

# City of Mt. Vernon, Iowa

<b>Meeting:</b>	Mt. Vernon City Council Meeting
<b>Place:</b>	Mt. Vernon City Hall, 213 First Street NW, Mt. Vernon, Iowa 52314
<b>Date/Time:</b>	April 20, 2020 – 6:30 PM
<b>Web Page:</b>	<a href="http://www.cityofmtvernon-ia.gov">www.cityofmtvernon-ia.gov</a>
<b>Posted:</b>	April 17, 2020

<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		

Due to the nature of the Novel Coronavirus, now known as Covid-19, and the restrictions placed on group gatherings by Governor Reynolds State of Public Health Disaster Emergency for Iowa, the City Council believes it would be both impossible and impractical to hold a meeting in one location. With that being said, the Council will be meeting via the Zoom application, and the public is invited to participate via telephone by calling 1-312-626-6799.

You will be prompted for the following information:

1. Meeting ID: 963 5001 0981
2. Password: 228718

Should you need assistance before the meeting begins, please contact Chris at 319-359-8613.

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

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

- D. Consent Agenda**

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

1. Approval of City Council Minutes – April 6, 2020 Regular Council Meeting

- E. Public Hearing**

1. None

- F. Ordinance Approval/Amendment**

1. Ordinance #3-2-2020A: Vacating and Selling a Portion of a Sixteen Foot Alley Right of Way Located Adjacent to 709 and 713 1<sup>st</sup> Ave NW, Within the City Limits of Mt. Vernon, Iowa
  - i. Motion to approve the third and final reading

**G. Resolutions for Approval**

1. Resolution #4-20-2020A: Ordering the Construction of Certain Public Improvements, Approving Preliminary Plans, and Fixing a Date for Hearing Thereon and Taking Bids Therefor for Improvements Known as the Nature Park Trail
2. Resolution #4-20-2020B: Ordering the Construction of Certain Public Improvements, Approving Preliminary Plans, and Fixing a Date for Hearing Thereon and Taking Bids Therefor for Improvements Known as the Mount Vernon Wellmark Wellness Center Trail

**H. Mayoral Proclamation**

1. None

**I. Old Business**

1. None

**J. Motions for Approval**

1. Consideration of Claims List – Motion to Approve
2. Discussion and Consideration of Engagement Agreement with Clifton Larsen Allen and Bradley Hauge for Auditing and Accounting Services – Council Action as Needed
3. Discussion and Consideration of Change Order #1 – Cameras and Security – Lester Buresh Family Community Wellness Center - Council Action as Needed
4. Discussion and Consideration of Change Order #2 – Cameras and Security – Lester Buresh Family Community Wellness Center – Council Action as Needed
5. Discussion and Consideration of Pay Application #4 – Cameras and Security – Lester Buresh Family Community Wellness Center – Council Action as Needed
6. Discussion and Consideration of Pay Application #5 – Cameras and Security – Lester Buresh Family Community Wellness Center – Council Action as Needed
7. Discussion and Consideration of Palisades Rd Street Patching – Council Action as Needed
8. Discussion and Consideration of Screening/Fencing for the Police Station – Council Action as Needed
9. Discussion and Consideration of Building Identification Signage for the Police Station – Council Action as Needed
10. Discussion and Consideration of Purchase of PPE Masks for Employees – Council Action as Needed

**K. Reports to be Received/Filed**

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

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

1. None

**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**

Due to the nature of the Novel Coronavirus, now known as Covid-19, and the restrictions placed on group gatherings by Governor Reynolds State of Public Health Disaster Emergency for Iowa, the City Council believes it would be both impossible and impractical to hold a meeting in one location. The Council meeting was held via the Zoom application. The public was invited to participate via telephone by calling 1-312-626-6799. You were prompted to enter Meeting ID 128 283 410 and Password 798906. If assistance was needed before the meeting began, the public could contact Chris at 319-359-8613. The following Council members were remotely present: Roudabush, West, Wieseler, Herrmann and Rose.

**Call to Order.** At 6:34 p.m. Mayor Jamie Hampton called the meeting to order.

**Agenda Additions/Agenda Approval.** Motion to approve the Agenda made by Wieseler, seconded by Herrmann. Motion carries.

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

Approval of City Council Minutes – March 16, 2020 Regular Council Meeting

Approval of City Council Minutes – March 30, 2020 Special Council Meeting

Approval of Tobacco Permit – Gary's Foods

Approval of Liquor License – Casey's Store Number #1599

### **Public Hearing**

Public Hearing for Budget Amendment #2 for the Mount Vernon Fiscal Year 20. Mayor Hampton declared the Public Hearing open. Close Public Hearing – Proceed to G-1. Hearing no comments from the public Mayor Hampton closed the Public Hearing.

### **Ordinance Approval/Amendment**

Ordinance #3-2-2020A: Vacating and Selling a Portion of a Sixteen Foot Alley Right of Way Located Adjacent to 709 and 713 1<sup>st</sup> Ave NW, Within the City Limits of Mt. Vernon, Iowa. Motion to approve second reading and proceed to the third reading (Council may suspend rules and proceed to the third and final reading after a vote of the second reading). Since the first reading staff has not received any written or verbal communication regarding this ordinance. Motion to approve the second reading of Ordinance #3-2-2020A was made by Rose, seconded by Wieseler. Roll call vote. Motion carries.

### **Resolutions for Approval**

Resolution #4-6-2020A: Approving Budget Amendment #2 for the Mount Vernon Fiscal Year 20. City Administrator Nosbisch explained that this is amendment #2 and accounts for any unexpected changes to projects and/or operating budgets throughout the year. Motion to approve Resolution #4-6-2020A made by Wieseler, seconded by Herrmann. Roll call vote. Motion carries.

Resolution #4-6-2020B: Making Award of the Construction Bid for Infrastructure Improvements for the Wagon Pass Project. On March 12, 2020 the City received bids for the Wagon Pass Project. A total of five bids were received and ranged in cost from \$125,325.70 to \$197,423.00. The low bid was submitted by Schrader Excavating & Grading Company. Veenstra & Kimm have examined the bidding documents which appear to be in order. The Engineer's estimate of cost was \$150,000.00 which is 16.4% less than the cost

of the project. Veenstra & Kimm recommend the City award the contract to Schrader Excavating for the amount of \$125,325.70. Motion to approve Resolution #4-6-2020B made by Wieseler, seconded by Roudabush. Roll call vote. Motion carries.

Resolution #4-6-2020C: Approving the Creation of Covid-19 Employee Paid Time Off (PTO) Bank. Staff asked Council to consider allowing the establishment of 80 hours of PTO for COVID-19 for employees. The banked COVID-19 hours were previously discussed and will be tracked by staff. Sick leave accrual hours can be used if additional time is needed. Motion to approve Resolution #4-6-2020C made by Herrmann, seconded by Rose. Roll call vote. Motion carries.

Resolution #4-6-2020D: Approving the Additional Allocation of \$25,000 from Franchise Fees to the Mt. Vernon-Lisbon Community Development Group for Economic Development Funding Assistance for the Mount Vernon Small Business Relief Program. Nosbisch stated that they have received about 43 business support grant applications totaling \$140,802.00 in requests. He is recommending an additional \$25,000.00 be approved. Because of the overwhelming response and business need the Committee is looking at more of an average disbursement therefore assuring all get something. Application deadline would be noon on Thursday, April 9, 2020. This would, as before, come from the Franchise Fee fund. Motion to approve Resolution #4-6-2020D made by Rose, seconded by Wieseler. Roll call vote. Motion carries.

### Mayoral Proclamation

Proclamation Establishing Friday, April 24, 2020 as Arbor Day in the City of Mt. Vernon, Iowa

### Old Business

Discussion and Consideration of Change Order #60 - Lester Buresh Family Community Wellness Center – Council Action as Needed (*Tabled on 3-2-2020*). Motion to take off the table made by Rose, seconded by Herrmann. Motion carries. During construction of the LBC the four foot wide sidewalk on the east end of the property was damaged. Garling will give the City credit for the broken panels but the City is requesting all panels be replaced with a five foot wide walk. Cost to the City for a 5' walkway would be \$11,200.00. Motion to approve Change Order #60 made by Wieseler, seconded by Herrmann. Motion carries.

### Motions for Approval

Consideration of Claims List – Motion to Approve. Because City Hall was having computer problems Council was not given an Additional Claims list for approval. Claims will be processed, when possible, and sent to Council via email for approval. If there are any questions about any of the claims it will not be paid until it is Council approved. Motion to approve the Claims List and the Claims List to be presented made by Rose, seconded by Wieseler. Motion carries.

AAA PEST CONTROL	PEST CONTROL-PD CONSTRUCTION	55.00
AAA PEST CONTROL	PEST CONTROL-P&A	30.00
AHLERS & COONEY P.C.	\$500K GO CAP LOAN NOTE-LBC	5,350.45
AIRGAS INC	CYLINDER RENTAL FEE-SW	66.96
ALBERT LOPEZ	DEPOSIT REFUND-WAT	19.68
ALL SECURE	SECURITY SYST MONITORING-POOL	75.00
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	2,023.41
ALLIANT IES UTILITIES	ENERGY USAGE-SEW	39.39
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	23.12
ALLIANT IES UTILITIES	ENERGY USAGE-LBC	3,975.23
ALLIANT IES UTILITIES	ENERGY USAGE-PD	891.21
ALYSON MARTIN	REFUND-LBC	165.00
ARAMARK	RUGS-FD	59.60
ARAMARK	RUGS-FD	45.00

B4 BRANDS	AVANT-PD,P&A	170.37
B4 BRANDS	AVANT-PD	84.89
B4 BRANDS	AVANT-PD,P&A	79.61
B4 VENTURES LLC	SUPPLIES-LBC	299.02
BANKCARD 8076 MTOT DISC	CREDIT CARD FEES/MARCH-LBC	1,856.37
BIG COUNTRY SEED	SEED,MATS,CHALK-RUT,P&REC	1,236.75
BRADY LANHAM	3 PHASE POWER/AC	1,126.00
BROWN SUPPLY COMPANY	GRATES-RUT	850.00
CAMPBELL SUPPLY CEDAR RAPIDS	CIRCULAR SAW-RUT	250.86
CAMPBELL SUPPLY CEDAR RAPIDS	GLOVES-RUT	139.90
CARQUEST OF LISBON	VEHICLE MAINT-PW	397.01
CENTRAL IOWA DISTRIBUTING	SUPPLIES-FD	328.70
CENTRAL IOWA DISTRIBUTING	SUPPLIES-PD	194.00
CENTRAL IOWA DISTRIBUTING	SUPPLIES-P&REC	72.00
CLAIMS	SOCCER REFUNDS-P&REC	6,688.00
CLIFF WEAVER	FITNESS MEMBERSHIP-FD	100.00
COGRAN SYSTEMS	ONLINE RREGISTRATION FEES-P&REC	112.00
COMMUNITY DEVELOPMENT GROUP	BUSINESS SUPPORT GRANTS-FRAN FEE	75,000.00
COMMUNITY DEVELOPMENT GROUP	BUSINESS SUPPORT GRANTS-FRAN FEE	25,000.00
DE NOVO MARKETING	MONTHLY MAINT-LBC	300.00
DE NOVO MARKETING	MONTHLY MAINT-LBC	300.00
DELTA DENTAL OF IOWA	INSURANCE	1,370.84
DENISE BUDDE	REFUND-LBC	112.35
DIESEL TURBO SERVICES INC	TALE GATE/2006-RUT	45.00
EMERSON SPEC HARDWARE	CABINET LOCKS-LBC	54.14
ENVIRONMENTAL RESOURCE ASSOC	LAB CERTIFICATION-SEW	223.30
EVOQUE WATER TECHNOLOGIES LLC	PLANT COMMUNICATION-WAT	552.00
FAT GUYS MOTOR SPORTS	WHEEL BEARING-RUT	62.73
GALLS INC	UNIFORMS-PD	187.52
GALLS INC	UNIFORMS-PD	16.80
GARY'S FOODS	SUPPLIES-SEW,LBC	63.84
GORDON LUMBER COMPANY	BLDG SUPPLIES-RUT	104.40
HAWKEYE FIRE & SAFETY CORP	RESPIRATOR,GLASSES,GLOVES-PD	325.00
HAWKEYE FIRE & SAFETY CORP	SUPPLIES-PD	240.00
HAWKEYE FIRE & SAFETY CORP	EQUIP REPAIR-FD	47.00
HAWKEYE FIRE & SAFETY CORP	RECHARGE-P&A	23.00
HAWKEYE WELD & REPAIR INC	2014 DUMP BOX REPAIR-RUT	199.50
IAN DYE	REFUND-LBC	69.55
IOWA DEPT OF PUBLIC SAFETY	ON LINE WARRANTS-PD	300.00
IOWA DEPT OF TRANSPORTATION	PAINT-RUT	1,320.30
IOWA PARK & REC ASSOCIATION	CPO SCHOOL #8-POOL	30.00
IOWA SOLUTIONS INC	REMOTE SETUP, MONTHLY MAINT	800.00
IOWA SOLUTIONS INC	COMP MAINT-SEW	173.00
IOWA SOLUTIONS INC	COMPUTER ISSUES/NEW PD	2,719.00
IOWA SOLUTIONS INC	REMOTE ACCESS,MAINT-P&A,PW	1,699.00
IOWA SOLUTIONS INC	MONTHLY SERVICES-PD	558.10
JASON WRIGHT	REFUND-LBC	126.00
JOE'S QUALITY WINDOW CLEANING	WINDOW CLEANING-PD	40.00
JOE'S QUALITY WINDOW CLEANING	WINDOW CLEANING-P&A	150.00
KONICA MINOLTA BUSINESS SOLUTIONS	MAINTENANCE PLAN/COPIES-LBC	130.38
L.L. PELLING CO INC	COLD PATCH-RUT	980.95
LAW ENFORCEMENT TARGETS INC	TARGETS-PD	415.75

