

City of Mt. Vernon, Iowa

Meeting:	Mt. Vernon City Council Meeting
Place:	Mt. Vernon City Hall, 213 First Street NW, Mt. Vernon, Iowa 52314
Date/Time:	May 16, 2016 – 6:30 PM
Web Page:	www.cityofmtvernon-ia.gov
Posted:	May 13, 2016

Mayor:	Jamie Hampton	City Administrator:	Chris Nosbisch
Mayor Pro-Tem:	Marty Christensen	City Attorney:	Robert Hatala
Councilperson:	Paul Tuerler	Assis. Admin/City Clerk:	Sue Ripke
Councilperson:	Scott Rose	Deputy City Clerk:	Marsha Dewell
Councilperson:	Tom Wieseler	Chief of Police:	Doug Shannon
Councilperson:	Eric Roudabush		

- A. Call to Order**
- B. Agenda Additions/Agenda Approval**
- C. Communications:**
 - 1. Unscheduled

If you wish to address the City Council on subjects pertaining to today's meeting agenda, please wait until that item on the agenda is reached. If you wish to address the City Council on an item not on the agenda, please approach the microphone and give your name and address for the public record before discussing your item. Each individual will be granted no more than five (5) minutes.

- D. Consent Agenda**

Note: These are routine items and will be enacted by one motion without separate discussion unless a Council Member requests separate consideration.

 - 1. Approval of City Council Minutes – May 2, 2016 Regular Council Meeting
 - 2. Approval of Liquor License – Heritage Days
 - 3. Approval of Liquor License – Chameleons Pub and Grill
- E. Public Hearing**
 - 1. Public Hearing on the Fiscal Year 2015-2016 Budget Amendment
 - i. Close Public Hearing – proceed to G-1
- F. Ordinance Approval/Amendment**
 - 1. None
- G. Resolutions for Approval**
 - 1. Resolution Approving Fiscal Year 2015-2016 Budget Amendment
 - 2. Resolution Accepting the Engagement Letter from Clifton Larson Allen for Professional Auditing Services for FY2015 and Additional Services to be Performed by Brad Hauge
- H. Mayoral Proclamation**
 - 1. None
- I. Old Business**
 - 1. None

J. Motions for Approval

1. Consideration of Claims List – Motion to Approve
2. Discussion and Consideration of Change Order #5 – 2015 Street Improvements – Council Action as Needed
3. Discussion and Consideration of Pay Application #6 – 2015 Street Improvements – Council Action as Needed
4. Discussion and Consideration of Pay Application #2 – 2015 Water Treatment Plant Improvements – Council Action as Needed
5. Discussion and Consideration of Laptop/Tablet Purchase for Squad Vehicles – Council Action as Needed
6. Discussion and Consideration of Setting Public Hearing Date for an Ordinance to Amend Chapter 15 Mayor of the Mt. Vernon Municipal Code – Council Action as Needed
7. Discussion and Consideration of Setting Public Hearing Date for an Ordinance to Amend Chapter 17 Council of the Mt. Vernon Municipal Code – Council Action as Needed
8. Discussion and Consideration of Setting Public Hearing Date for an Ordinance to Amend Chapter 21 City Administrator of the Mt. Vernon Municipal Code – Council Action as Needed
9. Discussion and Consideration of Setting Public Hearing Date for an Ordinance to Amend Chapter 92 Water Rates of the Mt. Vernon Municipal Code – Council Action as Needed
10. Discussion and Consideration of Zoning Text Amendment Request – Jim Moore – Council Action as Needed

K. Reports to be Received/Filed

1. Mt. Vernon Police Report
2. Mt. Vernon Parks and Recreation Report
3. Mt. Vernon Public Works Report

L. Discussion Items (No Action)

1. Website Policy
2. Information Requests Policy

M. Reports of Mayor/Council/Administrator

1. Mayor's Report
2. Council Reports
3. Committee Reports
4. City Administrator's Report

N. Adjournment

Pursuant to §21.4(2) of the Code of Iowa, the City has the right to amend this agenda up until 24 hours before the posted meeting time.

If anyone with a disability would like to attend the meeting, please call City Hall at 895-8742 to arrange for accommodations.

D. Consent Agenda

The Mount Vernon City Council met May 2, 2016 at the Mount Vernon City Hall Council Chambers with the following members present: Roudabush, Tuerler, Wieseler, Christensen and Rose.

Call to Order. At 6:32 p.m. Mayor Jamie A. Hampton called the meeting to order.

Agenda Additions/Agenda Approval. Motion made by Tuerler to approve the agenda, seconded by Christensen. Carried all.

Communications.

Police Department Recognition. A Lifesaving Award was presented to Chief Doug Shannon for the successful actions taken when a subject went down and became unresponsive. As a result of early CPR and AED the patient regained consciousness and was transported to the hospital. The quick actions taken by Chief Shannon saved this person's life.

Tracey Achenbach – Housing Fund for Linn County (5-10 minute presentation). Achenbach explained that the housing fund for Linn County is a 5013c that has a 13 member board two of which are from Mount Vernon; Susan Salter and Richard Peterson. The Housing Fund receives its funding from the State and benefits income-eligible homeowners. The City of Mount Vernon could apply for funds for a project that would benefit low to moderate income persons. Achenbach said that a sidewalk project could qualify for funding. Another program they have is a minor home repair program that is offered to homeowners that would cover projects such as roofs, siding, windows or a furnace. This is a forgivable loan which means it doesn't have to be paid back as long as they stay in their home for five years.

Consent Agenda.

Approval of City Council Minutes – April 18, 2016 Regular Council Meeting

Approval of Liquor License – Si Senior

Letter of Resignation – Liz Sparks (Board of Adjustment)

Two corrections to the April 18, 2016 minutes were identified; the word “perimeters” was misused in the Motion for Approval/Discussion and Consideration for Removal and Land Application of Sludge and will be replaced with the word “parameters”. The second correction; motions were passed by five (5) Council persons, not four. Motion by Wieseler to approve the amended Consent Agenda, seconded by Rose. Carried all.

Ordinance Approval/Amendment.

An Ordinance Adopting Chapter 47.09, Smoking and the Use of Tobacco, Nicotine Products, and Vaporizers Prohibited of the City of Mt. Vernon, Iowa.

Approve/Deny third and final reading

Resident Keith Huebner said that he thought the City's time, efforts and money could be better spent on something other than this and questioned why Mount Vernon's ordinance should be more restrictive than State law. This could result in the unintended consequences of the cigarette butts moving out of the parks and onto neighboring properties. Huebner asked that Council deny the third reading. Roudabush said he brought this up before the first reading and is why he

wanted to have a designated smoking area. Tuerler said that the sidewalk and parking (ROW) is exempt and would be the designated area. Tuerler moved to approve the third and final reading of the Ordinance Adopting Chapter 47.09, smoking and the Use of Tobacco, Nicotine, Products, and Vaporizers Prohibited of the City of Mt. Vernon, Iowa, seconded by Rose. Roll call vote. Motion passes 5-0

Motions for Approval.

Consideration of Claims List – Motion to Approve. Christensen made a motion to approve the Claims List, seconded by Wieseler. Carried all.

ALLIANT IES UTILITIES	ENERGY USAGE-SEW	4,111.17
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	752.63
ALLIANT IES UTILITIES	ENERGY USAGE-SEW	164.71
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	117.19
ALLIANT IES UTILITIES	ENERGY USAGE-EMA	38.76
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	33.35
ALLIANT IES UTILITIES	ENERGY USAGE-SEW	27.65
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	22.62
ALLIANT IES UTILITIES	ENERGY USAGE-CEM	19.90
AMERICAN RED CROSS	FACILITY FEE-POOL	650.00
BALICEK, RITA	CLEANING SERVICE-P&A	75.00
BALICEK, RITA	CLEANING SERVICE-P&A	52.50
BAUMAN AND COMPANY	UNIFORMS-PW	89.90
BENHART, SHERRIE	CLEANING SERVICE-P&A	75.00
BENHART, SHERRIE	CLEANING SERVICE-P&A	52.50
BOBCAT OF CEDAR RAPIDS	KEYS,ANTI-FREEZE,COUPLER-RUT	125.92
BRADLEY HAUGE CPA	PROFESSIONAL SERVICES-P&A	180.00
BRADY LANHAM	SEPARATED CIRCUITS,INSTALL BREAKERS	100.00
CAMPBELL SUPPLY CEDAR RAPIDS	EAR PROTECTION-PW	108.57
CENTURY LINK	PHONE CHGS-P&A	477.73
CENTURY LINK	PHONE CHGS-SEW	255.34
CENTURY LINK	PHONE CHGS-PD	104.33
CENTURY LINK	PHONE CHGS-FD	103.48
CENTURY LINK	PHONE CHGS-WAT	50.03
CENTURY LINK	PHONE CHGS-RUT	48.03
CONSTRUCTION MATERIALS INC	GRANT,TOWEL-POOL,RUT	65.50
DAUBS, DANIEL	MEMBERSHIP-PD	100.00
DOWNEAST MEDICAL SOLUTIONS	TRAINING-PD	100.00
ELECTRONIC ENGINEERING CORP	INFORMATION SYSTEMS-PW	319.60
ELECTRONIC ENGINEERING CORP	PAGER SERVICE-EMA	11.95
ESCO ELECTRIC COMPANY	BLOWER #2 TROUBLE SHOOT-WAT	452.38
FRONTLINE WARNING SYSTEMS	SIREN CONTRACT SERVICE AGREEMENT	1,500.00
GEHRKE, TODD	MEAL-PD	7.47
GORDON LUMBER COMPANY	BLDG SUPPLIES-PW	421.90
IOWA ASSOC OF MUNICIPAL UTIL	MEMBERSHIP-PW	715.80
IOWA DEPARTMENT OF TRANSPORTATION	CUTTING EDGES-RUT	539.98
IOWA FIREFIGHTERS ASSOCIATION	TRAINING-FD	136.50
IOWA LAW ENFORCEMENT ACADEMY	TRAINING-PD	75.00
IOWA PRISON INDUSTRIES	FLAGS,HOLDER-RUT	102.50
IOWA SOLUTIONS INC	DBR BACKUP-ALL DEPTS	330.00
KAY PARK RECREATION	PARK BENCH-P&REC	824.00
LINN CO-OP OIL CO	FUEL-PW	1,139.64
MEMORIALS BY MICHEL	REMOVE/RESET VET'S MEMORIAL	475.00
MOORE MEDICAL CORP.	GLOVES,MASK-PD	178.53
MOUNT VERNON BANK & TRUST CO	NSF CHECK-WAT	123.96

