

# City of Mt. Vernon, Iowa

<b>Meeting:</b>	<b>Mt. Vernon City Council Meeting</b>
<b>Place:</b>	<b>Mt. Vernon City Hall, 213 First Street NW, Mt. Vernon, Iowa 52314</b>
<b>Date/Time:</b>	<b>February 20, 2019 – 6:30 PM</b>
<b>Web Page:</b>	<b>www.cityofmtvernon-ia.gov</b>
<b>Posted:</b>	<b>February 15, 2019</b>

<b>Mayor:</b>	Jamie Hampton	<b>City Administrator:</b>	Chris Nosbisch
<b>Mayor Pro-Tem:</b>	Tom Wieseler	<b>City Attorney:</b>	Robert Hatala
<b>Councilperson:</b>	Stephanie West	<b>Assis. Admin/City Clerk:</b>	Sue Ripke
<b>Councilperson:</b>	Scott Rose	<b>Deputy City Clerk:</b>	Marsha Dewell
<b>Councilperson:</b>	Deb Herrmann	<b>Chief of Police:</b>	Doug Shannon
<b>Councilperson:</b>	Eric Roudabush		

## **A. Call to Order**

## **B. Agenda Additions/Agenda Approval**

## **C. Communications:**

1. Unscheduled
2. Recognition of Parks and Rec Lego Robotics Team

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 – February 4, 2019 Regular Council Meeting

## **E. Public Hearing**

1. Public Hearing on a Resolution Approving Budget Amendment #1 for Fiscal Year Ending June 30, 2019
  - i. Close public hearing – Proceed to G-1

## **F. Ordinance Approval/Amendment**

1. Ordinance #1-21-2019A: Amending Ordinance #11-19-2018A Vacating and Selling a Portion of a N-S Sixteen Foot Alley Located Adjacent to 824 and 906 Summit Ave, Within the City Limits of Mt. Vernon, Linn County, Iowa
  - i. Motion to approve third and final reading
2. Ordinance #1-21-2019B: Amending Chapter 27 Housing Commission of the Municipal Code of Mt. Vernon, Iowa
  - i. Motion to approve third and final reading
3. Ordinance #2-20-2019A: Providing That General Property Taxes Levied and Collected Each Year on Certain Property Located Within the Spring Meadow Heights Urban Renewal Area, in the City of Mt. Vernon, County of Linn, State of Iowa, by and for the Benefit of the State of Iowa, City of Mt. Vernon, County of Linn, Mt. Vernon Community School District, and Other Taxing Districts, be Paid to a Special Fund for Payment of Principal and Interest Loans, Monies Advanced to and Indebtedness Including Bonds

Issued or to be Issued, Incurred by the City in Connection with the Spring Meadow Heights Urban Renewal Area (Phase 1 Parcel)

- i. Motion to approve first reading and proceed to the second reading (Council may suspend rules and proceed to the third and final reading after a vote of the first reading)

**G. Resolutions for Approval**

1. Resolution #2-20-2019A: Approving the Budget Amendment #1 for Fiscal Year Ending June 30, 2019
2. Resolution #2-20-2019B: Setting the Salaries for the Appointed Officers and Employees of the City of Mt. Vernon, for Fiscal Year 2019-2020

**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 Setting a Public Hearing Date for Ordering Construction of Certain Public Improvements, Approving Preliminary Plans, and Fixing a Date for Improvements Known as the Wastewater Treatment Plant Improvements 2019 – 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. Possible Budget/CIP Communication
  - i. Budget memo

**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 February 4, 2019 at the Mount Vernon City Council Chambers with the following members present: Roudabush, West, Wieseler, Herrmann 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 Herrmann. Carried all.

**Consent Agenda.** Motion to approve the Consent Agenda made by Rose, seconded by West. Carried all.  
Approval of City Council Minutes – January 21, 2019 Regular Council Meeting  
Approval of Liquor License – Scorz Bar and Grill

### **Ordinance Approval/Amendment**

Ordinance #1-21-2019A: Amending Ordinance #11-19-2018A Vacating and Selling a Portion of a N-S Sixteen Foot Alley Located Adjacent to 824 and 906 Summit Ave, Within the City Limits of Mt. Vernon, Linn County, Iowa. One change was made to the legal description; “westerly” was changed to “easterly”. Staff has not received any communication from the public since the first reading. Motion to approve second reading and proceed to third and final reading (Council can waive the third and final reading after approving the second reading). Rose motioned to approve the second reading of Ordinance #1-21-2019A, seconded by Wieseler. Roll call vote. Motion carries.

Ordinance #1-21-2019B: Amending Chapter 27 Housing Commission of the Municipal Code of Mt. Vernon, Iowa. Staff has not received any communication from the public since the first reading. Motion to approve second reading and proceed to third and final reading (Council can waive the third and final reading after approving the second reading). Herrmann motioned to approve the second reading of Ordinance #1-21-2019B, seconded by Wieseler. Roll call vote. Motion carries.

### **Resolutions for Approval**

Resolution #2-4-2019A: Accepting Public Improvement Installation for the Phase 1 Spring Meadow Heights Subdivision. City Administrator Nosbisch stated that the Spring Meadow Heights Subdivision final plat is complete, the public improvements have been installed to City specifications and the City engineer has reviewed for compliance. All bonds have been submitted. Motion to approve Resolution #2-4-2019A made by West, seconded by Rose. Roll call vote. Motion carries.

Resolution #2-4-2019B: Approving the Certificate of Completion of Public Improvements for Phase 1 of the Spring Meadow Heights Subdivision. This Certificate of Completion of Public Improvements for Phase 1 of the Spring Meadow Heights Subdivision is required as a part of the development agreement. With this certificate Skogman is certifying all covenants and restrictions were followed during the construction of the Phase 1 improvements. Motion to approve Resolution #2-4-2019B made by Rose, seconded by Wieseler. Roll call vote. Motion carries.

### **Old Business**

Discussion and Consideration of Blower Motor Control Replacement – Wastewater Treatment Facility – Council Action as Needed (tabled 12-17-19). Motion to remove from the table made by Rose, seconded by Wieseler. Motion carries. This component acts as a “soft start” for large motors. A soft start is designed to

throttle up a blower motor in a slower manner. Esco Electric Company submitted a bid in the amount of \$6,830.37. West motioned to approve the expense of the blower motor control replacement at the WWTP, seconded by Wieseler. Carried all.

**Motions for Approval**

Consideration of Claims List – Motion to Approve. Motion to approve the Claims List made by Wieseler, seconded by West. Motion carries.