LINN CO-OP OIL CO	FUEL-PW	1,385.84
LYNCH	F250	38,595.00
LYNCH FORD	5K MI MAINT/2019 EXP	46.68
MARTIN GARDNER ARCHITECTURE	DESIGN PLAN-PD CONSTRUCTION	525.00
MARY EVANS	REIMBURSEMENT-MVHPC	25.99
MASON ANDREWS	REFUND-LBC	69.55
MATT SIDERS	REFUND-LBC	485.57
MATT SIDERS	MILEAGE-P&REC	69.00
MATT SIDERS	FITNESS MEMBERSHIP-P&REC	100.00
MATT SIDERS	MILEAGE-P&REC	88.55
MEDIACOM	PHONE/INTERNET-P&A	279.55
MEDIACOM	PHONE/INTERNET-FD	175.44
MEDIACOM	PHONE/INTERNET-LBC	747.12
MEDIACOM	PHONE/INTERNET-SEW	206.64
MEDIACOM	PHONE/INTERNET-P&REC	180.60
MENARDS	MAILBOX-LBC	123.98
MOUNT VERNON ACE HARDWARE	SUPPLIES-ALL DEPTS	1,029.67
MOUNT VERNON BANK	NSF CHECK-WAT	275.00
MOUNT VERNON PHARMACY	SUPPLIES-P&A	11.56
MT VERNON CAR WASH	VEHICLE MAINT-PD	32.00
NEAL'S WATER CONDITIONING	WATER/SALT-P&A,RUT	67.90
NICK NISSEN	REFUND-LBC	120.00
NIELSEN AUTO REPAIR	VEHICLE MAINT-PD	1,133.00
NIELSEN AUTO REPAIR	2019 INTERCEPTOR MAINT-PD	75.00
OFFICE EXPRESS	ATERRA, AVANT-P&A	23.95
P&K MIDWEST INC	EQUIP REPAIR-RUT	37.84
P&K MIDWEST INC	FLASHLITE-RUT	28.50
PAYROLL	CLAIMS	75,692.47
PIGOTT INC	CASTORS-LBC	322.50
PITNEY BOWES	SUPPLIES-ALL DEPTS	209.90
PLUMB SUPPLY CO	MODULE-FD	204.02
POSTMASTER	UTIL BIL POSTAGE-WAT,SEW,SW	401.27
PUSH-PEDAL-PULL	BUILDING & WEIGHT EQUIPMENT-LBC	89,882.25
PUSH-PEDAL-PULL	MATS-LBC	696.00
RAPIDS WHOLESALE EQUIPMENT	REFRIGERATOR-LBC	2,975.00
RECYCLE AWAY	SANITIZING SUPPLIES-LBC	1,245.44
RICKARD SIGN AND DESIGN CORP	COVID SIGNS-RUT,P&REC	240.00
RORY WIEBEL	REFUND-LBC	180.00
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES-P&A	1,907.00
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES-LBC	808.00
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES-SEW	200.00
SPRINGVILLE READY MIX	STORM SEWER	163.50
STATE HYGIENIC LAB	TESTING-SEW	3,424.00
STORM STEEL	SOD CUTTER-RUT	26.62
STORM STEEL	SOD CUTTER-RUT	13.76
SUN LIFE ASSURANCE COMPANY	INSURANCE	1,281.38
SYDNEY ABODEELY	REFUND-LBC	144.45
TASHA WHITMAN	REFUND-LBC	125.00
THOMAS STIMPSON	DEPOSIT REFUND-WAT	6.68
TIM KEEGAN	FITNESS MEMBERSHIP-FD	100.00
TOM WIESELER	MLA REIMB-P&A	60.00
TREASURER STATE OF IOWA	SALES TAX	2,491.00
TREASURER STATE OF IOWA	WET TAX	2,454.00
UNION PACIFIC RAILROAD	8TH AVE QUIET ZONE	1,025.00

UNITED HEALTH CARE	INSURANCE	18,918.99
UNITED STATES POSTAL SERVICE	METER POSTAGE-ALL DEPTS	2,000.00
US BANK	CREDIT CARD PURCHASES	13,084.69
US CELLULAR	CELL PHONE-P&REC,WAT,SEW	170.89
UTILITY SERVICE INC	WATER TOWER MAINT-WAT	4,749.02
VEENSTRA & KIMM INC	HWY 30 BYPASS COORDINATION	3,937.10
VEENSTRA & KIMM INC	WWTP IMPROVEMENTS	2,056.00
VEENSTRA & KIMM INC	1ST STR RR BRIDGE REPAIR	1,508.00
VEENSTRA & KIMM INC	CITY ENGINEERING GENERAL	556.75
VEENSTRA & KIMM INC	WWTP PERMIT RENEWAL	300.00
VEENSTRA & KIMM INC	8TH AVE QUIET ZONE CONSULTATION	264.00
WAPSI WASTE SERVICE	GB,RECY-SW	22,071.48
WAPSI WASTE SERVICE	GB-PD CONSTRUCTION	202.95
WASHBURN LAUNDRY	WASHER MAINT-FD	85.00
WENDLING QUARRIES	ROCK-RUT	515.47
WENDLING QUARRIES	ROCK-RUT	10.47
WENDLING QUARRIES	ROCK-RUT	344.13
WOODWARD COMMUNITY MEDIA	ADS/PUBLICATIONS-ALL DEPTS	1,168.16
TOTAL		444,705.25

2014 STREET IMPROVEMENTS	1,289.00
FRANCHISE FEE	100,000.00
GENERAL FUND	42,109.47
LBC OPERATIONS	7772.94
LOST III COMMUNITY CENTER CONSTR	107,847.05
PAYROLL	75,692.47
POLICE STATION CONSTRUCTION	2,084.27
ROAD USE TAX FUND	34,863.00
SEWER FUND	29,422.40
SOLID WASTE	24,746.11
STORM WATER FUND	858.36
WATER FUND	15,664.18
WWTP UV DISINFECTION	2,356.00
TOTAL	444,705.25

Discussion and Consideration of Paint Sprayer – Public Works – Council Action as Needed. Council was asked to approve the purchase of a Titan PowrLiner paint sprayer for a cost of \$3,835.00. The purchase is necessary as the previous sprayer was 15 years old and repair parts were no longer available. A sprayer is used to paint parking stalls, crosswalks and curb lines. Motion to approve the purchase of the paint sprayer made by Herrmann, seconded by Wieseler. Motion carries.

Discussion and Consideration of Garbage Tag Relief Program – Council Action as Needed. Previously, Council had approved suspending the garbage tag program until April 20, 2020. Staff would like Council to consider extending that date to the week of May 4, 2020. Motion to approve extending the Garbage Tag Relief Program until May 4, 2020 made by Rose, seconded by Herrmann. Motion carries.

Discussion and Consideration of Improvements to the West Police Department Doors – Council Action Needed. In order to allow the public access to the new police station building the west doors need to be remodeled/re-constructed making them ADA compliant. Chief Doug Shannon received two quotes for the improvements. The first was from Liberty Doors, Inc. for \$9,980.00 and the other from Allied Glass for

\$8,406.00. Even though the Liberty Doors quote was more Chief Doug Shannon recommended them for the project. Chief Shannon explained that they have been very helpful putting this project together and their door procedure works well with the door access systems of the next improvement phase. Due to savings elsewhere, Chief Shannon said this will be paid for through the PD operational budget. Motion to approve the quote from Liberty Doors, Inc. in the amount of \$9,980.00 made by Rose, seconded by Wieseler. Motion carries.

**Reports of Mayor/Council/Administrator**

City Administrator's Report. A reminder to residents to continue the practice of social distancing. Laura Eckles has been hired as the new Associate Planner. Her starting date is tentatively set for the end of April but will depend on COVID-19. The MV Small Business Relief Program application period will end on Thursday, April 9, 2020, 12:00 p.m. Nosbisch said he will continue to operate out of the PD station at least until the end of April.

As there was no further business to attend to the meeting adjourned the time being 7:28 p.m., April 6, 2020.

Respectfully submitted,  
Sue Ripke  
City Clerk

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

**AGENDA ITEM # F - 1**

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

<b>DATE:</b>	April 20, 2020
<b>AGENDA ITEM:</b>	Ordinance #3-2-2020A
<b>ACTION:</b>	Motion

**SYNOPSIS:** Staff has not received any new written or verbal communication regarding this ordinance.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Ordinance #3-2-2020A

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 4/17/20

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

**AN ORDINANCE VACATING AND SELLING A PORTION OF A SIXTEEN FOOT ALLEY LOCATED ADJACENT TO 709 and 713 1<sup>ST</sup> AVENUE NW, WITHIN THE CITY LIMITS OF MT. VERNON, LINN COUNTY, IOWA.**

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

**SECTION 2:** The City of Mt. Vernon hereby approves the sale of the property listed in Section 1 and described in Exhibit "B", to the neighboring property owners for \$2.50 a square foot plus \$350 in administrative fees per deed, subject to conditions listed in Exhibit "C", attached hereto and made a part thereof.

