

City of Mt. Vernon, Iowa

Meeting:	Mt. Vernon City Council Meeting
Place:	Mt. Vernon City Hall, 213 First Street NW, Mt. Vernon, Iowa 52314
Date/Time:	June 17, 2019 – 6:30 PM
Web Page:	www.cityofmtvernon-ia.gov
Posted:	June 14, 2019

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

A. Call to Order

B. Agenda Additions/Agenda Approval

C. Communications:

1. Unscheduled

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

D. Consent Agenda

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

1. Approval of City Council Minutes – June 3, 2019 Regular Council Meeting
2. Approval of Liquor License – Chameleons Pub and Grill
3. Approval of Liquor License – Heritage Days
4. Approval of Cigarette Permit – Chameleons Pub and Grill
5. Approval of Fireworks Permit – Heritage Days

E. Public Hearing

1. None

F. Ordinance Approval/Amendment

1. Ordinance #4-15-2019A: Repealing and Replacing Chapter 166 Subdivision Regulations of the Municipal Code of Mt. Vernon, Iowa (**Tabled on May 20, 2019**)
 - i. Motion to approve the third and final reading
2. Ordinance #5-6-2019A: Adopting Chapter 153 Demolition Regulations of the Municipal Code of Mt. Vernon, Iowa (**Tabled on May 20, 2019**)
 - i. Motion to approve second reading and proceed to the third and final reading (Council may suspend rules and proceed to the final reading after a vote of the second reading)

G. Resolutions for Approval

1. Resolution #6-17-2019A: Adopting the Linn County Multi-Jurisdictional Hazard Mitigation Plan 2019-2024

H. Mayoral Proclamation

1. None

I. Old Business

1. Discussion and Consideration of Change Order #18 – Lester Buresh Family Community Wellness Center – Council Action as Needed (Tabled on May 20, 2019)

J. Motions for Approval

1. Consideration of Claims List – Motion to Approve
2. Discussion and Consideration of De Novo Marketing Firm – Lester Buresh Family Community Wellness Center – Council Action as Needed
3. Discussion and Consideration of Furniture Package – Lester Buresh Family Community Wellness Center – 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. Letter Supporting Coalition Against Bigger Trucks
2. Police Department Feasibility Study (space needs)

M. Reports of Mayor/Council/Administrator

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

N. Adjournment

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

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

D. Consent Agenda

The Mount Vernon City Council met June 3, 2019 at the Mount Vernon City Council Chambers with the following members present: Roudabush, West, Wieseler, Herrmann and Rose.

Call to Order. At 6:30 p.m. Mayor Jamie Hampton called the meeting to order stating that the three Agenda items that were tabled at the May 20, 2019 meeting will remain tabled.

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

Consent Agenda

Approval of City Council Minutes – May 20, 2019 Regular Council Meeting. Motion to approve the Consent Agenda made by Wieseler, seconded by Herrmann. Motion carries.

Public Hearing

Public Hearing on the Adoption of Plans, Specifications, Form of Contract, and Estimate of Costs for the Security Package at the Lester Buresh Family Community Wellness Center Project. Mayor declared the Public Hearing open. This is part of the wellness center construction budget; \$100,000.00 was earmarked for the LBFCWC security package. The package includes door hardware, a camera system and operating software. The engineers' estimate of cost is \$99,500.00. Bids need to be submitted by 2:00 p.m., June 20, 2019. The winning bid will be considered at the July 1, 2019 meeting. Close public hearing – proceed to G-1. As there were no comments from the public Mayor Hampton closed the Public Hearing.

Ordinance Approval/Amendment

Ordinance #4-15-2019A: Repealing and Replacing Chapter 166 Subdivision Regulations of the Municipal Code of Mt. Vernon, Iowa (Tabled on May 20, 2019). Motion to keep Ordinance #4-15-2019A tabled made by West, seconded by Rose. Motion carries.

Ordinance #5-6-2019A: Adopting Chapter 153 Demolition Regulations of the Municipal Code of Mt. Vernon, Iowa (Tabled on May 20, 2019) Motion to keep Ordinance #5-6-2019A tabled made by Rose, seconded by Herrmann. Motion carries.

Resolutions for Approval

Resolution #6-3-2019A: Adopting Plans, Specifications, Form of Contract, and Estimate of Costs for the Security Package at the Lester Buresh Family Community Wellness Center Project. Motion to approve Resolution #6-3-2019A made by Herrmann, seconded by Rose. Roll call vote. Motion carries.

Old Business

Discussion and Consideration of Change Order #18 – Lester Buresh Family Community Wellness Center – Council Action as Needed (Tabled on May 20, 2019). Motion to keep Change Order #18 tabled made by Rose, seconded by Wieseler. Motion carries.

Motions for Approval

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

ADRIANNA PACHA	INTERN-MVHPC	750.00
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	1,345.54
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	200.28
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	46.37
ANDREA SOFRANKO	DEPOSIT REFUND-WAT	54.02
BARNYARD SCREEN PRINTER LLC	T-SHIRTS-P&REC	2,178.50
BAUMAN AND COMPANY	UNIFORMS-ALL DEPTS	413.97
BRAUN INTERTEC CORP	CONSTRUCTION & MATERIALS TESTING	7,880.25
CAMPBELL SUPPLY CEDAR RAPIDS	SUPPLIES-SEW	387.34
CANINE TACTICAL LLC	TRAINING-K9	200.00
CARRICO AQUATIC RESOURCES INC	CHEMICALS-POOL	1,643.68
CARRICO AQUATIC RESOURCES INC	CHEMICALS-POOL	350.40
CARRICO AQUATIC RESOURCES INC	CHEMICALS-POOL	115.00
CENTRAL IOWA DISTRIBUTING	SUPPLIES-ALL DEPTS	568.40
COGRAN SYSTEMS	ONLINE REGISTRATION FEES-P&REC	382.00
DIESEL TURBO SERVICES INC	EQUIPMENT REPAIRS-RUT	465.00
DIESEL TURBO SERVICES INC	EQUIPMENT REPAIRS-RUT	198.60
DIESEL TURBO SERVICES INC	EQUIPMENT REPAIRS-RUT	12.72
DOORS INC	ELLIOTT OFFICE-RUT	22.91
DUANE'S SERVICE	VEHICLE MAINT-PD	170.95
DUANE'S SERVICE	VEHICLE MAINT-PD	170.95
FAT GUYS MOTOR SPORTS	EQUIP MAINT-RUT	848.71
FAT GUYS MOTOR SPORTS	FILTERS-RUT	219.10
FAT GUYS MOTOR SPORTS	FILTERS-RUT	198.07
FRANCESCA LEE THOMPSON	CLEANING SERVICE-P&A	60.00
GARLING CONSTRUCTION INC	WELLNESS CENTER-LOST III	1,125,171.32
GARY'S FOODS	SUPPLIES-POOL	1,326.00
GARY'S FOODS	SUPPLIES-P&REC	74.86
GORDON LUMBER COMPANY	BLDG SUPPLIES-POOL,RUT,WAT	371.01
IOWA ONE CALL	LOCATES-WAT,SEW	87.30
IOWA SOLUTIONS INC	MONTHLY MAINTENANCE-ALL DEPTS	595.00
JASON OSMUN	DEPOSIT REFUND-WAT	73.58
JOAN BURGE	CLEANING SERVICE-P&A	60.00
JORDAN AXTELL	REFEREE-P&REC	200.00
KONICA MINOLTA BUSINESS SOLUTIONS	MAINTENANCE PLAN/COPIES	325.25
LINN CO-OP OIL CO	FUEL-PW	2,381.65
MARTIN MARIETTA MATERIALS	ROAD STONE-RUT	335.26
MARTIN MARIETTA MATERIALS	ROAD STONE-RUT	214.29
MEDIACOM	PHONE/INTERNET-PD	268.46
MEDIACOM	PHONE/INTERNET-VWTP	196.05
MEDIACOM	PHONE/INTERNET-P&REC,WAT,SEW	170.26
MENARDS	SUPPLIES-RUT	45.54
MICHAEL WALTER	UNIFORMS-RUT	189.88
MOUNT VERNON, CITY OF	REFUND-WAT	59.25
NEAL'S WATER CONDITIONING SERVICE	WATER/SALT	65.65
NICOLETTE WOODBURN	CTW FOOD VENDOR-P&REC	140.00
ONE MISSION FUNDRAISING INC	T-SHIRTS-POOL	720.00
ONE MISSION FUNDRAISING INC	SUPPLIES-P&REC	36.00
P&K MIDWEST INC	BATTERY/2015 60' MOWER	101.03
P&K MIDWEST INC	COOL GARD-RUT	68.38
P&K MIDWEST INC	MINI HOE MAINT-RUT	26.56
PAYROLL	CLAIMS	71,054.66
POSTMASTER	UTIL BILL POSTAGE-WAT,SEW,SW	390.11
RICHARD BURROUGHS	CEMETERY MAINT	3,286.00

RICHARD BURROUGHS	CEMETERY MAINT	75.00
ROTO-ROOTER	CORNELL SOCCER FIELD-SEW	1,025.00
SHERWIN WILLIAMS CO.	PAINT STRAINER-RUT	58.44
SIMMERING CORY IOWA CODIFICATION	CODE UPDATES-P&A	140.00
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES-P&A	3,953.00
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES-P&A	1,059.00
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES-P&A	540.00
SPEER FINANCIAL INC	SRF CONSULTATION/ISSUANCE	3,500.00
STUMP REMOVAL SERVICE	STUMP REMOVAL-RUT	1,230.00
SUE RIPKE	MILEAGE-P&A	19.32
TASC	FSA ADMIN FEE-ALL DEPTS	239.28
TASC	COBRA ADMIN FEE-ALL DEPTS	97.50
TODD & SHEILA POLLOCK	DEPOSIT REFUND-WAT	33.59
TREASURER STATE OF IOWA	WET TAX	2,580.00
TREASURER STATE OF IOWA	SALES TAX	1,093.00
US CELLULAR	CELL PHONE-P&REC	169.85
USA BLUE BOOK	SUMP PUMP-POOL	539.74
USA BLUE BOOK	TESTING-SEW	254.31
VEENSTRA & KIMM INC	BRYANT ROAD IMPROVEMENTS	3,741.00
VEENSTRA & KIMM INC	WWTP IMPROVEMENTS	2,056.00
VEENSTRA & KIMM INC	8TH AVE QUIET ZONE CONSULTATION	765.06
VEENSTRA & KIMM INC	CITY ENGINEERING GENERAL	688.00
VEENSTRA & KIMM INC	WWTP FACILITY IMPROVEMENTS 2018	536.22
WAPSI WASTE SERVICE	GB, RECY, LEAF-SW	24,187.00
TOTAL		1,275,496.42
2014 STREET IMPROVEMENTS		765.06
GENERAL FUND		19,923.68
LOST III COMMUNITY CENTER		1,133,051.57
PAYROLL		71,054.66
ROAD USE TAX FUND		8,950.50
SEWER FUND		4,267.86
SOLID WASTE		25,686.53
STORM WATER FUND		70.98
WATER FUND		5,633.36
WWTP UV DISINFECTION		6,092.22
TOTAL		1,275,496.42

Discussion and Consideration of Change Order #19 – Lester Buresh Family Community Wellness Center – Council Action as Needed. Change Order #19 is in the amount of an \$820.00 credit because the geothermal system was reduced. Motion to approve Change Order #19 made by Rose, seconded by West. Motion carries.

