

# 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>March 18, 2019 – 6:30 PM</b>
<b>Web Page:</b>	<b>www.cityofmtvernon-ia.gov</b>
<b>Posted:</b>	<b>March 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. Joe Jennison – Main Street Award Update

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 – March 4, 2019 Regular Council Meeting
2. Appoint Johnathan Brinson and Terry Elam - Zoning Board of Adjustment
3. Approval of Liquor License – Mount Vernon Creates
4. Approval of Liquor License – Sing-A-Long Bar and Grill

## E. Public Hearing

1. None

## F. Ordinance Approval/Amendment

1. 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 the third and final reading

## G. Resolutions for Approval

1. None

**H. Mayoral Proclamation**

1. None

**I. Old Business**

1. Discussion and Consideration of the Plaza Lift Station Pump Replacement – Council Action as Needed

**J. Motions for Approval**

1. Consideration of Claims List – Motion to Approve
2. Discussion and Consideration of Pay Application #3 – Lester Buresh Family Community Wellness Center – Council Action as Needed
3. Discussion and Consideration of Application for Grant Funds from the Linn County Housing Trust Fund – Council Action as Needed
4. Discussion and Consideration of Setting a Public Hearing on an Ordinance Amending Chapter 92 Water Rates of the Mt. Vernon Municipal Code – Council Action as Needed
5. Discussion and Consideration of Setting a Public Hearing on an Ordinance Amending Chapter 99 Sewer Service Charges of the Mt. Vernon Municipal Code – Council Action as Needed
6. Discussion and Consideration of Change Order #3 - Lester Buresh Family Community Wellness Center – Council Action as Needed
7. Discussion and Consideration Marketing RFP for the Lester Buresh Family Community Wellness Center Project – Council Action as Needed
8. Discussion and Consideration Nature Park Trail Options – Council Action as Needed
9. Discussion and Consideration Mt. Vernon Pool Rate Increases for the 2019 Season – Council Action as Needed
10. Discussion and Consideration Sewer Lining Project Between 7<sup>th</sup> and 8<sup>th</sup> Ave. NW – Council Action as Needed
11. Discussion and Consideration of Storage Shed Addition to Memorial Park – Council Action as Needed
12. Discussion and Consideration of Purchasing Chalk for the Annual Chalk the Walk Event – 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 Recreation Report

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

1. Subdivision Ordinance

**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**

March 4, 2019  
City Council Minutes  
213 1<sup>st</sup> Street NW  
Mount Vernon, Iowa 52314

The Mount Vernon City Council met March 4, 2019 at the Mount Vernon City Council Chambers with the following members present: Roudabush, West, Wieseler, Herrmann and Rose.

**Call to Order.** At 6:30 p.m. Mayor Hampton called the meeting to order. Agenda correction: The date on the Agenda should be March 4, 2019.

**Agenda Additions/Agenda Approval.** Motion to approve the amended Agenda made by Rose, seconded by West. Motion carries.

**Consent Agenda.** Motion to approve the Consent Agenda made Wieseler, seconded by Rose. Motion carries.

Approval of City Council Minutes – February 20, 2019 Regular Council Meeting

Approval of Liquor License – Kernoustie Golf Club

### **Public Hearing**

Public Hearing to Consider the City of Mt. Vernon Fiscal Year 2019-2020 Proposed Budget. Mayor Hampton declared the Public Hearing open. Close public hearing – Proceed to G-1. Hearing no comments from the public Mayor Hampton declared the Public Hearing closed.

Public Hearing to Consider Ordering Construction of Certain Public Improvements, Approving Preliminary Plans, and Fixing a Date for Improvements Known as the Wastewater Treatment Plant Improvements 2019. Mayor Hampton declared the Public Hearing open. Close Public Hearing – Proceed to G-2. Hearing no comments from the public Mayor Hampton declared the Public Hearing closed.

Public Hearing to Consider a Request to Rezone Property Located at 200 7<sup>th</sup> Street SE from GC General Commercial to TR Traditional Residential. Mayor Hampton declared the Public Hearing open. As the owner of the property, Tyler Plathe, addressed the Council explaining that it was unknown to them that the property was zoned GC (General Commercial) until it was appraised during the purchase process. Because it's zoned GC and used as residential they could not get traditional financing. He is requesting that Council approve the re-zoning. Planning and Zoning supports the re-zone. Close Public Hearing – Proceed to F-2. Hearing no further comments from the public Mayor Hampton declared the Public Hearing closed.

### **Ordinance Approval/Amendment**

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). Staff has not received any communication from the public since the first reading. Motion to approve second reading and proceed to the third and final reading (Council may suspend rules

and proceed to the third and final reading after a vote of the second reading). Motion to approve the second reading of Ordinance #2-20-2019A made by West, seconded by Rose. Roll call vote. Motion carries.

Ordinance #3-4-2019A: Amending the Comprehensive Plan and Official Zoning Map to Rezone Certain Property from GC General Commercial District to TR Traditional Residential District. Approving this ordinance will amend the City's Comprehensive Plan and change the official Zoning map, re-zoning a certain property from GC (General Traditional) to TR (Traditional Residential). 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). Motion to approve the first reading of Ordinance #3-4-2019A made by Rose, seconded by West. Roll call vote. Motion carries. Because the Plathe's cannot get permanent financing until the property is re-zoned Rose motioned to waive the second reading, seconded by Wieseler. Roll call vote. Motion carries. Rose motioned to approve the third and final reading of Ordinance #3-4-2019A, seconded by Wieseler. Roll call vote. Motion carries.

### Resolutions for Approval

Resolution #3-4-2019A: Approving the City of Mt. Vernon Fiscal Year 2019-2020 Proposed Budget. City Administrator Chris Nobsch stated the City's tax levy rate will remain \$12.99 per thousand. Council was given a handout highlighting important and comparable statistics of the budget. Motion to approve Resolution #3-4-2019A made by West, seconded by Rose. Roll call vote. Motion carries.

Resolution #3-4-2019B: Ordering Construction of Certain Public Improvements, Approving Preliminary Plans, and Fixing a Date for Improvements Known as the Wastewater Treatment Plant Improvements 2019. Nobsch stated that V&K Engineering will most likely be creating an addendum to this resolution that will change the dates. Bid day will be on March 27, 2019 not March 14 and Council will be reviewing the bids on April 1<sup>st</sup> instead of March 18, 2019. At this time the engineers construction cost estimate is \$1.3 million and \$1.7 million with engineering fees. As a State mandate the UV Disinfection portion of the project needs to be in place by August, 2019. Motion to approve Resolution #3-4-2019B with the date changes made by Rose, seconded by Wieseler. Roll call vote. Motion carries.

### Motions for Approval

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

AAA PEST CONTROL	PEST CONTROL-P&A	30.00
AHLERS & COONEY P.C.	SPRING MEADOW HGHTS	84.25
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	2,096.65
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	49.97
ARAMARK	RUGS-FD	129.98
BAUMAN AND COMPANY	UNIFORMS-PW	299.75
BROTHER MOBILE SOLUTIONS	PAPER,THERMAL ROLLS-PD	95.34
BRYANA NELSON	DEPOSIT REFUND-WAT	29.04
CAMARON WEAVER	FITNESS MEMBERSHIP-FD	50.00
CARQUEST OF LISBON	VEHICLE MAINT-PW	477.97
CENTURY LINK	PHONE CHGS-FD	70.57
CLIFF WEAVER	FITNESS MEMBERSHIP-FD	50.00
COGRAN SYSTEMS	ONLINE REGISTRATION FEES-P&REC	252.00
COGRAN SYSTEMS	ONLINE REGISTRATION FEES-P&REC	104.00
COGRAN SYSTEMS	ONLINE REGISTRATION FEES-P&REC	32.00
DEB GOODLOVE	DEPOSIT REFUND-WAT	29.04
FRANCESCA LEE THOMPSON	CLEANING SERVICE-P&A	60.00
FUTURE LINE TRUCK EQUIPMENT	CUTTING EDGES,CURB GUARDS-RUT	1,271.63
FUTURE LINE TRUCK EQUIPMENT	FLUSH MOUNT LED'S-RUT	115.06
FUTURE LINE TRUCK EQUIPMENT	CUTTING EDGE BOLT KIT-RUT	25.30

GARY'S FOODS	SUPPLIES-P&REC	17.14
GARY'S FOODS	SUPPLIES-POOL	10.77
GORDON LUMBER COMPANY	BLDG SUPPLIES-RUT	16.00
GOV OFFICE	WEBSITE HOSTING,MAINT,SUPPORT	700.00
INTERSTATE ALL BATTERY CENTER	BATTERIES-FD	19.80
IOWA ASSOC OF MUNICIPAL UTILITIES	MEMBERSHIP-PW	1,037.82
IOWA DEPT AGRICULTURE & LAND	DOG KENNEL LICENSE/APP #4255	75.00
IOWA ONE CALL	LOCATES-WAT,SEW	27.00
IOWA PRISON INDUSTRIES	GARBAGE BAGS-RUT	277.97
IOWA SOLUTIONS INC	WATCHGUARD BODY CAM TRANSFER	472.50
IOWA SOLUTIONS INC	MONTHLY MAINTENANCE-ALL DEPTS	595.00
IOWA SOLUTIONS INC	PATCH MGMT,FIREWALL-PD	123.10
IOWA STATE UNIVERSITY	TRAINING-FD	139.50
J ROBERT HOPSON	ACTUARIAL CERTIFICATION-ALL DEPTS	550.00
JOAN BURGE	CLEANING SERVICE-P&A	60.00
KIRKWOOD COMMUNITY COLLEGE	TRAINING-FD	198.00
KONICA MINOLTA BUSINESS SOLUTIONS	MAINTENANCE PLAN/COPIES	69.77
KRIS ENGINEERING INC	JOMA BLADE SYSTEM-RUT	3,030.58
LINN CO-OP OIL CO	FUEL-PW	5,642.12
MARKET STREET TECHNOLOGIES INC	COMP MAINT-MVHPC	300.00
MARKET STREET TECHNOLOGIES INC	WEBSITE HOSTING-MVHPC	180.00
MARTIN MARIETTA MATERIALS	SAND-RUT	150.07
MEDIACOM	PHONE/INTERNET-PD	268.88
MEDIACOM	PHONE/INTERNET-P&REC	170.39
MIDWEST WHEEL CO	LED LIGHT-RUT	280.00
MOORE MEDICAL CORP.	SUPPLIES-FD	142.08
MOORE MEDICAL CORP.	SUPPLIES-FD	91.64
MOORE MEDICAL CORP.	SUPPLIES-FD	86.63
MOORE MEDICAL CORP.	SUPPLIES-FD	3.82
MOUNT VERNON ACE HARDWARE	EQUIP REPAIR-FD	101.60
MOUNT VERNON LISBON SUN	ADS/PUBLICATIONS-ALL DEPTS	1,332.57
MUNICIPAL MGMT CORP.	LEAK DETECTION-WAT	700.00
NEAL'S WATER CONDITIONING SERVICE	WATER/SALT-RUT,P&A	67.65
PAYROLL	CLAIMS	67,084.71
PAYROLL	CLAIMS	1,448.67
PERSONAL TOUCH EMBROIDERY	UNIFORMS-PW	19.50
POSTMASTER	NEWSLETTER-ALL DEPTS	449.68
POSTMASTER	UTIL BILL POSTAGE-WAT,SEW,SW	380.59
POSTMASTER	MARKETING MAIL-ALL DEPTS	235.00
QUALITY ENGRAVED SIGNS	STAMP-EMA	26.46
RED LION RENEWABLES	SOLAR ELECTRIC PRODUCTION-P&A	35.44
RELIANT FIRE APPARATUS	HD RESCUE PUMPER	559,002.00
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES-P&A	1,711.50
STAPLES ADVANTAGE	SUPPLIES-P&A	106.61
TASC	COBRA ADMIN FEE-ALL DEPTS	264.50
TASC	FDA ADMIN FEE-ALL DEPTS	156.60
TREASURER STATE OF IOWA	WET TAX	2,700.00
TREASURER STATE OF IOWA	SALES TAX	1,023.00
UPS	POSTAGE/DELIVERY-PD	7.42
US BANK	CREDIT CARD	1,326.12
US CELLULAR	CELL PHONE-P&REC,WAT,SEW	169.85
VEENSTRA & KIMM INC	WWTP IMPROVEMENTS	6,950.00
VEENSTRA & KIMM INC	CITY ENGINEERING GENERAL	2,765.50
VEENSTRA & KIMM INC	6TH SEWER LINING/8TH AVE TO 7TH AVE	258.00

VEENSTRA & KIMM INC	STONEBRAKER DEV REVIEW	172.00
VEENSTRA & KIMM INC	5TH AVE/1ST ST W TRAFFIC SIGNAL	129.00
WAPSI WASTE SERVICE	GB,RECY,LEAF-SW	24,054.86
WENDLING QUARRIES	SAND-RUT	395.86
WENDLING QUARRIES	SAND-RUT	113.48
TOTAL		693,246.30

2014 STREET IMPROVEMENTS	129.00
FIRE DEPT TAX LEVY	559,002.00
GENERAL FUND	8,977.08
PAYROLL	68,533.38
ROAD USE TAX FUND	9,205.41
SEWER FUND	4,187.74
SOLID WASTE	27,060.49
STORM WATER FUND	64.47
WATER FUND	9,166.73
WWTP UV DISINFECTION	6,950.00
TOTAL	693,276.30

Discussion and Consideration of Job Description and Salary Range for City of Mt. Vernon Recreation Coordinator – Council Action as Needed. Staff is asking Council to consider approving the job description and salary range for the newly created Recreation Coordinator. The starting date will be July 1, 2019. Council was given a job description and requirements to review. Among some of the duties listed this person will assist P&Rec Director Matt Siders in planning, organizing, scheduling and evaluating recreation and athletic programs. The salary range will be somewhere between \$32 and \$42K and will be paid from the community center revenue. Rose motioned to approve the creation of the Recreation Coordinator position with the job description as presented, seconded by West. Motion carries.

Discussion and Consideration of Front End Loader Lease/Purchase – Council Action as Needed. Staff would like Council to approve leasing the front end loader that they have been demoing for the past few weeks. Because staff would like to check out John Deere and CAT equipment before making a purchase and RTL has agreed to rent the front end loader to the City for a few months. West motioned to approve make the purchase under the RTL agreement of the front end loader, seconded by Wieseler. Motion carries.

Discussion and Consideration of the Plaza Lift Station Pump Replacement – Council Action as Needed. Tabled for lack of information. Motion to table the Plaza lift station pump replacement discussion made by Rose, seconded by Wieseler. Motion carries.

### **Reports of Mayor/Council/Administrator**

Mayor's Report. The Mayor will be absent from the March 18, 2019 meeting. Mayor ProTem Wieseler will preside over the meeting.

City Administrator's Report. The Community Center project will probably be shut down for 1-2 weeks because of the sub-zero temperatures. The completion date will not change. The annual Main Street Iowa awards are being held on Friday, March 8, 2019 in Des Moines. Iowa DOT sent a letter stating that they let a patching project on January 15, 2019. The work consists of replacing broken sections of pavement located on US 30 from us 218 to the Cedar County Line.

As there was no further business to attend to the meeting adjourned the time being 7:38 p.m., March 4, 2019.

Respectfully submitted,  
Sue Ripke  
City Clerk

## Marsha Dewell

---

**From:** Licensing@IowaABD.com  
**Sent:** Wednesday, March 06, 2019 1:36 AM  
**To:** Marsha Dewell  
**Cc:** Licensing@IowaABD.com  
**Subject:** Liquor License Pending Dram Shop

The following application(s) is complete and awaiting dramshop insurance endorsement by the appropriate insurance carrier. After the insurance carrier has endorsed coverage, the application(s) will be submitted to the local authority for review.

<b>License #</b>	<b>License Status</b>	<b>Business Name</b>
	Pending	Dram Shop Mount Vernon Creates (121 1st St SW Mount Vernon Iowa, 52314)

Please do not respond to this email.

To check the status of your application follow these steps:

1. Click <https://elicensing.iowaabd.com>
2. Log in to your eLicensing account
3. After reading the 'Beginning April 1st' statement, click ok
4. Click the View Completed Applications link to see your status

**NOTICE:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

## Marsha Dewell

---

**From:** Licensing@IowaABD.com  
**Sent:** Tuesday, March 12, 2019 2:34 AM  
**To:** Marsha Dewell  
**Cc:** Licensing@IowaABD.com  
**Subject:** Liquor License Pending Dram Shop

The following application(s) is complete and awaiting dramshop insurance endorsement by the appropriate insurance carrier. After the insurance carrier has endorsed coverage, the application(s) will be submitted to the local authority for review.

License #	License Status	Business Name
LC0044596	Pending	Dram Shop sing-a-long bar&grill (100 First St SE Mount Vernon Iowa, 52314)

Please do not respond to this email.

To check the status of your application follow these steps:

1. Click <https://elicensing.iowaabd.com>
2. Log in to your eLicensing account
3. After reading the 'Beginning April 1st' statement, click ok
4. Click the View Completed Applications link to see your status

**NOTICE:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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

**AGENDA ITEM # F - 1**

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

<b>DATE:</b>	March 18, 2019
<b>AGENDA ITEM:</b>	Ordinance #2-20-2019A
<b>ACTION:</b>	Motion

**SYNOPSIS:** Staff has not received any comment on the proposed ordinance, and no changes are being suggested.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

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

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 3/15/19

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

# **I. Old Business**

**AGENDA ITEM # I – 1**

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

<b>DATE:</b>	March 18, 2019
<b>AGENDA ITEM:</b>	Plaza Lift Station Pump
<b>ACTION:</b>	Motion to Remove from Table

**SYNOPSIS:** Staff has received two quotations for this lift station pump. One for a rebuild at a cost of \$3,030.47, and the second for a complete replacement at \$7,776. Alex believes the rebuild will be more than sufficient given the limited usage at this lift station.

**BUDGET ITEM:** Sewer Operating

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Quotations

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 3/15/19



# QUOTATION

4280 E 14th Street  
 Des Moines IA 50313-2604 USA  
 Telephone: (515) 265-2222 / FAX (515) 265-8079  
 Toll Free 1-800-383-PUMP

www.electricpump.com

QUOTE NUMBER: 0131754  
 QUOTE DATE: 3/13/2019  
 EXPIRE DATE: 4/13/2019

SALESPERSON: JOHN MILLER  
 CUSTOMER NO: 8958204  
 QUOTED BY: djh  
 FLYGT 3102.170-1079 5

QUOTED TO:  
 CITY OF MOUNT VERNON  
 CITY HALL  
 213 1ST STREET NW  
 MOUNT VERNON, IA 52314

JOB LOCATION:  
 CITY OF MOUNT VERNON  
 CITY HALL  
 213 1ST STREET NW  
 MOUNT VERNON, IA 52314

CONFIRM TO:

\*\*\* QUOTE ORDER - DO NOT PAY \*\*\*

CUSTOMER P.O.	SHIP VIA	F.O.B. ORIGIN	TERMS	Net 30 Days		
ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT
WE ARE PLEASED TO OFFER YOU THE FOLLOWING PROPOSAL FOR THE SIGHT UNSEEN REPAIR OF YOUR FLYGT 3102.170-1079 PUMP						
0000006018906	EACH	1.00	0.00	0.00	1,138.00	1,138.00
			KIT,REPAIR BASIC+3102.090,180			
0000003101101	EACH	1.00	0.00	0.00	1,209.00	1,209.00
			STATOR,18-11-4A 230/460V:3PH+230V:1PH			
/MISC	EACH	1.00	0.00	0.00	23.47	23.47
			MISC SHIP SUPPLIES			
/ENVI	EACH	1.00	0.00	0.00	60.00	60.00
			OIL AND ENVIRONMENTAL CHARGE			
/PSGT	HOUR	5.00	0.00	0.00	120.00	600.00
			PUMP LABOR-SEWAGE/SUMBERSIBLE			

PARTS ARE IN STOCK IN THE US AND ARE SUBJECT TO PRIOR SALE.  
 ESTIMATED SHIPPING TIME IS 5-7 BUSINESS DAYS ARO  
 THE PRICING ON THIS QUOTE DOES NOT INCLUDE  
 FREIGHT.  
 THANK YOU, DONNA HAMMEN  
 donnah@electricpump.com

All return goods must have written approval from Electric Pump, Inc. before returning. Credit will not be issued without written approval and if applicable there will be a Restock Fee.

Net Order: 3,030.47  
 Less Discount: 0.00  
 Freight: 0.00  
 Sales Tax: 0.00  
**Order Total: 3,030.47**

ABOVE PRICING EFFECTIVE FOR 30 DAYS



# QUOTATION

4280 E 14th Street  
Des Moines IA 50313-2604 USA

Telephone: (515) 265-2222 / FAX (515) 265-8079  
Toll Free 1-800-383-PUMP

www.electricpump.com

QUOTE NUMBER: 0131753  
QUOTE DATE: 3/13/2019  
EXPIRE DATE: 4/13/2019

SALESPERSON: JOHN MILLER  
CUSTOMER NO: 8958204  
QUOTED BY: JRF  
JOYCE

QUOTED TO:  
CITY OF MOUNT VERNON  
CITY HALL  
213 1ST STREET NW  
MOUNT VERNON, IA 52314

JOB LOCATION:  
CITY OF MOUNT VERNON  
CITY HALL  
213 1ST STREET NW  
MOUNT VERNON, IA 52314

CONFIRM TO:  
ALEX

\*\*\* QUOTE ORDER - DO NOT PAY \*\*\*

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS
ALEX	BESTWAY	ORIGIN	Net 30 Days

ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT
-------------	------	---------	---------	------------	-------	--------

WE ARE PLEASED TO OFFER THE FOLLOWING QUOTATION FOR  
REPLACING EXISTING FLYGT 3102.180-1079 SN; 0440719 & 0440720  
WITH CURRENT MODEL:

0031020600002	EACH	1.00	0.00	0.00	7,536.00	7,536.00
/SCGT	HOUR	2.00	0.00	0.00	120.00	240.00

STOCK ITEM IN DES MOINES LOCATION, SUBJECT TO PRIOR  
SALE.

THE PRICING ON THIS QUOTE DOES NOT INCLUDE  
FREIGHT.

Electric Pump is committed to supplying you, our  
customer, the highest quality products & service.  
joycef@electricpump.com  
THANK YOU, JOYCE FROHWEIN

All return goods must have written approval from Electric Pump, Inc.  
before returning. Credit will not be issued without written approval and  
if applicable there will be a Restock Fee.

Net Order:	7,776.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
<b>Order Total:</b>	<b>7,776.00</b>

ABOVE PRICING EFFECTIVE FOR 30 DAYS

## **J. Motions for Approval**

CITY OF MOUNT VERNON  
CLAIMS FOR APPROVAL MARCH 18, 2019

PAYROLL	CLAIMS	59,584.24
GROUP SERVICES INC	INSURANCE-ALL DEPTS	29,403.27
COMMUNITY DEVELOPMENT GROUP	HOTEL/MOTEL TAX PYMT-ECON DEV	7,673.87
BRAUN INTERTEC CORP	CONSTRUCTION & MATERIALS TESTING	3,115.00
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	3,028.79
STATE HYGIENIC LAB	TESTING-WWTP	2,196.50
ECICOG	SUB-DIVISION UPDATE-P&A	1,554.00
TRASH STICKERS INC	50K GB TAGS-S/W	1,282.00
WEX BANK	FUEL-PD,WAT,SEW	959.83
ALLIANT IES UTILITIES	ENERGY USAGE-PD,RUT	808.03
WAPSI WASTE SERVICE	RECY-S/W	662.34
RACOM CORPORATION	SERVICE-PD	525.00
ALLIANT IES UTILITIES	ENERGY USAGE-P&A	521.55
AHLERS & COONEY P.C.	LEGAL FEE-P&A	480.00
VALLEY ATHLETICS	FIELD PAINT-P&REC	424.90
MV ACE HARDWARE	SUPPLIES-ALL DEPTS	330.60
PUBLIC AGENCY TRAINING COUNCIL	TRAINING-PD	325.00
PUBLIC AGENCY TRAINING COUNCIL	TRAINING-PD	325.00
MOUNT VERNON LISBON SUN	ADS/PUBLICATIONS-P&REC,POOL	233.75
MEDIACOM	PHONE/INTERNET-WWTP	196.27
KONE INC	ELEVATOR MAINT CONTRACT-P&A	177.33
MEDIACOM	PHONE/INTERNET-POOL	172.45
US CELLULAR	CELL PHONE-PD	163.98
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	101.77
MIDWEST WHEEL CO	TAILGATE CLAMPS-RUT	86.22
MATT SIDERS	MILEAGE-P&REC	80.04
LINN CO-OP OIL CO	FUEL-RUT	80.00
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	74.93
BOUND TREE	SUPPLIES-PD	69.75
LYNCH FORD	5K MILE MAINT,ROTATE TIRES-PD	66.32
FRANCESCA LEE THOMPSON	CLEANING SERVICE-P&A	60.00
JOAN BURGE	CLEANING SERVICE-P&A	60.00
KURT PISARIK	APP CERT REIMB-RUT	60.00
AIRGAS INC	WELDING SUPPLIES-PW	59.43
AIRGAS INC	CYLINDER RENTAL FEE-PW	57.24
CENTURY LINK	PHONE CHGS-PD	53.07
HAWKEYE FIRE & SAFETY CORP	EQUIP REPAIR-PD	50.00
IOWA STATE UNIVERSITY	TRAINING-PD	50.00
GALLS INC	EQUIPMENT-PD	45.97
ALLIANT IES UTILITIES	ENERGY USAGE-ALL DEPTS	38.18
LYNCH FORD	ARM ASY-RUT	37.99
SUE RIPKE	MILEAGE-P&A	23.78
P&K MIDWEST INC	EQUIP MAINT-RUT	19.42
MT VERNON CAR WASH	CAR WASH-PD	16.00
MOUNT VERNON PHARMACY	SUPPLIES-P&REC	13.18
TOTAL		115,346.99
GENERALL FUND		30,001.08
ROAD USE TAX FUND		3,495.58
LOST III COMMUNITY CENTER		3,115.00
WATER FND		8,074.76
SEWER FUND		8,102.88
SOLID WASTE		2,973.45
PAYROLL		59,584.24
TOTAL		115,346.99

**AGENDA ITEM # J – 2**

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

**DATE:** March 18, 2019

**AGENDA ITEM:** Pay Application #3

**ACTION:** Motion

**SYNOPSIS:** This will likely be one of the smallest pay applications for this project as the weather has not cooperated with our construction schedule. OPN has recommended in favor of pay application #3 in the amount of \$107,531.37.

