

MITCHELLVILLE CITY COUNCIL

REGULAR AGENDA

*** TENTATIVE AGENDA ***

Tuesday, September 6, 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: \$133,982.28 includes (1) regular payroll, financial reports and August 15, 2016 Council Minutes.
 - B. Library Minutes June 13, July 26, 2016
 - C. Library July Statistics
 - D. Department Head Reports
5. Public Audience General Comments-(Please Limit to 3 Minutes Each) No Council action.
6. Alex Lynch presentation from East Polk County Development
7. Third Reading of Ordinance 2121 Curfew Ordinance
8. Consider for Adoption Resolution 2016-56 "Transfer of Funds from General Fund to Library Fund"
9. Consider for Adoption Resolution 2016-59 "Standard Operating Procedures for Citizen Complaints"
10. Consider for Adoption Resolution 2016-60 "Social Media Policy"
11. Consider for Adoption Resolution 2016-58 "Street Finance Report"
12. Set the Date and Time for "Begger's Night"
13. First Reading of Ordinance 2016-03 "Operation of Golf Carts"
14. First Reading of Ordinance 2016-04 "Dangerous Buildings"
15. Discuss and Consider Options for Updating Comprehensive Plan
16. Discussion Regarding Employee Residency
17. Updates from Council Members and Mayor
18. Public Audience General Comments-(Please Limit to 3 Minutes Each) No Council action.
19. Adjournment.

POSTED SEPTEMBER 2, 2016

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

**City Of Mitchellville
Regular Council Meeting
Bills Approved
September 6, 2016**

| | | |
|-----------------------------|---------------------------|-----------|
| Aflac | Emp Aflac | 184.06 |
| Altoona Fire Department | Paramedic Asst | 1,000.00 |
| Baker & Taylor | Books | 502.09 |
| Bancard | DVDs, Paper, Suppliles | 534.31 |
| Carpenter Uniform | Nametag, Bars, Handcuffs | 82.96 |
| Century Link | Telecomm | 562.34 |
| City of Mitchellville | Water Deposit Refunds | 546.58 |
| Colleciton Services Center | Payroll Withholding | 757.69 |
| Copy System | Copier Service | 24.72 |
| Craig, Mary | Cleaning City hall | 225.00 |
| Crocker, Greg | Microwave | 115.52 |
| Crystal Clear Water | Water | 51.75 |
| Delaware Township | Paramedics | 100.00 |
| Demco | DVD Sleeves | 180.26 |
| Doctors Now | Templeman Physical | 267.00 |
| Econo Signs | Road Work & Detour Signs | 1,047.82 |
| Elite Property Services | Mowing | 2,800.00 |
| EMC Insurance | Group Life | 279.32 |
| Feld Fire | Pump Backpack | 150.00 |
| Green, Steven | Ceiling Tiles | 87.85 |
| Hach Company | Chemicals | 295.00 |
| Hawkins | Chemicals | 1,095.52 |
| Heartland Co-op | Fuel | 147.42 |
| Housby Mack | B77 DOT Inspection | 80.00 |
| IMWCA | Work Comp Ins | 2,080.00 |
| Iowa Crime Prevention Assoc | Membership Dues | 50.00 |
| Iowa Dept of Revenue | Garnishment | 297.20 |
| Iowa Fire Chief Assoc | Assoc Dues | 75.00 |
| Iowa League of Clties | Updated Clerk Handbook | 40.00 |
| Iowa Library Services | Ebook, Subscription Fees | 640.56 |
| Iowa One Call | Locates | 43.20 |
| Iowa Police Chiefs Assoc | Spoerry Training | 250.00 |
| Ipers | August Ipers | 6,435.12 |
| IRS | 8/26 Withholding | 5,282.61 |
| Law Enforcement Systems | Vehicle Labels | 46.00 |
| Library Petty Cash | Postage | 17.82 |
| Lust Contract Cleaning | Janitorial | 400.00 |
| M & D Land Improvements | 7th St Extension Clearing | 6,745.00 |
| McManus Automotive | Tire Repair | 29.00 |
| Mediacom | Telecomm | 171.79 |
| Menards | Supplies | 79.75 |
| Metro Waste Authority | Curb It, Garbage | 6,245.46 |
| MidAmerican Energy | Utility Service | 331.25 |
| Midwest Breathing Air | NFPA Air Testing | 126.60 |
| Midwest Office Tech | Copier Maint | 50.28 |
| Midwest Office Technology | Copier Maint | 94.60 |
| O Reilly Auto Parts | Fue/Air Filters | 120.70 |
| Payroll | 8/26/2016 Payroll | 45,513.34 |
| Petty Cash | Postage | 29.26 |