AHLERS & COONEY P.C.	SPRING MEADOW HEIGHTS	492.00
AHLERS & COONEY P.C.	COMM CENTER/PROF SERVICE	210.50
ALL SECURE	SECURITY SYST MONITORING-POOL	75.00
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	1,843.88
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	49.20
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	43.04
ALLIANT IES UTILITIES	ENERGY USAGE-SEW	40.77
ARAMARK	RUGS-FD	129.98
ARAMARK	RUGS-FD	129.98
ARAMARK	RUGS-FD	122.30
BRADLEY HAUGE CPA	PROFESSIONAL SERVICES-P&A,WAT	445.00
CARQUEST OF LISBON	VEHICLE MAINT-PW	447.91
DIESEL TURBO SERVICES INC	WOOD CHIPPPER REPAIR-S/W	187.50
DIESEL TURBO SERVICES INC	VEHICLE REPAIRS-RUT	17.90
ELECTRIC PUMP	EQUIPMENT REPAIR-SEW	5,690.00
EVIDENT INC	SUPPLIES-PD	114.25
FRANCESCA LEE THOMPSON	CLEANING SERVICE-P&A	60.00
FUTURE LINE TRUCK EQUIPMENT	SUPPLIES-RUT	18.40
GARLING CONSTRUCTION INC	WELLNESS CENTER-LOST III	279,216.05
GRAYBILL COMMUNICATIONS	BLUETOOTH HEADSETS-RUT	1,050.00
GRAYBILL COMMUNICATIONS	BOBCAT MOBILE UNIT-RUT	856.50
HAWKEYE READY MIX	MEDICAL SUPPLIES-ALL DEPTS	297.70
HDC	2,750 LASER CHECKS-ALL DEPTS	318.35
IOWA D.A.R.E. ASSOCIATION	MEMBERSHIP-PD	100.00
IOWA INSURANCE DIVISION	509A FILING-ALL DEPTS	100.00
IOWA MUNICIPAL FINANCE OFFICER	DUES-P&A	50.00
IOWA ONE CALL	LOCATES-WAT,SEW	26.10
IOWA POLICE CHIEFS ASSOCIATION	TRAINING-PD	135.00
IOWA SOLUTIONS INC	COMPUTER MAINT-ALL DEPTS	595.00
IOWA SOLUTIONS INC	PATCH MGMT,FIREWALL-PD	123.10
IOWA STATE UNIVERSITY	TRAINING/WORK ZONE SAFETY-PW	540.00
IOWA WORKFORCE DEVELOPEMENT	UNEMPLOYMENT CLAIM-PW	1,820.00
JACOB SEE	UNIFORMS-RUT	99.99
JENNIFER AGVAYO	DEPOSIT REFUND-WAT	54.02
JOAN BURGE	CLEANING SERVICE-P&A	60.00
KONICA MINOLTA BUSINESS SOLUTIONS	MEMORY BOARD-PD	442.26
KONICA MINOLTA BUSINESS SOLUTIONS	MAINTENANCE PLAN/COPIES	77.01
LINN CO-OP OIL CO	FUEL-PW	1,542.03
MARTIN EQUIPMENT	EQUIP MAINT-RUT	428.17
MATT SIDERS	MILEAGE-P&REC	96.28
MEDIACOM	PHONE/INTERNET-PD	268.88
MEDIACOM	PHONE/INTERNET-P&A	268.88
MEDIACOM	PHONE/INTERNET-WWTP	196.27
MEDIACOM	PHONE/INTERNET-P&REC	170.39
MIDLAND GIS SOLUTIONS	TRAINING-PW	125.00
MONTICELLO EXPRESS	SUPPLIES-PD	97.33
NEAL'S WATER CONDITIONING	WATER/SALT-RUT&P&A	79.55

P&K MIDWEST INC	DRIVE CHAIN/F350-RUT	28.59
PAYROLL	CLAIMS	63,051.21
PAYROLL	CLAIMS	1,451.67
PITNEY BOWES	POSTAGE METER LEASE-ALL DEPTS	146.61
POSTMASTER	UTIL BILL POSTAGE-WAT,SEW,SW	373.45
RED LION RENEWABLES	SOLAR ELECTRIC PRODUCTION	41.90
RICKARD SIGN AND DESIGN CORP	DECALS-RUT	122.50
RICKARD SIGN AND DESIGN CORP	LOGO/F350-RUT	196.00
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES-P&A	3,402.50
ST LUKE'S WORK WELL SOLUTIONS	DRUG TEST-RUT	20.00
STAPLES ADVANTAGE	SUPPLIES-PD,P&A	79.13
TREASURER STATE OF IOWA	WET TAX	2,674.00
TREASURER STATE OF IOWA	SALES TAX	1,112.00
US BANK	CREDIT CARD PURCHASES	3,922.21
US CELLULAR	CELL PHONE-P&REC,SEW	169.85
US CELLULAR	CELL PHONE-PD	163.98
VEENSTRA & KIMM INC	WWTP IMPROVEMENTS	6,950.00
VEENSTRA & KIMM INC	8TH AVE QUIET ZONE CONSULTATION	5,271.00
VEENSTRA & KIMM INC	BRYANT RD IMPROVEMENTS	1,989.70
VEENSTRA & KIMM INC	CITY ENGINEERING GENERAL	1,319.00
VEENSTRA & KIMM INC	5TH AVE/1ST ST W TRAFFIC SIGNAL	1,101.28
VERMEER SALES & SERVICE INC	CONTROLLER-RUT	878.78
WAPSI WASTE SERVICE	RECY-SW	750.88
WAPSI WASTE SERVICE	RERCY-SW	702.24
WAPSI WASTE SERVICE	GB,RECY,LEAF-SW	24,144.96
TOTAL		419,414.91
2014 STREET IMPROVEMENTS		6,372.28
GENERAL FUND		10,317.10
LOST III COMMUNITY CENTER		279,426.55
PAYROLL		64,502.88
ROAD USE TAX FUND		8,961.67
SEWER FUND		8,817.71
SOLID WASTE		26,986.87
STORM WATER FUND		64.68
WATER FUND		7,015.17
WWTP UV DISINFECTION		6,950.00
TOTAL		419,414.91

Discussion and Consideration of Amended 28E Agreement for Inspection Services with the Linn County Planning and Zoning Department – Council Action as Needed. Les Beck, Luke Maloney and Andy Hendricks were present to answer Council questions. Staff has been working with the Linn County Planning Department regarding the permitting process. Currently the City charges a water and sewer connection fee for new construction plus \$35.00 for administrative fees per permit. Staff asked Linn County to collect these fees on behalf of the City so residents didn't have to go both places. They have decided to do this if the City forfeits the \$35.00 fee. The City agreed. Wieseler motioned to approve the amended 28E agreement for inspection services with Linn County Planning and Zoning Department, seconded by West. Motion carries.

Discussion and Consideration of Change Order #1 – Lester Buresh Family Community Wellness Center Project – Council Action as Needed. Change order #1 was approved at the December 3, 2018 meeting up

to \$22,880.00. At this time Council was provided the official excavation tickets showing quantities and totaling \$19,270.27. No action necessary.

Discussion and Consideration of Change Order #2 – Lester Buresh Family Community Wellness Center Project – Council Action as Needed. Staff would like to upgrade the door frames to allow for electronic devices which would provide additional operational flexibility. Because the facility will be open 24/7 some of the doors will be closed at specified times. The doors can be opened/closed from a phone at home; no one will have to walk around with keys to lock doors. The amount of Change Order #2 is \$9,358.13. Roudabush calculated that each door would cost an additional \$1,400.00. A cost he called "extreme". Herrmann motioned to approve Change Order #2, seconded by West. Motion carries.

Discussion and Consideration of Pay Application #2 – Lester Buresh Family Community Wellness Center – Council Action as Needed. Pay Application #2 is in the amount of \$225,456.28. OPN has signed off on this change order. Motion to approve Pay Application #2 made by Rose, seconded by Herrmann. Motion carries.

Discussion and Consideration of Setting a Public Hearing Date for February 20, 2019 to Consider Budget Amendment #1 for FY 19 – Council Action as Needed. This is the first budget amendment for FY19. Amendments to revenues included new construction connection fees, Wellness Center, K9 contributions and more. Amendments to expenditures included a new fire truck, land purchase, timing of CIP expense and more. Motion to set the Public Hearing date for February 20, 2019 made by Rose, seconded by West. Motion carries.

Discussion and Consideration of Setting a Public Hearing Date for March 4, 2019 to Consider the City of Mt. Vernon Fiscal Year 2019-2020 Proposed Budget – Council Action as Needed. Council reviewed a copy of the proposed Budget Certification. The tax levy is set to remain \$12.99 per thousand of assessed valuation. The budget must be certified by March 15, 2019. Motion to set the Public Hearing date for March 4, 2019 made by Rose, seconded by Wieseler. Motion carries.

Discussion and Consideration of Traffic Light Improvements at the Intersection of Hwy 1 and 1<sup>st</sup> Street – Council Action as Needed. About three years ago the traffic lights at Hwy 1 and 1<sup>st</sup> Street were reconstructed. To save money the control panels were not replaced. Those controls no longer work and need to be replaced. Nosbisch said that he thinks the cost will be around \$20,000.00 when all is done. Herrmann motioned to approve the traffic light improvements at the intersection of Hwy 1 and 1<sup>st</sup> Street at a cost not to exceed \$20,000.00, seconded by Rose. Motion carries.