**BUDGET ITEM:** Wellness Center Funds

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Pay Application #3

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 3/15/19

**APPLICATION AND CERTIFICATE FOR PAYMENT**  
AIA DOCUMENT G702

TO (OWNER): CITY OF MT VERNON  
213 FIRST ST NW  
MT VERNON, IA 52314

PROJECT: Lester Buresh Wellness Center

APPLICATION NO: 03  
INVOICE NO: 000553  
PROJECT NO: 54086  
ARCHITECT PROJECT NO:  
OWNER PO NO: 54086

Distribution to:  
 OWNER  
 ARCHITECT  
 LENDOR  
 GENERAL CONTRACTOR  
 CONSTRUCTION MANAGER  
 OTHER

FROM: (CONTRACTOR) Garling Construction, Inc.  
1120 11th Street  
Belle Plaine, IA 52208

ARCHITECT: 2/1/2019  
2/28/2019

CONTRACT FOR: General Construction

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for Payment, as shown below, in connection with the Contract.  
Continuation Sheet, AIA Document G703, is attached.

Change Orders approved in previous months by Owner		APPROVED	DEDUCTIONS
Total			
Approved this Month	Date Approved		
Number			
TOTALS			
Net change by Change Orders			

1. ORIGINAL CONTRACT SUM ..... \$7,059,000.00
2. Net change by Change Orders .....
3. CONTRACT SUM TO DATE (Line 1 +- 2) .....
4. TOTAL COMPLETED & STORED TO DATE .....  
(Column I on G703)

5. RETAINAGE:
  - a. 5.00% of Completed Work ..... \$32,221.24  
(Column F + G on G703)
  - b. 5.00% of Stored Material .....  
(Column H on G703)

6. TOTAL EARNED LESS RETAINAGE .....  
Total in Column L of G703 ..... \$32,221.24  
(Line 4 less Line 5 Total) ..... \$612,203.70

**7. LESS PREVIOUS CERTIFICATES FOR PAYMENT**

8. CURRENT PAYMENT DUE .....  
(Line 6 from prior Certificate)..... \$504,672.33
9. BALANCE TO FINISH, PLUS RETAINAGE .....  
(Line 3 less Line 6) ..... \$107,531.37  
..... \$6,446,796.30

State of: IA  
Subscribed and sworn to before me this 4th day of March 2019  
Notary Public: *Amber*  
My Commission Expires: 3-6-20



**ARCHITECTS CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the **AMOUNT CERTIFIED**.

**AMOUNT CERTIFIED** .....  
**One Hundred Seven Thousand Five Hundred Thirty One Dollars and Thirty Seven Cents** ..... \$ 107,531.37

(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT: \_\_\_\_\_ Date: \_\_\_\_\_  
By: \_\_\_\_\_  
This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing  
 Contractor's signed Certification is attached.  
 CONTRACT DATE: 02/01/2019 FROM: 02/28/2019 TO: 02/28/2019  
 Use Column L on Contracts where variable retainage for line

ITEM NO	DESCRIPTION OF WORK	BILLING CODES	SCHEDULED VALUE AMOUNT	PREVIOUS APPLICATION		COMPLETED THIS MONTH			TOTAL COMPLETE AND STORED TO DATE		BALANCE TO FINISH	
				AMOUNT	PERCENT COMPLETE	WORK IN PLACE	STORED MATERIALS	PERCENT COMPLETE	AMOUNT	COMPLETE	BALANCE	RETAINAGE
1												
2	General Requirements											
3	General Conditions											
4	Bond	010001	32,875.00	32,875.00	100%				32,875.00	100%		1,643.75
5	Permit	010001	31,000.00	31,000.00	100%				31,000.00	100%		1,550.00
6	Temp Site clean up	010005										
7	Temp Site clean up		12,500.00	12,500.00	100%				12,500.00	100%		625.00
8	Temp heat/humidity control		85,000.00	4,750.00	5%	3,400.00		4%	7,650.00	9%	77,350.00	382.50
9	Dumpster and clean up		28,000.00								28,000.00	
10	Equipment rental		36,000.00	2,500.00	7%				2,500.00	7%	33,500.00	125.00
11	Mobilization		2,000.00	2,000.00	100%				2,000.00	100%		100.00
12	Site sign		1,000.00	1,000.00	100%				1,000.00	100%		50.00
13	Electronic Submittal		6,500.00			6,500.00		100%	6,500.00	100%		325.00
14	Utilities		1,520.00								1,520.00	
15	Admin. Sup. PM	010050	200,699.00	25,328.21	13%	20,832.56		10%	46,160.77	23%	154,538.23	2,308.04
16	Site Work											
17	Layout and Staking	020050	19,250.00	8,970.00	47%	1,810.00		9%	10,780.00	56%	8,470.00	539.00
18	Site Fence/Concrete Washout		9,900.00	9,900.00	100%				9,900.00	100%		495.00
19	Site Furnishings	020087	17,109.00								17,109.00	
20	Trash Enclosure/Fence	020074	51,635.00	8,922.24	17%				8,922.24	17%	42,712.76	446.11
21	Earthwork Site Utilities											
22	Grading Material		138,788.00	124,798.17	90%				124,798.17	90%	13,989.83	6,239.91
23	Grading Labor		42,958.00	39,185.10	91%				39,185.10	91%	3,772.90	1,959.26
24	Grading Equipment		68,500.00	61,108.85	89%				61,108.85	89%	7,391.15	3,055.44
25	Sanitary Materials		14,036.00	14,036.00	100%				14,036.00	100%		701.80
26	Sanitary Labor		11,350.00	11,350.00	100%				11,350.00	100%		567.50
27	Sanitary Equipment		8,463.00	8,463.00	100%				8,463.00	100%	423.15	
28	Water Material		22,688.00	20,419.20	90%	2,268.80		10%	22,688.00	100%	1,134.40	1,134.40
29	Water Labor		8,350.00	7,515.00	90%	835.00		10%	8,350.00	100%	417.50	
30	Water Equipment		12,960.00	11,664.00	90%	1,296.00		10%	12,960.00	100%	648.00	
31	Storm Materials		35,370.00	28,296.00	80%	1,768.50		5%	30,064.50	85%	5,305.50	1,503.23
32	Storm Labor		11,509.00	2,877.25	25%	2,877.25		25%	5,754.50	50%	5,754.50	287.72
33	Storm Equipment		14,605.00	3,651.25	25%	3,651.25		25%	7,302.50	50%	7,302.50	365.12
34	Footing Labor		8,124.00	1,218.60	15%	2,843.40		35%	4,062.00	50%	4,062.00	203.10
35	Footing Equipment		9,423.00	1,413.45	15%	3,298.05		35%	4,711.50	50%	4,711.50	235.57
<b>PAGE TOTALS</b>			<b>\$942,112.00</b>	<b>\$475,241.32</b>	<b>50%</b>	<b>\$51,380.81</b>		<b>5%</b>	<b>\$526,622.13</b>	<b>56%</b>	<b>\$415,489.87</b>	<b>\$26,331.10</b>
<b>REGULAR ITEM TOTALS</b>			<b>\$7,059,000.00</b>	<b>\$531,234.03</b>	<b>8%</b>	<b>\$113,190.91</b>		<b>2%</b>	<b>\$644,424.94</b>	<b>9%</b>	<b>\$6,414,575.06</b>	<b>\$32,221.24</b>
<b>CHANGE ORDERS</b>												
<b>GRAND TOTALS</b>			<b>\$7,059,000.00</b>	<b>\$531,234.03</b>	<b>8%</b>	<b>\$113,190.91</b>		<b>2%</b>	<b>\$644,424.94</b>	<b>9%</b>	<b>\$6,414,575.06</b>	<b>\$32,221.24</b>

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing  
 Contractor's signed Certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column L on Contracts where variable retainage for Item

ITEM NO	DESCRIPTION OF WORK	BILLING CODES	SCHEDULED VALUE		PREVIOUS APPLICATION		COMPLETED THIS MONTH			TOTAL COMPLETE AND STORED TO DATE		BALANCE TO FINISH	
			AMOUNT	PERCENT COMPLETE	AMOUNT	PERCENT COMPLETE	WORK IN PLACE	STORED MATERIALS	PERCENT COMPLETE	AMOUNT	COMPLETE	BALANCE	RETAINAGE
36	Concrete Pavers	020113	23,358.00									23,358.00	
37	Pavement markings	020090	2,700.00									2,700.00	
38	Plantings	020063	63,464.00									63,464.00	
39	Seeding		22,057.00									22,057.00	
40	Concrete												
41	Cast In Place Concrete												
42	Material	030150	96,210.00	15%	14,431.50		11,545.20	12%	25,976.70	27%	70,233.30	1,298.84	
43	Labor		140,000.00	15%	21,000.00		16,800.00	12%	37,800.00	27%	102,200.00	1,890.00	
44	Equipment		18,000.00	15%	2,700.00		2,160.00	12%	4,860.00	27%	13,140.00	243.00	
45	Textured Concrete Coating		10,000.00										
46	Concrete Paving												
47	Material		67,000.00									67,000.00	
48	Labor		113,000.00									113,000.00	
49	Equipment		14,850.00									14,850.00	
50	Concrete Floor Finishes		12,850.00									12,850.00	
51	Precast Concrete												
52	Wall Panels		319,150.00				6,500.00	2%	6,500.00	2%	312,650.00	325.00	
53	Hollow Core Deck		171,850.00				5,000.00	3%	5,000.00	3%	166,850.00	250.00	
54	Masonry												
55	Masonry												
56	Material Block	040325	130,000.00									130,000.00	
57	Material Brick		75,000.00									75,000.00	
58	Labor		285,000.00									285,000.00	
59	Equipment		36,839.00									36,839.00	
60	Metals												
61	Structural Steel Materials	050353	448,274.00									448,274.00	
62	Metal Hand Rails		87,000.00									87,000.00	
63	Structural Steel and Precast Erect.	050350	287,854.00									287,854.00	
64	Carpentry												
65	Rough Carpentry												
66	Material	060400	24,217.00	1%	234.17		112.40	0%	346.57	1%	23,870.43	17.33	
67	Labor		35,000.00									35,000.00	
68	Equipment		3,500.00									3,500.00	
69	Wood Casework												
70	Material	060408	32,350.00									32,350.00	
<b>PAGE TOTALS</b>			\$2,519,523.00	2%	\$38,365.67		\$42,117.60	2%	\$80,483.27	3%	\$2,439,039.73	\$4,024.17	
<b>REGULAR ITEM TOTALS</b>			\$7,059,000.00	8%	\$531,234.03		\$113,190.91	2%	\$644,424.94	9%	\$6,414,575.06	\$32,221.24	
<b>CHANGE ORDERS</b>													
<b>GRAND TOTALS</b>			\$7,059,000.00	8%	\$531,234.03		\$113,190.91	2%	\$644,424.94	9%	\$6,414,575.06	\$32,221.24	

MODIFIED AIA G703 - CONTINUATION SHEET FOR G702



AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing  
 Contractor's signed Certification is attached.  
 In tabulations below, amounts are stated to the nearest doll:  
 Use Column L on Contracts where variable retainage for lins

APPLICATION NO: 03  
 INVOICE NO: 000553  
 PROJECT NO: 54086  
 ARCHITECT PROJECT NO:

CONTRACT DATE: 02/01/2019  
 FROM: 02/28/2019  
 TO:

ITEM NO	DESCRIPTION OF WORK	BILLING CODES	SCHEDULED VALUE		PREVIOUS APPLICATION		COMPLETED THIS MONTH		TOTAL COMPLETE AND STORED TO DATE		BALANCE TO FINISH		
			AMOUNT	PERCENT COMPLETE	AMOUNT	PERCENT COMPLETE	WORK IN PLACE	STORED MATERIALS	PERCENT COMPLETE	STORED TO DATE AMOUNT	COMPLETE	BALANCE	RETAINAGE
106	Labor		59,920.00									59,920.00	
107	Resilient Floor, Carpet, Turf	090561	25,654.00									25,654.00	
108	FRP	090567	524.00									524.00	
109	Painting												
110	Material	090566	28,000.00									28,000.00	
111	Labor		71,800.00									71,800.00	
112	Equipment		4,000.00									4,000.00	
113	Specialties												
114	Specialties Materials	100600	34,200.00									34,200.00	
115	Labor		9,797.00									9,797.00	
116	Equipment												
117	Gym Equipment Material	110640	45,000.00									45,000.00	
118	Gym Equipment Labor		47,700.00									47,700.00	
119	Finishes												
120	Blinds Material	120680	18,120.00									18,120.00	
121	Blinds Labor		20,000.00									20,000.00	
122	Special Construction												
123	Climbing Wall Material	130700	55,000.00									55,000.00	
124	Climbing wall Labor		37,405.00									37,405.00	
125	Elevators												
126	Passenger Elevator Material	140755	38,000.00									38,000.00	
127	Passenger Elevator Labor		45,990.00									45,990.00	
128	Mechanical												
129	Plumbing and Piping	150760	53,988.00		402.04	1%			402.04			53,585.96	20.10
130	Labor		100,265.00									100,265.00	
131	Plumbing Fixtures		38,000.00									38,000.00	
132	Labor		29,650.00									29,650.00	
133	HVAC Piping		41,300.00									41,300.00	
134	HVAC Equipment		34,000.00									34,000.00	
135	Labor		37,500.00									37,500.00	
136	Geo Thermal Well Field		50,000.00									50,000.00	
137	Labor		37,000.00									37,000.00	
138	HVAC Sheetmetal		290,850.00									290,850.00	
139	Labor		184,000.00									184,000.00	
140	Insulation		45,600.00									45,600.00	
<b>PAGE TOTALS</b>			<b>\$1,483,263.00</b>		<b>\$402.04</b>	<b>0%</b>			<b>\$402.04</b>			<b>\$1,482,860.96</b>	<b>\$20.10</b>
<b>REGULAR ITEM TOTALS</b>			<b>\$7,059,000.00</b>		<b>\$531,234.03</b>	<b>8%</b>			<b>\$644,424.94</b>			<b>\$6,414,575.06</b>	<b>\$32,221.24</b>
<b>CHANGE ORDERS</b>													
<b>GRAND TOTALS</b>			<b>\$7,059,000.00</b>		<b>\$531,234.03</b>	<b>8%</b>			<b>\$644,424.94</b>			<b>\$6,414,575.06</b>	<b>\$32,221.24</b>

MODIFIED AIA G703 - CONTINUATION SHEET FOR G702

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing  
 Contractor's signed Certification is attached.  
 Use Column L on Contracts where variable retainage for line

CONTRACT DATE: 02/01/2019 FROM: 02/28/2019 TO: 02/28/2019

APPLICATION NO: 03  
 INVOICE NO: 000553  
 PROJECT NO: 54086  
 ARCHITECT PROJECT NO:

ITEM NO	DESCRIPTION OF WORK	BILLING CODES	SCHEDULED VALUE		PREVIOUS APPLICATION		COMPLETED THIS MONTH			TOTAL COMPLETE AND STORED TO DATE		BALANCE TO FINISH	
			AMOUNT	PERCENT COMPLETE	AMOUNT	PERCENT COMPLETE	WORK IN PLACE	STORED MATERIALS	PERCENT COMPLETE	AMOUNT	COMPLETE	BALANCE	RETAINAGE
141	Controls		45,800.00									45,800.00	
142	Test and Balance		7,715.00									7,715.00	
143	Mobilization/ Permits		24,385.00									12,192.50	609.62
144	Sprinkler	150766	59,305.00					12,192.50		50%		59,305.00	
145	Electrical												
146	Mobilization	160800	3,000.00	100%	3,000.00						3,000.00		150.00
147	Temporary Power		7,000.00	50%	3,500.00						3,500.00		175.00
148	Trenching Boring & Pole Bases		35,750.00	30%	10,725.00						10,725.00		536.25
149	Power Distribution Materials		43,650.00									43,650.00	
150	Labor		41,000.00									41,000.00	
151	VFD Materials		4,700.00									4,700.00	
152	Branch Circuits Material		38,000.00									38,000.00	
153	Labor		54,000.00									54,000.00	
154	Lighting Material		100,200.00									100,200.00	
155	Labor		85,000.00									85,000.00	
156	Telecom Material		20,750.00									20,750.00	
157	Labor		35,000.00									35,000.00	
158	AV Material/Labor		117,500.00									117,500.00	
159	Fire Alarm Material		21,500.00									21,500.00	
160	Labor		19,000.00									19,000.00	
161	Equipment		8,600.00									8,600.00	
162													
163													
164													
165													
166													
167													
168													
169													
170													
171													
172													
173													
174													
175													
<b>PAGE TOTALS</b>													
<b>REGULAR ITEM TOTALS</b>			\$771,855.00	2%	\$17,225.00	\$12,192.50				2%	\$29,417.50	\$742,437.50	\$1,470.87
<b>CHANGE ORDERS</b>			\$7,059,000.00	8%	\$531,234.03	\$113,190.91				2%	\$644,424.94	\$6,414,575.06	\$32,221.24
<b>GRAND TOTALS</b>			\$7,059,000.00	8%	\$531,234.03	\$113,190.91				2%	\$644,424.94	\$6,414,575.06	\$32,221.24

## PARTIAL WAIVER AND RELEASE OF LIENS AND CLAIMS

In consideration of the payment by CITY OF MT VERNON (the Owner) of \$107,531.37 dollars, the Undersigned waives and releases, in accordance with and subject to the terms of this Partial Waiver and Release of Liens and Claims, "any and all lien rights which it may now have or may subsequently acquire under the laws of the State of or any other state or local government. This waiver and release relates to the Undersigned's work "under its Subcontract or Purchase Order with the Owner on the Project known as Lester Buresh Family Community Wellness Center located in Mount Vernon, IA. This waiver and release extends to any and all rights to claims, including bond claims against the Owners' surety, if any, or to claim a lien on the property and/or contract funds or against the Company, or the General Contractor, for any materials furnished or labor performed by us on the Property pursuant to the above-referenced Subcontract with the Owner on or before February 28, 2019, provided that payment for such materials furnished or labor performed has been made to the Undersigned by the Owner in accordance with our Applications for Payment # 1 - M45, previously submitted to the Owner. In addition, for and in consideration of the amount and sums received, the Undersigned hereby waives, releases and relinquishes any and all claims, rights of causes of action whatsoever arising out of or in the course of the work performed on the above-mentioned Project, Contract or event transpiring prior to the date hereof, excepting the right to receive payment for retainage. This Partial Waiver and Release of Liens and Claims does not waive or release any lien rights or rights to file a claim for any work performed or materials furnished to the Project by us after the date noted above.

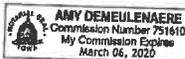
Subcontractor(typed)	
Garling Construction, Inc.	
Name(typed)	Title(typed)
Troy Pins	President
Signature	Date(mo, day, yr)
	02/28/2019

STATE OF IOWA

COUNTY OF BENTON

On this 28 day of February, 2019, before me personally appeared Troy Pins who being by me duly sworn, did depose and say that he is the President and is authorized to execute the above instrument.

(Seal)



Notary Public



**CONDITIONAL WAIVER AND RELEASE  
UPON PROGRESS PAYMENT**

Upon receipt by the undersigned of a  
check from: Garling Construction, Inc.

in the sum of: \$68,967.15

payable to: SCHRADER EXCAVATING + Grading Co.

and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to release any mechanic's lien, stop notice, or bond right the undersigned has

on the job of: Lester Buresh Family Community Wellness Center

Project ID #: 54086

located at:

855 Palisades Dr. SW

Mount Vernon, IA 52314

to the following extent.

This release covers a progress payment for labor, services, equipment or material

furnished to: Garling Construction, Inc.

through: January 25, 2019

only and does not cover any retention retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in the release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment, or material was not compensated by the progress payment. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Dated:

3/5/2019

Company:

SCHRADER EXCAVATING + Grading Co.

Signature:

Kyle

By (Name):

Kyle Nordman

Title:

Vice President

**CONDITIONAL WAIVER AND RELEASE  
UPON PROGRESS PAYMENT**

Upon receipt by the undersigned of a  
check from: Garling Construction, Inc.

in the sum of: \$3,942.50

payable to: SCHRADER EXCAVATING + Grading Co.

and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to release any mechanic's lien, stop notice, or bond right the undersigned has

on the job of: Lester Buresh Family Community Wellness Center

Project ID #: 54086

located at:

855 Palisades Dr. SW  
Mount Vernon, IA 52314

to the following extent.

This release covers a progress payment for labor, services, equipment or material

furnished to: Garling Construction, Inc.

through: February 19, 2019

only and does not cover any retention retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in the release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment, or material was not compensated by the progress payment. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Dated:

3/5/2019

Company:

SCHRADER EXCAVATING + Grading Co.

Signature:

Kyle W

By (Name):

Kyle Woodman

Title:

Vice President

**CONDITIONAL WAIVER AND RELEASE  
UPON PROGRESS PAYMENT**

Upon receipt by the undersigned of a  
check from: Garling Construction, Inc.  
in the sum of: \$6,175.00

payable to: Cable Glass LLC dba Forman Ford

and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to release any mechanic's lien, stop notice, or bond right the undersigned has

on the job of: Lester Buresh Family Community Wellness Center

Project ID #: 54086

located at:

855 Palisades Dr. SW  
Mount Vernon, IA 52314

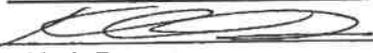
to the following extent.

This release covers a progress payment for labor, services, equipment or material

furnished to: Garling Construction, Inc.

through: February 19, 2019

only and does not cover any retention retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in the release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment, or material was not compensated by the progress payment. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Dated: 3/5/2019  
Company: Cable Glass LLC dba Forman Ford  
Signature:   
By (Name): Kurk Rogers  
Title: Vice President

**CONDITIONAL WAIVER AND RELEASE  
UPON PROGRESS PAYMENT**

RECEIVED

MAR 6 2019

BOWKER MECHANICAL  
CONTRACTORS, L.L.C.

Upon receipt by the undersigned of a  
check from: Garling Construction, Inc.  
in the sum of: \$2850.00  
payable to: Bowker Mechanical

and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to release any mechanic's lien, stop notice, or bond right the undersigned has

on the job of: Lester Buresh Family Community Wellness Center

Project ID #: 54086

located at:

855 Palisades Dr. SW  
Mount Vernon, IA 52314

to the following extent.

This release covers a progress payment for labor, services, equipment or material  
furnished to: Garling Construction, Inc.

through: February 19, 2019

only and does not cover any retention retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in the release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment, or material was not compensated by the progress payment. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Dated: 3-5-2019  
Company: Bowker Mechanical  
Signature: Barbara Wace  
By (Name): Barbara Wace  
Title: Accounting

**CONDITIONAL WAIVER AND RELEASE  
UPON PROGRESS PAYMENT**

Upon receipt by the undersigned of a  
check from: Garling Construction, Inc.  
in the sum of: \$23,937.15  
payable to: KONE, INC.

and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to release any mechanic's lien, stop notice, or bond right the undersigned has

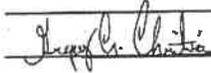
on the job of: Lester Buresh Family Community Wellness Center  
Project ID #: 54086  
located at:

855 Palisades Dr. SW  
Mount Vernon, IA 52314

to the following extent.

This release covers a progress payment for labor, services, equipment or material  
furnished to: Garling Construction, Inc.  
through: February 4, 2019

only and does not cover any retention retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in the release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment, or material was not compensated by the progress payment. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Dated: 02/04/2019  
Company: KONE, INC.  
Signature:   
By (Name): GREGORY A. CHRISTIAN  
Title: ASSISTANT TREASURER

**AGENDA ITEM # J - 3**

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

<b>DATE:</b>	March 18, 2019
<b>AGENDA ITEM:</b>	Linn County Trust Application
<b>ACTION:</b>	Motion

**SYNOPSIS:** The Mt. Vernon Housing Commission is seeking permission to apply for funds from the Housing Fund for Linn County. The housing commission would seek \$20,000 from the housing fund to create a housing rehabilitation program for LMI residents (up to \$3,000 per applicant). Matching funds for the grant (approximately \$2,000) application would come from existing LMI set aside funds. The LMI set aside fund comes from the City's housing TIF development agreements. If selected, the City would contract with ECICOG to administer the program.

**BUDGET ITEM:** LMI Funds

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** None

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 3/15/19

**AGENDA ITEM # J - 4**

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

<b>DATE:</b>	March 18, 2019
<b>AGENDA ITEM:</b>	Set Public Hearing Date - Water
<b>ACTION:</b>	Motion

**SYNOPSIS:** As discussed during the budget work sessions, the annual 3% water rate increase is slated to end on June 30, 2019. This increase will need to be extended for an additional five years to cover the costs of the treatment plant renovations and future water main replacement projects. There is a fail-safe built into the ordinance that allows the Council to suspend the increase in a given year should revenues outpace expenditures.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Chapter 92.02

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 3/15/19

## CHAPTER 92

### WATER RATES

92.01 Service Charges

92.02 Usage Rate

92.03 Rates Outside the City

92.04 Billing for Water Service

92.05 Discontinuance of Service

92.06 Lien for Nonpayment

92.07 Lien Exemption

92.08 Lien Notice

92.09 Customer Deposits

92.10 Fee for Requested Shut-off

92.11 Reduction in Bills for Water and Sewer Service

**92.01 SERVICE CHARGES.** Each customer shall pay for water service provided by the City based upon use of water as determined by meters provided for in Chapter 91. Each location, building, premises or connection shall be considered a separate and distinct customer whether owned or controlled by the same person or not.

*(Code of Iowa, Sec. 384.84)*

**92.02 USAGE RATE.** Beginning on July 1, 2012, each customer will pay water service charges in the amount of \$45.54 per 1000 cubic feet of water attributable to the customer for the property served but in no event less than \$10.00 per month (a 10% increase over the previous rate of \$ 9.09). Beginning on July 1, 2013 and then on July 1<sup>st</sup> of each succeeding year until June 30, 2019, the water service charge shall increase 3% and the minimum service charge will increase 3%. In any fiscal year in which revenues are expected to exceed expenditures by 25%, the Council, by resolution, shall suspend the rate increase, in whole or in part, so long as revenues exceed operations and maintenance expenditures by 25%. Beginning August 1, 2016, the water service charge will increase 5%. This increase is in addition to the automatic 3% increase effective July 1, 2016.