MOUNT VERNON BANK & TRUST CO	NSF CHECK-WAT	84.06
NEAL'S WATER CONDITIONING SERVICE	WATER/SALT-P&A	44.25
OFFICE EXPRESS	SUPPLIES-P&A	70.88
OFFICE OF VEHICLE SERVICES	VEHICLE INSPECTIONS-PD	30.00
P&K MIDWEST INC	FENCE REPAIR,BROOM CHAIN-RUT	123.76
P&K MIDWEST INC	GASKET,THERMOSTAT/GATOR-RUT	23.90
P&K MIDWEST INC	GAS PEDAL,THROTTLE/GATOR-PW	153.99
P&K MIDWEST INC	FUEL FILETER-RUT	9.10
PAYROLL	CLAIMS	48,456.05
SAUTER BATY ASSOCIATES	COMM CENTER CONCEPTUAL DESIGN	1,485.00
SCHIMBERG COMPANY	EQUIP REPAIR-SEW	711.46
SCHIMBERG COMPANY	SUPPLIES-WAT	240.48
SCHIMBERG COMPANY	VALVE-POOL	62.24
SENSUS METERING SYSTEMS	SYSTEM SUPPORT-WAT,SEW-SW	1,893.15
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES-P&A	1,147.50
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES-P&A	1,065.00
TAYLOR, PRESTON OR RENEE	CTW REFUND-P&REC	100.00
TRANS IOWA EQUIPMENT INC	MASTER CYL REPAIR KIT/SWEEPER	295.17
UNITED STATES POSTAL SERVICE	METER POSTAGE-ALL DEPTS	2,000.00
US CELLULAR	CELL PHONE-ALL DEPTS	466.36
VEENSTRA & KIMM INC	PRAIRIE PARK WTP FILTER REPLACEMENT	1,563.00
VEENSTRA & KIMM INC	CITY ENGINEERING GENERAL	1,095.00
VEENSTRA & KIMM INC	FIBER OPTIC COORDINATION	796.00
VEENSTRA & KIMM INC	2015 STR IMPROVEMENTS GENERAL	750.00
VEENSTRA & KIMM INC	MUNICIPAL POOL IMPROVEMENTS	731.60
VEENSTRA & KIMM INC	WASTERWATER FACILITY PLAN	627.00
VEENSTRA & KIMM INC	CAR WASH SITE PLAN	311.00
	TOTAL	79,791.97

Discussion and Consideration of Scope of Services and Cost Proposal for City of Mt. Vernon Zoning Code Update – Council Action as Needed. A quote of \$8,952.00 was submitted by ECICOG for the zoning code update to be completed in 11 months. The zoning ordinance needs to be updated in conformance with the recently adopted comprehensive plan. Motion to approve the Proposal for the City of Mt. Vernon Zoning Code Update made by Tuerler, seconded by Christensen. Carried all.

Discussion and Consideration of Adopt a Highway Application – Kappa Teta Cornell College – Council Action as Needed. Wieseler pointed out the name should be changed to Kappa Theta not Kappa Teta. Kappa Theta of Cornell College is adopting a portion of Highway 1 south of Mount Vernon. Because a small portion of the adopted highway lies within the City limits, Iowa DOT requires that the governing body give their approval to the application. Motion to approve the application made by Tuerler, seconded by Wieseler. Carried all.

Discussion and Consideration of Transfers to the Debt Service Funds – Council Action as Needed. Nobsisch explained that due to the current deficit balance in Debt Service staff completed a review of the fund for FY14 and FY15. It was discovered that there were some transfer shortfalls in both fiscal years. Motion to approve the transfers made by Rose, seconded by Christensen. Carried all.

Discussion and Consideration of Website Requests – Sustainability Committee – Council Action as Needed. The Sustainability Committee has identified a rain barrel program that will offer

rebates of up to \$100.00 to individuals that will install rain barrels on their property. The Sustainability Committee has asked staff to place the information for the program and rebate application on the City's website. Even though this is a City created sub-committee the rebate program is not being funded by the City and has staff questioning whether or not it should be on the City's website. The concern was that should this be allowed other non-City groups/organizations will want use of the City's website. Christensen suggested this may be an opportunity to create a policy to which Nobsisch agreed and will put together some "talking points" for Council review. Rose made a motion to move forward with putting a policy together and adding a link to this program on the City's website, seconded by Christensen. Carried all. Tuerler stated that the agenda item does not mention putting together a policy and therefore cannot be part of the motion. Rose moved that there be a link to the rain barrel rebate program on the City's website, seconded by Wieseler. Christensen read a portion of the agenda item; "Consideration of Website Requests" saying it was pretty broad and could relate to website requests.

Discussion Items (No Action).

Mosquito Control. A mosquito control firm has approached the City regarding possible mosquito control measures. Given the latest headlines regarding the Zika virus staff wanted the information presented to Council for further review. This is not a budgeted expense. Roudabush suggested that anything that holds water could be a mosquito breeding area and should be emptied.

Reports of Mayor/Council/Administrator.

Mayor's Report. Mayor Hampton thanked all the volunteers that helped clean up Mount Vernon on Saturday, April 30th.

Council Reports. Rose reminded all that Chalk the Walk is on Saturday, May 7th & 8th. Volunteers are still needed.

City Administrator's Report. Staff will be meeting with consultants to discuss the feasibility of a sub-area plan for the southern half of Mount Vernon. Tangibles for the goals and objectives established by the Council will be compiled and brought before Council for formal adoption. Staff met with the Fire Department Advisory Board to discuss upcoming issues within the Department. Clean up days were finished this past weekend in preparation for the summer events kick off. The pool improvements are being completed. The scheduled opening is June 2, 2016.

Adjournment. As there was no further business to attend to the meeting adjourned, the time being 7:21, May 2, 2016.

Respectfully submitted,
Sue Ripke
City Clerk

Marsha Dewell

From: Licensing@IowaABD.com
Sent: Tuesday, May 03, 2016 2:34 AM
To: Marsha Dewell
Cc: Licensing@IowaABD.com
Subject: [POSSIBLE SPAM] Liquor License Pending Dram Shop

The following licensees have completed a renewal application and are awaiting dram certification:

License #	License Status	Business Name
	Pending Dram Shop	Heritage Days (100 Block of First Street West Mount Vernon Iowa, 52314)

Please do not respond to this email. Contact the Division's Licensing Section with questions regarding the application process or application status toll-free at 866.IowaABD (866.469.2223) (select option 1), locally at 515.281.7400 (select option 1).

For assistance by email contact Licensing@IowaABD.com

APPLICATION TO SELL AND CONSUME ALCOHOL

1. Name of organization HERITAGE DAYS

2. Is the organization a 501(3)(c) corporation? Yes No

3. Detailed description of the event HERITAGE DAYS

4. Exact location of event (attach a drawing) MAIN STREET

5. Date beer or liquor license approved. Attach license. (Names on license must match organization on line #1) 2010 - 7.7.10 - 7:12.10

6. Does the organization have Dram Shop insurance? Yes No

a. Amount of insurance \$ 1,000,000

b. Name of insured MT. VERNON HERITAGE DAYS INC. dba HERITAGE DAYS

7. Does the organization have Liability Insurance? Yes No

a. Amount of insurance \$ 1,000,000

b. Name of insured SAME AS ABOVE

c. Attach proof that City is additional insured under general liability

8. Amount of Deposit (determined by City Council; \$500 minimum) \$ —

9. Attach indemnity agreement (in form attached) signed by authorized representative of named organization.

10. Other conditions as determined by City Council. (Code Section _____).

11. This Application cannot be approved until after all conditions have been satisfied. In the event all conditions have not been satisfied, the event will not be authorized to proceed.

Date 5.03.10

HERITAGE DAYS
(name of organization)

By WADE STRUERS, PRESIDENT
(name & title)

By [Signature]
(name & title)

APPROVED on this _____ day of _____, 20__.

CITY OF MOUNT VERNON, IOWA

By _____
(Mayor)

By _____
(Clerk)

INDEMNITY AND HOLD HARMLESS AGREEMENT

HERITAGE DAYS (name of organization) agrees to fully and completely defend, indemnify and hold the City of Mount Vernon, Iowa, harmless from any claims, lawsuits, damages, attorney fees, defense costs and expenses, and any other fees, costs or expenses associated with the use of City property or facilities, for HERITAGE DAYS (name of event) to be held on JULY 7, 2014 (date of event).

The HERITAGE DAYS (name of organization) agrees that its obligations under this Indemnity and Hold Harmless Agreement apply even when the claim, lawsuit or other action is based wholly or in part on the negligence of the City or its employees.

Dated 5.3.14

HERITAGE DAYS
(name of organization)

By WADE SKILLERS, PRESIDENT
(name/title)



Marsha Dewell

From: Licensing@IowaABD.com
Sent: Monday, May 02, 2016 2:32 AM
To: Marsha Dewell
Cc: Licensing@IowaABD.com
Subject: [POSSIBLE SPAM] Liquor License Pending Dram Shop

The following licensees have completed a renewal application and are awaiting dram certification:

License #	License Status	Business Name
LC0037742	Pending Dram Shop	Chameleons Pub & Grub (119 1st St W Mount Vernon Iowa, 52314)

Please do not respond to this email. Contact the Division's Licensing Section with questions regarding the application process or application status toll-free at 866.IowaABD (866.469.2223) (select option 1), locally at 515.281.7400 (select option 1).