Discussion and Consideration of Change Order #20 – Lester Buresh Family Community Wellness Center – Council Action as Needed. Change Order #20 is also a credit in the amount of \$1,035.00. The number of trees located on the south side of the building was reduced due to their location and the building signage. Motion to approve Change Order #20 made by Roudabush, seconded by West. Motion carries.

Discussion and Consideration of Change Order #21 – Lester Buresh Family Community Wellness Center – Council Action as Needed. Change Order #21 is in the amount of \$2,455.13 and is for additional IT and

electrical drops to a second work station, 1st floor office space. Motion to approve Change Order #21 made by Rose, 2nd by Herrmann. Motion carries.

Discussion and Consideration of Change Order #22 – Lester Buresh Family Community Wellness Center – Council Action as Needed. Change Order #22 is in the amount of \$13,387.50 and is for the four feet addition to the climbing wall that was discussed at a previous meeting. At that time Council approved spending up to \$18,000.00. Motion to approve Change Order #22 made by West, seconded by Rose. Motion carries.

Discussion and Consideration of Pay Application #6 – Lester Buresh Family Community Wellness Center – Council Action as Needed. Pay Application #6 is in the amount of \$568,148.74 and is about 1/3 of the total of the original contract. Motion to approve Pay Application #6 made by Wieseler, seconded by Herrmann. Motion carries.

Discussion and Consideration of Pay Application #1 – 2019 Wastewater Treatment Plant Improvements – Council Action as Needed. Pay Application #1 is in the amount of \$45,053.75 and is for materials and bonds at the WWTP. Veenstra & Kimm, Inc reviewed the estimate and made the recommendation that WRH, Inc be paid for the work they did from May 1, 2019 to May 26, 2019. Motion to accept V&K's recommendation and pay Application #1 in the amount of \$45,053.75 made by Herrmann, seconded by West. Motion carries.

Discussion and Consideration of Server and RMS Upgrades – Police Department – Council Action as Needed. In a memo Chief Doug Shannon explained that this expense was part of the last two CIP budgets. After an extensive review Chief Shannon asked Council to consider approving a server upgrade/replacement for \$15,407.00, cloud based storage through WatchGuard for \$7,960.00 and Global Public Safety software for \$39,208.00. This expense may be paid between two fiscal years. Motion to approve server and RMS upgrades made Rose, seconded by Herrmann. Motion carries.

Discussion and Consideration of Bulldozer Rental – Council Action as Needed. At the previous meeting Public Works Director Nick Nissen explained to Council the need and uses for a bulldozer and is now asking Council to approve the rental agreement from Martin Tri-State for \$8,500.00 per month. Motion to approve bulldozer rental made by Rose, seconded by Wieseler. Motion carries.

Discussion and Consideration of Pool Heater Replacement Equipment – Council Action as Needed. Staff brought this to Council's attention at the previous meeting. Chemicals stored too closely to the heater was identified as the reason for the equipment failure. City crews are currently working on constructing a small addition to the equipment area for chemical storage. The heater is expected to cost under \$15,000.00 but staff would like Council to approve up to \$16,000.00 if needed. Motion to approve pool heater replacement equipment not to exceed \$16,000.00 made by Rose, seconded by Wieseler. Motion carries.

Reports of Mayor/Council/Administrator

Mayor's Report. Channel 9 will be here all week featuring Mount Vernon for their Our Town series.

Council Reports. Wieseler and West will be representing the City in a meeting with Cornell regarding library financing. Wieseler said he was impressed with the City's Poet Laureate at the Memorial Day ceremony.

City Administrator's Report. City crews will be making renovations to the pool house exterior restrooms. Nobsch will be attending a meeting with Alliant Energy on Tuesday, June 4, 2019 at the North Liberty Community Library. Interviews for the LBFCWC have been held and will be presented to Council on June 17, 2019.

As there was no further business to attend to the meeting adjourned the time being 7:02 p.m., June 3, 2019.

Respectfully submitted,
Sue Ripke
City Clerk

Marsha Dewell

From: Licensing@IowaABD.com
Sent: Monday, June 03, 2019 1:33 AM
To: Marsha Dewell
Cc: Licensing@IowaABD.com
Subject: Liquor License Pending Dram Shop

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

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

Please do not respond to this email.

To check the status of your application follow these steps:

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

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

Marsha Dewell

From: Licensing@IowaABD.com
Sent: Saturday, June 01, 2019 1:35 AM
To: Marsha Dewell
Cc: Licensing@IowaABD.com
Subject: Liquor License Pending Dram Shop

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

License #	License Status	Business Name
Pending Dram Shop		Heritage Days (100 Block of First Street West and East Parking lot First St N 52314)

Please do not respond to this email.

To check the status of your application follow these steps:

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

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F. Ordinance Approval/Amendment

Ordinance Approval/Amendment

AGENDA ITEM # F - 1

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

DATE:	June 3, 2019
AGENDA ITEM:	Ordinance Amending Subdivision Regulations
ACTION:	None (Possible Motion to Remove from Table)

SYNOPSIS: City staff will be receiving the revised language by the end of the week. If we do not receive the information in time to allow for the proper Council review, we would recommend to the Council to leave this item tabled.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Possible Motion to Remove from Table

ATTACHMENTS: Ordinance #4-15-2019A

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/14/19

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

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

ORDINANCE #4-15-2019A

**AN ORDINANCE REPEALING CHAPTER 166 SUBDIVISION REGULATIONS AND
ADOPTING A NEW CHAPTER 166 SUBDIVISION REGULATIONS IN LIEU THEREOF TO
THE CITY OF MT. VERNON MUNICIPAL CODE**

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

SECTION 1. AMENDMENT. Chapter 166 Subdivision Regulations are hereby repealed and replaced with a new Chapter 166 Subdivision Regulations to the Mt. Vernon Municipal Code as set forth in Exhibit "A," attached hereto and made a part thereof.

SECTION 2. SAVINGS CLAUSE. If any section, provision, sentence, clause, phrase or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any provision, section, subsection, sentence, clause, phrase or part hereof not adjudged invalid or unconstitutional.

SECTION 3. 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 15th day of April, 2019.

ATTEST:

Jamie Hampton - Mayor

Sue Ripke – City Clerk

I certify that the foregoing was published as
Ordinance #4-15-2019A on the ___th day of _____, 2019.

Sue Ripke, City Clerk

submittal. Upon completion of its consideration, the Council shall approve or disapprove the application. In the event of disapproval, the Council shall refer the plat back to the owners along with specific reasons for such disapproval.

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

F. Plat of Survey Process. An application which requires a plat of survey, but no boundary change and no change in the number of parcels, shall require City Council action only. Applications for a plat of survey with no boundary change and no change in the number of parcels shall include a completed application form, the plat of survey; an application filing fee as established by the City Council. The owners shall prepare and file with the Clerk ten (10) copies of the plat and related documents. The Council shall consider and act upon the plat of survey application not later than 30 days following the submittal. Upon completion of its consideration, the Council shall approve or disapprove the application. In the event of disapproval, the Council shall refer the plat of survey back to the owners along with specific reasons for such disapproval.

Table 166-1 A Minor Boundary Change Site Plan Requirements

Name and address of all land owners involved

Names of all adjoining property owners

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

Zoning of all parcels involved

North arrow, date, and graphic scale

Existing and proposed monumentation

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

Existing Buildings

Mature Trees

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

Existing Utilities

Existing and proposed easements

166.08 - Major Subdivisions

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

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

AGENDA ITEM # F - 2

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

DATE:	June 3, 2019
AGENDA ITEM:	Ordinance Amending Demolition Regulations
ACTION:	Motion to Remove from Table

SYNOPSIS: Sixty-seven letters have been mailed to property owners of historically significant structures within the City. Even though the timeframe for property owners to ask initial questions of staff has been limited, we are still recommending this item be removed from the table. As this is the second reading, there will be an additional two weeks for review prior to the final adoption date.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion to Remove from Table

ATTACHMENTS: Ordinance #5-6-2019A

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/14/19

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

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

ORDINANCE #5-6-2019A

AN ORDINANCE ADOPTING CHAPTER 153, DEMOLITION REGULATIONS OF THE CITY OF MT. VERNON MUNICIPAL CODE

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

SECTION 1. ADOPTION. The Mt. Vernon Municipal Code is hereby amended to include the language set forth in Exhibit "A," attached hereto and made a part thereof.

SECTION 2. SAVINGS CLAUSE. If any section, provision, sentence, clause, phrase or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any provision, section, subsection, sentence, clause, phrase or part hereof not adjudged invalid or unconstitutional.

SECTION 3. 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 _____, 2019.

ATTEST:

Jamie Hampton - Mayor

Sue Ripke -- City Clerk

I certify that the foregoing was published as
Ordinance # on the ___ day of _____, 2019.

Sue Ripke, City Clerk

Exhibit "A"

CHAPTER 153

DEMOLITION REGULATIONS

- | | |
|---|-------------------------------|
| 153.01 Demolition Permit Required | 153.02 Application for Permit |
| 153.03 Demolition of Historic Buildings | 153.04 Fourteen Day Wait |
| 153.05 Initial Review and Determination | 153.06 Final Determination |
| 153.07 Exceptions | 153.08 Appeals |
| 153.09 Violations and Penalties | |

153.01 Demolition Permit Required: No building/structure can be demolished without a permit. Prior to the demolition of any building/structure, the applicant shall be required to submit signed documentation showing all utility connections have been properly disconnected according to the standards set forth by each respective utility representing.

