

## **RESOLUTION 2016-58**

### **A RESOLUTION ADOPTING THE ANNUAL STREET FINANCE REPORT FOR THE FISCAL YEAR JUNE 30, 2016**

**WHEREAS** the Iowa Department of Transportation (IDOT) requires the filing of an annual report showing expenditures for the Road Use Tax Fund and other related street funds for street repairs and maintenance, and

**WHEREAS** this report must be adopted by Council Resolution and filed with the IDOT on or before September 30<sup>th</sup> annually,

**NOW, THEREFORE**, be it adopted and resolved by the Mitchellville City Council that the attached Annual Street Finance Report for FY June 30, 2016, is hereby adopted and the City CFO is authorized to file said report with the IDOT.

**Passed and approved** this 6<sup>th</sup> day of September, 2016.

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Jon Woods, Mayor

ATTEST:

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Tammi Dillavou, City Clerk

# ROAD USE TAX ANALYSIS

## Cash Balance

ending 6/30/06 \$296,123  
 ending 6/30/07 \$273,543  
 ending 6/30/08 \$56,475  
 ending 6/30/09 \$50,860  
 ending 6/30/10 \$33,420  
 ending 6/30/11 \$106,692  
 ending 6/30/12 \$164,446  
 ending 6/30/13 \$186,513  
 ending 6/30/14 \$179,241  
 ending 6/30/15 \$278,372  
 ending 6/30/16 \$261,558

Road Use Cash Balance has decreased by \$16,814

## Expense

FY06 \$145,371  
 FY07 \$214,440  
 FY08 \$414,286  
 FY09 \$199,498  
 FY10 \$220,923  
 FY11 \$134,949  
 FY12 \$156,040  
 FY13 \$193,789  
 FY14 \$232,342  
 FY15 \$135,246  
 FY16 \$295,362

## Revenue

		<u>Per Capita</u>	<u>Population</u>
FY06	\$181,487	78.838836	2302
FY07	\$191,860	83.344917	2302
FY8	\$197,218	85.672459	2302
FY09	\$190,996	82.969592	2302
FY10	\$203,483	88.394005	2302
FY11	\$208,221	90.452215	2302
FY12	\$213,794	94.850932	2254
FY13	\$215,856	95.765750	2254
FY14	\$225,070	99.853594	2254
FY15	\$234,377	103.98270	2254
FY16	\$278,548	123.57941	2254

Road Use Expense increased \$160,116

Road Use Revenue increased \$44,171

Beginning Balance	\$ 278,372.00
Add Revenue	\$ 278,548.00
Minus Expense	\$ (295,362.00)
Ending Balance	\$ 261,558.00

## City Street Financial Report

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<b>Fiscal Year</b>
<b>2016</b>
<b>1 of 8</b>

<b>City Name</b>
<b>MITCHELLVILLE</b>
City Clerk
City

### Cover Sheet

Now therefore let it be resolved that the city council MITCHELLVILLE, Iowa  
 (City Name)

On \_\_\_\_\_ did hereby approve and adopt the annual  
 (month/day/year)

City Street Financial Report from July 1, 2015 to June 30, 2016  
 (Year) (Year)

#### Contact Information

Name	E-mail Address	Street Address	City	ZIP Code
Tammi Dillavou	tammi.dillavou@mitchellville.org	204 CENTER AVENUE N	MITCHELLVILLE	50169-0000
Hours	Phone	Extension	Phone(Alternative)	
8-4:30	515-967-2935		515-967-2935	

#### Preparer Information

Name	E-mail Address	Phone	Extension
Tammi Dillavou	tammi.dillavou@mitchellville.org	515-967-2935	

#### Mayor Information

Name	E-mail Address	Street Address	City	ZIP Code
Jon Woods	jkw47@aol.com	204 CENTER AVENUE N	MITCHELLVILLE	50169-0000
Phone	Extension			
515-967-2935				

Resolution Number \_\_\_\_\_

\_\_\_\_\_  
 Signature Mayor

\_\_\_\_\_  
 Signature City Clerk

## City Street Financial Report

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Fiscal Year
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<b>City Name</b>
MITCHELLVILLE
City Number
8127

### Summary Statement Sheet

Column 1    Column 2    Column 3    Column 4  
 Road use    Other Steeet    Street Debt    Totals  
 Tax Fund    Monies

