

**MITCHELLVILLE CITY COUNCIL
REGULAR AGENDA**

***** TENTATIVE AGENDA *****

**Monday, October 3, 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: \$106,024.52 includes (1) regular payroll, financial reports and September 19, 2016 Council Minutes, Library Reports.
5. Public Audience General Comments-(Please Limit to 3 Minutes Each) No Council action.
6. Consider Contract with Veenstra & Kimm, Inc. for Sanitary Sewer Service Study for the Deer Run Development.
7. Consider Cell Phone request from the City Administrator
8. Updates from Council Members and Mayor
9. Public Audience General Comments-(Please Limit to 3 Minutes Each) No Council action.
10. Adjournment.

POSTED SEPTEMBER 30, 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. CONSIDER CONTRACT WITH V & K FOR DEER RUN SEWER

We are looking at correcting the issues with the sanitary sewer in the Deer Run Development. The contract is for V & K to look into the problem and explore potential solutions. The amount of the contract is not to exceed \$12,500.

RECOMMENDED ACTION: Motion to accept the Contract with Veenstra & Kimm for engineering services for the Northeast Service Area Sanitary Sewer Service Study.

7. CONSIDER CELL PHONE REQUEST FROM THE CITY ADMINISTRATOR

Currently I use my personal cell phone a great deal for City business to include taking pictures of nuisance properties, taking City calls when at classes and conferences, etc. I have not put the capability of receiving City emails on my phone due to public/private conflicts. I am requesting a City cell phone for use for City business. It will be extremely valuable during the times I am away from the office to receive e-mails, phone calls, etc.

RECOMMENDED ACTION: Motion to approve a City cell phone for the City Administrator.

OPTION #1: Motion to approve a monthly stipend of \$50 for the purpose of reimbursement for the use of the City Administrator's personal cell phone.

OPTION #2: No action.

City Administrator Update:

IMWCA was in town to conduct the City's annual worker's compensation audit. Numerous improvements need to be made and I issued a directive to Public Works Director Patterson to make the suggested improvements. In addition, there will be a few policies that the City is encouraged to adopt to include a return-to-work program, a general safety manual and a designated physician policy.

I will be directing all department heads to inventory all vehicles and equipment so we know what we have, what we will need and when we will need it so that we can budget accordingly.

Held a meeting with the City Attorney, Building Inspector and myself to develop a plan for the nuisance property located at 302 Mill Street SW.

I held a preliminary meeting with Snyder & Associates regarding a 5 year street improvement plan. Look for proposals at a future meeting.

I wrote the RFP for updating the Comprehensive Plan. A copy is in your packets. Please let me know if you have any questions or comments.

8. PUBLIC COMMENTS

9. ADJOURNMENT

**City Of Mitchellville
Regular Council Meeting
Bills Approved
October 3, 2016**

Baker & Taylor	Books	630.01
Bancard	DVD's/Books	444.10
Carus Phosphate	Chemicals	570.74
Central Salt	Bulk Deicing Salt	1,615.68
Century Link	Telecomm	562.34
City of Mitchellville	Water Deposit Refunds	202.99
Colleciton Services Center	Payroll Withholding	757.69
Craig, Mary	Cleaning City hall	150.00
Econo Signs	Road Work & Detour Signs	795.10
EMC Insurance	Group Life	279.32
Fire Safety USA	Brackets/Post	125.00
Hach Company	Chemicals	1,144.59
Heartland Co-op	Fuel	540.96
IMWCA	Work Comp Ins	2,080.00
Iowa Dept of Revenue	Garnishment	297.20
Iowa Workforce Development	3rd Qtr Unemployment	711.76
Ipers	September IPERS	6,974.22
IRS	9/23 & 3rd Qtr Withholdings	6,303.17
Jetco	Service Pumps Tripping	174.00
John Deere Financial	Pole Saw/Chain	631.37
Kinmonth, Kary	Parade Candy	79.80
Lust Contract Cleaning	Janitorial	400.00
Menards	Supplies	136.69
Mercy Medical Center	Drug Screening	1,427.00
Metro Waste Authority	Curb It Fee/Garbage	6,137.60
Midwest Office Tech	Copier Maint	105.09
Municipal Supply	Meters/Supplies	1,741.00
Nolin, Jennifer	Refund Water Deposit	25.26
Payroll	9/23/Fireman/Council Qtrly	53,606.29
Potter, Hazel	Refund Water Deposit	71.75
Quill	Office Supplies	147.05
Racom Corp	Edacs	183.26
Treasurer, State of IA	Sept Sales Tax/Withholding	3,724.00
Ultramax	Ammo	958.00
US Cellular	Telecomm	89.50
Veenstra & Kimm	Building Permits	422.81
Verizon	Telecomm	80.02
Vulcan Industries	Freight	259.54
Wellmark	Health/Dental	11,280.17
Williams Auto Service	Partrol/Tire Repair	159.45