| | | |
|------------------------|----------------------------------|-----------|
| Pitney Bowes | Postage | 300.00 |
| Praxair | Oxygen | 134.73 |
| Quill | Paper | 330.52 |
| Racom Corp | Edacs/Radio Contr | 6,951.26 |
| Staples | Office Chair/Toner | 212.96 |
| Treasurer, State of IA | August Sales Tax/With | 3,529.00 |
| Tritech | Billing Service | 400.00 |
| Ultramax | Ammo | 95.60 |
| US Cellular | Telecomm | 89.49 |
| Van Wall Equipment | John Deere Tractor/Sickle Bar/LD | 22,030.39 |
| Veenstra & Kimm | Engineering Services | 2,088.50 |
| Verizon | Telecomm | 80.02 |
| Waller, Hilary | Water Deposit Refund | 53.42 |
| Wellmark | Health/Dental | 11,280.17 |
| Witmer Assoc | Helmet Shields | 94.47 |

Total Bills To Be Paid

133,982.28

FUNDS

| | |
|----------------------------------|-------------------|
| General Fund | 33,938.79 |
| Library - General | 4,766.43 |
| EMS - General | 1,664.73 |
| Road Use Fund | 5,978.46 |
| Employee Benefits | 5,016.10 |
| Payroll Clearing | 41,990.78 |
| Water | 9,632.11 |
| Utility Deposits | 600.00 |
| Sewer | 8,364.49 |
| Public Works Equip Fund | 22,030.39 |
| Total Expenditure By Fund | 133,982.28 |

MITCHELLVILLE RECEIPTS FOR JUNE 2016

| | |
|-------------------------|------------|
| GENERAL FUND | 31,077.69 |
| LIBRARY - GENERAL | 217.65 |
| EMS | 4,404.28 |
| ROAD USE TAX FUND | 24,973.75 |
| EMPLOYEE BENEFIT | 1,481.84 |
| EMERGENCY FUND | 126.97 |
| TAX INCREMENT FINANCING | 121.49 |
| LOW TO MODERATE INCOME | 3,713.81 |
| FIRE TRUCK RERPLACEMENT | 9,974.15 |
| FIRE EQUIP FUND | 11,413.67 |
| POLICE CARE REPLACEMENT | 5,280.68 |
| DEBT SERVICE | 957.83 |
| CEMETERY | 300.93 |
| WATER FUND | 41,190.95 |
| UTILITY DEPOSITS | 800.45 |
| WATER SINKING | 12,756.46 |
| SEWER FUND | 30,372.77 |
| SEWER SINKING | 6,146.67 |
| PUBLIC WORKS EQUIP FUND | 42,007.75 |
| BLAKE TRUST | 72.73 |
| LIBRARY MEMORIAL | 4.41 |
| TOTAL | 227,396.93 |

**Mitchellville Public Library
Board of Trustees Regular Meeting
Monday, June 13, 2016 @ 7:00pm
205 Center Avenue North, Mitchellville, Iowa 50169**

Meeting called to order by: Deb Biggs at 7:01 pm.

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

Also Present: Karen Spitler, Library Director and Treasa Mitchell, Council Liaison.

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 position is still in negotiations. Spitler asked why no notice was sent to department heads about the accident of the Public Works head Wayne Patterson and how it would or would not impact all the departments. A question was also raised wondering where the 3-4 trash cans went that were on main street.

Public Audience: Craig Arterburn spoke to the Trustee's about public access to the internet after regular Library hours and if there is a method to limit computer access to underage patrons by their parents.

Library Minutes: Motion by Allsup, second by Harris to approve the meeting minutes for May 23, 2016. Motion passed.

Treasurers Report: Motion by Harris, second by Biggs to accept and file the Treasurers Report. Motion passed.

Monthly Bills: Motion by Harris, second by Allsup to approve bills totaling \$3,085.39. Motion passed.