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

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

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

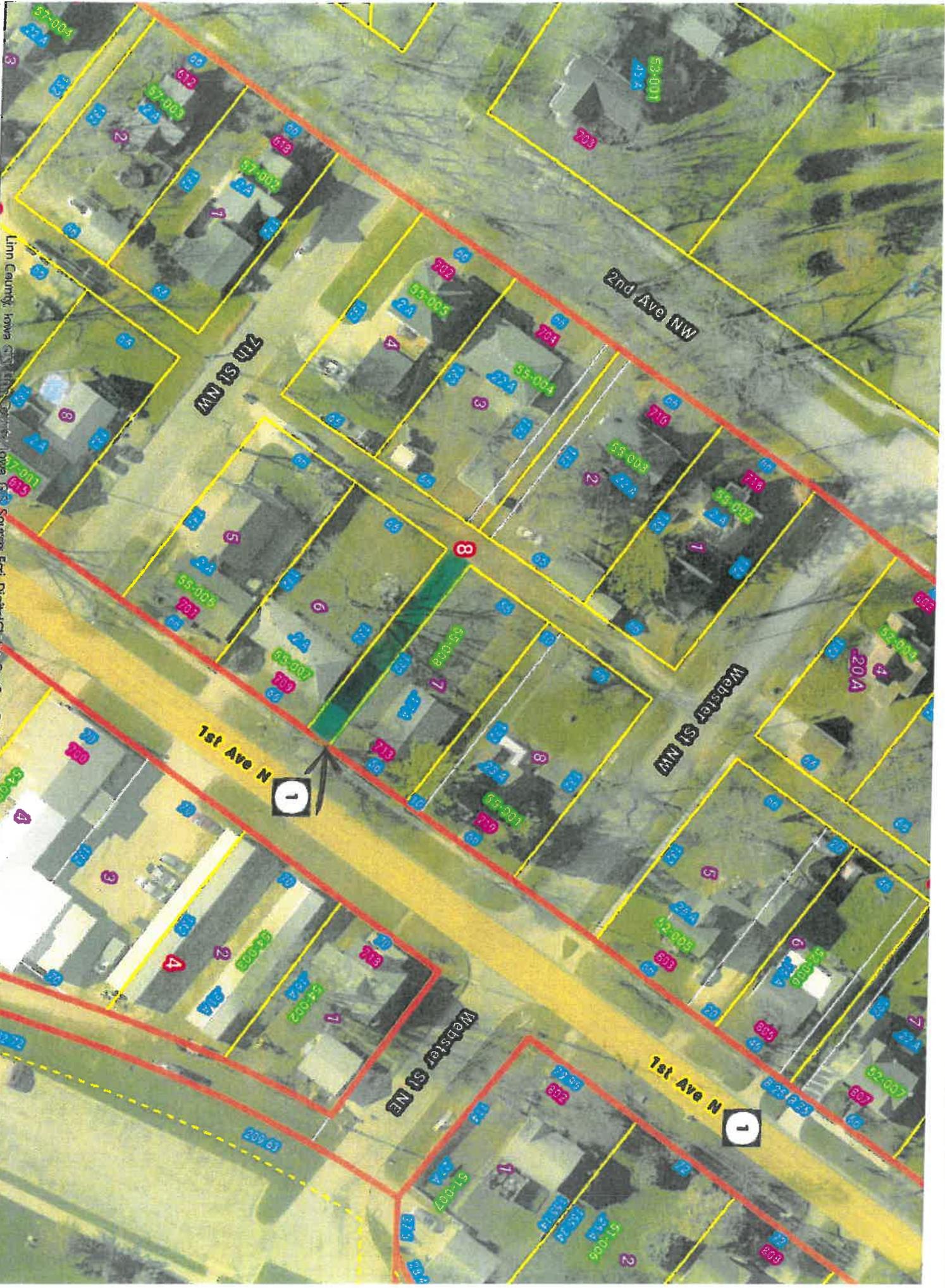
Approved and adopted this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Jamie Hampton – Mayor

ATTEST:

\_\_\_\_\_  
Sue Ripke – City Clerk

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.



**"Exhibit B, Property Description"**

Beginning at the Southeast corner of Lot 7, Block 8 of McKeans Addition to Mt. Vernon, thence westerly 132 feet to the southwest corner of Lot 7, Block 8 of McKeans Addition to Mt. Vernon, thence southwesterly 16 feet to the northwest corner of Lot 6, Block 8 of McKeans Addition to Mt. Vernon, thence southeasterly 132 feet to the northeast corner of Lot 6, Block 8 of McKeans Addition to Mt. Vernon, thence northeasterly 16 to the point of beginning.

**"Exhibit C, Conditions"**

1. Each property owner adjacent to the said alley described within this ordinance shall have the right of first refusal to purchase their portion. Those wishing not to purchase may sign a waiver indicating their desire to not purchase the property.
2. (Possible addition of easement for gas and/or electric)

## **G. Resolutions for Approval**

**AGENDA ITEM # G - 1 & G - 2**

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

<b>DATE:</b>	April 20, 2020
<b>AGENDA ITEM:</b>	Resolution #4-20-2020A & #4-20-2020B
<b>ACTION:</b>	Motion

**SYNOPSIS:** This is the resolution establishing a bid date and public hearing for the Nature Park Trail and MVWWC Trail (LBC trail network). Staff has requested the two trails be bid together in hope that we receive more competitive bids. Should the same contractor successfully win both projects, the MVWWC trail would be the first project constructed. This would be done to minimize any additional disruptions to MVCSD facilities. The initial estimates have the MVWWC trail at just under \$200,000 and the Nature Park trail at just over \$150,000. The City did receive a \$100,000 grant for the construction of the MVWWC project. I have provided the site plan for each of the trails behind the resolutions. The additional \$50,000 for Nature Park is for lighting along the trail way.

**BUDGET ITEM:** LOST Trails, Grants, LBC Funds

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Resolutions #4-20-2020A & #4-20-2020B

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 4/17/20

## RESOLUTION #4-20-2020A

### RESOLUTION ORDERING CONSTRUCTION OF CERTAIN PUBLIC IMPROVEMENTS, APPROVING PRELIMINARY PLANS, AND FIXING A DATE FOR HEARING THEREON AND TAKING OF BIDS THEREFOR FOR IMPROVEMENTS KNOWN AS THE NATURE PARK TRAIL PROJECT

WHEREAS, it is deemed advisable and necessary to construct certain public improvements described in general as the **Nature Park Trail Project**, and has caused to be prepared preliminary plans, specifications and form of contract, together with estimate of cost, on file in the office of the Clerk for public inspection, for the construction of said public improvements, and said preliminary plans, specifications and form of contract are deemed suitable for the making of said public improvements; and

WHEREAS, before said preliminary plans, specifications, form of contract and estimate of cost may be adopted, and contract for the construction of the public improvements entered into, it is necessary, pursuant to Division VI of Chapter 384 of the Code of Iowa, to hold a public hearing and to advertise for bids,

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

Section 1. That it is hereby determined that it is necessary and advisable to construct certain public improvements described in general as the **Nature Park Trail Project**, in the manner set forth in the preliminary plans and specifications and form of contract, above referred to, the cost thereof to be paid in accordance with the provisions as set out in the Instructions to Bidders, said public improvements being more generally described as follows:

Construct 3<sup>rd</sup> Street Nature Park Trail including all labor, materials, and equipment necessary for portland cement concrete trail; driveways; ADA ramps; fixture adjustments; lighting luminaires and circuits; electrical service panel for lighting; pavement markings for pedestrian crossing; seeding; traffic control; and miscellaneous associated work including cleanup.

Section 2. That the amount of bid security to accompany each bid shall be in an amount which shall conform to the provisions of the Notice to Bidders approved as a part of said specifications; and,

BE IT FURTHER RESOLVED, that the Clerk be and is hereby directed to publish notice to bidders once in the Sun Newspaper, a legal newspaper, printed wholly in the English

language, published at least once weekly and having general circulation in this City. Publication shall be not less than four clear days nor more than twenty days prior to the **Monday, May 4, 2020** meeting at the Mt. Vernon City Hall (213 First Street NW.), the date for receiving bids is hereby fixed as **Wednesday, May 13, 2020**. Said bids are to be filed prior to **2:00 p.m.** on said date; and,

BE IT FURTHER RESOLVED, that bids shall be received and as provided in the public notice and the results of said bids shall be considered at a meeting of this Council on **Monday, May 18, 2020**, at 6:30 p.m., at the Mt. Vernon City Hall (213 First Street NW.); and,

BE IT FURTHER RESOLVED, that the City Administrator is hereby designated as the authority to receive and open said bids on behalf of the City of Mt. Vernon, Iowa.

PASSED and ADOPTED this \_\_ day of \_\_\_\_\_, 2020.

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

ATTEST:

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



## RESOLUTION #4-20-2020B

### RESOLUTION ORDERING CONSTRUCTION OF CERTAIN PUBLIC IMPROVEMENTS, APPROVING PRELIMINARY PLANS, AND FIXING A DATE FOR HEARING THEREON AND TAKING OF BIDS THEREFOR FOR IMPROVEMENTS KNOWN AS THE MOUNT VERNON WELLMARK WELLNESS CENTER TRAIL (MVWWC) PROJECT

WHEREAS, it is deemed advisable and necessary to construct certain public improvements described in general as the **MVWWC Trail Project**, and has caused to be prepared preliminary plans, specifications and form of contract, together with estimate of cost, on file in the office of the Clerk for public inspection, for the construction of said public improvements, and said preliminary plans, specifications and form of contract are deemed suitable for the making of said public improvements; and

WHEREAS, before said preliminary plans, specifications, form of contract and estimate of cost may be adopted, and contract for the construction of the public improvements entered into, it is necessary, pursuant to Division VI of Chapter 384 of the Code of Iowa, to hold a public hearing and to advertise for bids,

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

Section 1. That it is hereby determined that it is necessary and advisable to construct certain public improvements described in general as the **MVWWC Trail Project**, in the manner set forth in the preliminary plans and specifications and form of contract, above referred to, the cost thereof to be paid in accordance with the provisions as set out in the Instructions to Bidders, said public improvements being more generally described as follows:

Construct approximately 1,270 linear feet of 8' wide PCC trail and 200 linear feet of 6' wide PCC trail with associated lighting, landscaping, and related improvements:

Section 2. That the amount of bid security to accompany each bid shall be in an amount which shall conform to the provisions of the Notice to Bidders approved as a part of said specifications; and,

BE IT FURTHER RESOLVED, that the Clerk be and is hereby directed to publish notice to bidders once in the Sun Newspaper, a legal newspaper, printed wholly in the English language, published at least once weekly and having general circulation in this City.

Publication shall be not less than four clear days nor more than twenty days prior to the **Monday, May 4, 2020** meeting at the Mt. Vernon City Hall (213 First Street NW.), the date for receiving bids is hereby fixed as **Wednesday, May 13, 2020**. Said bids are to be filed prior to **2:00 p.m.** on said date; and,

BE IT FURTHER RESOLVED, that bids shall be received and as provided in the public notice and the results of said bids shall be considered at a meeting of this Council on **Monday, May 18, 2020**, at 6:30 p.m., at the Mt. Vernon City Hall (213 First Street NW.); and,

BE IT FURTHER RESOLVED, that the City Administrator is hereby designated as the authority to receive and open said bids on behalf of the City of Mt. Vernon, Iowa.

PASSED and ADOPTED this \_\_ day of \_\_\_\_\_, 2020.