Additionally, no permit for the demolition of a building/structure that is designated as a historic place by the National Register of Historic Places, or lies within a historic preservation district as defined by the City of Mt. Vernon, shall be issued other than in conformity with the provisions of this ordinance, as well as in conformity with the provisions of other laws and ordinances applicable to historic preservation and to the demolition of buildings. An application for demolition shall be made only by the person, partnership, corporation or realty trust which is the deed holder thereof at the time of such application.

Except for structures in ~~established historic districts of the City~~ identified herein, this ordinance does not apply to the demolition of existing porches.

153.02 Application for Permit: The application must be made on a form provided by the City of Mt. Vernon.

153.03 Demolition of Historic Buildings: No permit for demolition of a building determined to be a historically significant building under this ordinance shall be granted until plans for use or development of the site after demolition have been filed with the Zoning Administrator and found to comply with all laws pertaining to the issuance of a building permit. All appeals from the granting of such approvals must be concluded prior to the issuance of a demolition permit under this section.

153.04 Fourteen Day Wait. The Zoning Administrator shall forward a copy of each application for a demolition permit meeting the requirements set forth in Chapter 153.03 to the Historic Preservation Commission for determination as to whether the building, which is the subject of such application, is a historically significant. A fourteen (14) day wait period shall commence on the date following the date the Commission

receives the application for a demolition permit from the Zoning Administrator. Demolition is prohibited during the fourteen day wait period.

Historically significant buildings are:

- A. Listed individually in the National Register of Historic Places, maintained by the Department of the Interior, or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing of the National Register; or
- B. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; or
- C. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- D. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified by either (i) an approved state program as determined by the Secretary of the Interior or (ii) directly by the Secretary of the Interior in states without approved programs.

The purpose and intent of this ordinance is set forth in Chapter 24.01 of the Mount Vernon, Iowa Code of Ordinances.

153.05 Initial Review and Determination. The Historic Preservation Commission shall review the application for demolition at a public meeting of the Commission within the fourteen (14) day wait period. The Commission shall make an initial determination whether the building is a historically significant building using the standards set forth in current US Secretary of Interior standards for historic preservation, and further, upon criteria which would be unique to the historic nature of the City of Mount Vernon. The Commission shall make written findings supporting the grant or denial of the permit.

If during the fourteen (14) day wait period, the Commission makes an initial determination that the building which is the subject of the application for demolition is, or may be a historically significant building whose loss would be detrimental to the historical or architectural heritage or resources of the City, such building shall be considered a historically significant building. The Zoning Administrator shall be so advised, and no demolition permit or building permit for new construction shall be issued unless and until a final determination has been made that the building is not a historically significant building or an exception applies. If the Commission makes the determination that the building is not a historically significant building the Administrator shall be advised and the permit will be issued provided all other applicable building regulations have been met.

153.06 Final Determination. After an initial determination by the Commission that any building which is the subject of an application is a historically significant building, it

shall so advise the applicant who submitted the application and the Zoning Administrator, and a sixty (60) day demolition review period will be imposed. The sixty (60) day demolition review period starts on the date the applicant who submitted the application and the Zoning Administrator are notified of the decision of the Commission.

The Commission shall hold a public hearing prior to making the determination that any building is a historically significant building. The Commission shall publish notice in the official city designated newspaper no less than four (4) days and no more than twenty (20) days from the date that an initial determination has been that the building is a historically significant building. A sign shall also be posted on the subject property notifying the general public of the pending application for demolition. No demolition permit or building permit for new construction or alterations on the premises shall be issued after the date of a determination that a building is a historically significant building except as may be provided for in subsection 153.07 of this section.

During the sixty (60) day demolition review period, The Commission will work with the applicant to have a historic survey done on the property, if necessary, and to determine if any of the following options or alternatives to demolition are feasible:

- A. The building can be considered for landmark designation.
- B. Rehabilitation of the building with the assistance of State or Federal tax incentives or other private financial assistance.
- C. Adapting the building to a new use.
- D. Finding a new owner who is interested in preserving/rehabilitating the building.
- E. Incorporating the building into the owner/applicant's redevelopment plans.
- F. Assisting in finding a different location for the owner's redevelopment.
- G. Moving the building to an alternative location.
- H. Salvaging building materials if the structure is to be demolished.
- I. Documenting the building prior to the issuance of a demolition permit.

The Commission shall make findings in writing. Upon completion of the review, the Commission will advise the applicant and Zoning Administrator in writing whether a demolition permit can be issued.

153.07 Exceptions. Exceptions from the demolition review process will be afforded if an economic hardship can be demonstrated or a structure is considered an imminent threat to the health and/or

safety of the public. The burden of proof that an economic hardship exists is the applicant's responsibility. The Zoning Administrator will forward a copy of the application to the Historic Preservation Commission for a hardship exemption, along with the applicant's request for exemption from the demolition review process. The Historic Preservation Commission shall review the request for exemption, and shall respond to said application at its earliest convenience, but not more than fourteen (14) business days after receipt of the application by the Commission. Criteria for determination of an economic hardship include:

- A. The feasibility of alternative uses for the property prevent the applicant from securing a reasonable return on investments. A report from a licensed engineer or architect with expertise in rehabilitation shall be submitted to the Historic Preservation Commission. Said report shall include cost estimates for rehabilitation, estimated market values of the property (in its current condition and after project completion), and/or costs associated with moving the building to an alternative location.
- B. Demonstration of an economic hardship shall not be based on self-inflicted hardships, including but not limited to:
 - 1. Willful or negligent acts by the owner.
 - 2. Failure to perform normal maintenance and repairs.
 - 3. Failure to diligently solicit and retain tenants.
 - 4. Failure to provide normal tenant improvements.

If the Zoning Administrator has not received a decision from the Commission on the request for exemption within the fourteen (14) business day wait period, then the Zoning Administrator shall notify the Chairperson and Secretary of the Commission that a demolition permit will be issued seven (7) days after the date that this notice has been provided to the Chairperson and Secretary, unless prior to the expiration of seven (7) days, the Commission issues a written decision on the application for a hardship exemption for the demolition permit.

153.08 Appeals. Any party aggrieved by the decision of the Historic Preservation Commission may appeal the action to the City Council. Such an appeal must be in writing and must be filed with the City Administrator no later than ten (10) business days after the filing of the aforementioned decision. The City Council shall, within a reasonable amount of time, give public notice to the applicant and to the appellant, hear the appeal and decide the appeal. In deciding such appeals, the City Council shall consider whether to reverse, affirm or modify the decision. If not satisfied with the decision of the City Council, any aggrieved party may appeal within (60) days of the City Council's decision to the Iowa District Court.

153.09 Violations and Penalties

- A. Any person, firm, or corporation violating or failing to comply with, or violating any terms or provisions of this chapter shall be subject to the penalty provisions of Chapter 4 of the Mt. Vernon, Iowa municipal code.
- B. Failure to comply with the application process or failure to have a demolition permit pursuant to this Ordinance constitutes irreparable harm warranting injunctive relief to stop the demolition of any potentially historically significant building.

G. Resolutions for Approval

G. Resolutions for Approval

AGENDA ITEM # G - 1

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

DATE:	June 3, 2019
AGENDA ITEM:	Resolution #6-17-2019A
ACTION:	Motion

SYNOPSIS: The Linn County Multi-Jurisdictional Hazard Mitigation Plan 2019-2024 is complete and ready for adoption. City staff has been working with ECICOG and representatives from across Linn County for the past year and a half. I have not included the plan with this packet as the entire document is 383 pages in length. I will send a separate email to you that provides a link to the plan if you would like to read it in its entirety.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: CO #18 (Monday)

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/14/19

RESOLUTION #6-17-2019A

**RESOLUTION ADOPTING THE LINN COUNTY MULTI-JURISDICTIONAL
HAZARD MITIGATION PLAN 2019-2024**

WHEREAS, the primary purpose of hazard mitigation planning is to identify how a community can minimize the negative impacts of natural, technological, and human-caused hazards, and

WHEREAS, consultants and local officials held over twenty five local hazard mitigation planning meetings in various Linn County locations, and

WHEREAS, the proposed Linn County Multi-Jurisdictional Hazard Mitigation Plan fulfills the requirements of the Stafford Act, DMA 2000, and Title 44 of the Code of Federal Regulations, and

WHEREAS, the City Council determines, having heard and considered all comments for and against said hazard mitigation plan, the proposed plan meets the current needs of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MT. VERNON, IOWA, that the Linn County Multi-Jurisdictional Hazard Mitigation Plan, attached hereto and made a part thereof, is hereby approved.

APPROVED this 17th day of June, 2019.

Jamie Hampton, Mayor

ATTEST: _____
Sue Ripke, City Clerk

I. Old Business

I. Old Business

AGENDA ITEM # I - 1

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

DATE:	June 3, 2019
AGENDA ITEM:	Change Order #18 - LBFCWC
ACTION:	Possible Motion to Remove from Table

SYNOPSIS: I am supposed to have this paperwork by Monday.