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

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

Other Business:

Planters: Decision to order the large planters in red, raspberry and blue.

Lights: Decision to get a quote to remove the short pole light in front of library.

Benches and Tables: Send out request to community and ask if anyone would like to volunteer to put them together.

Director's Comments: We have four applications for the clerk position. One interview done at this time.

Trustee Comments: None

Meeting Adjourned: 7:42pm

Respectfully submitted by: Joan Allsup, Treasurer

Next Regular Meeting on July 25, 2016 at 7:00 pm

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

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

Roll Call: Present: Deb Thomas-Biggs, Bob Harris, Jason Mooney - arrived during foundation update, Tonya McDuffey, Joan Allsup,

Also Present: Karen Spitler, Library Director; Ken Wassenaar

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

City Liaison: none

Foundation Update: Ken Wassenaar Discuss/looked at plaques and discussed combining friends of the Library and the Foundation.

Public Audience: None

Library Minutes: None available

Treasurers Report: None available

Monthly Bills: Motion by McDuffey, second by Harris to approve bills totaling \$3,225.82. Motion passed.

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

Director's Report: Motion by Allsup, second by McDuffey to accept the hiring of Ellyot Greenhorn. Motion passed. Motion by McDuffey, second by Allsup to accept and file the Director's Report. Motion passed.

Other Business:

Motion by Allsup, 2nd by McDuffey, to approve a credit card for Justina with a limit of two thousand dollars.. Motion passed.

Director's Comments: Karen wanted to thank Allsup for all the work in getting the outdoor patio put together.

Allsup announced that she had replaced the lights out front of the library.

Harris announced that he may not be present next month meeting.

Trustee Comments: None

Meeting Adjourned: Motion to adjourn meeting by Harris, 2nd by Mooney at 7:44pm.

Respectfully submitted by: Jason Mooney, Secretary

Next Regular Meeting on August 22, 2016 at 7:00 pm

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: _____

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 \$75,558.00 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 = \$75,558.00

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 6th day of September, 2016.

Jon Woods, Mayor

ATTEST:

Tammi Dillavou, City Clerk

RESOLUTION 2016-59

A RESOLUTION ESTABLISHING STANDARD OPERATING PROCEDURES FOR CITIZEN COMPLAINTS

WHEREAS, at the August 15, 2016 City Council meeting the City Council of the City of Mitchellville, Iowa expressed the need for Standard Operating Procedures for the disposition of citizen complaints; and

WHEREAS, city staff has prepared and presented a set of standard operating procedures for the disposition of citizen complaints;

BE IT THEREFORE RESOLVED, by the City Council of the City of Mitchellville, Iowa, that the following standard operating procedures are hereby adopted:

CITIZEN COMPLAINT/RESOLUTION PROCEDURES

The purpose of this policy is to provide guidance to the City Council, Mayor, City staff and citizens if Mitchellville for filing, investigating, and researching complaints. Also, to establish a formal procedure affording public officials and city staff an opportunity to remedy or determine a resolution to the matter, if and when applicable.

The City of Mitchellville is committed to maintaining quality of service, professionalism, integrity, teamwork, diversity, empowerment, and to improve relationships between City employees, City Council members, Mayor and citizens. The Mitchellville City Council is very concerned about those items that might impact the citizens of our community. It is the policy of the City of Mitchellville to seriously consider matters which are brought to our attention or lodged by citizens. When appropriate, effective action will be taken to address and correct the complaint.

Definition of a Complaint

It is important to recognize the difference between a complaint and a suggestion, observation, question, neighbor dispute, or simply a call pointing out a hazard or safety issue. The elected official or staff member fielding the complaint will need to determine whether or not a complaint exists. Examples of complaints include:

1. Infraction Complaint
 - A citizen's complaint against a fellow citizen because he or she feels that a city ordinance is being violated.
2. Non-Infraction Complaint
 - A complaint against the City as the result of a policy or ordinance deemed unfair.
 - A complaint against the City because of what a citizen feels is inaction or an inappropriate response to a situation.

3. Misconduct Complain

- A complaint filled out by a citizen against a city employee or an elected official.
- A complaint filled out by a city employee against another employee, a citizen or an elected official.