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

ATTEST:

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







## **J. Motions for Approval**

CITY OF MOUNT VERNON  
CLAIMS FOR APPROVAL, APRIL 20, 2020

PAYROLL	CLAIMS	66,306.27
SHERWIN WILLIAMS CO.	PAINT LINER-RUT	3,835.00
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	2,626.47
SENSUS USA, INC	SYSTEM SUPPORT-WAT,SEW,SW	1,949.94
SHERWIN WILLIAMS CO.	POWER LINER-P&REC	1,835.00
WEX BANK	FUEL-PD	1,086.46
ALLIANT IES UTILITIES	ENERGY USAGE-RUT	944.30
ALLIANT IES UTILITIES	ENERGY USAGE-FD	795.62
CAMPBELL SUPPLY CEDAR RAPIDS	LADDER,SAFETY-RUT	531.88
HAWKEYE READY MIX	STREET PATCH-RUT	527.63
ALLIANT IES UTILITIES	ENERGY USAGE-RUT,PD	388.11
BRAUN INTERTEC CORP	CONSTRUCTION & MATERIALS TEST	342.00
ALLIANT IES UTILITIES	ENERGY USAGE-P&A	303.02
VERIZON CONNECT	INFORMATION SYSTEMS-PW	227.40
STUART WHEELER	CTW REFUND-P&REC	200.00
RED LION RENEWABLES	SOLAR ELECTRIC PRODUCTION-P&A	198.66
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	192.31
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	182.57
MEDIACOM	PHONE/INTERNET-POOL	182.47
ALLIANT IES UTILITIES	ENERGY USAGE-POOL	68.26
ALLIANT IES UTILITIES	ENERGY USAGE-RUT,P&A,WAT,SEW	39.46
TOTAL		82,762.83
GENERAL FUND		5,055.98
ROAD USE TAX FUND		6,291.90
LOST III COMMUNITY CENTER		342.00
WATER FUND		3,343.17
SEWER FUND		716.68
SOLID WASTE		706.83
PAYROLL		66,306.27
TOTAL		82,762.83
MARCH 2020 REVENUE		
GENERAL FUND		325,257.13
PUBLIC SAFETY		39,772.01
PUBLIC WORKS		201,283.48
CULTURE - RECREATION		53,298.24
DEBT SERVICE		1,653.56
TOTAL		621,264.42

**AGENDA ITEM # J - 2**

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

<b>DATE:</b>	April 20, 2020
<b>AGENDA ITEM:</b>	Engagement Agreement - Audit
<b>ACTION:</b>	Motion

**SYNOPSIS:** Staff is recommending the City of Mt. Vernon continue to utilize the services of Clifton Allen Larson and Brad Hauge for auditing and budget support. Clifton is recommending no change to their base fee of \$16,400, although they have added a 5% client support fee for incidentals during the audit (maximum of \$820). Brad, who assists with the State budget forms, TIF report and monthly overview, is requesting a small increase of 1.6% over last year (\$7,000).

**BUDGET ITEM:** All

**RESPONSIBLE DEPARTMENT:** Finance

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Engagement Letters

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 4/17/20



CLA (CliftonLarsonAllen LLP)  
301 SW Adams Street, Suite 1000  
Peoria, IL 61602  
309-671-4500 | fax 309-671-4508  
CLAconnect.com

April 9, 2020

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

Dear Ladies and Gentlemen:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for City of Mount Vernon ("you," "your," or "the entity") for the year ended June 30, 2020.

Adam Pulley is responsible for the performance of the audit engagement.

#### **Audit services**

We will audit the cash basis financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of City of Mount Vernon, as of and for the year ended June 30, 2020, and the related notes to the financial statements.

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

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

#### **Nonaudit services**

We will also provide the following nonaudit services:

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

#### **Audit objectives**

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

accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

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

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

As part of our audit, we will also perform procedures for testing compliance guidelines in the city per the compliance guide published by the Iowa Auditor of the State.

#### **Auditor responsibilities, procedures, and limitations**

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

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*. Because we

will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

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

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

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

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

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

#### **Management responsibilities**

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

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

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

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

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

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

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

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

#### **Responsibilities and limitations related to nonaudit services**

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

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

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

- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.

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

#### **Use of financial statements**

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

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

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

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

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

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

**Engagement administration and other matters**

The completion and issuance of the financial statements will be by October 31, 2020, based on cooperation and assistance of personnel in providing all necessary information to complete the audit in a timely manner.

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

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

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

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

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

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

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our

independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Our engagement and responsibility end on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

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

#### **Mediation**

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

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

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

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

#### **Time limitation**

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

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

#### **Fees**

Our fees for these services will be based on the time involved and the degree of responsibility and skills required. We will also bill for expenses (including internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. Based on our preliminary estimates, the fee for the engagement should approximate \$16,400. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

#### ***Unanticipated services***

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

#### **Bookkeeping services**

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

- Preparation of a trial balance
- Account reconciliations
- Bank statement reconciliations
- Analyzing transactions for proper recording
- Processing immaterial adjustments through the financial statements
- Adjusting the financial statements for new activities and new disclosures

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

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

- Revising documentation of your internal control for changes resulting from your implementation of new information systems
- Deterioration in the quality of the entity's accounting records during the current-year engagement in comparison to the prior-year engagement
- Significant new accounting issues
- Significant changes in your volume of business
- Mergers, acquisitions, or other business combinations
- New or unusual transactions
- Changes in audit scope or requirements resulting from changes in your activities
- Erroneous or incomplete accounting records
- Evidence of material weaknesses or significant deficiencies in internal control
- Substantial increases in the number or significance of problem loans
- Regulatory examination matters
- Implementation or adoption of new or existing accounting, reporting, regulatory, or tax requirements
- New financial statement disclosures

**Changes in engagement timing and assistance by your personnel**

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

- Significant delays in responding to our requests for information such as reconciling variances or providing requested supporting documentation (e.g., invoices, contracts, and other documents)
- Rescheduling our fieldwork

- Schedule disruption caused by litigation, financial challenges (going concern), loan covenants (waivers), etc.
- Identifying a significant number of proposed audit adjustments
- Schedules prepared by your personnel that do not reconcile to the general ledger
- Numerous revisions to information and schedules provided by your personnel
- Restating financial statements for accounting errors in the prior year
- Lack of availability of entity personnel during audit fieldwork

***Changes in accounting and audit standards***

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

***Other fees***

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

***Finance charges and collection expenses***

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

**Consent**

***Consent to use financial information***

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

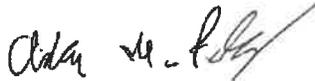
**Agreement**

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. Please sign, date, and return the enclosed

copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

**CliftonLarsonAllen LLP**



Adam Pulley, CPA  
Principal  
309-495-8767  
Adam.pulley@CLAconnect.com

Y CLA Common EL 2019 City of Mount Vernon

Enclosures

**Response:**

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

Authorized governance signature: \_\_\_\_\_

Title: Governance \_\_\_\_\_

Date: \_\_\_\_\_

Authorized management signature: \_\_\_\_\_

Title: Management \_\_\_\_\_

Date: \_\_\_\_\_

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

April 10, 2020

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

Dear Chris:

I am pleased to provide accounting services for the City of Mt. Vernon, Iowa (the City) for the fiscal year ending June 30, 2020. The purpose of this engagement letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services to be provided.

**Services to be provided:**

- Review receipts and disbursements ledgers for the fiscal year ending June 30, 2020.
- Prepare adjusting journal entries as needed.
- Reconcile transfers made during the year.
- Prepare and/or update various workpapers for the auditor.
- Prepare the financial statement (excel) portion of the City's year-end financial report to be audited by the City's auditors.
- Reconcile the year-end Clerk's Report balances to the year-end financial report.
- Assist with the preparation of the Management's Discussion and Analysis.
- Review final draft of the year-end audited financial statements.
- Preparation of the City Street Financial Report.
- Preparation of the State of Iowa City Annual Financial Report.

**Fees and payment terms**

The charges for this work are to be based upon the time involved. Bills for services are due when submitted. It is estimated that fees for the above services will be approximately \$7,000.

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

This engagement is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, I will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to my attention.

You are responsible for adopting sound accounting policies, for maintaining an adequate and efficient accounting system, for safeguarding assets, for authorizing transactions, for retaining supporting documentation for those transactions, and for devising a system of internal controls that will, among other things, help assure the preparation of proper financial statements. Furthermore, you are responsible for management decisions and functions, for designating a competent employee to oversee any of the services I provide, and for evaluating the adequacy and results of those services.

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

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

Very truly yours,

*Bradley L. Hauge*

Bradley L. Hauge, CPA

**ACCEPTED AND AGREED:**

**City of Mt. Vernon, Iowa**

By \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Title

**AGENDA ITEM # J – 3 – 6**

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

<b>DATE:</b>	April 20, 2020
<b>AGENDA ITEM:</b>	Cameras & Security – The LBC
<b>ACTION:</b>	Motion

**SYNOPSIS:** The next four items are in regards to the camera and security contract with Tri City Electric for the LBC.

- Change Order #1 - \$2,360 – this change order was previously approved. Two camera locations had conflicts with ductwork, and it was decided to add weather shields to the exterior cameras.
- Change Order #2 - \$2,070 – this change order was also approved as cameras and servers required reprogramming due to changes made by our IT provider (Iowa Solutions).
- Pay Application #4 - \$13,485.49 – Recommended for approval by Design Engineers (staff concurs)
- Pay Application #5 - \$8,091.29 - Recommended for approval by Design Engineers (staff concurs)

**BUDGET ITEM:** LBC

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 4/17/20

**APPLICATION AND CERTIFICATE FOR PAYMENT**

Invoice #: 231763

Page 1

To Owner: City of Mount Vernon  
213 First Street NW  
Mount Vernon, IA 52314

Project: 88A132310 Lester Buresh Family  
Community Wellness Center

From Contractor: Tri-City Electric Company of Iowa  
6225 N Brady St  
Davenport, IA 52806

Application No.: 4  
Application Date: 2020-02-03  
Period To:  
Project No:

Distribution to:  
 Owner  
 Architect  
 Contractor

Contract For:

Contract Date:

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. Original Contract Sum .....		\$94,635.00
2. Net Change By Change Order .....		\$0.00
3. Contract Sum To Date .....		\$94,635.00
4. Total Completed and Stored To Date .....		\$85,171.50
5. Retainage :		
a. 5.00% of Completed Work	\$4,258.57	
b. 0.00% of Stored Material	\$0.00	
Total Retainage .....		\$4,258.57
6. Total Earned Less Retainage .....		\$80,912.93
7. Less Previous Certificates For Payments .....		\$67,427.44
8. Current Payment Due .....		\$13,485.49
9. Balance To Finish, Plus Retainage .....		\$13,722.07

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Tri-City Electric Company of Iowa

By: [Signature] Date: 02/03/2020

State of IOWA County of SCOTT  
Subscribed and sworn to before me this 3rd day of February 2020  
Notary Public: **CHRISTOPHER J AUNE**  
Commission Number 816154  
My Commission expires: 04/01/2020

**ARCHITECT'S 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 \$13,485.49

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:  
By: [Signature] Date: 4-3-20

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.

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
Net Changes By Change Order	\$0.00	

**CONTINUATION SHEET**

Application and Certification for Payment, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 4  
 Application Date : 2020-02-03  
 To:  
 Architect's Project No.:

Invoice # : 231763 Contract : 88A132310 Lester Buresh Family Community Wellness Center

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	J Retainage
			From Previous Application (D+E)	This Period In Place					
1	Lester Buresh Family Community Wellness	94,635.00	70,976.25	14,195.25	0.00	85,171.50	90.00%	9,463.50	4,258.57
<b>Grand Totals</b>		<b>94,635.00</b>	<b>70,976.25</b>	<b>14,195.25</b>	<b>0.00</b>	<b>85,171.50</b>	<b>90.00%</b>	<b>9,463.50</b>	<b>4,258.57</b>

**APPLICATION AND CERTIFICATE FOR PAYMENT**

Invoice #: 233045

Page 1

To Owner: City of Mount Vernon  
213 First Street NW  
Mount Vernon, IA 52314

Project: 88A132310 Lester Burash Family  
Community Wellness Center

From Contractor: Tri-City Electric Company of Iowa  
6225 N Brady St  
Davenport, IA 52806

Contract For:

Application No.: 5  
Application Date: 2020-02-20  
Period To:

Distribution to:  
 Owner  
 Architect  
 Contractor

Project Nos:  
Contract Date:

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. Original Contract Sum .....	\$94,635.00
2. Net Change By Change Order .....	\$0.00
3. Contract Sum To Date .....	\$94,635.00
4. Total Completed and Stored To Date .....	\$93,688.65
5. Retainage:	
a. 5.00% of Completed Work	\$4,684.43
b. 0.00% of Stored Material	\$0.00
Total Retainage .....	\$4,684.43
6. Total Earned Less Retainage .....	\$89,004.22
7. Less Previous Certificates For Payments .....	\$80,912.93
8. Current Payment Due .....	\$8,091.29
9. Balance To Finish, Plus Retainage .....	\$5,630.78

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Tri-City Electric Company of Iowa

By: [Signature] VP Date: 2/20/2020

State of: Iowa County of: Scott  
Subscribed and sworn to before me this 20th day of February 2020  
Notary Public: **CHRISTOPHER J AUNE**  
My Commission expires: Commission Number 816154  
04/01/2020

**ARCHITECT'S 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 \$8,091.29

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:  
By: [Signature] Date: 4-3-20

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.

