Mitchellville City Council Proceedings
May 18, 2026
Regular Meeting Minutes

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The Mitchellville City Council met in regular session on May 18, 2026, at the Mitchellville Community Center, 120 Second St. NE, Mitchellville, Iowa 50169.

Interim City Administrator/City Clerk Parks called the regular meeting to order at 6:02 p.m. Roll call showed council members present: Brand, Lunn, Zook, and Kyle. Mayor Jensen and Council Member Turner were absent. City Attorney John Fatino of Whitfield & Eddy Law Firm was also present.

Motion by Kyle, seconded by Zook, to appoint Dean Brand as Presiding Officer. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

Prior to approval of the tentative agenda, Parks stated that Item 18, Resolution 2026-041, Approving Removal of Scrap Metal, would need to be removed from the agenda. Motion by Zook, seconded by Kyle, to approve the tentative agenda with the removal of Item 18. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

Motion by Zook, seconded by Kyle, to approve the consent agenda, including expense claims totaling $581,785.16; payroll claims totaling $56,638.61, including one regular payroll; minutes from May 4, 2026, regular meeting; a right-of-way permit for 407 Space Avenue; and Resolution 2026-035 approving public records request fees requiring legal review, as previously discussed. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

Public commenter Don Berkey questioned the approved expense claim amount of $581,785.16 and asked whether the rules for public meetings would be available for pickup. Parks stated that Bond payments had been made and confirmed that the rules would be available.

Motion by Lunn, seconded by Kyle, to approve Resolution 2026-043 approving the Plat of Survey for Parcel 2026-42 of Lot 2. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

Council received a site plan for 205 Center Ave. S. Property owner Brent Wheeler introduced himself and discussed bringing his HVAC business to Mitchellville. Motion by Zook, seconded by Kyle, to approve Resolution 2026-044. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

Resolution 2026-045 establishing a process for elected officials requesting records was presented by Parks. Motion by Zook, seconded by Kyle, to approve the resolution. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

Discussion was held regarding granting Mitchellville Development permission to place a sign at Jet Street and Center Avenue to gauge interest in city-owned land. Motion by Lunn, seconded by Kyle, to allow placement of the sign. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

Council considered applicants for appointments to the Mitchellville Zoning Board of Adjustments. Motion by Zook, seconded by Kyle, to approve Resolution 2026-009 appointing Deb Biggs and James Grife. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

Council then reviewed applicants for the Parks and Recreation Board. Motion by Kyle, seconded by Zook, to approve Resolution 2026-011 appointing Cody Benton, Josh Beal, and Adrian Aswegan. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

Discussion followed regarding the Tree Board applicant. Brand apologized for prior comments expressing concern regarding the applicant and stated that, after further review and discussion, the information previously received was incorrect. Motion by Zook, seconded by Kyle, to approve Resolution 2026-012 appointing Kierra Aswegan. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

An employee tuition assistance program was presented for council review and consideration. Council directed staff to continue working with legal counsel and present the item again at the next meeting.

Resolution 2026-036 approving issuance of back pay for Public Works employee Jason Battin was presented. Parks explained the resolution was necessary because council approved the increase on April 20, 2026, but the prior resolution had not been signed. Motion by Zook, seconded by Kyle, to approve back pay effective April 20, 2026. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

Resolution 2026-037 regarding volunteer first responders responding during work hours was discussed. City Attorney John Fatino emphasized the need for the policy and resolution to clearly state that any calls answered outside scheduled work hours would be considered volunteer service only. Motion by Kyle, seconded by Lunn, to approve the resolution with the addition stating that calls answered outside scheduled work hours would be considered volunteer stipend only. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

Motion by Zook, seconded by Kyle, approving Resolution 2026-038 accepting the agreement with Polk County for animal control services. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

Discussion was held regarding Resolution 2026-039 authorizing additional signers on city bank accounts. Lunn asked about the city's current standing with vendors. Parks stated the city was generally in good standing. Lunn stated that, for checks and balances purposes, she would be willing to serve as the council representative signer moving forward. Motion by Kyle, seconded by Zook, to add Morgan Lunn as the city council representative signer on city bank accounts effective May 18, 2026. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