Total Bills To Be Paid

106,024.52

FUNDS

General Fund	25,270.33
Library - General	3,696.99
EMS - General	30.00
Road Use Fund	4,088.09
Employee Benefits	7,565.86
Payroll Clearing	45,064.47
Water	11,894.06
Utility Deposits	300.00
Sewer	8,114.72

Total Expenditure By Fund

106,024.52

Mitchellville Public Library
Board of Trustees Regular Meeting
Monday, August 29, 2016 @ 7:00pm
205 Center Avenue North, Mitchellville, Iowa 50169

Meeting called to order by: Deb Biggs at 7:00 pm.

Roll Call: Present: Biggs, Bob Harris and Joan Allsup, Tonya McDuffey arrived at 7:25.
Absent: Jason Mooney.

Also Present: Karen Spitler, Library Director

Agenda: Motion by Harris, second by Allsup to approve the agenda with date correction.
Motion passed.

City Liaison: Treasa Mitchell reported that the City Administrator Greg Crocker is getting settled in.

Foundation: Foundation not represented. Spitler asked the Board if she could put up the plaques the Foundation purchased or if the Board wanted input. The Board gave the okay for Spitler to decide.

Public Audience: None

Library Minutes: Motion by Allsup, second by Harris to approve the meeting minutes for June 13, 2016 and July 26, 2016. Motion passed.

Treasurers Report: Allsup discussed the changes that need made in the format and that she had stopped and picked up FY16 yearend report

Monthly Bills: Motion by Harris, second by Allsup to approve bills totaling \$2,797.08
Motion passed.

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

Director's Report: Motion by McDuffey, second by Biggs to accept and file the Director's Report. Motion passed.

Other Business:

Electrical outlets not working: Allsup suggested next time we have an electrician come to check to see why they do not work.

Bids for HVAC: We need to get 2-3 bids for our annual contract.

Director's Comments: None

Trustee Comments: Biggs is changing work positions and will be harder to reach during the day.

Meeting Adjourned: Motion to adjourn by McDuffey, second by Allsup at 7:42.

Respectfully submitted by: Joan Allsup, Treasurer

Next Regular Meeting on September 26, 2016 at 7:00 pm

MITCHELLVILLE PUBLIC LIBRARY
MONTHLY STATISTICS
August 2016

Volunteers:

Volunteers 7

Hours Donated 112

Circulation Statistics:

Total 1128

ILL-Received 7

Provided 7

Public Internet Computer Usage:

Desk Top 518

Lap Top 202

Programs	# of Programs	Total Attendance
Children	10	35
Teen	0	0
Adult	1	5
Totals	11	40

Meeting Room use 2

Off-Site # of Programs 0

	Added	Withdrawn
Books	68	1
Audio Books	0	0
DVDs	9	1
Patrons	8	0

Mitchellville City Council Proceedings
Regular Meeting, September 19, 2016 Minutes

The Mitchellville City Council met in regular session at 7:00 pm in the council chambers of City hall, 204 Center Ave N, pursuant to notice.

Mayor Pro Tem Zook called the meeting to order, roll call, members present: Crook, McGhee, Zook, Mitchell and Sanger. Absent: Mayor Woods. Motion made by Sanger, second by McGhee to approve tentative agenda. Motion carried unanimous.

Motion made by Crook, second by Mitchell, to approve the consent agenda, which approved payment of bills of \$72,295.25, including 1 regular payroll, and September 6, 2016 Council minutes. Motion carried unanimous.

Public Audience: Amerist Chambers, 103 Fourth St NW, thanked the city for their help and support during the Thomas Mitchell Days celebration.