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
Net Changes By Change Order	\$0.00	

**CONTINUATION SHEET**

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 5

Application Date : 2020-02-20

To:

Architect's Project No.:

Invoice #: 233045

Contract : 88A132310 Lester Buresh Family Community Wellness Center

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date  (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	J Retainage
			From Previous Application (D+E)	This Period In Place					
1	Lester Buresh Family Community Wellness	94,635.00	85,171.50	8,517.15	0.00	93,688.65	99.00%	946.35	4,684.43
<b>Grand Totals</b>		<b>94,635.00</b>	<b>85,171.50</b>	<b>8,517.15</b>	<b>0.00</b>	<b>93,688.65</b>	<b>99.00%</b>	<b>946.35</b>	<b>4,684.43</b>



**Tri-City Electric Co.**  
Since 1895

**CONFIDENCE DELIVERED.®**

January 6, 2020

**Design Engineers**

RE: ITC 01 additional camera direction

*Tri-City Communications*, a division of *Tri-City Electric, Co.*, is pleased to provide the following proposal for changes on cameras at **LESTER BURESH FAMILY COMMUNITY WELLNESS CENTER**

TCC to:

- MOVE camera CX1 from location over existing j-box to new location adjacent to the j-box as to allow patch cords to exit from the j-box to the exterior. **\$970**
- Mount camera C16 to cable tray. Extend camera from tray as to allow view of entry to/from restrooms utilizing mount if needed. Feed patch cable to camera in a concealed manner. **\$730**
- ADD Axis Weather shield Kits to the exterior cameras on all levels of the west, south, and east exterior. **\$660**

**Design Engineers - \$ 2,360.00**

This proposal **does** include all applicable taxes.

Thank you for the opportunity to provide pricing for this potential system addition. Please feel free to call with any questions concerning this quote or any other cabling or system concerns.

Sincerely,

Rey Rodriguez  
Project Manager  
Structured Cabling/Security  
Phone: 563.370.4395  
E-mail: rrodriguez@tricityelectric.com

Electrical Construction | Residential Services | Power Testing Solutions | Engineering & Integration | Service | Renewable Energy  
Structured Cabling | Security Solutions | Telecommunications | Audio/Visual | Safety | Drone Services

Tri-City Electric Co. | 6225 N. Brady | Davenport, IA 52806 | 563.322.7181 | www.tricityelectric.com

**Notes**

Bid price is valid for 30 days. Bid is subject to the terms of a mutually acceptable contract. Bid is based on the daily market rate for goods and commodities reflected by the submitted date of this proposal. Tri-City Electric reserves the right to increase said bid accordingly to reflect the market rates on the day of receipt of the Purchase Order. Changes will be shown in documentation through commercial quotes, invoices, and/or receipts for such goods and commodities if applicable. Work is to be performed during a standard 8-hour workday between 7:00 AM and 3:30 PM, Monday through Friday. Payments are due every 30 days as the work progresses. A 1.5% service charge will be applied to all outstanding account balances over 30 days past due.

**Non Solicitation of Employees**

By acceptance of this proposal, customer agrees not to directly or indirectly recruit, solicit, hire or induce any employee of Tri City Electric Company or any affiliate thereof, to terminate his or her employment with Tri City Electric Company. This restriction does not apply to solicitation of any employee of Tri City Electric Company or any affiliate thereof, who Tri City Electric Company has terminated due to job elimination or reduction in work force. Contractor agrees that it must obtain written consent of Tri City Electric Company prior to hiring any such Tri City Electric Company employee. The duties, objections and restrictions set forth in this paragraph shall expire upon the first anniversary of the conclusion date of the engagement contemplated in this proposal.



**Tri-City Electric Co.**  
Since 1895

**CONFIDENCE DELIVERED.®**

February 27, 2020

**Design Engineers**

RE: ITC 02 Re IP camera and security system

*Tri-City Communications*, a division of *Tri-City Electric, Co.*, is pleased to provide the following proposal for changes on cameras and security system at **LESTER BURESH FAMILY COMMUNITY WELLNESS CENTER**

TCC to:

- **Change of IP Addresses-** revisit every single camera on the system and re IP them because Thomas the IT the change the IP range after Installation was complete. \$1,245
- **Re Program server and bring cameras in to server-** We had to re IP the server and delete all the cameras. Then bring the cameras back into the recording server with the new IP's.\$600
- **Access control S2-** Had to Re IP the S2 system and make changes to server because of Thomas's changes to newtrok.\$225

**Design Engineers - \$ 2,070.00**

This proposal **does** include all applicable taxes.

Thank you for the opportunity to provide pricing for this potential system addition. Please feel free to call with any questions concerning this quote or any other cabling or system concerns.

Sincerely,

Rey Rodriguez  
Project Manager  
Structured Cabling/Security  
Phone: 563.370.4395  
E-mail: rrodriguez@tricityelectric.com

Electrical Construction | Residential Services | Power Testing Solutions | Engineering & Integration | Service | Renewable Energy  
Structured Cabling | Security Solutions | Telecommunications | Audio/Visual | Safety | Drone Services

**Notes**

Bid price is valid for 30 days. Bid is subject to the terms of a mutually acceptable contract. Bid is based on the daily market rate for goods and commodities reflected by the submitted date of this proposal. Tri-City Electric reserves the right to increase said bid accordingly to reflect the market rates on the day of receipt of the Purchase Order. Changes will be shown in documentation through commercial quotes, invoices, and/or receipts for such goods and commodities if applicable. Work is to be performed during a standard 8-hour workday between 7:00 AM and 3:30 PM, Monday through Friday. Payments are due every 30 days as the work progresses. A 1.5% service charge will be applied to all outstanding account balances over 30 days past due.

**Non Solicitation of Employees**

By acceptance of this proposal, customer agrees not to directly or indirectly recruit, solicit, hire or induce any employee of Tri City Electric Company or any affiliate thereof, to terminate his or her employment with Tri City Electric Company. This restriction does not apply to solicitation of any employee of Tri City Electric Company or any affiliate thereof, who Tri City Electric Company has terminated due to job elimination or reduction in work force. Contractor agrees that it must obtain written consent of Tri City Electric Company prior to hiring any such Tri City Electric Company employee. The duties, objections and restrictions set forth in this paragraph shall expire upon the first anniversary of the conclusion date of the engagement contemplated in this proposal.

**AGENDA ITEM # J - 7**

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

<b>DATE:</b>	April 20, 2020
<b>AGENDA ITEM:</b>	Palisades Rd Patching
<b>ACTION:</b>	Motion

**SYNOPSIS:** Staff has received estimates of \$9,100 to \$14,000 for street patching work on Palisades Rd, west of 10<sup>th</sup> Ave (depending on asphalt thickness). Staff would like to hold a larger discussion with Council regarding the overall plan for Palisades Rd., as it will affect the patch thickness. The discussion will hinge, to a certain extent, on the settlement offer for Business 30 from IaDOT and the Council's direction on its use. Staff will provide recommendations for the Business 30 settlement to the Council on Monday.

**BUDGET ITEM:** RUT

**RESPONSIBLE DEPARTMENT:** Public Works

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 4/17/20

# Asphalt Patching

## 3" depth patches 5" depth patches

Cost Estimate Paver Patch 3.15/sq ft Hand Patch 4.15/sq ft  
 Cost Estimate Paver Patch 4.85/sq ft Hand Patch 5.95/sq ft

Location/Street	Size L x W	Total Sq Ft	3" depth patches Cost Estimate Paver Patch 3.15/sq ft Hand Patch 4.15/sq ft	5" depth patches Cost Estimate Paver Patch 4.85/sq ft Hand Patch 5.95/sq ft
Palisades Road btwn 10th Avenue and Willow Creek	16	9	144 \$	597.60 \$
Paver Patch	28	10	280 \$	882.00 \$
Paver Patch	28	11	308 \$	970.20 \$
Paver Patch	30	17	510 \$	1,606.50 \$
Hand Patch	20	6	120 \$	498.00 \$
Hand Patch	16	6.5	104 \$	431.60 \$
Paver Patch	24	12	288 \$	907.20 \$
Paver Patch	66	12	792 \$	2,494.80 \$
Hand Patch	12	8	96 \$	398.40 \$
Hand Patch	10	8	80 \$	332.00 \$
			\$	9,118.30 \$

Cubic Feet 3" patch	Total Sq Feet	2722
Cubic Yards Needed	680.5 Cubic Feet 5" patch	1135.074
	25 Cubic Yards needed	42

51.25 Tons needed  
 \$85/ton to purchase  
 In house to place

\$ 4,356.25 \$ 7,318.50

86.1

13,800.10

**AGENDA ITEM # J - 8**

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

<b>DATE:</b>	April 20, 2020
<b>AGENDA ITEM:</b>	Screening/Fencing – Police Station
<b>ACTION:</b>	Motion

**SYNOPSIS:** Staff is having some issues with the current vegetation screening on the east side of the property. To start, a majority of the trees are of the Ash variety and need to be removed (already underway). The current screen was/is not thick enough to prevent headlight glare onto the neighboring property. Staff is proposing a white, 6' vinyl fence to be installed along the eastern edge of the east parking lot (192'). Staff is also requesting quotes for a tan fence as the neighboring property owner has stated he is willing to pay the difference for color (he believes it would blend in better with his home and the police station). Staff is recommending approval of Cook Fence Co. for \$8,150. If the neighboring property owner would cover the additional \$950, we would recommend the tan fence be constructed.

**BUDGET ITEM:** Police

**RESPONSIBLE DEPARTMENT:** Police Chief

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 4/17/20



EST. 1992

Work Order Form
201 East Main Street
Robins, IA 52328
(319) 395-7214
Iowa City - (319) 351-9664
Fax (319) 378-3595
cookfence@qwestoffice.net

MADE IN U.S.A.



SOLD TO Mt. Veron Police Dept. 90 Doug Shannon
ADDRESS 380 Old Lincoln Hwy. ZIP
LOCATION Mt. Veron
DATE 4/13/20
TELEPHONE NUMBER 895-6141
OFFICE NUMBER

Over All Length (A) 192 (B) 88

Over All Height 6' PVC Superior

Chain Link Fence Specs.

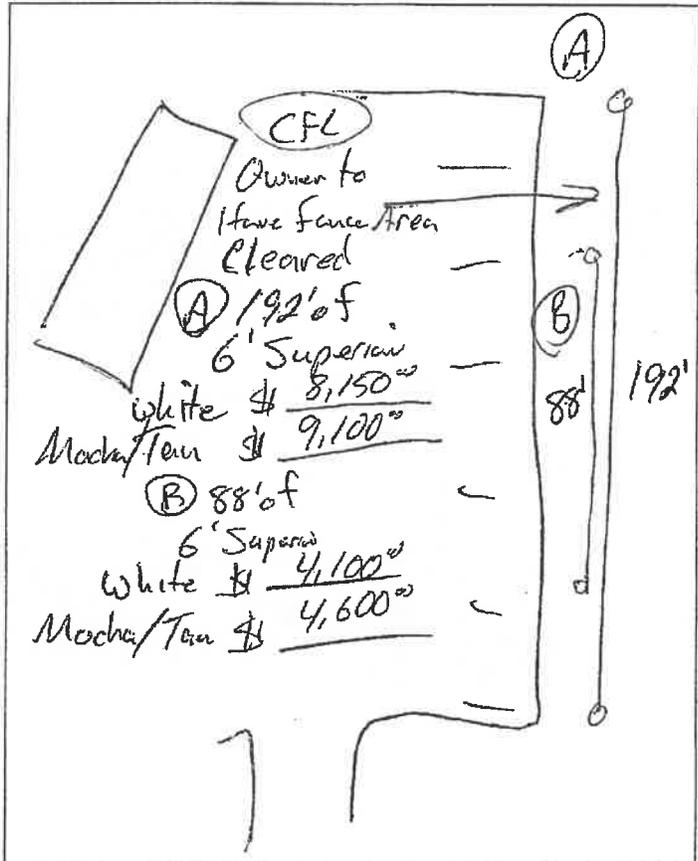
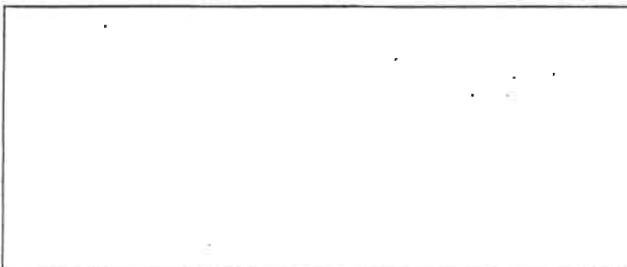
Black Galvanized Brown Green

Table with 2 columns: Residential Vinyl, Residential Galvanized. Rows: Top Rail, Line Post, Terminal Post, Fabric Gauge, Post Spacing.