BUDGET ITEM: Community Wellness Center Funds

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Possible Motion to Remove from Table

ATTACHMENTS: CO #18 (Monday)

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/14/19

J. Motions for Approval

J. Motions for Approval

CITY OF MOUNT VERNON
CLAIMS FOR APPROVAL, JUNE 17, 2019

BANKERS TRUST	LONG TERM DEBT PYMTS	908,343.74
GARLING CONSTRUCTION INC	WELLNESS CENTER	521,481.98
PAYROLL	CLAIMS	79,784.89
IMWCA	WORKER'S COMP INSURANCE	53,439.00
WRH INC	WWTP IMPROVEMENTS	45,053.75
GROUP SERVICES INC	INSURANCE-ALL DEPTS	29,403.33
OPN ARCHITECTS	WELLNESS CENTER	13,950.88
CONFLUENCE INC	CORRIDOR STUDY	10,943.89
US BANK	CREDIT CARD PURCHASES	3,307.36
OPN ARCHITECTS	WELLNESS CENTER	3,185.16
IOWA LEAGUE OF CITIES	ANNUAL DUES-P&A	2,496.00
L.L. PELLING CO INC	ROAD MAINT-RUT	2,343.92
STATE HYGIENIC LAB	TESTING-SEW	2,035.00
RHINO INDUSTRIES INC	CHEMICALS-SEW	1,694.00
MOUNT VERNON BANK & TRUST CO	20% OF CEMETERY SALES	1,370.00
MOUNT VERNON ACE HARDWARE	SUPPLIES-ALL DEPTS	1,290.39
MOUNT VERNON LISBON SUN	ADS/PUBLICATIONS-ALL DEPTS	1,201.58
MUNICIPAL SUPPLY INC	SUPPLIES-WAT	1,200.00
WEX BANK	FUEL-PD	1,197.73
IOWA ASSOC OF MUNICIPAL UTILITIES	MEMBERSHIP-PW	1,037.82
WAPSI WASTE SERVICE	RECY-SW	1,020.68
MUNICIPAL MGMT CORP.	WATER LEAK DETECTION-WAT	1,000.00
MOUNT VERNON BANK & TRUST CO	STOP PYMT-WAT	955.00
HAWKEYE READY MIX	ROAD MAINT-RUT	473.25
CARQUEST OF LISBON	VEHICLE MAINT-PW	436.31
IOWA SOLUTIONS INC	DOMAIN MGMT,KEYBOARDS-ALL DEPTS	407.50
ALLIED GLASS PRODUCTS INC	DOOR REPAIR-FD	340.00
CLIFTON LARSON ALLEN	AUDIT PLANNING-ALL DEPTS	300.00
IOWA DEPT OF PUBLIC SAFETY	ON LINE WARRANTS-PD	300.00
RED LION RENEWABLES	SOLAR ELECTRIC PRODUCTION-P&A	286.31
ALLIANT IES UTILITIES	ENERGY USAGE-FD	279.42
SHERWIN WILLIAMS CO.	SUPPLIES-POOL	247.41
OFFICE EXPRESS	TONER-P&A	217.06
NORTHWAY CORP	GUAGES-WAT	211.50
IACP	MEMBERSHIP-PD	190.00
KONE INC	ELEVATOR MAINT CONTRACT-P&A	177.33
MEDIACOM	PHONE/INTERNET-POOL	172.32
CENTRAL IOWA DISTRIBUTING	SUPPLIES-ALL DEPTS	172.30
US CELLULAR	CELL PHONE-PD	163.98
IACMA	MEMBERSHIP-P&A	150.00
ECICOG	SUB-DIVISION UPDATE-P&A	148.00
STAPLES ADVANTAGE	RIBBON,TIME CARDS-POOL	136.72
IOWA SOLUTIONS INC	COMP MAINT-PD	135.00
MATT SIDERS	MILEAGE-P&REC	133.40
IOWA SOLUTIONS INC	PATCH MGMT,FIREWALL-PD	123.10
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	89.30
EVIDENT INC	SUPPLIES-PD	87.16
SHERWIN WILLIAMS CO.	SUPPLIES-POOL	71.79
AIRGAS INC	CYLLINDER RENTAL FEE-PW	64.93
FRANCESCA LEE THOMPSON	CLEANING SERVICE-P&A	60.00
JOAN BURGE	CLEANING SERVICE-P&A	60.00
BATTERIES + BULBS	COMP EQUIP-WAT	57.94
CENTURY LINK	PHONE CHGS-PD	52.95
DEPARTMENT OF THE TREASURY	IRS FORM 720/PCORI FEE-P&A	51.45
BARNYARD SCREEN PRINTER LLC	T-SHIRTS-RUT	45.00
MOUNT VERNON LISBON SUN	ADS/PUBLICATIONS-MVHPC	45.00
SECRETARY OF STATE	NOTARY PUBLIC RENEWAL	30.00

CITY OF MOUNT VERNON
CLAIMS FOR APPROVAL, JUNE 17, 2019

ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	27.60
MENARDS	SUPPLIES-POOL	27.54
ST LUKE'S WORK WELL SOLUTIONS	DRUG TEST-P&REC	20.00
MOUNT VERNON PHARMACY	SUPPLIES-P&A	9.96
TOTAL		1,693,737.63
GENERAL FUND		31,129.75
ROAD USE TAX FUND		6,317.06
INSURANCE LEVY		49,210.00
DEBT SERVICE FUND		908,343.74
LOST III COMMUNITY CENTER		538,648.54
WWTP UV DISINFECTION		45,086.62
PERPETUAL CARE		1,370.00
WATER FUND		10,349.91
SEWER FUND		16,367.34
STORM WATER FUND		735.08
SOLID WASTE		6,394.70
PAYROLL		79,784.89
TOTAL		1,693,737.63

AGENDA ITEM # J - 2

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

DATE:	June 3, 2019
AGENDA ITEM:	LBFCWC Marketing
ACTION:	Motion

SYNOPSIS: The marketing review committee has interviewed the three firms who submitted marketing proposals for the LBFCWC. At this time, the committee is recommending we move forward with De Novo. The initial proposal included an estimated cost of services of \$53,640. This number will likely fluctuate between \$50,000 and \$70,000, depending on the services sought by the City. The initial proposal includes website development, logo creation, media purchases, and grand opening preparations, among other things. These were programmed dollars within the community wellness center budget.

BUDGET ITEM: Community Wellness Center Funds

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: De Novo Proposal

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/14/19

Chris Nosbisch
City Administrator
City of Mount Vernon
213 First Street NW
Mt. Vernon, IA 52314

Administrator Nosbisch and the Marketing Committee Selection Team:

Thank you for considering this proposal. Over the years, de Novo has built a strong reputation in strategic marketing communications in the field of economic development initiatives in the region and has worked with many local and regional entities on projects very similar to the scope of the issued RFP.

We have done extensive work with City entities such as the Experience Waterloo, the Cedar Rapids Public Library, The Eastern Iowa Airport, and Park Cedar Rapids as well as the Cedar Rapids Metro Economic Alliance/Downtown District SSMID and the Cedar Rapids MedQuarter/SSMID. We've also worked with Linn County Conservation, Linn County Public Health, the Cedar Rapids Community School District and municipal and governmental entities outside our community, such as the Iowa Department of Public Health, Washington County, Delaware County, and Iowa City/Iowa City Downtown District SSMID.

We understand the challenges of municipal entities, the various tools at your disposal and how to turn your value proposition into a well-crafted message, delivered to precise target audiences. Our campaigns are based on research and evidence and are backed with our award-winning creative.

Our approach is different. We believe that brands - even for new entities, such as the Lester Buresh Family Community Wellness Center - are something to be discovered. Our proven Brand Discovery Process will lead your community through this journey and use inclusive practices for community input. This allows us to discover what people are most excited about and take pride in while providing us with qualitative and quantitative data to inform our process.

That all sounds pretty dry. The truth is - our process is high energy and seeks to find the intrinsic and authentic brand behind the organization. We look forward to the opportunity to engage Mount Vernon, as a community, in a Brand Discovery process that will give you the tools and support needed to launch this bold new endeavor.

We would be honored to partner with your team in this endeavor. Please do not hesitate to reach out to us with any questions or comments regarding this proposal.

Best regards,

Jennifer Neumann

Jen Neumann

Partner, de Novo Marketing

319-573.2632 | jen@thinkdenovo.com



deNovo*

**A PROPOSAL FOR:
Lester Buresh Family Community Wellness Center
—Marketing Proposal—de Novo Marketing**

**PREPARED FOR:
Chris Nosbisch
City Administrator
City of Mt. Vernon, Iowa**

**PREPARED BY:
Jennifer Neumann
de Novo Marketing**

04/30/2019



COMPANY PROFILE

Firm name: de Novo Alternative Marketing, LLC

Contact person: Jennifer A. Neumann, Partner

Address: 329 10th Ave SE, Suite 206, Cedar Rapids, IA 52401

Phone: 319-200-4901 (direct) 319-573-2632 (mobile)

Email: jen@thinkdenovo.com **Web:** thinkdenovo.com

Type of business: Limited Liability Partnership, Founded in 2007 in Iowa

Ownership: Heather Smith Friedman, Founding Partner, Jennifer A. Neumann, Partner

FIRM OVERVIEW/QUALIFICATIONS

When a company or organization decides to work with de Novo, they're usually looking for something new or different that can cut through the "noise" of today's over-saturated market. It's in our name after all — de Novo is Latin for "new" or "fresh." It can also mean "again, but in a different way."

At de Novo, we build brands, websites, videos and campaigns around *your* goals. We start with them in mind and work backward from that point to get you results that your audience will notice. It's all about getting your message out to the right people, at the right time, at the right place.

Since Heather Smith Friedman founded de Novo in 2007, we've grown from two people working in a closet-sized room to a **full-service marketing & communications agency** with a large open office and 16 full-time employees. Our offices also contain a full video and photography studio, an audio suite and two conference rooms to provide both staff and clients with meeting space optimized for collaboration.

Our Collective Creative (Approach)

At de Novo, our team is your team. We work closely with you to develop the strategies and tactics that help you meet your goals. We work in a big, open space conducive to collaboration, and we're all up in each others' business. One of the benefits of working with our team is that you get the best of our collective creative. It's something that sets us apart and gives our clients a competitive advantage.



What does this mean for the Lester Buresh Family Community Wellness Center? It means your dedicated Account Manager is going to keep projects on task and on time, and our creative team is going to make every effort to ensure your brand, logos and messaging matter to your community and our web developers will work to deliver your content flawlessly. It means you get the best cross-section of creative, strategy and process to make

your marketing the best tool to help you meet your goals.

Meet your dedicated Mt. Vernon team and learn about our departmental structure below (and visit our website at thinkdenovo.com/team to meet the whole team!)



Jen Neumann / Partner

Jen Neumann is the creative fulcrum of the team. She blends usability, effective communications, industry standards and cutting edge technology to create tactics that work and is the person we lean on when we need just one more crazy idea to really set a client's campaign over the top. Her experience across multiple industries provides context and balance to our projects. She will be the lead facilitator and provide partner oversight on this project.



Heather Smith Friedman / Founding Partner

Heather helped build several successful brands, including Canon USA and Red Bull Energy Drink prior to founding de Novo in 2007. Heather specializes in experiential and environmental design and will be the lead advisor on that segment of the contract (Project Scope, bullet #3)



Alicia Anderson / Account Manager / Digital Strategist

Alicia brings experience with both digital and traditional to the team and infectious energy! Experienced in multiple industries, Alicia builds and deploys strategies, relying on deep industry knowledge and creativity to help clients succeed in an over-saturated world of advertising. Alicia will serve as your main point of contact and keep all elements and tasks on track.