Quotes were presented for road repairs at 120–124 Center Avenue North. Motion by Zook, seconded by Kyle, to approve Resolution 2026-040 awarding the Terry's Quality Concrete quote for the repairs. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

The Fire Department presented quotes for a duty truck to be purchased using allocated bond funds in the amount of $60,000. Motion by Kyle, seconded by Zook, to approve Resolution 2026-042 awarding the presented quote from Bird Now. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

Council discussed the current city vacancies. Council members presented their individual candidate selections. The City Administrator position had previously been posted from May 8, 2026, through May 17, 2026. Council requested the posting be updated and reopened from May 20, 2026, through May 30, 2026. Council also discussed holding interviews on Saturday, May 30, 2026, with the full council present. Staff were directed to coordinate interviews and notify applicants not selected for interviews.

The final discussion item addressed the Fire Department. Council conducted a check-in discussion as the department had been operating without a chief. Data provided showed volunteer numbers had declined, and active recruitment had been halted. Year-to-date call volume was 238 calls, with 14 calls unable to be staffed. The department reported that operations had continued successfully. Additional space within the building had positively impacted operations. The previously proposed replacement candidate was determined not to be suitable, and no additional candidates had been presented.

Brand recognized the department for maintaining operations during the transition period. Kyle expressed appreciation for the department and emphasized the importance of public safety.

Motion by Lunn, seconded by Kyle, to reinstate Chief Mike Twohey effective immediately. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

Zook stated Chief Twohey was being reinstated because he should not have been terminated in the first place.

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Chief Twohey addressed the council and stated that it had been a long two months. He thanked everyone for their support and stated that the town had pulled together and done a great job.

Department updates followed.

Matt Cleverley reported that morale was increasing and thanked council for the expansion of office space. He stated that maintaining call response capabilities was imperative for the community and requested that policies regarding emergency call response clearly differentiate between full-time and volunteer city staff. Recruitment efforts were expected to begin as early as the following week. He stated that the Fire Department would continue to operate professionally and remain community focused.

Parks and Recreation reported that a cemetery stone cleaning workshop had recently been held, during which a volunteer educated attendees on preserving local history. Wednesday weekly Mix Tape Bingo/Trivia reminder. Crash Course continued meeting on Mondays, and the Bags League remained active. Party in the Park was scheduled for Saturday, June 13, and the Independence Day celebration would be held on July 5. Continued growth in programming was also reported.

Jason Battin reported that flags had been placed throughout the community. He stated the Public Works Department had accomplished a significant amount of work despite remaining understaffed.

The library reported that summer reading signup sheets were available. Programming would run every Saturday through July 11, excluding July 4.

City Clerk Parks reported that items requiring removal from the former police department space had been completed by Polk County. Additional inquiries, potentially leading to future development have been received. Planning and Zoning intended to begin work updating the five-year Capital Improvement Plan. The city would also begin presenting items available for sale and would soon meet with the city engineers regarding city improvements. Parks reminded council to begin considering handbook work session scheduling and notified council that a budget protest had been submitted and that an appeal hearing would be scheduled.

Zook welcomed Chief Twohey back and thanked Matt Cleverley for his leadership during the interim period.

Lunn stated there had been inquiries regarding voluntary annexation and asked whether a special meeting would need to be held on May 20, 2026, to accept Amber Turner's resignation.

At 7:46 p.m., tornado sirens sounded, and council temporarily recessed the meeting due to weather conditions.

At approximately 8:00 p.m., motion by Kyle, seconded by Zook, to reconvene the meeting. Ayes: Zook, Lunn, Brand, Kyle. Motion carried. This was immediately followed by a motion from Zook, seconded by Kyle, to adjourn the meeting. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

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Tony Jensen, Mayor

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ATTEST:

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Jacobe Parks, City Clerk/Interim City Administrator