*(Ord. 7-5-2016B – Jul. 16 Supp.)*

**92.03 RATES OUTSIDE THE CITY.** Water service shall be provided to any customer located outside the corporate limits of the City which the City has agreed to serve at the same rates provided in Section 92.02. No such customer, however, will be served unless the customer shall have signed a service contract agreeing to be bound by the ordinances, rules and regulations applying to water service established by the Council.

*(Code of Iowa, Sec. 364.4 & 384.84)*

**92.04 BILLING FOR WATER SERVICE.** Water service shall be billed as part of a combined service account, payable in accordance with the following:

*(Code of Iowa, Sec. 384.84)*

1. **Bills Issued.** The Clerk shall prepare and issue bills for combined service accounts on or before the first day of each month.
2. **Bills Payable.** Bills for combined service accounts shall be due and payable at the office of the Clerk by the fifteenth (15th) day of each month.
3. **Administrative Charge.** Bills not paid when due shall be considered delinquent. An administrative charge of ten dollars (\$10.00) shall be added to

**AGENDA ITEM # J - 5**

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

**DATE:** March 18, 2019  
**AGENDA ITEM:** Set Public Hearing Date - Sewer  
**ACTION:** Motion

**SYNOPSIS:** Same as the water, the annual 3% sewer rate increase will need to be extended for an additional five years. Unlike water, this ordinance may have to be extended an additional five years depending on the final costs of the nutrient reduction requirements from the State.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Chapter 99.02

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 3/15/19

## CHAPTER 99

### SEWER SERVICE CHARGES

99.01 Sewer Service Charges Required  
99.02 Rate  
99.03 Special Rates  
99.04 Private Water Systems

99.05 Payment of Bills  
99.06 Lien for Nonpayment  
99.07 Special Agreements Permitted

**99.01 SEWER SERVICE CHARGES REQUIRED.** Every customer shall pay to the City sewer service fees as hereinafter provided.

*(Code of Iowa, Sec. 384.84)*

**99.02 RATE.** Effective July 1, 2009, each customer will pay sewer service charges in the amount of \$34.22 per 1000 cubic feet of water attributable to the customer for the property served but in no event less than \$7.51 per month (a 10% increase over the previous rate of \$6.83). Beginning on July 1, 2009 and then on July 1 of each succeeding year until June 30, 2019, the sewer service charge will increase 3% and the minimum charge will be increased by 3%. In any fiscal year in which revenues are expected to exceed operations and maintenance expenditures by 25% the Council, by resolution, shall suspend the rate increase, in whole or in part, so long as revenues exceed operations and maintenance expenditures by 25%.

In addition, there will be a flat fee of \$10.00 per month per residential dwelling unit and a flat fee of \$10.00 per month for each non-residential account for the purpose of payment for an upgrade to the sewer system for the benefit of all users. A residential dwelling unit is defined as one or more rooms, designed, occupied or intended for occupancy as a separate living quarter. For purposes of this section, each apartment, dormitory room, condominium or similar dwelling usage will be considered a separate dwelling unit.

Customers who are educational institutions with more than 250 full-time students are exempt from the sewer service charges based on water usage for that portion of water service:

1. Used exclusively for watering or irrigating playing or practice fields of the educational institution; and
2. Measured by a meter that is separate and distinct from the meters used to measure other water services provided to the customer.

The customer is responsible for all costs associated with the purchase, installation and maintenance of the meter. The Superintendent shall determine the type and size of the meter and, further, shall inspect and approve the

**AGENDA ITEM # J - 6**

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

**DATE:** March 18, 2019

**AGENDA ITEM:** Change Order #3

**ACTION:** Motion

**SYNOPSIS:** This is the change order that originally requested 15 additional working days due to the weather and the over excavation of bad soils. I am asking the Council to formally deny this request as we plan to discuss weather delays with Garling at a later date (they are aware of the pending denial). We will work with Garling and OPN to further vet the number of additional working days and submit a revised change order at a future date.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Change Order #3

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 3/15/19



**AGENDA ITEM # J - 7**

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

**DATE:** March 18, 2019

**AGENDA ITEM:** Marketing RFP

**ACTION:** Motion

**SYNOPSIS:** Staff has been discussing the overall marketing plan for the Lester Buresh Family Community Wellness Center with the Parks and Rec Board. Cathy Poduska has graciously provided city staff with a sample RFP for the creation of a marketing plan, website, social media recommendations/platforms and logo design. This is an expected expense and will be part of the overall project costs. I do not have a cost estimate (as deliverables will dictate the final fee), although I do expect to spend in the neighborhood of \$25,000 minimum. Attached is a rough draft copy of the RFP (subject to minor modifications before it's distributed).

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** RFP

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 3/15/19

## REQUEST FOR PROPOSAL

### Professional Marketing Services Lester Buresh Family Community Wellness Center

The City of Mount Vernon intends to retain professional marketing services for the Lester Buresh Family Community Wellness Center. Interested and qualified marketing firms are invited to submit proposals for this project based on the tentative scope of work and information identified below.

#### **Project Description**

The City of Mount Vernon is currently building a community/recreation facility, the Lester Buresh Family Community Wellness Center. The Lester Buresh Family Community Wellness Center is seeking an experienced marketing firm to lead them through a comprehensive marketing plan and oversee the facility's look/feel or brand process, assisting staff in planning a successful membership drive and soft/hard opening, as well as advising the annual fundraising board.

#### **Project Background**

The Lester Buresh Family Community Wellness Center is currently under construction and will open this fall. The City of Mount Vernon will own and operate the \$8.6 million, 33,000 SF multi-generational facility that will include the following:

- Two gyms for basketball, volleyball, tennis, pickleball, etc.
- Multi-purpose space (third gym or banquet/event area)
- Walking track
- 2 story climbing wall
- Fitness/cardio equipment
- Workout/group fitness room
- Community room (seating for 70)
- Community lounge
- 2200 SF Indoor turf room with batting cages
- 2000 SF outdoor patio
- 3500 SF outdoor plaza
- Community Garden

While this facility will include an abundance of fitness and wellness opportunities for members, the community aspect is of equal importance. There will be spaces planned both inside and outside to promote social interaction and community events. A goal of the facility is to enhance the diverse culture of Mount Vernon, Lisbon and surrounding area. The 5,000 SF multi-purpose space will support this goal by providing space for large gatherings, receptions, banquets, dances, arts & craft shows, farmers markets, archery, indoor marching band, gymnastics, movie nights, drone/model airplane flying and much more.

The facility is located directly adjacent to the Mount Vernon School District campus and the school's new tennis complex. The proximity to US highways 30 and 1 provides convenient access from surrounding communities. There will be one membership rate structure for both residents and non-residents. The construction of the facility is funded by local option sales tax and donations. The energy-efficient design includes geothermal heating/cooling that will keep operation costs to a minimum as the City's operation model is to be a break-even facility.

## **Project Scope**

- The Proposer provides an agreed-upon initial marketing plan promoting the Lester Buresh Family Community Wellness Center as a year-round visitor destination, center for cultural and outdoor events and activities, and hub for opportunities which enrich the Mount Vernon-Lisbon and surrounding communities' overall quality of life.
- The Proposer creates an integrated promotional style package, including the Lester Buresh Family Community Wellness Center logo creation, print templates, social media setup, and web CMS design. The Proposer can manage these with subcontractors, but the styles and elements are under Proposer's direction and responsibility.
- The Proposer, while working with the Lester Buresh Family Community Wellness Center and its representatives, establishes an overall style guide for the facility. This guide would assist existing building contractors with the look and feel for the interior/exterior signage of the Wellness Center, as well as establish design standards for daily in-house promotional use.
- The Proposer partners with the Lester Buresh Family Community Wellness Center in opening (soft and hard) event promotion and planning to attract members of all tiers.
- The Proposer trains and provides tools to the Lester Buresh Family Community Wellness Center representatives for continuing efforts of marketing plan revision, as well as basic training for CMS web integration, social media platforms, and logo for the Lester Buresh Family Community Wellness Center's use.

## **Project Timeline**

- Construction Nov 2018-Sept 2019
- Membership Drive Kickoff July 2019 – Heritage Days July 11-13
- Membership drive and pre-opening marketing: July-Oct 2019
- Oct 2019 – Staff training and open houses
- Nov 2019 – Grand Opening

## **Project Fees**

Costs and schedule control are to be maintained by the consultant throughout the process. Any deviations from the approved cost and schedule must be immediately addressed with staff. The consultant will track all project costs, including soft costs, and other project charges as provided by the Lester Buresh Family Community Wellness Center/City, to ensure that overall budget guidelines are followed.

## **Selection Process**

The selection team will recommend a professional Marketing Firm to the Mount Vernon City Council. The Lester Buresh Family Community Wellness Center will work with the Marketing Firm to select the various subconsultants required for the project and whose work will be the responsibility of the marketing firm. Based on the team's evaluation of all Proposals submitted, a select number will be invited to interview. The final selection and recommendation for the Marketing Firm to the City Council will be based on the interviews and qualifications. All firms submitting a Proposal shall be notified of the firms selected for interviews.

The selected firm will be put under contract using the standard contract documents, subject to review by the City Attorney.

## **Marketing Proposal**

### **Response Requirements (minimum requirements)**

Please provide the following information in the order listed. If your firm would like to be considered for only a portion of the scope of the RFP, please specify this in 3. *Experience and ability to perform this work.*

#### *1. Company profile*

- a. Name of the business, contact person, and contact information: Provide address, telephone, mobile telephone number, fax number, e-mail address, and web address, as applicable.
- b. Statement of ownership: Describe the type of business entity (sole proprietorship, corporation, LLC, or other), and list the majority and minority owners.

#### *2. Qualifications*

- a. Provide a brief description of your firm, including its founding and history; number of employees; service areas; and awards or other forms of recognition.
- b. Provide a description of your work process.
- c. Describe why your firm is uniquely positioned to serve as the lead marketing strategist, implementer, and advisor for the Lester Buresh Family Wellness Center.

#### *3. Experience and ability to perform this work*

- a. Describe the approach your firm would undertake to successfully complete the tasks described in the Scope of Work
- b. Provide examples of relevant work and/or case studies. This can include an online portfolio or URLs.
- c. Provide contact information for a minimum of three (3) client references; identify the type of work completed for each.

#### *4. Pricing*

- a. Provide a schedule of fees for all relevant services described in the Scope of Work.
- b. Provide a schedule of fees for any additional services, travel, or meetings.
- b. Based on your approach, provide an estimate of the annual number of hours required for each service area described in 4a.

Please follow the requirements for the responses noted above. It is the responsibility of bidders to provide all required materials in the required form and format. Responses that are not in the required form and format will not be considered.

**Contract Period**

The contract period will be from June 1, 2019, through February 31, 2020. Based on performance, the contract may be extended on a no-bid basis. Details pertaining to a contract extension are to be determined.

**Proposal Deadline**

May 1, 2019, at 2:00 pm local time.

Responses submitted after 2:00 pm local time will not be accepted.

Document shall be organized in the order presented above. Firms interested in providing services for the project shall submit the requested materials via one (1) single PDF file by no later than 2:00 p.m. on Wednesday, May 1, 2019 to:

Chris Nosbisch  
City Administrator  
213 First Street NW  
Mount. Vernon, Iowa 52314  
Email: [cnosbisch@cityofmtvernon-ia.gov](mailto:cnosbisch@cityofmtvernon-ia.gov)  
Phone: 319.895.8742

Electronic file may be submitted via flash drive or CD and shall be labeled “**Lester Buresh Family Community Wellness Center—Marketing Proposal—firm name**”. Marketing Proposal shall be a maximum of six (6) pages double-sided (equivalent of 12 pages single-sided) excluding the title page and cover letter. Failure to complying with the criteria set forth, will likely result in rejection of submittal and consideration of the submitting firm. The Lester Buresh Family Community Wellness Center reserves the right to request additional information/clarification from firms who submit.

All costs associated with the development and submittal of the Marketing Proposal and interview presentation will be the responsibility of the marketing firm.

**AGENDA ITEM # J - 8**

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

**DATE:** March 18, 2019

**AGENDA ITEM:** Nature Park Trail

**ACTION:** Motion

**SYNOPSIS:** Staff has been able to touch base with the adjacent property owners and discuss the various options with the Parks and Rec Board. Attached is a memo from Matt Siders, along with a map and cost estimates for the various options.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 3/15/19



---

**To:** Honorary Mayor Hampton and Honorable Council Members

**From:** Matt Siders, Director of Parks and Recreation

**CC:**

**Date:** March 15, 2019

**Re:** Nature Park Trail Options - Part 2

---

Dear Honorable Mayor Hampton and Honorary Council Members,

We would like to have another conversation with City Council in regards to the Nature Park Trail last discussed last fall. V&K Engineering are currently working on a new map for your review. We hope to have an updated map and cost by the March 18<sup>th</sup> City Council meeting. Each option provides their own challenges, but Park and Rec Board would like to recommend a combination of Option A and Option B. There are some staff that still recommend the third option that ran along 3<sup>rd</sup> Street from Nature Park to B Ave NE (original proposed trail labeled as 3<sup>rd</sup> on the Opinion of Cost).

These are the reasons Park and Rec Board support the combination of Option A and Option B;

1. It follows the Comprehensive Trails Plan going through Nature Park to an entrance point on 4<sup>th</sup> Street. The Park and Rec Board discussed the possibility of re-routing the Quarry Ride Disc Golf holes to better accommodate this trail and felt it could be feasible. It would flow better routing users to the 4<sup>th</sup> Street crossing of Highway 1.
2. Will not impact as many residents as the original plan (along 3<sup>rd</sup> street) by adding trail to the front of their property.
3. Part of Option B flows too close to the path and drive that already exist in Nature Park. Park and Rec Board feel there is no need to duplicate a walking path when one already exists. Option B would run from the existing trail and head north towards the 4<sup>th</sup> Street entrance of Nature Park.
4. Cost savings will allow funds to be spent elsewhere on other planned trails.

It must be noted, that Park and Rec have discussed Options A and B with residents in the proposed area and all four property owners have no objections, although one concern with how close the trail may be to their property.



**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**

---

We would like to present these options and recommendation to City Council and are asking for guidance on how Council would like to proceed.

Respectfully submitted,

**Matt Siders**

**Director of Parks and Recreation**

**City of Mount Vernon IA**

**Cell: 319-551-9513**

DATE	REVISIONS	SCALE	VERTICAL SCALE
		AS SHOWN	VERTICAL SCALE
		DATE	DATE
		BY	BY
		CHECKED	CHECKED
		APPROVED	APPROVED
		LATE	LATE
		REVISIONS	REVISIONS
		BY	BY
		DATE	DATE
		REVISIONS	REVISIONS
		BY	BY
		DATE	DATE



Paul Reimann

Project ends at this alley

LOT 10 AUDITORIUM PLAT 119  
P&I REC. 8/18/47 PG. 119

Original Trail Plan 2017



NATURE PARK TRAIL  
CITY OF MOUNT VERNON  
800 22nd Avenue • Suite 4 • Camas, WA 98613-1348  
319-466-1000 • 319-466-1000/FAX • 360-341-9001/WWW

3RD STREET SIDEWALK PLAN

DWG. NO.  
A.01  
PROJECT  
51317



Opinion of Cost for 3rd Street Nature Park Trail  
MOUNT VERNON, IOWA  
01,10,2017

No.	Description	Unit	6' Quantity	10' Quantity	Unit Price	6' Extended Price	10' Extended Price
1	MOBILIZATION	LS	1	1	\$10,000.00	\$10,000.00	\$10,000.00
2	TRAFFIC CONTRAL	LS	1	1	\$500.00	\$500.00	\$500.00
3	SURVEY	LS	1	1	\$1,000.00	\$1,000.00	\$1,000.00
4	SPECIAL BACKFILL MAT'L, PLACE ONLY	CY	630	630	\$28.00	\$17,640.00	\$17,640.00
5	TOPSOIL, STRIP, SALVAGE+ SPREAD	CY	188	188	\$12.00	\$2,256.00	\$2,256.00
6	REMOVE PAVEMENT	SY	80	52	\$15.00	\$1,200.00	\$780.00
7	REMOVE SIDEWALK	SY	50	50	\$12.00	\$600.00	\$600.00
8	CLEAR & GRUBBING	UNIT	28	28	\$200.00	\$5,600.00	\$5,600.00
9	CURB GRINDING	LF	18	30	\$35.00	\$630.00	\$1,050.00
10	6" PCC SIDEWALK	SY	654	1057	\$35.00	\$22,890.00	\$36,995.00
11	PCC GURB & GUTTER	LF	7	7	\$55.00	\$385.00	\$385.00
12	PCC DRIVEWAY	SY	80	52	\$45.00	\$3,600.00	\$2,340.00
13	DETECTABLE WARNING - CURB RAMPS	SF	36	60	\$40.00	\$1,440.00	\$2,400.00

Subtotal	\$57,741.00	\$71,546.00
Contingency	\$8,661.15	\$10,731.90
<b>Construction Total</b>	<b>\$66,410.00</b>	<b>\$82,280.00</b>
Engineering	\$9,970.00	\$12,350.00
<b>Project Total</b>	<b>\$76,380.00</b>	<b>\$94,630.00</b>
<b>ENGINEERS ESTIMATE</b>	<b>\$58,000.00</b>	<b>\$72,000.00</b>

DATE	REVISIONS	SCALE	AS NOTED	VERIFY SCALE
		DATE	LAB	DATE
		DESCRIPTION	LAB	DATE
		DATE	LAB	DATE
		REVISION	LAB	DATE



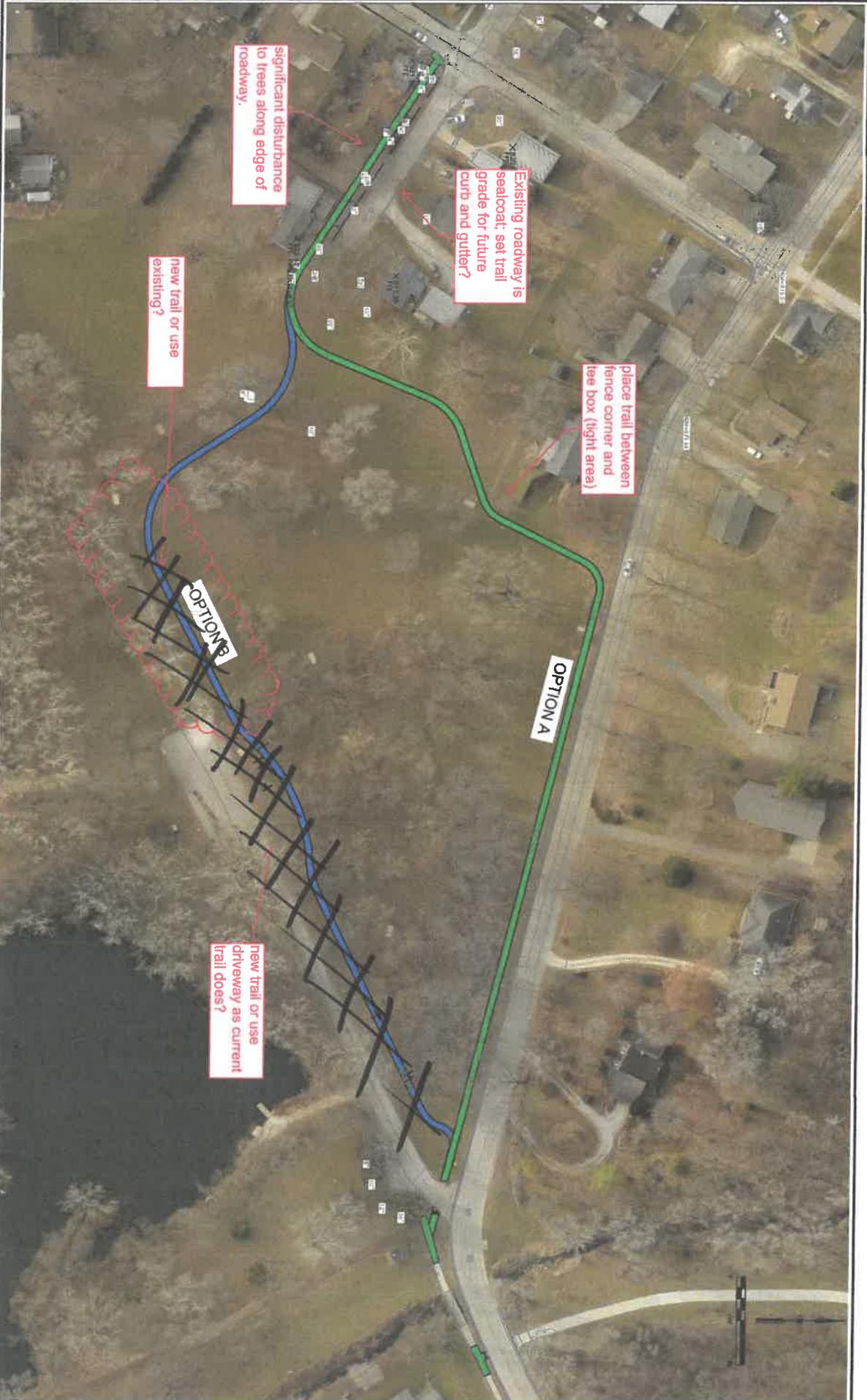
**VERNOTTA & KIMM, INC.**

NATURE PARK TRAIL  
 CITY OF MOUNT VERNON

880 2nd Avenue • Suite 4 • Corvallis, OR 97331-1834  
 318-465-1000 • 318-465-1000/FAX • 888-361-5801/VATS

3RD ST SIDEWALK - CONCEPT 2

DWG. NO. 1 of 1  
 PROJECT 51317





No.	Description	Unit	Unit Price	3rd		Option A		Option B	
				Quantity	Price	Quantity	Price	Quantity	Price
1	MOBILIZATION	LS	\$10,000.00	1	\$10,000.00	1	\$10,000.00	1	\$10,000.00
2	TRAFFIC CONTROL	LS	\$500.00	1	\$500.00	1	\$500.00	1	\$500.00
3	CONSTRUCTION SURVEY	LS	\$1,500.00	1	\$1,500.00	1	\$1,500.00	1	\$1,500.00
4	TOPSOIL, STRIP, SALVAGE+SPREAD	CY	\$12.00	47	\$564.00	55	\$660.00	60	\$720.00
5	SPECIAL BACKFILL MAT'L, PLACE ONLY	CY	\$25.00	217	\$5,425.00	0	\$0.00	0	\$0.00
6	RMVL OF PAVEMENT	SY	\$15.00	207	\$3,105.00	0	\$0.00	0	\$0.00
7	SURF, DRIVEWAY, CL A CR STONE	TON	\$45.00	54	\$2,430.00	0	\$0.00	0	\$0.00
8	REMOVE SIDEWALK	SY	\$15.00	69	\$1,035.00	55	\$825.00	55	\$825.00
9	RMVL OF CURB & GUTTER	LF	\$15.00	86	\$1,290.00	20	\$300.00	20	\$300.00
10	CLEAR & GRUBBING	UNIT	\$100.00	40	\$4,000.00	100	\$10,000.00	170	\$17,000.00
11	MODIFIED SUBBASE	CY	\$35.00	145	\$5,075.00	120	\$4,200.00	125	\$4,375.00
12	6 FOOT PCC TRAIL SIDEWALK 6"	SY	\$45.00	712	\$32,040.00	889	\$40,005.00	868	\$39,060.00
13	PCC CURB & GUTTER	LF	\$55.00	85	\$4,675.00	30	\$1,650.00	30	\$1,650.00
14	PCC DRIVEWAY	SY	\$45.00	174	\$7,830.00	30	\$1,350.00	30	\$1,350.00
15	HMA STANDARD 7" TRA3 64-22S	TONS	\$150.00	7	\$1,050.00	0	\$0.00	0	\$0.00
16	PCC PAVEMENT	SY	\$45.00	15	\$675.00	0	\$0.00	0	\$0.00
17	DETECTABLE WARNING - CURB RAMPS	SF	\$40.00	60	\$2,400.00	60	\$2,400.00	60	\$2,400.00
18	WATER SERVICE ADJUSTMENT	EA	\$500.00	5	\$2,500.00	0	\$0.00	0	\$0.00
19	VALVE BOX ADJUSTMENT	EA	\$500.00	2	\$1,000.00	0	\$0.00	0	\$0.00
20	RELOCATE TEE BOX	EA	\$250.00	1	\$250.00	2	\$500.00	2	\$500.00
21	RELOCATE HYDRANT	EA	\$2,500.00	1	\$2,500.00	0	\$0.00	0	\$0.00
22	SIGNS	EA	\$320.00	4	\$1,280.00	0	\$0.00	0	\$0.00
23	RMV+REINSTALL SIGN	EACH	\$200.00	1	\$200.00	0	\$0.00	0	\$0.00
24	PAINTED PAV'T MARK, DURABLE	STA	\$620.00	3.3	\$2,046.00	0	\$0.00	0	\$0.00
25	HYDRO-SEED	ACRE	\$4,000.00	0.57	\$2,280.00	0.57	\$2,280.00	0.57	\$2,280.00
Subtotal					\$65,650.00		\$66,170.00		\$72,460.00
Contingency					\$12,847.50		\$9,925.50		\$10,869.00
<b>Construction Total</b>					<b>\$98,500.00</b>		<b>\$76,100.00</b>		<b>\$83,330.00</b>
Engineering					\$14,780.00		\$11,420.00		\$12,500.00
<b>Project Total</b>					<b>\$113,280.00</b>		<b>\$87,520.00</b>		<b>\$95,830.00</b>



**AGENDA ITEM # J - 9**

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

**DATE:** March 18, 2019

**AGENDA ITEM:** Pool Rates

**ACTION:** Motion

**SYNOPSIS:** As stated in the budget process, I had asked all departments to review our charges for service. Pool rates have not been increased since the heating system was installed, and I had asked the Parks and Rec Board (via Matt) for their recommendation. Attached is a memo summarizing their recommendations for increase to the pool rates effective for the 2019 season.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 3/15/19



Chris Nosbisch, City Administrator  
Douglas Shannon, Chief of Police

**Jamie A. Hampton, Mayor**

**Council:**

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

---

**To:** Honorary Mayor Hampton and Honorable Council Members

**From:** Matt Siders, Director of Parks and Recreation

**CC:**

**Date:** March 15, 2019

**Re:** Pool Fee Increase Recommendations

---

### **Proposed Fee Increases for Pool 2019**

1. Lap Swim-Increase from \$3/person to \$3.50/person which will bring in another \$100.
2. Private lessons -Increase from \$15/lesson to \$20/lesson and semiprivate go from \$20/lesson to \$25/lesson which will bring about another \$1000. Most places charge between \$20-\$35/for 30-minute lesson so we are on the lesser end of the pricing.
3. Rentals - Increase rentals to \$250 for the first 50 people and then another \$3/person instead of \$2/person after the 50 people. That's approximately \$600 extra revenue.
4. Concession stand- Increase prices on most items. Drinks and chips for sure even several items by .25 can bring in another \$4300.
5. Daily Admission - Raise daily admission to \$5.00 from \$4.00.. This could provide as much as \$6,000. Park and Rec Board talked about raising this from \$4.00 to \$4.25 or \$4.50 and felt having to give change could become an issue.
6. Pool Passes - Raise pool passes \$5/pass. I would suggest doing this before raising daily admission or both. If we raised pool passes by \$5/pass that would bring in another \$1800.
7. Swim Team -Increase swim team from \$65R/\$70NR to \$70 and \$75. They get a T-shirt, admissions to all swim meets (we pay for medals for the conference meet and have to supply ribbons for all the home meets) and they get 5 days most weeks for 6 weeks of instruction for an hour a day.