For assistance by email contact Licensing@IowaABD.com

To access license renewal, click here: <https://elicensing.iowaabd.com>

E. Public Hearing

AGENDA ITEM # E – 1

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE:	May 16, 2016
AGENDA ITEM:	Public Hearing – 2015-2016 Budget Amendment
ACTION:	None

SYNOPSIS: This is the time set for the 2015-2016 fiscal year budget amendment. If you look at the form 57-548 (attached to the resolution), you will see three main amendments to the budget. The first is to revenues in the amount of \$149,000 to account for the insurance settlement received for the street lights. The other two amendments are to the expenses. The first is in the amount of \$75,000 to general government for unforeseen expenses for the year. The second in the amount of \$190,000 is for the wastewater improvements as there was not enough funds allocated to the project originally.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: None – Proceed to G - 1

ATTACHMENTS: See G - 1

PREPARED BY: Chris Nosbisch

DATE PREPARED: 5/12/16

G. Resolutions for Approval

RESOLUTION NO. _____

**RESOLUTION APPROVING THE CITY OF MT. VERNON BUDGET AMENDMENT
FOR FISCAL YEAR 2015-2016**

WHEREAS, the City of Mt. Vernon, Iowa is responsible to approve and certify an annual operating budget, and

WHEREAS, the City Council of the City of Mt. Vernon, Iowa is required to stay with the budgetary requirements set forth by the Department of Management with the State of Iowa, and

WHEREAS, the City Council of the City of Mt. Vernon, Iowa hereby acknowledged the necessity for a budget amendment to stay within the State's requirements, and

WHEREAS, the City Council of the City of Mt. Vernon hereby acknowledges the attached Budget Amendment Sheet to be accurate and final,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MT. VERNON, IOWA, that effective upon receipt of this resolution by the State of Iowa Department of Management and the Linn County Auditor, that the fiscal year 2015- 2016 budget amendment for the City of Mt. Vernon be approved.

RESOLVED this ____ day of May, 2016.

Mayor

ATTEST: _____
City Clerk

57-548

CITY BUDGET AMENDMENT AND CERTIFICATION RESOLUTION

To the Auditor of LINN County, Iowa:

The City Council of Mount Vernon in said County/Countries met on May 16, 2016, at the place and hour set in the notice, a copy of which accompanies this certificate and is certified as to publication. Upon taking up the proposed amendment, it was considered and taxpayers were heard for and against the amendment.

The Council, after hearing all taxpayers wishing to be heard and considering the statements made by them, gave final consideration to the proposed amendment(s) to the budget and modifications proposed at the hearing, if any. Thereupon, the following resolution was introduced.

RESOLUTION No. 5-16-2016A

A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2016
(AS AMENDED LAST ON May 5, 2016.)

Be it Resolved by the Council of the City of Mount Vernon

Section 1. Following notice published May 5, 2016

and the public hearing held, May 16, 2016 the current budget (as previously amended) is amended as set out herein and in the detail by fund type and activity that supports this resolution which was considered at that hearing:

	Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources			
Taxes Levied on Property	1 1,612,286	0	1,612,286
Less: Uncollected Property Taxes-Levy Year	2 0	0	0
Net Current Property Taxes	3 1,612,286	0	1,612,286
Delinquent Property Taxes	4 0	0	0
TIF Revenues	5 643,193	0	643,193
Other City Taxes	6 640,727	0	640,727
Licenses & Permits	7 70,000	0	70,000
Use of Money and Property	8 26,000	0	26,000
Intergovernmental	9 504,616	0	504,616
Charges for Services	10 2,153,400	0	2,153,400
Special Assessments	11 0	0	0
Miscellaneous	12 177,275	149,000	326,275
Other Financing Sources	13 0	0	0
Transfers In	14 2,398,413	0	2,398,413
Total Revenues and Other Sources	15 8,225,910	149,000	8,374,910
Expenditures & Other Financing Uses			
Public Safety	16 828,960	0	828,960
Public Works	17 558,160	0	558,160
Health and Social Services	18 0	0	0
Culture and Recreation	19 489,966	0	489,966
Community and Economic Development	20 142,000	0	142,000
General Government	21 562,934	75,000	637,934
Debt Service	22 1,382,619	0	1,382,619
Capital Projects	23 2,521,997	190,000	2,711,997
Total Government Activities Expenditures	24 6,486,636	265,000	6,751,636
Business Type / Enterprises	25 1,595,762	0	1,595,762
Total Gov Activities & Business Expenditures	26 8,082,398	265,000	8,347,398
Transfers Out	27 2,398,413	0	2,398,413
Total Expenditures/Transfers Out	28 10,480,811	265,000	10,745,811
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year	29 -2,254,901	-116,000	-2,370,901
Beginning Fund Balance July 1	30 6,134,319	0	6,134,319
Ending Fund Balance June 30	31 3879418	-116000	3763418

Passed this 16th day of May/2016
(Day) (Month/Year)

Signature

City Clerk/Finance Officer

Signature

Mayor

AGENDA ITEM # G – 2

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE:	May 16, 2016
AGENDA ITEM:	Auditing Services
ACTION:	None

SYNOPSIS: Staff is recommending that the City stay with Clifton Larson Allen for the FY2015 audit. The amount of the contract is approximately \$16,150. Also included is a contract in the amount of \$6,175 to \$6,725 with Bradley Hauge. Bradley helps staff with items not included in the audit and budgeting for the City.

BUDGET ITEM: Annual Budget Expense

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Resolution and Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 5/12/16

RESOLUTION #5-16-2016B

A Resolution accepting engagement letter from Clifton Larson Allen for professional auditing services for FY2016 and addition of other services to be performed by Brad Hauge, not included in Clifton Larson Allen base audit proposal.

Motion made by _____, seconded by _____ to _____
Resolution #5-16-2016B.

Resolution #5-16-2016B. _____ on May 16, 2016, by the following roll call vote:

YES:

NO:

ABSTAIN:

ABSENT:

MOUNT VERNON CITY COUNCIL
MOUNT VERNON, IOWA

Jamie A. Hampton, Mayor

ATTEST:

Sue Ripke
Asst. Administrator/City Clerk



CliftonLarsonAllen

CliftonLarsonAllen LLP
600 3rd Avenue SE, Suite 300
Cedar Rapids, IA 52401
319-363-2697 | fax 319-363-1746
CLAconnect.com

May 11, 2016

Chris Nosbisch, City Administrator and
City Council Members
City of Mount Vernon
213 First Street West
Mt. Vernon, IA 52314

Dear Chris:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP (CLA) will provide for City of Mount Vernon ("you," "your," or "the City") for the year ended June 30, 2016.

Craig Popenhagen is responsible for the performance of the audit engagement.

Audit services

We will audit the cash receipts and disbursements basis financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of City of Mount Vernon, as of and for the year ended June 30, 2016, and the related notes to the financial statements.

We will also evaluate and report on the presentation of the following supplementary information accompanying the financial statements in relation to the financial statements as a whole:

1. Schedule of cash receipts, disbursements and changes in cash balances – nonmajor governmental funds
2. Schedule of indebtedness
3. Bond and note maturities
4. Schedule of receipts by source and disbursements by function – all governmental funds

The following information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditors' report will not provide an opinion or any assurance on that information:

1. Management's discussion and analysis
2. Budgetary comparison schedule of receipts, disbursements and changes in balances – budget and actual (cash basis) – all government funds and proprietary funds
3. Notes to other information – budgetary reporting
4. Schedule of the City's Proportionate Share of the Net Pension Liability

5. Schedule of City Contributions

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements and related notes.
- Preparation of adjusting journal entries.

Audit objectives

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with the cash basis of accounting (a special purpose framework), which is a basis of accounting other than accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions.

We will issue a written report upon completion of our audit of your financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We also perform procedures for testing compliance guidelines in the City compliance guide published by the Iowa Auditor of State.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City, may not be detected. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention.

In making our risk assessments, we consider internal control relevant to the City's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of laws, regulations, contracts,

and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and compliance relevant information about any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that may have occurred that are required to be communicated under *Government Auditing Standards*.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements in accordance with the cash basis of accounting. Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for including all informative disclosures that are appropriate for the cash basis of accounting. Those disclosures will include (a) a description of the cash basis of accounting, including a summary of significant accounting policies, and how the cash basis of accounting differs from U.S. GAAP; (b) informative disclosures similar to those required by U.S. GAAP; and (c) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

You are responsible for the design, implementation, and maintenance of effective internal control, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the City involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements; identifying and ensuring that the City complies with applicable laws, regulations, contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered. You are responsible

for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for the preparation of the supplementary information in accordance with the cash receipts and disbursements basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements. During our engagement, we will request information and explanations from you regarding, among other matters, the City's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the City's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements and related notes. Since the preparation and fair presentation of the financial statements is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for those financial statements. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements.
- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Use of financial statements

The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If we agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We expect to begin our final audit fieldwork on approximately August 22, 2016.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a Regulator, Cognizant or Oversight Agency for Audit, or Pass-through Entity, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Regulator, Cognizant or Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Except as permitted by the "Consent" section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Mediation

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

Time limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between us. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Fees

Our fees for these services will be based on the time involved and the degree of responsibility and skills required. Based on our preliminary estimates, the fee for the engagement should approximate \$16,150. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Unanticipated services

We do not anticipate encountering the need to perform additional services beyond those described in this letter. Below are listings of services considered to be outside the scope of our engagement. If any such service needs to be completed before the audit can proceed in an efficient manner, we will determine whether we can provide the service and maintain our independence. If appropriate, we will notify you and provide a fair and reasonable price for providing the service. We will bill you for the service at periodic dates after the additional service has been performed.