Kelly Stapella / Copywriter + Researcher

Kelly blends creative writing with fact-based strategy to create honest, original content that both informs and entertains. Using natural curiosity and a drive for life-long learning, she will delve into your audience, competition, strategies and most importantly—your brand's voice. Also, need a limerick on the fly? She's got you covered. Kelly will lead survey and research efforts and provide tone and message guidance.



Chris Moore / Art Director + Photographer

You may have never met our Art Director, Chris, but we bet you've seen his work. For the last 20 years, Chris has helped countless area businesses and organizations create recognizable graphic identities, including Downtown

Cedar Rapids, ImOn Communications, Lion Bridge Brewery, Short's Whiskey and the Cedar Rapids Public Library, just to name a few.



Brooke Ruckdaschel / Web Developer

Art & Science. Left-brained/right-brained. As our web developer, Brooke uses her educational background and expertise in design and code to create award-winning websites that are as functional as they are beautiful.



Mara Swenson / Web Developer

Mara gets the best of both worlds. As our Web Developer, she works on both the front-end and server-side to build websites for our clients. She will oversee integrations within your site and ensure that it is optimized and running perfectly.



Annie Sexton-Stewart / Video Producer

Annie is our Indiana transplant. She's a masterful producer who excels at finding the story and telling it in a compelling way. If you opt for video, Annie will lead her team in the production.

Awards & Recognition

de Novo has won more than 50 awards since 2010, representing the good work done by our designers, web developers, video team, digital strategists, project managers, and copywriters. We're especially proud of our three Iowa Tourism Awards and our sweeping success at the most recent Addy awards, where we took home six Addy's, including two Gold Addy's.

Awards we've won for community-based projects:

- Silver Addy Award – Cedar Rapids Public Library Logo Launch Campaign (2010)
- John Cotton Dana Library Public Recognition Award – Cedar Rapids Public Library (2011)
- People's Telly Award – Park Cedar Rapids (2014)
- Best of Category Addy Award – Linn County Parks Challenge Campaign (2014)
- Iowa Tourism Award – Outstanding Niche Marketing Initiative, Go Cedar Rapids (2016)
- Iowa Tourism Award – Outstanding Social Media Execution, Go Cedar Rapids (2016)
- Corridor Business Journal's "Best of the Corridor" – Best PR/Advertising Firm (2017 & 2018)
- Iowa Tourism Award – Outstanding Social Media Execution, Experience Waterloo (2019)
- Gold Addy Award – ICR Iowa Website (2019)
- Silver Addy Award – ICR Iowa Identity Package (2019)
- Gold Addy - Brucemore Historic Mansion Capital Campaign Case Statement & Video (2019)

Our Approach

Like all de Novo projects - we start with your goals. Based on your RFP, we understand you seek a brand that conveys the vision for the Lester Buresh Family Community Wellness Center, as well as the cities of Mt. Vernon and Lisbon.

We start by understanding your motives and aspirations. We talk through your leadership committee's vision then gather information on activities in the past, weigh it against surface data we have on the community as well as district provided data, and have a discussion about what elements are on and off the table.



Full Service - Full Scope

As a leading creative firm in the field of community, nonprofit and economic development initiatives, de Novo is uniquely suited to meet all elements requested in the scope of the RFP.

Scope of work requested and our approach to each:

1. Initial marketing plan promoting the Lester Buresh Family Community Wellness Center
 - de Novo will prepare this plan simultaneously as we work through the brand discovery and creation process, and provide this blueprint for success as early as possible in order to be able to deploy the process immediately during summer months, and after the opening of the center.
2. Integrated branding and promotional package in concert with the marketing plan, templates, social media set up and development of the website.
 - Community Center brand and content package
 - Collateral materials, templates and social media channel set up and design
 - Design of website with iframe integration of selected event registration, and e-commerce option.
 - Brand standards with full color palette and guide for usage
3. Style guide and direct oversight and collaboration with contractors and for interior and exterior signage, graphics, design guidance and compliance with brand standards
4. Plan and development of launch event (soft and hard) event promotion and planning to attract members.
5. Full day training on website, social media, templates, and marketing plan (voice, tone, etc.) plus ongoing technical support for the website. Additionally, an option for ongoing marketing and content development has been included in our price estimate.

Let's Start at the Top - Our Think de Novo Brand Process & Planning

Kick-Off Meeting

In our first meeting, we establish the project goals and who the stakeholders are and begin to understand, historically, what Mt. Vernon's branding message has been as well as discuss past efforts, values and gain an understanding of the most important messages that need to be interwoven into the brand.

In the Kick-Off meeting, we talk about hopes, dreams, and aspirations. But we also talk about timelines, barriers, and reality. We share more information on our process and talk through the project with your team.

It's a long, but fun meeting. Consider it show and tell, where we learn all about your plans, your endeavors and where your community is heading. You bring the goals. We'll bring the pizza.

Brand Promise

At the kick-off meeting, we work through an exercise with your team that helps define not only what the Lester Buresh Family Community Wellness Center is, but also who you serve. It's the 30,000-foot view that helps us identify the who, what and why of your brand.

It's simple but powerful and serves as a road map that will help us develop a deeper understanding of what you need to convey. It's an internal statement different from your mission and vision. It's meant to provide clarity and focus. It helps us understand all of your target markets and how to communicate with them.

The Brand Promise exercise, simplified:

The Lester Buresh Family Community Wellness Center

is the

for

Qualitative & Quantitative Research

Working with your leadership committee and selected individuals, we will work to determine the intrinsic elements of your brand. This is the heart of who you are. It's there before you begin the brand process and it forms the basis of your new community-facing brand, going forward.

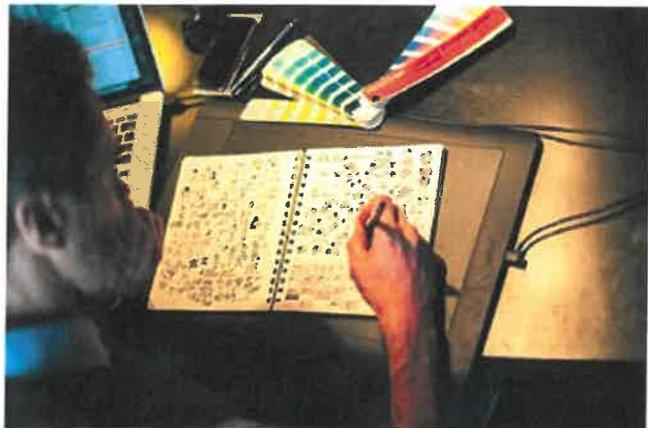
We anticipate a community-wide survey, designed to capture what people are most excited for and feel the most pride in, as well as inform us of any perceptions and barriers. de Novo will administer the survey with multiple links and access points and strongly suggests adding a prize package for a randomly selected winner to be provided by local vendors, in order to boost participation.

We also work with secondary data to understand the nature of your community and the surrounding communities, in order to better understand the regional landscape & potential competition.

Key Messaging & Taglines

As a result of our survey work and the kick-off meeting, we will begin to look for the patterns that emerge and narrate your organization. This is where we find the right combination of tone, voice, and vision to represent you now and into the future.

Visual Identity: (AKA Your Brand)



Branding: Original artwork matters. A lot.

Our brand development and creative team bring the experience and expertise to bring your graphic identity from concept to reality, infused with energy and representative of the intrinsic brand. After our initial discovery process is completed, we go back to the drawing pad — literally — and ink out our first concepts. (See above.)

After initial concepts are created, we meet with your team to go through each design, discuss what the team likes/doesn't like, do a gut-check with the Brand Promise, and then begin to narrow the selection.

We build our logos in a modular, almost scientific method. We work with you to determine the elements that work best to produce a final result that is stunning and effective.

Brand Standards

Once branding is complete, we will create a brand standards guide for your organization.

Brand standards show you how and when to use your branding — and how NOT to use your graphics — and provides the guidance for signage and placement, a complementary color scheme and identify standard compatible fonts. During this time we will also generate a guide and plan with contractors to ensure the branding is carried throughout the facility.

Planning to Succeed

As we work, we will develop your launch and marketing plan, in order to properly promote and attract people to, the community center. It is important to align your resources with the plan so that it may be implemented and effective in the years to come.

Relevant Experience

Communities and the organizations that support them are like fingerprints — they are all unique, with their own challenges. However, almost all of them are challenged by crafting and communicating their own value proposition. This is often complicated by conflicting opinions and motivations. de Novo has always had an emphasis on community development, attraction marketing, and workforce and economic development. Our clients rely on us for fresh strategies, research, strategic planning and tactics that make a difference. Our process brings all parties together for the advancement of the community or organization. Here are a few examples of recent work we've done in this sector.

Experience Waterloo

de Novo won the rebranding project from the Waterloo Convention & Visitor's Bureau in 2017. We researched and surveyed residents and visitors extensively to gain a full



understanding of what the area encompassed, what their challenges and perceptions may be, and what is truly great about the area. We knew from the beginning that the long organizational name of Waterloo Convention & Visitor's Bureau did not resonate with most of their target markets and we began to work with their staff to talk about how we could infuse energy into the name and brand. We researched and generated potential names, ran pros and cons against the personas we built and the data that was compiled, and began to work on the

creation of the brand identity.

When we launched the brand, we built a "hype" video that combined high energy music with

footage, social media imagery, and existing footage. We blasted it into the community first, in order to educate local residents and give them a tool to share the Waterloo love, and then we promoted it heavily.

The launch took place at a local restaurant, but the real legs were on social media, where the video performed extremely well. (Link: <https://youtu.be/iXNqqbaLn-k>)

We've partnered with Experience Waterloo to launch Summer Leisure Travel campaigns, help them win conferences and awards, and launch events that drive traffic to the Cedar Valley area.