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**

---

I fully support these fee increases, and Park and Rec Board have recommended these changes.

Sincerely,  
Matt Siders

  
Director of Parks and Recreation

**AGENDA ITEM # J - 10**

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

**DATE:** March 18, 2019

**AGENDA ITEM:** Sewer Lining

**ACTION:** Motion

**SYNOPSIS:** As I alluded to in a previous email, this sewer pipe has been problematic for the City for a few years now. Small sink holes are occurring where the pipe is starting to crack and separate. Staff has been unable to locate easements for this sewer line, and it currently sits under the breezeway of the home on 8<sup>th</sup> Avenue. This was not a budgeted expense, but needs to be completed before we begin losing sections of the pipe. Staff is recommending the bid from Municipal Pipe Tool Co. in the amount of \$16,819.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 3/15/19



**VEENSTRA & KIMM, INC.**

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

February 7, 2019

Chris Nosbisch  
City Administrator  
City of Mount Vernon  
213 First Street West  
Mount Vernon, Iowa 52314

MOUNT VERNON, IOWA  
6<sup>th</sup> STREET SEWER LINING 8<sup>TH</sup> AVE TO 7<sup>TH</sup> AVE  
RECOMMENDATION TO AWARD CONTRACT  
BID TAB

The City of Mount Vernon solicited quotations from three contractors to complete cured in place pipe lining of the 10-inch diameter sanitary sewer between 8<sup>th</sup> Avenue and 7<sup>th</sup> Avenue near 6<sup>th</sup> Street. The contractors provided quotations as follows:

<u>Contractor</u>	<u>Quote</u>
Municipal Pipe Tool Co.	\$ 16,819.00
Visu-Sewer, Inc.	\$ 24,816.00
Roto Rooter	\$ 29,240.00

The apparent low quotation for the project was submitted by Municipal Pipe Tool Co. with its bid in the amount of \$16,819.00. We have enclosed one copy of our summary of quotes for your use.

Veenstra & Kimm, Inc. believes Municipal Pipe Tool Co. has sufficient experience and resources to complete the project. We also believe that the low bid is reflective of the current value of the project. We recommend that the City of Mount Vernon award the construction contract to Municipal Pipe Tool Co. in the amount of the quotation of \$16,819.00.

If you have any questions or comments concerning the project, please contact us at (319) 466-1000.

VEENSTRA & KIMM, INC.

Dave Schechinger  
5131-057  
Enclosures







515 5TH STREET ~ PO BOX 398  
HUDSON, IOWA 50643  
Phone: 319-988-4205  
Fax: 319-988-3506

# Quotation

Quote Number:  
4142

Quote Date:  
Dec 17, 2018

**Quoted to:**

Page:  
1

CITY OF MOUNT VERNON  
CITY HALL  
213 1ST STREET WEST  
MOUNT VERNON, IA 52314-9998

Fax: 319-895-6108

Customer ID	Good Thru	Payment Terms	Sales Rep
MTVERN	1/16/19	Net 30 Days	

Quantity	Description	Unit Price	Extension
426.00	CIPP line 10" Sanitary Sewer - per foot	31.50	13,419.00
4.00	Lateral Reinstatements - each	75.00	300.00
1.00	Mobe grout crew	1,500.00	1,500.00
4.00	Lateral Testing - Each	350.00	1,400.00
4.00	Lateral Sealing - Each	50.00	200.00
	Grout over 5 gallons per service - if any - \$20/ gallon		
1.00	Access, water, MH locating & exposing and debris location provided by general IF city isn't. General provide bonds. If bond is needed add 2% to prices above.		
1.00	MPT will provide traffic cones and road work ahead signs only. Flaggers and other traffic control provided by General.		
	Prices are good for lining and grout to do when in the area. We include 2		

If our equipment become lodged during attempts to perform duties specified by customer, all costs for removal and replacement of equipment will be the customers.

Quantities shown are estimated and not guaranteed; they are solely for establishing the initial unit price for the services listed above. Final charges will be based on actual quantities.

<b>Subtotal</b>	Continued
<b>Sales Tax</b>	Continued
<b>Total</b>	Continued

ACCEPTED BY: Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Scheduling Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell \_\_\_\_\_



515 5TH STREET ~ PO BOX 398  
HUDSON, IOWA 50643  
Phone: 319-988-4205  
Fax: 319-988-3506

# Quotation

Quote Number:  
4142

Quote Date:  
Dec 17, 2018

**Quoted to:**

Page:  
2

CITY OF MOUNT VERNON  
CITY HALL  
213 1ST STREET WEST  
MOUNT VERNON, IA 52314-9998

Fax: 319-895-6108

Customer ID	Good Thru	Payment Terms	Sales Rep
MTVERN	1/16/19	Net 30 Days	

Quantity	Description	Unit Price	Extension
	passes w jet and tv in the price. Tooling for roots or scale is \$375/hr.		

If our equipment become lodged during attempts to perform duties specified by customer, all costs for removal and replacement of equipment will be the customers.

Quantities shown are estimated and not guaranteed; they are solely for establishing the initial unit price for the services listed above. Final charges will be based on actual quantities.

<b>Subtotal</b>	16,819.00
<b>Sales Tax</b>	
<b>Total</b>	16,819.00

ACCEPTED BY: Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Scheduling Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell \_\_\_\_\_



**AGENDA ITEM # J - 11**

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

**DATE:** March 18, 2019

**AGENDA ITEM:** Storage Shed

**ACTION:** Motion

**SYNOPSIS:** CDG has agreed to purchase a storage shed for the Director as the basement of the Visitor's Center is fairly full. As this is City property, we are seeking permission from the City Council to proceed through the application and construction process (may require HPC review as well). The City allows for a maximum of 144 square feet for a storage shed of this nature. The hope is to place this on the north side of the visitor's center, out of the views from the street.

**BUDGET ITEM:** N/A

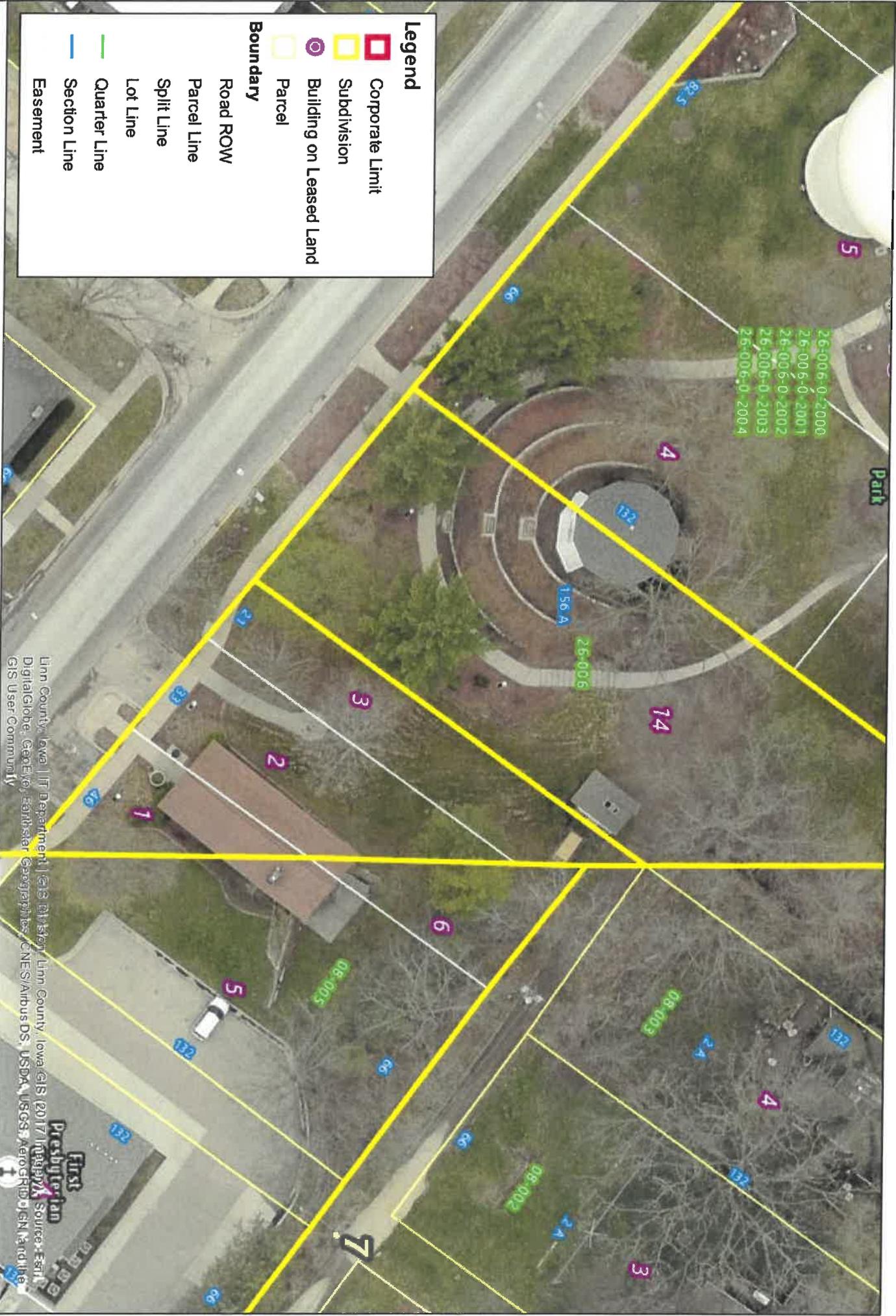
**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Map of the Park

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 3/15/19



**Legend**

- Corporate Limit
- Subdivision
- Building on Leased Land
- Parcel

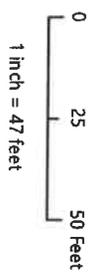
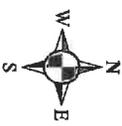
**Boundary**

- Road ROW
- Parcel Line
- Split Line
- Lot Line
- Quarter Line
- Section Line
- Easement

**Linn County, Iowa**

**Linn County, Iowa Land Records**

Date Printed: 3/15/2019 11:46:21 AM



Linn County, Iowa | IT Department | GIS Division | Linn County, Iowa GIS (2017) | Imagery Source: Esri  
 DigitalGlobe, GeoEye, Earthstar, Geographic Institute, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the  
 GIS User Community

Linn County, Iowa  
 Linn County makes no warranty,  
 expressed or implied, including  
 merchantability or fitness for a  
 particular purpose. In no event  
 shall Linn County be liable for any  
 consequential or incidental damages  
 caused by the use of this map.  
 Linn County, Iowa  
 1200 Main Avenue  
 Marion, IA 52801  
 319.336.3200

**AGENDA ITEM # J - 12**

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

<b>DATE:</b>	March 18, 2019
<b>AGENDA ITEM:</b>	Chalk the Walk Purchase
<b>ACTION:</b>	Motion

**SYNOPSIS:** This is an annual purchase made by the City on behalf of the Chalk the Walk event. The chalk is then sold to event participants creating a pass through expense for the City (as long as Mother Nature cooperates). Staff is asking for the same not to exceed purchase of \$5,000 for this year's event (will likely be under \$4,500).

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Memo

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 3/15/19



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

---

**To:** Honorary Mayor Hampton and Honorable Council Members

**From:** Matt Siders, Director of Parks and Recreation

**CC:**

**Date:** March 15, 2019

**Re:** Chalk The Walk Chalk Purchase

---

Dear Honorable Mayor Hampton and Honorary Council Members,

It is that time of year again that we gear up for the annual Chalk the Walk event. This year's event will be our 14<sup>th</sup> year taking place on May 4<sup>th</sup> and 5<sup>th</sup>. Every year it continues to grow and prosper.

Attached you will find the current request for chalk to be purchased for the event. I have also included last year's purchase for comparison. The amount this year is slightly lower than last year as we did have some chalk left over from last year. These monies are recovered from revenues from the event.

If approved, the chalk will be ordered directly from the manufacturer tomorrow and will be delivered by April 19<sup>th</sup>.

Respectfully submitted,

Matt Siders

Director of Parks and Recreation

City of Mount Vernon IA

Cell: 319-551-9513

Re: [POSSIBLE SPAM] Re: Quote for chalk order

Joshua Chavez <joshua@innerspin.com>

Thu 3/14/2019 12:16PM

To: Matt Siders <msiders@cityofmtvernon-ia.gov>;

Hello Matt,

Here is the quote you requested. We only sell chalk in dozens so I had to adjust the QTY slightly. Let me know if you have any questions.

KSP-48 : 204 total = 17 dozen = \$1417.80

KSP-24 : 504 total = 42 dozen = \$1990.80

KSPBW : 180 total = 15 dozen = \$261.00

Total Cost before 10% discount = \$3669.60

Minus 10% off (\$ -366.96)

GRAND TOTAL : \$3302.64 PLUS SHIPPING COST

$$3302.64 + 93.1 = 3395.74$$

On Thu, Mar 14, 2019 at 9:46 AM Matt Siders <msiders@cityofmtvernon-ia.gov> wrote:  
Thank you.

Sent from my iPhone

On Mar 14, 2019, at 11:19 AM, Joshua Chavez <joshua@innerspin.com> wrote:

Hello Matt,

I will send over a quote shortly.

On Wed, Mar 13, 2019 at 1:29 PM Matt Siders <msiders@cityofmtvernon-ia.gov> wrote:

Josh,



# INVOICE

City of Mount Vernon  
Attention: City of Mount Vernon  
213 First Street NW  
MOUNT VERNON IA 52314

**Invoice Date**  
28 Feb 2018

**Invoice Number**  
02186522

**Reference**

KOSS International  
3250 Wilshire #2150  
Los Angeles, CA 90010  
(213) 383-2474

**Koss International**  
95-3013830

Description	Quantity	Unit Price	Tax	Amount USD
KSP-48M, Koss Artists' Soft Pastels - 48 Color Set	180.00	6.95	Tax Exempt	1,251.00
KSP-24M, Koss Artists' Soft Pastels - 24 Color Set	552.00	3.95	Tax Exempt	2,180.40
KSPBW-6M, Koss Artists' Soft Pastels - 3 Black & 3 White Set	240.00	1.45	Tax Exempt	348.00
Discount - 10%	1.00	(377.94)	Tax Exempt	(377.94)
Shipping Cost	1.00	931.18	Tax Exempt	931.18
Subtotal				4,332.64
Total No Tax 0%				0.00
Invoice Total USD				4,332.64
Total Net Payments USD				0.00
<b>Amount Due USD</b>				<b>4,332.64</b>

**Due Date: 15 Mar 2018**

Payment due upon receipt.

Please make checks payable to: KOSS INTERNATIONAL

Thank you!

## PAYMENT ADVICE

To: KOSS INTERNATIONAL CORPORATION  
3250 Wilshire Boulevard, Suite 2150  
LOS ANGELES CA 90010  
USA

**Customer** City of Mount Vernon

**Invoice Number** 02186522

**Amount Due** 4,332.64

**Due Date** 15 Mar 2018

**Amount Enclosed**

Enter the amount you are paying above

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



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

---

**FEBRUARY 2019**  
**POLICE REPORT**

**Vehicle Collisions**

There were 8 reported collisions in February. The first collision occurred on 5<sup>th</sup> Ave SW at 1<sup>st</sup> Street when a vehicle stopped at the stop sign was struck from behind by another vehicle. Damage was estimated at \$1,000 and no injuries were reported. The second collision occurred in the 100 block of 3<sup>rd</sup> St NW when a vehicle travelling North on 2<sup>nd</sup> Ave attempted to make a right-hand turn, and lost control (roadway was ice/snow covered) colliding with a legally parked vehicle. Damage was estimated at \$6,000 and no injuries were reported. The third collision occurred at 1<sup>st</sup> Ave & 1<sup>st</sup> Street when a vehicle travelling west on 1<sup>st</sup> Street E, failed to yield right of way from flashing red light and collided with a vehicle that was southbound on Hwy 1 and proceeding through the intersection. Damage was estimated at \$2500 and no injuries were reported. The fourth collision occurred at Hwy 30 & 10<sup>th</sup> Ave SW roundabout. This collision occurred when a vehicle travelling westbound on Hwy 30 failed to yield to a vehicle that was eastbound on Hwy 30 and proceeding north onto 10<sup>th</sup> Ave in the traffic circle. The striking vehicle then fled the scene without exchanging information. Damage to the victim's vehicle was estimated at \$2,000 and no injuries were reported. The fifth collision occurred on Bryant Road where the pavement ends. This collision occurred when a driver was following instructions on a GPS enabled device and was instructed to proceed down Bryant Road. The driver chose to attempt access to Bryant Road by driving over the snow pile that had accumulated from snow plowing. While doing so, the vehicle sustained damage and became stuck. Damage was estimated at \$2,000 and no injuries were reported. The sixth collision occurred at Virgil Drive and Hwy 30 when a vehicle was attempting to enter Hwy 30 from the stop sign on Virgil Drive and failed to yield to a vehicle that was travelling east on Hwy 30. Damage was estimated at \$1,500 and no injuries were reported. The seventh collision occurred in the 500 blk of 3<sup>rd</sup> Ave SW when a parked vehicle was struck by an unknown vehicle. Damage was estimated at \$1,500 and no injuries were reported. The last collision occurred at in the east-west alley in the 500 block of 1<sup>st</sup> Ave NW when a vehicle was parked next to their residence when an unknown vehicle sideswiped their vehicle and left the scene without reporting the damage. Damage was estimated at \$4,000.

**Incidents/Arrest**

There were 30 reported incidents in February. Reports included: Identity theft, trespassing, invasion of privacy, theft, criminal mischief, violation of no contact order (x2), reckless driving, assault causing injury-domestic abuse, obstruction of emergency communication, possession of controlled substance, possession of drug paraphernalia, possession of offensive weapon, unattended death, civil issue-damage to property, criminal mischief, forgery, hit & run (x4), DHS referral, damage to city vehicle, burglary, towed vehicle, possession of alcohol under legal age,



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

---

abandoned vehicle, drug overdose, possession of controlled substance-(suspected heroin), harassment, and check fraud.

The incidents resulted in 4 arrests for February. Arrests included: possession of drug paraphernalia, invasion of privacy, assault with injury-domestic abuse, violation of a no contact order, and possession of alcohol under age (released on citation).

**K-9 Report**

Officer Moel and K9 Monster attended training on 2/4 & 2/5, working with the trainer on locating multiple suspects within a building. During February K9 Monster was requested by Lisbon PD to assist with a traffic stop, requested to assist MVHS with a drug search, assisted our department with a narcotic search warrant where drugs, paraphernalia, and an illegal firearm was recovered, and was requested to assist LCSO with a suspect track, in Fairfax where a subject was assaulted with a machete. The suspect was located by CRPD officers and taken into custody for the assault.

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

- Chief Shannon met with MVCSD Safety Team on 2/4/2019 & 2/25/2019
- Chief Shannon attended the RC RAIL meeting on 2/28/2019
- Officer Blinks attended TASER Instructor Certification on 2/28 & 3/1/19

**GTSB:**

Officers worked 3 hours of STEP in February for an alcohol awareness event at Cornell College. Officers partnered with Cornell staff to hold an alcohol awareness event on the Orange Carpet. During the event officers used Fatal Vision Goggles (goggles to mimic impairment levels) and then have students perform various tasks (play video games, perform sobriety tests, athletic drills, etc.). Approximately 30-40 students participated.

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

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

- Patrol: 1,830 minutes
- Calls for service: 140 minutes (8 calls for service)
- Administrative time: 0

**Total time for February 2019: 32.83 hrs. x \$40/hr. = \$1,313.20**

Respectfully Submitted,

Chief of Police



---

## **Public Works Report**

### **3/18/19**

#### ***Street Repairs***

Crews have been out applying cold patch in various areas around town. This is in attempt to limit the ever-growing number of potholes we have.

#### ***Equipment Repairs and Maintenance***

Crews have finally had some time to repair wiring on the F-450 and also 2007 dump truck. The wiring corrodes over time do to the conditions these plow trucks work in. Both trucks had warning lights not working on them. The 2007 dump truck also received a new set of head lights for the plow bracketing.

Crews installed a new cutting edge on the 2014 dump truck. This JOMA cutting edge will be the first we have tried. Other cities use this style of cutting edge and have great success. The new edge is designed to be quieter then a normal steel blade. It will also clean the surface better than a standard carbide blade. The new blade is expected to last 2-3 years before needing to be replaced. Depending on the results with this blade city crews may be installing the JOMA on other plows.

Crews installed an A-Light on the John Deere tractor that many might see on our trail system. This will allow our equipment to be more visible to the public.

#### ***ROW Tree Work***

Crews have begun trimming trees in the SE Quadrant. Once the southeast quadrant is done, we will have finished trimming trees in all 4 quadrants. The ROW tree maintenance was taken over by city crews in the Fall of 2016. It has taken roughly 2 and ½ years to bring all 4 quadrants to code. The biggest challenge is enforcing residents to bring privately owned trees to code that impact the roadway or sidewalk. This summer crews will assess the northwest quadrant and see if we can allow for some growth over the next year or so.



Chris Nosbisch, City Administrator  
Douglas Shannon, Chief of Police

**Jamie A. Hampton, Mayor**

**Council:**

**Eric Roudabush  
Marty Christensen  
Scott Rose  
Tom Wieseler  
Stephanie West**

**Parks and Recreation Department  
Directors Report  
February 15 – March 15**

**Parks**

- **Ballpark maintenance and batting cages install will begin soon.**
- **Working with Eagle Scouts for projects in community and parks**

**Sports**

- **Spring soccer registration started Feb 8<sup>th</sup>. Practices will start week of March 25<sup>th</sup> (weather pending) and first game will be week of April 8<sup>th</sup>. Currently we have 24 teams with 202 kids registered.**
- **Baseball / Softball...registration will begin next week.**

**Pool**

- **We are happy to report that we are in compliance with the Virginia Graeme Baker Act in regards to pool drains and systems at public pools. Thank you to Christian Andrews and Public Works for staying on top of this requirement and making necessary repairs.**

**Misc**

**Chalk the Walk**

- **Ongoing meetings...weekly meetings will begin in April**
- **And the Community Piece is.....**

**Events and Classes**

- **Easter Egg Dash April 20<sup>th</sup>@ 10am ..partnering with Volunteer Firefighters who are hosting the Pancake Breakfast fundraiser again.**
- **Spring Clean-up scheduled for April 27<sup>th</sup>.**
- **Working to secure Summer Camps/Classes**
  - **Lego Camp**
  - **Art Camps**
  - **Sports Camps**
  - **Kitchen Science – Fizz, Food, & Fun**



**Mount  
Vernon**  
IOWA

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

**Jamie A. Hampton, Mayor**

**Council:**

**Eric Roudabush**  
**Marty Christensen**  
**Scott Rose**  
**Tom Wieseler**  
**Stephanie West**

- 
- ***STEAM Lab- Makerspace Mania***
  - ***STEAM Lab- Master Makers***

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

**AGENDA ITEM # L - 1**

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

<b>DATE:</b>	March 18, 2019
<b>AGENDA ITEM:</b>	Subdivision Ordinance
<b>ACTION:</b>	Motion

**SYNOPSIS:** Staff is not expecting much in the way of discussion for this item at this time. We did want to get the proposed ordinance to you before you start the adoption process in order to give you ample time for review.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Proposed Ordinance

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 3/15/19

DRAFT – 12/20/2018

[166.01](#) Title

[166.02](#) Authority and Purpose

[166.03](#) Jurisdiction and Applicability

[166.04](#) Relationship to the Comprehensive Plan

[166.05](#) Definitions

[166.06](#) Procedures

[166.07](#) Minor Subdivisions

[166.07A](#)-Minor Boundary Change

[166.08](#) Major Subdivisions

[166.09](#) Planning Conference

[166.10](#) Preliminary Plat Requirements

[166.11](#) Final Plat Requirements

[166.12](#) Design Standards

[166.13](#) Subdivision Design Categories and Special Regulations

[166.14](#) Circulation System Design

[166.15](#) Public Improvements

[166.16](#) Public Service Areas, Parks, and Open Spaces

[166.17](#) Improvement Financing and Guarantees

[166.18](#) Fees, Exceptions, Enforcement and Amendments

 **166.01 - Title**

This Ordinance shall be known as the Subdivision Regulations, Chapter 166, Code of Ordinances of Mount Vernon, Iowa.

 **166.02 - Authority and Purpose**

A. Authority. This Ordinance is adopted pursuant to the authority granted the City of Mount Vernon under Chapter 354, Code of Iowa, enabling cities to regulate the development of land within their jurisdictions and to promote good planning practice.

B. Purposes. The purposes of this Chapter are to:

1. Serve the public health, safety, and general welfare of the city and residents of Mount Vernon and its surrounding jurisdiction.

