Mitchellville City Council Proceedings
June 1, 2026
Regular Meeting Minutes

The Mitchellville City Council met in regular session on June 1, 2026, at Mitchellville City Hall, 204 center Ave N, Mitchellville, Iowa 50169. Mayor Jensen called the regular meeting to order at 6:03 p.m. Roll call showed council members present: Brand, Lunn, Zook, and Kyle. City Attorney John Fatino of Whitfield & Eddy Law Firm was also present.

Motion by Brand, seconded by Zook, to approve the tentative agenda. Ayes: Zook, Lunn, Brand, Kyle. Motion carried. Mayor Jensen asked that Interim city Administrator/City Clerk Parks break down the payroll expenses. He confirms that Mitchellville has seven employees compared to Bondurant's 59. Has concerns as to why our payroll is $51,119.69 and theirs is $105,000. Mayor Jensen would like the exhibit for payroll distribution to be broken down further. Parks will work to provide a version that is broken down further. City Attorney Fatino adds that he doesn't think weekly pay is a public record. Motion by Zook, seconded by Brand, to approve the consent agenda, including expense claims totaling $108,781.53; payroll claims totaling $51,119.69, including one regular payroll; minutes from May 18, 2026, regular meeting and May 20, 2026, special meeting; approval of Casey's tobacco license; and Resolution 2026-017 approving plat of survey for Parcel 2026-42 of Lot 2 which was approved during the May 18, 2026 city council meeting. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

Public comments on agenda items were given by Don Berkey.

Cassie Riley from Metro Waste Authority spoke to council regarding the towns basic service and the special programs that Mitchellville participates in. These include the cardboard drop off, holiday light recycling program, scrap tire event, and the town has a battery drop off location. She also gave a reminder that the Spring Clean up event is June 13 and the Tire event is June 20.

Mayor Jensen named Morgan Lunn as his appointment for Mayor Pro Tem. Motion by Brand, seconded by Kyle, to approve. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

An alternate to the EMA Board needs to be appointed. It is agreed that it should be someone in the Emergency Services field. Motion by Brand, seconded by Lunn, to approve Resolution 2026-014 appointing Fire Chief Mike Twohey. Ayes: Zook, Lunn, Brand, Kyle. Motion carried. They then discussed Resolution 2026-015 to appoint members to the E911 Service Board. It is agreed that it should also be someone in the Emergency Services field. Motion by Brand, seconded by Lunn, to appoint Fire Chief Mike Twohey as the representative and Rachel Wilimek as the alternate to the board. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

Parks shared that it had been previously discussed to change the process as to how the library board members are appointed. To do so it would have to be placed on an election ballot for residents to vote on. Motion by Brand, seconded by Zook to add this process amendment to the special election ballot if possible. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

No action was taken on Resolution 2026-048 establishing an educational reimbursement agreement. Council asks that a final draft be created by the City Attorney and presented at the next meeting

Jason Battin, with public works presented estimates that were provided to him by Polk County. Council reviewed the recommendations provided by Polk County and Veenstra & Kimm. Motion made by Brand, seconded by Zook to repair all of Arch from Mill to 2nd St NE and 1st St NE. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

The library's printer lease is expiring soon. A quote was provided to council with 3 different options. Zook asked how the service would change. Information was provided that this company is the same one that City Hall purchased with. There would be some price reductions, and service fees would be matched or come in slightly lower than current expenses. Motion made by Zook, seconded by Brand to buy a machine if the price aligns with the budget. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

The Iowa Mayors' Association is accepting new members. Motion made by Zook, seconded by Lunn to join. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

Discussion begins regarding an outstanding invoice remaining from the police department. A motion is made by Kyle, seconded by Zook to have City Attorney Fatino present a payoff proposal to the vendor. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

The city received an invoice for damage that the community center incurred while water was being distributed during the water conservation conserve period. Motion made by Zook to approve city payment, seconded by Brand. Ayes: Zook, Lunn, Brand, Kyle. Motion carried.

Public works submitted a quote and requested that council approve Resolution 2026-049 allowing for purchase of a utility truck with funds that were allocated in the Go Loan. The quote exceeds what remains for the allocated bond funds. Zook asks why we need one and it is shared that it is due to the current vehicle's reliability. Council asks that they obtain more quotes and tables approval.

Resident Rachel Wilimek presented council with the request to add crosswalks and/or stop signs at Center and 3rd to provide more safety to those that cross. Especially feels the need for those that walk to school. The city will speak with Veenstra and Kimm and see what can be done. It was also requested to see if a stop sign could be placed at Vine and 3rd.

Library Director Trent Auer begins department updates. He shares that the summer reading program begins on Saturday and that there is still time to register. He also shared his appreciation to Matt and the crash course participants for building a Lego table as Lego club will be coming back.

Jason Battin with Public Works shared that well 1 is running and with both 1 and 2 operating the increase in production is huge. USG will begin filter rehab in August. Meter reading will occur this week. The road and parking space repairs on Center Ave have been completed. A tree had fallen recently and with help from parks and rec, they got it removed. He also asks to begin moving forward with having the lines videoed and smoked to see if there are any issues. Council approves the request to start obtaining bids and begin the work if under the spending limit. There is also a ditch that needs re-graded that council approves obtaining bids for. Lastly, he shared that mowing season is her. Public Works employees are trained to clear grass clippings from the roadway, and they have reminded the County to do the same.

Fire Chief Mike Twohey shares that it is nice to be back. Call count is at 250. 85% are EMS. Calls are up 26% from last year. Average call response time is 3 minutes 54 seconds. The new duty truck will be here soon, and the new ambulance remains on schedule. He also thanked the squad and Deputy Chief for holding things together and for continuing to respond when the call comes through. He shared his gratitude to everyone for the continued support being provided to the department. Brand asked why the increase. Twohey shared that it is a trend being seen in communities statewide. Provided a reminder that June 13 is the car show and the rib cook off.

Parks reported that council meetings will be moved back to City Hall if a larger crowd is expected an attempt to hold at a different location will be pursued and communicated. Primary elections are being held at City Hall tomorrow from 7am-8pm. The yearly auditors will be on site next week. City wide clean up is on June 13th. The interview process for deputy clerk has been completed. Council member Kyle and Parks would like to make an offer unless council has any opposition. Approval granted. Library board liaison Brand shares that the board continues exploring ideas to improve programs and services for the community. The flagpole at the community center has been repaired. Also, thanked Public Works and Parks and Rec for putting up the flags for Memorial Day. He feels that everything looked great. The American Legion pancake breakfast is Saturday. Kyle asks for confirmation on the submission date for candidates to submit paperwork to be added to the special election ballot. Confirmation of the date has not yet been communicated. Lunn asks if the seasonal positions have been filled. Battin shares they have made 1 offer. Kyle shares that council appointed Jason Battin to fill the Assistant Public Works Director position.

Public commenters were Don Berkey, Chrissy Bowers, Margaret Van Sickle, Casey Hope, and Bill Sowder.

Motion made by Lunn, seconded by Kyle, to adjourn the meeting. Ayes: Zook, Lunn, Brand, Kyle. Motion carried. Meeting ended at 8:03 p.m.

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Tony Jensen, Mayor

ATTEST:

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Jacobe Parks, City Clerk/Interim City Administrator