

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:	November 21, 2016 – 6:30 PM
Web Page:	www.cityofmtvernon-ia.gov
Posted:	November 18, 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 – November 7, 2016 Regular Council Meeting

- E. Public Hearing**

- 1. None

- F. Ordinance Approval/Amendment**

- 1. None

- G. Resolutions for Approval**

- 1. Resolution #11-21-2016A Approving FY 2017 Transfers to Debt Service, General, Project, and Depreciation Funds
- 2. Resolution #11-21-2016B Certifying TIF Debt Incurred in CY 2016 for FY 2018 to the Linn County Auditor

- 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 Cornell College's West Science Building Site Plan Proposal – Council Action as Needed
3. Discussion and Consideration of Video Proposal Between the Sun and the City of Mt. Vernon – Council Action as Needed
4. Discussion and Consideration of a Motion to Set a Public Hearing Date for an Ordinance Amending Chapter 5.13 Residency Requirement of the Mt. Vernon Municipal Code - Council Action as Needed
5. Discussion and Consideration of a Motion to Set a Public Hearing Date for an Ordinance Amending Chapter 151 Trees of the Mt. Vernon Municipal Code – Council Action as Needed
6. Discussion and Consideration of Approving the Establishment of a Mt. Vernon Housing Committee and Identifying Council Goals and Objectives for said Group – Council Action as Needed
7. Discussion and Consideration of Request for Proposals (RFP) for Architecture Services for the Proposed Mt. Vernon Community/Recreation Center Project – Council Action as Needed
8. Discussion and Consideration of Tower Lease Proposal – Council Action as Needed
9. Discussion and Consideration of Preliminary Plans and Specifications of the Highway 30 Trail Project – Council Action as Needed
10. Discussion and Consideration of a 28E Contractual Agreement for Law Enforcement Services – Council Action as Needed

K. Reports to be Received/Filed

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

L. Discussion Items (No Action)

1. Capital Improvements Plan

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 November 7, 2016 at the Mount Vernon City Hall Council Chambers with the following members present: Roudabush, Tuerler, Wieseler, Christensen and Rose.

Call to Order. Mayor Jamie Hampton called the meeting to order at 6:30 p.m.

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

Consent Agenda. Motion to approve the Consent Agenda made by Tuerler, seconded by Rose. Wieseler stated a correction to the minutes of October 17, 2016; on page 4 of the minutes under Discussion Items (no action) it reads "Currently there is a deficient in the Storm Water of \$126,000.00. "Deficient" will be replaced with "deficit". Carried all.

1. Approval of City Council Minutes – October 17, 2016 Regular Council Meeting
2. Approval of City Council Minutes – October 19, 2016 Special Council Meeting
3. Approval of Liquor License – Gary's Foods

Resolutions for Approval

Resolution #11-7-2016A Approving the Annual State Financial Report for Fiscal Year 2016. The audit returned an error in the commercial rollback replacement figures given to the City. The taxes levied on property was decreased by \$24,695.00 and the intragovernmental fund increased by the same amount. Motion to approve Resolution #11-7-2016A made by Christensen, seconded by Rose. Roll call vote. Motion passes 5-0.

Mayoral Proclamation

Proclamation Establishing November 1, 2016 as Mayors' Monarch Pledge Day in the City of Mt. Vernon.

Motions for Approval

Consideration of Claims List – Motion to Approve. Motion to approve the claims list made by Tuerler, seconded by Rose. Carried all.

ACCO	PUMP PROTECTOR-POOL	20.94
AIRGAS INC	CYLINDER RENTAL FEE-PW	28.76
ALEXANDRIA DEMANETT	DEPOSIT REFUND-WAT	65.06
ALLIANT IES UTILITIES	ENERGY USAGE-SEW	2,560.38
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	1,000.42
ALLIANT IES UTILITIES	ENERGY USAGE-SEW	445.58
ALLIANT IES UTILITIES	ENERGY USAGE-EMA	71.85
ALLIANT IES UTILITIES	ENERGY USAGE-POOL	58.25
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	48.95
ALLIANT IES UTILITIES	ENERGY USAGE-SEW	29.46
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	28.13
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	27.79
ALLIANT IES UTILITIES	ENERGY USAGE-EMA	20.19
ALLIANT IES UTILITIES	ENERGY USAGE-CEM	16.39
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	10.01
ALTORFER INC	GENERATOR MAINT-P&A	6.23

AUTO WORX	2014 INTERCEPTOR MAINT-PD	48.84
BARNYARD SCREEN PRINTER LLC	T-SHIRTS-P&REC	833.00
BRADLEY HAUGE CPA	PROFESSIONAL SERVICES-P&A	1,350.00
CAMPBELL SUPPLY CEDAR RAPIDS	GLOVES,EAR PLUGS-RUT	50.99
CAMPBELL SUPPLY CEDAR RAPIDS	GLOVES,CUTOFF WHEELS-RUT	91.13
CAREPRO PHARMACY	SUPPLIES,VACCINES-ALL DEPTS	426.32
CARQUEST OF LISBON	VEHICLE MAINT-PW	154.37
CENTRAL IOWA DISTRIBUTING	SUPPLIES-ALL DEPTS	216.60
CHRIS NOSBISCH	MILEAGE-P&A	128.52
CHRIS NOSBISCH	MILEAGE-P&A	80.46
CLIFTON LARSON ALLEN	AUDITOR FEES-P&A	3,000.00
COGRAN SYSTEMS	ONLINE REGISTRATION FEES-P&REC	8.00
CR/LC SOLID WASTE AGENCY	LEAVES-SW	1,319.10
DIESEL TURBO SERVICES INC	JD BACKHOE MAINT-RUT	573.00
DIESEL TURBO SERVICES INC	PELICAN/HYDRAULIC HOSES-RUT	200.54
DIESEL TURBO SERVICES INC	WELDER BATTERY-RUT	116.95
ECICOG	ZONING ORDINANCE UPDATE-P&A	1,079.00
ELECTRONIC ENGINEERING CORP	INFORMATION SYSTEMS-PW	319.60
FRANCESCA LEE THOMPSON	CLEANING SERVICE-P&A	60.00
FRANCESCA LEE THOMPSON	CLEANING SERVICE-P&A	60.00
FRANCESCA LEE THOMPSON	CLEANING SERVICE-P&A	60.00
FUTURE LINE TRUCK EQUIPMENT	350 - 9' PLOW-RUT	6,560.58
FUTURE LINE TRUCK EQUIPMENT	F450 SNOWPLOW-RUT	36.50
GALLS INC	UNIFORMS-PD	120.00
GALLS INC	UNIFORMS-PD	60.00
GARY'S FOODS	SUPPLIES-P&REC	10.95
GORDON LUMBER COMPANY	BLDG SUPPLIES-P&REC.PD	490.50
GRAINGER INC	SOLENOID VALVE-WAT	159.50
HAWKEYE READY MIX	ALLEY ENTRANCE FIX-RUT	433.20
HI - VIZ SAFETY MIDWEST PATCH	UNIFORMS-PW	1,359.00
IMWCA	AUDIT PREMIUM ADJUSTMENT	1,331.00
INTERNATIONAL CITY COUNTY MGMT	MEMBERSHIP RENEWAL-ALL DEPTS	744.00
IOWA DOT	CALCIUM CHLORIDE-RUT	1,093.40
IOWA INSURANCE DIVISION	PERPETUAL CARE FILING FEE-CEM	30.00
IOWA POLICE CHIEFS ASSOCIATION	DUES RENEWAL-PD	75.00
IOWA PRISON INDUSTRIES	PLASTIC BAGS-RUT	201.67
IOWA SOLUTIONS INC	DBR BACKUP-ALL DEPTS	350.00
JOAN BURGE	CLEANING SERVICE-P&A	60.00
JOAN BURGE	CLEANING SERVICE-P&A	60.00
JOAN BURGE	CLEANING SERVICE-P&A	60.00
JOENA'S SPECIAL NEEDS	UNIFORMS-PD	100.00
KONICA MINOLTA BUSINESS SOLUTIONS	MAINTENANCE PLAN/COPIES	377.71
LESLIE BROKAW	DEPOSIT REFUND-WAT	65.06
LINN CO PLANNING & DEVELOPMENT	BLDG PERMIT FEES/INSPECTIONS	2,474.00
LINN CO-OP OIL CO	FUEL-PW	765.31
LINN COUNTY SHERIFF	BLUE COURAGE BOOK-PD	110.00
MENARDS	WIRE,LIGHTS-RUT	142.94
MENARDS	SHOP LITES-RUT	85.97
MENARDS	LED SHOP LIGHT-RUT	30.00
MOUNT VERNON BANK & TRUST CO	NSF CHECK-WAT	105.00
MOUNT VERNON LISBON SUN	ADS/PUBLICATIONS-ALL DEPTS	862.46
MOUNT VERNON LISBON SUN	ADS/PUBLICATIONS-P&REC	135.00
MOUNT VERNON POLICE RESERVES	SPECIAL EVENTS-PD	33.00
MOUNT VERNON POLICE RESERVES	SPECIAL EVENTS PAY-PD	15.00