2. Provide for the orderly development and growth of the city by prescribing rules and standards insuring the functional arrangement of streets, public improvements, open spaces, community facilities, and utilities.

3. Promote the creation of well-planned and attractive residential, commercial, and industrial developments within the city and its jurisdiction.

4. Avoid excessive costs to the taxpayers of Mount Vernon or the residents of the jurisdiction of the city for the provision of public services and utilities, while maintaining high standards for these services.

5. Protect the unique environment of the City of Mount Vernon by avoiding environmental damage whenever feasible and appropriate and by encouraging flexibility in the design of subdivisions.

6. Provide the City of Mount Vernon with the ability to grow incrementally through the eventual annexation of new developments.

#### **166.03 - Jurisdiction and Applicability**

A. This chapter is adopted by the City to govern the subdivision of all lands within the corporate limits of the City.

B. No owner of real property within the City of Mount Vernon and its jurisdiction may subdivide or plat such property into lots for buildings or any other use, streets, or other forms of dedication or public use without gaining approval pursuant to this Ordinance. In addition, no individual may sell, offer to sell, or construct buildings on any lots or parts of real property that are not subdivided as required by State law or this Ordinance.

C. Extra-Territorial Jurisdiction. Pursuant to Section 354.9 of the Code of Iowa, the City hereby establishes its authority to review and approve subdivisions located within two (2) miles of its corporate boundaries unless said review would be subject to the two (2) mile extra-territorial district of the City of Lisbon, Iowa. ~~(Ord. 7-17-2017A - Aug. 17 Supp.)~~

#### **166.04 - Relationship to the Comprehensive Plan**

A. The City of Mount Vernon intends that this Subdivision Ordinance and any amendments to it shall be consistent with the City's Comprehensive Plan. Should this ordinance become inconsistent with the adopted Comprehensive Plan because of subsequent amendments to that plan, it is the City's intent to amend this ordinance to bring it into general conformance with the plan as amended.

B. The Subdivision Chapter shall supplement and facilitate the provisions of the Comprehensive Plan, the Zoning Ordinance, the Official Zoning Map, and the City of Mount Vernon's Capital or General Fund Budget.

#### **166.05 - Definitions**

For use in this chapter, the following terms and words are defined. All other terms used in these regulations shall have their normal meaning, except that terms common to engineering and surveying shall be used in their professional sense.

1. Alley: A public or private right-of-way generally designed to provide secondary access to the side or rear of a property whose principal frontage is on another street.
2. Applicant: An owner, developer, or subdivider submitting an application to divide property pursuant to this ordinance.
3. Approving Authority: The City Council of the City of Mount Vernon or its designee.
4. Architect: A registered architect authorized to practice architecture as defined by the Code of Iowa.
5. Arterial Street: See Function Table in Table 166-2.
6. ASCE: The American Society of Civil Engineers.
7. Bicycle Lane and Path: A designated lane on a roadway or an exclusive path separated from a roadway, designed specifically to accommodate the physical requirements of bicycling. Bicycle paths usually accommodate other forms of pedestrian recreation.
8. Block: An area or land within a subdivision that is entirely bounded by streets, highways, parks, railroad, or similar fixed land division and/or the exterior boundaries of the subdivision.
9. Buffer or Bufferyard: A landscaped area intended to separate and partially obstruct visual or other sensory effects of two adjacent land uses or properties from one another.
10. Building Lines: Synonymous with setback lines outlining the buildable area of a lot which remains after the required yard areas have been provided for.
11. Building Official: The designee of the City of Mount Vernon who is responsible for the supervision, administration, and enforcement of the **United International Building Code** or other locally adopted building codes.
12. Centerline Offset: The distance between the centerline of roads intersecting a common road from the same or opposite sides.
13. Channel: The bed or banks of a natural stream or drainage way conveying the constant or intermittent flow of water; including storm run-off.
14. Checklists: Checklists are documents prepared and provided by the Zoning Administrator for use by the City in the planning, review and approval process.
15. City Engineer: A licensed professional engineer employed by the City to prepare engineering documents for public improvements, to review subdivisions plats and construction documents submitted by developers and to perform such other duties as may be required by ordinance or resolution. (See Engineer)
16. Cluster Development: A development design technique that concentrates buildings in specific areas on a site to allow remaining land to be used for recreation, common open space, or the preservation of historically or environmentally sensitive features.

17. Code of Iowa: The latest edition of the Code of Iowa.
18. Collector Street: See Function Type in Table 166-2.
19. Commission: The Planning and Zoning Commission of the City.
20. Common Open Space: Land within or related to a development that is not individually owned or dedicated for public use, designed and generally intended for the common use of the residents of the development.
21. Comprehensive Plan: The plan or series of plans prepared to guide the future development of the City and adopted as such by the City Council. The Comprehensive Plan may indicate the general locations recommended for the major thoroughfares, streets, parks, public buildings, zoning districts, and other public improvements.
22. Concept Plan: A preliminary presentation to be used for the purpose of discussion or classification of a proposed plat prior to formal application. Such plan may contain but is not limited to the items specified in section 166.09 of this chapter in order that advance discussion and review may be held between the developer and city representatives prior to preparing and submitting a preliminary plat.
23. Conventional Subdivision: A subdivision which literally meets all nominal standards of the zoning and subdivision ordinances for lot dimensions, setbacks, street frontage, and other site development regulations.
24. Creative Subdivision: A subdivision, while complying with the Subdivision Ordinance, diverging from nominal compliance with site development regulations in the Zoning Ordinance. Creative subdivisions imply a higher level of pre-planning than conventional subdivisions. They may be employed for the purpose of environmental protection or the creation of superior community design. Types of creative subdivisions include Cluster Subdivisions, Plan Unit Development (PUDs) and Traditional Neighborhood Districts.
25. Cul-de-sac: A local street with only one outlet and with an opposite end providing for the uninterrupted reversal of traffic.
26. Curb: A vertical or sloping edge of a roadway, intended to define the edge of the roadway and to channel or control drainage.
27. Dedication: A grant of land to the City or another public agency for a public purpose.
28. Design standards: Standards that set forth specific improvement requirements. Unless otherwise stated, design standards shall refer to the Public Improvement Design Standards for Mount Vernon, Iowa, prepared by the City Engineers and kept on file by the City Administrator. Unless otherwise referenced in this ordinance, Public Improvement Design Standards shall be based on SUDAS regulations.
29. Detention basin: An artificial or natural water collection facility, designed to collect surface or subsurface water and to control its rate of discharge, in order to prevent a net increase in the rate of water flow that existed prior to a development.

30. Developer: The owner, or agent under legal authority of the owner or owners, who undertakes to cause a parcel of land to be designed, constructed, and recorded as a subdivision, and may also be referred to as the "Subdivider."
31. Development: A planning or construction project involving substantial improvement or change in the character and/or land use of a property.
32. District: A section or sections of land area depicted on the Official Zoning Map within which the regulations governing the use of buildings and premises or the height of buildings and area of sites are uniform.
33. Divided street: A street with opposing lanes separated by a median strip, center island, or other form of physical barrier, which cannot be crossed except at designated locations.
34. Drainage: The removal of surface or ground water from land by drains, grading, or other means.
35. Drainage system: The system through which water flows from the land.
36. Easement: A grant by the property owner of the use for a specific purpose of a strip of land by the general public, a corporation, or a certain person or persons, and within the limits of which the owner of record shall not erect any permanent structures but shall have the right to make any other use of the land subject to such easement which is not inconsistent with the rights of the grantee. Public utilities shall have the right to trim or remove trees, which interfere with the use of such easements.
37. Engineer: A licensed professional engineer licensed to practice civil engineering as defined by the Code of Iowa.
38. Erosion: The wearing away of a land surface by water, wind, ice, or gravity.
39. Flood Plain: A relatively flat low lands adjoining a water course, stream, channel or other body of water subject to overflow therefrom during flood periods. The flood plain area will vary depending on the frequency of the rainfall/runoff event but commonly refers to the 100-year flood plain.
40. Floodway: The channel of the stream or body of water and that portion of the flood plain that must be kept open and free of encroachment to carry the 100 year flood without more than 1.0 foot increase in the flood height.
41. Frontage: All the property on one side of a street between two intersecting streets (crossing or terminating) measured along the line of the street, or if the street is dead-ended, then all of the property abutting on one side between an intersecting street and the dead end of the street.
42. Frontage Road: (See Marginal Access Street)
43. Grade: The slope of a street or other public way, defined as a percentage or ratio of vertical change in elevation to horizontal change in distance.
44. Grading Plan and Profile: A drawing of a proposed subdivision, to scale, and showing the proposed alteration to the existing topography, including but not limited to, horizontal

and vertical dimensions and control, proposed shaping of the terrain for forming lots, blocks, streets, and any other feature which shall become a permanent part of the proposed subdivision

45. Improvements: Changes and additions to land necessary to prepare it for building sites; and including street paving and curbing, grading, monuments, storm sewer and drainage ways, sanitary sewers, fire hydrants, water mains, sidewalks, pedestrian ways and other public and private works and appurtenances.

~~45. Land Efficient Subdivisions: Wholly or in majority, a residential subdivision that permits a reduction in lot area, setback, or other site development regulations, provided 1) there is no increase in the overall density permitted for a conventional subdivision in a given zoning district, and 2) the remaining land area is used for common space.~~

46. Local Street: See Function Type in Table 166-2.

47. Lot: A tract of land within a subdivision having its principal frontage upon a street or any officially approved place marked by the subdivider on the plat as a numbered, lettered, or other identified tract of land to be offered for sale, dedication or development. Each individual lot is subject to the provisions of a particular Base Zoning District, and shall have a minimum frontage of 20 feet, except as provided in an approved Planned Unit Development and/or Creative Subdivision. **When a lot is used together with one or more contiguous lots in a common development, all of the lots used, including any lot, used for off-street parking, shall be considered a single lot for purposes of these Zoning Regulations.** These lots shall be combined to eliminate internal lot lines through the Plat of Survey process. Lots include the following types:

a. Corner Lot: A lot located at the junction of at least two streets, private ways or courts or of at least two segments of a curved street, private way or court, at which the angle of intersection is no greater than 135 degrees.

b. Double Frontage Lot: A lot, other than a corner lot, having frontage on two streets, private ways or courts. Primary access shall be restricted on a double frontage lot to the minor of the two streets or to the front lot line as determined at time of platting or as defined by this ordinance. (Also known as a Through Lot)

c. Interior Lot: A lot other than a corner lot.

d. Common Development Lot: **When two or more contiguous lots are developed as part of a Planned Unit Development, these lots may be considered a single lot for purposes of this ordinance.** These lots shall be combined to eliminate internal lot lines through the Plat of Survey process.

48. Lot Area: The total horizontal area within the lot lines of a lot.

49. Lot Depth: The mean horizontal distance measured between the front and rear lot lines.

50. Lot Line: A property boundary line(s) of record that divides one lot from another lot or a lot from the public or private street rights-of-way or easement.

a. Front Lot Line: The lot line separating a lot and a public or private street right-of-way or easement.

1. For an interior lot, the lot line separating the lot from the right-of-way or easement.

2. For a corner lot, the shorter lot line abutting a public or private street or easement. In instances of equal line dimension, the Zoning Administrator shall determine the front lot line, or as may be noted on a final plat.

3. For a double frontage lot, the lot lines separating the lot from the right-of-way or easement of the more minor street. In cases where each street has the same classification, the Zoning Administrator shall determine the front lot line, or as may be noted on a final plat.

b. Rear Lot Line: The lot line which is opposite and most distant from the front lot line.

c. Side Lot Line: Any lot line that is neither a front or rear lot line. A side lot line separating a lot from a street, private way or court is a street side lot line. A side lot line separating a lot from another lot or lots is an interior side lot line.

51. Lot Width: The horizontal distance measured between the side lot lines of a lot, at right angles to its depth along a straight line parallel to the front lot line at the minimum required setback line.

52. Main: The principal artery of a system of continuous piping which conveys fluids and to which branches may be connected.

53. Major Arterial Street: See Function Type in Table 166-2.

54. Major subdivision: Any subdivision not defined and approved as a minor subdivision.

55. Marginal Access Street: A street or frontage road that is parallel to and adjacent to a major thoroughfare or highway; and which provides access to abutting properties and protection from through traffic, while limiting access to the major thoroughfare.

56. Minor Arterial Street: See Function Type in Table 166-2.

57. Minor Street: Street used primarily for access to the abutting properties.

58. Minor subdivision: A subdivision of land which creates no more than four lots from any single parcel of land; requires no extensions of streets, sewers, utilities, or other municipal facilities; and complies with all pre-existing zoning requirements.

59. Monuments: Permanent survey markers consisting of steel rods, iron pipes, or concrete posts.

60. Moving lane: Any traffic lane within a roadway where traffic movement is the primary or sole function.

61. Off-site: Located outside the boundaries of the parcel that is the subject of an application.

62. Open space: Any parcel or area of land or water that is essentially retained in an open state and set aside for public or private use.

63. Owner: The owner of record in the land records of Linn County.

64. Pavement: An impermeable, hard surface, typically asphalt, asphaltic concrete, concrete, or brick or other masonry paver units.

65. Pedestrian Way: A right-of-way dedicated or an easement granted for public use to facilitate pedestrian access to adjacent streets and properties.

66. Performance Bond: A surety bond for the public improvements, made out to the City in an amount equal to 110% of the full cost, required by this chapter. Costs of said improvements shall be estimated by the developer and approved by the City Engineer and said bond shall be sufficient to secure to the City that said improvements will be constructed in accordance with the provisions of this chapter, and shall be filed with the City prior to final plat approval. No final plat will be approved before substantial completion of improvements as approved by the City Engineer.

67. Planning Conference: An informal conference between a landowner, developer or agent and City officials for the purpose of discussing the general requirements for proposing a subdivision and the feasibility of proceeding with a proposal.

68. Plat: In appropriate context, the parcel of ground represented by the plat, usually synonymous with the word "subdivision." "Plat" may also be used as a verb referring to the act of preparing a plat.

69. Plat, Preliminary: A map drawn to scale and including existing and proposed layout of streets, street names, lots and blocks, public improvements and including the items specified in this Chapter.

70. Plat, Final: A drawing prepared by a licensed land surveyor and including the items specified in this Chapter, along with all certificates and statements set forth herein and in Chapter 354, Code of Iowa, for the purpose of recording as a subdivision of land.

71. Right-of-Way: That portion of ground between property lines, within or adjacent to a plat which is dedicated and deeded to the City, County or State for a public way, and which provides an area for street surfacing, installation of public utilities (sewer, water, storm drainage, gas, telephone and electricity) and public sidewalks.

72. Roadway: That portion of the street available for vehicular traffic, measured from back to back of curbs, or from the edges of the pavement when curbs are absent.

73. Sanitary Sewer: A sewer that conducts sanitary wastes from a point of origin to a treatment or disposal facility. In developing areas, sanitary sewers normally include interceptor, outfall, and lateral sewers.

a. Interceptor: A sanitary sewer that serves as a trunk, collecting sewage generated by a number of individual developments.

b. Outfall: A sanitary sewer that may be developed to connect an individual subdivision or development to an interceptor sewer.

c. Lateral or local: A pipe that connects individual buildings or groups of buildings to an outfall or interceptor sewer.

74. Septic system: An underground system, utilizing a watertight receptacle to receive the discharge of sewage, which provides for the decomposition of wastes produced by development on a single lot.

75. Sidewalk: A paved path provided for pedestrian use, usually located at the side of and detached from a road, but within the right-of-way.

76. Storm Sewer: A conduit which conducts storm drainage from a development or subdivision, ultimately to a drainage way or stream.

77. Street: A right-of-way dedicated to public use or a private right-of-way serving more than one ownership providing principal vehicular and pedestrian access to adjacent properties.

78. Subdivider: Any person, individual, firm, partnership, association, corporation, estate, trust, or any other group or combination acting as a unit, dividing or proposing to divide land so as to constitute a subdivision as defined herein and includes any agent of the subdivider, and may also be referred to as the "Developer."

79. Subdivision: A division of a lot, tract or parcel of land into two or more lots, plats, sites for the purpose, whether immediate or future, of sale, lease, conveyance or transfer with the appurtenant streets, alleys and easements, dedicated or intended to be dedicated to public use or for the use of purchasers or owners within the tract subdivided. If a new street is involved, any division of a parcel of land or the division into two or more parts of any residential lot shall also be deemed a subdivision. (See Chapter 354 of Code of Iowa.) A subdivision plat is not required when land is divided by conveyance to a governmental agency for public improvements. (See Chapter 354, Section 354.6)

80. Subdivision Agreement: An agreement or contract between the City and the Subdivider, setting forth the mutual responsibilities of both parties in the financing and development of the subdivision.

81. Surveyor: A registered land surveyor licensed to practice surveying as defined by the Registration Act of the State. Code of Iowa.

82. Zoning Administrator: The administrative officer designated or appointed by the Council to administer and enforce the zoning regulations.

83. Public Improvement Design Standards. Improvements, as defined in this chapter, shall be constructed according to the rules and regulations adopted by formal resolution of the Mt. Vernon City Council.  
*(Ord. 7-17-2017A - Aug. 17 Supp.)*

#### **166.06 - Procedures**

The purpose of this Article is to establish procedures for subdivision applications and for review and action on applications by the Planning and Zoning Commission and the City Council. The

procedures are designed to assure adequate review and consideration of subdivision applications, while providing for an orderly and expeditious approval process. The Article provides procedures for the approval of two types of subdivisions: Minor Subdivisions and Major Subdivisions.

**166.07 (A) - Minor Subdivisions**

A. Scope. The Minor Subdivision procedure may be used when a proposed subdivision meets all of the following conditions:

1. The subdivision adjusts the lot lines of two or more lots without creating additional lots; or creates no more than four lots from any single parcel, tract, or lot. A subdivision plat is not required when a minor boundary change is approved in accordance with Section 166.07A and other applicable provisions of the Code and is not in conflict with the laws of the State of Iowa.

2. The subdivision is served by existing utilities and does not require the extension of streets, utilities, or public improvements.

3. Each lot resulting from the subdivision procedure will conform fully to all requirements of the zoning district that pertain to the lots; and each lot is developable according to the site development regulations of the zoning ordinance.

4. No part of the parcel has been the subject of a previous Minor Subdivision or Minor Subdivision approval.

B. Application and Approval Procedure. An application for a Minor Subdivision may be approved under the following procedure:

1. The applicant submits an application on a form established by the City and including the supporting documents required for Minor Subdivisions in Table 166-1. These documents shall include a plat of all lots and parcels that are affected by the action, prepared by a Licensed Surveyor. The subdivider shall prepare and file with the Clerk twenty (20) copies of the plat conforming in detail to the requirements set forth in Table 166-1.

2. The Planning and Zoning Commission, following proper notice, shall hold a public hearing on each Minor Subdivision application and, following such public hearing, shall take action on the application and plat. Action taken by the Planning and Zoning Commission shall be sent on to the City Council for their action.

3. The Council shall consider and act upon the application and plat and the Commission's recommendation not later than the second regular meeting or 30 days following the date of filing by the Commission, whichever is later. In the event of disapproval, the Council shall refer the plat back to the Commission along with specific reasons for such disapproval, a copy of which shall be transmitted to the subdivider.

4. The Planning and Zoning Commission retains the right to disapprove or not act on the Minor Subdivision application. In the event of such action, the application may proceed through the Major Subdivision process.

5. Applications, reviews and approvals of minor subdivisions shall follow the same schedule as Major Subdivisions shown in section 166.08 (C)(4).

**Table 166-1 Minor Plat Application Requirements**

## **PLAT INFORMATION**

Name, address of owner and applicant.

Name, signature, license number, seal and address of engineer, land surveyor. Architect, planner, and/or landscape architect, as applicable, involved in preparation of plat.

Title block, denoting type of application, tax map sheet, legal description, and general location.

Key map, showing location with reference to surrounding property, streets, current street names, city limits, and other features within ¼ mile of the subdivision boundary.

Present and proposed zoning.

North arrow, date, and graphic scale.

Proof that taxes are current.

Signature blocks for Planning and Zoning Commission Chair, Administrative Official, and Mayor.

Appropriate certification blocks.

Monumentation.

Metes and bounds description, including dimensions, bearings, curve data, tangent length, radii, arcs, chords, and central angles for all centerlines and ROW's, and centerline curves on streets.

Acreage of tract.

Date of original and all revisions.

Location, dimensions, and names of existing streets, driveways and public sidewalks.

All proposed lot lines, lot dimensions, and lot areas in square feet.

Copy of any existing or proposed deed restrictions or covenants.

Existing and proposed easements or land reserved for or dedicated for public use.

Payment of application fees.

## **ENVIRONMENTAL INFORMATION**

Property owners and property lines within 300 feet.

All existing watercourses, flood plains, wetlands, habitat areas or other environmentally sensitive features within 200 feet.

Survey of mature trees and wooded areas, (noting size and location of trees) and mature or environmentally sensitive vegetation.

Existing ROW's and easements within 200 feet.

Topography at five foot contours.

Existing site drainage systems.

Drainage calculations and percolation tests.

## **IMPROVEMENTS AND CONSTRUCTION INFORMATION**

New block and lot numbers.

Certification and seals from licensed Professional Engineer, as required by Ordinance.

## **ADDITIONAL INFORMATION NEEDED**

Existing buildings on the site as well as on immediately adjacent lots.

Existing utility lines adjacent to the site from which service would be extended to the new lots.

### **166.07 (B) - Minor Boundary Change**

The purpose of this Section is to prescribe uniform procedures allowing for approval of minor changes to the boundaries of parcels between owners of two adjacent parcels of land without subdividing the parcel or parcels as minor or major subdivisions as set out in Sections 166.07 and 166.08.

A. Scope. The Minor Boundary Change procedure may be used when all of the following conditions are met:

1. The minor boundary change does not create any additional lots or parcels.
2. The minor boundary change does not cause the need for the extension of streets, utilities, or any other additional public improvements.
3. Each lot resulting from the Minor Boundary Adjustment is in the same zoning district.
4. Each lot resulting from the Minor Boundary Adjustment will conform fully to all requirements of the zoning district in which the parcels of land are located; and each lot or parcel is developable according to the site development regulations of the zoning and subdivision ordinances.
5. The owners demonstrate that all site and structure requirements for the zoning district in which the parcels of land are located can be maintained after the sale or exchange of property.
6. No new violations of this ordinance would be created by the action.
7. Such subdivision of land is not in conflict with any other State of Iowa or lawful municipal regulations regarding subdivision of land.

Prior to submission of the application, the owners may request a planning conference or provide a copy of the Minor Site Plan to the City Engineer for review.

B. Application Procedure. Applications shall include a completed application form (~~prepared by the City Engineer~~); the Plat of Survey; a Minor Site Plan and the necessary supporting documents as established by Table 166-1A; and an application filing fee as established by the City

Council. The owners shall prepare and file with the Clerk twenty (20) copies of the plat and related documents.

1. The Plat of Survey shall be prepared by a land surveyor licensed by the State of Iowa and shall encompass the outside boundary of all parcels adjusted.

2. Prior to consideration of the application, the parcels must be staked to show existing and proposed property lines so that city officials may verify dimensions on said site plan.

C. Review and Approval Procedure. An application for a minor boundary change with a change in the number of lots shall be considered under the following procedure.

1. Upon completion of review by staff, the Planning and Zoning Commission, following proper notice, shall hold a public hearing on each boundary change application and, following such public hearing, shall take action on the application by recommending approval or disapproval of the application. The application, along with the recommendation of the Planning and Zoning Commission, shall then be forwarded to the City Council for action.

2. The Council shall consider and act upon the boundary change application and the Commission's recommendation not later than the second regular meeting or 30 days, whichever is later, following the date of action by the Commission. Upon completion of its consideration, the Council shall approve or disapprove the application. In the event of disapproval, the Council shall refer the plat back to the owners along with specific reasons for such disapproval, a copy of which shall be transmitted to the Commission. In the event of such action, the application may proceed through the Minor or Major Subdivision processes.

3. Applications, reviews, and approvals of minor boundary changes shall follow the same schedule as Major Subdivisions shown in section 166.08 (C)(4)..

D. Review and Approval Procedure. An application for a minor boundary change with no change in the number of lots shall require City Council action only. Upon completion of its consideration, the Council shall approve or disapprove the application.

E. Recording approved plat. Upon approval of the minor boundary change by the City Council, the owners shall record the Plat of Survey within six (6) months of approval of said plat.

#### **Table 166-1 A Minor Boundary Change Site Plan Requirements**

Name and address of all land owners involved

Names of all adjoining property owners

All proposed lot lines, lot dimensions, and lot areas in square feet

Zoning of all parcels involved

North arrow, date, and graphic scale

Existing and proposed monumentation

Legal description prepared by a Land Surveyor registered in the State of Iowa

Existing Buildings

Mature Trees

Location, dimensions, and names of existing streets driveways and sidewalks

Existing Utilities

Existing and proposed easements

**166.08 - Major Subdivisions**

A. Applicability. The Major Subdivision procedures apply to all subdivisions not approved or eligible for approval under the Minor Subdivision procedures. In general, these include subdivisions that: 1) are not approved under the Minor Subdivision procedure; 2) create more than four lots; or 3) require development or extension of public improvements.

B. Stages in the Approval Process. The approval process for Major Subdivisions consists of three stages: the pre-application stage, the preliminary plat stage, and the final plat stage.

C. Pre-application Procedures.

1. Before filing an application for preliminary plat approval, the applicant shall request a planning conference for the purpose of determining the general requirements for proposing a subdivision and the feasibility of proceeding with the preparation of a preliminary plat. When the proposed area to be subdivided will be developed in multiple plats, a concept plan shall be prepared to show the intended use of the total parcel.

2. The subdivider shall then prepare and file with the Clerk twenty (20) copies of a preliminary plat conforming in detail to the requirements set forth in this chapter.

3. The Clerk shall forthwith refer one (1) copy to the City Administrator, the City Engineer, the City Attorney, the Zoning Administrator, the Planning & Zoning Commission Chair, and the Parks and Recreation Chair. One copy shall be kept and be available for public inspection.