### **Discussion Items (No Action)**

#### **Possible Budget/CIP Communication**

Presentations from Ambulance. Because the Ambulance budget was one of two departments asking for an increase in FY20, Jacob Lindauer, was asked to attend the council meeting and answer Council questions. The FY20 support request is for \$18,000.00 which is \$4,500.00 / 33.33% increase from the previous year. Currently Mount Vernon support is \$3.00 per capita. Lindauer said that \$18,000.00 would raise the per capita to \$4.00. Currently, in their budget, they don't have anything set aside for capital improvements. In 2017 \$294,000.00 was billed out but only received \$150,000.00. This comes from Medicare, Medicaid and billing rates. What is billed out is not what they get paid. The other part of the budget request is that a share of a new ambulance be funded by the Cities (Mount Vernon and Lisbon). The cost sharing is broken up by population and closely aligns with the request for service. That would be \$33,750 paid for two years. Nosbisch said that Mount Vernon could make a 2 year commitment if Lisbon was on board. Continuing Nosbisch said he proposed a five year plan to Lisbon; a \$1.00 per capital increase this year and 50 cents per year thereafter.

**Reports of Mayor/Council/Administrator**

City Administrator's Report. The next council meeting will be on February 20, 2019. The MV League of Women Voters have postponed their event until March. The 1<sup>st</sup> staff insurance committee meeting was held this past week. The committee is looking into ways to reduce health care costs.

As there was no further business to attend to the meeting adjourned the time being 8:00 p.m., February 4, 2019.

Respectfully submitted,  
Sue Ripke  
City Clerk

## **E. Public Hearing**

**AGENDA ITEM # E - 1 & G - 1**

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

<b>DATE:</b>	February 20, 2019
<b>AGENDA ITEM:</b>	Public Hearing – Budget Amendment
<b>ACTION:</b>	Motion to Close

**SYNOPSIS:** Sue has provided a listing of the expenditures and revenues that were changed with this budget amendment. At this time last year, we were expecting an additional \$500,000 grant from CAT, completion of the borrowing for the UV disinfection project, and additional other revenues (donations, etc). We had also expected to expend larger amounts of money by the midpoint of fiscal year 18-19. Neither of these expectations held true. We will likely recommend a second amendment when we get closer to the end of the fiscal year.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion to close

**ATTACHMENTS:** Proceed to G - 1

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 2/14/19

## **F. Ordinance Approval/Amendment**

**AGENDA ITEM # F - 1**

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

<b>DATE:</b>	February 20, 2019
<b>AGENDA ITEM:</b>	Ordinance #1-21-2019A
<b>ACTION:</b>	Motion

**SYNOPSIS:** Staff has not received any additional feedback regarding this ordinance.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Ordinance #1-21-2019A

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 2/14/19

Prepared by: City of Mt. Vernon, City Hall,  
Chris Nosbisch, City Administrator

213 First St. NW, Mt. Vernon, IA 52314  
(319) 895-8742

**ORDINANCE #1-21-2019A**

**AN ORDINANCE AMENDING ORDINANCE #11-19-2018A VACATING AND SELLING A PORTION OF A N-S SIXTEEN FOOT ALLEY LOCATED ADJACENT TO 824 AND 906 SUMMIT AVE, WITHIN THE CITY LIMITS OF MT. VERNON, LINN COUNTY, IOWA**

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF MT. VERNON, IOWA:**

**SECTION 1. AMENDMENT.** Ordinance #11-19-2018A, is hereby amended as follows:

**ORDINANCE NO. 11-19-2018A**

AN ORDINANCE VACATING AND SELLING A PORTION OF THE N-S TWENTY FIVE FOOT PARK AVE RIGHT OF WAY LOCATED ADJACENT TO 824 AND 906 SUMMIT AVE, WITHIN THE CITY LIMITS OF MT. VERNON, LINN COUNTY, IOWA.

SECTION 1: That portion of public property illustrated in Exhibit "A", and legally described in Exhibit "B" attached hereto and made a part thereof, be hereby vacated.

SECTION 2: The City of Mt. Vernon hereby approves the sale of the property listed in Section 1 and described in Exhibit "B", to the neighboring property owners for \$2.45 a square foot plus \$350 in administrative fees per deed, subject to conditions listed in Exhibit "C", attached hereto and made a part thereof.

SECTION 3: The City Attorney shall prepare deeds based on the legal descriptions in Exhibit "B" and the Mayor is hereby authorized to execute such deeds transferring the ownership of the property contingent upon the conditions listed in Exhibit "C".

SECTION 4: SAVINGS CLAUSE. If any section, provision, sentence, clause, phrase or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any provision, section, subsection, sentence, clause, phrase or part thereof not adjudged invalid or unconstitutional.

**SECTION 2. AMENDMENT.** Ordinance #11-19-2018A, Exhibit B, Property Description is hereby amended as follows:

"Exhibit B, Property Description"

Beginning at the Northeast corner of Lot 11, Block C of the Boulevard Addition to Mt. Vernon, thence Southerly along the lot line 115 feet to the southeast corner of Lot 11, Block C of the Boulevard Addition to Mt. Vernon, thence easterly 25 feet to a point 30 feet north of the

Southwest corner of Lot 12, Block C of the Boulevard Addition to Mt. Vernon, thence north 115 feet along the lot line to the Northwest corner of Lot 12, Block C of the Boulevard Addition to Mt. Vernon, thence west 25 feet the point of beginning.

**SECTION 3. AMENDMENT.** Ordinance #11-19-2018A, Exhibit C, Conditions is hereby amended as follows:

“Exhibit C, Conditions”

1. Each property owner adjacent to the said alley described within this ordinance shall have the right of first refusal to purchase their portion. Those wishing not to purchase may sign a waiver indicating their desire to not purchase the property.
2. Each property owner will be given until March 28, 2019 to complete the purchase of the property. Failure to complete the purchase by March 28, 2019 will allow the neighboring property owner the right to purchase the entire alley right of way.

**SECTION 4. SAVINGS CLAUSE.** If any section, provision, sentence, clause, phrase or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any provision, section, subsection, sentence, clause, phrase or part hereof not adjudged invalid or unconstitutional.

**SECTION 5. EFFECTIVE DATE.** This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

Approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

ATTEST:

\_\_\_\_\_  
Jamie Hampton - Mayor

\_\_\_\_\_  
Sue Ripke – City Clerk

I certify that the foregoing was published as Ordinance #12-4-2017B on the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Sue Ripke, City Clerk

**AGENDA ITEM # F - 2**

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

<b>DATE:</b>	February 20, 2019
<b>AGENDA ITEM:</b>	Ordinance #1-21-2019B
<b>ACTION:</b>	Motion

**SYNOPSIS:** Staff has not received any additional feedback regarding this ordinance.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Ordinance #1-21-2019B

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 2/14/19

Prepared by: City of Mt. Vernon, City Hall,  
Chris Nosbisch, City Administrator

213 First St. NW, Mt. Vernon, IA 52314  
(319) 895-8742

**ORDINANCE #1-21-2019B**

**AN ORDINANCE AMENDING CHAPTER 27 HOUSING COMMISSION OF THE MUNICIPAL CODE OF MT. VERNON, IOWA**

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF MT. VERNON, IOWA:**

**SECTION 1. AMENDMENT.** Chapter 27.01 Housing Commission, is hereby amended as follows:

**27.01 HOUSING COMMISSION.** There shall be appointed by the City Council a City Housing Commission, hereinafter referred to as the Commission, consisting of seven (7) members, who shall be qualified by knowledge or experience to make recommendations to the City Council in matters pertaining to housing development, housing needs, codes/ordinances, and/or other development needs.