Contact: Tavis Hall, CEO

Email: tavis@experiencewaterloo.com

Indian Creek Nature Center: Website

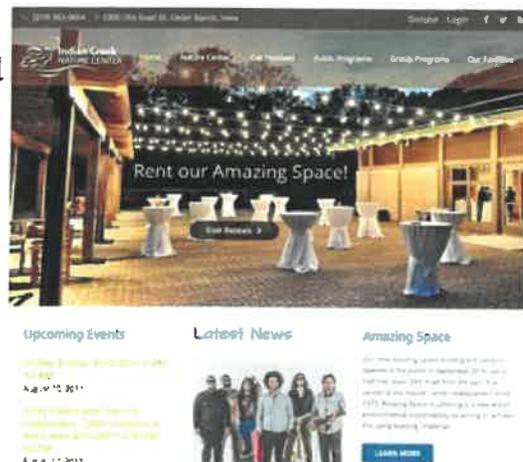
The new, cutting edge building and site at Indian Creek Nature Center needed a web strategy that could give the visitor a visual that mirrors the real-life experience. Their new site does just that and helps visitors understand the mission and scope of the project, as well as what they can expect when they visit.

A hallmark of de Novo's design is the custom icons and the artwork you'll find within our sites. Note the icons on the home page and see if you can find our "bug" dividing sections within the site.

Contact: John Myers, CEO

Email: jmyers@indiancreeknaturecenter.org

Phone: 319-362-0664



Visit indiancreeknaturecenter.org

Cedar Rapids Public Library

Who did the Cedar Rapids Public Library reach out to when they needed to rebrand? Us. We built this brand to reflect a shape within the state of the art building. But we also used the shape of the ellipse as a paren around the suffix "ARY" in the name library, and we built a full launch campaign, that included spray chalk stenciled artwork laid in the dead of night and animated commercials that used the suffix to create new words. This project won the library a national John Cotton Dana Award. In the following video, you can see the brand come to life as it was installed on the new building. Link: <https://youtu.be/06IkXFpHEFo>

The work done informed the architects and contractors, who we worked closely with, on the color palette and interior features, as well as exterior placement on the building - in downtown Cedar Rapids and the Ladd Library on the Southwest side of town. Additionally, partner Jen Neumann assisted with the selection of the large scale art in the front of the library.

We also built their website and helped them launch their new brand.



Contact: Amber Mussman, Public Relations & Marketing Director

Email: MussmanA@CRlibrary.org Phone: 319-261-READ

Downtown Iowa City Strategic Plan, Barrier Study & Website

Iowa City contracted with de Novo to discover and align target markets (personas) and their marketing efforts. This project involved research, stakeholder interviews, and facilitation as we explained the concentric marketing strategy of starting with a local radius and expanding it strategically over time. The research told us that local residents in the areas immediately



Park Like a Pro Poster Sample Sheet



Parking messaging for businesses in the district.

outside of Downtown Iowa City were not patronizing the area at the rate that was desired by the organization. We studied the barriers to participation, worked to understand why downtown was being avoided, and drafted messages and strategies designed to overcome those barriers. View the website at www.downtowniowacity.com

Contact: Nancy Bird, Downtown Iowa City Nancy@downtowniowacity.com

Pricing & Schedule of Fees

Below is a schedule of fees for each element requested. As stated in the Experience & Relevant Work section, as a full-service marketing firm with deep experience in community, nonprofit, tourism, and economic development, our capabilities can meet all of your needs. There are three pricing sections:

1. Main scope of work. **Please note the 10% discount for choosing all offered services in section.**
2. Website hosting and monthly maintenance fee
3. Optional video for launch or post-launch, and an hourly rate for assistance and services

We understand your timelines and are confident we can meet deadlines outlined in the RFP.

Assumptions: All provided materials comps and drafts have up to two rounds of revision plus final. No printed materials, advertising costs or event supplies are included. All purchases made on your behalf will incur standard markup. Travel to Mount Vernon IS included in all quotes.

Schedule of Fees

Title/Description	Cost	Unit	Qty	Subtotal
Development of tactical marketing plan	\$7,000.00		1	\$7,000
Approximate hours: 64				
<ul style="list-style-type: none"> • Listing of key Strategies, Tactics, and Activities to meet the goals and objectives • Provides a content calendar for all activities from pre-launch to one year out, with replicable activities for the second year. • Alignment with organizational resources to ensure goals are SMART • Training on social media activities and email strategies 				
Brand Identity & Promotional Content Package	\$20,000.00		1	\$20,000
Approximate hours: 181				
<ul style="list-style-type: none"> • Creation of full logo package and brand standards • Creation of up to 10 items of collateral (letterhead, business cards, poster templates, email templates, social media filters, etc) • Brand standards guide 				
Websit Design & Development *	\$18,000.00	site	1	\$18,000
Approximate Hours: 164				
<ul style="list-style-type: none"> • Mobile responsive website, built on WordPress CMS and designed to be updated by staff as needed. 				

- Integration of third-party recreation center or facility software (does not include a build out of API)
- Integration of e-commerce on site
- Secure SSL Certificate included if hosted on de Novo's server (see hosting and maintenance element in the last section)
- Assumes use of branding and existing photography, developed content

* Prior to the start of work, a separate web scope of work must be approved by both parties

Experiential/Environmental Design Oversight and Collaboration*	\$4,000.00	1	\$4,000
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Approximate hours: 36

1. Design of overall style guide for facility
2. Assistance and oversight of design standards within and outside of the facility, as well as recommendations for the overall environment, wall graphics, signage, etc.

*No materials or production costs are included in this item.

Event Production for Launch	\$10,000.00	1	\$10,000
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Approximate hours: 91

- Soft and official event production for the introduction of the facility to the community:
- Event planning & marketing assistance to generate buzz
- Event oversight and attendance
- Coordination of all elements of event
- No production costs included

Training on Website, Social Tools and Marketing Plan	\$600.00	1	\$600
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Approximate Hours: 16

One day full training with staff to train them on all elements of the website, social tools, and marketing activities prescribed in the plan. All web documentation provided at this point.

Fixed Total:	\$59,600
Discount for all items above (10%)	(\$5,960)
	\$53,640

Website Hosting and Maintenance

In order to meet the criteria for proposal length, we have not included the full scope of our web design process. However, all sites designed by de Novo are best hosted on our secure virtual server, built for WordPress, our recommended CMS. Below is our hosting and maintenance plan cost.

Title/Description	Cost	Unit	Qty	Subtotal
Premium Web Hosting & Maintenance Plan (monthly cost)	\$300.00	/month	1	\$300

Monthly

- Hosting costs included in plan (under de Novo hosting scenario only)*
- Uptime monitoring, daily backups and alerts
- Updates of plugins and site releases as needed
- Premium security plug-in installation and licensing
- Technical support (questions regarding updates, upload issues, broken links, etc or assistance with changes) - up to 2 hours of support per month or 24 in a year - which may be used at any time during the year.

Recurring: \$300 / Month

Title/Description	Cost	Unit	Qty	Subtotal
<input checked="" type="checkbox"/> Optional: Video for Launch or Ongonig Promotion Post-launch	\$7,000.00		1	\$7,000

Development of a video that utilizes the new branding and tells the story and the community value of the center. Full HD and delivery in all formats.

Hourly rate for ongoing support or out of scope workl	\$110.00	hour	1	\$110
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de Novo will charge \$110 (nonprofit rate) for ongoing assistance on an as-needed or will quote on a project by project basis. We will not incur any additional charges without your approval.

AGENDA ITEM # J - 3

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

DATE:	June 3, 2019
AGENDA ITEM:	Furniture Package - LBFCWC
ACTION:	Motion

SYNOPSIS: This package was part of the original design estimate, although it was not included in the base construction bid. The original budget for furnishings inside and outside of the facility was \$120,000. The design estimate proposed currently calls for \$115,000 in various furnishings. The furnishing package includes outdoor tables and chairs for the patio, tables and chairs for the meeting spaces, office furniture, trash receptacles, and podiums. Staff has not planned to purchase additional tables and chairs for the community space as we expect this equipment to be rented by the end user when needed.

BUDGET ITEM: Community Wellness Center Funds

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Furniture Estimate

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/14/19

MTVWC FURNITURE BUDGET

2019_0606

FURNITURE ITEM	QUANTITY	UNIT PRICE	TOTAL
TRASH BINS	6	1,087.00	6,522.00
BENCH- 3-seat	2	1,490.00	2,980.00
BENCH-2 seat	4	1,108.00	4,432.00
PAMPHLET DISPLAY	2	360.00	720.00
COMMUNITY GUEST CHAIR W/O ARMS	22	207.00	4,554.00
COMMUNITY GUEST CHAIR ARMS	40	252.00	10,080.00
COMMUNITY NESTING TABLE	14	800.00	11,200.00
COMMUNITY GUEST CHAIR DOLLY	4	244.00	976.00
COMMUNITY NESTING TABLE DOLLY	0		0.00
LECTURN	1	1,100.00	1,100.00
RECLINER	0	800.00	0.00
LOBBY TABLE	4	909.00	3,636.00
LOBBY CAFÉ CHAIR WITHOUT ARMS	8	690.00	5,520.00
LOBBY CAFÉ CHAIR WITH ARMS	8	850.00	6,800.00
WORKSTATION - OFFICE WITH STORAGE	1	7,783.00	7,783.00
WORK STATION - SM	2	4,000.00	8,000.00
TASK CHAIR	3	794.00	2,382.00
OFFICE GUEST CHAIR	2	252.00	504.00
COMBO CABINET STORAGE	1	1,200.00	1,200.00
RECEPTION TASK CHAIR	2	794.00	1,588.00
RECEPTION MOBILE PEDESTAL	0	400.00	0.00
5-DRAWER LATERAL FILE	0	600.00	0.00
CONFERENCE TABLE	4	800.00	3,200.00
CONFERENCE CREDENZA	1	1,500.00	1,500.00
CONFERENCE CHAIR ARMLESS	4	207.00	828.00
CONFERENCE CHAIR ARMS	4	252.00	1,008.00
SITE BENCH	3		9,326.00
45" table	4	1,360.00	5,440.00
chairs without arms	8	520.00	4,160.00
Chairs with arms	8	600.00	4,800.00
Sculptural Stones Adult	6	430.00	2,580.00
Sculptural Stones Child	4	290.00	1,160.00
			<u>27,466.00</u>