Table with 2 columns: Residential Vinyl, Residential Galvanized. Rows: Top Rail, Line Post, Terminal Post, Fabric Gauge, Post Spacing.

Specialty Fences

Courtyard (Aluminum) Montage (Steel) Polyvinyl (P.V.C.)
Style Superior Color
Wood Fence Specs. Boards
Stringer Cedar
Post 4x4's 2x4's 1x4" or 6"
Brown Treated Cedar Cedar
STEEL



CUSTOMER'S RESPONSIBILITIES

Customer is solely responsible to have property lines visible or have yard staked.
(Cook Fence Company does not locate property pins.)
If property lines are not marked when the installers arrive, there will be a \$100 charge for loss of time.
If fence is installed within 18" of utility line, Cook Fence Company will not be held liable for damages.
Customer is responsible for protective covenants.
Customer is to mark any underground obstacle; sprinkler system, utilities to garage, gas lines to outside grills, etc.
\*Customer is responsible for any repair cost resulting from damage to underground obstacle.
Delays in installation due to customer, customer agrees to pay for material in full.

ADDITIONAL CHARGES WILL INCUR WHEN:

- \* GROUND IS FROZEN DUE TO DELAYS FROM CUSTOMER OR OTHER CONTRACTORS NOT AFFILIATED WITH COOK FENCE CO.
\* PORTION OF THE FENCE HAS TO BE INSTALLED AT A LATER DATE DUE TO CUSTOMER.
\* SPACER IS NEEDED TO FILL GAP DUE TO UNDERGROUND OBSTACLES.

ADDITIONAL OWNERS RESPONSIBILITIES

- X CFL CUSTOMER IS RESPONSIBLE TO CLEAR THE FENCE LINE PRIOR TO INSTALLATION.
TEAR OUT CUSTOMER IS RESPONSIBLE TO REMOVE OLD FENCE AND CONCRETE PRIOR TO INSTALLATION.
HALLAWAY CUSTOMER IS RESPONSIBLE TO HALLAWAY OLD FENCE.
X PERMIT CUSTOMER IS RESPONSIBLE TO PROVIDE PERMIT IF NEEDED.
OTHER

Price includes: Material Labor Tax Tear Out Haul Away Permit
\*Terms; 50% Down / Balance Upon Completion

TOTAL

CONTRACT CONDITIONS

TERMS: CASH UPON COMPLETION. 1-1/2% SERVICE CHARGE WILL BE ASSESSED ON ACCOUNTS UNPAID 30 DAYS AFTER INVOICE DATE.

When accepted, this proposal becomes a contract. If contract is cancelled a 25% charge of the material price will be charged. If payment is not made as specified in (TERMS OF PAYMENT) the company reserves the right to repossess all material on this job without recourse.

ACCEPTED DATE

SPECIFICATIONS

Work will be performed in a professional and courteous manner.
All posts will be set in concrete unless otherwise noted.
Proof of insurance available upon request.
Public underground utilities will be handled by Cook Fence Company.
Not responsible for delays due to supplier or shipping.

Underground utilities will be handled by company. Cook Fence Co. is not responsible for underground utilities not located by Utility Companies (i.e. gas line to grills, electrical to garage, etc.).

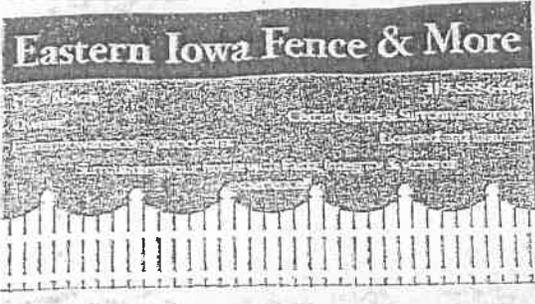
Prior to finalization of contract, Cook Fence Company reserves the right to have utilities located due to close proximity to fence line. If utility lines are within 18" of fence line Cook Fence Company has the right to void Work Order or change price to compensate for additional labor.

SALES PERSON Dan DATE 4/13/20
Offer good 21 days after date above



Dan Thank You





Date: 4/15/2020

Type of Work Done: Tan Vinyl Fence

Contract For: Mt. Vernon Police Dept

Phone: (319) 895-6141

Address: 390 Lincoln Highway Mt Vernon

Contact: \_\_\_\_\_

This job will begin with the installation of 6 ft tall Tan Vinyl fence/deck (circle one) with  walk through gate(s) and  drive through gate(s).

This contract is for \$ 9400 to be paid in 2 installments. The first installment of \$ 4700<sup>00</sup> is due at the signing of the contract and the final \$ 4700<sup>00</sup> due at the completion of the job.

I \_\_\_\_\_, give Eastern Iowa Fence & More and/or Mark Novak permission to pull a building permit for the following \_\_\_\_\_

Initials: \_\_\_\_\_

All workmanship and materials have a one-year warranty.

- \*\*We accept all major credit cards there is a 2.75% fee for this option\*\*
- \*\*This bid/contract will be null and void if not accepted within 30 days of the bid/contract date\*\*
- \*\*The terms and amounts of this contract may be changed with acknowledgment and acceptance from both parties and EIF & more is not responsible for locating property lines. \*\*

Thank you for your time and consideration,

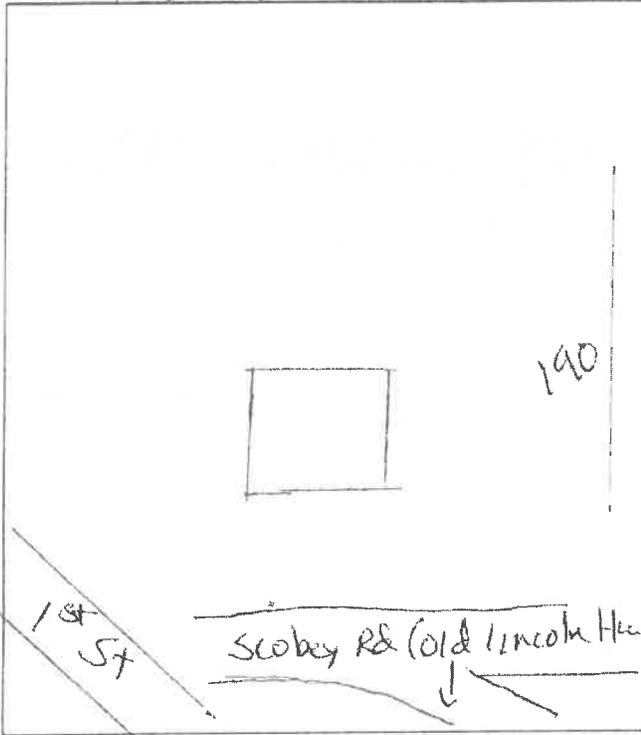
Mark Novak  
Eastern Iowa Fence & More  
319-558-6440

\_\_\_\_\_  
Mark Novak Date

\_\_\_\_\_  
Customer Signature Date



PROPOSAL SUBMITTED TO:		PHONE: 319-895-6141	DATE: 4/09/20
NAME: Doug Shannon	JOB ADDRESS: 380 Old Lincoln Hwy		
STREET: 2131 1st St NW	CITY: Mt Vernon	STATE:	
CITY: Mt Vernon	STATE:	Email:	



Supply and install 190' of 6' tall smooth white Chesterfield privacy vinyl fence  
 \$9,825<sup>00</sup>  
 Customer gets own permit; locates all private undergrounds; clears fence line of all brush and trees

**50% Down Payment Required**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written or oral orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

- Payment in full due upon completion of work. 2% monthly interest (24% APR) will be charged on all past due accounts over 30 days
- Reasonable collection and attorney fees will be assessed on all accounts placed for collection.
- Mastercard, Visa, and Discover accepted.
- Customer will be responsible for any restocking fees or permit costs incurred if job is canceled prior to installation.
- No materials accepted for return without prior authorization.
- Trees, bushes, and fence line need to be cleared by the customer prior to installation
- Customer is responsible for compliance with any local or neighborhood covenants.

**★ IMPORTANT ★**  
**CUSTOMER IS COMPLETELY RESPONSIBLE FOR EXACT LOCATION OF PROPERTY PINS, PROPERTY LINES AND FENCE LOCATIONS. (TO BE DONE PRIOR TO INSTALLATION)**

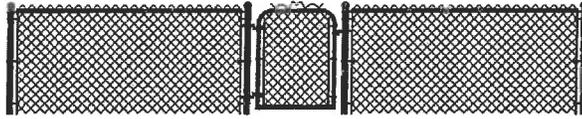
- SPRINKLER Yes  No
- PROPERTY PINS VISIBLE Yes  No
- All discrepancies must be reported within 30 days.
- **NOTE: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.**
- All sales taxes included in quoted prices
- Authorized Signature \_\_\_\_\_

We use "One Call" to locate main incoming original utilities. All other underground cables **MUST** be located by customer prior to installation, ex., power to garage. D&N Fence Co., Inc. is not responsible for damages to said utilities that are not marked. Sprinkler systems must be located by customer. D&N Fence Co., Inc. is not responsible for damage to sprinkler system whether marked or unmarked. Fence lines must be cleared of all debris prior to installation. Underground utilities may change final location of fence to be installed.

You are hereby authorized to furnish and install the above described fencing at the prices and upon the terms and conditions specified hereon. I (we) accept full responsibility for the location of all property lines, and I (we) hereby consent to Company's entry upon the property where the fencing is to be installed and to Company's removal of said fence, without notice, if the contract price is not paid in full when due. I (we) hereby warrant that I (we) are in and are entitled to possession of the property where the fence is to be installed, and I (we) hereby agree to indemnify Company and hold it harmless for any damages to said property because of the removal of said fences as aforesaid. I (we) understand that all the terms and conditions set forth hereon are subject to acts of God, governmental action, strikes, labor disturbances, fires, additional taxes, floods, earthquakes, inability to obtain the materials described hereon, partial or total interruptions, loss or shortage of producing, manufacturing or transportation facilities, or any other cause beyond Company's control whether or not similar to any of the causes specifically enumerated, and if performance in whole or in part is prevented or hindered, or cost is abnormally increased as a result thereof, Company shall not be liable for any losses, damages or delays occasioned thereby, and performance hereunder shall be excused without liability on Company's part. I (we) further understand that this order constitutes the entire agreement between the parties in reference to the materials described hereon.