**SECTION 2. AMENDMENT.** Chapter 27.05 Membership is hereby amended as follows:

**27.05 MEMBERSHIP.** It is recognized that a true representation on the membership body may require members residing outside the current city limits. At no time shall the number of non-residents on the commission account for more than one (1) appointee. The Commission shall attempt to include representatives from the following areas: a local bank representative, a citizen at-large representative, City Council representative, Mt. Vernon School representative, CDG Board representative, Planning and Zoning representative, representative from a real estate firm, a representative having controlling interest in development property within two miles of the city limits, and a representative from a development firm. It is recognized that deviations from the above list may be necessary to maintain a qualified Commission. At no time shall the membership consist of more than two representatives of the above listed fields of expertise.

**SECTION 3. SAVINGS CLAUSE.** If any section, provision, sentence, clause, phrase or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any provision, section, subsection, sentence, clause, phrase or part hereof not adjudged invalid or unconstitutional.

**SECTION 4. EFFECTIVE DATE.** This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

Approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 201 \_\_\_\_.

ATTEST:

\_\_\_\_\_  
Jamie Hampton - Mayor

\_\_\_\_\_  
Sue Ripke – City Clerk

I certify that the foregoing was published as  
Ordinance #1-21-2019B on the \_\_\_\_\_ day of \_\_\_\_\_, 201 \_\_\_\_.

\_\_\_\_\_  
Sue Ripke, City Clerk

**AGENDA ITEM # F - 3**

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

<b>DATE:</b>	February 20, 2019
<b>AGENDA ITEM:</b>	Ordinance #2-20-2019C
<b>ACTION:</b>	Motion

**SYNOPSIS:** At the last City Council meeting, you voted to accept the public improvements for phase 1 of the Spring Meadow Heights subdivision. By adopting this ordinance, the City will be able to collect and distribute the tax increment financing dollars identified in the Spring Meadow Heights development agreement.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Ordinance #2-20-2019A

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 2/14/19

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED EACH YEAR ON **CERTAIN PROPERTY** LOCATED WITHIN THE SPRING MEADOW HEIGHTS URBAN RENEWAL AREA, IN THE CITY OF MOUNT VERNON, COUNTY OF LINN, STATE OF IOWA, BY AND FOR THE BENEFIT OF THE STATE OF IOWA, CITY OF MOUNT VERNON, COUNTY OF LINN, MOUNT VERNON COMMUNITY SCHOOL DISTRICT, AND OTHER TAXING DISTRICTS, BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON LOANS, MONIES ADVANCED TO AND INDEBTEDNESS, INCLUDING BONDS ISSUED OR TO BE ISSUED, INCURRED BY THE CITY IN CONNECTION WITH THE SPRING MEADOW HEIGHTS URBAN RENEWAL AREA (**PHASE I PARCEL**)

WHEREAS, the City Council of the City of Mount Vernon, State of Iowa, after public notice and hearing as prescribed by law and pursuant to Resolution No. 12-18-2017A passed and approved on the 18<sup>th</sup> day of December, 2017, adopted an Urban Renewal Plan (the "Urban Renewal Plan") for an urban renewal area known as the Spring Meadow Heights Urban Renewal Area (the "Urban Renewal Area"), which Urban Renewal Area includes the lots and parcels located within the area legally described as follows ("**Phase I Parcel**"):

PART OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER AND PART OF THE NORTH NINE AND A HALF ACRES OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER BOTH IN SECTION 10, TOWNSHIP 82 NORTH, RANGE 5 WEST OF THE 5TH PRINCIPAL MERIDIAN DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF LOT 3, WOLFE-MARTIN SECOND ADDITION TO MOUNT VERNON, IOWA AS RECORDED IN BOOK 4027, PAGE 378 IN THE OFFICE OF THE LINN COUNTY, IOWA RECORDER; THENCE N0°51'22"W 1184.67 FEET ALONG THE EAST LINE OF SAID WOLFE-MARTIN SECOND ADDITION AND THE EAST LINE OF WOLFE-MARTIN FIRST ADDITION TO MOUNT VERNON, IOWA AS RECORDED IN BOOK 3753, PAGE 277 IN THE OFFICE OF THE LINN COUNTY, IOWA RECORDER AND THE EAST LINE OF HOBBIE FIRST ADDITION TO MOUNT VERNON, LINN COUNTY, IOWA AS RECORDED IN BOOK 3820, PAGE 610 IN THE OFFICE OF THE LINN COUNTY, IOWA RECORDER AND THE EAST LINE OF HOBBIE SECOND ADDITION TO THE CITY OF MOUNT VERNON, LINN COUNTY, IOWA AS RECORDED IN BOOK 4436, PAGES 508-518 IN THE OFFICE OF THE LINN COUNTY, IOWA RECORDER TO THE NORTHEAST CORNER OF SAID HOBBIE SECOND ADDITION AND THE SOUTH LINE OF PARCEL A, PLAT OF

SURVEY NO. 591 AS RECORDED IN BOOK 3908, PAGE 662 IN THE OFFICE OF THE LINN COUNTY, IOWA RECORDER; THENCE N88°17'35"E 486.51 FEET ALONG SAID SOUTH LINE; THENCE S1°58'43"E 144.10 FEET; THENCE N88°01'17"E 0.22 FEET; THENCE S1°58'43"E 195.00 FEET; THENCE S88°01'17"W 2.31 FEET; THENCE S1°58'43"E 140.00 FEET; THENCE N88°01'17"E 14.81 FEET; THENCE S1°58'43"E 348.00 FEET; THENCE S88°01'17"W 30.00 FEET; THENCE S1°58'43"E 205.00 FEET; THENCE S88°01'17"W 8.11 FEET; THENCE S1°58'43"E 151.90 FEET TO THE NORTH LINE OF CANDLESTICK, PART FOUR, MOUNT VERNON, LINN COUNTY, IOWA AS RECORDED IN BOOK 1949, PAGE 447 IN THE OFFICE OF THE LINN COUNTY, IOWA RECORDER; THENCE S88°12'19"W 64.91 FEET ALONG SAID NORTH LINE TO THE NORTHEAST CORNER OF WOLFE-MARTIN THIRD ADDITION TO MOUNT VERNON, IOWA AS RECORDED IN 4318, PAGE 24 IN THE OFFICE OF THE LINN COUNTY, IOWA RECORDER; THENCE S88°14'51"W 419.41 FEET ALONG THE NORTH LINE OF SAID WOLFE-MARTIN THIRD ADDITION TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 586,698 SQ.FT., 13.47 ACRES, SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

WHEREAS, expenditures and indebtedness are anticipated to be incurred by the City of Mount Vernon, State of Iowa, to finance urban renewal project activities carried out in furtherance of the objectives of the Urban Renewal Plan; and

WHEREAS, the City Council of the City of Mount Vernon, State of Iowa, desires to provide for the division of revenue from taxation on the **Phase I Parcel** in the Urban Renewal Area, as above described, in accordance with the provisions of Section 403.19 of the Code of Iowa, as amended. [Note: The **Phase I Parcel** is the only portion of the Urban Renewal Area that will be included in this TIF Ordinance. The City anticipates that as other parcels develop (increase in value) in the future, the City will adopt a separate TIF ordinance(s) on other parcels/areas within the Urban Renewal Area. Therefore, the various TIF ordinances in this Urban Renewal Area will have different frozen bases and different expiration dates.]

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON, STATE OF IOWA:

Section 1. That the taxes levied on the taxable property in the **Phase I Parcel** of the Urban Renewal Area legally described in the preamble hereof, by and for the benefit of the State of Iowa, City of Mount Vernon, County of Linn, Mount Vernon Community School District, and all other taxing districts from and after the effective date of this Ordinance shall be divided as hereinafter in this Ordinance provided.