Motion made by Mitchell, second by Sanger, to open the public hearing regarding voluntary annexation of certain parcels of real estate owned by IA-KY LLC, W. Edward Craig, President and certain parcels owned by Iowa Interstate Railroad, LTD. Motion carried unanimous. With no public participation, McGhee made motion, second by Mitchell, to close the public hearing. Motion carried unanimous. Motion made by McGhee, second by Sanger, to approve Resolution 2016-62, 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. Motion carried unanimous.

Bill Goldy and Nathan Gruber with ISG Engineering presented a proposal for a splash pad/rain garden in Killinger Park. ISG will draw up a development agreement for future consideration.

Motion was made by McGhee, second by Sanger, to approve third reading of Ordinance 2016-04, Dangerous Buildings. Motion carried unanimous.

Motion made by McGhee, second by Sanger, to approve Resolution 2016-61, designating certain positions as critical. City Administrator Crocker reminded council that this new resolution would only apply to anyone hired after 9/19/16. Motion carried unanimous.

Updates by Department Heads, Council Members, and Mayor. Chief Twohey shared that the walking tacos during TMD went great and 12 awards for service were handed out to past and current fireman. Upcoming Fireman Chili Supper is 11/19/16. Crook asked about the discolored water. Asst. Public Works Director Eshelman stated the need for a water main replacement program. Sanger questioned how much time the SRO needs to be in the school. Crocker shared that he attended the Iowa League Conference last week and responded to a minor accident on Saturday.

Public Audience: None

Meeting adjourned at 7:30 pm by unanimous decision.



Steve Zook, Mayor Pro Tem

ATTEST:



Tammi Dillavou, City Clerk



Request for Proposals

Comprehensive Plan Update

204 Center Avenue North
P.O. Box 817
Mitchellville, IA 50169
(515) 967-2935

NOTICE TO BIDDERS

The City of Mitchellville, Iowa is seeking proposals from qualified firms/providers of consultant services to perform a joint update of the Mitchellville Comprehensive Plan. The City of Mitchellville will accept proposals from firms interested in providing the requested services. Proposals must be received by no later than 4:00 p.m. local time on Monday, October 17, 2016, at:

Mitchellville City Hall
Attn: City Clerk
Comprehensive Plan RFP
P.O. Box 817
Mitchellville, IA 50169

If there are any questions regarding this request for proposals, please contact the Greg Crocker, City Administrator, in writing at greg.crocker@mitchellville.org. Answers will be provided either by email or on the City website, and will be accessible to all interested parties.

The City retains the right to amend the request for proposals at any time.

I. General Information

The City of Mitchellville is located in the Des Moines metro area, 5 miles east of Altoona, Iowa, abutting Interstate 80. Mitchellville's population has been slowly increasing over the past two decades.

The last comprehensive plan update was in 2009, and since that time the City has annexed additional land and expects greater growth as the Des Moines metropolitan area continues to grow and expand.

The goal of this process is the development of a 20-year Comprehensive Plan and an implementation plan to guide future development and decision making within the community.

Recent plans and studies that have been adopted and/or utilized by the City of Mitchellville that should be considered or incorporated as part of these updates include:

2006 Comprehensive Plan

2009 Comprehensive Plan

Copies of these plans, as well as the current Comprehensive Plan are available on the City's website at www.mitchellville.org, or can be provided upon request.

II. Comprehensive Plan Content

The Comprehensive Plan would include assembling and analyzing data regarding all of the existing conditions within the City of Mitchellville and utilizing that data to develop policies, actions, and an implementation plan to guide future development of decision making within the community with a 20-year time horizon. It is anticipated the new Comprehensive Plan would cover the following content:

1. Community Assessment
2. Demographics/Economic Overview
 - a. Population, housing and demographic trends, and projections
3. Employment/Economy
 - a. Employment trends
 - b. Economic trends and forecasts, actions for an economic development plan
4. Natural Resources and Stormwater Management
 - a. Potential inclusion of an action plan for a new municipal stormwater utility.
5. Land Use
 - a. Existing land use, future land use plan, with an appropriate balance of commercial and residential uses. This plan should include policies and action steps for implementation to guide future development and land use decisions, including proposals and policy for land annexation.
6. Housing
7. Transportation
8. Parks & Recreation
9. Public Facilities
10. Implementation

The City considers citizen input essential. The Comprehensive Plan process should be structured to maximize citizen involvement and participation. The consultant is encouraged to propose a process that is both creative and interactive for soliciting input from a diverse citizenry and ensuring an open public dialogue throughout the development of the plan.