Date \_\_\_\_\_

Signature \_\_\_\_\_



Life Time Fence Company, Inc. PO Box 8144  
 Cedar Rapids, Iowa 52408-8144 319-396-3232  
 www.lifetimefencecompany.com lifetimefence@aol.com

## PROPOSAL/CONTRACT

Page 1 of 1  
 04/14/2020

**Customer Information:**

MT VERNON PD ATTN: DOUG  
 380 OLD LINCOLN HWY  
 MT VERNON, Iowa

**Job Information:**

895-6141  
 dshannon@cityofmtvernon-ia.gov

**Notes:**

- \*CUSTOMER TO LOCATE PROPERTY PINS, CLEAR PATH FOR FENCE AND GET PERMIT.
- \*SUPPLY AND INSTALL 72' OF 6'H SOLID PRIVACY PVC FRONTIER BLEND COLOR.  
 \$4720
- \*OPTION FOR 6'H SOLID PRIVACY DOG EAR TOP CEDAR WOOD FENCE USING METAL POST.  
 \$2095
- \*OPTION #2 SUPPLY AND INSTALL 190' OF 6'H SOLID PRIVACY FRONTIER BLEND PVC FENCE.  
 \$11595
- \*OPTION FOR 6'H WOOD \$5350

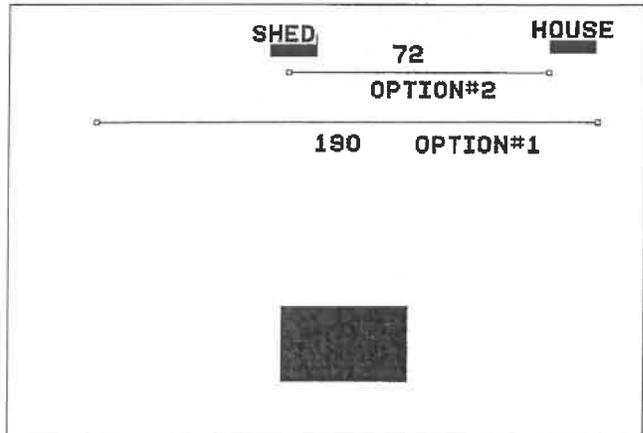
QUOTE GOOD FOR 30 DAYS.  
 THANK YOU FOR THE ESTIMATE. PLEASE CALL WITH ANY QUESTIONS. GENE

Life Time Fence Company, Inc. agrees to guarantee above fence to be free from defects in materials and workmanship for one year.

Life Time Fence Company, Inc. shall advise the customer as to local zoning regulations but responsibility for complying with said regulations and obtaining any required permits shall rest with the customer. Life Time Fence Company, Inc. will assist the customer, upon request, in determining where the fence is to be erected, but under no circumstance does Life Time Fence Company, Inc. assume any responsibility concerning property lines or in any way guarantee their accuracy. If property pins cannot be located it is recommended that the customer have the property surveyed.

Life Time Fence Company, Inc. will assume the responsibility for having underground public utilities located and marked. However, Life Time Fence Company, Inc. assumes no responsibility for unmarked sprinkler lines, or any other unmarked buried lines or objects. The customer will assume all liability for any damage caused by directing Life Time Fence Company, Inc. to dig in the immediate vicinity of known utilities.

The final billing will be based on the actual footage of fencing built and the work performed. Partial billing for materials delivered to the job



site and work completed may be sent at weekly intervals. Adjustments for material used on this job and adjustments for labor will be charged or credited at the currently established rates. Additional charges for any extra work not covered in this contract that was requested by the customer will also be added. The full amount of this contract along with any additional charges will become payable upon completion of all work whether or not it has been invoiced.

A finance charge of 1 1/2% per month (or a minimum of \$1.00), which is an annual percentage rate of 18%, shall be applied to accounts that are not paid within 10 days after completion of any work invoiced. All materials will remain the property of Life Time Fence Company, Inc. until all invoices pertaining to this job are paid in full. The customer agrees to pay all interest and any costs incurred in the collection of this debt.

**Approved & Accepted for Customer:**

Contract Amount: \$ \_\_\_\_\_  
 Down Payment: \$ \_\_\_\_\_  
 Balance Due: \$ \_\_\_\_\_

\_\_\_\_\_  
 Customer Date  
 Life Time Fence Company, Inc.:  
 \_\_\_\_\_  
 Salesperson Date

**AGENDA ITEM # J - 9**

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

<b>DATE:</b>	April 20, 2020
<b>AGENDA ITEM:</b>	Building Identification Signage – Police Station
<b>ACTION:</b>	Motion

**SYNOPSIS:** Staff has removed the logo from the exterior signage and requested new quotes for identification signage. I have included the quotes and pictures of the signage as discussion openers. The Council previously reviewed building signage at the Police Department, but it included the department logo and ground signage (part of a much broader city signage discussion).

**BUDGET ITEM:** Police

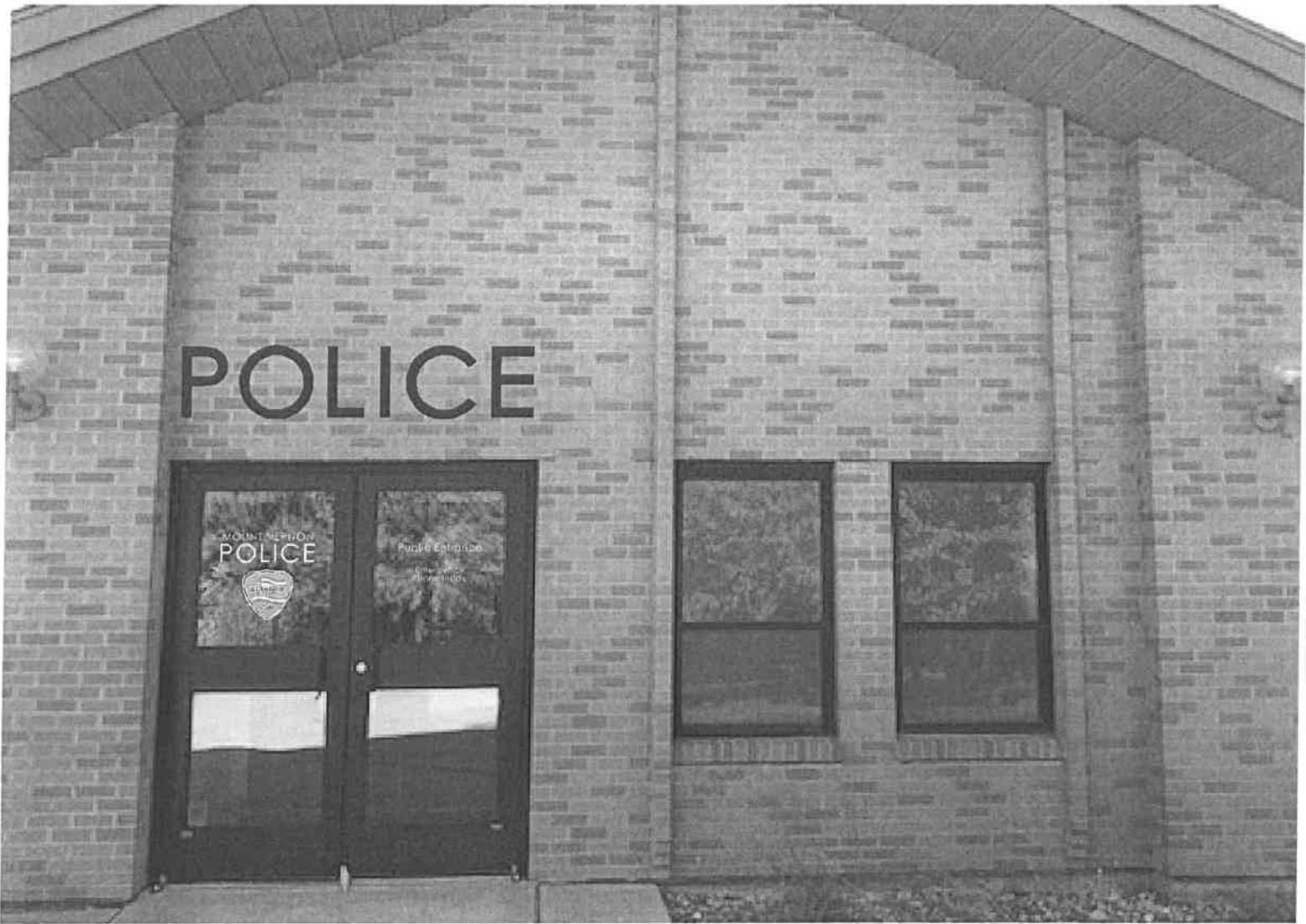
**RESPONSIBLE DEPARTMENT:** Police Chief

**MAYOR/COUNCIL ACTION:** Motion to Remove from Table

**ATTACHMENTS:** Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 4/17/20



POLICE



it and laminated print  
r the entrance doors  
\$95 installed

POLICE

14" tall

1/2" flat acrylic white letters

\$321 + install



321 A Novak Rd.  
Lisbon IA 52253

FAX/PHONE

319-455-0099

rickardsign@msn.com

JOB NAME	Mt.Vernon New Police department location
LOCATION	Mt. Vernon
CONTACT	Police Cheif Doug Shannon
AUTHORIZED SIGNATURE	
DATE	

THIS QUOTE IS GOOD FOR 30 DAYS FROM 15 April 2020

THIS IS A ORIGINAL COM  
PRINT. CREATED FOR YOU  
CONNECTION WITH A PRC  
YOU BY RICKARD SIGN &  
COLORS REPRESENTED C  
MATCH THE PMS CHIP, VII  
EXACTLY. IT IS TO BE VIE  
REPRESENTATION ONLY.  
SHOWN TO ANYONE OUT  
ORGANIZATION, NOR IS IT  
COPIED OR EXHIBITED IN

© COPYRIGHT 2020 BY F



**1/2" cut Dur Bronze acrylic letters (threaded stud mount)**

18" MOUNT VERNON	<b>\$745 +install</b>
37" POLICE	<b>\$1550 +install</b>
20" DEPARTMENT	<b>\$975 +install</b>
12" 380	<b>\$160 +install</b>
<b>+ installation with bucket truck \$625</b>	



321 A Novak Rd.  
Lisbon IA 52253  
FAX/PHONE  
**319-455-0099**

RickardSignandDesign.com rickardsign@msn.com

JOB NAME	Mt.Vernon New Police department location
LOCATION	Mt. Vernon
CONTACT	Police Chief Doug Shannon
AUTHORIZED SIGNATURE	
DATE	

THIS QUOTE IS GOOD FOR 30 DAYS FROM 15 April 2020

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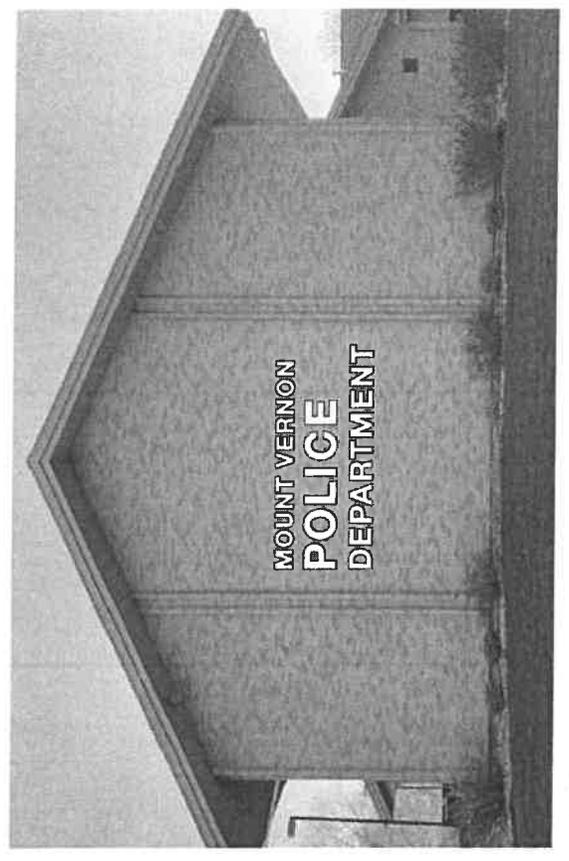
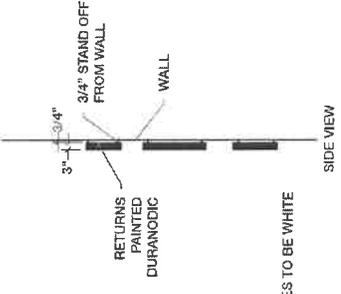
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**JOB DESCRIPTION**  
 L.E.D. HALO LIT CHANNEL LETTERS

LETTERS TO BE PAINTED AS PER PRINT.  
 ALL TO BE STUD MOUNTED TO FASCIA.  
 PEG ELEMENTS OFF FASCIA 3/4".