Bookkeeping services

Bookkeeping services are not audit services. Bookkeeping services include the following activities:

- Preparation of a trial balance
- Account reconciliations
- Bank statement reconciliations
- Capital asset accounting (e.g., calculating depreciation, identify capital assets for additions and deletions)
- Calculating accruals
- Analyzing transactions for proper recording
- Converting cash basis accounting records to accrual basis
- Preparation of financial statements and the related notes to the financial statements
- Processing immaterial adjustments through the financial statements
- Adjusting the financial statements for new activities and new disclosures

Additional work resulting from unanticipated changes in your organization or accounting records

If your organization undergoes significant changes in key personnel, accounting systems, and/or internal control, we are required to update our audit documentation and audit plan. The following are examples of situations that will require additional audit work:

- Revising documentation of your internal control for changes resulting from your implementation of new information systems
- Deterioration in the quality of the City's accounting records during the current-year engagement in comparison to the prior-year engagement
- Significant new accounting issues
- Significant changes in your volume of business
- Mergers, acquisitions, or other business combinations
- New or unusual transactions
- Changes in audit scope or requirements resulting from changes in your activities
- Erroneous or incomplete accounting records
- Evidence of material weaknesses or significant deficiencies in internal control

- Substantial increases in the number or significance of problem loans
- Regulatory examination matters
- Implementation or adoption of new or existing accounting, reporting, regulatory, or tax requirements
- New financial statement disclosures

Changes in engagement timing and assistance by your personnel

The fee estimate is based on anticipated cooperation from your personnel and their assistance with timely preparation of confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, we will advise management. Additional time and costs may be necessary because of such unanticipated delays. Examples of situations that may cause our estimated fee to increase include:

- Significant delays in responding to our requests for information such as reconciling variances or providing requested supporting documentation (e.g., invoices, contracts, and other documents)
- Rescheduling our fieldwork
- Schedule disruption caused by litigation, financial challenges (going concern), loan covenants (waivers), etc.
- Identifying a significant number of proposed audit adjustments
- Schedules prepared by your personnel that do not reconcile to the general ledger
- Numerous revisions to information and schedules provided by your personnel
- Restating financial statements for accounting errors in the prior year
- Lack of availability of City personnel during audit fieldwork

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Other fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory,

or other proceedings that we are asked to respond to on your behalf. You and your attorney will receive a copy of every subpoena or request we are asked to respond to.

Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

Consent

Consent to use financial information

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of the City of Mount Vernon's information in these cost comparison, performance indicator, and/or benchmarking reports.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between us. If you have any questions, please let us know. Please sign, date, and return the enclosed copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and our respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP



Craig Popenhagen, CPA
Principal
507-434-7041
craig.popenhagen@CLAconnect.com

Response:

This letter correctly sets forth the understanding of City of Mount Vernon.

Authorized governance signature: _____

Title: Mayor/City Council _____

Date: _____

Authorized management signature: _____

Title: Management _____

Date: _____

**Bradley L. Hauge, CPA
4807 Marygreen Court NE
Cedar Rapids, Iowa 52411
319-560-5237**

April 21, 2016

Mr. Chris Nosbisch, City Administrator
City of Mt. Vernon
213 1st Street West
Mt. Vernon, Iowa 52314

Dear Chris:

I am pleased to provide accounting services for the City of Mt. Vernon, Iowa (the City) for the fiscal year ending June 30, 2016. The purpose of this engagement letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services to be provided.

Services to be provided:

- Review receipts and disbursements ledgers for the fiscal year ending June 30, 2016.
- Prepare adjusting journal entries as needed.
- Reconcile transfers made during the year.
- Prepare and/or update various workpapers for the auditor.
- Prepare the financial statement (excel) portion of the City's year-end financial report to be audited by the City's auditors.
- Reconcile the year-end Clerk's Report balances to the year-end financial report.
- Assist with the preparation of the Management's Discussion and Analysis.
- Review final draft of the year-end audited financial statements, along with the completed disclosure checklist, in order to eliminate the internal control letter deficiency comment received in the past.
- Preparation of the City Street Financial Report.
- Preparation of the State of Iowa City Annual Financial Report.

Fees and payment terms

The charges for this work are to be based upon the time involved. Bills for services are due when submitted. It is estimated that fees for the above services will be between \$6,175 and \$6,725.

I will not audit or review your financial statements, or any other accounting documents and information you provide, in accordance with generally accepted auditing standards. Accordingly, I ask that you do not in any manner refer to this as an audit or review.

You are responsible for adopting sound accounting policies, for maintaining an adequate and efficient accounting system, for safeguarding assets, for authorizing transactions, for retaining supporting documentation for those transactions, and for devising a system of internal controls that will, among other things, help assure the preparation of proper financial statements.

Furthermore, you are responsible for management decisions and functions, for designating a competent employee to oversee any of the services I provide, and for evaluating the adequacy and results of those services.

If, after full consideration, you agree that the foregoing terms shall govern this engagement, please sign this letter in the space provided and mail or email the signed letter back to me, keeping a fully-executed copy for your records.

I very much appreciate the opportunity to serve you and will be pleased to discuss any questions that you may have.

Very truly yours,



Bradley L. Hauge, CPA

ACCEPTED AND AGREED:

City of Mt. Vernon, Iowa

By _____

Date _____

Title

J. Motions for Approval

CITY OF MOUNT VERNON
CLAIMS FOR APPROVAL, MAY 16, 2016

PAYROLL	CLAIMS	57,530.63
HILLS BANK & TRUST COMPANY	2015 GO/WTP IMPROVEMENT PROJ	40,875.39
MIDWEST INJECTION INC	SLUDGE HAULING-SEW	15,000.00
J.E.M. ELECTRIC	2016 POOL IMPROVEMENTS-BOND	3,875.00
BARNYARD SCREEN PRINTER LLC	CTW T-SHIRTS-P&REC	2,110.00
CY'S TREE SERVICE	TREE MAINT-RUT	1,600.00
WEX BANK	FUEL-PD,WAT,SEW	872.03
CENTRAL IOWA DISTRIBUTING	SUPPLIES-ALL DEPTS	842.30
SITE ONE LANDSCAPE SUPPLY	HERBICIDE-RUT,P&REC	751.88
MOUNT VERNON LISBON SUN	ADS/PUBLICATIONS-P&REC	680.00
KONICA MINOLTA BUSINESS SOLUTIONS	MAINTENANCE PLAN/COPIES	640.06
GOODLOVE, NATHAN	FIRE CHIEF PAY-FD	416.67
STAPLES ADVANTAGE	COPY PAPER,MISC-ALL DEPTS	362.87
MV MASONIC LODGE	CTW-FOOD VENDORS-P&REC	355.00
COMMUNITY DEVELOPMENT GROUP	CTW-FOOD VENDORS-P&REC	305.00
KIEFER & ASSOCIATES	WHISTLES,MISC-POOL	303.79
MV ACHERY CLUB	CTW-FOOD VENDORS-P&REC	270.00
MOUNT VERNON LISBON SUN	ADS/PUBLICATIONS-P&REC	225.00
CR/LC SOLID WASTE AGENCY	LEAVES-SW	165.40
HARBOR FREIGHT TOOLS	CRANE/F-350-WAT,SEW	144.97
BARNYARD SCREEN PRINTER LLC	T-SHIRTS-PW	143.00
OFFICE EXPRESS	LABELS,ENVELOPES,GLUE,MISC-P&A	129.60
US CELLULAR	CELL PHONE-PD	116.17
CEDAR VALLEY OUTFITTERS CORP	AED BATTERIES-P&A	110.00
DEWELL, MARSHA	UNIFORMS-ALL DEPTS	101.72
IOWA SOLUTIONS INC	DOMAIN MGMT-ALL DEPTS	100.00
BENHART, SHERRIE	CLEANING SERVICE-P&A	75.00
BALICEK, RITA	CLEANING SERVICE-PD,P&A	75.00
SPRAY-LAND USA	SPRAY TIPS,GAUGE,CLEANER-RUT	63.75
IOWA ONE CALL	LOCATES-WAT,SEW	62.90
SNAP ON TOOLS	TOOLS-PW	39.50
CAREPRO PHARMACY	SUPPLIES-P&A,WAT,SEW	32.64
	TOTAL	128,375.27

AGENDA ITEM # J – 2

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE: May 16, 2016

AGENDA ITEM: Change Order #5

ACTION: None

SYNOPSIS: Attached is change order #5 in the amount of \$551.97. As the engineer state, the change order request is for the construction of steps at 603 and 609 5th Ave due to the change in elevation. The total contract price (including retainage) now sits at \$979,891.87.

BUDGET ITEM: 2015 Street Improvements

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Change Order

PREPARED BY: Chris Nosbisch

DATE PREPARED: 5/12/16

CHANGE TO CONTRACT
CHANGE ORDER NUMBER 5
2015 STREET IMPROVEMENTS PROJECT
THIRD AVENUE NW FROM FIRST STREET NW TO THIRD STREET NW
FIFTH AVENUE NW FROM FIRST STREET NW TO SEVENTH STREET NW

February 26, 2016

OWNER: CITY OF MOUNT VERNON, IOWA
CONTRACTOR: RICKLEFS EXCAVATING, ANAMOSA, IOWA

ITEM 1: The property owners at 603 5th Avenue NW and 609 5th Ave. NW requested that their service walks be replaced. Due to the grade changes on 5th Avenue between 6th St. NW and 7th St. NW, steps needed to be installed. The contractor requested additional payment for forming steps at these two locations.