4. The City Engineer shall carefully examine said plat as to its compliance with the laws and ordinances of the City, the existing street system, good engineering practices, and shall, as soon as possible, submit findings in duplicate to the Commission. Submissions of the plat by the subdivider and staff reviews shall be completed according to the following timetable:

Action	Date
Original Plat and Plans Submitted by Developer	First Day of Month Day 1
City Administrator, Engineer and Attorney Review and Issue Letter of Report	Day 14 of the Month
Revisions and Resubmittals by Subdivider Based on Letter of Report	Day 21 of the Month
City Administrator, Engineer, and Attorney Make Final Review of Corrected Documents and Issue Letter of Report	Day 28 of the month

Planning and Zoning Commission Meeting (Public Hearing)	Day 45 or next regularly scheduled meeting <del>Second Wednesday of the</del> Next Month
City Council Meeting (Public Hearing)	Day 60 or next regularly scheduled meeting

5. After receiving the City Administrator's, City Engineer's and City Attorney's reports, the Commission shall study the preliminary plat and other material for conformity thereof to the requirements of this chapter and the Comprehensive Plan for the development of the City. The Commission may confer with the subdivider on changes deemed advisable and the kind and extent of such improvements to be made by the subdivider. The Commission shall approve or reject such a plat within forty-five (45) days after the date of submission thereof to the Commission, unless the plat is tabled with the consent of the subdivider for a period not to exceed an additional sixty (60) days for further study by the Commission or to await further recommendations. **If the plat is tabled by the Commission, it may impact the timeline of City Council action, as per the above table.** The approval of the preliminary plat by the Commission shall be null and void unless a final plat of either the entire proposed subdivision or a portion of it is presented to the Commission within one year after date of preliminary plat approval, or in the case of a phased subdivision, within three (3) years.

6. Before a public hearing on the proposed plat, notice shall be provided by the subdivider at the subdivider's expense:

a. By publication in a local newspaper of general distribution after the subdivider provides the necessary information to the City and the City requests the publication;

b. By posting a notice on the tract that is easily visible from each adjoining street with a sign(s) not less than eighteen inches in height and twenty-four inches in width with a white background and black letters not less than one and one-half inches in height; and

c. By sending notices by mail to all property owners within 300 feet. The subdivider shall provide a list of all recipients to the City.

Such notice shall be given at least ten days prior to the public hearing.

7. The Commission shall, after such consideration, transmit forthwith a copy of the preliminary plat along with all supporting papers to the Council along with the Commission's recommendation to approve or disapprove the preliminary plat. Any restrictive covenants shall be included with the supporting papers.

8. If the subdivider finds it necessary to make material and substantial alterations in any layout of the subdivision after conditional approval from the Commission, such alterations shall be subject to the approval of the Commission and the Council.

9. The Council shall consider and act upon the preliminary plat and the Commission's recommendation not later than the second regular meeting or 30 days following the date of filing by the Commission, whichever is later. In the event of disapproval, the Council shall refer the plat

back to the Commission along with specific reasons for such disapproval, a copy of which shall be transmitted to the subdivider.

10. Approval of the preliminary plat does not constitute approval of the subdivision. However, it shall form the basis for approval of the final plat if such final plat is prepared and construction is undertaken in conformity with this chapter and in substantial conformance with the approved preliminary plat and plans and specifications prepared subsequent to its approval.

11. Approval by the Council of the preliminary plat shall not constitute authority to sell lots or record the plat, nor shall it constitute authority to construct permanent buildings in reliance upon the preliminary layout.

12. Upon approval of the preliminary plat by the Council, the subdivider may proceed with the preparation of the final plat together with detailed construction drawings and specifications for the public improvements required under this chapter, and all required legal documents.

13. Before submitting the final plat to the Commission for approval, the subdivider shall furnish:

a. All documents requiring signatures shall be signed including the Subdivision Agreement;

b. The restrictive covenants, if any, or a statement certifying that there will be no restrictive covenants;

c. All construction plans and specifications, as listed in Section 166.12 of this chapter, necessary for the detailed engineering consideration of the improvements required under this chapter and obtain approval of the City Engineer. All final plats and construction plans submitted for review and approval shall be submitted no later than the first day of the month in which the Planning and Zoning Commission will meet and consider the plat.

14. After the final plat and accompanying legal documents are filed with the City, the Commission shall consider the final plat at the regular meeting and shall recommend either approval or disapproval of the plat. If the Commission finds that the final plat has been prepared in compliance with these regulations and in substantial compliance with the preliminary plat, such final plat shall be recommended for approval. If the Commission finds otherwise, the Commission shall recommend disapproval and, further, shall specify its reasons for recommending disapproval. The Commission shall within fourteen (14) days transmit to the Council the final plat along with its recommendation and all accompanying documents.

15. All of the required public improvements shall be constructed according to the City of Mount Vernon's Public Improvement Design Standards and accepted by formal Resolution of the Council. Before passage of said resolution of acceptance, the City Engineer shall report that said improvements have been constructed in conformance with the City Public Improvement Design Standards, and have been certified as complete by the developer's engineer. Final plat approval shall require the subdivider to post a performance bond, guaranteeing that said improvements will be constructed within one year from final acceptance of the plat, or before a certificate of occupancy is requested, as provided by Section 166.17(d). However, final approval of the plat will not guarantee final acceptance of the subdivision until such improvements have

been completed and accepted by the City. The above arrangements shall be subject to review by the City staff prior to acceptance by the City of any improvements to be constructed. Improvements will be accepted only after their construction has been completed, and no public funds will be expended in the subdivision until such improvements have been completed and accepted by the City. The above arrangements shall be subject to review by the City staff prior to acceptance, and shall specifically assure the expedient installation and completion of all improvements within the specified construction time period and shall indemnify the City from any and all costs or losses of the development due to the delay in construction completion and building permit issuance.

16. The Council shall consider the final plat along with the report of the Commission and the City Engineer not later than the second regular meeting following the date of filing with the Council, provided that the public improvements have been completed or a bond has been filed with the City, guaranteeing the completion of the improvements. If the Council finds that the plat has been prepared in compliance with the regulations of this chapter and in substantial compliance with the preliminary plat and construction plans, such final plat shall be approved. In the event of disapproval, the record shall show the specific points on which the final plat varies from these regulations and/or the preliminary plat.

17. The passage of a resolution by the Council accepting the plat shall constitute final approval of the platting of the area shown on the final plat, but the subdivider or owner shall cause such plat to be recorded in the office of the County Recorder, as provided in Chapter 354, Code of Iowa, and shall file satisfactory evidence of such recording in the office of the City Clerk before the City shall recognize the plat as being in full force and effect. Unless this recording occurs within 180 days after the approval by the Council, the resolution is null and void.

18. No ~~Until the final plat will be approved until there is substantial completion of public improvements has been recorded and evidence of recording provided to the City, and until the public improvements, including but not limited to streets, water, sewer, sidewalks, and storm sewer, and have been constructed and approved by the City. or a bond provided,~~ **NO LOTS SHALL BE SOLD AND NO BUILDING PERMITS SHALL BE ISSUED** until that time.

19. Phased Subdivisions: The final plat may be submitted in phases, provided that no phase represents the lesser of 5 lots or 10% of the total number of lots in the entire approved preliminary plat. The initial phase of the final plat must be submitted according to the effective dates established above. In the event of a phased subdivision, the initial preliminary plat approval remains effective for a period not to exceed three years, unless otherwise extended by the City Council.

20. The Council may waive the requirements of this chapter for the construction and installation of some or all of the improvements in cases of dedications of land or rights-of-way to public use where such dedication is in excess of the needs of the subdivision and is desired by a public agency in lieu of a purchase or condemnation.

#### **166.09 - Planning conference**

The subdivider or a representative shall request a planning conference in advance of the preliminary plat preparation in order to discuss the proposed subdivision and to obtain information as to the requirements necessary for approval of the plat. The purpose of the planning conference is informational only, and no approval can be given nor can any requirements of this chapter be

waived. Participants in the planning conference, in addition to the subdivider or agent or engineer may be: one (1) member of the City Council, designated by the Mayor; one (1) member of the Commission, designated by the Chairperson of said commission; one (1) member of the Parks and Recreation Board, designated by the Chairperson of said board; the Zoning Administrator; the City Administrator, City Attorney and City Engineer or any other official of government deemed to have an interest in the layout or facilities to be furnished in the subdivision. The subdivider may wish to prepare for such a conference some or all of the following materials, which may later be used in preparing a preliminary plat:

1. A legal description of the parcel to be subdivided, if available.
2. A layperson's description identifying the location of the parcel.
3. A vicinity and contour map of the parcel showing nearby street patterns, property lines and other significant features which will have a bearing upon the subdivision; contour intervals suitable for determining general street and utility requirements; existing substantial building and any features which will have a bearing upon the design of the subdivision or the provision of utilities.
4. A concept plan of the proposed layouts of streets, blocks and drainage courses. This concept plan may be drawn upon the contour map and should indicate the scale and north point, the proposed name of the subdivision, the words "preliminary sketch," and the name, address and telephone number of the subdivider and of the engineer, landscape architect or surveyor. (See 166.10c. for additional requirements)

#### **166.10 - Preliminary Plat Requirements**

The preliminary plat of a subdivision is not intended to serve as a record plat and shall be submitted for review separately and prior to submission of the final plat. Its purpose is to show on a map all facts needed to enable the Commission to determine whether the proposed layout of the land in question is in accordance with the applicable ordinances and the general intent of the Comprehensive Plan. The preliminary plat shall also include a draft of the subdivision agreement. The subdivision agreement establishes the mutual responsibilities of the City and the subdivider, including financing of public improvements; the nature of performance bonds and guarantees that the subdivider will offer; the financing arrangements proposed for the subdivision.

A. Number of Copies and Scale. Twenty (20) copies of the preliminary plat shall be submitted as prescribed for review. The scale of the map shall be one inch equals 50 feet (1" = 50') unless otherwise approved by the Commission, up to a maximum of one inch equaling one hundred feet (1" = 100').

B. Contents of Preliminary Plat.

1. Name of subdivision, date, compass point, scale and official description and acreage of the property being platted.
2. Names and addresses of the recorded owner, subdivider and engineer or land surveyor.
3. Boundaries of the proposed subdivision shall be labeled and indicated by a heavy line. All interior excepted parcels shall be clearly indicated and labeled "not a part of this plat."

4. Existing and proposed zoning district classification of all land within and surrounding the proposed subdivision.
5. Location, width and name of each existing or platted street, highway, railroad or other utility right-of-way, parks and other public open spaces within or adjacent to the proposed subdivision and existing buildings.
6. All existing storm and sanitary sewer mains, water mains, gas mains, culverts and other underground installations within the proposed subdivision or immediately adjacent thereto with pipe size if available and location shown.
7. Names of all adjoining subdivisions and owners of adjacent parcels of unsubdivided land.
8. Ground elevations and contours at intervals of not more than five (5) feet. MSL (Mean Sea Level) data.
9. The approximate boundaries of areas of known flood levels or storm water overflow, areas covered by water or wooded areas, projected 100 year flood line for areas that have been included in engineering flood plain reports and studies, and all proposed open channel drainage ways.
10. The location, names and widths of proposed streets, roadways, alleys, pedestrian ways and easements.
11. The proposed grades and alignment of proposed streets in conformance with the street planning map. Consideration shall be given to topography with a view to securing safe and gentle grades and avoiding unsightly and expensive cuts and fills. Maximum street grades shall not exceed those required in the design standards.
12. Proposed utility services; source of water supply and provision for sewage disposal, drainage and flood control; the location, size and grade of all proposed public utilities including sewers (storm and sanitary) and water mains.
13. Layout, numbers and dimensions of each lot and block.
14. Location and size of proposed parks, playgrounds, or special uses of land to be considered for dedication to public use or to be reserved by deed or covenant for the use of all property owners in the subdivision and any conditions of such dedication or reservation. The subdivider shall not reserve a strip of land unless the Commission determines that such reservation is sufficient in size, shape, or location to meet a necessary public purpose. Such public purposes shall include but not be limited to use for park and recreational purposes, pedestrian or bicycle transportation, storm water management, or utility alignments.
15. Setback lines shall be shown on the preliminary plat for all lots intended for residential use of any character and on commercial and industrial lots when required by Ordinance. Such setback lines shall be in conformance with the Zoning Ordinance.
16. Proposed sidewalks shall be shown on the preliminary plat in the plan view or in a typical street cross-section view.

17. Any protective covenants or restrictions to be imposed on the plat. (See 166.12a for additional requirements.)

B. Land Not Platted. Where the plat to be submitted includes only part of the tract owned by the subdivider, the Commission may require topography and a concept plan of the entire tract of land under the ownership, mortgage purchase, option, or other agreements for deed.

D. Accompanying Material.

1. If a developer proposes to subdivide and develop a parcel of land which the developer feels cannot be feasibly served with public sewer and water service, it shall be stated on the plat which lots cannot be served and what means of non-public water and sewer service shall be provided to those lots. The location of all proposed buildings and proposed non-public water supply systems and private sewage disposal systems shall be shown on the plat for each lot and the plat shall be submitted to the Linn County Health Department (LCHD) along with percolation tests for each lot to permit an evaluation of private sewage disposal systems. A letter from the Linn County Health Department shall be submitted by the developer with the preliminary plat to provide the LCHD's recommendation on the approval of the preliminary plat proposal for private water and sewer systems. A recommendation for approval by the LCHD shall be required for the City to consider approval of the plat, but shall not require the City to approve the plat, should the City decide that public water and sewer service must be provided. In addition, the developer shall submit a report prepared by a Professional Engineer describing the construction of public versus private sewage disposal and water supply systems and the estimated costs for each type of system. This report shall include a preliminary route study for connection to existing City water and sewer lines, estimated footage and the preliminary scope of work required to allow a true estimate of construction costs and cost comparison with any private/community wells and septic tank/tile field systems.

2. Restrictions proposed, if any, to be included in the owner's dedication of the plat.

3. Confirmation that all filing fees established by the City for preliminary plats have been paid.

4. A statement shall be prepared and submitted by the developer's engineer which discusses the natural features of the existing site environment, including but not limited to mature trees and timber stands. The statement shall describe how these natural features will be preserved during development or their loss mitigated with new environmental features.

#### **166.11 - Final Plat Requirements.**

A. Number of Copies and Scale. If the preliminary plat is approved by the Council, the subdivider shall submit twenty (20) copies of the final plat for review, by the Commission. The scale of the map shall be one inch equals fifty feet (1" = 50') unless otherwise approved by the Commission, up to a maximum of one inch equaling one hundred feet (1" = 100').

B. Contents of Final Plat. The form of the Final Plat shall conform to the requirements of the Linn County Auditor and the Code of Iowa. Additionally the following information shall be shown on the plat:

1. Name of the subdivision, in bold letters inside the margin at the top of each sheet included in the plat.

2. Scale used shall be clearly stated and graphically illustrated by a bar scale drawn on every sheet showing any portion of the land subdivided, along with the compass point.

3. Location of all monuments shall be shown.

4. Legal description of the platted area.

5. Identification of all adjoining properties, and where adjoining properties are a part of a recorded subdivision, the name of that subdivision shall be shown. If a subdivision platted is a re-subdivision of a part or the whole of a previously recorded subdivision, sufficient ties shall be shown to controlling lines appearing on the earlier plat to permit an overlay to be made. Re-subdivisions shall be labeled as such in a subtitle following the name of the subdivision wherever the name appears on the plat.

6. Outside boundaries of the subdivided land shall be shown as well as sufficient survey data to positively describe the bounds of every lot, block, street, easement, or other areas shown on the plat including all interior excepted parcels. Those boundary lines of the proposed subdivision that are coincidental with adjacent property lines and/or adjacent subdivision shall be resolved by field survey to avoid any gaps or overlaps of ownership and description. The boundary lines thus located shall comprise the basis of a legal description of the property and shall encompass that area of subdivision, which shall be computed to the nearest one-hundredth (0.01) of an acre.

7. The course of every boundary line shown on the plat shall be indicated by a direct bearing reference or by an angle between the boundary line and an intersecting line having a shown bearing, except when the boundary line has an irregular or constantly changing course, as along a body of water, or when the description of the boundary line is better achieved by measurements shown at points or intervals along a meander line having a shown course. All bearings and angles shown should be given to at least the nearest minute of arc.

8. Curve data shall be stated in terms of radius (R=), central angle (D =), tangent (T=), arc length (A=), and chord (Ch=). All points of curvature (P.C.) and points of tangency (P.T.) shall be located and labeled.

9. When any lot or portion of the subdivision is bounded by an irregular line, the major portion of that lot or subdivision shall be enclosed by a meander line showing complete data with distances along all lines extending beyond the enclosure to the irregular boundary shown with as much certainty as can be determined. In all cases, the true boundary shall be clearly indicated on the plat.

10. Lots shall be numbered consecutively. All lot lines shall be dimensioned to the nearest 100th of a foot. The bearings or corner angles of all lot lines not parallel to the block lines shall be shown and lines intersecting a curved line shall be labeled as whether radial or not radial. Dimensions of curved lot lines shall include appropriate curve data. The area of all nonrectangular lots shall be shown to the nearest 100 square feet.

11. Centerlines of all street right-of-ways shall be designated and dimensions from angle point to angle point, point of curvature to point of tangency, intersection to intersection, or any combinations thereof between intersections with the appropriate bearings, angles, curve data, right-of-way widths and distances clearly shown.

12. Easement for public utilities and drainage facilities shall be designated and appropriately labeled with reserved width and type of "easement."

13. Fractional section lines and corners of the government township and section surveys shall be appropriately labeled and dimensioned as applicable to the plat. All plats shall be tied to a known section or fractional corner by distances and bearings or angles.

14. Types of designation lines used shall be as follows:

a. Boundary lines by a heavy line of long dash (--), two dots, etc., and labeled "Plat Boundary."

b. Block lines by heavy solid lines.

c. Centerlines of all street right-of-ways by a fine line of long dash (--) short dash or dot, or other accepted method.

d. Easements by fine line of medium length dashes.

15. All areas dedicated to the public must be clearly shown and purpose indicated.

16. Street names, location, lot number designation and right-of-way width for all streets within or abutting the plat shall be shown.

17. Private restrictions and trusteeships and their periods of existence, if any. Should these be of such lengths as to make the lettering of same on plat impractical and thus necessitate the preparation of a separate instrument, reference to such instrument shall be made on the plat.

C. Accompanying Material.

1. A deed to the City properly executed for all streets intended as public streets and for any other property intended for public use. (See 166.16b8 for additional requirements)

2. Any protective covenants or restrictions to be imposed upon the plat. (See 166.12a for review requirements)

3. Construction plans and specifications for all public improvements prepared in conformance with City Public Improvement Design Standards.

4. Certification by Linn County Conservation District Commission of an erosion and sediment control plan for any "land disturbing activities," as defined by Chapter 161A of the Code of Iowa that the plat may necessitate.

5. The following certificates:

a. A certificate by the owner that the subdivision is with the owner's free consent. The owner must sign this certificate before an officer authorized to acknowledge deeds.

b. A certificate by a registered land surveyor, licensed by the State of Iowa, that the plat was prepared by the surveyor or under the surveyor's direct supervision, signed and dated by the surveyor and bearing the surveyor's seal or Iowa registration number.

c. A certificate from the Treasurer of Linn County guaranteeing that the subdivision land is free from back taxes.

6. Prior to final approval of the plat and prior to its recording with the Linn County Recorder, the City Council shall require and accept the following:

a. The furnishing of a performance bond, letter of credit, cash escrow, or other guarantee in a form acceptable to the City, in an amount equal to 110% of the estimated cost of the improvement installation.

b. A specification of the time allowed for the installation of improvements. This period may be extended by the City Council.

c. The performance guarantee amount and requirement, along with the permitted time for installation, shall be included within the Subdivision Agreement negotiated between the City and the Developer and approved with the Final Plat.

7. A Subdivision Agreement shall be signed by the developer prior to submission of the final plat to the City Council. The Agreement shall set forth understandings between the City and the developer on topics including but not limited to the following, if applicable:

a. Sidewalk construction schedule and responsibility.

b. Dedication of streets and public improvements.

c. Terms for private water and sewer service on a temporary basis.

d. Restrictive or protective covenants.

e. Dedication of land, or payment in lieu of, for public service areas, parks and open spaces.

f. Performance and maintenance, and guarantees.

g. Public and private costs.

h. Minimum taxable value guarantee.

D. Recording Plat.

1. The original plat drawing shall remain the property of the registered land surveyor.

2. There shall be three (3) copies stamped as approved by the City Council.

3. Bound copies of the plat and accompanying material, as well as the recommendation of the Commission and the attested resolution by the Council approving and accepting the plat shall be prepared for:

a. The Clerk to be retained for file;

b. The subdivision owner to be used for extending the abstract, securing opinion of owner's attorney and recording with County Recorder;

- c. The Commission to be retained for file.

### 166.12 - Design Standards

The following are standards for the design of a subdivision. For additional information and requirements, refer to the zoning and subdivision ordinances in this chapter for information and requirements relating to the adopted Public Improvement Design Standards. The subdivision design standards contained herein are intended only as minimum requirements so that the general arrangement and layout of a subdivision may be adjusted to a wide variety of circumstances. However, in the design and development of the plats and construction plans the subdivider should use standards consistent with the site conditions and the City Public Improvement Design Standards so as to assure an economical, pleasant and durable neighborhood.

A. Character of Development. The Commission shall have the right to consult with the subdivider regarding the type and character of development that will be permitted in the subdivision, and may require that certain minimum regulations regarding this matter be incorporated in the restrictive covenants. Such provisions shall be intended to protect the character and value of the surrounding development and shall also tend to secure the most appropriate character of the development in accordance with long-range projections of the Comprehensive Plan. If there are material changes to the restrictive covenants after filing the Final Plat, the City shall have the right to stop issuing building permits until changes in the covenants can be agreed upon by the City.

B. Preservation of Scenic, Historic, and Natural Features.

1. Existing features which would add value to residential development, such as trees, watercourses, historic and archeological sites and similar irreplaceable assets, shall be shown on the preliminary plat and shall be preserved, insofar as possible.
2. To the maximum extent possible, development shall be located to preserve natural features of the site, to avoid areas of environmental sensitivity, and to minimize negative impact and alteration of natural features and drainage patterns.
3. The subdivider shall give maximum consideration to the preservation of the following areas as open space, to the extent consistent with reasonable utilization of land:
  - a. Wetlands and other unique environmental areas.
  - b. Significant stands or mature specimens of trees.
  - c. Flood plain lands, other than areas that have already experienced substantial development.
  - d. Slopes in excess of 15% as measured over a 10-foot interval.
  - e. Habitats of endangered species.
4. Land Suitability. Land which the City has found to be unsuitable for subdivision due to potential flooding, drainage problems or other features likely to be harmful to the general health, safety and welfare of the future residents shall not be subdivided, unless satisfactory methods of development for such lands are formulated by the developer and approved by the Commission, the Council and any other official governmental body having jurisdiction. Major

waterways and ditches shall not be straightened or channelized without a plan for storm water management and erosion control measures.

C. General Guidelines for Subdivision Layout. Subdivisions shall be designed to comply with the following overall performance objectives:

1. Avoidance of adverse effects on ground water and aquifer recharge.
2. Reduction and minimizing of cut and fill.
3. Avoidance or reduction of unnecessary impervious surfaces.
4. Prevention of flooding and encroachment of water onto other properties.
5. Provision of adequate access to lots, including alternative routes to lots and sites within the subdivision and minimizing of cul-de-sacs.
6. Mitigation of negative environmental effects on surrounding properties, including effects of shadow, noise, odor, traffic, drainage, and utilities.
7. Respect for the urban character and traditional layout of Mount Vernon, including providing continuity to established street and community facility networks; establishing linkages and connections between new development and existing parts of the city; and preserving historically and architecturally significant sites and buildings, determined as those sites or districts either listed on or determined to be eligible for listing on the National Register of Historic Places, as determined by the State Historic Preservation Officer or the Mount Vernon Historic Preservation Commission.
8. Dedication of arterial, collector, and key local streets on the general alignments specified in the Comprehensive Plan or the street planning map.
9. The Planning and Zoning Commission and City Council shall take the above Site Design objectives into account during their review and approval of preliminary plat applications.

D. Blocks. Pedestrian ways may be required to allow access through the block for pedestrians in very long blocks. In general, blocks of more than six hundred feet (600') in length should have a pedestrian way near the center of the block. Blocks in TR Traditional Residential zoning districts should not ordinarily exceed 300 feet in length.

E. Easements.

1. An easement for utilities, at least sixteen feet (16') in width, centered on the lot lines, shall be provided along the rear line of each lot, and along side lines where necessary to provide a continuous easement. If necessary easements of greater width may be required along lot lines or across lots, and easements of lesser width may be approved if accepted by utility companies and easements shall connect with easements in adjoining properties. Easements shall be approved in writing by any public or private utility company intending to use such easement for their facilities, such approval to be submitted prior to approval of the final plat.

2. Whenever any stream or important surface water course is located in an area that is being subdivided, the subdivider shall, at his or her own expense, make adequate provision for

improvement of the channel so it will properly carry the increased surface water runoff from developed ground and shall provide and dedicate to the City an easement along each side of the stream. Such easements shall be for the purpose of improving, maintaining or protecting the stream. Easements shall extend not less than twenty feet (20') on each side of the centerline of the waterway, and the total width of the easement shall be adequate to cover the 100 year flood flow calculated for a fully developed drainage basin upstream.

F. Lots.

1. Each lot shall conform in size and shape to the requirements set forth in the Zoning Ordinance as necessary for providing an adequate building site.

2. Each lot shall be provided by means of a public street with satisfactory access to an existing public street.

3. Each lot shall be provided with not less than twenty feet (20') of access frontage to a public street.

4. For the purpose of complying with minimum health standards, in subdivisions where buildings are to be served by septic tanks, the size of lots shall be sufficiently large to accommodate adequate drainage fields. Standards set forth by the Linn County Health Department and the State Board of Health shall be met.

5. Side lot lines where possible shall be at right angles or radial to the street lines.

G. Monuments. Monuments shall be placed at block corners, points of curves, change in direction along lot lines, and at each lot corner. All monuments shall be of solid steel, not less than 1/2 inch diameter and thirty inches (30") long, and properly marked with the license number of the land surveyor responsible for the subdivision.

**166.13 - Subdivision Design Categories and Special Regulations**

A. Purpose. The purpose of this section is to establish design alternatives that provide greater flexibility in subdivision design and make potential development more consistent with the City's site design objectives and the special natural and artificial features of the City of Mount Vernon and its planning jurisdiction.