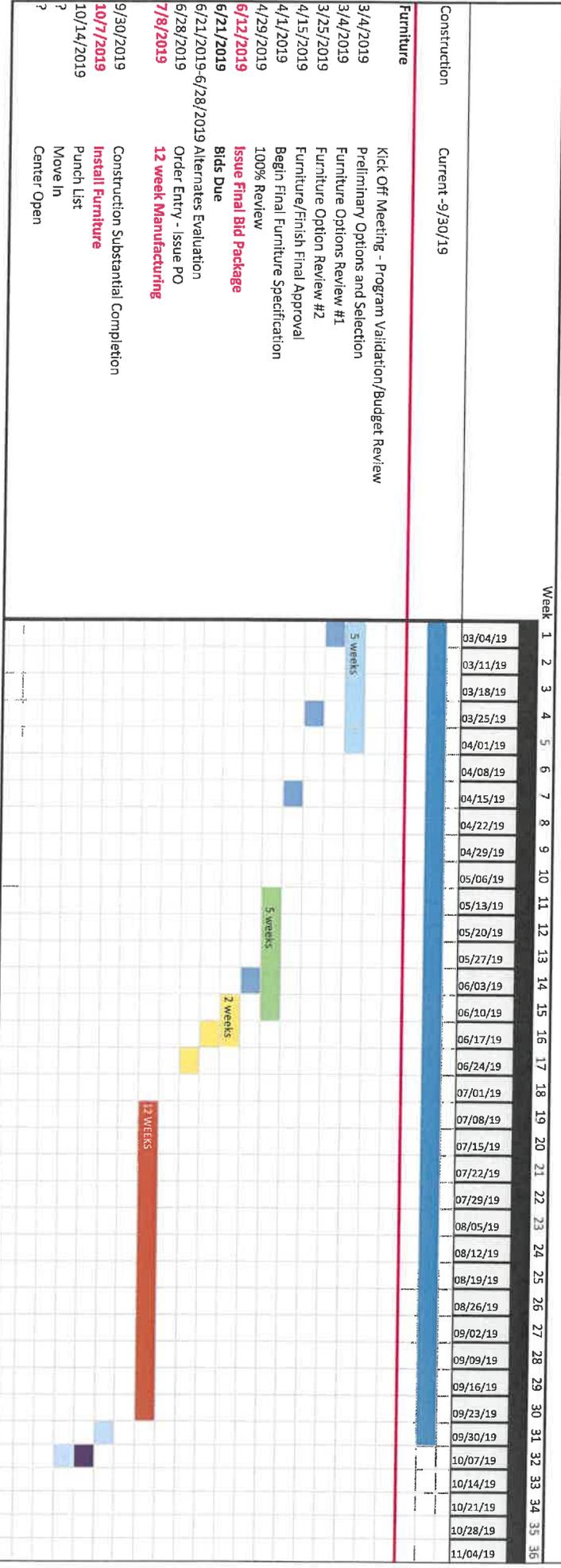
-1260

ITEMS NOT CURRENTLY INCLUDED:

METAL STORAGE SHELVING UNITS, RENTAL ROUND TABLES, RENTAL HIGH STACK CHAIR

Subtotal	113,979.00
2% Contingency	2,279.58
PACKAGE TOTAL	\$ 116,258.58

Mount Vernon Wellness Center



K. Reports-Received/File

K Reports-Received File



Mount
Vernon
IOWA

Chris Nosbisch, City Administrator
Douglas Shannon, Chief of Police

Jamie A. Hampton, Mayor

Council:

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

May 2019
POLICE REPORT

Vehicle Collisions

There were 10 reported collisions in May. The first collision occurred in the 100 blk of 1st St E when a vehicle entered the parking lot of Elite Physical Therapy and struck a parked car. No injuries were reported, and the total amount of damage was estimated at \$1,700. The second collision occurred at Hwy 30 W/ 10th Ave S when a vehicle lost control in the roundabout and struck a City of Mt. Vernon Fire Hydrant as well as two for sale vehicles at Lynch Ford- Chevrolet. Damage was estimated at \$45,993 and no injuries were reported. The third collision occurred at Hwy 30 W near Willowcreek Rd when a single, westbound vehicle left the roadway and drove through the south ditch. Minor injuries were reported, and total damage was estimated at \$4,400. The fourth collision occurred at 415 1st St W when a vehicle backing out of a driveway struck a passing vehicle. No injuries were reported, and damage was assessed at \$6,500. The fifth collision occurred at eastbound Hwy 30 W and Willowcreek Rd. A vehicle had slowed for a turning vehicle and was rear ended by another vehicle. No injuries were reported, damage was estimated at \$6,000. The at fault driver was charged with OWI 1st. The sixth collision occurred at Hwy 1 and 30. A vehicle was southbound turning westbound and was rear ended by another vehicle. Minor injuries were reported, and damage was estimated at \$3,000. The seventh collision occurred at Palisades Rd and 15th Ave. A vehicle was backing out of a driveway and was struck by a passing vehicle. No injuries were reported, and damage was estimated at \$1,300. The eighth collision occurred at Hwy 30 westbound east of Willowcreek Rd. A vehicle was slowing for turning traffic and was rear ended by a second vehicle. No injuries were reported, and damage was estimated at \$2,000. The ninth collision occurred at Hwy 30 E and Hillview Dr SE. An eastbound vehicle was turning onto Hillview Dr when a second vehicle failed to observe the first vehicle slowing and tried to pass it on the right, striking the first vehicle in the passenger doors. No injuries were reported, and damage was estimated at \$9,000. The tenth collision occurred at 1st Ave N and 6th St. A southbound vehicle drove into the northbound lane of traffic. A northbound vehicle attempted to move out of the way of the southbound vehicle but was struck in the rear driver's door. The southbound vehicle then continued into the parking lot of Mt. Vernon Construction, striking a commercial vehicle that in turn struck the building. Injured occupants were transported to local hospitals, and damage was estimated at \$24,000.

Incidents/Arrest

There were 18 reported incidents in May. Reports included: Violation of protective order (2), OWI (5), .02 Violation (1), Possess Drug Paraphernalia (1), Possess Controlled Substance (1), Theft (2), Info-arrest warrant served (1), Harassment (1), and driving while suspended (1), Trespass (1), Child Welfare Check (1), Burglary to Residence (1) and a Domestic Disturbance (non-arrest).

During May, Mount Vernon Officers made 8 arrests. Charges included: OWI (5); Driving while suspended/revoked (1), No Contact Order Violation (1), Possess Controlled Substance (1) and Possess Drug Paraphernalia (1).



**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**

K-9 Report

During May, Monster assisted Linn County Sheriff's Office on a traffic stop. Monster alerted and marijuana was recovered from the vehicle. Monster and Officer Moel are continuing monthly training with Canine Tactical, ensuring proficiency in various training components including personal protection, drug detection with distractions and tracking.

Community Service/Training/Misc.:

- Chief Shannon attended the Iowa Police Chief Association training conference in Coralville, IA on May 22nd-24th.
- Department members participated in our Spring weapons qualification on May 22nd, 2019.
- Chief Shannon met with Superintendent Batenhorst and Asst. Principal Thede, reviewing Emergency Operations Plans for MVCSD.
- Chief Shannon met with Parade-A-Thon Organizers to determine route and times for their event.

GTSB:

Officers worked 27 hours of STEP enforcement in May, participating in the Memorial Day Enforcement Project. During this time officers arrested 2 intoxicated drivers, 1 narcotics arrest, and 1 .02 violation driver. Additionally, officers contacted 4 speed violations, 1 suspended/revoked driver, 1 registration violation, 1 insurance violation, 1 equipment violation, and 8 other traffic violations. In addition, to the enforcement, a seatbelt survey was conducted on June 5th, 2019 showing a 98% seatbelt usage rate.

LISBON (28E Contracted Services):

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

- Patrol: 2,695 minutes
- Calls for service: 450 minutes (18 calls for service)

Total time for May 2019: 3,145 minutes = 52.42 hrs.; Total: \$2,096.80

Respectfully Submitted,

Chief of Police



Public Works Report 6/17/19

Street Repairs

Crews have built a new storm inlet on Cass Street. The storm inlet repair has also led to street patching along with trail replacement in the area.

Pot hole repair continues on as needed basis. The Wellness Center project is creating problem areas on Palisades road.

Crews painted cross walks on Hwy 1. There were some mechanical failures with the line striper as painting was happening. It may be time to look at purchasing a new paint liner.

Parks

Crews continue to prep fields as needed.

The deep end pool heater is expected to arrive Friday with install date on Monday 6/17/19.

Crews have begun work on infields trying to remove unsightly weeds. This work will also include trying to re-establish the infield to outfield edged line.

Seasonal employees are out helping weed eat and mulch.

Memorial Park has had over 100 new plantings that will fill in areas that are tough to weed.

Parks and parking areas have been spot sprayed for weeds.

Crews are working on repairing and updating the outdoor restrooms at the pool. One restroom has been updated to date.

Tree Work

Crews cleaned out, filled and seeded 14 stumps that had been ground do to tree removals over the winter season.



Parks and Recreation Department
Directors Report
May 15 2019 – June 15 2019

Parks

- **Jayne DeWitte and Traci Kadlec have been working hard at beautifying the various City-owned flower gardens and park entrances around town. Hats off to Jayne's and Traci's dedication and work on continuing to make these look great and public works staff for helping where they can.**

Sports

- **All T-ball, Coach Pitch, Player Pitch and Blastball programs are running smoothly and will end week of June 24th..**
- **Fall Flag Football (Grades 1-6) and Fall Soccer (Ages 4 – 6th Grade) registration will begin July 24th.**

Pool

- **Pool attendance has been good. Mild temperatures are helping attract many people to the pool this summer so far.**
- **The new pool heater will arrive Monday, June 17th and installation will begin.**

Misc

Events and Classes

- **Summer Camps/Classes registration is going well. Many new classes are being offered and interest is growing.**

L. Discussion Items (No Action)

L. Discussion Items (No Action)

AGENDA ITEM # L - 1

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

DATE: June 3, 2019
AGENDA ITEM: Letter of Support
ACTION: None

SYNOPSIS: I know that some of the Council has received individual requests from Matthew Muir, Regional Director for the Coalition Against Bigger Trucks to openly oppose proposed regulations increasing the weight and length of semi-trucks. He has further asked for the City of Mt. Vernon to provide a letter of support that will be forwarded to congressional representatives. As this relates to Mt. Vernon, Hwy 1 and Hwy 30 are the only locations these trucks would be allowed to operate.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: Prosed Letter Language

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/14/19

As members of the city government of Mount Vernon, we would like to express our concern with proposals to increase weight and length of semi-trucks on our roadways and ask that you oppose relevant legislation due to the substantial safety and infrastructure concerns associated with bigger trucks.

Mount Vernon and the surrounding region have a high amount of truck traffic, and our office is very familiar with the infrastructure impacts they have. While trucks are a critical part of our economy, proposals to increase weight would significantly increase the risks associated with their operation.

In 2016 the USDOT finished a comprehensive study of the issue, ultimately recommending against raising truck weights on interstates and federal highways due to substantially increased bridge damage, pavement damage and higher crash rates. If Federal roads, which are built to higher standards, are not fit for these truck configurations; then they are not appropriate for state and local roads.

As we work to maintain effective and safe infrastructure for our residents and local businesses, we strongly urge your opposition to legislation that would increase truck size and weight.

AGENDA ITEM # L - 2

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

DATE:	June 3, 2019
AGENDA ITEM:	Police Department Feasibility
ACTION:	None

SYNOPSIS: In light of the recent development regarding the old fire station, staff has sought proposed costs opinions associated with the review of additional police working space from OPN Architects. OPN has submitted a proposal to review four building options. These options include, 1. Renovating the existing fire station, 2. Adding onto the current City Hall building, 3. Renovating the existing City Hall by moving the Council Chambers to the LBFCWC and utilizing the current chambers as office space, and 4. Building a standalone facility at a new location in the community. The cost associated with the feasibility study is \$26,500.

BUDGET ITEM: Police Operating

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: Proposal

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/14/19



Cedar Rapids
200 Fifth Avenue SE Ste. 201
Cedar Rapids, Iowa 52401
(319) 363-6018

Des Moines
100 Court Avenue Ste. 100
Des Moines, Iowa 50309
(515) 309-0722

Iowa City
24 ½ S. Clinton Street
Iowa City, Iowa 52240
(319) 363-6018

Madison
301 N. Broom Street Ste. 100
Madison, Wisconsin 53703
(608) 819-0260

opnarchitects.com

June 11, 2019

Chris Nosbisch
City Administrator
City of Mount Vernon

RE: Mount Vernon City Hall & Police Department – Feasibility Study - Professional Service Agreement - OPN Architects

Chris:

OPN Architects is pleased to provide this summary of professional design services for the feasibility study of City Hall and the Police Department expansion. We value our relationship with the City of Mount Vernon, and we are excited for an opportunity to continue working with you.

Project criteria

We have developed our scope of services and preliminary fees upon the following criteria:

Project Location: City of Mount Vernon, Iowa

Building Program: Chief's office, interview room, Officer office space(s), changing facility, evidence room (adjacent to garage) and support spaces as needed.

Options: This feasibility study will examine up to four options for developing additional space for the Police department in the following configurations:

- **Option 1:** Approximately 3,000 sf addition to the existing City Hall; 1,500 sf on the lower level with a drive-in 2 (or 3) stall garage for police cars and 1,500 sf office on second level. Special considerations to accessibility and ADA concerns with the existing building will be examined with this option.
- **Option 2:** A new standalone police department; Approximately 6,000 sf on a new lot – exact site location to be determined outside of the scope of this study. The design of this option will not be site-specific, but costs for land procurement may be assumed when determining total project costs.
- **Option 3:** Convert the existing lower level council chambers to support the police department and relocate city council meetings offsite – potentially meeting at the new Wellness Center. 1
- **Option 4:** Renovate the old fire station.



Scope of Services

We understand the scope of services to include the following:

1. **Gather and Analyze Information**
 - a. Determine functions within the future space
 - b. Determine any specialized functions or security items to be included
 - c. Determine adjacency requirements
 - d. Determine space criteria, square footage requirements, height requirements, etc.
2. **Programmatic Strategies**
 - a. Develop functional relationship diagrams as required to convey programmatic adjacencies
 - b. Develop flow diagrams as necessary to communicate how people and occupants move throughout the facility.
3. **Establish quantitative requirements**
 - a. Develop a square foot area summary for each option
 - b. Develop feasibility study cost estimates. OPN to coordinate with Stecker Harmsen on the construction costs and incorporate information from the City for project costs (ie. land costs, etc.)
4. **Meetings:**
 - a. 4 meetings will be provided as outlined below, additional meetings may be added at standard hourly rates if necessary.
 - i. Kick-off meeting and site tour(s)
 - ii. Two design review meetings
 - iii. Final Feasibility Study review meeting
5. **Final Deliverables:**
 - a. Study summary booklet consisting of the following:
 - i. Program and square footage summary
 - ii. Scope narrative describing quality of space and construction.
 - iii. Floor plan diagrams for each option
 - iv. Conceptual cost estimates for each option
 - v. Note: 3D modeling and massing diagrams are excluded but may be added upon request, fee and schedule may be adjusted accordingly.

Project Team

OPN Architects, Inc. includes the following consultant team within our Scope of Work:

Architect	OPN Architects, Inc. Justin Bishop, Associate Principal
MEP Engineer	Design Engineers Justin Marxen, Associate Principal
Cost Estimator	Stecker Harmsen Lee Harmsen, Owner



Compensation

The professional fee for developing the scope of services outlined in this proposal will be a lump sum fixed fee of **Twenty-Six Thousand Five Hundred Dollars and No Cents (\$26,500.00)** plus additional services or reimbursable expenses if necessary.

This fee will cover services and activities required to accomplish the scope of work within a timeframe of eight weeks after the kickoff meeting. Should the project timeframe extend beyond this, as a result of conditions not under the control of OPN, fees may be adjusted to align with the effort extended.

The project will be invoiced monthly as a percentage of work completed and commensurate with the work plan schedule. Any services required beyond those described within the Agreement will be reviewed with the client to understand impact to scope of work or related fees.

Reimbursable Expenses

Reimbursable expenses are in addition to the above fee and will be invoiced at 1.1 times actual cost. Reimbursable expenses include: authorized out-of-town travel, courier services, express mail, reproduction of project documents, photography, out-of-house digital processing, physical models, meals and mileage at the government standard rate.

Additional Services – Available Upon Request

Benchmarking Tours, Visioning & Goal Setting Exercises
Field Measurement and Creation of Existing Plan Drawings (City to provide existing plans)
3d Modeling & Renderings
Structural Engineering
Civil Engineering
Landscape Architecture
Geotechnical Services
Site Surveying



Contract Agreement

This Letter of Proposal is intended to document the primary issues concerning our Agreement Between Owner and Architect. Please let me know if you have any questions or if you would like to further refine the scope and services offered. If details of this proposal are accepted, **please sign and return the document.**

Thank you!

A handwritten signature in black ink that reads 'Justin Bishop'.

Justin Bishop, AIA
OPN Architects

Jamie Hampton or Chris Nosbisch
Mayor or City Manager

M. Reports Mayor/Council/Admin.

13. Reports Mayor/Council/Admin.

**CITY OF MT. VERNON
CITY ADMINISTRATOR
REPORT TO THE CITY COUNCIL
June 17, 2019**

- The City's dog kennel was recently inspected by the State of Iowa and approved for use for another year.
- I am currently seeking volunteers for the Healthy Hometown initiative through Wellmark. There is opportunity for grant monies and program expertise should Mt. Vernon receive the designation.
- Staff has met with the Greater Cedar Rapids Community Foundation regarding their Disaster Preparation Project. The City could become eligible for a \$1,000 grant to further disaster planning and preparation. I have attached informational fliers from the Foundation in case you have any questions.

Disaster Preparation Project GRANT PROGRAM

GRANT DETAILS:

PURPOSE: To further disaster-related preparation in non-metro Linn County communities.

WHO CAN APPLY: The following Linn County communities are eligible following an initial meeting with Project Manager about the Disaster Preparation Project: Alburnett, Bertram, Center Point, Central City, Coggon, Ely, Fairfax, Lisbon, Mount Vernon, Palo, Prairieburg, Springville, Walford, and Walker.

PROJECT ELIGIBILITY: Project clearly represents an effort to educate, prepare, or train for potential disasters.

MAXIMUM REQUEST AMOUNT AND DURATION OF GRANT: \$1,000 and not renewable.

DEADLINE AND HOW TO APPLY:

DEADLINE: Applications will be accepted until August 1, 2019, and will be reviewed in a timely manner.

APPLICATION: To apply, please submit a one-page letter explaining the request. Include contact information of those involved in the project and a budget listing the component costs of the request. Briefly state how the project relates to Disaster Preparation in your community. One application per community.

HOW TO SUBMIT: Send an e-mail to Carrie Walker, Project Manager, at carrie.walker@gcrf.org. You will receive confirmation that your application has been received.

SUPPORTED BY:

The grant funding is made possible through the Community Foundation's involvement in the Philanthropic Preparedness, Resilience, and Emergency Partnership (PPREP), a project of the Funders' Network for Smart Growth and Livable Communities. PPREP is a cohort of 19 community foundations and regional grantmaking associations who meet to learn the tools and knowledge to serve their communities for disaster preparedness and recovery.

DISASTER PREPARATION PROJECT

Carrie Walker, Project Manager

carrie.walker@gcrf.org

319-774-2375

<https://www.gcrf.org/about/community-leadership/disaster-preparedness-and-response/>



Disaster Preparation Project

COMMUNITY RESPONSE WORKSHOP

AGENDA:

- 11:30 am Work of the Community Foundation
 Brief Project Introduction
- 11:45 am Understand Community-Based Disaster Response and Assistance
 Sequence of Delivery
 Hazard Mitigation Plan
- 12:00 pm Identify Community Strengths & Resources
 How Resilient Is Your Community
 Strengths and Resources
 Aiding Vulnerable Populations
- 12:15 pm BREAK/Pick up Lunch
- 12:30 pm Consider a Long-Term Recovery Disaster Scenario (small groups)
- 12:45 pm Begin Whole Community Long Term Recovery Team Planning
 Long Term Recovery Community Response Worksheet
 Action Items
- 1:15 pm Community Foundation Commitments and Anticipated Project
 Outcomes

DISASTER PREPARATION PROJECT

Carrie Walker, Project Manager

carrie.walker@gcrf.org

319-774-2375

Elizabeth Cwik, Program Officer and Vice President of LAP-AID

Eliazabeth.cwik@gcrf.org

319-774-2372

For more information about the Disaster Preparation Project, a project of the Greater Cedar Rapids Community Foundation, please visit <https://www.gcrf.org/about/community-leadership/disaster-preparedness-and-response/disaster-preparation-project/>