Service Walk Steps 1 LS @ \$ 551.97/LS= \$ 551.97

ADDITIONAL PRICE TO CONTRACT: \$ 551.97

ADDITIONAL CONTRACT TIME 0 Days

CONTRACT SUMMARY:

CONTRACT PRICE	\$ 902,281.35
CHANGE ORDER 1	\$ 10,260.00-8/26, 2015
CHANGE ORDER 2	\$ 2,994.00-9/21, 2015
CHANGE ORDER 3	\$ 2,980.00-10/19, 2015
CHANGE ORDER 4	\$ 6,475.00-10/19, 2015
CHANGE ORDER 5	<u>\$ 551.97</u>
REVISED CONTRACT PRICE	\$ 925,542.32

Ricklefs Excavating

By: Cory Blunk

Title: Project Manager

Date: 5/4

City of Mt. Vernon, Iowa
[Signature]
Project Engineer

Date: 5/4/2016

City of Mt. Vernon, Iowa

City Administrator

Date: _____

AGENDA ITEM # J – 3

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE:	May 16, 2016
AGENDA ITEM:	Pay Application #6
ACTION:	None

SYNOPSIS: Attached is pay application #6 in the amount of \$54,771.68. This should be the final pay application for the 2015 Street Improvements outside of the retainage release. The retainage will not be released until the railing is complete and the grading has been accepted by staff.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Pay Application

PREPARED BY: Chris Nosbisch

DATE PREPARED: 5/12/16



April 27, 2016

PAY ESTIMATE NO. 6
2015 STREET IMPROVEMENTS
MOUNT VERNON, IOWA

Ricklefs Excavating, Ltd.
12536 Buffalo Rd.
Anamosa, IA 52205

Contract Amount \$902,281.35
Contract Date August 3, 2015
Pay Period

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
2.1	Traffic Control	LS	xxxxx	xxxxx	\$ 8,600.00	100%	\$ 8,600.00
2.2	Mobilization	LS	xxxxx	xxxxx	\$ 175,000.00	100%	\$ 175,000.00
2.3	Construction Survey	LS	xxxxx	xxxxx	\$ 14,000.00	100%	\$ 14,000.00
2.4	Erosion Control	LS	xxxxx	xxxxx	\$ 1,000.00	100%	\$ 1,000.00
2.5	Stabilizing Materials	Tons	400	\$ 16.00	\$ 6,400.00	1373.81	\$ 21,980.96
2.6	Surface Removal	SY	6,189	\$ 12.00	\$ 74,268.00	7235	\$ 86,820.00
2.7	Topsoil Borrow Material	CY	200	\$ 13.00	\$ 2,600.00		\$ -
2.8	Manhole/Intake Removal	Ea.	7	\$ 250.00	\$ 1,750.00	7	\$ 1,750.00
2.9	Granular Backfill	Tons	500	\$ 16.00	\$ 8,000.00	403.21	\$ 6,451.36
2.1	Unclassified Excavation	CY	2,320	\$ 5.00	\$ 11,600.00	2320	\$ 11,600.00
2.11	Clearing and Grubbing	Units	22	\$ 50.00	\$ 1,100.00	57.5	\$ 2,875.00
2.12	Removal & Reinstall Signs	Ea.	33	\$ 150.00	\$ 4,950.00	31	\$ 4,650.00
2.13	Storm Sewer Manhole, SW-401	Ea.	6	\$ 3,200.00	\$ 19,200.00	6	\$ 19,200.00
2.14	Intakes						
	2.14.1 SW-505	Ea.	6	\$ 3,750.00	\$ 22,500.00	6	\$ 22,500.00
	2.14.2 SW-505 MOD	Ea.	3	\$ 4,000.00	\$ 12,000.00	3	\$ 12,000.00
	2.14.3 SW-506	Ea.	0	\$ 3,200.00	\$ -	0	\$ -
2.15	Storm Sewer Pipe in Place						
	2.15.1 15" RCP	LF	70	\$ 60.00	\$ 4,200.00	70	\$ 4,200.00
	2.15.2 18" RCP	LF	741	\$ 70.00	\$ 51,870.00	741	\$ 51,870.00
	2.15.3 24" RCP	LF	213	\$ 80.00	\$ 17,040.00	213	\$ 17,040.00
	2.15.4 24" RCP Arch	LF	0	\$ 90.00	\$ -	0	\$ -
2.16	Manhole Adjustment	Ea.	1	\$ 750.00	\$ 750.00		\$ -
2.17	Flowable Mortar	CY	7	\$ 110.00	\$ 770.00	16	\$ 1,760.00
2.18	Modified Subbase	CY	935	\$ 26.00	\$ 24,310.00	2018	\$ 52,468.00
2.19	HMA Pavement & Overlay	Tons	651	\$ 92.00	\$ 59,892.00		\$ -
2.2	Pavement Milling	SY	0	\$ 7.00	\$ -	0	\$ -

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
2.21	Portland Cement Concrete						
2.21.1	Pavement	SY	4,453	\$ 31.25	\$ 139,156.25	7178	\$ 224,312.50
2.21.2	Curb and Gutter	LF	1,815	\$ 16.00	\$ 29,040.00		\$ -
2.21.3	6" Driveways	SY	371	\$ 32.10	\$ 11,909.10	424	\$ 13,610.40
2.21.4	7" Driveways	SY	98	\$ 35.00	\$ 3,430.00	122	\$ 4,270.00
2.21.5	Sidewalks	SY	585	\$ 29.00	\$ 16,965.00	790	\$ 22,910.00
2.21.6	Steps	LS	xxxxx	xxxxx	\$ 10,000.00	100%	\$ 10,000.00
2.22	Truncated Domes	SF	438	\$ 21.00	\$ 9,198.00	458	\$ 9,618.00
2.23	Crack & Seat of PCC Pavement	SY	635	\$ 7.00	\$ 4,445.00		\$ -
2.24	ADA Ramp	LS	xxxxx	xxxxx	\$ 33,000.00	100%	\$ 33,000.00
2.25	Segmental Retaining Wall	SF	350	\$ 28.00	\$ 9,800.00	350	\$ 9,800.00
2.26	Brick Pavers	SF	311	\$ 22.00	\$ 6,842.00	293	\$ 6,446.00
2.27	Geogrid	SY	400	\$ 2.10	\$ 840.00	4868	\$ 10,222.80
2.28	Water Main Directional Bored	LF	625	\$ 60.00	\$ 37,500.00	625	\$ 37,500.00
2.29	Water Main Open Cut in Place	LF	140	\$ 60.00	\$ 8,400.00	140	\$ 8,400.00
2.3	Gate Valve	Ea.	5	\$ 1,800.00	\$ 9,000.00	5	\$ 9,000.00
2.31	Water Service Connection	Ea.	14	\$ 1,400.00	\$ 19,600.00	11	\$ 15,400.00
2.32	Hydrant Assembly	Ea.	2	\$ 3,900.00	\$ 7,800.00	2	\$ 7,800.00
2.33	Water Main Removal	LF	140	\$ 12.00	\$ 1,680.00	140	\$ 1,680.00
2.34	Valve Removal	Ea.	1	\$ 180.00	\$ 180.00	1	\$ 180.00
2.35	CIPP Lined Sewer	LF	485	\$ 31.00	\$ 15,035.00	485	\$ 15,035.00
2.36	Sewer Televising	LF	970	\$ 0.80	\$ 776.00	976.1	\$ 780.88
2.37	Sewer Cleaning	LF	485	\$ 1.00	\$ 485.00	485	\$ 485.00
2.38	CIPP Service Connection	Ea.	9	\$ 250.00	\$ 2,250.00	7	\$ 1,750.00
2.39	Sewer Service Grouting	Ea.	9	\$ 350.00	\$ 3,150.00	7	\$ 2,450.00
Contract Price:					\$ 902,281.35		\$ 960,415.90

MATERIALS STORED SUMMARY				
	Description	# of Units	Unit Price	Extended Cost
Total				\$ -

SUMMARY			
		Total Approved	Total Completed
Contract Price		\$ 902,281.35	\$ 960,415.90
Approved Change Order (list each)	Change Order No. 1	\$ ✓ 10,260.00	
	Change Order No. 2	\$ ✓ 2,994.00	\$ 2,994.00
	Change Order No. 3	\$ ✓ 2,980.00	\$ 2,980.00
	Change Order No. 4	\$ ✗ 12,950.00	\$ 12,950.00
	Change Order No. 5	\$ ✓ 551.97	\$ 551.97
Revised Contract Price		\$ 932,017.32	\$ 979,891.87

Stored

Total Earned \$ 979,891.87

Retainage (5%) \$ 48,994.59

Total Earned Less Retainage \$ 930,897.28

Total Previously Approved (list each)	Pay Estimate No. 1	\$ ✓ 241,249.18	
	Pay Estimate No. 2	\$ ✓ 308,087.95	
	Pay Estimate No. 3	\$ ✓ 172,936.81	
	Pay Estimate No. 4	\$ ✓ 45,232.46	
	Pay Estimate No. 5	\$ ✓ 108,619.20	

Total Previously Approved \$ ✓ 876,125.60

Percent Complete 105%

Amount Due This Request \$ 54,771.68

The amount \$54,771.68 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:
Rickie's Excavating, Ltd.

Recommended By:
Veenstra & Kimm, Inc.

Approved By:
Mount Vernon, Iowa

Signature: [Signature]
Name: [Name]
Title: [Title]
Date: [Date]

Signature: [Signature]
Name: Daniel Boggs
Title: Engineer
Date: ~~April 27, 2016~~

Signature: _____
Name: _____
Title: _____
Date: _____

May 4, 2016

AGENDA ITEM # J – 4

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE:	May 16, 2016
AGENDA ITEM:	Pay Application #2
ACTION:	None

SYNOPSIS: Attached is pay application #2 for the 2015 Water Treatment Plant Improvements in the amount of \$116,878.81. This is the final pay application before the retainage request. The total contract amount for this project is \$476,700.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Pay Application

PREPARED BY: Chris Nosbisch

DATE PREPARED: 5/12/16



VEENSTRA & KIMM, INC.

860 22nd Avenue - Suite 4 • Coralville, Iowa 52241-1565
319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

April 29, 2016

Chris Nosbisch
City Administrator
City of Mount Vernon
213 1st Street NW
Mount Vernon, IA 52314

MOUNT VERNON, IOWA
2015 WATER TREATMENT PLANT IMPROVEMENTS
PARTIAL PAY ESTIMATE NO. 2

Enclosed is one copy of Partial Payment Estimate No. 2 for work completed from March 23, 2016 to April 22, 2016 under the contract between the City of Mount Vernon and Portzen Construction, Inc.

We have reviewed the estimate and recommend payment to Portzen Construction, Inc. in the amount of \$116,878.81.