B. Subdivision Design Categories.

1. **Conventional Subdivision:** A conventional subdivision literally meets all nominal standards of the zoning and subdivision ordinances for lot dimensions, setbacks, street frontage, and other site development regulations. Conventional subdivisions generally develop in areas relatively free of environmental constraints.

2. **Creative Subdivision:** A creative subdivision complies with the overall density requirements of a zoning district, but allows internal variations of such standards as lot size, setbacks, and street width in order to encourage innovative or economical development or protect natural features and open space without loss of economic yield to developer.

C. **Creative Subdivisions: Types and Special Regulations.** Creative Subdivisions are divided into three types: Cluster Subdivisions, Traditional Neighborhood Subdivisions and Planned Unit Developments.

1. Cluster Subdivisions

a. Cluster subdivisions allow the clustering or grouping of residential lots in order to provide common open space.

b. Cluster Subdivisions may be developed and approved subject to the following standards and variations:

(1) The overall density of subdivision complies with the zoning district that contains the final subdivision. A subdivider may apply for a rezoning simultaneously with the plat approval process.

(2) Individual lot size dimensions, including lot width, may be reduced up to 60% of requirement of zoning district. Any savings on lot size shall be devoted to common open space or other approved community facilities.

(3) Lot setbacks may be varied from those otherwise specified for the zoning district. Setback limits must be established on the preliminary and final plat. The setback from any garage entrance to any circulation way must be at least 20 feet.

(4) Street or right-of-way widths set forth in Table 166-3 may be varied within for local streets within Cluster Subdivisions, subject to the sole discretion of the approving authorities.

(5) Articles of incorporation or covenants for a homeowners' association or other provision assuring maintenance or operation of all common spaces shall be submitted with subdivision application. A Subdivider's Agreement shall be created and submitted with the application, based on section 166.17 (D)(2) of this ordinance, should the HOA dissolve.

2. Traditional Neighborhood Subdivisions

a. Traditional Neighborhood Subdivisions (TN) allow the development of urban neighborhoods that produce new development consistent with the patterns of historic or traditional parts of Mount Vernon, with appropriate civic space; or provide for the recreation of neighborhoods that follow the patterns of other traditional towns. Approval of a Traditional Neighborhood Subdivision requires submission of a specific district plan.

b. TN Subdivisions may be developed and approved subject to the following standards and variations:

(1) The minimum size parcel to be covered by the TN Subdivision is 10 acres.

(2) The overall density of subdivision complies with the zoning district that contains the final subdivision. A subdivider may apply for a rezoning simultaneously with the plat approval process.

(3) Individual lot size dimensions, including minimum width, may be reduced to 80% of the requirement of the underlying zoning district. Any savings on lot size shall be devoted to public space, including but not limited to town squares, small parks, greenways, and community facilities.

(4) All streets within a TN Subdivision connect to other streets within the district, forming a continuous network. The internal street system connects to other streets on the edge of the district.

(5) Lot setbacks may be varied from those otherwise specified for the zoning district. Setback limits must be established on the preliminary and final plat. The setback from any garage entrance to any circulation way, including an alley, must be at least 20 feet. Garage access from the rear of lots by way of an alley may be permitted within a TN Subdivision.

(6) Retail, service, civic, office, and various types of residential land uses may be combined within a TN subdivision, notwithstanding the use regulations of the underlying zoning district. The distribution and location of land uses shall be consistent with the TN Plan submitted for the subdivision.

(7) Street or right-of-way widths set forth in Table 166-4 may be varied within for local streets within TR Subdivisions, subject to the sole discretion of the approving authorities.

(8) A TN Subdivision Plan, in addition to other documents required by this Ordinance, must accompany all applications for a TN Subdivision. This plan shall illustrate the distribution of land uses throughout the subdivision; the location and design of public spaces, streets, and alleys; the location and nature of special design features; architectural controls; and other information necessary to communicate the concept of the TN subdivision. The TN Subdivision Plan shall be a part of the approved subdivision. The City shall issue subsequent building and development permits only in consistency with the TN Subdivision Plan.

(9) Articles of incorporation and/or covenants for a homeowners' association or other provision assuring maintenance or operation of all common spaces shall be submitted with subdivision application. A Subdivider's Agreement shall be created and submitted with the application, based on section 166.17 (D)(2) of this ordinance, should the HOA dissolve.

3. Planned Unit Development (PUD). A PUD is a creative subdivision that complies with the overall density requirements of a zoning district, but allows internal variations of such standards as lot size, setbacks, and street width in order to encourage innovative or economical development or protect natural features and open space without loss of economic yield to developer. PUDs may be developed and approved through the procedures established in the Zoning Ordinance.

#### **166.14 - Circulation System Design**

##### **A. Roadway System Design.**

1. The road system shall be designed to permit safe and orderly movement of traffic, to meet but not exceed needs of the present and future served population; to be simple and logical; to respect natural features, topography, and landscape, and to present an attractive streetscape.

2. The system shall conform to the official City street planning map and the general principles of the City's Comprehensive Plan. For streets not shown on the Comprehensive Plan, the arrangement of streets shall provide for the logical extension of existing streets.

3. The street network of a subdivision should provide for logical, continuous extensions of streets to subsequent later developments. Such extensions shall make provision when necessary with a temporary turnaround with a radius of at least 50 feet.

4. The system shall provide adequate traffic flow through a subdivision and provide at least two routes from each lot within the subdivision to the rest of the City, except as explicitly permitted by the approving authorities.

5. The applicant shall demonstrate to the satisfaction of the approving agencies that the distribution of traffic created by the subdivision will not exceed the design capacity of the proposed street system and its individual segments.

6. The categories, functions, and projected traffic loads of the street hierarchy are set forth in Table 166-2.

#### B. Pedestrian and Bicycle Systems.

1. A continuous pedestrian system shall be provided within each subdivision, designed to conduct pedestrians between every point in the subdivision in a safe manner. Subdivisions designated for industrial uses are exempt from this requirement.

2. In conventional subdivisions, the pedestrian system will ordinarily be provided by sidewalks placed parallel to and on both sides of each street, with exceptions permitted to preserve natural features, create visual interest, or maintain greenways and pedestrian ways proposed in the Comprehensive Plan.

3. In creative subdivisions, the pedestrian system may be an independent network diverging from streets but providing continuous pedestrian access between all points.

4. All aspects of the pedestrian system, including sidewalks and intersection crossings, must be designed to comply with the Americans with Disabilities Act.

5. Bikeways or recreational trails when required by the Subdivision Agreement shall be credited toward the satisfaction of pedestrian system and open space standards set forth by this ordinance.

#### C. Pavement Width.

1. Pavement width for each street classification is determined by parking and curbing requirements based on form or intensity of adjacent development.

2. Streets shall have a width and cross section as recommended in the Comprehensive Plan or the street planning map for the type of street involved. Final street paving and right-of-way widths shall meet City Public Improvement Design Standards. To promote economical development of streets, minimum pavement width should generally be used.

3. Partial width streets will normally be discouraged, except where they may be required to complete the remaining portion of a street already dedicated or where the Comprehensive Plan or the street planning map indicates that the alignment of street will straddle the property line.

D. Curbs, Gutters, and Shoulders.

1. Curbing shall be required for the purposes of safety, drainage, and protection of the pavement edge, as set forth in Table 166-4.
2. Requirements for curbs vary according to street function and the nature of adjacent development. Adjacent development is defined as urban or rural as follows:
  - a. Rural: Residential or predominately agricultural land use where average lot frontage exceeds 150 feet.
  - b. Urban: Residential land use where average lot frontage is less than or equal to 150 feet; or adjacent land uses include commercial, office, industrial, or civic use types.
3. Where curbing is not required, edge definition and stabilization shall be provided.
4. Where curbing is required, shoulders and drainage swales may be used only if soils or topography make the provision of shoulders preferable to curbs; or where the character of an area is preserved by the use of shoulders and drainage swales.
5. Shoulders, when developed, shall be at least eight feet in width on each side for all streets; and located within right-of-way. Swale width is site-specific. Shoulders shall consist of stabilized turf or other acceptable material.
6. All curbs shall provide ramps for accessibility by handicapped people consistent with the requirements of the Americans with Disabilities Act.
7. Curb construction shall follow standards established by the City of Mount Vernon.

E. Sidewalks.

1. Sidewalk requirements are determined by road classification and intensity of development, as set forth in Table 166-4.
2. Where sidewalks are not otherwise required by Table 166-4, the City may require their installation if necessary to provide access to generators of pedestrian traffic or major community features; to continue a walk on an adjacent street; to link parts of the city; or to accommodate future development.
3. In conventional development, sidewalks shall be placed generally parallel to streets within right-of-way. Exceptions are possible to preserve important natural features or to accommodate topography or vegetation; when applicant shows an alternative for a safe and convenient pedestrian system; or in creative subdivisions.
4. In commercial areas, sidewalks may abut curb.
5. Pedestrian easements at least 12 feet in width may be required through the center of blocks over 600 feet in length if deemed necessary by the approving authorities to provide access to schools or community facilities; or to maintain a continuous pedestrian network within and between subdivisions and districts of the City of Mount Vernon and its jurisdiction.

6. Sidewalks shall provide a clear path of at least five feet in width, free of any obstructions.

7. All sidewalks shall be constructed according to current standards in use by the City of Mount Vernon. Sidewalks shall be of concrete construction four inches thick except at points of vehicular crossing where they shall be six inches thick.

8. All sidewalks, crossings, and other segments of a continuous pedestrian system must comply with standards of the Americans with Disabilities Act.

F. Bikeways and Recreational Trails.

~~1. Bikeways and recreational trails shall be required in subdivisions only when specified as part of the Comprehensive Plan.~~

1. All off-street recreational trails shall be a minimum of eight feet in width for two-way traffic and comply with the Americans with Disabilities Act. Surfacing of trails shall be concrete. Alternate surfacing may be considered in appropriate areas, acceptable to the City of Mount Vernon. Gradients for bikeways and recreational trails should not exceed five percent, except for short distances.

2. Recreational trails may satisfy part of the requirements of this ordinance for sidewalks or open space.

3. All residential streets shall utilize bicycle safe drainage grates at storm sewer inlets.

G. Right-of-Way.

1. Measurement: The right-of-way of a street shall be measured from lot line to lot line, and shall be wide enough to contain the roadway, curbs or shoulder, sidewalks and sidewalk setbacks, other necessary graded areas, and utilities.

2. Any right-of-way that continues an existing street shall be no less than that of existing street.

3. The requirements for right-of-ways for functional categories of roads is set forth in Table 166-4.

4. Dedications: Dedications of right-of-way for collector, subcollector, community, or arterial streets shall be made consistent with the Comprehensive Development Plan.

H. Alleys. Alleys may be required in business areas and industrial districts for adequate access to block interiors and for off-street loading and parking purposes. Alleys may be approved in residential districts. Dead-end alleys shall be provided with a means of turning around at their terminus.

I. Street System Design Standards.

1. Pavement. All streets shall be paved to comply with the Public Improvement Design Standards of the City of Mount Vernon.

2. Continuity of Arterial or Collector Streets. No subdivision shall prevent the extension of arterial or collector streets through and beyond the subdivision. The subdivider may plan and design collector streets not designated in the Comprehensive Plan or the street planning map, subject to the approval of the City Council.

3. Cul-de-sacs.

a. Cul-de-sac streets designed to have one end permanently closed shall not exceed 300 feet in length from the first through street to the turnaround and shall be designed so that vision from entrance to end is not restricted.

b. The closed end of a cul-de-sac within a conventional subdivision shall have a turnaround with a street property line diameter of at least 110 feet in residential subdivisions. This diameter may be increased by the Planning and Zoning Commission if deemed necessary in the case of a commercial or industrial subdivision.

c. Cul-de-sacs should generally be avoided in subdivisions.

4. Street Grades. Streets and alleys shall be completed to grades having been officially determined or approved by the City Engineer. All streets shall be graded to the full width of the right-of-way and adjacent side slopes graded to blend with the natural ground level. The maximum grade shall not exceed those published in the City Public Improvement Design Standards.

5. Street Intersections.

a. Streets shall intersect as nearly at right angles as possible, unless limited by topography, existing street alignments, or other clearly defined constraints, as provided for in the City's Public Improvement Design Standards.

b. In most cases, no more than two streets should intersect at a single intersection.

c. New intersections along one side of an existing or proposed street shall, if possible, align with intersections on the other side of the street. Offsets between adjacent intersections shall measure at least 150 feet between centerlines.

d. Intersection design standards are set forth in the Public Improvement Design Standards.

6. Block Size. The length, widths, and shapes of blocks shall be suited to the proposed land use and design of the proposed subdivision. Blocks within subdivisions in the TR Traditional Residential zoning district should not ordinarily exceed 300 feet in length. Blocks in other districts will be defined by the definitions contained within the Comprehensive Plan. Blocks within rural subdivisions shall not exceed 1,320 feet.

7. Access to Major Arterials. When a new subdivision, except where justified by limiting conditions, involves frontage on a heavy trafficway, the street layout shall provide motor access to such frontage by one of the following means:

a. A parallel street supplying frontage for lots backing onto the trafficway.

b. A series of cul-de-sacs or short loops entered from and planned at right angles to such a parallel street, with their terminal lots backing onto the highways.

c. A frontage road separated by a planting strip from the highway to which a motor access from the frontage road is provided at points suitably spaced.

d. A service drive or alley at the rear of the lots.

Where any one of the above mentioned arrangements is used, deed covenants or other means should prevent residential driveways from having direct access to the trafficway.

In general, streets shall be platted with appropriate regard for topography, creeks, wooded areas and other natural features lending themselves to attractive treatment.

8. Railroads. If a railroad is adjacent to or otherwise affects the design or street layout of the subdivision, the subdivision plat should:

a. Be so arranged as to permit, where necessary, future grade separations at highway crossings of the railroad.

b. Border the railroad with a parallel street at a sufficient distance from it to permit deep lots to back on to the railroad; or form a buffer strip for park, commercial, or industrial use.

c. Provide cul-de-sacs at right angles to the railroad so as to permit lots to back on the railroad.

9. Street Names. All newly platted streets shall be named and in a manner conforming to the prevailing street naming system. A proposed street that is obviously in alignment with other existing streets as indicated on the street planning map, or with a street that may logically be extended although the various portions be at a considerable distance from each other, shall bear the same name. Names of new streets shall be subject to the approval of the City Council in order to avoid duplication or close similarity of names, while at the same time providing for consistent and appropriate street names.

10. Street Tree Planting. Trees may be planted on the parking of all newly platted streets in conformance with the Code of Ordinances, City of Mt. Vernon, Iowa.

11. Other design standards shall be as set forth in the Public Improvement Design Standards.

J. Utility Locations in Public Right-Of-Ways.

1. **See Exhibit A.** The standard location drawing for public utilities constructed within the street right-of-way shall be in conformance with current City of Mt. Vernon building design standards. Utilities shall be constructed in those locations in so far as possible.

2. Sanitary sewers shall be constructed outside of the street pavement areas in the right-of-way or adjacent to the right-of-way in public sewer easements.

**TABLE 166-2: Street Hierarchy**

*Residential Street*

*Function Type*

Lane, Court, or Cul-de-sac Street providing private or controlled access to **no more than twelve housing units.**

Local Provides frontage to lots and carries traffic with origin or destination on the street itself. Carries least traffic at lowest speed. Local residential streets usually do not interconnect with adjoining neighborhoods or subdivisions.

Collector Conducts and distributes traffic between local streets and major streets in the community. Carries larger volume of traffic. Residential collectors interconnect and provide through access between residential neighborhoods. Collector streets should preserve one through traffic lane in each direction, without encroachment by parking.

Minor Arterials Provides community wide access between residential neighborhoods and to other activity centers in Mount Vernon, including uptown and major commercial facilities. Minor arterial streets should preserve one through traffic lane in each direction, without encroachment by parking.

Major Arterials Inter-regional road in the street hierarchy. Conveys traffic between activity centers, often at high speeds and with limited access. Should be excluded from residential areas.

**TABLE 166-3: Pavement Width and Maximum Grades**

<i>Residential Street Type</i>	<i>Maximum Grade</i>	<i>Pavement Width</i>
<b>Cul-de-sac</b>	<b>12% (5%)*</b>	28 feet
<b>Urban Local</b>	<b>12% (5%)*</b>	28 feet
<b>Rural Local</b>	<b>12%</b>	28 feet
<b>Collector</b>	<b>10%</b>	31 feet
<b>Arterials</b>	<b>8%</b>	49 feet **

\* Denotes maximum street grade within 50 feet of an intersection.

\*\* A different pavement width section may be specified by the Comprehensive Plan, the City of Mount Vernon, or the requirements of the Iowa Department of Transportation.

**TABLE 166-4: Curb, Sidewalk, and Right-of-Way Requirements**

<i>Residential Street Type</i>	<i>Pavement Width</i>	<i>Curb/Shoulder</i>	<i>Sidewalk</i>	<i>Minimum Sidewalk Setback (Note 1)</i>	<i>Total ROW</i>
<b>Cul-de-sac</b>	28 feet	Required	Both sides	6 feet	60 feet at approach 110 feet diameter
<b>Local</b>					
Rural	28 feet	Not Required	Not Required	NA	66 feet *

Urban	28 feet	Curb	Both sides	8 feet	60 feet in other districts*
<b>Collector</b>					
Rural	31 feet**	Not Required	Not Required	NA	66 feet *
Urban	31 feet**	Curb	Both sides	8 feet	60 feet in TR District, 66 feet in other districts*
<b>Arterials</b>					
Arterial right-of-way design and width is determined by state standards and designation of individual street or roadway segment.	49 feet**	Required in urban settings	Required in urban settings	8 feet	80 feet minimum**

\* Right-of-way widths for these classes of street may be modified within the Creative Subdivisions.

\*\* A different pavement width section may be specified by the Comprehensive Plan, the City of Mount Vernon, or the requirements of the Iowa Department of Transportation.

Note 1: Sidewalks shall generally be set back one foot from the property line, as provided by the Public Improvement Design Standards. Minimum sidewalk setbacks from back of curb are established in this table.

### 166.15 - Public Improvements

A. Responsibility for Installation and Warranty. It is the intent of the City that all development within areas designated for urban development within the City of Mount Vernon's Comprehensive Plan shall be connected to public utilities. The subdivider shall be responsible for the installation and/or construction of all improvements required by this chapter, and shall warrant the design, material and workmanship of such improvements, installation and/or construction for a period of three (3) years from the date of acceptance by the City. Such warrant shall be by a maintenance bond, shall be subject to review by the City Attorney, shall specifically assure the expedient repair or replacement of defective improvements under warranty and shall indemnify the City from any and all costs or losses resulting from or contributed to such defective improvements.

B. Plan Review. All plans, specifications, installation and construction required by this chapter shall be subject to the review, approval and inspection by the City Engineer or other authorized City representative. The subdivider shall furnish the City Engineer with a construction schedule prior to commencement of any and/or all construction and shall notify the City Engineer not less than twenty- four (24) hours in advance of readiness for required inspections. The developer shall be responsible for construction staking, inspection and materials testing and the developer's engineer shall certify that all public improvements have been completed in conformance with the approved plans and specifications prior to the City Engineer's review and recommendation for acceptance.

C. Streets. All street improvements shall be designed in accordance with City Public Improvement Design Standards by an engineer.

D. Stormwater Management.

1. All subdivisions shall have a storm water management system that is adequate to prevent the undue or unplanned retention of storm water on the site. Undue retention does not include:

- a. Retention through planned facilities.
- b. Retention not substantially different from pre-existing conditions.

2. The design of the storm water management system shall be consistent with general and specific concerns and standards of the Comprehensive Plan and the drainage control programs of applicable public agencies. Design shall be based on environmentally sound site planning and engineering techniques as per SUDAS and ISWMM.

3. To the maximum degree possible, drainage from subdivisions shall conform to natural contours of land and not disturb pre-existing drainageways.

4. Adjacent properties shall not be unduly burdened with surface water from the subdivision. Specifically:

a. No action shall unreasonably collect and channel storm water onto lower properties.

b. The volume or rate of post development run off shall not exceed the amount of predevelopment runoff, and is to be managed in a manner consistent with Iowa statute and existing case law regarding such flows.

5. Design shall use the best available technology to minimize offsite' runoff, encourage natural filtration, simulate natural drainage, and minimize discharge of pollutants. Best available technology may include retention basins, swales, porous paving, and terracing.

6. No surface water may be channeled into a sanitary sewer system.

7. Where possible, a subdivision's drainage system shall coordinate with that of surrounding properties or streets.

8. All storm sewers, catch basins, culverts and drainage improvements shall be designed in accordance with City Public Improvement Design Standards, by a Professional Engineer.

E. Erosion Control.

1. ~~With the submission of the final plat,~~ The subdivider shall submit an erosion control plan, prepared and certified by a licensed Professional Engineer, for any land disturbing activity with the construction drawings prior to start of construction. All grading activities must be carried out consistent with this approved erosion control plan.

2. Certification by the Linn County Conservation District of the erosion control plan for land disturbing activities, as defined by Section 161A.64 of the Code of Iowa, shall be submitted as required.

F. Wastewater Management and Sanitary Sewers.

1. All sanitary sewer systems shall be designed, by an engineer, in accordance with City Iowa Department of Natural Resources (IDNR) Public Improvement Design Standards.

2. All lots in proposed subdivisions shall be served with a public sanitary sewer main and gravity sewer service connections, unless the City approves a variance at the preliminary plat stage.

3. If the developer feels that connection to the existing City Sewer System presents geographic or geologic barriers which make such connection unfeasible and wishes to serve the lots with private sewage disposal systems, he or she shall present an Economic Feasibility Study, and an Environmental Impact Study prepared by a Professional Engineer, comparing the costs of constructing the public versus private system. This report shall be submitted with the preliminary plat and a request for variance from providing a public sewer connection.

4. In addition, if the developer proposes to serve the lots with a private sewer service system, he or she shall show the proposed system for each lot on the preliminary plat and submit percolation tests for each lot, taken at the proposed absorption field sites to determine the size of field required for each lot. The plat and percolation test results shall be submitted to the Linn County Health Department (LCHD) for review and approval, which shall be evidenced to the City by a letter from the LCHD, submitted to the City with the preliminary plat. The City shall consider all these submittals in reviewing a developer's proposal for private sewage disposal systems and to determine if public sewer service is feasible or private systems may be permitted.

5. The developer's engineer shall furnish the City with three (3) certified copies of as-built plans showing service line locations and final sewer and maintenance hole locations, lengths, elevations and grades.

6. If private sanitary sewer systems are permitted for each lot, they shall be allowed only with the following provisions:

a. All successive lot owners shall agree to connect to the City sewer system if it is installed to the corner of their lot. The lot owner shall be required to connect to the City sewer system within two years after construction of the City system.

b. When the lot owner is connected to the City sanitary sewer system, the existing private sanitary sewer system shall be abandoned in conformance with all local, County and State standards. Abandonment shall be completed within six (6) months following connection to the City sanitary sewer system.

G. Sidewalks. Sidewalks shall be installed in conformance with Chapter 136 of the Code of Ordinances. Sidewalks shall be installed by the builder prior to issuance of an occupancy permit. The Zoning Administrator may require the subdivider to install temporary sidewalks where uncompleted sidewalks represent a nuisance or safety concern. The subdivider may provide a temporary sidewalk consisting of crushed stone. The Subdivision Agreement shall define the sum of money to be escrowed into a special city fund equal to the cost associated with special assessment of said amount of sidewalk. This cost is typically 2.5 times the construction cost of the sidewalk. A conditional 30-day occupancy permit may be issued and may be extended dependent upon weather conditions. Such request for a conditional occupancy permit shall be coordinated by the zoning administrator in consultation with ~~presented to and acted upon by~~ the **Building Official**.

H. Electric and Communication Utility Cables.

1. Primary Line - the main source of electricity or communication service. The primary line shall be underground depending on its location on the lot. Underground lines may be located at either the front or back lot lines within the area of perpetual easement.

2. Secondary Lines - branch lines from the primary line to the user. All secondary lines must be buried.

3. Street Lighting - When underground electrical service is provided, the subdivider shall install street lighting as follows: ~~defined in the Design Standards.~~

- a. Ornamental posts selected from options available through Alliant.
- b. Black colored.
- c. Height of street lighting shall be 20 feet.
- d. Spacing of street lights shall be approximately 200 feet apart.

4. Communication Cables - The subdivider shall arrange for the installation of telephone, cable television or other communications cables.

I. Gas mains. Gas mains shall be installed underground and located to comply with City Public Improvement Design Standards.

J. Water Supply.

1. Water shall be supplied to all proposed subdivisions by connecting to the existing City water system unless the developer requests a variance from the City Council.

2. The proposed water distribution system for all subdivisions shall include water mains, fire hydrants and valves designed and constructed in conformance with City Public Improvement Design Standards. No variance from this will be allowed.

3. The developer shall provide a water service line to each lot, stubbed to the property line in conformance with City and State Design Standards and City Water Department procedures and practices.

4. If a variance is requested to provide a private and/or community well, the developer shall submit with the preliminary plat an Economic Feasibility Study Report, and an Environmental Impact Study prepared by an Engineer, which documents the cost of providing City water service to the subdivision versus a private and/or community well system for water supply.

5. If a private and/or community well is proposed by the developer and approved by the city during the preliminary plat review stage, it shall be designed and constructed in accordance with regulations of the Iowa Department of Natural Resources and the Linn County Board of Health who shall approve its construction prior to the issuance by the City of certificates of occupancy for any building in the subdivision.

6. If a private and/or community well system is permitted by the City, it shall be allowed only with the following provisions:

a. The private well system and all distribution lines, hydrants, valves and appurtenances shall remain the property of the developer and/or Homeowners Association.

b. The developer and all successive lot owners shall agree to connect to the City water system if it is installed to the subdivision. The lot owner shall be required to connect to the City sewer system within two years after construction of the City system.

c. When the subdivision is connected to the City water system, all existing lot owners shall be required to disconnect from and abandon their existing private and/or community well in conformance with all local and State standards, and shall share equally in the cost of same. Abandonment shall be completed within six (6) months following connection to the City water system.

d. When the subdivision is connected to the City water system, the City will accept dedication of the existing distribution system, provided it has been properly certified, maintained and as-built plans have been submitted to and approved by the City Engineer, pursuant to subsection 9 below.