III. Proposal Format

Please limit the total length of the proposal to a **maximum of twenty (20) pages**. The content of the proposal shall include:

- A. Letter of Transmittal
- B. Executive Summary
- C. Brief organizational profile, including background and experience of the firm and key staff on the project
- D. Previous project summaries for similar projects in size and scope, including reference contact information, for a minimum of three (3) projects. (The City reserves the right to contact any references provided or otherwise obtained).
- E. Proposed Operation Plan, including an explanation of technical approaches and a detailed outline of the proposed services for executing the requirements of the proposed scope of services
- F. Anticipated Project Schedule
- G. Project management, including:
 - a. Project organizational chart including key staff to be assigned
 - b. Location of office from which the management of the project will be performed
 - c. Summary/matrix of key personnel's shared project experience
- H. Appendices (not counted toward the 20-page requirement)
 - a. Signature/Certification
 - i. The proposal shall be signed by an official authorized to bind the offer and shall contain a statement that the proposal is a firm offer for a ninety (90) day period from the submittal deadline. The proposal shall also provide the following information: name, title, address, and telephone number of the individual(s) with the authority to contractually bind the company and also who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.
 - b. Resumes of person(s) who will be performing the work
- I. A proposed work task plan, detailing specific tasks within each phase. The City reserves the right to negotiate work tasks prior to finalizing a contract with the selected firm.

Proposals must contain 9 paper copies and one electronic copy (flash drive or CD). The proposals shall be retained the City of Mitchellville and will not be returned.

IV. Selection Process

A joint work session of the City Council & Planning & Zoning Commission may be scheduled to interview qualified firms. The Planning & Zoning Commission will discuss proposals in an open meeting and provide a recommendation to the City Council, to be discussed and/or approved at a subsequent regular meeting of the Council.

V. Anticipated RFP Timeline

Submittal deadline:	4:00 p.m., Monday, October 17, 2016
Interviews:	November/December
City Council Consultant Selection:	January 2017
Approval of Final Contract:	February 2017

VI. Evaluation Criteria

The City will evaluate proposals based on a variety of factors:

- Firm's Experience with projects of similar size, scope, and complexity
- Firm's Experience in meeting similar project goals
- Firm's Experience in incorporating active public participation in similar projects
- Firm's proposed project timeline
- Firm's references

Based on the materials submitted, the City may invite any or all firms to make a presentation on their proposal.

VII Submission of Responses

A. *Acceptance/Rejection/Modification to Responses:*

The City of Mitchellville reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive informalities or irregularities in a proposal or in the proposal process. The City reserves the right to split or to make the award in any manner deemed most advantageous to the City at its sole and exclusive discretion.

B. *Economy of Preparation*

Statements of Qualification should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the project.

C. *Cost of Preparation:*

The City shall not be liable for any costs incurred by a respondent in preparing or submitting a proposal.

D. Ownership:

Submitted materials become the property of the City and will not be returned.

E. Statement of Qualifications Clarification Request:

During the period of evaluation, the City shall have the right to request clarification from the respondents. If any such respondent fails to respond to such a request within five (5) business days of the request, the City shall have the right to reject the proposal.

F. Public Records:

Submitted responses and any agreement or other documents become public records that are subject to review and copying by any person making an appropriate request for public records.

VII Due Date

The proposal with 9 complete copies and one electronic copy (flash drive or CD) will be received at the Office of the City Clerk no later than 4:00 p.m., Monday, October 17, 2016. Proposals will not be accepted after this time. Proposals shall be addressed as follows:

City of Mitchellville
Attn: City Clerk
Comprehensive Plan RFP
P.O. Box 817
Mitchellville, IA 50169

Each response shall be submitted in a sealed envelope. If submitted other than by mail, it shall be delivered in person or by courier to the Office of the City Clerk. Proposals submitted by mail must be received in the Office of the City Clerk by the time specified herein.