By separate cover we have forwarded three copies of Partial Payment Estimate No. 2 to Portzen Construction, Inc. for signature and return to the City of Mount Vernon.

Please sign all copies of the partial payment estimates forwarded to you by Portzen Construction, Inc. in the spaces provided and return one signed copy to our office and one copy Portzen Construction, Inc. with payment.

Should you have any questions or comments concerning the enclosed information, please contact us at 319-466-1000.

VEENSTRA & KIMM, INC.

A handwritten signature in black ink, appearing to read 'Dave Schechinger', is written over a faint, illegible stamp or text.

Dave Schechinger
DRS:mmc
51310
Enclosure



April 29, 2016

PAY ESTIMATE NO. 2
2015 WATER TREATMENT PLANT IMPROVEMENTS
MOUNT VERNON, IOWA

Portzen Construction, Inc.
205 Stone Valley Drive
Dubuque, IA 52003

Contract Amount \$474,500.00
Contract Date July 20, 2015
Pay Period Mar. 23, 2016 - April 22, 2016

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1	Bonds	LS	xxxxx	xxxxx	\$ 5,184.00	100%	\$ 5,184.00
2	Mobilization	LS	xxxxx	xxxxx	\$ 30,566.00	100%	\$ 30,566.00
3	Project Superintendent	LS	xxxxx	xxxxx	\$ 3,200.00	100%	\$ 3,200.00
4	Project Manager	LS	xxxxx	xxxxx	\$ 3,600.00	100%	\$ 3,600.00
5	Port-a-potty rental	LS	xxxxx	xxxxx	\$ 300.00	100%	\$ 300.00
6	Trash Disposal	LS	xxxxx	xxxxx	\$ 1,600.00	100%	\$ 1,600.00
7	Temporary Roof	LS	xxxxx	xxxxx	\$ 3,500.00	100%	\$ 3,500.00
8	Temporary Dust Walls	LS	xxxxx	xxxxx	\$ 500.00	100%	\$ 500.00
9	Safety	LS	xxxxx	xxxxx	\$ 250.00	100%	\$ 250.00
10	Daily Cleaning	LS	xxxxx	xxxxx	\$ 1,100.00	100%	\$ 1,100.00
11	Final Cleaning	LS	xxxxx	xxxxx	\$ 600.00	100%	\$ 600.00
12	Construction Road	LS	xxxxx	xxxxx	\$ 500.00	100%	\$ 500.00
13	Tree Removal	LS	xxxxx	xxxxx	\$ 1,700.00	100%	\$ 1,700.00
14	Demo - Old Tank	LS	xxxxx	xxxxx	\$ 15,000.00	100%	\$ 15,000.00
15	Demo - Roof Shingles	LS	xxxxx	xxxxx	\$ 3,000.00	100%	\$ 3,000.00
16	Re-grading lawn areas	LS	xxxxx	xxxxx	\$ 1,000.00	100%	\$ 1,000.00
17	Re-seeding	LS	xxxxx	xxxxx	\$ 500.00	100%	\$ 500.00
18	Capentry Materials	LS	xxxxx	xxxxx	\$ 1,500.00	100%	\$ 1,500.00
19	Capentry Install	LS	xxxxx	xxxxx	\$ 4,000.00	100%	\$ 4,000.00
20	Batt Insulation - Material	LS	xxxxx	xxxxx	\$ 220.00	100%	\$ 220.00
21	Batt Insulation - Install	LS	xxxxx	xxxxx	\$ 400.00	100%	\$ 400.00
22	Roof Felt - Material	LS	xxxxx	xxxxx	\$ 200.00	100%	\$ 200.00
23	Roof Felt - Install	LS	xxxxx	xxxxx	\$ 190.00	100%	\$ 190.00
24	Ice and Water - Material	LS	xxxxx	xxxxx	\$ 200.00	100%	\$ 200.00
25	Ice and Water - Install	LS	xxxxx	xxxxx	\$ 190.00	100%	\$ 190.00
26	Roofing - General Conditions	LS	xxxxx	xxxxx	\$ 5,350.00	100%	\$ 5,350.00
27	Roofing - Materials	LS	xxxxx	xxxxx	\$ 11,770.00	100%	\$ 11,770.00
28	Roofing - Install	LS	xxxxx	xxxxx	\$ 9,630.00	100%	\$ 9,630.00
29	Joint Sealants	LS	xxxxx	xxxxx	\$ 500.00	100%	\$ 500.00

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
30	Drywall - Materials	LS	xxxxx	xxxxx	\$ 400.00	100%	\$ 400.00
31	Drywall - Labor	LS	xxxxx	xxxxx	\$ 1,800.00	100%	\$ 1,800.00
32	Drywall - Mud & Taping	LS	xxxxx	xxxxx	\$ 1,000.00	100%	\$ 1,000.00
33	Painting	LS	xxxxx	xxxxx	\$ 1,000.00	100%	\$ 1,000.00
34	Aerator Tank - Material	LS	xxxxx	xxxxx	\$ 296,750.00	100%	\$ 296,750.00
35	Aerator Tank - Installation	LS	xxxxx	xxxxx	\$ 35,000.00	100%	\$ 35,000.00
36	Aerator Tank - Crane	LS	xxxxx	xxxxx	\$ 6,000.00	100%	\$ 6,000.00
37	Membrane Layer Below Tank	LS	xxxxx	xxxxx	\$ 500.00	100%	\$ 500.00
38	Filter Media - Install	LS	xxxxx	xxxxx	\$ 2,000.00	100%	\$ 2,000.00
39	Start-up	LS	xxxxx	xxxxx	\$ 2,000.00	100%	\$ 2,000.00
40	Process Piping	LS	xxxxx	xxxxx	\$ 17,000.00	100%	\$ 17,000.00
41	Electrical	LS	xxxxx	xxxxx	\$ 4,800.00	100%	\$ 4,800.00
Contract Price:					\$ 474,500.00		\$ 474,500.00

MATERIALS STORED SUMMARY				
	Description	# of Units	Unit Price	Extended Cost
Total				\$ -

SUMMARY			
		Total Approved	Total Completed
Contract Price		\$ 474,500.00	\$ 474,500.00
Approved Change Order (list each)	Change Order No. 1	\$ 2,200.00	\$ 2,200.00
	Revised Contract Price		\$ 476,700.00

Stored

Total Earned \$ 476,700.00

Retainage (5%) \$ 23,835.00

Total Earned Less Retainage \$ 452,865.00

Total Previously Approved (list each)	Pay Estimate No. 1	\$ 335,986.19	

Total Previously Approved \$ 335,986.19

Percent Complete 100%

Amount Due This Request \$ 116,878.81

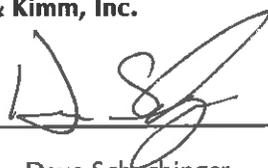
The amount \$116,878.81 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:
Portzen Construction, Inc.

Recommended By:
Veenstra & Kimm, Inc.

Approved By:
Mount Vernon, Iowa

Signature: _____

Signature:  _____

Signature: _____

Name: _____

Name: Dave Schechinger

Name: _____

Title: _____

Title: Engineer

Title: _____

Date: _____

Date: April 29, 2016

Date: _____

AGENDA ITEM # J – 5

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE:	May 16, 2016
AGENDA ITEM:	Laptop/Tablet Purchase
ACTION:	None

SYNOPSIS: Doug will speak to this further at the meeting. The Police Department is looking to replace two of their laptops in the squad vehicles with tablets. The tablet purchase is predicated on the ability of the tablets to connect with the County. If they cannot, then the Police Department will have to replace the laptops with new laptops. The following is Doug's explanation behind recommending Racom:

I will be recommending the RACOM quote for a couple reasons:

- They are competitively priced compared to Patrol PC & other options of similar setup
- RACOM is local
- RACOM will be likely doing our vehicle set up (there quote is around \$9,000 with lights and installation; the other is \$12K)
- U of I DPS is using the same Tablet, and are happy with its performance so far (recently switched also)
- No Iowa agencies are using PATROL PC, they are based in the East Coast.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Quotes

PREPARED BY: Chris Nosbisch

DATE PREPARED: 5/12/16



RACOM

critical communications

201 West State Street
Marshalltown, IA 50158
800-722-6643
Fax 641-752-0674
www.racom.net

Proposal Prepared for: **Mount Vernon PD**

Address 213 First Street NW
City Mount Vernon
State & Zip Code IA 52314
County
Phone/FAX 319-895-8141
Contact Name Doug Shannon
Contact E-mail dshannon@cityofmtvernon-ia.gov

Getac F110

ITEM	QTY	PART NO.	DESCRIPTION	UNIT	EXTENDED
1	2		Getac F110, i5, WIN 7 PRO, 8GBRAM, GPS, LTE, PASSTHROUGH, SUNLIGHT READABLE HD SCRE	\$ 2,532.19	\$ 5,064.38
			8MP CAMERA, RFID CARD READER	\$ -	\$ -
			3 YEAR BUMPER TO BUMPER	\$ -	\$ -
2	2		Screen Protector	\$ 54.99	\$ 109.98
3	2		5 year Bumper to Bumper no Vault Warranty	\$ 619.00	\$ 1,238.00
			MDT MOUNTING	\$ -	\$ -
4	1		2015 Hint Mount Tablet and Key Board Solution for Ford Utility	\$ 517.44	\$ 517.44
5	1		2016 Hint Mount Tablet and Key Board Solution for Ford Utility	\$ 517.44	\$ 517.44
6	2		Hint Havis adapter Plate	\$ 55.00	\$ 110.00
			KEYBOARD	\$ -	\$ -
7	2		Ikey KEY BOARD WITH BACKLIT KEYS - EXTRA USB	\$ 349.52	\$ 699.04
			DOCKING STATION	\$ -	\$ -
8	2		HAVIS GDVPH4 GETAC F110 DOCKING STATION. PASS THROUGH, TRI PASS, POWER SUPPLY	\$ 742.91	\$ 1,485.82
			ANTENNA SOLUTIONS	\$ -	\$ -
9	1		RETRO FIT ANTENNA SOLUTION - 3 IN ONE EURO ANT SOLUTION - GPS, LTE, WIFI	\$ 220.76	\$ 220.76
10	1		NEW BUILD ANTENNA- ALL IN ONE EURO ANTENNA - TRI BAND LMR, GPS, LTE, WIFI	\$ 298.77	\$ 298.77
				\$ -	\$ -
11	1		Office Dock	\$ 350.00	\$ 350.00
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
			RETRO INSTALLATION	\$ -	\$ -
12	1		REMOVAL OF MDT AND INSTALL NEW HINT MOUNT SOLUTION	\$ 427.50	\$ 427.50
1	1		MISC INSTALL SHOP MATERIALS	\$ 50.00	\$ 50.00
				Total Equipment Price	\$ 11,089.13
				Installation	\$ -
				Subtotal	\$ 11,089.13
				Taxes	\$ -
				Shipping	\$ 92.00
				Total	\$ 11,181.13