It is encouraged that all complaints be made by contacting City staff at City Hall. Any complaints made to elected officials should, in turn, be directed to the City Administrator so the complaint may go through the verification process.

Who can file a complaint?

Any citizen or employee of the City of Mitchellville can file a complaint against another citizen, the City, a City employee or an elected official.

Filing a complaint

Once the elected official or staff member determines that there is a complaint, it is necessary for the complainant to fill out a **Complaint Form**.

Complaints will be unsubstantiated if a formal complaint form is not completed and signed.

Unsubstantiated complaints will warrant no action by the Mayor, Council or staff.

The form must include a description of the complaint and be signed and dated by the individual filing the complaint. The City Administrator, City Clerk, a Council Member, or Mayor must also sign and date the complaint form. The person following up on the complaint and the date of follow up should also be included.

A copy of the completed complaint form will be mailed to the complainant and copies will be made for the City Council for their information. The original completed complaint form will be filed at City Hall.

Responding to a Complaint

All complaint forms filled out will be turned over to the City Administrator who will determine the validity of the complaint. Once determined, the City Administrator or his designee will communicate to the complainant, in a timely manner, the course of action. Matters not found to be valid will be dismissed without action. Complainants will be notified of the City's decision not to pursue a complaint and the reason.

Infractions Complaint

- For complaints involving municipal infractions, the City Administrator and Chief of Police will review the complaint and complaint form. Complaints will be investigated for validity and resolution.

- If found valid:
 - 1) If this is the first complaint received, an abatement notice will be delivered or sent to the offender specifying the complaint and action required to be in compliance with the ordinances of the City of Mitchellville. Notices will also include a reasonable time frame for abatement. The notice should cite the Ordinance(s) and consequences.
 - 2) In the event that the abatement has not occurred in the time frame allowed or in the event of a second complaint, after the first abatement period has expired, a first offense citation will be issued. The appropriate municipal infraction citations will be issued for each occurrence thereafter.
 - 3) Should citations be issued, the recipient must come to City Hall to pay fines associated with Municipal Infraction citations, or pay the Polk County Treasurer's Office or Jasper County's Treasurer's Office (depending on location of the complaint) in the case of fines that have been certified as liens against property.
 - 4) Should the recipient dispute any portion of the citation and refuse payment, the citation will be forwarded to the appropriate court for action.
 - 5) In all cases referred to the appropriate court, the property owner shall be required to pay all court costs incurred by the City if the property owner to be in violation or if the property owner abates the nuisance before the court hearing and the hearing is canceled at the request of the City Attorney.

Non-Infractions Complaint

- Steps will be taken on non-violation issues to be resolved by the appropriate body. Example, matters involving street repairs will be reviewed by the City Administrator and Director of Public Works.
- The matter will be directed to the City Council in the event that simple resolution is not possible and the Council will be kept apprised of the issue(s) in progress.

Misconduct Complaint

- If the complaint is about a specific employee, the complaint will first be forwarded to the City Administrator and the employee's direct supervisor. If the complaint is about a department head, the complaint will be forwarded to the City Administrator.
 - 1) The City Administrator will make the determination as to how the complaint handling will proceed.
 - 2) If legal counsel is required, the City Administrator will consult with the City Attorney.
 - 3) If a closed session is required, the Mayor may call a special meeting with the City Council upon written request of the employee.
 - 4) If disciplinary action is required, the disciplinary procedures laid out in the Employee Handbook will be followed.

- If the complaint is about an elected official, the complaint will be forwarded to the City Administrator who will determine how to proceed. If legal counsel is required, the City Administrator will contact the City Attorney.

Passed and approved this 6th day of September, 2016.

Jon Woods, Mayor

ATTEST:

Tammi Dillavou, City Clerk

RESOLUTION 2016-60

RESOLUTION ADOPTING A SOCIAL MEDIA POLICY

WHEREAS, at the August 15, 2016 City Council meeting the City Council approved the creation of an Official City of Mitchellville, Iowa Facebook page; and

WHEREAS, the need has arisen to create and adopt a social media policy to govern such Facebook page, or any other social media that may be utilized by the City in the future:

BE IT THEREFORE RESOLVED, the City Council of the City of Mitchellville, Iowa hereby adopts the following social media policy:

Social Media Policy

Definition and Purpose

The City of Mitchellville recognizes the impact and opportunities of new and evolving technologies for communicating with the community, as well as in its operations. In an effort to reach the many audiences who seek city information, various communications tools will be used, including social technologies and other web-based tools.