Round Figures to Nearest Dollars

A. BEGINNING BALANCE				
	Column 1	Column 2	Column 3	Column 4
	Road use	Other Steeet	Street Debt	Totals
	Tax Fund	Monies		
1. July 1 Balance	\$278,372	\$5,650	\$0	\$284,022
2. Adjustments (Note on Explanation Sheet)	\$0	\$0	\$0	\$0
3. Adjusted Balance	\$278,372	\$5,650	\$0	\$284,022
B. REVENUES				
	Column 1	Column 2	Column 3	Column 4
	Road Use	Other Steeet	Street Debt	Totals
	Tax Fund	Monies		
1. Road Use Tax	\$278,548			\$278,548
2. Property Taxes		\$0	\$49,912	\$49,912
3. Special Assessments		\$0	\$0	\$0
4. Miscellaneous		\$0	\$0	\$0
5. Proceeds from Bonds, Notes, and Loans		\$0	\$0	\$0
6. Interest Earned		\$0	\$0	\$0
<b>7. Total Revenues (Lines B1 thru B6)</b>	<b>\$278,548</b>	<b>\$0</b>	<b>\$49,912</b>	<b>\$328,460</b>
<b>C. Total Funds Available (Line A3 + Line B7)</b>	<b>\$556,920</b>	<b>\$5,650</b>	<b>\$49,912</b>	<b>\$612,482</b>

Column 1    Column 2    Column 3    Column 4  
 Road use    Other Steeet    Street Debt    Totals  
 Tax Fund    Monies

Round Figures to Nearest Dollars

EXPENSES				
	Column 1	Column 2	Column 3	Column 4
	Road use	Other Steeet	Street Debt	Totals
	Tax Fund	Monies		
D. Maintenance				
1. RoadWay Maintenance	\$54,635	\$5,650	\$0	\$60,285
2. Snow and Ice Removal	\$10,744	\$0	\$0	\$10,744
E. Construction, Reconstruction and Improvements				
1. Engineering	\$0	\$0	\$0	\$0
2. Right of Way Purchased	\$0	\$0	\$0	\$0
3. Street/Bridge Construction	\$181,706	\$0	\$0	\$181,706
4. Traffic Services	\$0	\$0	\$0	\$0
F. Administration	\$28,499	\$0	\$0	\$28,499
G. Equipment	\$19,778	\$0	\$0	\$19,778
H. Miscellaneous				
		\$0	\$0	\$0
J. street Debt				
1. Bonds, Notes and Loans -Principal Paid	\$0	\$0	\$40,834	\$40,834
2. Bonds, Notes and Loans - Interest Paid	\$0	\$0	\$9,078	\$9,078
TOTALS				
<b>K. Total Expenses (Lines D thru J)</b>	<b>\$295,362</b>	<b>\$5,650</b>	<b>\$49,912</b>	<b>\$350,924</b>
<b>L. Ending Balance (Line C-K)</b>	<b>\$261,558</b>	<b>\$0</b>	<b>\$0</b>	<b>\$261,558</b>
<b>M. Total Funds Accounted For (K + L = C)</b>	<b>\$556,920</b>	<b>\$5,650</b>	<b>\$49,912</b>	<b>\$612,482</b>

## City Street Financial Report

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<b>City Name</b>
MITCHELLVILLE
City Number
500

### Miscellaneous Revenues and Expenses Sheet

Code Number and Itemization of Miscellaneous Revenues (Line B4 on the Summary Statement Sheet)(See Instructions)	Column 2 Other Street Monies	Column 3 Street Debt
Line B4 Totals		

Code Number and Itemization of Miscellaneous Expenses (Line H on the Summary Statement Sheet) "On street" parking expenses, street maintenance, buildings, insurance, administrative costs for printing, legal fees, bond fees etc. (See Instructions)	Column 2 Other Street Monies	Column 3 Street Debt
Line H Totals		

## City Street Financial Report

Open Gateway
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<b>City Name</b>
<b>MITCHELLVILLE</b>
City Number
5137

### Bonds, Notes and Loans Sheet

New Bond ?	Debt Type	Debt Purpose	DOT Use Only	Issue Date	Issue Amount	% Related to Street	Year Due	Principal Balance as of 7/1	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance as of 6/30
<input type="checkbox"/>	General Obligation	Street Improvements	101	06/17/2008	\$635,000	100	2019	\$228,981	\$40,834	\$9,078	\$40,834	\$9,078	\$188,147
<b>New Bond Totals</b>					<b>\$0</b>	<b>\$0</b>	<b>Totals</b>	<b>\$228,981</b>	<b>\$40,834</b>	<b>\$9,078</b>	<b>\$40,834</b>	<b>\$9,078</b>	<b>\$188,147</b>



Form 517007 {5-2016}  
Office of Local Systems  
Ames, IA 50010

<b>City Name</b>
MITCHELLVILLE
City Number
2016

## City Street Financial Report

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### Project Final Costs Sheet

For construction, reconstruction, and improvement projects with costs equal to or greater than 90% of the bid threshold in effect as the beginning of the fiscal year.