Terms of Purchase:

System Description:

Proposal Presented By: Cody Brink

Date: 3-8-2016

Proposal Accepted By: _____

Date: _____

PPC-ISCAN	Internal 2D Law Enforcement Imaging Scanner	\$ 353.00
PPC-GPSI	Internal GPS w/internal antenna	\$ 195.13
HR-091210A	120W A/C Power Adaptor US Plug (100-240VAC In, 12VDC 10A Out) - 1 year manufacturer's warantee	\$ 75.00

Vehicle Year/Make/Model (s):	2016 Ford PI Utility
-------------------------------------	----------------------

APPROVAL

"By my hand and signature below, it is understood and agreed that the goods and materials requested (demo equipment) is being delivered to in new or like-new condition, and I agree it will be safeguarded from theft, and maintained in similar condition during the trial period, less normal wear and tear from use."

At the end of the 30 day trial period, please choose one of the following options:

1. Return demonstration equipment to Patrol PC using original box and packaging material.
2. Request, in writing, an extension to the trial period, not to exceed an additional 30 days.
3. Provide Patrol PC with a purchase order for the demo equipment, and keep it.

"I further agree that, should the demonstration equipment not be returned to Patrol PC by the trial end date stated below, that Patrol PC is authorized to invoice for the Equipment Value (Total value with Shipping) as listed above."



PLANNED TRIAL INSTALL DATE:

3/15/2016

TRIAL END DATE:

4/14/2016

Title: _____ **Date:** _____

Signature: _____

AGENDA ITEM # J – 6 thru J - 8

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE:	May 16, 2016
AGENDA ITEM:	Amendments to Chapters 15, 17, 21
ACTION:	None

SYNOPSIS: As I reviewed contract issues with the Personnel Committee, it was determined that some changes would be needed to the Municipal Code. The code changes will be made to appointments and supervisory duties of the Mayor, City Council and City Administrator. Per my contract, I am responsible for staff and day to day operations of the City. According to other contracts and the existing Code, those duties are also shared with the Mayor and City Council. In an effort to maintain order amongst staff, it is vital to have a clear chain of command designated. These Code changes, along with changes to existing contracts, will better define each member's role in the organization. All of the public hearings would be set for Monday, June 6, 2016 at 6:30 p.m.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion to Set Dates

ATTACHMENTS: None

PREPARED BY: Chris Nosbisch

DATE PREPARED: 5/12/16

AGENDA ITEM # J – 9

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE:	May 16, 2016
AGENDA ITEM:	Set Date for Water Rates
ACTION:	None

SYNOPSIS: Attached is an excerpt from meeting minutes of May and June of 2015. Staff has highlighted the section where City Administrator Beimer pointed out that water rates will need to be increased 4-5% on top of the annual 3% to cover the costs associated with the 2015 Water Improvements. This is the time to set the public hearing date for June 6, 2016 at 6:30 p.m. Staff will be recommending that the additional amount of 5% be added to the water rate for an increase of 8% overall.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion to Set Date

ATTACHMENTS: Minutes Excerpt

PREPARED BY: Chris Nosbisch

DATE PREPARED: 5/12/16

1. Discussion and possible action on Resolution #5-18-2015B: A Resolution fixing date for a meeting on the authorization of a loan agreement and the issuance of not to exceed \$375,000 General Obligation Capital Loan Notes of the City of Mount Vernon, State of Iowa (for Essential Corporate Purposes), and providing for publication of notice thereof. Beimer explained that this is money that the City needs to borrow to repair the water treatment plant. Originally the amount needed was estimated at \$500,000.00 for all expenses. Because the City has some reserves in the amount of about \$222,000.00 the bond amount only needed to be about \$278,000.00. Expecting unforeseen expenses Beimer said he was originally planning on bonding for \$300,00.00 however he decided on not to exceed \$375,000.00. Just today the City engineers told Beimer that the cost is now going to be close to \$600,000.00. Beimer said that water rates will have to be increased an additional 4-5% plus the yearly 3% or a total of 8%. The proposed 4-5% increase will be for the life of the ten year bond. The exact percentage increase will not be known until final payments on construction, fees and engineering costs are known. Motion to approve Resolution #5-18-2015B and set the date for June 1, 2015 was made by Niemi, seconded by Thompson. Roll call vote. The motion carried 4-0. Absent: Hampton.

Beimer explained that the \$375,000.00 is the amount of money the City will be borrowing through negotiating capital loan notes with one of the three local banks. By doing it this way the City will save about \$10,000.00. Along with the \$375,000.00 there is about \$222,000.00 in the Water Depreciation account to cover the approximately \$600,000.00 in necessary repairs needed at the water treatment plant. If more is needed some expenses can be paid from LOST II or the Water Utility fund. Motion to open the public hearing made by Niemi, seconded by Hampton. Carried all. Absent: Taylor and Thompson. As there were no comments from the public, written or orally, Niemi made a motion to close the public hearing, seconded by Hampton. Carried all. Absent: Taylor and Thompson. Hampton made a motion to approve Resolution #6-1-2015B, seconded by Roudabush. Roll call vote. Carried all 3-0. Absent: Taylor and Thompson.

Reminder - 1st pymt due
JUNE 1st

AGENDA ITEM # J – 10

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE:	May 16, 2016
AGENDA ITEM:	Request for Text Amendment
ACTION:	None

SYNOPSIS: According to Chapter 1304 of the Zoning Code text amendments can only be initiated by the Planning and Zoning Commission or the City Council. Mr. Moore has made a request to the planning and zoning commission to consider a text amendment that would allow retail in a light industrial district. At their meeting on May 11, 2016, the planning commission elected not to consider the text amendment. By Code, Mr. Moore can now ask the City Council to consider the same text amendment. If a majority of the City Council wants the planning commission to look at this amendment further, it can require the planning commission to review the amendment. If the Council remands the text change to the planning commission for further study, the planning commission will be required to return a recommendation to the Council within sixty (60) days (they can ask the Council for a 30 day extension).

If the City Council takes no action on this request, there will be no text amendment study. This is a somewhat complicated process and I will explain more on Monday.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Possible Motion

ATTACHMENTS: None

PREPARED BY: Chris Nobsch

DATE PREPARED: 5/12/16

L. Discussion Items (No Action)

AGENDA ITEM # L - 1 and L - 2

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE: May 16, 2016

AGENDA ITEM: Policies

ACTION: None

SYNOPSIS: Attached are two policies for information requests and website linkage that I am bringing to the Council for review. If I will receive favorable comments from the Council, the policies will be placed on a future agenda.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Policies

PREPARED BY: Chris Nosbisch

DATE PREPARED: 5/12/16

City of Mt. Vernon

City Website Links Policy
Adopted, _____, 2016

Purpose:

The purpose of the City of Mt. Vernon's ("City") website is to provide information to local residents, businesses and visitors. The City's website is not public forum for debate or discussion of controversial issues or topics. Its purpose is the delivery of timely information about City services, officials, programs, projects and events. The City exclusively controls the content.

LINKS POLICY

Purpose:

For the purposes of this policy, an "external link" is a hyperlink from the City website to a website maintained by another organization. These links may be operated by other government agencies, nonprofits and private businesses. When you use one of these links you are no longer on the City website and the City's Website Policy no longer applies. When you link to another website, you are subject to the privacy policy of the new site.

Disclaimer:

When you follow a link to one of these sites neither the City of Mt. Vernon, nor any departments, officers or employees of the City warrants the accuracy, reliability, or timeliness of any information published by the external sites, does not endorse any content, viewpoints, products or services linked from these systems, and cannot be held liable for any losses caused by the use of, or reliance on the accuracy, reliability, or timeliness of the information. Any person or entity that relies on any information obtained from these systems does so at his/her own risk. The City does not authorize the use of copyrighted materials contained in linked websites. Users must request such authorization from the sponsor of the linked website. The City is not responsible for transmissions that users received from linked websites. All links will not open in an existing frame and City information will not be made to appear as if it is part of the linked website, unless the link enhances City website services.

Link Requests:

Requests by a person or organization to have the City provide a link from its website to the requesting party's website must undergo review to determine its relevance and appropriateness to the City website's goal. The City Administrator or his /her designee will review the merits of the request to determine whether the link serves the overall purpose of the City website. This review includes, but is not limited to, assessing the link request to the following criteria:

1. Other governments and educational institutions, including school websites.
2. Non-profit or public organizations that have some relationship to the City.
3. Generally recognized community organizations within Mt. Vernon that provide community-based services.
4. Arts, cultural, sports, major festivals and similar organizations of general interest to Mt. Vernon residents and visitors.

5. Tourist information, principally about Mt. Vernon or Lisbon and websites of major creative corridor tourist attractions.

The City does not generally link to site that:

1. Promote or exhibit hate, bias, discrimination, "adult-oriented" material or material not suitable for viewing by persons of all ages, or material with libelous or otherwise defamatory content.
2. Advocate the agenda or position of a political party, candidate for elected office, ballot initiative, or campaign or fundraising websites of holders of, or candidates for elected office.
3. Corporate commercial sites.
4. Individual personal home pages.
5. National sites, although departments may include links to public interest associations and similar organizations.
6. Violate any of the City's equal opportunity policies.