Social technologies are defined as any web application, Website or account created and maintained by the City of Mitchellville for staff to share opinions and information about City operations and events. Examples of social technologies include, but are not limited to Facebook, Twitter, Instagram, LinkedIn, Pinterest, and YouTube.

These communication tools will be used in a manner similar to the e-mail system currently used to share information regarding City operations – to publicize events, promote new City services, and provide important notices. On occasion, these tools may also be used to collect public comment and information.

This policy refers to social media accounts established for the City of Mitchellville and does not apply to personal social media accounts. In addition, this policy does not govern personal use of social media Web sites during work hours as this behavior is addressed in the city's Electronic Communications Technology Policy.

Facebook Message:

Important: The Mitchellville, IA Facebook Page is intended to be used for informational purposes only. If you wish to contact City Council or to request City services, please visit the City's official website: www.mitchellville.org.

This site is maintained and moderated by City Staff to ensure that posted comments are constructive and suitable for all readers while respecting a range of opinions and points of view. Moderation will take place during city hall's normal business hours. We will reply to comments in a timely manner, when a response is appropriate. Posted comments must comply with the following regulations:

Personal Conduct

- Comments must be civil and may not contain slanderous, libelous, malicious, offensive, threatening, profane, or insulting language.
- References to the personality of individuals or personal attacks will not be permitted.
- Comments must be within the scope of the topic under discussion. Repetitive or duplicate posts will be removed to maintain equity and ease of use for others.
- Comments containing links to other websites or pages must be relevant to the topic.
- Comments cannot represent a person other than the one posting the comment.
- Participants are responsible for what they post. Comments must not breach any law, confidentiality, or copyright. Give credit to appropriate persons when required.
- Always think before posting; if it causes you to pause or question if it is appropriate, it most likely should not be posted.

Topic Guidelines:

- As a community information resource, the City of Mitchellville Facebook page is politically neutral and therefore does not allow petitions, endorsements, advocacy or other political messages to be published in this space.
- Advertising or promotional announcements are not permitted.
- Non-profit organizations that exist to directly support City facilities, functions, operations and personnel are permitted to use this space for fundraising, public awareness and community outreach, only with prior approval by the City.
- Comments cannot include personally identifiable information, such as an address, phone number, social security number or other sensitive information.

- City Staff will limit the number of posts, photo albums and status updates each day. The purpose is not to overload our users with too much information. In the event of a severe weather event, crisis or emergency, City Staff may post as many updates as warranted.

Anyone posting comments contrary to this Terms of Use policy may be prohibited from future participation. The City of Mitchellville reserves the right to update these Terms of Use.

Photo Policy

The City of Mitchellville does NOT permit the reproduction or redistribution of photos (in partial or whole) from its Facebook page for resale use. City of Mitchellville photos may, however, be shared on other Facebook pages.

Disclaimer

The City of Mitchellville does not warrant or make representations or endorsements as to the quality, content, suitability, accuracy or completeness of the information, text, graphics, links and other items contained on this server. Such materials have been compiled from a variety of sources, and are subject to change without notice from the City of Mitchellville. Except to the extent required by law, commercial use of the materials is prohibited without the written permission of the City of Mitchellville.

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By posting content, the user agrees to indemnify the City of Mitchellville and its officers and employees from and against all liabilities, judgments, damages and costs (including attorney's fees) incurred by any of them which arise out of or are related to the posted content.

The City of Mitchellville reserves the right to monitor content before it is posted on all of its social media websites and accounts, and to modify or remove any messages or postings that it deems, in its sole discretion, to be abusive, defamatory, in violation of copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate for the service. The City of Mitchellville also reserves the right to edit or modify any submissions in response to requests for feedback or other commentary. Notwithstanding the foregoing, City of Mitchellville is not obligated to take any such actions, and will not be responsible or liable for content posted by any subscriber in any forum, message board, or other area within the service.

If any user does not agree to these terms, they are not to use the service, as violation of the terms can lead to legal liability.

Passed and adopted this 6th day of September, 2016.

ATTEST:

Jon Woods, Mayor

Tammi Dillavou, City Clerk