MUNICIPAL SUPPLY INC	METER REPAIR-WAT	72.58
MV ACE HARDWARE	SUPPLIES,EQUIP,MISC-ALL DEPTS	1,428.51
NEAL'S WATER CONDITIONING SERV	WATER/SALT-RUT,P&REC	65.25
NORTHWAY CORP	WELL #9 LIGHTNING DAMAGE	8,265.56
PACE SUPPLY	SHADY MIX SEED-RUT	176.00
PAYROLL	CLAIMS	53,525.12
POSTMASTER	UTIL BILL POSTAGE-WAT,SEW,SW	365.33
RACHEL GARST	TICKET OVERPYMT-PD	10.00
RICKLEFS EXCAVATING	2015 STREET IMPROVEMENTS	49,738.85
ROTO-ROOTER	LOCATIONS/POSSIBLE STORM INLET	1,307.60
SCHIMBERG COMPANY	WATER LINE PARTS-RUT	1,884.50
SHERWIN WILLIAMS CO.	WHITE TRAFFIC PAINT-RUT	635.70
SIDERS, MATT	MILEAGE-P&REC	101.52
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES-P&A	675.00
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES-P&A	330.00
SPRAY-LAND USA	BRINE TANKS/EQUIP-RUT	1,047.10
SPRINGER PEST SOLUTIONS CORP	PEST CONTROL-P&A	30.00
ST LUKE'S WORK WELL SOLUTIONS	DRUG TEST-RUT	20.00
STORM STEEL	F450 BOX REPAIR-RUT	467.68
STORM STEEL	CHIPPER BOX MAINT-SW	444.33
TABATHA STRONG	DEPOSIT REFUND-WAT	35.74
TIMOTHY WALCH	MILEAGE-MVHPC	23.00
TREASURER STATE OF IOWA	SALES TAX	3,724.00
TYLER TECHNOLOGIES	SOFTWARE UPDATE/TRAINING-ALL	330.00
UNITYPOINT CLINIC-OCCUPATIONAL	DRUG TESTING-RUT	37.00
US BANK	CREDIT CARD PURCHASES-ALL DEPTS	5,868.77
US CELLULAR	CELL PHONE-ALL DEPTS	309.57
US CELLULAR	CELL PHONE-PD	116.42
VEENSTRA & KIMM INC	BYPASS AREA FUTURE UTILITY PLAN	1,030.00
VEENSTRA & KIMM INC	4TH AVE/3RD ST NW ST WAT IMP	758.00
VEENSTRA & KIMM INC	CORNELL SCIENCE BLDG SITE PLAN	513.00
VEENSTRA & KIMM INC	CENTURY LINK FIBER ROUTE REVIEW	324.00
VEENSTRA & KIMM INC	BIJOU THEATRE SIDEWALK	108.00
VEENSTRA & KIMM INC	2015 STREET IMPROVEMENTS	103.00
VEENSTRA & KIMM INC	GARYS GROCERY ENTRANCE	51.50
VERMEER SALES & SERVICE INC	CHIPPER MAINT-RUT	365.49
WAPSI WASTE SERVICE	GB,RECY,LEAF-SW	22,621.91
WENDLING QUARRIES	DUMP CHG-RUT	27.50
	TOTAL	190,089.09

Discussion and Consideration of Invoice #18 – SB2 Associates – Council Action as Needed. City Administrator Nosbisch explained that this is the final invoice SB2 Associates will be submitting. The original contract amount was for \$58,500.00. The total amount paid to SB2 Associates, including Invoice #18, will be \$29,760.68. Tuerler motioned to approve Invoice #18 in the amount of \$1,320.00, seconded by Wieseler. Carried all.

Discussion and Consideration of Park and Recreation Board Recommendations – Comm/Recreation Center – Council Action as Needed. Council was given a letter of recommendation from the MV Parks & Recreation Board stating that it was their unanimous recommendation that the City use a RFP (request for proposals) process for selection and architect for the Community Wellness Center. Motion to accept the MVHPC recommendation made by Rose, seconded by Tuerler. Carried all.

Discussion and Consideration of Burn Permit Located at 1905 Palisades Rd SW - Council Action as Needed. An application for a controlled burn has been submitted on behalf of Marilyn Zehms, 1905 Palisades Road, SW. Initially, six properties were identified to be within the ¼ mile setback but was later reduced to two. Both of those properties signed waivers. Representing Zehms, Darrell Jordan explained that they wanted to burn prior to December 1st so that tile can be installed there this fall. Although the application was not signed, Nobsisch said that Fire Chief Nathan Goodlove indicated that he was in favor of the permit. Also included, for Council review, was a letter from the Linn Soil and Water Conservation District explaining the need for the burn permit. Motion to approve the burn permit located at 1905 Palisades Road SW made by Tuerler, seconded by Christensen. Carried all.

Discussion and Consideration of Mount Vernon/Lisbon Recording and Broadcasting 28E Agreement – Council Action as Needed. Nobsisch said that he has already talked to Dean Traver and Jake Krob (The Sun) regarding continuing televising City Council meetings. The recommendation would be to discontinue the cable based broadcasting system we now use and move to a video based system. Going with a video base would not require the use of the Traver building which we currently rent from Mr. Traver at \$250.00 per month. Also, Council was asked to consider approval to pay \$1,500.00 to Mr. Traver for the remainder of this year's rent. Christensen moved approval for Nobsisch to work with Jake Krob on a formal proposal for a video broadcast of council meetings and \$1,500.00 payable to Dean Traver, seconded by Wieseler. Carried all.

Discussion Items (No Action)

Residency Requirements. Nobsisch explained that he has a department head that due to family issues is going to have to move to the Quad Cities. He would like to stay employed with the City of Mount Vernon but City Ordinance says that employees must live within the City limits or within a 20 minute response time. Nobsisch said that he has discussed the importance of having good people working here versus the 20 minute response time with the Personnel Committee. Because it is an ordinance an exception cannot be made for one employee. Tuerler said that he views this ordinance as outdated with the ability to handle things via telecommunications. Wieseler asked how many emergency calls the City receives to which Nobsisch said there hasn't been any tracking but the biggest problem could be alarms that may go off at the plants. If the purpose of the 20 minute response time is so that employees are close in case of emergencies than the City may have to look at an on-call scenario. Christensen said that he has always thought that it would nice to be able to draw from employee pools that are outside this area. Nobsisch said that a public hearing would be set at the next council meeting.

Capital Improvements Plan. On-going CIP discussions continue. Council was provided with a newly updated plan. Reserve balances were discussed at a previous meeting. Staff was to return with further recommendations regarding what a four and six month reserve balance would be in the five enterprise funds. After reviewing the numbers staff is recommending the four month reserve balance option. Council reviewed the projects listed on the CIP. Nobsisch explained the funding sources. Christensen expressed concern that the sidewalk project was not listed because there was not a funding source and asked why the monies received from a previous sidewalk assessment project couldn't be re-invested into a new sidewalk project. One of the projects Nobsisch pointed out was the Corridor/Sub Area Plan, FY17 at a cost of \$80,000.00. This is the area where the bypass will be and a goal of the Council. The difference between this and the Comprehensive Plan, which only cost about \$13,000.00, is that this will really define what's going to be out there, what are our expectations, planning, development, and design standards. This could be an opportunity on how we want the area around the bypass to development for years to come. After reviewing funding sources, old and new, Wieseler said he was interested in learning more about utility franchise fees. Nobsisch explained that it can be resolution passed, Council sets the percent assessed and the percentage can be different for electric and gas.

Reports of Mayor/Council/Administrator

Committee Reports. Report from Wieseler, a few of the Sustainability Committee projects: reviewing curb or central site composting, water shed project with Cornell, geo thermal and solar panels for Wellness Center.

City Administrator's Report. Leaf pickup continues until Thanksgiving. City offices will be close Friday, November 11, 2016 in honor of Veterans Day. The rough draft of the audit has been received; no major issues were identified. Nosbisch has been asked to become a volunteer for Junior Achievement. City Alliant bills have been provided to the same solar firm that Lisbon contracted with. They will review and provide MV with cost saving estimates.

Adjournment. As there was no further business to attend to the meeting adjourned, the time being 8:06 p.m., November 7, 2016.

Respectfully submitted,
Sue Ripke
City Clerk

G. Resolutions for Approval

AGENDA ITEM # G – 1

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

DATE:	November 21, 2016
AGENDA ITEM:	Resolution Approving Transfers
ACTION:	None

SYNOPSIS: The list of transfers is attached to the resolution. The top six listed are transfers that cover projects. The two transfers to the general fund from water and sewer are for payment in lieu of taxes (PILOT). The rest of the items listed are for vehicle and plant depreciation. These transfers were planned for during the budget process.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Resolution

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/14/16

RESOLUTION #11-21-2016A

A resolution approving transfers:

FROM FUND:	TO FUND:	
TIF	Debt Service	\$567,646.00
Sewer	Debt Service	\$196,720.00
Water	Debt Service	\$102,973.00
LOST II	Debt Service	\$104,818.00
LOST III	Debt Service	\$209,564.00
Water	WTP Project	\$ 52,317.62
Water	WTP Depreciation	\$ 15,000.00
Sewer	Sewer Plant Depreciation	\$ 15,000.00
Water	General Fund	\$ 25,500.00
Sewer	General Fund	\$ 25,500.00
Police	PD Vehicle Depreciation	\$ 21,000.00
RUT	RUT Vehicle Depreciation	\$ 8,250.00
Water	Water Vehicle Depreciation	\$ 8,250.00
Sewer	Sewer Vehicle Depreciation	\$ 8,250.00

Motion made by _____ seconded by _____ to _____
Resolution #11-21-2016A.

Resolution #11-21-2016A _____ on November 21, 2016 by the following
roll call vote:

YES:

NO:

ABSTAIN:

ABSENT:

MOUNT VERNON CITY COUNCIL
MOUNT VERNON, IOWA

Jamie Hampton, Mayor

ATTEST:

Sue Ripke, Asst. Administrator/City Clerk

AGENDA ITEM # G – 2

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

DATE:	November 21, 2016
AGENDA ITEM:	Resolution Approving TIF Certification
ACTION:	None

SYNOPSIS: The TIF certification request for FY 2018 is currently slated at \$600,000. This is a slight increase from FY 2017 (\$567,000). This is fairly consistent with the asking for the last two fiscal years. In order to keep the asking consistent, you will see a request for two amounts associated with the 2007 GO bond. The second payment will reduce the interest that is accrued, at the same time we further buy down our debt capacity.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Resolution

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/14/16

RESOLUTION #11-21-2016B

A Resolution certifying to County Auditor, TIF debt incurred in CY2016 for FY2018.