Reverse Links:

Permission is not needed to link to the City website; provided that links to the City website do not load into an existing frame and City information is not made to appear as if it is part of the linked website. However, the party linking to the City's website should be aware that its sub-pages may change at any time without notice.

Appeal:

Persons or organizations that request a link from the City and whose request is denied by the City Administrator or his/her designee, may appeal in writing to the City Council for review. Requests should be made to the City Clerk at:

City Clerk
Website Link Appeal
213 First Street NW
Mt. Vernon, IA 52314

In the case of such an appeal, the City Council shall, at its next regularly scheduled meeting date, consider the request during an open session. A simple majority of the Council shall determine whether the request is granted or denied. In all cases, the City Council's decision is final.

City of Mt. Vernon

City Open Records Request Policy Adopted, _____, 2016

The City of Mt. Vernon (hereinafter the "City") strives to ensure that its activities are transparent to the public it represents. It is the City's policy to comply with all requests within the constraints required under Iowa and federal law. The City recognizes that the public has the right to examine and copy public records while the records are in the City's possession in accordance with Iowa and federal law. However, the City also recognizes that certain records held by the City may not be public records or may be confidential public records that are not subject to disclosure.

The City requests that all open records requests are provided to the City in writing. Citizens may make a records request by emailing the appropriate records custodian, mailing an open records request to the appropriate records custodian, or visiting the appropriate City officer during business hours. The City of Mt. Vernon's records custodians for all records request other than police-related requests are:

City Administrator – Chris Nobsch (cnobsch@cityofmtvernon-ia.org)

Finance Director/Deputy City Administrator – Sue Ripke (sripke@cityofmtvernon-ia.org)

The City of Mt. Vernon's records custodian for police-related requests is Police Chief Doug Shannon (dshannon@cityofmtvernon-ia.org). All records requests should be made with enough specificity for the records custodian to identify the record being requested. If the request is unclear, the City may seek clarification from the requester.

Upon receipt of an open records request, the City will review the request to determine if the City has any of the records that have been requested. The City shall not be required to compile information or create reports related to requested public records. The City will follow the timeline requirements as set out in the Iowa Code for compliance with all open records requests to the best of its ability. If the City has to review the request with counsel or research whether the records are confidential public records, the City may seek a good-faith reasonable delay in complying with the open records request as allowed under Iowa law.

After determining whether or not the City has any of the records that have been requested, the City will provide the record requester with an estimate of the costs of the examination and copying of the records requested. Pursuant to Iowa law, the City shall charge all requestors the actual cost of the expenses of the examination and copying of the requested records. The charges for producing the records are as follows:

- \$0.20/page for photocopies
- \$5.00/CD or DVD file
- \$10.00/USB Drive

In addition, for all requests involving employee time that exceeds thirty minutes, the City also shall charge the requester the actual cost of the employee's time. The charge applies to all records, including requests to copy public records and requests to examine public records.

The City accepts cash or check as appropriate forms of payment. Payment must be received before the City will provide the records to the requester. Unless otherwise permitted by law, the City may, at its discretion, furnish copies of records to a requester without any charge or a reduced charge if the waiver or reduction of fees is in the public's interest as determined by the records custodian.

Once payment for any charges is received, the City will make the public records available for examination and/or copying. The examination and copying of the public records shall be done under the supervision of the lawful custodian of the records or the custodian's authorized designee.

K. Reports-Received/File



APRIL 2016

Vehicle Collisions

There were 3 reported collisions for April. One occurred in the Ace Hardware parking lot when a vehicle entering the parking lot, as another vehicle was backing out of a parking spot, colliding with the other vehicle. Damage was estimated at \$1,300. The second collision occurred at the Hwy 1 & 30 roundabout when a driver failed to yield to a vehicle already in the traffic circle. Damage was estimated at \$2,500 and no injuries were reported. The third collision occurred in the parking lot near Pauley-Rorem Hall Cornell College, when a vehicle attempting to park, struck a parked car. Damage was estimated at \$1,000.

Incidents/Arrest

There were 31 reported incidents in April. Reports included sexual abuse/assault, theft, criminal mischief, drug violations, Identity Theft (tax fraud), OWI, public intoxication, domestic assault, possession of alcohol under age, Interference with official acts, driving while suspended and dog bite.

The reported incidents resulted in 11 arrests for various charges including: OWI, PCS-marijuana, interference with official acts, public intoxication, possession of drug paraphernalia, driving while suspended, domestic assault, and possession of alcohol under age.

Community Service

National Drug Drop Event was April 30, 2016 from 10AM-2PM at City Hall. During this event, and collections made in the drop box, our department collected 127 pounds of unwanted medications.

Training

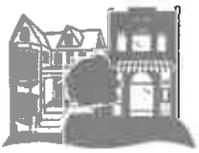
- Officer Gehrke attended recertification as a Child Passenger Seat Safety Technician.
- Officer Daubs attended recertification as a Patrol Rifle Instructor.
- Officer Daubs attended the Governor's Traffic Safety Conference April 25-27th in Okoboji.
- Our department held our annual firearms recertification training on handgun, patrol rifle, and Taser on 5/4/2016.

GTSB

Officers worked an additional 18 hours of traffic enforcement for April, resulting in 1 OWI contact, 2 speed violations, and 8 other traffic violations.

Respectfully Submitted,

Doug Shannon
Chief of Police



Parks and Recreation Department
Directors Report
April 15 – May 15 2016

Parks

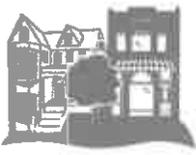
- **Staff are working hard to keep up with the dandelion problems at all of the parks.**
- **Master Parks Plan will be finalized at May 17th Park and Rec Board meeting and a recommendation to bring it forward to Council in June will probably occur. We would like to invite everyone and anyone to attend the May 17th Park and Rec Board meeting for a viewing of the plan.**

Sports

- **Currently we have 10 T-ball teams, 10 Coach Pitch teams, and 4 Player Pitch teams for the summer for a total of 227 kids registered.**
- **Offering Adult Coed Softball again at Davis Park this summer starting first weekend of June.**

Pool

- **Pool Filters are on-site and installation will begin soon.**
- **Pool Open date is tentatively scheduled for June 3rd.**
- **JEM Electric is close to completion of electrical work.**
- **Brown Plumbing has completed all of their projects.**
- **Bath house ceiling has been fixed and painted by Dan Gaines.**
- **Bath house floor has been stained and looks sharp, but the contractor will have to come back to fix small issues near each drain.**
- **Security equipment has been installed and is awaiting final steps to be in operation.**



Mount
Vernon
IOWA

Chris Nosbisch, City Administrator
Douglas Shannon, Chief of Police

Jamie A. Hampton, Mayor

Council:

Eric Roudabush
Paul Tuerler
Marty Christensen
Scott Rose
Tom Wieseler

Misc

Chalk the Walk

- ***Huge success with 133 artists...largest ever (again). Small amount of rain Sunday morning, other than that the weather and people were amazing. Huge thank you to the committee as a whole and everyone who helped make it happen. Side note...we will be requesting more chalk next year as we ran out of chalk at the very end of the event.***

Events and Classes

- ***Summer Camps/Classes are currently being promoted. Create A World, Science Camp, Fit 60 Camp. More camps coming soon.***



Public Works Report
5/16/2016

Water/Wastewater

With the flushing of hydrants last month some residents may have experienced rusty or yellowed water. The color change in water is temporary and will clear up. This is not the result of the new water filter going online.

The water treatment plant at Prairie Park has went back on line. With the addition of the plant we will be adding chloramines until the proper bacteria can form and grow in the new filter. When this occurs the plan will be to switch back to free chlorine treatment.

Streets:

Concrete projects

City Hall

City Hall received a new ADA ramp with a 2 inch curb added to the open side of the ramp. This will allow city hall to continue being a polling headquarters. This was a concern for Linn County when they reviewed the site in March. Linn County has a person go to each polling site to make sure each site meets their requirements.

1st Street and 3rd Avenue

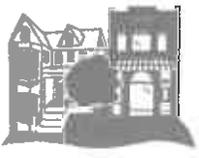
The curb stop that was replaced in December finally received the street patch just in time for Chalk the walk. The street patch was poured back in with the curb.

Pool deck

The pool had many corners and low areas that needed addressed. Full depth patches were used to fix some of the settling. Old surface patches were also removed and replaced with full depth patches. The pool deck also was ground where settling has occurred. This was done to eliminate some of the 1 inch or greater lips that were creating a tripping hazards.

Chalk the walk

City crews helped set up for Chalk the walk. Some of the duties included setting out barricades, moving picnic tables to the appropriate areas, power washing out the old fire station. Also shutting down the street early Friday morning to wash the streets.



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Parks

Crews for the first time in are treating ball fields for dandelions and other broadleaf. This is because of the fields being overrun with broadleaf and invasive species. The hope is to get this under control and have the ball fields looking more presentable.

Crews are mowing the parks when the weather allows. We will be having 4-5 seasonal helpers coming on board throughout the month of May to help keep up with the mowing efforts. The city has around 60 acres to maintain.

M. Reports Mayor/Council/Manager

**CITY OF MT. VERNON
CITY ADMINISTRATOR
REPORT TO THE CITY COUNCIL
May 16, 2016**

- I was able to be a judge for the local "Open 4 Business" competition this past Wednesday. One of the five local business will move on to the regional competition in June. Regional winners will then move on to the State competition in August.
- The planning and zoning commission will be reviewing various issues surrounding rental housing over the next few months.
- Staff met with Confluence to discuss the possible parameters of a sub-area plan in an effort to establish a potential fee structure for discussion.
- Staff will be meeting with V&K to discuss a number of items facing the community, including sidewalks. This will become a discussion item at a later date.
- Chalk the Walk was a huge success once again this year and I want to thank all of the volunteers for their efforts during and leading up to the event..