Section 2. That portion of the taxes which would be produced by the rate at which the tax is levied each year by or for each of the taxing districts upon the total sum of the assessed value of the taxable property in the **Phase I Parcel** of the Urban Renewal Area, as shown on the

assessment roll as of January 1 of the calendar year preceding the first calendar year in which the City of Mount Vernon, State of Iowa, certifies to the Auditor of Linn County, Iowa the amount of loans, advances, indebtedness, or bonds payable from the division of property tax revenue described herein, shall be allocated to and when collected be paid into the fund for the respective taxing district as taxes by or for the taxing district into which all other property taxes are paid.

Section 3. That portion of the taxes each year in excess of the base period taxes determined as provided in Section 2 of this Ordinance shall be allocated to and when collected be paid into a special tax increment fund of the City of Mount Vernon, State of Iowa, hereby established, to pay the principal of and interest on loans, monies advanced to, indebtedness, whether funded, refunded, assumed or otherwise, including bonds or obligations issued under the authority of Section 403.9 or 403.12 of the Code of Iowa, as amended, incurred by the City of Mount Vernon, State of Iowa, to finance or refinance, in whole or in part, urban renewal projects undertaken anywhere within the Urban Renewal Area pursuant to the Urban Renewal Plan, except that (i) taxes for the regular and voter-approved physical plant and equipment levy of a school district imposed pursuant to Iowa Code Section 298.2 and taxes for the instructional support program of a school district imposed pursuant to Iowa Code Section 257.19 (but in each case only to the extent required under Iowa Code Section 403.19(2)); (ii) taxes for the payment of bonds and interest of each taxing district; (iii) taxes imposed under Iowa Code Section 346.27(22) related to joint county-city buildings; and (iv) any other exceptions under Iowa Code Section 403.19 in existence at the time this Ordinance becomes effective shall be collected against all taxable property within the **Phase I Parcel** of the Urban Renewal Area without any limitation as hereinabove provided.

Section 4. Unless or until the total assessed valuation of the taxable property in the **Phase I Parcel** of the Urban Renewal Area exceeds the total assessed value of the taxable property in the **Phase I Parcel** of the Urban Renewal Area as shown by the assessment roll referred to in Section 2 of this Ordinance, all of the taxes levied and collected upon the taxable property in the **Phase I Parcel** of the Urban Renewal Area shall be paid into the funds for the respective taxing districts as taxes by or for the taxing districts in the same manner as all other property taxes.

Section 5. At such time as the loans, advances, indebtedness, bonds, and interest thereon of the City of Mount Vernon, State of Iowa, referred to in Section 3 hereof have been paid, all monies thereafter received from taxes upon the taxable property in the **Phase I Parcel** of the Urban Renewal Area shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

Section 6. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed. The provisions of this Ordinance are intended and shall be construed so as to fully implement the provisions of Section 403.19 of the Code of Iowa, as amended, with respect to the division of taxes from property within the **Phase I Parcel** of the Urban Renewal Area as described above. In the event that any provision of this Ordinance shall be determined to be contrary to law, it shall not affect other provisions or application of this Ordinance which shall at all times be construed to fully invoke the provisions of Section 403.19 of the Code of Iowa with reference to the **Phase I Parcel** of the Urban Renewal Area and the territory contained therein.

Section 7. This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor

ATTEST:

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

Read First Time: \_\_\_\_\_, 2019

Read Second Time: \_\_\_\_\_, 2019

Read Third Time: \_\_\_\_\_, 2019

PASSED AND APPROVED: \_\_\_\_\_, 2019.

I, \_\_\_\_\_, City Clerk of the City of Mount Vernon, State of Iowa, hereby certify that the above and foregoing is a true copy of Ordinance No. \_\_\_\_\_ passed and approved by the City Council of the City at a meeting held \_\_\_\_\_, 2019, signed by the Mayor on \_\_\_\_\_, 2019, and published in the Mount Vernon-Lisbon Sun on \_\_\_\_\_, 2019.

\_\_\_\_\_  
City Clerk, City of Mount Vernon, State of Iowa

(SEAL)

01555365-1\13932-033

## **G. Resolutions for Approval**

# 57-548

## CITY BUDGET AMENDMENT AND CERTIFICATION RESOLUTION - FY 2019 - AMENDMENT #1

To the Auditor of LINN County, Iowa:

The City Council of Mount Vernon in said County/Counties met on 2/20/2019, 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. 2-20-2019A

A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2019  
(AS AMENDED LAST ON N/A.)

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

Section 1. Following notice published 2/7/2019

and the public hearing held, 2/20/2019 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
<b>Revenues &amp; Other Financing Sources</b>				
Taxes Levied on Property	1	1,766,009	12,500	1,778,509
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
<b>Net Current Property Taxes</b>	<b>3</b>	<b>1,766,009</b>	<b>12,500</b>	<b>1,778,509</b>
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	600,000	0	600,000
Other City Taxes	6	803,458	0	803,458
Licenses & Permits	7	55,450	0	55,450
Use of Money and Property	8	89,805	53,000	142,805
Intergovernmental	9	1,148,859	-500,000	648,859
Charges for Services	10	2,090,400	38,500	2,128,900
Special Assessments	11	5,000	0	5,000
Miscellaneous	12	762,600	707,225	1,469,825
Other Financing Sources	13	7,100,000	-1,749,000	5,351,000
Transfers In	14	1,625,025	0	1,625,025
<b>Total Revenues and Other Sources</b>	<b>15</b>	<b>16,046,606</b>	<b>-1,437,775</b>	<b>14,608,831</b>
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	16	964,290	570,000	1,534,290
Public Works	17	537,108	28,000	565,108
Health and Social Services	18	0	0	0
Culture and Recreation	19	569,070	20,000	589,070
Community and Economic Development	20	79,820	8,200	88,020
General Government	21	620,895	-30,000	590,895
Debt Service	22	970,766	104,000	1,074,766
Capital Projects	23	8,680,500	-3,850,000	4,830,500
<b>Total Government Activities Expenditures</b>	<b>24</b>	<b>12,422,449</b>	<b>-3,149,800</b>	<b>9,272,649</b>
Business Type / Enterprises	25	1,827,916	50,000	1,877,916
<b>Total Gov Activities &amp; Business Expenditures</b>	<b>26</b>	<b>14,250,365</b>	<b>-3,099,800</b>	<b>11,150,565</b>
Transfers Out	27	1,625,025	0	1,625,025
<b>Total Expenditures/Transfers Out</b>	<b>28</b>	<b>15,875,390</b>	<b>-3,099,800</b>	<b>12,775,590</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year</b>	<b>29</b>	<b>171,216</b>	<b>1,662,025</b>	<b>1,833,241</b>
Beginning Fund Balance July 1	30	7,191,324	0	7,191,324
<b>Ending Fund Balance June 30</b>	<b>31</b>	<b>7,362,540</b>	<b>1,662,025</b>	<b>9,024,565</b>

Passed this \_\_\_\_\_ day of \_\_\_\_\_  
(Day) (Month/Year)

\_\_\_\_\_  
Signature  
City Clerk/Finance Officer

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

Revenues: new construction connection fees, wellness center and K9 contributions, grant application denied, overestimated bond proceeds.

Expenditures: Fire truck, K9, engineering and salary expense, land purchase, timing of CIP expense.