FILE NAME: 22082206-0 DATE: 4/14/20  
 JOB NAME: MT. VERNON POLICE DEPT.  
 LOCATION: MT. VERNON, IA  
 DRAWN BY: D.L.K. SCALE: 1/2" = 1'  
 SALESMAN: DARIN GRICE

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PAINT WHITE

PAINT 3631-68 DURANODIC

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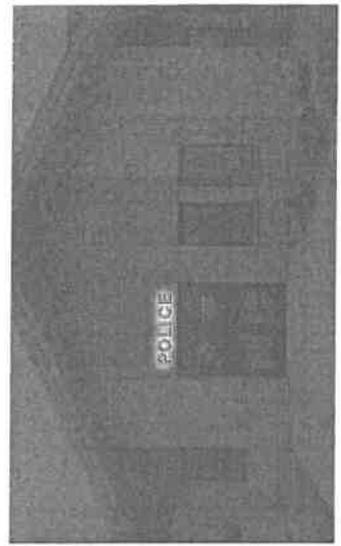
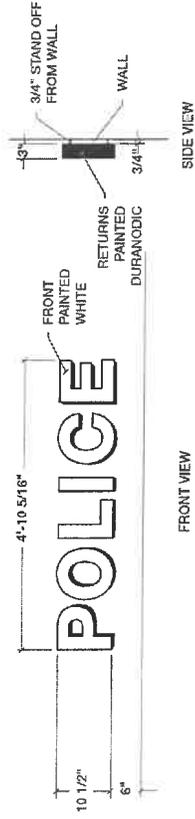
**JOB DESCRIPTION**  
 L.E.D. HALO LIT CHANNEL LETTERS

LETTERS BE PAINTED AS PER PRINT.

ALL TO BE STUD MOUNTED TO FASCIA.  
 PEG ELEMENTS OFF FASCIA 3/4".

FILE NAME: 52002-10-0 DATE: 4/1/20  
 JOB NAME: MT. VERNON POLICE DEPT.  
 LOCATION: MT. VERNON, IA  
 DRAWN BY: D.L.K. SCALE: 1/2" = 1'  
 SALESMAN: DARIN GRICE

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**CR Signs & Lighting, Inc.**  
 4701 1st Ave SE, Ste 11  
 Cedar Rapids, IA 52402

**E-mail**  
 jamie@crsignsinc.com

<b>REP</b>
<b>DLG</b>
<b>Phone:</b> 319-826-3608

# Proposal

<b>P.O.</b>	
<b>Proposal Date:</b>	10/21/2019
<b>Proposal #:</b>	52097
<b>Project:</b>	

**Bill To:**

Mount Vernon Police Department  
 1424 1st St W  
 Mount Vernon, IA 52314  
 Doug Shannon

**Ship To:**

Item	Description	Qty	Price / ea	Total
FCL	Fabricate and install 1/4" flat cut letters over front entrance. Stand off 1/2". Copy to be Mount Vernon Police Department	1	925.00	925.00T
VYN	Fabricate vinyl on front door copy to be Police on each door.	1	175.00	175.00T
MON	Fabricate and install new illuminated monument sign by entrance drive	1	12,744.00	12,744.00T
DIR	Fabricate and install 2' x 3' post and panel sign. Black background reflective white copy with patch. Copy to be Restricted area officers and staff only.	1	1,322.00	1,322.00T
VYN	Fabricate and install white vinyl on door. Copy to be officer and staff entrance only	1	145.00	145.00T
MON	Fabricate and install new illuminated welcome to Mount Vernon monument sign for city entrance	1	14,700.00	14,700.00T
CLL	Fabricate and install new halo illuminated channel letters on south side of building	1	8,924.00	8,924.00T
FCL	Fabricate and install new flat cut non illuminated letters on south side of building	1	4,532.00	4,532.00T
CLL	Fabricate and install new halo illuminated channel letters over front entrance	1	2,562.00	2,562.00T
	Permit costs not included, final electrical by others Estimate		0.00%	0.00

<b>Terms</b>	50% Down 50% On Compl...
--------------	--------------------------

<b>Total</b>	<b>\$46,029.00</b>
--------------	--------------------

**SIGNATURE** \_\_\_\_\_

...

**AGENDA ITEM # J - 10**

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

**DATE:** April 20, 2020

**AGENDA ITEM:** PPE Masks

**ACTION:** Motion

**SYNOPSIS:** Staff was able to purchase 5000 disposable masks for \$6,400. A portion of the masks will be held in reserve for use by emergency services (for patients, transports, etc. NOT N95 masks). Public works, city hall, and parks staff will be encouraged to wear mask when public spaces re-open. During the current State mandated requirements, staff will be required to wear mask when working in public spaces to reduce the risk of exposure. Mask requirement will be contingent on the delivery of these masks.

**BUDGET ITEM:** Various Departments

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS** None

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 4/17/20

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



**Mount  
Vernon**  
IOWA

**Council:**

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

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

**Jamie A. Hampton, Mayor**

**MARCH 2020  
POLICE REPORT**

**Vehicle Collisions**

There were 2 reported collisions in March. The first collision occurred in the 100 block of 3<sup>rd</sup> Street SE. This collision occurred when a vehicle travelling westbound on 3<sup>rd</sup> Street and swerved to avoid a dog that began to enter the roadway. As a result of the swerving, the vehicle collided with a parked vehicle. Damage was estimated at \$7,000 and no injuries were reported. The second collision occurred at the Business 30 and Hwy 1 roundabout. This collision occurred when pickup pulling a livestock trailer and an SUV were travelling northbound on Hwy 1 through the traffic circle. While traversing the traffic circle the trailer stuck the side of the other vehicle. Damage was estimated at \$7,500 and no injuries were reported.

**Incidents/Arrest**

There were 16 reported incidents in March. Reports included: Fraud (x2), possession of controlled substance marijuana, possession of drug paraphernalia (x2), violation of a no contact order (x2), found property, driving while license suspended/revoked, harassment, theft, agency assist vehicle fire, civil dispute, OWI (x2), possession of alcohol under age, and criminal mischief.

There were 8 reported arrests in March. Arrests included: Harassment 1<sup>st</sup> Degree, possession of alcohol underage, possession of controlled substance-marijuana, possess drug paraphernalia, driving while suspended/revoked, violation of protective order, and OWI (x2).

**K-9 Report**

During March, K9 Monster was deployed twice, 1 for a vehicle sniff for MVPD and 1 for a vehicle sniff for Linn County Sheriff's Office. During both deployments Monster alerted to the presence of drugs. Further search by officers did not reveal any controlled substances.

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

- Officer Gehrke completed the 5<sup>th</sup> Grade DARE program and Culmination was held on 3/6/2020.
- Chief Shannon and LMVAS Director Jake Lindauer met with Senator Kevin Kinney, Senator Dan Zumbach, and Representative Louis Zumbach at the LMVAS garage to discuss EMS as an essential service.
- Chief Shannon attended daily COVID-19 planning & update meetings.



**Mount  
Vernon**  
IOWA

**Council:**

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

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

**Jamie A. Hampton, Mayor**

**GTSB:**

Officers worked 24 hours of STEP in March related to the St. Patrick's Day Enforcement period. During this enforcement, Officers had 1 OWI contact, 6 speed violations, 3 stop sign/light violations, 4 driver's license violations, 2 registration violations, 1 insurance violation, and 5 equipment violations.

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

Per the 28E agreement our department provided the following police services to Lisbon in March 2020:

- Patrol: 2,310 minutes
- Calls for service: 260 minutes (12 calls for service)
- Administrative time: 115 minutes

**Total time for March 2020: 2,685 minutes = 44.75 hrs. x \$40/hr. = Total: \$1790.00**

**Lisbon was billed for the 1<sup>st</sup> Quarter of 2020 (January-March) for Police Services: Total invoiced: \$5,253.20.**

Respectfully Submitted,

Chief of Police



---

## Public Works Report 3/16/20

### *Equipment Maintenance*

Crews have done some work on the leaf vac to help prevent break downs in the future.

Plows and salt spreaders have been taken off the equipment for the season.

### *Fabrication*

Crews have built some sign post brackets to help with the signage on Business 30.

### *ROW Maintenance*

New signage is going up on Business 30 to help identify that street better.

Patch work will be done on Palisades road. Our crews are prepping the area to be patched. The goal is to hire out the patching.

### *City Services*

Crews have been able to maintain the leaf program. Thankfully it is spring and we are not experiencing leaf drop. The crews are able to keep up with the spring pickup. We added an extra week to the pickup schedule as we noticed quite a few piles the week prior to the scheduled start. We started a week early. This created extra calls to city hall, that was not our intent. With limited resources we were trying to stay ahead of the program.

Brush was picked up the 4<sup>th</sup> week of March on schedule.

### *Parks*

Fields maintenance has started for the season, though we don't have users we will still continue to maintain the fields as this helps keep the weeds down.

The pool is being prepped as if it will open on time.

### *COVID-19 April 20 to May 4*

Crews will begin a new schedule starting 4/20/20. We will start placing half our streets department at the Elliott Shop to mow lawns and do parks maintenance while we continue to still isolate staff. The crews will continue to rotate in and out of the Streets and Parks department as to minimize exposure.



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Parks and Recreation Department  
Directors Report  
March 15 – April 15

Parks

- **Mike Walter, Public Works, has been working hard to prepare parks and pool for when we can open them again to public.**

Sports

- **Spring soccer was canceled and refunds were issued.**
- **Baseball / Softball...For Grades 3-6 league meeting was held virtually on April 6<sup>th</sup> in regards to hosting a 2020 Summer season. The league decided to wait until April 30<sup>th</sup> to make a decision.**
- **Registration for Tball, Coach Pitch, and Player Pitch programs is on hold until further notice as we do not want to have people register and then issue refunds, if we decide the leagues won't operate.**

Pool

- **Swim lesson registrations started on April 10<sup>th</sup>...all online. Decent response.**
- **We are hopeful the pool will have a season, perhaps opening later than normal is better than no season at all.**

Misc

Chalk the Walk

- **This year we will host a virtual event. Response has been decent given the weather we have had. We handed out chalk to anyone wanting it on April 1-3.**

LBC

- **New hoops installed in All Purpose Space, new mirrors installed in Fitness /Yoga Studio, new batting cages installed in Turf Room, landscaping around building along with butterfly habitat and community garden space installed, front door graphics applied, and more.**
- **Still have quite a few punchlist items that need immediate attention. Working with Garling to complete has been slow and their lack of communication is not helping.**
- **We did refund about ten 1-month and 3-month memberships, but not one person has requested to cancel their annual membership. The**



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

---

*plan is to extend all memberships the duration amount of our closing. We are not currently collecting any monthly EFT bank transactions.*

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

---

**CITY OF MT. VERNON  
CITY ADMINISTRATOR  
REPORT TO THE CITY COUNCIL  
April 20, 2020**

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- Just a reminder to everyone regarding the social distancing guidelines for Region 6. Gatherings should be limited to immediate family members residing in your household until April 30, 2020.
- The City has added the Nature Park Frisbee golf Course to the list of closed park structure. We are unable to sanitize the baskets that collect the Frisbees.
- The City has received an indication from UP that our permit for the Quiet Zone is finally moving forward. Once the contractor receives their notice to proceed from UP, the project will get underway.
- Staff is also working to finalize the documents for the Wagon Pass, which is set to begin this summer as well.