Check here if there are no entities for this year

### Project Final Costs Sheet (Section A)

1. Project Number	2. Estimated Cost	3. Project Type	4. Public Letting?	5. Location/Project Description (limits, length, size of structure)
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### Project Final Costs Sheet (Section B)

1. Project Number	6. Contractor Name	7. Contract Price	8. Additions/Deductions	9. Labor	10. Equipment	11. Materials	12. Overhead	13. Total
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## City Street Financial Report

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<b>City Name</b>
MITCHELLVILLE
City Number
117

### Road/Street Equipment Inventory Sheet

1. Local Class I.D. #	2. Model Year	3. Description	4. Purchase Cost	5. Lease Cost	/Unit	6. Rental Cost	/Unit	7. Used On Project this FY?	8. Status
	2002	John Deere Mower F 725	\$1,500	\$0		\$0		No	JUNK
	1999	International Truck Med Duty 4700	\$7,167	\$0		\$0		No	NOCH
	2003	Ford F-250 4-Wheel Drive W/Plow	\$1,800	\$0		\$0		No	NOCH
	2006	Case 5805SM-2 Backhoe	\$40,500	\$0		\$0		No	NOCH
	1979	Chevrolet Boom Truck	\$2,500	\$0		\$0		No	NOCH
	2003	New Holland IC-33	\$25,376	\$0		\$0		No	TRAD
	1983	Aqua-Jet Culvert Cleaner	\$14,433	\$0		\$0		No	NOCH
	1965	Cat 12 Maintainer	\$19,000	\$0		\$0		No	NOCH
	1999	Intl 4700 DT w/Plow and Sander	\$56,000	\$0		\$0		No	NOCH
	1999	Intl 4700 DT w/Plow and Sander	\$20,000	\$0		\$0		No	NOCH
	2013	John Deere Z925M Commercial ZTrak	\$6,550	\$0		\$0		No	NOCH
	2013	John Deere Z925M Commercial ZTrak	\$6,550	\$0		\$0		No	NOCH
	1996	Red Dodge Pick Up	\$1,200	\$0		\$0		No	NEW
	2016	F550 Super Duty Truck	\$46,998	\$0		\$0		No	NEW

**IOWADOT**  
Form 517007 (5-2016)  
Office of Local Systems  
Ames, IA 50010

## City Street Financial Report

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<b>City Name</b>
<b>MITCHELLVILLE</b>
City Number
2117

## Explanation Sheet

Comments

## City Street Financial Report

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<b>City Name</b>
MITCHELLVILLE
City Number
2017

### Monthly Payment Sheet

Month	Road Use tax Payments
July	\$23,176.48
August	\$31,221.29
September	\$27,692.39
October	\$21,182.31
November	\$24,095.06
December	\$24,321.14
January	\$20,270.77
February	\$23,297.42
March	\$23,900.48
April	\$16,576.25
May	\$17,840.31
June	\$24,973.75
<b>Totals</b>	<b>\$278,547.65</b>

## ORDINANCE 2016-03

### An Ordinance Regulating the Operation of Golf Carts 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 upon certain streets within the City and to enact rules and regulations for the operation of thereof.
- 1.02 Rules of Operation.** The following rules apply to the operation of golf carts within the City:
- A. Golf carts 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 being operated on streets under this subsection. Registration fees will be set by resolution of the City Council.
  - C. Golf carts may be operated only by persons who possess a valid motor vehicle operator's license issued by a state licensing authority.
  - D. Golf carts may be operated on City streets from sunrise to sunset, regardless of whether the golf cart is equipped with lights.
  - E. Golf carts 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 shall have adequate brakes.
  - F. Golf carts 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 shall be driven as close as practical to the right-hand edge of any street, except when executing a left turn.
- H. Golf carts 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 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 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 shall operate in single file.
- L. No person shall ride on, and no operator shall allow a person to ride on a golf cart, or on any portion thereof, not designed or intended for the conveyance of passengers.
- M. The owner and operator of a golf cart are liable for any injury or damage occasioned by the negligent operation of a golf cart. The owner of a golf cart shall be liable for any such injury or damage only if the owner was the operator of the golf cart at the time the injury or damage occurred or if the operator had the owner's consent to operate the golf cart at the time of injury or damage occurred.