Motion made by _____, seconded by _____ to _____
Resolution #11-21-2016B

Resolution #11-21-2016B _____ on November 21, 2016, by the following roll call vote:

YES:

NO:

ABSTAIN:

ABSENT:

MOUNT VERNON CITY COUNCIL
MOUNT VERNON, IOWA

Jamie Hampton, Mayor

ATTEST:

Sue Ripke, Asst. Administrator/City Clerk

J. Motions for Approval

CITY OF MOUNT VERNON
CLAIMS FOR APPROVAL, NOVEMBER 21, 2016

PAYROLL	CLAIMS	53,512.24
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	3,199.92
BURROUGHS, RICHARD	CEMETERY MAINT	3,085.00
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	2,422.36
STAR	ICE MAKER-FD/LOST I	2,090.00
IOWA SOLUTIONS INC	COMPUTER-WAT,SEW,SW	1,660.01
STATE HYGIENIC LAB	TESTING-SEW	1,537.50
TRAVER, DEAN	KMVL RENT	1,500.00
SAUTER BATY ASSOCIATES	CONCEPTUAL/PRELIMINARY DESIGN	1,320.00
WEX BANK	FUEL-PD,WAT,SEW	1,009.23
ALLIANT IES UTILITIES	ENERGY USAGE-POOL	905.66
UNIVERSITY OF LOUISVILLE	CONFERENCE-PD	695.00
ALLIANT IES UTILITIES	ENERGY USAGE-P&A	653.04
MATRE ARMS & AMMUNITION	TRAINING-PD	630.00
STORM STEEL	F-450/BRUSH BOX-RUT	559.69
COMMUNITY DEVELOPMENT GROUP	VIDEO TOUR PROJECT	500.00
BROWN SUPPLY COMPANY	STAINLESS LINK SEAL-SEW	498.75
GOODLOVE, NATHAN	FIRE CHIEF PAY-FD	416.67
ALLIANT IES UTILITIES	ENERGY USAGE-RUT	407.12
IOWA CODIFICATION INC	CODE UPDATES-P&A	391.00
CAMPBELL SUPPLY CEDAR RAPIDS	WINTER GLOVES-RUT	240.80
BRADY LANHAM	NEW BREAKERS/SHOP-RUT	235.00
ALLIANT IES UTILITIES	ENERGY USAGE-FD	221.03
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	181.59
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	146.47
PITNEY BOWES	POSTAGE METER RENTAL-ALL DEPTS	141.00
SPRAY-LAND USA	PARTS/BRINE TANK-RUT	135.35
JAY A ARNOLD	REFEREE-P&REC	135.00
JORDAN AXTELL	REFEREE-P&REC	135.00
SAM KRINGLEN	REFEREE-P&REC	135.00
BUSER, ROBERT M	LODGING REIMB-EMA	112.00
ALLIANT IES UTILITIES	ENERGY USAGE-KMVL	89.47
ARAMARK	RUGS-FD	82.85
ALLIANT IES UTILITIES	ENERGY USAGE-PD	77.15
CLIA LABORATORY PROGRAM	MEDICAL SUPPLIES-FD	75.00
BATTERIES PLUS	SUPPLIES-PD	69.45
HAWKEYE FIRE & SAFETY CORP	EXTINGUISHER MAINT-FD	65.87
FRANCESCA LEE THOMPSON	CLEANING SERVICE-P&A	60.00
JOAN BURGE	CLEANING SERVICE-P&A	60.00
CENTURY LINK	PHONE CHARGES-PD	36.90
SPRINGER PEST SOLUTIONS CORP	PEST CONTROL-P&A	30.00
IOWA STATE UNIVERSITY	FSTB CERTIFICATION-FD	25.00
MOEL, STEVE	FUEL-PD	25.00
MOUNT VERNON ACE HARDWARE	BLDG REPAIR-FD	24.47
ALLIANT IES UTILITIES	ENERGY USAGE-SEW	23.67
IOWA DEPT AGRICULTURE AND LAND	APPLICATOR LICENSE-PW	15.00
JOENA'S SPECIAL NEEDS	UNIFORMS-PD	12.00
	TOTAL	79,583.26

AGENDA ITEM # J – 2

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

DATE: November 21, 2016

AGENDA ITEM: West Science

ACTION: None

SYNOPSIS: Cornell College has submitted a building permit to demolish two homes and complete initial site work for the proposed West Science Building. They do not plan on starting construction on the actual building until next spring. The reason the site plan is in front of the Council currently is twofold: 1. the demolition of the homes requires Historic Preservation review (this is complete), and 2. There is a significant cost reduction if they can preload the construction site. Planning and Zoning have recommended the site plan subject to the submittal of a landscaping plan to Council. The design team for the building will be present at the meeting to answer any questions.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: P&Z Commission

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/14/16



Chris Nosbisch, City Administrator
Douglas Shannon, Chief of Police

Jamie A. Hampton, Mayor

Council:

Eric Roudabush
Paul Tuerler
Marty Christensen
Scott Rose
Tom Wieseler

To: Honorable Mayor Hampton and Honorary Council Members

From: Matt Siders, Zoning Administrator

CC:

Date: November 14, 2016

Re: Cornell College – East Science Center Site Plan Review

This memo is in regards to staff's review of the Cornell College East Science Center building Site Plan review for City Council. Table 13-1 of Chapter 165 Article 13 was used for this review.

Chapter 165 Article 1302 Letter e-h (Site Plan Review) states the following on page 13-2 and 13-3 of the Zoning Ordinance;

e. Review and Evaluation

1. The Zoning Administrator shall review and make the following findings in a report to the Planning and Zoning Commission and the City Council on the site plan based on the criteria established in Table 13-1 and conformance with applicable regulations in this Zoning Ordinance:

a) The proposed development, together with any necessary modifications, is compatible with the criteria established in Table 13-1.

b) Any required modifications to the site plan are reasonable and are the minimum necessary to minimize potentially unfavorable effects.

c) The site plan conforms to the Zoning Ordinance and other applicable City ordinances.

2. The Planning and Zoning Commission shall make its recommendation to the City Council to approve, approve with conditions or disapprove the site plan.

f. Modification of Site Plan

The Zoning Administrator, the Planning and Zoning Commission, or the City Council may require modification of a site plan as a prerequisite for approval. Required modifications may be more restrictive than base district regulations and may include, but are not be limited to, additional landscaping or screening; installation of erosion control measures and control of storm runoff as required by the Code of Iowa; improvement of access or circulation; rearrangement of structures on the site; or other modifications deemed necessary to protect the public health, safety, welfare, community character, property values, and/or aesthetics.



Chris Nosbisch, City Administrator
Douglas Shannon, Chief of Police

Jamie A. Hampton, Mayor

Council:

Eric Roudabush
Paul Tuerler
Marty Christensen
Scott Rose
Tom Wieseler

g. Term and Modification of Approval

1. A Site Plan Approval shall become void one year after the date of approval, unless the applicant is issued a Building Permit.
2. The Zoning Administrator may approve an application to modify a previously approved site plan if he/she determines that the modification does not affect findings related to the criteria set forth in Table 13-1 and is either minor in its essence or an improvement to the approved site plan.
3. The Zoning Administrator may revoke a Site Plan Approval if he/she determines that the development is not complying with the terms and conditions of the approval. Such revocation may be appealed to the City Council. The City Council shall consider the appeal at the first available meeting after the filing of the appeal.

h. Approval to Run With Land

An approval pursuant to this section shall run with the land until the expiration date of such approval.

Height and Scale

Height and Bulk – Development should minimize differences in height and building size from surrounding structures. Differences should be justified by urban design considerations.

-The Science Center complies with the criteria as the building size will be comparable to surrounding structures. The maximum height that would be allowed per code is 60 feet. The proposed height of the Science building will be approximately 45 feet.

Setbacks – Development should respect pre-existing setbacks in surrounding area. Variation should be justified by site or operating characteristics.

-Setbacks for other uses (other than residential) in TR district is 15 minimum, which this facility complies with.

Building Coverage – Building coverage should be similar to that of surrounding development, if possible. Higher coverage should be mitigated by landscaping or site amenities.

-Building coverage is like surrounding development on campus.



Site Development

Frontage – Project frontage along a street should be similar to lot width.

-Project frontage should be similar to lot width

Parking and Internal Circulation –

1.) Parking should serve all structures with minimal conflicts between pedestrians and vehicles.

-Parking serves all structures as it is campus parking.

2.) All structures must be accessible to public safety vehicles.

-All structures are accessible.

3.) Development must have access to adjacent public streets and ways. Internal circulation should minimize conflicts and congestion at public access points.

-There will be access to the street and circulation should provide minimal conflicts.

Landscaping – Landscaping should be integral to the development, providing street landscaping, breaks in uninterrupted paved areas, and buffering where required by surrounding land uses. Parts of the site with sensitive environmental features or natural drainageways should be preserved.

-This was discussed at the P&Z meeting without a landscape plan. The design team will be submitting a full site plan, design, and landscape plan for Council review.

Operating Characteristics

Traffic Capacity – Project should not reduce the existing level of traffic service on adjacent streets. Compensating improvements will be required to mitigate impact on street system operations.

-Traffic service should be the same.



External Traffic Effects – Project design should direct non-residential traffic away from residential areas.

-Should not have external traffic effects.

Operating Hours – Projects with long operating hours must minimize effects on surrounding residential areas.

-We don't foresee any issues here.

Outside Storage – Outside storage areas must be screened from surrounding streets and less intensive land uses.

-We don't foresee any issues here

Public Facilities

Sanitary Waste Disposal – Development within 100 feet of public sanitary sewer must connect to sewer system. Individual disposal systems, if permitted, shall not adversely affect public health, safety, or welfare. Sanitary sewer must have adequate capacity to serve development.

-They will be tying into the existing system.

Storm Water Management –

1.) Development should handle storm water adequately to prevent overloading of public storm water management system.

-V&K provided input and Cornell has agreed to comply.

2.) Development should not inhibit development of other properties.

-V&K provided input and Cornell has agreed to comply.

3.) Development should not increase probability of erosion, flooding, landslides, or other run-off related effects.

-V&K provided input and Cornell has agreed to comply.



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

Utilities

Project must be served by utilities.

-This project will be served by all utilities.