**Amended disbursements:**

Public safety	570,000	\$550,000	Fire dept. levy
Public works	28,000		
Culture & rec	20,000		
Comm. & econ. dev.	8,200		Planning & zoning
Gen Gov / Tort liab. Ins	(30,000)		
Solid waste	90,000		land purchase
Water	(20,000)		Wages/benefits
Sewer	(20,000)		Wages/benefits
Debt service	104,000		Series 2018
Contract/labor/services	(3,000,000)		Cap. project-Comm. Ctr.
Contract/labor/services	(150,000)		Cap. project-2014 street improve.
Contract/labor/services	(700,000)		Cap. project-WWTP disinfection
	<u>(3,099,800)</u>		

**Amended receipts:**

Interest income	20,000	GF, Dept. 000
Bldg./constr. permits	9,500	GF, Dept. 120
Spec. funds/donations	4,000	GF, Dept. 445
Bus. prop. tax credit	12,500	TIF business prop tax credit
Interest income	25,000	LOST III, Comm. Ctr.
Connection charges	15,000	Water fund
Connection charges	14,000	Sewer fund
Interest income	4,000	Solid waste
Refunds	7,225	Solid waste
STEPS/state grant	(500,000)	LOST III, Comm. Ctr.
Contrib./donations	700,000	LOST III, Comm. Ctr.
Proceeds from bonds	(474,000)	LOST III, Comm. Ctr.
Proceeds from bonds	(1,275,000)	WWTP UV disinfection
	<u>(1,437,775)</u>	

**AGENDA ITEM # G - 2**

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

<b>DATE:</b>	February 20, 2019
<b>AGENDA ITEM:</b>	Resolution – Setting Salaries
<b>ACTION:</b>	Motion to Close

**SYNOPSIS:** I have attached the memo that was presented with last year's increases, as larger pay increases were split over a two year time span (this is year 2). Everyone else was programmed a 2.75% increase which is consistent with union increases.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Resolution #2-20-2019B

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 2/14/19

**RESOLUTION #2-20-2019B**

**RESOLUTION SETTING THE SALARIES FOR THE APPOINTED OFFICERS AND  
EMPLOYEES OF THE CITY OF MT. VERNON, FOR FISCAL YEAR 2019-2020.**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MT. VERNON, IOWA:

SECTION 1. The following persons and positions shall be paid salaries or wages indicated and the City Clerk is authorized to issue warrants less legally required authorized deductions from the amounts set out below, bi-weekly or monthly; and make such contributions to IPERS and FICA and other purposes as required by law or authorization of the Council, subject to audit and review by the City Council:

Police:	Current	Effective July 1, 2019
Shannon, Doug	\$81,614.46	\$ 83,858.86
Public Works:		
Nissen, Nick	\$73,287.61	\$ 76,307.06
Volkov, Alex	\$74,261.21	\$ 76,303.39
Administration:		
Nosbisch, Chris	\$98,424.23	\$101,130.90
Ripke, Sue	\$74,761.21	\$ 77,318.04
Heather Flynn	\$48,781.59	\$ 50,123.08
Joe Jennison	\$40,000.00	\$ 41,100.00
Parks, Recreation & Pool:		
Siders, Matt	\$63,695.98	\$ 69,428.62
Fire:		
Goodlove, Nathan	\$15,600.00	\$ 15,600.00
Boren, Derek	\$ 5000.00	\$ 5,000.00
Buster, Jacob	\$ 1000.00	\$ 1,000.00

This Resolution shall be effective as of the first pay date in July.

PASSED AND APPROVED this 20<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Jamie Hampton, Mayor

ATTEST:

\_\_\_\_\_  
Sue Ripke, City Clerk/Deputy City Administrator

# Memorandum

**To:** Mayor and City Council  
**From:** Chris Nosbisch, City Administrator  
**Date:** 2/14/2019  
**Re:** 2018-2019 Salary Increases

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Let's start with the easiest three non-union employees. After successful reviews, the City Administrator, Police Chief, and Water/Wastewater Superintendent are scheduled to receive the same 2.75% raise as the union staff (with Council approval). The raises for the Fire Department were discussed during the budget session and are split with the Linn County Rural Fire District.

Further adjustments were made to the Public Works Director, Assistant City Administrator, and Parks and Rec Director. The proposed increases occur over a two year period in an effort to ease them into the budget. These requests were originally discussed with the personnel committee in November 2017. The proposed changes were also discussed with the new personnel committee in April.

Public Works Director – It is my opinion that Nick Nissen received a starting salary based upon the person and not the position. The Public Works Director has five FTE's and 5-10 seasonal laborers. It also tends to be the dumping ground for all city related projects. The City has two subdivisions in which I rely on Nick's expertise to ensure proper construction of public utilities. Once the wellness center is under construction, I expect Nick to be my second set of eyes during the construction process.

At a minimum, the Director should be in line with the Water/Wastewater Superintendent. Nick has more than proved his worth over the course of the past three years and is continuously looking at ways to enhance the department. The City has re-established a right of way tree trimming program, bee friendly planting programs, hosted APWA events, researched composting initiatives, etc. The proposed increase of the public works director salary is 4.13% in FY 18 and 4.12% FY 19.

Assistant City Administrator – As the second in command, the Assistant position should be elevated (even by a small margin) above all other city positions. Statewide, due to her role as finance director, this position is consistently one of the hardest to fill. The proposal is to increase Sue's salary by an additional \$500 per year for the next two

years. This will increase her salary by 3.44% and 3.42% respectively (\$1,000 more than Nick and Alex).

Parks and Recreation Director – The salary for this position, under the current circumstances, is well within industry standards. However, adding an \$8 million dollar facility, 35 to 45 additional PT employees, and numerous interns definitely changes the scope of the position. The Recreation Director in North Liberty receives a salary of \$90,000 annually (North Liberty also has a recreation director paid \$90,000 annually as well).

The question I have been asked is in reference to the timing. It is my expectation that Matt will begin laying the groundwork for a successful city community/wellness center a full year in advance of the opening. In fact, this may be the most critical time for the future success of the building. The proposed increase for this position is 9% for the next two years (the \$5,000 payment for planning and zoning duties would also remain in his salary), and I would like to avoid one large increase.

## **J. Motions for Approval**

CITY OF MOUNT VERNON  
CLAIMS FOR APPROVAL, FEBRUARY 20, 2019

GARLING CONSTRUCTION	WELLNESS CENTER-LOST III	225,456.28
PAYROLL	CLAIMS	61,810.98
OPN ARCHITECTS	WELLNESS CNTR/STUDY PHASE I-LOST III	9,257.01
STATE HYGIENIC LAB	TESTING-WWTP	1,672.50
ECICOG	SUBDIVISION UPDATE-P&A	1,332.00
MOUNT VERNON LISBON SUN	ADS/PUBLICATIONS-ALL DEPTS	1,128.91
ALLIANT IES UTILITIES	ENERGY USAGE-PD,RUT	883.16
MT VERNON ACE HARDWARE	SUPPLIES-ALL DEPTS	864.62
WAPSI WASTE SERVICE	RECYCLING-SW	723.14
ALLIANT IES UTILITIES	ENERGY USAGE-FD	602.00
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	425.08
LYNCH FORD	GEAR ASSEMBLY,BATTERY-FD	372.20
CREATIVE PRODUCT SOURCING	DARE-PD	292.87
MEDIACOM	PHONE/INTERNET-POOL	172.45
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	81.53
AIRGAS	CYLINDER RENTAL FEE-RUT,WAT,SEW	64.93
IMFOA	DUES-P&A	50.00
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	47.81
MT VERNON PHARMACY	SUPPLIES-P&A	46.08
ALLIANT IES UTILITIES	ENERGY USAGE-RUT,P&A,WAT,SEW	42.30
UNITY POINT CLINIC	DRUG TEST-RUT	42.00
ALLIANT IES UTILITIES	ENERGY USAGE-RUT,P&A,WAT,SEW	40.93
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	37.88
MT VERNON CAR WASH	CAR WASH-PD	32.00
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	26.64
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	26.16
TOTAL		305,531.46
GENERAL FUND		4,438.86
ROAD USE TAX FUND		1,490.74
LOST III COMMUNITY CENTER		234,713.29
WATER FUND		544.99
SEWER FUND		1,792.46
SOLID WASTE		740.14
PAYROLL		61,810.98
TOTAL		305,531.46

**AGENDA ITEM # J – 2**

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

<b>DATE:</b>	February 20, 2019
<b>AGENDA ITEM:</b>	Set Public Hearing Date
<b>ACTION:</b>	Motion

**SYNOPSIS:** The public hearing notice for the 2019-2020 wastewater treatment plant improvements is attached. A resolution approving the form of contract, engineer's estimate, and bid dates will be considered during the public hearing on March 4, 2019.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Notice

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 2/14/19

**NOTICE OF PUBLIC HEARING**

**WASTEWATER TREATMENT PLANT IMPROVEMENTS 2019  
MOUNT VERNON, IOWA**

**SRF PROJECT NO. 1920853 01**

NOTICE OF PUBLIC HEARING ON PLANS AND SPECIFICATIONS, PROPOSED FORM OF CONTRACT AND ESTIMATE OF COST FOR CONSTRUCTION OF THE WASTEWATER TREATMENT PLANT IMPROVEMENTS 2019 FOR THE CITY OF MOUNT VERNON, IOWA.