**1.03 Restrictions on Use.** Golf carts 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.

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

Passed this \_\_\_\_ day of September, 2016.

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

ATTEST:

\_\_\_\_\_  
Tammi Dillaviou, City Clerk

1<sup>st</sup> Reading: \_\_\_\_\_  
2<sup>nd</sup> Reading: \_\_\_\_\_  
3<sup>rd</sup> Reading: \_\_\_\_\_  
Published: \_\_\_\_\_

## ORDINANCE 2016-04

### An Ordinance Addressing Dangerous Buildings

**WHEREAS**, the City Council of the City of Mitchellville, Iowa, is aware of dangerous buildings located within the corporate limits of the City; and

**WHEREAS**, the City Council of the City of Mitchellville, Iowa, has a duty to protect the citizens of Mitchellville, Iowa; and

**WHEREAS**, the City Council of the City of Mitchellville, Iowa deems that there is a need to regulate dangerous buildings within the corporate limits of Mitchellville, Iowa:

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

**1.01 ENFORCEMENT OFFICER.** The City Administrator is responsible for the enforcement of this ordinance.

**1.02 GENERAL DEFINITION OF UNSAFE.** All buildings or structures which are structurally unsafe or not provided with adequate egress, or which constitute a fire hazard, or are otherwise dangerous to human life, or which in relation to existing use constitute a hazard to safety or health, or public welfare, by reason of inadequate maintenance, dilapidation, obsolescence, or abandonment, are, for the purpose of this ordinance, unsafe buildings. All such unsafe buildings are hereby declared to be public nuisances and shall be abated by repair, rehabilitation, demolition or removal in accordance with the procedure specified in this ordinance.

*(Code of Iowa, §657A.1 & 364.12[3a])*

**1.03** “Unsafe building” means any structure or mobile home meeting any or all of the following criteria:

1. Collapse of a member. Whenever any portion or member or appurtenance thereof is likely to fall, or become detached or dislodged, or to collapse and thereby injure persons or damage property.
2. Wind Resistance. Whenever any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof is not of sufficient strength or stability, or is not so anchored, attached or fastened in place so as to be capable of resisting a wind pressure of twenty (20) pounds per square foot.
3. Material Deterioration. Whenever any portion thereof has cracked, warped, buckled, or settled to such an extent that walls or other structural portions have materially less resistance to winds or earthquakes than is required in the case of similar new construction.

4. Various Inadequacies. Whenever the building or structure, or any portion thereof, because of (a) dilapidation, deterioration, or decay; (b) faulty construction; (c) the removal, movement, or instability of any portion of the ground necessary for the purpose of supporting such building; (d) the deterioration, decay or inadequacy of its foundation; or (e) any other cause, is likely to partially or completely collapse.
5. Manifestly Unsafe. Whenever, for any reason, the building or structure, or any portion thereof, is manifestly unsafe for the purpose for which it is being used.
6. Exterior Walls. Whenever the exterior walls or other vertical structural members list, lean or buckle to such an extent that a plumb line passing through the center of gravity does not fall inside the middle one-third of the base.
7. Deterioration. Whenever the building or structure, exclusive of the foundation, shows thirty-three percent (33%) or more damage or deterioration of its supporting member or members, or fifty percent (50%) damage or deterioration of its non-supporting, enclosing or outside walls or coverings.
8. Damaged Structurally. Whenever the building or structure has been damaged by fire, wind, earthquake or flood, or has become so dilapidated or deteriorated as to become (a) an attractive nuisance to children; (b) a harbor for vagrants, criminals or immoral persons; or as to (c) enable persons to resort thereto for the purpose of committing unlawful or immoral acts.
9. Inadequate Maintenance. Whenever a building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, air or sanitation facilities, or otherwise, is determined by any health officer to be unsanitary, unfit for human habitation or in such condition that it is likely to cause sickness or disease.
10. Fire Hazard. Whenever any building or structure, because of obsolescence, dilapidated condition, deterioration, damage, inadequate exits, lack of sufficient fire-resistive construction, faulty electric wiring, gas connections or heating apparatus, or other cause, is determined by the Fire Marshal or Fire Chief to be a fire hazard.
11. Public Nuisance. Whenever any building or structure is in such a condition as to constitute a public nuisance known to the common law or in equity jurisprudence.
12. Abandoned. Whenever any portion of a building or structure remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned for a period in excess of six (6) months so as to constitute such building or portion thereof an attractive nuisance or hazard to the public.
13. Any building or structure that does not comply with applicable Building, Plumbing, Electrical, Maintenance or Similar Codes.