Respectfully submitted,

Matt Siders

Zoning Administrator

City of Mount Vernon IA

Phone: 319-895-9513

AGENDA ITEM # J – 3

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

DATE: November 21, 2016

AGENDA ITEM: Video Proposal

ACTION: None

SYNOPSIS: As stated at the last meeting, staff is recommending that we move forward with a proposal the Sun to video City Council meetings. The City is currently paying \$130 a meeting to the Sun for taping and preparing the Council meetings for television. This price will remain the same the first year to cover equipment needs, but will drop to \$75 a meeting for the two years following.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Proposal

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/14/16



PO Box 129, Mount Vernon, IA 52314 • 319-895-6216

9/8/16

Mount Vernon Video Proposal

Year 1 (December 2016-November 2017)
\$130/meeting

Years 2-3 (December 2017-November 2019)
\$75/meeting

NOTES:

- The Sun will be responsible for all video equipment
- The Year 1 rate is the same as the current rate, to provide some funding for new equipment
- The Year 1 rate is still a savings for the city, as it will no longer be paying rent to Traver

AGENDA ITEM # J – 4

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

DATE:	November 21, 2016
AGENDA ITEM:	Setting Date – Chapter 5.13
ACTION:	None

SYNOPSIS: This will be the ordinance that will end the residency requirement for City employees. The public hearing is set for Monday, December 5, 2016 at 6:30 p.m.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/14/16

AGENDA ITEM # J – 5

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

DATE:	November 21, 2016
AGENDA ITEM:	Setting Date – Chapter 151
ACTION:	None

SYNOPSIS: This will be the ordinance that changes the responsibility of ROW trees from homeowners to the City. This is the first step in the proposed tree maintenance program.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/14/16

AGENDA ITEM # J – 6

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

DATE:	November 21, 2016
AGENDA ITEM:	Housing Committee
ACTION:	None

SYNOPSIS: Please see the attached memo regarding staff recommendations for a proposed housing committee for the City. The memo outlines both a proposed makeup and possible action items for the group.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/14/16

Memorandum

To: Mayor and City Council
From: Chris Nosbisch, City Administrator
Date: 11/16/2016
Re: Housing committee recommendations

One of the goals that has been established by the Council is the formation of a housing committee. Below, staff has outlined possible membership and topics of concern that have been raised to date. The recommendations are designed to be a starting point for discussion.

Membership:

Seven Member Committee

- Representative from one of the local banks
- Representative owning (possible) development ground in or near the City
- Representative from a development firm (does not have to be in City)
- Representative from planning and zoning commission
- Representative from a local real estate firm
- Representative from the public at large
- Representative from the Council
- * Staff would attend meetings and participate as ex-officio members

Nine Member Committee

- Same members as above
- Representative from the Mt. Vernon School District
- Representative from the CDG Board

Points of Review

- Housing needs – senior housing, assisted living, market rate, low income, developed lots, etc.
- Incentive packages – TIF, tax abatement
- Rental housing needs/regulations
- Obstacles or roadblocks to development (perceived or realized)

AGENDA ITEM # J – 7

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

DATE:	November 21, 2016
AGENDA ITEM:	RFP Architectural Services
ACTION:	None

SYNOPSIS: At the last Council meeting, it was determined to seek out architecture firms for the community/recreation center via the RFP (request for proposals) process. Attached is the recommended RFP to be sent out to firms.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: Request for Proposal

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/14/16

REQUEST FOR PROPOSALS (RFP)
for
Architecture Services
for the
City of Mt. Vernon Community/Recreation Facility

The City of Mt. Vernon, Iowa is seeking the professional services of an architecture firm for the design of a community/recreation facility.

The City of Mt. Vernon will consider those firms that submit a letter of interest and provide all the information required in this request. Firms are encouraged to submit additional material which they deem pertinent and appropriate, especially with regard to the selection criteria.

I. PROPOSAL RESPONSE REQUIREMENTS

Submittal Deadline: 10:00 a.m. December 19, 2016

Submittal Location: City of Mt. Vernon
213 First Street NW
Mt. Vernon, Iowa 52314

Submittal Contact: Chris Nosbisch, City Administrator
(319) 895-8742 (Voice)
(319) 359-8613 (Cell)

Submittal Copies: Six (6) copies are required.

II. PROJECT DESCRIPTION

The City of Mt. Vernon has concluded a building and site concept review of a community/recreation facility. The City is seeking an architecture firm to lead them through a two phase design and construction process. The facility will contain, at a minimum, the following facilities: locker rooms, walking track, meeting space, work out areas, parking lots and a gymnasium. A second gymnasium shall be included in the phase one process for evaluation by the City.

The building design shall be completed in a manner that would allow additional building phases to be easily added at a future date. It is expected that the Mt. Vernon City Council will review phase one recommendations prior to executing phase two of the project. The City of Mt. Vernon is considering a facility that could be constructed for either \$3.5 or \$5 million depending on the number of gymnasiums.

III. PROPOSAL CONTENT

A. The architecture firm shall provide the following items:

1. A cover letter expressing the firm's interest in the project and the firm's level of understanding of the project
2. All information requested in Section D of this RFP
3. Fee proposal: broken out costs for phase one and phase two respectively.

The City of Mt. Vernon intends to hire an architecture firm to manage the construction of a "turnkey" facility. The selected architecture firm will coordinate with the City and a possible construction management firm throughout all phases of the project, including the design period, construction, and completion of the project.

The City is interested in obtaining proposals from architecture firms experienced in municipal community/recreation facility construction within the State of Iowa.

B. Scope of Services

The construction management firm selected shall provide the City of Mt. Vernon with the following services, along with all documentation, as appropriate:

1. CONSTRUCTION MANAGEMENT SELECTION SERVICES (it has not been determined if the City will proceed in this manner)
 - Assist in the development of a request for proposal (RFP)
 - Work with city staff in the establishment of a schedule for the selection process
 - Submit a list of qualified applicants to receive the RFP
 - Participate in the review process to select firms to interview
 - Provide the format and basic interview questions
 - Participate in the final selection process by providing a recommendation
2. REVIEW EXISTING DESIGN CONCEPTS
 - Evaluate preliminary site and building design
 - Review initial cost estimates to confirm construction budgets
 - Phase one services to include:

- Specific conceptual drawings, detailed to allow for accurate estimation of project costs
- Evaluation of different building systems in an effort to reduce operation/utility costs
- Presentation of said materials to the Council for determination of moving to phase two
- Phase two services will include all bidding and construction services listed within the RFP.

3. PRE-CONSTRUCTION AND DESIGN PHASE SERVICES (unless this stage is ultimately delegated to a construction management firm with Council approval)

- Establish team goals, responsibilities, procedures, and communications
- Review estimates to align project scope and budget; utilize cost modeling to evaluate design alternatives (including sustainable energy concepts that minimize future operation costs and environmental impact)
- Prepare PC based preliminary master scheduling of design and construction activities
- Map out construction phasing strategies that minimize confusion
- Define work scope to prevent duplication of work, omission of required trade contract items, and to provide a clear understanding of the work required of the trade contractor
- Screen prospective bidders for capacity to perform, financial stability, and previous work experience
- Develop anticipated construction schedule, work category descriptions, allowances, and other general information relative to the project
- Determine cash flow needs at various stages of the project progress

- Evaluate budget and provide comprehensive review of estimates
- Review design and make recommendations to the City regarding materials, systems, and constructability
- Provide comprehensive review of cost estimates at each stage of design to continually balance project scope to budget
- Identify unnecessary costs; propose alternative cost-saving solutions to deliver the most cost effective project without sacrifice to quality or program goals
- Evaluate materials, methods and systems for compatibility of design intent and user function
- Provide comparisons of first cost vs. life-cycle costs of proposed project systems or materials to determine most prudent and cost-effective methods
- Develop early bidding strategies to optimize the allocation of Architect's efforts and provide for highly competitive trade contractor bid packages; structure bid packages to coordinate with project schedule and phasing requirements
- Attend pre-bid meetings to field questions and facilitate a better understanding of the project, resulting in more competitive bids
- Solicit bidder interest, distribute drawings and bid packages, and accept bids
- **Interview low bidders to confirm understanding of project scope, schedule, contract amount, quality and safety requirements; address uncertainties, conflicts, and gaps prior to awarding contract agreements**

4. CONSTRUCTION PHASE SERVICES (unless this stage is ultimately delegated to a construction management firm with Council approval)

- Coordinate construction
- Submit weekly reports with daily progress, meetings, events, and safety and quality issues occurring on site
- Issues pertaining to budget, scheduling, construction activities, changes to the project scope, etc. are chronicled and documented on a monthly basis in a Management Report which is submitted to the Owner
- Monitor budget, general conditions costs, reimbursable expenses, change orders, etc. to maintain the budget
- Update and revise project schedule as necessary and provide changes to the Owner in the monthly report; inform trade contractors of schedule updates
- Employ computerized tracking systems to expedite and monitor shop drawings, submittals, requests for information, change orders, etc.
- Activate change order management system which prevents unauthorized costs of changes occurring without prior review, research, and approval
- Provide quality assurance construction inspection, at standard or agreed upon frequencies, for all phases of the work , including, but not limited to, earthwork, backfill, sanitary sewers and stormwater structures, paving,

concrete work, electrical, mechanical, erosion control, and landscaping. (The contract will require that all re-testing will be done at contractor's expense.)