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The Council of the City of Mount Vernon, in Linn County, Iowa, will meet at the City Hall in said Municipality, on the 4<sup>th</sup> day of March, 2019 at 6:30 p.m., at which time and place, a hearing will be held on the plans and specifications, proposed form of contract and estimate of cost for the construction of the following improvements:

**WASTEWATER TREATMENT PLANT IMPROVEMENTS 2019**

Construct improvements including all labor, materials and equipment necessary for excavation, backfill and sitework; reinforced concrete; painting; screw pump and clarifier rehabilitation; ultraviolet disinfection equipment; electrical work including conduit, cables, wiring, motor controls, starters, switches, fixtures and controls; piping and appurtenances; and miscellaneous associated work, including cleanup.

At said hearing, the City Council will consider the plans, specifications, proposed form of contract, and estimated total cost for the project, the same now being on file in the office of the City Clerk, reference to which is made for a more detailed and complete description of the proposed improvements, and at said time and place the said Council will also receive and consider any objections to said plans, specifications, estimate of cost and form of contract made by any interested party.

This notice is given by order of the Council of the City of Mount Vernon, Iowa.

CITY OF MOUNT VERNON, IOWA

Jamie Hampton, Mayor

## **K. Reports-Received/File**



Chris Nosbisch, City Administrator  
Douglas Shannon, Chief of Police

**Jamie A. Hampton, Mayor**

**Council:**

Eric Roudabush  
Scott Rose  
Tom Wieseler  
Stephanie West  
Deb Herrmann

Parks and Recreation Department  
Directors Report  
January 15 – February 15

Parks

- **Created and distributed Master Schedule for summer ball fields for Competitive Baseball / Softball coaches/teams.**

Sports

- **Boys Basketball will complete their season February 26....many thanks to all coaches, parents, players, and referees for a great season. We utilized Washington Elementary for the practices and MV Middle School for games. Looking forward to moving games into new Wellness Center next year.**
- **Youth Wrestling for ages 4-6 has 21 kids involved, but they have not been able to start yet due to weather cancellations. They will start Feb 19.**
- **Spring soccer registration has started. Practices will start week of March 25<sup>th</sup> (weather pending) and first game will be week of April 8<sup>th</sup>.**
- **Baseball / Softball...We are preparing for our sixth season playing against teams from Anamosa, Central City, Springville, Center Point, Vinton, Monticello, Olin, and Alburnett. The league meetings will be held in late Feb and mid-March.**

Pool

- **Swim lesson dates are March 30 8-11am, April 2<sup>nd</sup> 3:30-6:30pm, April 7<sup>th</sup> 1-4pm and will be published in early March.**
- **Katey Forrest will again manage the pool for the Summer 2018 season.**
- **Employment ad to hire Assistant Pool Managers, Lifeguards, and Pool House staff will be out soon**

Misc

**School of Recreation Programs for Summer 2018**

- **Summer Camps partnering with ISU Extension and Outreach-Linn County**



**Mount  
Vernon**  
IOWA

**Chris Nusbisch, City Administrator**  
**Douglas Shannon, Chief of Police**

**Jamie A. Hampton, Mayor**

**Council:**

**Eric Roudabush**  
**Scott Rose**  
**Tom Wieseler**  
**Stephanie West**  
**Deb Herrmann**

**Chalk the Walk**

- ***Ongoing meetings every two weeks until April then weekly meetings will begin.***
- ***No major changes.....Community Piece has been decided and will be announced once we receive permission to use the piece.***



**Mount  
Vernon**  
IOWA

Chris Nosbisch, City Administrator  
Douglas Shannon, Chief of Police

**Jamie A. Hampton, Mayor**

**Council:**

Eric Roudabush  
Scott Rose  
Tom Wieseler  
Stephanie West  
Deb Herrmann

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**JANUARY 2019**  
**POLICE REPORT**

**Vehicle Collisions**

There were 14 reported collisions in January. Four of these collisions occurred in the Hwy 1 & 30 roundabout and were the result of westbound Hwy 30 vehicles, failing to yield to traffic in the circle that were proceeding north on Hwy 1. Damage for the first collision was estimated at \$800 and no injuries were reported. Damage for the second collision was estimated at \$3,700 and no injuries were reported. Damage for the third collision was estimated at \$2,500 and no injuries were reported. Damage for the fourth collision was estimated at \$3,000 and no injuries were reported. The fifth collision occurred in the 400 block of 2<sup>nd</sup> St SW when a resident was backing out of their drive and collided with a parked car. Damage was estimated at \$2,000 and no injuries were reported. The sixth collision occurred in the 300 block of 3<sup>rd</sup> St SE, when a legally parked vehicle was struck. The striking vehicle left the scene without reporting the collision. Damage to the parked vehicle was estimated at \$1,500. The seventh collision occurred while a vehicle was backing out of a parking space in the 100 block of 1<sup>st</sup> St W and collided with a vehicle parked next to them after losing traction on the snow packed roadway. Damage was estimated at \$3,000 and no injuries were reported. The eighth collision occurred in the 600 blk of 15<sup>th</sup> Ave SW when a driver became distracted by a dropped item and collided with a legally parked vehicle. Damage was estimated at \$8,000 and no injuries were reported. The ninth collision occurred in the Gary's Food parking lot. This collision occurred when a vehicle was backing into a parking space and collided with a parked vehicle. The striking vehicle then attempted to leave before being stopped by the owner of the other vehicle. The driver of the striking vehicle was found to be intoxicated and arrest for OWI. Damage in this collision was estimated at \$1,000 and no injuries were reported. The tenth collision occurred in the 100 block of 1<sup>st</sup> Street E, when a vehicle backing out of a parking space collided with a vehicle travelling east on 1<sup>st</sup> Street. Damage was estimated at \$4,000 and no injuries were reported. The eleventh collision occurred on Hwy 1 at Palisades Rd SW when a southbound vehicle stopped in traffic waiting to turn left onto 7<sup>th</sup> St SE was struck by another southbound vehicle that failed to stop for the turning vehicle. Damage was estimated at \$600 and no injuries were reported. The twelfth collision occurred on College Blvd SW west of College Blvd N when a vehicle was southbound 10<sup>th</sup> Ave SW from 3<sup>rd</sup> Street lost control on the curve and collided with a utility pole. Damage was estimated at \$6,000 and no injuries were reported. The thirteenth collision occurred at 7<sup>th</sup> Ave & 1<sup>st</sup> St NW when a vehicle turning left onto 1<sup>st</sup> Street from 7<sup>th</sup> Ave, failed to yield from the stop sign to a vehicle travelling west on 1<sup>st</sup> Street. Damage was estimated at \$2,100 and no injuries were reported. The fourteenth collision occurred at Plaza Auto Auction when a driver was attempting to park and his vehicle slid into a parked. Damage was estimated at \$2,500 and no injuries were reported.



Chris Nosbisch, City Administrator  
Douglas Shannon, Chief of Police

**Jamie A. Hampton, Mayor**

**Council:**

Eric Roudabush  
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**Incidents/Arrest**

There were 21 reported incidents in January. Reports included informational report for driver re-exam, harassment (x3), possession of drug paraphernalia, sexual abuse (x2), shoplifting, hit & run, identity theft, theft, OWI (x2), driving while suspended, violation of court order, damage to vehicle, DHS referral, burglary, arrest warrant, possession of alcohol under age, and informational report on suspicious activity.