**1.04 NOTICE TO OWNER.** The enforcement officer shall examine or cause to be examined every building or structure or portion thereof reported as dangerous or damaged and, if such is found to be an unsafe building as defined in this ordinance, the enforcement officer shall give to the owner of such building or structure written notice stating the defects thereof. This notice may require the owner or person in charge of the building or premises, within forty-eight (48) hours or such reasonable time as the circumstances require, to commence either the required repairs or improvements or demolition and removal of the building or structure or portions thereof, and all such work shall be completed within ninety (90) days from the date of notice, unless otherwise stipulated by the enforcement officer. If necessary, such notice shall also require the building, structure, or portion thereof to be vacated forthwith and not reoccupied until the required repairs and improvements are completed, inspected and approved by the enforcement officer.

*(Code of Iowa, §364.12[3h])*

1. Notice Served. Such notice shall be served by sending by certified mail to the owner of record, according to §364.12[3h] of the Code of Iowa, if the owner is found within the City limits. If the owner is not found within the City limits such service may be made upon the owner by registered mail or certified mail. The designated period within said person or owner in charge is required to comply with the order of the enforcement officer shall begin as of the date of the notice.
2. Hearing. Such notice shall also advise the owner that he or she may request a hearing before the City Council on the notice by filing a written request for hearing within the time provided in the notice.

**1.05 CONDUCT OF HEARING.** If requested, the City Council shall conduct a hearing in accordance with the following:

1. Notice. The owner of record shall be served with written notice specifying the date, time and place of hearing.
2. Owner's Rights. At the hearing, the owner may appear and show cause why the alleged nuisance shall not be abated.
3. Determination. The City Council shall make and record findings of fact and may issue such order as it deems appropriate.

**1.06 POSTING OF SIGNS.** The enforcement officer shall cause to be posted at each entrance to such building a notice to read :”DO NOT ENTER. UNSAFE TO OCCUPY. CITY OF MITCHELLVILLE, IOWA.” Such notice shall remain posted until the required repairs, demolition, or removal are completed. Such notice shall not be removed without written permission of the enforcement officer and no person shall enter the building except for the purpose of making the required repairs or of demolishing the building or structure.

**1.07 RIGHT TO DEMOLISH.** In case the owner fails, neglects, or refuses to comply with the notice to repair, rehabilitate, or to demolish and remove the building or structure or portion thereof, the City Council may order the enforcement officer to proceed with the work specified in such notice. A statement of the cost of such work shall be transmitted to the City Council.

*(Code of Iowa, §364.12[3h])*

**1.08 COSTS.** Costs incurred under section 1.07 shall be paid out of the City treasury. Such costs shall be charged to the owner of the premises involved and levied as a special assessment against the land on which the building or structure is located, and shall be certified to the County Treasurer for collection in the manner provided for other taxes.

*(Code of Iowa §364.12[3h])*

**1.09 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.

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

Passed this \_\_\_\_ day of September, 2016.

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

ATTEST:

1<sup>st</sup> Reading: \_\_\_\_\_  
2<sup>nd</sup> Reading: \_\_\_\_\_  
3<sup>rd</sup> Reading: \_\_\_\_\_  
Published: \_\_\_\_\_

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

## Greg Crocker

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**From:** Kary Kinmonth <kary.kinmonth@mitchellville.org>  
**Sent:** Thursday, September 01, 2016 12:11 PM  
**To:** Jon Woods; Greg Crocker; Tammi Dillavou  
**Subject:** Fwd: Monthly report - August 2016

Honorable Mayor and City Council members:

The following is a summary of Police Department activities for the month of August 2016:

7 citations - 38 warnings

3 arrests

4 crashes investigated

1 Law Enforcement mental health committal

35 salvage vehicle inspections

SRO Stevenson and I gave a safety presentation to Mitchellville Elementary staff

SRO Stevenson attended the Family Fun Fair

We had extra patrols out for the first week of school



We assisted with traffic control for Bondurant Deputy Fire Chief Paulson's funeral

We assisted with traffic control for Senator Joni Ernst ride that came through town with over 400 motorcycles

I attended the funeral services for Officer Shawn Miller of the WDM Police Department



Officer Spoerry was promoted to the rank of Lieutenant - 2nd in command