- Implement inspection plan for applicable systems to discover any problems and provide sufficient time to prevent further problems
- Prepare monthly progress payment applications by trade contractors will be reviewed, inspected, approved, and compiled into a document for payment by the Owner; trade contractor pay requests are reviewed by the architect or CM firm and submitted to the Owner if Owner is making payments to trade contractors
- Evaluate major trade contractors compliance with project safety policies established by architect or CM prior to job-site mobilization; superintendents and project engineers are required to attend safety workshops and training programs on a routine basis

5. PROJECT CLOSE-OUT & TURNOVER

- Provide warranties, operation and maintenance manuals, final as-built drawings, trade contractor guarantees, project directories, etc. are compiled into an organized and comprehensive manual providing "trouble free" operations and easy access to all information
- Prepare maintenance plan and manual
- Attend training sessions for operation and maintenance of technical equipment to facilitate Owner move-in; video tape start-up/maintenance instruction for Owner's future use
- Administer and coordinate individual warranties for equipment and materials
- Walk through with Owner to establish Final Master Punchlist and Punchlist Completion Schedule
- Prepare punchlist update and status report
- Continuously monitor facility performance during break-in period, contact contractors for correcting any failures or deficiencies
- Provide "as built" plans to the City

C. General Information

1. **Revisions and/or addendum to the request for proposals.** In the event it becomes necessary to revise and/or add addendum to any part of the request for proposals, revisions and/or addendum will be provided to all firms listed as accepted construction management firms.
2. **Acceptance of proposal contents.** The contents of the proposal submitted by the successful firm may become a part of any contract awarded as a result of these specifications. The City will rely on the accuracy and completeness of the information provided in the proposal when making its choice of the successful firm.

3. **Responsibilities.** The selected firm will be required to assume sole responsibility for the complete effort as required by this request. The selected firm will be considered the sole point of contact by the City regarding contractual matters.
4. **Rejection of Proposals.** The City reserves the right to waive any informalities in proposals received and to accept or reject any or all proposals. The City shall have the authority to award contracts to the firm best meeting specifications and conditions.
5. **Government Regulations.** The successful firm shall strictly comply with all federal, state, county and city laws, rules and regulations in any manner affecting the delivery of the completed project. The firm shall comply with appropriate Iowa law to conduct business in the State of Iowa.

D. Proposal Requirements: *Answer each question in the space provided. Attach separate additional sheets if required.*

1. Firm History

Firm Name:
Location of principal and branch offices:
Length of time in business:
Firm ownership structure:

2. Personnel

- a. List total number of firm's personnel, other than secretarial /clerical, by professional or skill group**

Architects:	
Landscape Architects:	
Interior Design:	
Inspection Personnel:	

Other:	
--------	--

3. Experience

- a. **Please provide information regarding three construction projects that you have designed and managed within the past five years totaling \$3,500,000 or more.**

Project Name:	
Requested/actual completion dates:	Project Budget:
Reference Person:	
Title:	
Telephone number:	
Description/Scope/Location of Project:	

Project Name:	
Requested/actual completion dates:	Project Budget:
Reference Person:	
Title:	
Telephone number:	
Description/Scope/Location of Project:	

Project Name:	
Requested/actual completion dates:	Project Budget:
Reference Person:	

Title:
Telephone number:
Description/Scope/Location of Project:

b. Please provide information regarding construction projects designed and managed within the past five years totaling \$5,000,000 or more.

Project Name:
Project Budget:
Reference Person:
Title:
Telephone number:
Description/Scope/Location of Project:

Project Name:
Project Budget:
Reference Person:
Title:
Telephone number:
Description/Scope/Location of Project:

Project Name:
Project Budget:
Reference Person:
Title:
Telephone number:

Description/Scope/ Location of Project:

- c. List municipal community/recreation facilities or other similar projects in which you have designed.**

Project Name:

Project Budget:

Reference Person:

Title:

Telephone number:

Description/Scope/Location of Project:

Project Name:

Project Budget:

Reference Person:

Title:

Telephone number:

Description/Scope/Location of Project:

- d. List any other pertinent projects within the last five (5) years for which you have designed**

Project Name:

Project Budget:
Reference Person: Title: Telephone number:
Description/Scope/Location of Project:

◆ **Please provide separate attachments for items 4 through 11.**

4. Project Staffing

Please identify your company's proposed key management staff that will be dedicated to the project, including project principal, project manager, and any other relevant staff or consultants, who will be assigned and "dedicated" to the project. Provide an Organizational Chart identifying all of your key staff members and showing how each interacts with the other staff members assigned to this project. For each key staff member, please include a detailed resume which summarizes:

- a. Education, including name of institution, field of study, degree(s) earned and year(s) received.
- b. Professional registration(s) and/or professional society membership(s)
- c. Construction experience
- d. Construction management project experience

5. Work Load

Submit a list of current and backlogged projects with scheduled start and completion dates. Show how you're firm and proposed team members can responsibly handle the work described in this RFP and complete it as scheduled.

6. Services

- a. Describe your scope of pre-construction phase services and how they are provided with specific attention to the first budget estimate, methods of cost control, scheduling, value engineering, and the method of reporting project status and schedule position.
- b. Describe your scope of construction phase services and detail how they are to be provided.

- c. Describe your firm's method of working with the project and/or construction management firm's architects/engineers, consultants, and other planning team members.
- d. Describe your firm's method of coordinating the efforts of the various trades and contractors.
- e. Describe how your firm will issue RFP for design/build mechanical and electrical contractors. Acknowledge your willingness to work with the subcontractors on a preferred vendors list and whether you will need to go beyond this list to solicit proposals.

7. Basis of Compensation

- a. Describe in detail the basis of the proposed architecture fee and state the fee as a percentage of the cost of the work, or as a stipulated sum. Describe the basis for which the fee was established. List all project management personnel that will be required to complete the design services. Fees should be shown individually for phase one and two, along with an overall fee for services.
- b. In addition to the information requested in 7a, above, list overhead and profit percentages that will be used for change orders, general condition items, and other reimbursable expenses.
- c. Describe the process that would be implemented to ensure that all project components will be competitively priced and that the guaranteed maximum price is maintained and controlled, once established.

8. Litigation

Describe the circumstances and instances in the past 5 years where litigation and/or arbitration was utilized (whether completed or not) to settle a claim/dispute.

9. Financial Ability

Provide a statement describing your financial ability to be bonded by a surety company.

10. Approach to the project.

Outline the overall technical approach to complete the project.

11. References check

The City of Mt. Vernon may wish to contact any current references listed in the experience section of the proposal.

12. Appendix

Any supplemental information that your firm may determine useful in the selection process may be submitted as an appendix.

END OF RFP

AGENDA ITEM # J – 8

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

DATE:	November 21, 2016
AGENDA ITEM:	Tower Lease Proposal
ACTION:	None

SYNOPSIS: The City has received a proposal from Landmark Dividend to purchase the City of Mt. Vernon's cell leases. They are proposing a cash value for the leases of \$600,000 to \$800,000. They would need to review the actual leases to confirm a purchase price. The dollar figure above represents a buyout of 20 to 35 years. Staff is recommending against such action as the current leases generate over \$65,000 a year in revenue. If you do the rough math, they are proposing a cash buyout of less than \$0.50 on the dollar.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/14/16

AGENDA ITEM # J – 9

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

DATE: November 21, 2016

AGENDA ITEM: Plans and Specifications

ACTION: None

SYNOPSIS: V&K has provided preliminary plans and specifications for the Highway 30 Trail project. This project was identified as part of a larger bio swale project on Highway 30. The City earmarked \$100,000 from LOST III funding for the trail portion of the project.

BUDGET ITEM: N/A

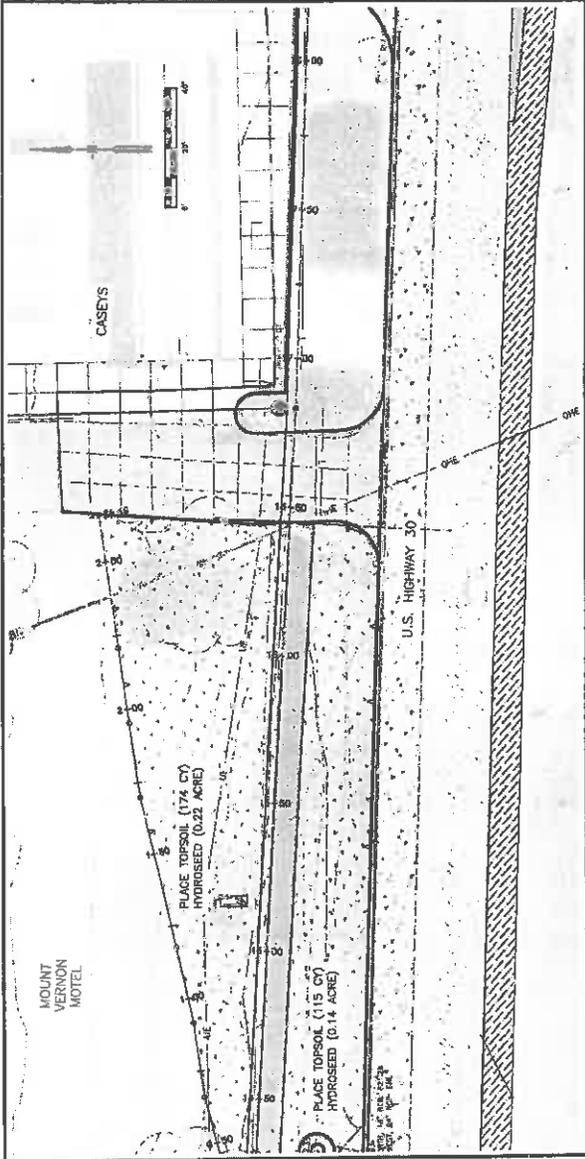
RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/14/16



NPDES

A. This project is subject to Section 402(b) of the Clean Water Act and Iowa Code Section 455B.174 and 567IAC 04.4 (projects disturbing 1 or more total acres) and requires issuance of a National Pollution Discharge Elimination System (NPDES) General Permit No. 2, or an individual NPDES Permit for Stormwater Discharge Associated with Individual Activity for Construction Activities.

B. Erosion Control and Permit Requirements

1. The City of Mount Vernon will be the responsible party for applying for a General Permit No. 2 for stormwater discharge for the construction activities associated with this project. City of Mount Vernon and the Contractor shall be the permitted and solely responsible for compliance and costs associated with this project, including those associated with the permit application process. The Contractor shall be responsible for compliance and costs associated with this project. Contractor shall be responsible for compliance and costs associated therewith, including those specifically referenced herein.
2. The City of Mount Vernon will be the responsible party for obtaining a General Permit No. 2 for stormwater discharge for the construction activities associated with this project. Contractor shall be responsible for compliance and costs associated therewith, including those specifically referenced herein.
3. City of Mount Vernon will be responsible for preparation of a Stormwater Pollution Prevention Plan. The City of Mount Vernon will be the responsible party for publishing notice in newspapers as required for General Permit No. 2. The City of Mount Vernon will be the responsible party for preparing and submitting notices of intent to the Iowa Department of Natural Resources for General Permit No. 2. Contractor will be the responsible party for implementation and monitoring of compliance with Stormwater Pollution Prevention Plan requirements and General Permit No. 2.
4. The City of Mount Vernon shall be responsible party for filing of Notice of Discontinuation of General Permit No. 2 after vegetative growth has been re-established to the required levels of permit and firm associated with the permit and permit violations.
5. Contractor will be responsible party for all permit and firm associated with the permit and permit violations.
6. Contractor will be responsible party for maintaining a copy of the Stormwater Pollution Prevention Plan on the project site and for all site inspections and monitoring required by the permit.
7. Contractor will become the permitted. Contractor must identify which contracting entity will be responsible for each portion of the Stormwater Pollution Prevention Plan and maintain the site in compliance with the Pollution Prevention Plan and NPDES Permit.
8. All subcontractors must sign the NPDES certification statement before commencing any work at the site. The certification must be signed in accordance with the regulatory requirements found in the general permit and must be incorporated in the Stormwater Pollution Prevention Plan.
9. In the event the Iowa Department of Natural Resources considers the City of Mount Vernon to be co-permitted, the Contractor agrees to indemnify and hold harmless the City of Mount Vernon for all issues and activities relating to the Stormwater Pollution Prevention Plan and permit including, but not limited to, fines and penalties.
10. The City of Mount Vernon may review and require modification of said plan and documentation, but is not required to do so by this contract or by law.
11. Contractor responsible to develop phasing and staging plans for implementation of Stormwater Pollution Prevention Plan.
12. The City of Mount Vernon will be responsible party for maintenance or inspection of erosion control facilities or other facilities or devices identified under the Stormwater Pollution Prevention Plan.
13. Contractor responsible to complete all requirements for NPDES General Permit No. 2 in a timely manner to avoid any delays in start of construction; notice to proceed for construction will not be issued until all General Permit No. 2 requirements have been met; no extension of time for completion of construction will be granted for failure to timely meet requirements of General Permit No. 2.

EROSION CONTROL

2017 HIGHWAY 30 TRAIL
MOUNT VERNON



VEENSTRA & KIMM, INC.
860 23RD AVENUE # Suite 4 • Coralville, Iowa 52241-1565
319-466-1000 • 319-466-1008 FAX • 888-847-4807 (TVAZ)

DATE	REVISIONS	SCALE	AS NOTED	VERIFY SCALE
		DRAWN	DATE	DATE
		CHECKED	DATE	DATE
		APPROVED	DATE	DATE
		DATE	DATE	DATE
		DATE	DATE	DATE

28E CONTRACTUAL AGREEMENT FOR LAW ENFORCEMENT SERVICES

THIS CONTRACT (hereinafter, the "Agreement") made and entered into this ____ day of _____, 2016 by and between the City of Mount Vernon, Iowa (hereinafter "Mount Vernon") and the City of Lisbon, Iowa (hereinafter "Lisbon"). This Contract revokes and replaces all previous Law Enforcement Assistance Agreements between the Cities of Mount Vernon and Lisbon. This agreement does not affect the Agreement Establishing Mutual Aid Law Enforcement Services (the "Mutual Aid Agreement") between Mount Vernon and Lisbon

WHEREAS, Lisbon is desirous of contracting law enforcement services with Mount Vernon, and WHEREAS, Mount Vernon is agreeable to rendering such service on the terms and conditions hereinafter set forth, and WHEREAS, Mount Vernon is agreeable to furnishing law enforcement services to Lisbon as hereinafter set forth.

NOW, THEREFORE, pursuant to Chapter 28E of the Code of Iowa, 2016, the parties agree as follows:

1. Duration of Agreement. The duration of this Agreement is Month 1, 2016, through June 30, 2017. Thereafter this Agreement will be for a duration of one year, beginning July 1, and through June 30 of each year, unless terminated by either party according to this Agreement as defined in section 5 below.
2. No Entity Created. No separate legal or administrative entity is created by this Agreement.
3. Purpose of Agreement. The purpose of this Agreement is to provide supplemented law enforcement services to Lisbon.
4. Financing. Lisbon shall finance the operation from general revenue. Detailed budgets and costs shall be kept by both parties. Lisbon agrees to pay Mount Vernon a rate of \$40.00 per hour for police services, payable quarterly on the 15th day of the first month of each quarter.
5. Renewal. The Agreement will automatically extend for an additional one year period unless three months' written notice of intent not to extend is given by either party.
6. Services to be provided.
 - a. Mount Vernon agrees to provide law enforcement services within the corporate limits of Lisbon, which services shall include but not be limited to the enforcement of state statutes, where applicable, municipal ordinances, general patrol activities,

and the duties and functions of the type customarily rendered by professional law enforcement officers to enforce the ordinances of the municipal code of Lisbon and the statutes of the State of Iowa by duly sworn and certified officers of Mount Vernon. Law enforcement services do not include civil process, including but not limited to the service of legal process or civil ordinance enforcement, or criminal investigations beyond those incidental to responding to a request for service. The calculation of hours of law enforcement service is determined by the hours spent providing law enforcement services in Lisbon, as well as necessary followup work, wherever performed, including but not limited to transporting arrestees and completing paperwork associated with arrests and citations taking place in Lisbon.

- b. Mount Vernon agrees that it shall provide law enforcement services within the corporate limits of Lisbon for up to 20 hours per week when Lisbon does not have an officer on duty. If in a given week Mount Vernon has already provided 20 hours of law enforcement services and an emergency occurs in Lisbon while Lisbon has no officer on duty, Lisbon agrees to pay Mount Vernon according to the rate set forth in paragraph 4 for all law enforcement services provided on an emergency basis. Law enforcement services provided pursuant to the Mutual Aid Agreement do not count toward the up to 20 hours set forth in this paragraph. Lisbon may request, and Mount Vernon in its sole discretion may agree to provide, additional hours of law enforcement services pursuant to the terms and conditions of this Agreement at the rate set forth in paragraph 4.
- c. The parties agree that during peak policing hours Mount Vernon will only provide Lisbon mutual aid and shall respond to emergencies but will not provide any other law enforcement services. "Peak policing hours" are defined as 7:00 p.m. Friday to 3:00 a.m., Saturday, and 7:00 p.m. Saturday to 3:00 a.m. Sunday and such other hours as agreed upon by the Mount Vernon and Lisbon police chiefs
- d. Officers shall attend all law enforcement related court and administrative hearings upon the request of Lisbon City Attorney or Lisbon City Officials. Lisbon shall pay the attorney fees, court costs, and any other expenses associated with the prosecution of any case initiated by a Mount Vernon officer while providing law enforcement services to Lisbon under this Agreement. Lisbon shall pay Mount Vernon for any time spent by a Mount Vernon officer associated with attending any law enforcement related court and administrative hearings at the rate set forth in paragraph 4. This time shall not be included in the 20 hours of law enforcement services set forth in paragraph 6(b).

- e. Officers shall, where possible file charges under City Ordinance of Lisbon, but if Lisbon has no applicable ordinance, then the charge may be filed under applicable state statute.
 - f. Mount Vernon shall make monthly reports to the Lisbon Chief of Police and Lisbon City Administrator. These monthly reports shall include the enforcement activity, number of calls, and other matters which the parties deem important to be included in these reports.
 - g. The discipline of all officers in matters incident to performance of their services and control of all personnel shall remain with Mount Vernon. Mount Vernon shall also be responsible for training, hiring, firing, assignment and other discipline of their employees.
 - h. Mount Vernon shall hold Lisbon harmless for any liability arising out of Mount Vernon's performance of this contract. Lisbon shall, however, remain responsible for any intentional or negligent acts of Lisbon, its officers or employees, that result in liability and damages to Mount Vernon or third parties. Both Mount Vernon and Lisbon shall provide their liability insurance to cover the operation and performance of this contract.
7. Responsibility of the Mayor. The Mayor of Lisbon shall be responsible for setting law enforcement practices and standards for law enforcement services provided pursuant to this agreement, generally. Said guidelines will be communicated directly to the Mount Vernon Police Chief by the Mayor. Laws are to be enforced equally and without favor.
8. Specialty Personnel. If it becomes necessary for Mount Vernon to provide special investigative, enforcement, photographic, or other services to Lisbon for the investigation or prosecution of any crime committed in Lisbon, Mount Vernon shall bill Lisbon on a monthly basis for police services at the rate set forth in paragraph 4 and for expenses at the actual cost to Mount Vernon. Mount Vernon agrees that the above services shall only be necessary if the regular patrol officer is unable to perform the needed work due to the lack of experience, training, or availability. It is anticipated by the parties that the above services would only be required of the investigation of major felony matters. The billing for specialty services will be done by Mount Vernon. An itemized statement will be prepared and sent to Lisbon for the services and payment for the services will be sent to Mount Vernon and placed in general fund as revenue. Payments for services under this paragraph shall be due 30 days from the date of the invoice.
9. Lisbon Non-Liability. Lisbon shall not assume any liability for direct payment of any salaries, wages or other compensation to any Mount Vernon personnel performing services

herunder for Lisbon, or any liability other than provided in the contract. Lisbon shall not be liable for compensation or indemnity to any Mount Vernon employee for injury or sickness arising out of his or her employment and Mount Vernon hereby agrees to hold harmless Lisbon from any such claim.

10. Liability Insurance. Each of the parties hereto agrees that they shall maintain the same liability insurance coverage they now have in force to insure their respective interest in this contract. Each party may require proof of insurance and certification of insurance from the other, and compliance with such a request shall not be unreasonably withheld.
11. Consultation with Lisbon. The Mount Vernon Police Chief shall make him or herself available during normal working business hours to the City Council or Mayor of Lisbon to discuss law enforcement services being provided to Lisbon.
12. Access. All parties mutually agree to allow access to records, documents, and papers to auditors of Lisbon and of Mount Vernon as allowed by Chapter 692 of the Code of Iowa. Such access shall be allowed until three years after the expiration date of this contract.
13. Third Party Claims. Lisbon shall not be responsible for any act, injury, or damage arising out of the performance of this contract due solely to the fault or negligence of Mount Vernon. Lisbon shall, however, be responsible for any act including acts of negligence, that causes claims to be made by or against Mount Vernon or a third party. Each party to this agreement shall be required to defend any action as their interests appear.
14. Mount Vernon Non-Liability. Mount Vernon and its officers and employees shall not be deemed to assume any liability for intentional or negligent acts of Lisbon, its officers or employees. Lisbon shall hold Mount Vernon, its officer and employees harmless from, and shall defend Mount Vernon, its officers and employees against any claim for damages resulting therefrom.
15. Entire Agreement. All parties state that they have obtained the necessary approval and acceptance from their respective governing bodies to enter into this Agreement and that the above provisions constitute the entire and complete agreement between the parties on this subject matter.

THE ABOVE CONTRACT is hereby entered into by the following authorized agents of the parties.

CITY OF MOUNT VERNON

By: _____

Jamie Hampton, Mayor

ATTEST:

Chris Nosbisch, City Administrator

CITY OF LISBON

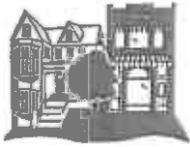
By: _____

Beryl O'Connor, Mayor

ATTEST:

Connie Meier, City Administrator

K. Reports-Received/File



Council:

**Eric Roudabush
Paul Tuerler
Marty Christensen
Scott Rose
Tom Wieseler**

**Chris Nosbisch, City Administrator
Doug Shannon, Chief of Police**

Jamie Hampton, Mayor

**October 2016
POLICE REPORT**

Vehicle Collisions

There were 4 reported collisions in October. The first collision was at the intersection of Hwy 1 & 30 Roundabout. This collision was the result of a vehicle travelling eastbound on Hwy 30 and failing to yield at the intersection of Hwy 1 while traffic was in the traffic circle. Damage was estimated at \$4,500 and minor injuries were reported in this collision. The second collision occurred at the intersection of Hwy 1 & Webster Street. This collision was the result of a vehicle failing to yield right of way from the stop sign on Webster Street, colliding with a vehicle that was northbound on 1st Avenue. Damage was estimated at \$4,000. No injuries were reported. The third collision occurred just west of the intersection of Hwy 30 & Willow Creek Rd. Linn County Sheriff's requested our department cover the collision as they were unavailable due to other calls for service. This collision was the result of a vehicle slowed for turning traffic at the intersection, being rear ended by another motorist who failed to stop in safe & assured distance. Damage was estimated at \$15,000. No injuries were reported. The fourth collision occurred the Hwy 1 & 30 Roundabout. This collision involved a semi travelling east on Hwy 30 attempting to turn South onto Hwy 1 from the wrong lane. The semi struck and damage a Yield sign. Damage was estimated at \$100.00 and no injuries reported. The driver was cited for striking fixtures upon roadway.

Incidents/Arrest

There were 30 reported incidents in October. Reports included: 2 medical assists with AED use, Theft of motor vehicle, sexual assault, criminal mischief, harassment, criminal mischief, Identity theft, stolen bike, misconduct by school employee, burglary, possession of controlled substance, theft, bad checks, OWI, public intoxication, interference with official acts, assault, and driving while suspended. The reported incidents resulted in 5 arrests for the month for driving while suspended, public intoxication, OWI, and interference with official acts.

Community Service:

- Officers partnered with US Secret Service and Marion PD-K9 on 10/13/2016 providing security for Bill Clinton's visit to Cornell College.
- Chief Shannon educated students in the MVHS Criminal Justice classes on fingerprints, and how to locate and develop fingerprints for evidence.
- Chief Shannon attend the Leadership breakfast at Cornell College on 10/6/2016
- Chief Shannon was a member of the Judges Panel for the Chili Cook-off on 10/15/16



Mount
Vernon
IOWA

Council:

**Eric Roudabush
Paul Tuerler
Marty Christensen
Scott Rose
Tom Wieseler**

**Chris Nosbisch, City Administrator
Doug Shannon, Chief of Police**

Jamie Hampton, Mayor

Training

- Chief Shannon and Officer Moel attended training at the Linn County Sheriff's Office on "Blue Courage." (Info attached)
- Our department partnered with Lisbon PD and conducted our semi-annual firearms training on 10/5/2016

GTSB

Officers worked a total of 4 hours of extra traffic enforcement for October. This traffic enforcement resulted in 1 open container violation, 3 speed violations, 1 other traffic violation, and an arrest for possession of controlled substance.

Respectfully Submitted,

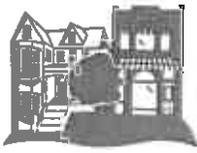
Doug Shannon
Chief of Police

What is Blue Courage?



Blue Courage is a transformational process focused on the human development of a police officer. It draws on relevant, proven literature and research on human effectiveness, positive psychology, leadership development and neuroscience. The goal is personal and cultural transformation through institutionalizing the heartset, mindset, skillset and toolset of our police officers.

- More than a class – it is a process that is internally led by each agency and not dependent on outside instructors or consultants.
- It is a blend of many disciplines drawn upon to address the “Whole Person” development, engaging the heart, mind, body and spirit.
- The process is designed to address many of the personal challenges police officers face such as: cynicism, relationships, identity, integrity, health, and stress issues.
- Takes officer survival far beyond tactical and critical incident survival and ensures the “readiness” of officers to both prevent and survive the incidents and the aftermath.
- Develops a mental toughness, allowing for the essential “resilience” officers and leaders must have.
- Develops leaders from initial academy orientation and continues throughout an officer’s career.
- Instills a sense of, and commitment to, the purpose and nobility of the policing profession to ensure an absolute service and guardian heartset.
- Develops a culture of learning, critical thinking, open mindedness, respect and intellectual curiosity.
- Develops a moral compass and the requisite courage to do the hard and right thing in any circumstance that ensures justice, fairness and ensuring legitimacy and procedural justice.
- Ensures that officers understand, embrace and embody the trusting interdependence that is essential for effective partnerships with the community and the justice system.
- Operationalizes America’s historic social contract and policing’s Peelian principles.



**Mount
Vernon**
IOWA

Chris Nosbisch, City Administrator
Douglas Shannon, Chief of Police

Jamie A. Hampton, Mayor

Council:

Eric Roudabush
Paul Tuerler
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Scott Rose
Tom Wieseler

Public Works Report

November 21st, 2016

Winter Operations

Snow fence has been installed near the intersection of 10th Avenue SW and Palisades Road. Along with down Scobey Road. In the past heavy drifting has occurred at these locations. This will help to minimize some of the drifting in the area.

Crews have begun making brine for pretreating the streets in the winter season. The city was able to purchase a used brine making unit from the Iowa DOT. The city was also able to purchase 3 holding tanks from the DOT. The brine unit cost \$200.00 dollars and came with a brand new \$1200.00 2 inch pump. The holding tanks are 2500 gallon tanks and cost \$100.00 dollars apiece. Prior to having these holding tanks the city could only store about 4000 gallons of brine. This was with both brine trucks loaded and ready to go. With the newly acquired holding tanks and mixing unit we can hold 9800 gallons. If we were to load both brine trucks we would then be able to have on hand 11,100 gallons of brine.

The new brine mixing unit has allowed the city to go from making about 250 to 400 gallons of brine an hour last season. To the new mixing unit producing a max of 3000 to 3500 gallons an hour. This increase will free up labor over the winter season. It will also allow the city of Mount Vernon to partner with the city of Lisbon. Mount Vernon will be able to produce brine for Lisbon allowing them to experiment with brine placement this season. Lisbon may or not like the benefits of brine. Mount Vernon will be selling brine at a cost of \$0.10 cents per gallon or \$100.00 per 1000 gallons to the city of Lisbon. This will cover the cost of water, salt along with pay for labor cost. The goal is not to make money on the City of Lisbon but partner with them helping to make Lisbon and Mount Vernon more efficient in the winter season.

In order for the new brine mixing unit to operate the city did need to install a 2 inch service line to feed the mixing unit. The city took 3 to 4 bids on boring a new 2 inch service line from the water main near the entrance to the shop/pool. Tim Terrell gave the city a discounted rate of \$7 dollars a foot. The distance was roughly 280 feet. City crews had everything ready for drilling and worked with the contractor to install the new water line. Once the line was bored city crews then finished the plumbing for the 2 inch line. This line will also allow the city to sell water to any contractor looking for water while doing work in the city. Staff will work with the water department to install a water meter on an outside fill line.



**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

Shop

Staff has looked into adding gutters on the north side of the city shop. Each time it rains two bays will receive 3 inches of water in them. By adding gutters we are hoping to eliminate this nuisance.

Fleet

The F-450 was in need of a new dump box. It is part of the CIP plan but not until next season so staff was able to add a steel liner for a temporary fix. This should get us through the winter season and next spring.



Chris Nosbisch, City Administrator
Douglas Shannon, Chief of Police

Jamie A. Hampton, Mayor

Council:

Eric Roudabush
Paul Tuerler
Marty Christensen
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Parks and Recreation Department
Directors Report
October 15 – November 15

Parks

- **All parks and their facilities have been winterized**
- **Residents have mentioned seeing red and orange goldfish / koi in the quarry. We will investigate and act accordingly.**
- **A Trees Forever grant was submitted to Trees Forever and Alliant Energy. We hope to hear back first of the year for approval.**

Sports

- **Girls Basketball is in full swing now with five teams in Grades 3-6 (three teams in 3rd Grade, one in 4th Grade, and one in 5th-6th Grade). We also have 27 girls registered for 2nd Grade and 16 girls registered for 1st Grade Basketball on Saturday mornings.**
- **On October 22nd we held a Sectional NFL Punt Pass and Kick for MV and seven other communities. There were 24 kids from these communities attempting to qualify for the Vikings Team Championships in five different age groups. Their scores were compared to 15 other Sectionals held across North Dakota, South Dakota, Nebraska, Minnesota, and Iowa. The top four in each age group and gender qualify for the Team Championships being held in Minneapolis on Nov 19-20 at a Vikings game. From our Sectional we had three kids qualify for the Team Championships, including Mount Vernon 8th Grader Logan Griebel in the 12-13 age category. As State Coordinator for NFL PPK in Iowa I will be in attendance for this event.**

Pool

- **The 2016 Pool Report will be presented to Council on November 21st.**

Misc

- **Reminder that Magical Night is Dec 1st. This should be another great night with a trolley and trackless train (new this year). Thank you to Meridith Hoffman for sponsoring this portion of the event.**

- Manager: Katey Forest
- Assistant Manager: Christa Winders and part time Kalle Richmann
- Head Lifeguard: Rick Povey

General Information:

Opening Date: June 2nd at night for free swim. Regular season opened Friday June 3rd

Closing Date: September 5th (dog swim September 6th)

Daily Hours:

- Monday-Friday: 12:30-5:00 pm OPEN SWIM
5:45-6:30 pm ADULT LAP SWIM
6:30-8:30 pm OPEN SWIM
- Saturday: 11:30-12pm Lap Swim 12:00-5:00 pm OPEN SWIM
- Sunday: 1:00- 8:00 pm OPEN SWIM
- Sunday-Friday: 11:45-12:30pm ADULT LAP SWIM

Special Hours:

- July 4th: 12:30 pm- 5:00 pm
- Heritage Days (July 8): 12:30-5:00 pm OPEN SWIM/ 5:00-5:30 pm ADULT LAP SWIM (Friday only lap swim)
- August 23rd 2-7:30pm Open Swim/7:30-8pm adult lap swim
- Monday-Friday August 24th –September 5th 4-7:30pm OPEN SWIM/ 7:30-8pm ADULT LAP SWIM (weekend hours remained the same until pool closed on Monday, September 5th)

Swimming Lesson Session Dates:

- Session I: June 13th –June 24th
- Session II: June 27th -July 8th
- Session III: July 11th – July 22nd
- Session IV: July 25th- August 5th(night lessons)
- Saturday lessons June 11th-July 23rd

Total Days Fully closed due to weather: 2

Total Days Partially closed due to weather/low attendance: 9

Staff Information:

Lifeguards-

6 Part Time Guards

{Average of 5-20 hours per week}

15 Full Time Guards (Including the Head Lifeguard)

{Average of 30-40 hours per week}

Pool House Staff-

18 Workers

{Average of 20-35 hours per week}

Staff Training-

Meetings held every other Thursday mornings or Tuesday evenings for lifeguards and Monday mornings once a month for pool house.

Staff Evaluations-

Lifeguards received evaluations once a month.

Financial Information:

Daily Admission: \$4 per person

Lap Swim Daily Admission: \$3

Pass Prices:

- Resident:
 - ◆ Single: \$90
 - ◆ Double: \$120
 - ◆ Family: \$150
 - ◆ Babysitter pass: \$45
- Non-Resident:
 - ◆ Single: \$105
 - ◆ Double: \$135
 - ◆ Family: \$175

Swimming Lesson Prices:

- Resident:
 - ◆ Regular Lessons \$35
 - ◆ Tadpole Class \$27
 - ◆ Parent Infant \$27
 - ◆ Adult Lessons \$27
- Non-Resident:
 - ◆ Regular Lessons \$40
 - ◆ Tadpole Class \$32
 - ◆ Parent Infant \$32
 - ◆ Adult Lessons \$32

Private Lessons \$15/30 minute lesson

Financial Summary: (includes SE LINN passes)

<u>Passes Sold</u>	<u># Sold</u>	<u>Cash Total</u>
Non-Resident Family(\$175):	101	\$17,675
Non-Resident Double(\$135):	14	\$1,890
Non-Resident Single(\$105):	14	\$1,470
Resident Family(\$150):	155	\$23,250
Resident Double(\$120):	25	\$3,000
Resident Single(\$90):	20	\$1,800
Punch Passes sold (\$40)	19	\$760

Total Passes Sold: 348 \$49,845(increase)

**Additional Passes
new this year:**

**Babysitter Pass:
26X\$45=\$1,170**

**Water exercise pass:
9 X \$88=\$792**

**Water exercise
punch pass:
13 X \$56= \$728**

**Duplicate passes:
91 X \$5=\$455**

<u>Swimming Lessons Sold</u>	<u># Sold</u>	<u>Cash Total</u>
Non-Resident Lessons:	262	\$10,480
Non-Resident Tadpole Class:	69	\$2,208
Non-Resident Parent Infant:	8	\$200
Resident Regular Lessons:	241	\$8,435
Resident Tadpole Class:	99	\$2,673
Resident Parent Infant:	10	\$270
Private lessons: 110		\$1,650
Semi private: 42		\$840
Total Lessons Sold	841	\$26,756(increase)
	# Patrons	Cash

Daily Admissions Open Swim

May	0	\$0
June	2,977	\$11,908
July	1,827	\$7,308
August	1,171	\$4,684
September	77	\$308
Total Daily Revenue	6,052	\$24,208 (increase from last year)

Daily Admissions Lap Swim # Patrons Cash

June	62	\$186
July	54	\$162
August	60	\$180
September	5	\$15
Total Daily Revenue	181	\$543 (increase from last year)

Daily Concession Revenue Cash

May	\$0
June	\$6,933.50
July	\$5,153.70
August	\$3,024.25
September	\$338.75
Total Concession Revenue	\$15,450.20 (increase from last year)

Swim Diapers 16 X \$1.50= \$24

Pool Rentals 10 = \$2,148

Triathlon

18 kids X \$25=\$450

5 adults X \$35= \$175

Total Triathlon Revenue= \$625 (increase from last year)

Theme Nights Revenue= \$196

Movie Nights Revenue= \$312

Special Billed People Revenue not added in to daily revenue (Cornell, Lisbon and Solon daycares) =\$4,052.25

Recommendations for Summer 2017

1. Refund rules
2. Rules on daycare pricing/billing
3. Lap swim rules

POOL 4yr comparison	2013	2014	2015	2016
Dates				
Open Date	5/25/2013	5/24/2014	6/1/2015	6/2/2016
Close Date	9/2/2013	9/1/2014	9/7/2015	9/5/2016
Days Fully Closed	15	18	16	2
Days Partially Closed	6	23	11	9
Staff				
Lifeguards - Part time	7	7	5	6
Lifeguards - Full time	13	16	15	15
Pool House	18	15	17	18
Passes				
NR Family	58	58	55	101
NR Double	19	9	9	14
NR Single	13	10	13	14
Res Family	169	143	144	155
Res Double	40	26	26	25
Res Single	35	33	31	20
Punch Pass	26	28	27	19
Total Passes	360	307	305	348
Revenue from Passes	\$48,420	\$41,075	\$39,835	\$49,845
Lessons				
NR Lessons	247	259	274	262
NR Tadpole	51	61	67	69
NR Parent / Infant	7	9	14	8
Res Lessons	201	214	264	241
Res Tadpole	74	74	52	99
Res Parent / Infant	8	8	3	10
Private / Semi-Private	119	110	110	152
Total Lessons	707	735	735	841
Revenue from Lessons	\$22,046	\$22,760	\$24,312	\$26,756
Daily Admissions				
May	43	73	0	0
June	2087	1866	1930	2977
July	3894	2093	2169	1827
August	1097	1139	1211	1171
September	134	10	607	77
Total Daily Admission	7,055	5,181	5,917	6,052
Revenue from Daily Adm	\$28,220	\$20,724	\$23,668	\$24,208

Lap Swim (Participants)				
May	1	0	0	0
June	25	14	21	62
July	45	42	44	54
August	22	19	21	60
September	3	0	8	5
Total Lap Swimmers	96	75	94	181
Revenue from Lap Swim	\$288	\$225	\$282	\$543
Concessions				
May	115	180	0	0
June	4995	5758	5619	6,933
July	4875	5247	5916	5,153
August	2232	1647	3627	3,024
September	148	120	495	339
Revenue from Concessions	\$12,365	\$12,946	\$15,657	\$15,450
MISC				
Rentals	\$1,200	\$1,200	\$1,110	(10) \$2,148
Triathlon	\$765 (9A / 18 K)	\$150 (0A / 6 K)	\$460 (6A / 10K)	\$624 (5A / 18K)
Swim Diapers	\$37.50	\$30	\$30	\$24
Theme Nights	\$245	\$90	\$250	\$196
Duplicate Pass				\$455
Water Exercise Pass				\$1,520
Babysitter Pass				\$1,170
Movie Nights				\$312
<i>Special Billed (Cornell, Boy Scouts, Solon, etc)</i>	\$4,874	\$5,484	\$4,401	\$4,052
Revenue from Misc	\$6,877	\$7,224	\$6,251	\$10,501
TOTAL	<u>\$118,216</u>	<u>\$104,954</u>	<u>\$110,005</u>	<u>\$127,303</u>

L. Discussion Items (No Action)

AGENDA ITEM # L – 1

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

DATE: November 21, 2016

AGENDA ITEM: CIP

ACTION: None

SYNOPSIS: Staff is seeking any additional questions that the Council may have of the listed projects. Staff will also provide any additional updates regarding the sidewalk program. Finally, staff is seeking direction on additional revenue sources.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/14/16

M. Reports Mayor/Council/Admin.

**CITY OF MT. VERNON
CITY ADMINISTRATOR
REPORT TO THE CITY COUNCIL
November 21, 2016**

- Staff attended the budget workshop conducted by the Iowa League of Cities. There were no significant changes identified for this fiscal year.
- As a reminder, City offices will be closed Thursday and Friday, November 24-25 for the Thanksgiving holiday.
- The City has received an anonymous donation of \$1,500 to purchase the hanging baskets for downtown.
- You have received a copy of the audit. I wanted to give everyone a couple of weeks to review prior to placing it on the agenda for approval.