The incidents resulted in 7 arrests for January. Arrests included: OWI (x2), possession of drug paraphernalia, theft 5<sup>th</sup> degree, leaving the scene of an accident (x2), driving while suspended/revoked, violation of protection order, Interference with official acts, arrest warrant, and possession of alcohol under age (released on citation).

**K-9 Report**

Officer Moel and K9 Monster enjoyed a quiet month including 2 weeks of vacation followed by K9 training. They were welcomed back to work the record low temperature shifts.

**Community Service/Training/Misc.:**

- Department conducted FATS Training on use of force, providing officers and Councilperson Tom Wieseler opportunity to train on various use of force scenarios.
- Chief Shannon participated in a safety meeting with MVCSD
- Chief Shannon attended meeting at CRPD regarding a county-wide policy on Active Threat Integrated Response.
- Chief Shannon spoke to the Criminal Justice class at MVHS regarding criminal behavior.
- Chief Shannon attended the community forum at MVCSD Auditorium regarding Attacking the Problems of Implicit Bias in the real world.
- Chief Shannon attend a quarterly Chief's meeting with local Fire, PD, and EMS Chiefs

**GTSB:**

Officers worked 8 hours of STEP in January resulting in 6 speed violations, 2 equipment violations, 1 insurance violation, and 1 other traffic violation; Additionally during January, Officer contacted 20 speed violations, 1 stop sign violation, 2 suspended drivers, 4 registration violations, 11 equipment violations, 2 insurance violation, 1 drug violation, 1 possession of alcohol under age, and 3 other traffic violations. Additionally, officers covered 15 motor vehicle collision, one involving an impaired driver.

**LISBON (28E Contracted Services):**

Per the 28E agreement our department provided the following service to Lisbon in January 2019:

- Patrol: 2,285 minutes



Mount  
Vernon  
IOWA

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- 
- Calls for service: 315 minutes (11 calls for service)
  - Administrative time: 0

**Total time for January 2019: 43.33 hrs. x \$40/hr. = \$1,733.20**

Quarterly Invoice for 28E Police Services to Lisbon – November 2018-January 2019:

- November 2018 - \$1,856.67
- December 2018 - \$2,166.80
- January 2019 - \$1,733.20

**Total invoiced November 2018-January 2019: \$5,756.67**

Respectfully Submitted,

Chief of Police

## **L. Discussion Items (No Action)**

**AGENDA ITEM # L – 1**

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

<b>DATE:</b>	February 20, 2019
<b>AGENDA ITEM:</b>	Possible Budget/CIP
<b>ACTION:</b>	None

**SYNOPSIS:** Attached is the memo that summarizes the major changes to the FY 19-20 budget. The budget power point will be distributed to the Council with the March 4, 2019 council packet and displayed on the city's website at the end of the month.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** None

**ATTACHMENTS:** Memo

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 2/14/19

# Memorandum

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**To:** Mayor and City Council  
**From:** Chris Nosbisch, City Administrator  
**Date:** 2/14/2019  
**Re:** FY 20 Budget

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As was done in previous years, I have highlighted the various changes that were proposed in the FY 20 budget. In addition to this memo, the Council will receive a rough draft of the CIP expenditures for FY 20. I have attempted to answer a number of possible questions that the Council and general public may have regarding these budget documents. There is one new budget for you to review this year and that is the Lester Buresh Family Community Wellness Center. Please remember that this is an estimate based upon like facilities. Staff will need to make adjustments over the course of the next two fiscal years as we create a revenue and expense history for the facility.

**No Change: These budgets were submitted to staff and requested no change (or very small changes) from the FY 20 budget.**

- Historic Preservation	\$ 6,250
- Band	\$ 1,000
- SE Linn	\$20,000
- Humane Society	\$ 800
- MVAAC	\$ 4,500
- EMA	\$10,400
- Heritage Days	\$ 1,500
- Beautification Fund	\$ 2,500
- Council (Salaries)	\$ 2,585
- Mayor (Salary)	\$ 6,460

**Line Items Increases and/or Decreases for Minor Categories:**

- Library	\$97,550	Increase \$12,550
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Should this happen, our expense budget would be doubled. There will offsetting revenues from the townships, but we will no longer be splitting the large equipment purchases or operating budget. This would be completed as a part of the FY 20 budget amendment.

### **Parks and Recreation and Pools**

- The parks budget increased this fiscal year by \$15,746. A majority of the increase is in salary as we complete year 2 of the two year raise for the Director due to the addition of the community center. The other significant increase are in supplies and group services.
- The Pool budget increased by 6.44% or \$12,331, almost all in salaries. I have asked the Parks and Rec Commission to prepare a recommendation for increasing revenues at the pool. This would include increases in daily admission and season passes.

### **Lester Buresh Family Community Wellness Center**

- This is a new budget this year and one that will likely necessitate periodic review throughout the fiscal year. Based upon other facilities of similar square footage, we are estimating an initial budget of \$344,958. As this facility is revenue driven, we are expecting \$345,000 in memberships and rental fees.

### **Policy and Administration**

- The increase of 2.75% corresponds to scheduled personnel cost increases.

**Overall, the General Fund asking for this fiscal year is down \$106,460 or 4.58%.**

The remaining funds are considered enterprise functions of the city, as we collect fees associated to providing these services.

### **Streets and Street Lights**

- Street lights is staying the same this year at \$48,000.
- Overall, streets has increased by \$2,392 or 0.45%.

### **Garbage/Solid Waste**

- This fund is somewhat deceiving, as it looks like we decreased our asking by \$90,202. There were \$100,000 in land acquisition funds that were no longer required this fiscal year. We did leave the leaf vac funds intact for

next fiscal year as well, although we are still on track to take over the program this fall. The partial savings in the leaf vac expenses should more than offset the additional costs from Wapsi Waste.

### **Water**

- Overall, the water fund decreased by 7.42% or \$57,677. I also plan to further reduce bond payment funds by \$25,000 as we are receiving \$50,000 in debt service for water and sewer.

### **Sewer**

- Same story here with sewer as we have decreased the budget by \$78,862 or 9.31%. The other half of the debt service collection will be used to offset the sewer bond payments. This would reduce the overall budget by an additional \$25,000.

**Note: Both water and sewer revenues will need to increase an additional 3% per year for the next five years. This will require a change to both ordinances as the current automatic increase is set to sunset in July of this year.**

### **Storm Water**

- We were able to decrease this budget by another \$2,135 as we continue to buy down the current deficit. It is still possible that we will need to borrow funds internally to zero out this fund.

### **Capital Projects**

- I will provide an updated CIP table in a separate document.

The department heads will be present at the Council meeting to further answer questions you may have. Hopefully this memo was able to answer a number of your initial questions on the FY 20 budget.

## **M. Reports Mayor/Council/Admin.**

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**CITY OF MT. VERNON  
CITY ADMINISTRATOR  
REPORT TO THE CITY COUNCIL  
February 20, 2019**

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- There will be a stakeholder review of the proposed annual updates to the Linn Emergency Management plan on Wednesday, February 20, 2019 at 4 p.m.
- Staff will likely increase the City's salt asking for next fiscal year. Salt usage this year has been more in line with "normal" winters, although it came in a very condensed time period.
- The weather continues to wreak havoc on our construction schedules. Although some weather delay days are planned, I do expect further conversation on this topic as it relates to some capital projects.
- The public works department has been demoing a new loader (in case you have seen it around town). Our thought is to phase out the back hoe and introduce a slightly larger mini excavator and loader. The loader will be needed for composting, but it's also much more efficient for snow removal in parking lots and the downtown business district.
- One other weather related item. We will be placing temporary mailboxes in areas where heavy snow and/or plows pushed them over. This situation is difficult to avoid especially when we receive a snow/ice/rain event.