7. The developer's engineer shall observe all water system construction and shall certify that the construction was done in accordance with the plans and specifications issued for the project.

8. The developer's engineer shall furnish the City three (3) certified as-built construction plans showing the final locations of all water mains, valves, hydrants and service taps, lines and curb stops.

9. Both the developer's engineer's certificate of completion and as-built construction plans for the water system shall be furnished to the City upon completion of public improvements and request for City acceptance, even when the water system will remain under private ownership. The certificate and as-built drawings will remain on file with the City for reference and use when the subdivision is connected to City water and the City considers accepting dedication of the water distribution system.

#### **166.16 - Public Service Areas, Parks, and Open Spaces**

All residential developments should be designed so that adequate open spaces and sites for public uses may be properly located and preserved as the community develops. In order that the cost of providing parks, playgrounds and recreational facilities and sites necessary to serve the additional families brought into the community by the subdivision development may be most equitably apportioned on the basis of the additional need created by the individual subdivision development, the following provisions shall apply to all future residential developments or subdivisions or planned unit developments greater than one-half (1/2) acre in size within the City.

A. Public Areas Dedicated. Where it is determined by the City Council that public service areas are necessary and required, the subdivider or developer shall be required to dedicate or reserve such an area without cost to the City.

B. Recreational Areas and Open Space. Within the corporate limits of the City where it is determined by the Council that open space and recreational areas are necessary and required, and where feasible and compatible with the Comprehensive Plan of the community, the subdivider or developer shall provide and dedicate to the public adequate land to provide for said public service

areas, open space and recreational needs of the subdivision or development. Provided, however, said open space and recreational facilities may be reserved and held by private persons or home owners' associations or like entities under a Planned Unit Development (PUD) if same satisfies the requirements of this chapter. Provided further, however, should open space and recreational facilities be required of a PUD in another ordinance, law or statute with minimum areas which are greater than those provided herein, then said other ordinance, law or statute shall govern.

1. Open Space Reserved. Where land or property is to be reserved and ownership of same retained or held in the name of a private person or association, same shall be permanently reserved for the residents of the home owners association, ~~public use~~, as directed by the Council, and held for the purpose of open space and recreational facilities and its purpose or use shall not be altered.

2. Area Required. The amount of land shall be determined by first calculating the entire size of the land area of the proposed development as shown on the preliminary plat or site plan and then requiring dedication or reservation of five percent (5%) of said land area as hereinafter provided.

3. Fee in Lieu of Dedication. The Council may, upon the recommendation of the Commission, determine that the subdivider or developer shall, in lieu thereof, pay to the City a fee or combination of fee and land equivalent to the value of the required dedication or reservation.

4. Use and Location. Such fee shall be used exclusively for immediate or future site acquisition and development and shall be used only for the purpose of providing public service areas, open space lands and other recreational facilities to serve the subdivision or development for which received. The location of the land shall bear reasonable relationship to the use of the open space lands and other recreational facilities by future inhabitants of the subdivision or development for which received as well as those inhabitants of the community.

5. Fee Determined. In all cases where the Council, upon recommendation by the Commission, shall direct and determine that cash is to be deposited, or that a combination of cash and land is to be deposited, dedicated or reserved for public service areas, park playground or recreational purposes or a combination of uses, the fee shall be set at 1% (one percent) of the sale price of each lot, at the time of sale of said lot. The developer shall, upon sale of each lot, transfer 1% of the sale price of said lot to the City's special revenue account.

6. Fund Established. All funds so levied, assessed, and collected by the City shall be deposited in a special fund to be known and designated as "Special Fund for the Acquisition and Development of Public Service Areas, Open Space and Recreational Facilities" (Special Fund). Said funds so levied and collected shall be used for such purposes at such places and in such manner as shall be approved, ordered and directed by the Parks and Recreation Board, which shall be consistent with this chapter. Authorization for creation of said fund is hereby granted. Any and all interest accumulated upon such funds shall be added to the special fund and be used only for acquisition and development of open space and recreational facilities.

7. Procedure. The procedure for determining whether the subdivider or developer is to dedicate or reserve land, pay a fee, or both, shall be as follows:

a. Subdivider-Developer. At the time of filing a preliminary plat or site plan with the Commission, the owner or developer of the property shall, as a part of such filing, indicate whether he or she desires to dedicate or reserve property for public service areas, open space and recreational purposes, or to pay a fee in lieu thereof.

b. Cooperation with Parks and Recreation Board. When the preliminary plat is received by the City, the Clerk shall forward a copy to the Parks and Recreation Director. The Parks and Recreation Board may review the same and make recommendations and suggestions thereon with regard to the placement, size, design, and location of said proposed public service areas, open space or recreational area, cash in lieu of dedication or reservation of land, or a combination of both, within the terms and tenor of this chapter. Any recommendations shall be made to the Commission within thirty (30) days after receipt of a copy of said preliminary plat by the Director. Failure to make recommendations and suggestions within the thirty (30) days aforementioned shall in no way serve to delay, postpone, or reject the preliminary plat or site plan, and the requirement that the Parks and Recreation Board make such recommendations and suggestions shall thereby be waived.

c. Action of City. At the time the preliminary plat or site plan is approved by the Council, the Council shall determine, as a part of such approval, whether to require a dedication or reservation of land within the subdivision or development, payment of a fee in lieu thereof, or a combination of both; provided however, that the City shall determine which land shall apply to the dedication or reservation and the requirements contained herein.

8. Prerequisites for Approval of Final Plat or Site Plan. Where a dedication is required, it shall be accomplished by providing the City with a properly executed warranty deed dedicating the required land to the City without cost to the City. Where fees in lieu of dedication are required, except for the one percent (1%) park fee (Paragraph 116.16(5)), the same shall be deposited with the Clerk prior to the approval of the final plat or site plan.

9. Determination. The Council shall determine whether dedication, reservation or cash in lieu thereof or a combination of cash, dedication and reservation shall be required. In making this decision, the City Council shall consider the following:

a. Recreational element of the City's Comprehensive Plan.

b. Topographic and geologic conditions and access and location of land in subdivision or development available for dedication.

c. Size and shape of the subdivision or development and land available for dedication.

d. The relation of the subdivision or development to the Comprehensive Plan, particularly as the Comprehensive Plan map may show proposed public service areas, open space and recreational areas.

e. The character and recreational needs of the neighborhood in which the subdivision or development is located.

f. The unsuitability in the subdivision or development for open space and recreational purposes by reason of location, access, greater cost of development and maintenance.

g. The possibility that land immediately adjoining the subdivision or development will serve in whole or in part the public service areas, open space and recreational needs of such subdivision or development.

h. Recommendations and suggestions of the Parks and Recreation Board and the Planning and Zoning Commission.

i. Any and all other information relevant to a proper determination.

The determination of the Council as to whether land shall be dedicated or reserved or a fee shall be charged, or a combination thereof, shall be final and conclusive.

10. Development of Dedicated Area. It shall be the duty of the Parks and Recreation Board of the City to develop properly and to maintain the dedicated area for open space and recreational facilities. The owner who dedicated this land shall in no way be responsible for its development, maintenance, or liability thereon, except that the owner shall not develop the surrounding area in a manner which would unduly depreciate the purpose, use or value of the dedicated property. Where the owner is allowed to retain the land required for open space and recreational purposes and facilities in private ownership, it shall be the owner's responsibility to properly develop and maintain such area.

#### **166.17 - Improvement Financing and Guarantees**

A. Purpose. The purpose of this Article is to ensure the equitable financing and proper installation and maintenance of required streets, utilities, and other improvements. The guarantee shall be structured to provide adequate assurances to the City while avoiding unnecessary costs to the developer.

B. Application. This article applies to subdivisions requiring the installation of streets, utilities, or other public improvements by the City or developer.

C. Subdivision Agreement.

1. Condition for Approval of Plat. As a condition for final approval, each subdivision plat must include a subdivision agreement entered into between the City of Mount Vernon and the subdivider. Additionally, no contract for the construction of public improvements involving a subdivision within the extraterritorial jurisdiction but outside the corporate limits of Mount Vernon shall be awarded without the approval of such an agreement.

2. Rules for Distributing Improvement Costs. Generally, the following rules shall be applied in distributing costs for public improvements:

a. Public Costs. The City shall pay for those items that have demonstrable benefit to the general public. If applicable, these items may include:

(1) Pavement width in excess of 28 feet for streets designated as collector or arterial streets in the Comprehensive Plan or the street planning map. On collector and arterial streets requiring a higher standard of paving than normal, the additional cost shall be borne by the City or other public agency.

(2) The incremental cost of water mains over those required by the Public Improvement Design Standards.

(3) Storm sewers or drainage structures in excess of those required by the Public Improvement Design Standards and required to serve other areas in the watershed. Such expenses may also be assessed on an area basis to properties served by the improvement.

(4) The additional costs of sanitary sewers in excess of those required by the Public Improvement Design Standards, when such sewers are required by the City.

(5) Park and recreation facilities consistent with the Comprehensive Plan.

b. Private Costs. The developer shall pay for those items that have direct benefit primarily to the property being subdivided. If applicable, these items shall include:

(1) The entire cost of grading street rights-of-way, including intersections.

(2) All sanitary sewer lines within the subdivision and water lines within the subdivision.

(3) All paving and street construction, including curbs and gutters and street lighting, up to a pavement width of 28 feet.

(4) A stormwater management system adequate to provide for the collection, retention, and removal of surface runoff, extending to the boundaries of the subdivision.

(5) Sidewalks as required by this Ordinance.

(6) The contract charge for underground electrical and gas service.

(7) An iron rod not less than one-half inch in diameter and 24 inches in length as follows:

(aa) Set at the intersection of all lines forming angles in the boundary of the subdivision and at all street intersections.

(bb) At lot corners and changes in direction of block and lot boundaries.

c. Negotiated Costs. In the event that there are costs associated with a particular subdivision that are not public or private costs as set out in subparagraphs (a) and (b), the developer and the City will enter into an agreement, which shall be included as part of the subdivision agreement, as to the developer's and the City's respective responsibilities for these costs, based on the estimated private benefit to the developer and the estimated public benefit to the City. Further, in certain subdivisions, it may be in the public interest to pay for some or all of the private costs associated with the upgrade of water and sewer lines outside the subdivision. In the event the City determines to pay for such costs, the developer and the City will enter into an agreement, which shall be included as part of the subdivision agreement, as to the developer's, City's, and any third party's respective responsibilities for these costs, based on the estimated private benefit to the developer the estimated public benefit to the City, and the estimated private benefit to any third party. Negotiated costs are:

(1) Costs to the improvements outside the subdivision and necessitated by the subdivision.

(2) Other costs not included in subparagraphs A and B of this section.

D. Performance and Financial Guarantees.

1. As a condition of the final approval of the plat and prior to its recording with the Linn County Recorder, the City Council shall require and accept the following:

a. The furnishing of a performance bond, letter of credit, cash escrow, or other guarantee in a form acceptable to the City, in an amount not to exceed 110% of the estimated cost of the improvement installation.

b. A specification of the time allowed for the installation of improvements. This period may be extended by the City Council.

c. The performance guarantee amount and requirement, along with the permitted time for installation, shall be included within the Subdivision Agreement negotiated between the City and the Developer and approved with the Final Plat.

2. If private costs are incurred by the City due to the subdivision, the subdivider shall guarantee repayment of those costs, should increased tax revenues from the subdivision not cover those costs within seven (7) years of the date of the approval of the final plat. The terms and conditions of this agreement shall be spelled out in the Subdividers Agreement under the heading: "Written Assessment Agreement to Establish Minimum Taxable Value".

E. Notification of Completion and Acceptance by City.

1. Notification. Upon substantial completion of all required improvements, the developer shall notify the City in writing, as well as submitting a certification from a registered Professional Engineer, attesting to the adequacy of the installation. Such certifications shall include:

a. A Form of Resolution prepared by the Developer's attorney for approval and adoption by the City Council accepting dedication of specified public improvements on behalf of the City.

b. A Letter of Certification from the Developer's Licensed Professional Engineer, who prepared the plans and specifications for the public improvements, stating the engineer observed the construction of the public improvements, has supervised and reviewed all test results, and believes that all public improvements have been constructed in substantial conformance with such plans and specifications.

c. A Letter of Acceptance from the City Engineer stating that the City Engineer has inspected all public improvements at the request of and in the presence of the Developer and Developer's Engineer and/or Contractor;. The Letter of Acceptance shall state: 1) all improvements have been visually inspected, 2) all improvements have been operated, 3) training from a factory representative and/or appropriate operating documentation has been received, and 4) all improvements are completed and finished to City standards. This Letter of

Acceptance shall not in any way relieve the Developer of warranty requirements set forth in Section 166.15.

d. Sanitary Sewers Certification Submittals, including:

- (1) Successful infiltration/exfiltration or air pressure test on gravity sewers noted in certification letter.
- (2) Successful high-pressure test on force main noted in certification letter.
- (3) Successful trench compaction results noted in certification letter.
- (4) Mandrel testing of flexible sewer pipe materials noted in certification letter.
- (5) As-built record drawings of sewer system.
- (6) Three-year maintenance bond.

e. Water Main Certification Submittals:

- (1) Successful high-pressure test on mains (AWWA C-600) noted in certification letter.
- (2) Successful leakage test results noted in certification letter.
- (3) Successful trench compaction results noted in certification letter.
- (4) As-built record drawings of sewer system.
- (5) Copy of safe water test result.
- (6) Three-year maintenance bond.

f. Lift Station Equipment Certification Submittals:

- (1) Report of operational training of City staff.
- (2) Report of pump performance in field.
- (3) Furnish operation and maintenance manuals for lift station equipment.
- (4) As-built record drawings of lift station facility.
- (5) Three-year maintenance bond.

g. Storm Sewer Certification Submittals, including:

- (1) Report of visual checking/lamping.
- (2) Successful trench compaction results noted in certification letter.
- (3) As-built record drawings of sewer system.

(4) Three-year maintenance bond.

h. Paving Certification Submittals, including:

(1) Successful subgrade compaction results noted in certification letter.

(2) Successful concrete cylinder test results noted in certification letter.

(3) As-built record drawings of system.

(4) Three-year maintenance bond.

F. Approval and Acceptance.

1. Acceptance of public improvements by the City Council shall release the developer from liability pursuant to the performance guarantee for the installation. The City has the right to retain up to 10% of the value of the performance guarantee for a period of up to one year from the date of acceptance to remedy any deficiencies appearing during that period.

2. If improvements are not accepted or not completed within the specified time, the performance guarantee shall be forfeited and used by the City to complete satisfactory installation of improvements.

3. No residential occupancy permits shall be issued for a subdivision unless the installation of improvements has been inspected and approved, in full by the City Engineer.

**166.18 - Fees, Exceptions, Enforcement, and Amendments**

A. Fees. Before a preliminary or final plat may be considered by the Commission, there must be certification by the Clerk that such filing fees as may have been established by resolution of the Council for such plats have been paid by the subdivider or agent.

B. Variations and Exceptions. Whenever the tract proposed to be subdivided is of such unusual topography, size or shape, or is surrounded by such development or unusual conditions that the strict application of the requirements contained in these regulations would result in substantial hardships or injustices, the Council upon recommendation of the Commission may vary or modify such requirements so that the subdivider is allowed to develop the property in a reasonable manner; but so, at the same time, the public welfare and interest of the City and surrounding area are protected and the general intent and spirit of these regulations are preserved.

C. Enforcement.

1. No plat of any subdivision shall be recorded in the County Recorder's Office or have any validity until it has been approved in the manner prescribed herein. The Council shall not permit any public improvements over which it has control to be made from City funds or any City money expended for improvements or maintenance on any street in any area that has been subdivided after the date of adoption of these regulations unless such subdivision or street has been approved in accordance with the provisions contained herein and accepted by the Council as a public street. (Code of Iowa, Section 354.6)

2. The Zoning Administrator shall enforce the provisions of this ordinance and shall bring violations or lack of compliance to the attention of the Planning and Zoning Commission, City Council, or other appropriate agencies.

D. Changes and Amendments. Any provisions of these regulations may be changed and amended from time to time by the Council; provided, however, that such changes and amendments shall not become effective until after study and report by the Commission and until after a public hearing has been held, public notice of which shall be given in a newspaper of general circulation at least ten (10) days prior to such hearing.

 **166.19 – Checklists for City Staff**

A. Checklists. The following checklists are made part of this subdivision ordinance (see Exhibits A-C in the appendix of this ordinance):

1. Minor plat checklist.
2. Preliminary plat checklist.
3. Final plat checklist.

B. Review Prior to P&Z Meeting. All items on each checklist shall be marked yes or have acceptable comments in order to be approved.

**166.20 – Appendix**

A. Exhibit A. Minor Plat Checklist.

**Minor Plat Checklist**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1) Compliance with the Comprehensive Plan, other plans and documents, the Zoning Ordinance.<br><i>Comments:</i>  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2) North arrow, date (including dates of revisions), scale, signature blocks for P&Z and Mayor. Acreage of tract.<br><i>Comments:</i>  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3) Title block, legal description and general location of development, with monumentation. Present and proposed zoning. Key map showing location with references to surrounding property, streets, city limits with boundary of subdivision indicated by a heavy line.<br><i>Comments:</i> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4) Each lot within the plat shall be assigned a progressive number. Proposed layout of lots, showing numbers, lot dimensions and lot areas. Building setbacks or front yard lines.<br><i>Comments:</i>   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5) Present and proposed streets, alleys, trails and sidewalks, with their right-of-way, in or adjoining subdivisions, including dedicated widths, approximate gradients, types and widths of surfaces, curbs, and planting strips.<br><i>Comments:</i>                                     | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6) Present and proposed easements, showing locations, widths, purposes and limitations.<br><i>Comments:</i>  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7) Parcels of land proposed to be dedicated or reserved for schools, parks, playground, or other public,   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

semi-public or community purposes.

**Comments:**

- 8) Present and proposed utility systems, including the location and size of existing sanitary and storm sewers, culverts, water mains, street lights and other public utilities; and the location and alignment of proposed utilities to serve the development.  YES  NO

**Comments:**

- 9) Proposed name of the subdivision which shall not duplicate or resemble existing subdivision names in the County.  YES  NO

**Comments:**

- 10) Names and addresses of the owner, subdivider, and engineer, surveyor or architect who prepared the preliminary plat, and the engineer, surveyor or architect who will prepare the final plat including certifications and seals.  YES  NO

**Comments:**

- 11) A general summary description of any protective covenants or private restrictions to be incorporated in the final plat.  YES  NO

**Comments:**

- 12) The location of any floodway and flood hazard boundaries, and the identification of those areas subject to flooding and high water.  YES  NO

**Comments:**

- 13) Identification of all adjoining properties, and where such adjoining properties are part of recorded subdivisions the names of those subdivisions and property owners.  YES  NO

**Comments:**

14) Identification of areas prone to erosion and, by separate document attached to the preliminary plat, a grading plan to explain the methods that will be used to control erosion pursuant to the requirements of this chapter, including drainage calculations and percolation tests.  YES  NO

*Comments*

15) Identification of proposed Stormwater Best Management Practices and systems to collect, convey, detain, and discharge stormwater in a safe manner consistent with all City, State, and Federal laws and regulations  YES  NO

*Comments:*

16) Contours at vertical intervals of not more than five (5) feet.  YES  NO

*Comments:*

17) Survey of trees and wooded areas (noting size and locations) including mature or environmentally sensitive vegetation.  YES  NO

*Comments:*

18) A list of all variances from zoning and subdivision regulations that are being requested.  YES  NO

*Comments:*

19) Report by City Engineer. Date: \_\_\_\_\_

20) Scheduled action by Planning and Zoning Commission. Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_

21) Scheduled action by City Council. Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_

B. Exhibit B. Preliminary Plat Checklist.

**Preliminary Plat Checklist**

- 1) Planning conference with government officials. Date held: \_\_\_\_\_
- 2) Date of filing preliminary plat. Date filed: \_\_\_\_\_
- 3) 20 copies of the preliminary plat submitted, with the following:
- 4) Compliance with the Comprehensive Plan, other plans and documents, the Zoning Ordinance.  YES  NO  
*Comments:*
- 5) North arrow, date (including dates of revisions), scale, signature blocks for P&Z and Mayor. Acreage of tract.  YES  NO  
*Comments:*
- 6) Title block, legal description and location of development with monumentation. Present and proposed zoning. Key map showing location with references to surrounding property, streets, city limits with boundary of subdivision indicated by a heavy line.  YES  NO  
*Comments:*
- 7) Each lot within the plat shall be assigned a progressive number. Proposed layout of lots and blocks, showing numbers, lot and block dimensions and lot areas. Building setbacks or front yard lines.  YES  NO  
*Comments:*
- 8) Present and proposed streets, alleys, trails and sidewalks, with their right-of-way, in or adjoining subdivision, including dedicated widths, approximate gradients, types and widths of surfaces, alignment, curbs, and planting strips.  YES  NO  
*Comments:*
- 9) Present and proposed easements, showing locations, widths, purposes and limitations. Location of all property lines, existing buildings and other site feature affecting the plan.  YES  NO  
*Comments:*

10) Parcels of land proposed to be dedicated or reserved for schools, parks, playground, or other public, semi-public or community purposes.  YES  NO  
*Comments:*

11) Present and proposed utility systems, including the location and size of existing sanitary and storm sewers, culverts, water mains, street lights and other public utilities; and the location and alignment of proposed utilities to serve the development.  YES  NO  
*Comments:*

12) Proposed name of the subdivision which shall not duplicate or resemble existing subdivision names in the County.  YES  NO  
*Comments:*

13) Names and addresses of the owner, subdivider, and engineer, surveyor or architect who prepared the preliminary plat, and the engineer, surveyor or architect who will prepare the final plat including certifications and seals.  YES  NO  
*Comments:*

14) A general summary description of any protective covenants or private restrictions to be incorporated in the final plat.  YES  NO  
*Comments:*

15) The location of any floodway and flood hazard boundaries, and the identification of those areas subject to flooding and high water.  YES  NO  
*Comments:*

16) Identification of all adjoining properties, and where such adjoining properties are part of recorded subdivisions the names of those subdivisions and property owners.  YES  NO  
*Comments:*

17) Identification of areas prone to erosion and, by separate document attached to the preliminary plat, a grading plan to explain the methods that will be used to control erosion pursuant to the requirements of this chapter, including drainage calculations and percolation tests.  YES  NO

**Comments:**

18) Identification of proposed Stormwater Best Management Practices and systems to collect, convey, detain, and discharge stormwater in a safe manner consistent with all City, State, and Federal laws and regulations  YES  NO

**Comments:**

19) Contours at vertical intervals of not more than five (5) feet.  YES  NO

**Comments:**

20) Survey of trees and wooded areas (noting size and locations) including mature or environmentally sensitive vegetation.  YES  NO

**Comments:**

21) A list of all variances from zoning and subdivision regulations that are being requested.  YES  NO

**Comments:**

22) Report by City Engineer. Date: \_\_\_\_\_

23) Scheduled action by Planning and Zoning Commission. Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_

24) Scheduled action by City Council. Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_

C. Exhibit C. Final Plat Checklist.

**Final Plat Checklist**

- 1) Preliminary plat approval. Date: \_\_\_\_\_
- 2) Date of filing preliminary plat. Date filed: \_\_\_\_\_
- 3) 20 copies of the final plat submitted, with the following:
- 6) Name of subdivision in bold letters at the top of each sheet included in the plat.  YES  NO  
*Comments:*
- 7) Name and address of owner.  YES  NO  
*Comments:*
- 8) Scale used shall be clearly stated by a bar scale drawn on drawn on every sheet with a compass point.  YES  NO  
*Comments:*
- 9) Location of all monuments meeting requirements of the Code of Iowa.  YES  NO  
*Comments:*
- 10) Legal description of the platted area.  YES  NO  
*Comments:*
- 11) Identification of all adjoining properties.  YES  NO  
*Comments:*
- 12) Outside boundaries of the subdivided land shall be shown as well as sufficient survey data to positively describe the bounds of every lot, block, street, easement, or other areas shown on the plat including all interior excepted parcels.  YES  NO  
*Comments:*

- 13) All distance, bearing, street centerline, curve and other information as required by this ordinance and State Code.  YES  NO  
**Comments:**
- 14) Designation and labeling of easements for public utilities and drainage facilities.  YES  NO  
**Comments:**
- 15) Dimensions and purpose of any land dedicated to the public.  YES  NO  
**Comments:**
- 16) Numbering of all lots and blocks.  YES  NO  
**Comments:**
- 17) Names, locations, lot number designations and ROW width for all streets and alleys within or abutting the plat.  YES  NO  
**Comments:**
- 18) Designation of all interior excepted parcels, clearly indicated and labeled as NOT PART OF THIS PLAT.  YES  NO  
**Comments:**
- 19) Certification, signature and acknowledgement of owner.  YES  NO  
**Comments:**
- 20) Review and certification that plat meets minimum unadjusted for error for closure.  YES  NO  
**Comments:**
- 21) Surveyor's certification, seal and signature.  YES  NO  
**Comments:**

22) Contains the following attachments:

- Attorney's opinion
- County Treasure's certificate
- Clerk of Court certificate
- County Recorder's certificate
- Encumbrance bond, if necessary
- Restrictive covenants, if any
- Engineer's certification of completion of improvements
- Performance bond, if necessary
- Subdivision agreement

23) Review by City Engineer.

Date: \_\_\_\_\_

**Recommendations:**

24) Referral to Planning and Zoning Commission for conformance with preliminary plat.

Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_

25) Scheduled action by City Council to approve final plat.

Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_

26) Scheduled action by City Council for approval and acceptance of public improvements.

Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_



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

---

**CITY OF MT. VERNON  
CITY ADMINISTRATOR  
REPORT TO THE CITY COUNCIL  
March 18, 2019**

---

- I will be attending the Iowa Municipal Managers Institute in Iowa City March 20 – 22, 2019.
- ICAP (Iowa Community Assurance Pool) completed its annual tour of city operated facilities. They will return in October to review the Lester Buresh Family Community Wellness Center site before opening.
- Congratulations to Joe and CDG for earning the Spirit of Main Street Award in Des Moines this past Friday. This is a wonderful honor for the City of Mt. Vernon.