URBAN REVITALIZATION PLAN FOR

Mitchellville, Iowa

Date Oct 29, 2016

Prior approval for
Intended Improvements _____

Approval of Improvements
Completed X

Address of Property: _____

Legal Description: PARCEL No. 141 / 00339-003 - 000

Title Holder or Contract Buyer: JONATHAN K. WOODS

Address of Owner (if different than above): 204 3rd St NE Mitchellville IA 50169

Phone Number (to be reached during the day): 515-967-2350

Existing Property Use: Residential Commercial Vacant

Proposed Property Use: Residential Commercial Industrial
(check two) Rental Owner-Occupied

Nature of Improvements: New Construction Addition General Improvements

Specify: 44' x 99' Steel Covered Pole Building

Estimated or Actual Date of Completion: 4/29/2016

Estimated or Actual Cost of Improvements: \$ 47,208

Tax Exemption Schedule is attached.

Signed: Jonathan Woods

EXEMPTIONS

Commercial and Residential: All qualified real estate assessed as commercial or residential property is eligible to receive an exemption from taxation on the actual value added by the improvements. The exemption is for a period of five (5) years, determined as follows:

- A) For the first year - 75%
- B) For the second year - 60%
- C) For the third year - 45%
- D) For the fourth year - 30%
- E) For the fifth year - 15%

REQUEST TO BE ON COUNCIL AGENDA

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

NAME: Josh Mous

ADDRESS: 208 Mitwell Ave SW
Mitwellville

PHONE NUMBER: 515 633 7769

EMAIL: _____

REASON FOR REQUEST (PLEASE BE SPECIFIC)

water bill to be lowered

DATE OF COUNCIL MEETING: NOV 7th

TODAY'S DATE AND TIME: NOV 2nd 12:45

SIGNATURE: Josh Mous

ORDINANCE 2016-03

An Ordinance Regulating the Operation of Golf Carts and Certain Off-road Utility Vehicles on City Streets

WHEREAS, the City Council of the City of Mitchellville, Iowa, deems it necessary to regulate the operation of golf carts on City streets;

BE IT THEREFORE ORDAINED by the City Council of Mitchellville, Iowa:

1.01 Purpose. The purpose of this Ordinance is to facilitate for, and allow, the safe operation of golf carts and certain off-road utility vehicles upon certain streets within the City and to enact rules and regulations for the operation of thereof.

1.02 Definitions. For the purpose of this Ordinance, the following definitions shall apply:

1. "Golf Cart" means a motorized cart for carrying golfers and their equipment over a golf course- called also golf car.
2. "Off-road Utility Vehicle" means a motorized flotation-tire vehicle with not less than four and not more than eight low-pressure tires that is limited in engine displacement to less than one thousand five hundred cubic centimeters and in total dry weight to not more than one thousand eight hundred pounds and that has a seat that is of bucket or bench design, not intended to be straddled by the operator, and a steering wheel or control levers for control.

(Code of Iowa, Chapter §321I.1[16a])

1.03 Rules of Operation. The following rules apply to the operation of golf carts and off-road utility vehicles within the City:

- A. Golf carts and off-road utility vehicles registered with the City Clerk may be operated on city streets unless otherwise prohibited by the Code of Iowa as now exists, or hereafter amended, or by the provisions of this chapter.
 1. The owner shall supply proof of liability insurance, covering operation of golf carts on City streets at the time of initial registration and each registration renewal.
 2. Registration renewal shall be annual.
- B. A City Certificate of Registration must be carried in or on the golf cart or off-road utility vehicle being operated on streets under this subsection. Registration fees will be set by resolution of the City Council.
- C. Golf carts and off-road utility vehicles may be operated only by persons who possess a valid motor vehicle operator's license issued by a state licensing authority.

- D. Golf carts and off-road utility vehicles may be operated on City streets from sunrise to sunset, regardless of whether the golf cart or off-road utility vehicle is equipped with lights.
- E. Golf carts and off-road utility vehicles operated upon a City street shall be equipped with a slow moving vehicle sign on the back thereof as well as a bicycle safety flag, and all carts and off-road utility vehicles shall have adequate brakes.
- F. Golf carts and off-road utility vehicles operated upon a City street only for the purpose of crossing the street shall not be required to be equipped with a slow-moving vehicle sign and a bicycle safety flag as otherwise herein required.
- G. Golf carts and off-road utility vehicles shall be driven as close as practical to the right-hand edge of any street, except when executing a left turn.
- H. Golf carts and off-road utility vehicles shall yield right-of-way to other motor vehicles and pedestrians at all uncontrolled intersections regardless of the dictates of Section 321.319 of the Code of Iowa.
- I. Golf carts and off-road utility vehicles shall not be operated in any park, playground or upon any other City-owned property without the express permission of the City.
- J. Golf carts and off-road utility vehicles may be parked upon a City street within the City of Mitchellville, Iowa subject to the same terms and conditions applicable to the same terms and conditions applicable to the parking of automobiles and other motor vehicles, with the exception that golf carts may not park upon any street within the City of Mitchellville where their operation is otherwise prohibited by City ordinance or the provisions of the Code of Iowa as now existing or hereafter amended.
- K. Golf carts and off-road utility vehicles shall operate in single file.
- L. No person shall ride on, and no operator shall allow a person to ride on a golf cart, off-road utility vehicle, or on any portion thereof, not designed or intended for the conveyance of passengers.
- M. The owner and operator of a golf cart and/or off-road utility vehicle are liable for any injury or damage occasioned by the negligent operation of a golf cart or off-road utility vehicle. The owner of a golf cart and/or off-road utility vehicle shall be liable for any such injury or damage only if the owner was the operator of the golf cart and/or off-road utility vehicle at the time the injury or damage occurred or if the operator had the owner's consent to operate the golf cart and/or off-road utility vehicle at the time of injury or damage occurred.

1.04 Restrictions on Use. Golf carts and off-road utility vehicles shall only operate on streets with a posted speed limit of thirty-five miles per hour (35 mph) or less.

1.04 SEVERABILITY CLAUSE. All ordinances or parts of ordinances in conflict herewith are hereby repealed. Should any section, part or provision of this ordinance be adjudged invalid, such adjudication shall not affect the validity of the remainder of this ordinance.

1.05 WHEN EFFECTIVE. This ordinance shall be in full force and effect upon its passage and publication as required by law.

Passed this ____ day of October, 2016.

Jon Woods, Mayor

ATTEST:

Tammi Dillaviou, City Clerk

1st Reading: _____
2nd Reading: _____
3rd Reading: _____
Published: _____

RESOLUTION 2016-65

A RESOLUTION ADOPTING A SAFETY POLICY FOR THE CITY OF MITCHELLVILLE

WHEREAS, the City of Mitchellville does not currently have a safety manual; and

WHEREAS, the provider of worker's compensation insurance for the City of Mitchellville is requesting that the City adopt a general safety policy;

BE IT THEREFORE RESOLVED, that the City Council of the City of Mitchellville, Iowa hereby adopts the following General Safety Manual: