

# City of Mt. Vernon, Iowa

<b>Meeting:</b>	<b>Mt. Vernon City Council Meeting</b>
<b>Place:</b>	<b>Mt. Vernon City Hall, 213 First Street NW, Mt. Vernon, Iowa 52314</b>
<b>Date/Time:</b>	<b>April 16, 2018 – 6:30 PM</b>
<b>Web Page:</b>	<b>www.cityofmtvernon-ia.gov</b>
<b>Posted:</b>	<b>April 13, 2018</b>

<b>Mayor:</b>	Jamie Hampton	<b>City Administrator:</b>	Chris Nosbisch
<b>Mayor Pro-Tem:</b>	Marty Christensen	<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>	Tom Wieseler	<b>Chief of Police:</b>	Doug Shannon
<b>Councilperson:</b>	Eric Roudabush		

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

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 2, 2018 Regular Council Meeting

- E. Public Hearing**
  - 1. None

- F. Ordinance Approval/Amendment**
  - 1. None

- G. Resolutions for Approval**
  - 1. None

- H. Mayoral Proclamation**
  - 1. Proclamation Establishing Friday, April 27, 2018 as Arbor Day in the City of Mt. Vernon, Iowa

- I. Old Business**
  - 1. None

- J. Motions for Approval**
  - 1. Consideration of Claims List – Motion to Approve
  - 2. Discussion and Consideration of City of Mt. Vernon Personnel Policy Handbook – Council Action as Needed

3. Discussion and Consideration of Associate Planner Position – Council Action as Needed
4. Discussion and Consideration of Waiver Requests for Mandatory Connection of City Sewer and Water – Hickory Acres Subdivision – Council Action as Needed
5. Discussion and Consideration of Outdoor Warning Signal Solar Conversion – Old Fire Station - Council Action as Needed
6. Discussion and Consideration of Police Vehicle Purchase – Council Action as Needed

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

1. Mt. Vernon Fire Department Annual Report
2. Mt. Vernon Police Report
3. Mt Vernon Police Department Annual Report
4. Mt. Vernon Public Works Report
5. Mt. Vernon Parks and Rec Report

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

1. Poet Laureate

**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 April 2, 2018 at the Mount Vernon City Hall Council Chambers with the following members present: Roudabush, West, Wieseler, Christensen and Rose.

**Call to Order.** Mayor Jamie Hampton called the meeting to order at 6:30 p.m. Mayor Hampton stated that Joe Horaney from the Solid Waste Agency was scheduled to speak in the Communications section of the Agenda but because he was unable to attend the meeting Executive Director Karmin McShane will speak in his place.

**Agenda Additions/Agenda Approval.** Motion made by Wieseler to approve the amended Agenda seconded by Rose. Carried all.

**Consent Agenda.** Motion made by Rose seconded by West to approve the Consent Agenda. Carried all.  
Approval of City Council Minutes – March 19, 2018 Regular Council Meeting  
Approval of City Council Joint Planning Session – March 21, 2018

#### **Public Hearing**

Public Hearing on the Preliminary Plat of Hickory Acres First Addition to the City of Mt. Vernon. Mayor Hampton declared the Public Hearing open. Close Public Hearing – proceed to G-1. Chad Pelley, applicant and owner of Hickory Acres, was in attendance to answer any questions Council might have. Mayor Hampton closed the Public Hearing.

#### **Resolutions for Approval**

Resolution #4-2-2018A: Approving the Preliminary Plat of Hickory Acres First Addition to the City of Mt. Vernon. Council was provided a copy of the Planning and Zoning Commission minutes recommending the approval of Hickory Acres Subdivision. Because the cost of water and sewer extensions are not practicable at this time no utilities are being extended for the plat. The four homes will be served by a private drive and will be responsible for their own maintenance. Permission will be requested for septic and private wells on each of the proposed lots. Roudabush motioned to approve Resolution #4-2-2018A, seconded by Wieseler. Roll call vote. Motion passes.

Resolution #4-2-2018B: Approving the City of Mt. Vernon K-9 Program and Establishing Program Guidelines. At the previous meeting (March 19, 2018) Christensen expressed concern regarding the recurring costs involved in maintaining a K-9 program. Council asked staff to draft a resolution supporting the K-9 program but to also include their concerns. City Administrator Nosbisch explained that this draft of the K-9 resolutions' intent is that there should not be an increase in future capital requirements and once the K-9 dog retires the program is reviewed. Nosbisch explained that if another town wanted to hire our handler we would negotiate the sale of the canine officer and the dog. Chief Shannon said that if the officer gets hurt and is unable to continue working with the dog it can be returned to the training company. The only changes suggested was that the "K-9 officer" in point #2 be changed to read "K-9 dog" and the lines 4 and 5 will be removed. Motion to approve Resolution #4-2-2018B approving the creation of the City of Mount Vernon K-9 program and establishing program guidelines as presented with the suggested edits, seconded by West. Roll call vote. Motion carries.

## Motions for Approval

Consideration of Claims List – Motion to Approve. Rose motioned to approve the Claims List, seconded by Wieseler. Carried all.

AHLERS & COONEY P.C.	BBAJ, LLC	1,896.78
AHLERS & COONEY P.C.	AMENDMENT #5 URP	232.00
AHLERS & COONEY P.C.	MIDWEST DEV CO	85.00
AHLERS & COONEY P.C.	SPRING MEADOW HEIGHTS URP	12.00
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	1,153.69
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	399.16
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	44.88
ALLIANT IES UTILITIES	ENERGY USAGE-SEW	28.29
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	21.26
BARNYARD SCREEN PRINTER LLC	T-SHIRTS-P&REC	157.50
BAUMAN AND COMPANY	UNIFORMS-RUT	169.00
BROWN SUPPLY COMPANY	SUPPLIES-WAT	1,016.80
BSN SPORTS COLLEGIATE PACIFIC	SOCCER GOAL-P&REC	499.38
CATHY PODUSKA	SOCCER REFUND-P&REC	33.00
CHRIS NOSBISCH	MILEAGE-P&A	192.39
COMMUNITY DEVELOPMENT GROUP	HOTEL/MOTEL TAX PYMT	9,088.29
CONFLUENCE	CORRIDOR STUDY	6,250.00
CUMMINS SALES AND SERVICE	BATTERY CHARGER-WAT	653.82
DIESEL TURBO SERVICES INC	VEHICLE MAINT-RUT	209.54
DIESEL TURBO SERVICES INC	EQUIP-REPAIRS-RUT	26.40
DOORS INC	DOOR LOCKS (5)-WAT	1,380.00
ELECTRIC PUMP	MOTOR STARTER/PUMP #2-SEW	315.00
ELECTRONIC ENGINEERING CORP	INFORMATION SYSTEMS-PW	319.60
FRANCESCA LEE THOMPSON	CLEANING SERVICE-P&A	120.00
FRANCESCA LEE THOMPSON	CLEANING SERVICE-P&A	60.00
GLENN WOLFE	HVAC MAINT-P&A	469.08
GORDON LUMBER COMPANY	BLDG SUPPLIES	25.30
IOWA COUNTY ATTORNEYS ASSOC	TRAINING-PD	65.00
IOWA PRISON INDUSTRIES	SUPPLIES-RUT	290.62
IOWA SOLUTIONS INC	BUSINESS INTERNET SERVICES	363.00
IOWA SOLUTIONS INC	PATCH MGMT,FIREWALL-PD	59.00
JOAN BURGE	CLEANING SERVICE-P&A	120.00
JOAN BURGE	CLEANING SERVICE-P&A	60.00
JULIE WHEAT	SOCCER REFUND-P&REC	33.00
L.L. PELLING CO INC	COLD PATCH-RUT	742.50
LINN CO-OP OIL CO	FUEL-PW	1,122.44
M & K DUST CONTROL	BLACK DIRT-RUT	300.00
MARTIN EQUIPMENT	SOLENOID REPAIR-RUT	347.94
MATT SIDERS	MILEAGE-P&REC	154.78
MEDIACOM	PHONE/INTERNET-P&A	256.51
MEDIACOM	PHONE/INTERNET-PD	256.51
MEDIACOM	PHONE/INTERNET-WAT	189.30
MEDIACOM	PHONE/INTERNET-P&REC	158.98
MOUNT VERNON, CITY OF	POSTAGE-P&A	29.00
NEAL'S WATER CONDITIONING SERVICE	WATER/SALT-RUT,P&A	108.90
OPN ARCHITECTS	WELLNESS CENTER/STUDY PHASE I	30,365.08
P&K MIDWEST INC	3 PT BLADE-RUT	135.36
PAYROLL	CLAIMS	1,653.75
PAYROLL	CLAIMS	58,385.83
POSTMASTER	UTIL BILL POSTAGE-WAT,SEW,SW	358.68
ROBERT BUSER	IAEM MEMBERSHIP-EMA	190.00

ROBERT BUSER	ISFSI MEMBERSHIP-EMA	125.00
SIMMERING CORY IOWA CODIFICATION	CODE UPDATES-P&A	227.00
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES-P&A	1,050.00
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES-P&A	645.00
SPRAY-LAND USA	PLUG-RUT	12.75
STAPLES ADVANTAGE	SUPPLIES-ALL DEPTS	169.67
STAPLES ADVANTAGE	VAC BAGS,PAPER-ALL DEPTS	107.96
SUE RIPKE	MILEAGE-ALL DEPTS	70.85
SUSAN HARGUS	BAGS-MVHPC	253.24
TREASURER STATE OF IOWA	SALES TAX	3,516.00
US BANK	CREDIT CARD PURCHASES-ALL DEPTS	4,197.04
US CELLULAR	CELL PHONE-RUT,P&REC	156.76
VEENSTRA & KIMM INC	WWTP IMPROVEMENTS	6,950.00
VEENSTRA & KIMM INC	CITY ENGINEERING GENERAL	442.25
VEENSTRA & KIMM INC	WAGON PASS EVALUATION	291.00
VEENSTRA & KIMM INC	5TH AVE/1ST ST W TRAFFIC SIGNAL	212.00
WAPSI WASTE SERVICE	GB,RECY,LEAF-SW	23,993.91
WAPSI WASTE SERVICE	RECY-SW	827.26
WATER SOLUTIONS UNLIMITED INC	CHEMICALS-WAT	4,417.50
	TOTAL	168,269.53

Discussion and Consideration of City of Mt. Vernon Personnel Policy Handbook – Council Action as Needed. Staff has been working on a new personnel manual for the past eight months. It is dependent on the Unions' contract and so could not be finished until negotiations were completed. It's been several years since the last update. No action was taken. Council was encouraged to contact Nosbisch with questions or concerns before the final draft.

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

TIF Incentive Matrix. Staff has designed a matrix that can be used for future commercial and industrial developments. The matrix will treat all businesses the same should the Council desire to enter into development agreements.

Solid Waste Contract Update. Staff has met with the Finance Committee regarding the Solid Waste Contract. Their sentiment is to stay with Wapsi Waste with the only change being a three year contract instead of five.

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

City Administrator's Report. Spring leaf pickup is delayed one week due to the snow fall that occurred March 23-24, 2018. Fundraising efforts for the Wellness Center have been going well. The public works department hosted a free workshop on snow operations, snow removal and de-icing techniques through APWA. Design for the south alley streetscape is almost complete and will be presented to Council soon. MVHPC is reviewing the 5<sup>th</sup> Ave and 1<sup>st</sup> Street intersection improvements.

As there was no further business to attend to the meeting adjourned the time being 7:59 p.m., April 2, 2018.

Respectfully submitted,  
Sue Ripke  
City Clerk

## **H. Mayoral Proclamation**

# Arbor Day Proclamation

- Whereas,** In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and
- Whereas,** the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and
- Whereas,** Arbor Day is now observed throughout the nation and the world, and
- Whereas,** trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and
- Whereas,** trees are a renewable resource giving us paper, wood for our houses, fuel for our fires and countless other wood products, and
- Whereas,** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and
- Whereas,** trees, wherever they are planted, are a source of joy and spiritual renewal.

**NOW, THEREFORE,** I, Jamie Hampton, Mayor of the City of Mt. Vernon, do hereby proclaim April 27<sup>th</sup>, 2018 as

## Arbor Day

in the City of Mt. Vernon, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

**Further,** I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

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Jamie Hampton  
Mayor of Mt. Vernon, Iowa

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Sue Ripke  
City Clerk of Mt. Vernon, Iowa

## **J. Motions for Approval**

CITY OF MOUNT VERNON  
CLAIMS FOR APPROVAL, APRIL 16, 2018

PAYROLL	CLAIMS	56,656.93
GROUP SERVICES INC	INSURANCE-ALL DEPTS	22,141.51
OPN ARCHITECTS	WELLNESS CENTER/STUDY PHASE I	4,614.43
LINN COUNTY PLANNING & DEV	BLDG PERMIT FEES/INSPECTIONS	2,537.00
STATE HYGIENIC LAB	TESTING-SEW	2,307.00
MOUNT VERNON LISBON SUN	ADS/PUBLICATIONS-ALL DEPTS	1,337.91
WEX BANK	FUEL-PD,WAT,SEW	1,233.03
MOUNT VERNON ACE HARDWARE	SUPPLIES-ALL DEPTS	1,147.12
ECHOVISION INC	GOCAM,BATTERIES,MISC-PD	907.32
KONICA MINOLTA BUSINESS SOLUTIONS	MAINTENANCE PLAN/COPIES	633.91
CHRIS NOSBISCH	MILEAGE-P&A	443.63
NATHAN GOODLOVE	FIRE CHIEF PAY-FD	416.67
DUANE'S SERVICE	VEHICLE MAINT-PD	400.00
IOWA SOLUTIONS INC	DBR BACKUP-ALL DEPTS	370.00
STAPLES ADVANTAGE	VACUUM-P&A	350.98
IOWA TITLE COMPANY	REPORT OF TITLE-SEW	322.00
MOORE MEDICAL CORP.	TOURNIQUET-PD	283.91
MOUNT VERNON LISBON SUN	ADS/PUBLICATIONS-P&REC,POOL	266.25
RED LION RENEWABLES	SOLAR ELECTRIC PRODUCTION-P&A	256.77
ENVIRONMENTAL RESOURCE ASSOC	TESTING-SEW	240.40
CARQUEST OF LISBON	VEHICLE MAINT-PW	240.23
ROBERT BUSER	IAFC MEMBERSHIP-EMA	234.00
MEDIACOM	PHONE/INTERNET--POOL	161.02
NICK NISSEN	MILEAGE-RUT	158.05
COGRAN SYSTEMS	ONLINE REGISTRATION FEES-P&REC	150.00
P&K MIDWEST INC	RECEIVER HITCH-RUT	139.00
MOORE MEDICAL CORP.	GLOVES,TOURNIQUET-PD	138.37
GARY'S FOODS	SUPPLIES-ALL DEPTS	124.54
CURTIS ENGLISH	PORTABLE RR RENTALS-P&REC	120.00
US CELLULAR	CELL PHONE-PD	116.17
ST LUKE'S WORK WELL SOLUTIONS	DRUG TEST-RUT	112.00
ALL SECURE	SECURITY SYST MONITORING-POOL	75.00
BATTERIES + BULBS	SUPPLIES-SEW	60.59
FRANCESCA LEE THOMPSON	CLEANING SERVICE-P&A	60.00
JOAN BURGE	CLEANING SERVICE-P&A	60.00
TECHNICOM COMMUNICATIONS SYSTEMS	PHONE LINE REPAIR-P&A,PD	60.00
AIRGAS INC	CYLINDER RENTAL FEE-PW	59.80
CENTURY LINK	PHONE CHGS-PD	51.31
IOWA PEACE OFFICERS ASSOC	TRAINING-PD	50.00
UNITYPOINT CLINIC	DRUG TESTING-RUT	42.00
DIESEL TURBO SERVICES INC	EQUIPMENT REPAIRS-RUT	41.00
CAREPRO PHARMACY	MEDICAL SUPPLIES-P&REC	36.85
SECRETARY OF STATE	NOTARY PUBLIC RENEWAL	30.00
HDC PRINTED PRODUCTS	SUPPLIES-P&A	21.40
IOWA DEPT OF TRANSPORTATION	BOLT-RUT	20.03
MOUNT VERNON, CITY OF	POSTAGE-MVHPC	5.45
	TOTAL	99,233.58

**AGENDA ITEM # J – 2**

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

<b>DATE:</b>	April 16, 2018
<b>AGENDA ITEM:</b>	Personnel Policy Manual
<b>ACTION:</b>	Motion

**SYNOPSIS:** Staff will be meeting with the Personnel Committee prior to the Council meeting and may have more recommendations for you. Staff has removed the three personal days but left the FMLA (I will explain more at the meeting). Here is the response form the City Attorney regarding FMLA:

**(d) All public agencies are covered by the FMLA regardless of the number of employees; they are not subject to the coverage threshold of 50 employees carried on the payroll each day for 20 or more weeks in a year. However, employees of public agencies must meet all of the requirements of eligibility, including the requirement that the employer (e.g., State) employ 50 employees at the worksite or within 75 miles.**

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Personnel Manual

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 4/12/18

**CITY OF MOUNT VERNON**  
**PERSONNEL POLICY HANDBOOK**  
**2017**

**Adopted by Mount Vernon City Council on \_\_\_\_\_**

**Welcome**

Sincerely,

**Chris Nosbisch  
City Administrator  
City of Mt. Vernon**

## **ARTICLE I - INTRODUCTION**

This handbook establishes personnel policies for all City of Mount Vernon (City) employees, except elected officials, members of citizens' boards and commissions, personnel appointed to serve without compensation and anyone working on a contractual basis (this does not include bargaining and/or employee contracts).

Standard operating procedures of the City may vary somewhat between departments. This is necessary because of the various duties and hours required of some departments, along with the various state and federal regulations.

Each department head may establish separate policies for the purpose of handling matters specific to their department. These policies shall not conflict with the personnel rules established by the City. Violations of established policies will be subject to the same disciplinary procedures found within the personnel policy.

This handbook is not a contract. It is intended solely to give covered employees a short description of the benefits and working conditions of the City. These policies are designed to help the City of Mt. Vernon achieve its goals and objectives in an organized and constructive manner, provide consideration of our employees' needs and foster an atmosphere of teamwork and consideration. The policies contained in this handbook are informational in nature and may not address every situation or answer every question about employment.

## **ARTICLE II - DISCLAIMER**

You are an at-will employee. You may resign your employment at any time and for any reason, and the City reserves the same right to discontinue your employment at any time and for any lawful reason or for no reason at all. Nothing in this handbook changes the at-will nature of your employment with the City. The handbook is not intended to create any contractual rights in favor of you or the City. This handbook is not to be construed as an employment contract or as a promise that you will be employed for any specified period of time.

At-will employees are not subject to the just cause standard of discharge. Further, the terms of the handbook do not supersede the terms of any collective bargaining agreement negotiated with the City's unions. The terms of the handbook do not supersede the terms of any employee contract negotiated with the City Administrator or Chief of Police. When in conflict, the terms of the collective bargaining agreement or employee contract will control, except to the extent this handbook is determined to reflect the requirements of federal and state law which supersede said contracts or agreements.

The policies, procedures, benefits, and plans described in the handbook may be revised by the City at any time without prior notice. The City retains the exclusive right to change, add to, eliminate, or modify any of the policies in the handbook at any time (at its discretion), with or without notice.

Any promises, representations, or actions by a City official or employee which are contrary to this handbook are not the official policy of the City, and are of no force or effect. The handbook supersedes and cancels the effect of any previous versions of the personnel policy handbook. You are responsible for reading this handbook and any other policies adopted by the City.

## **ARTICLE III - GENERAL INFORMATION**

### **3.1 EQUAL EMPLOYMENT OPPORTUNITY**

It is the objective of the City to encourage employment and advancement of all individuals in a way that will utilize their talents to the maximum, and develop their skills most effectively in a work and community environment that is free from discrimination.

The City of Mt. Vernon has a policy to provide equal opportunity for all where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, or any other protected characteristic as

established by law.

### **3.2 REASONABLE ACCOMMODATION**

It is the policy of the City to comply with the provisions of the Americans with Disabilities Act. A qualified individual with a disability may request a reasonable accommodation from their department head. Upon receipt of an accommodation request, the department head will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the City might make.

The department head, City Administrator and physician, counselor or other appropriate professional will determine the feasibility of the requested accommodation, considering factors including, but not limited to, the nature and cost of the accommodation requested, the availability of outside funding, the City's overall financial resources and the accommodation's impact on the operation of the City, including its impact on the ability of other employees to perform their duties.

### **3.3 VETERANS' PREFERENCE**

Any honorably discharged veteran, as defined in the Code of Iowa, shall be entitled to preference in appointment, employment, and promotion over other applicants of no greater qualifications.

### **3.4 EMPLOYEE MEDICAL EXAMINATIONS**

The City of Mt. Vernon requires medical and drug-screening examinations for full and permanent part time positions upon offers of employment with the City, and for designated employees who hold special certifications or licenses. Candidates applying for positions with the City will be informed of the need for these medical and drug-screening examinations as a condition of employment. This is to ensure that the prospective employee is free from illegal drugs and is physically capable to perform the requirements of the job for which he/she has been hired. Costs associated with the drug screening and medical examinations will be covered by the City.

### **3.5 CONFLICT OF INTEREST**

The City of Mt. Vernon requires all employees to conduct business in a manner that does not present an actual or potential conflict of interest.

Transactions with outside entities must be conducted within acceptable standards of operation. Business dealings with outside entities are not to result in unusual gains from those firms, the employee, or both. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks and other windfalls designed to benefit the employee, the outside entity or both. Promotional plans that could be interpreted to involve unusual or liberal incentives to potential customers in order to gain business require specific approval by the City Administrator.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative or friend, as a result of the City's business dealings. For the purposes of this standard, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" will be made by the mere existence of a relationship with outside entities. However, if an employee has any influence over transactions involving purchases, contracts or leases, it is imperative he/she immediately disclose to his/her department head of the existence of any actual or potential conflict of interest. The City shall attempt to establish safeguards, within reason, to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the City does business, but also when an employee or relative receives any kickback, bribe, substantial gift or special consideration as a result of any transaction or business dealing involving the City of Mt. Vernon.

### **3.6 PROFESSIONAL CONDUCT**

All city employees shall conduct themselves, both personally and professionally, in a manner that will reflect a positive image upon themselves, their respective departments, and the City of Mt. Vernon. Employees shall be professional to the public and to one another. They shall be attentive and respectful, and shall exercise patience and discretion, in the performance of their work.

- Employees shall obey the direction and lawful orders of their supervisors.
- Employees shall report to work on time, at the place designated by their supervisor, prepared for work in the appropriate attire and with the necessary equipment to perform their work assignment as determined by their supervisor.
- Employees shall devote their energies to fulfilling the responsibilities of their assigned position, during their entire scheduled work time.
- Employees shall maintain regular communications with their supervisors during their workday and be available by normal communications when on-call.
- No employee under the influence of an alcoholic beverage, a non-prescription controlled substance, a prescription or an over the counter substance which can cause drowsiness and impairs their ability to perform their job duties shall report to work, and shall notify their supervisor of their unfitness to report for work prior to their scheduled shift.

### **3.7 CHAIN OF COMMAND**

Throughout these policies, it is understood that the City Council has authority over the City Administrator; the Mayor has authority over the Police Chief; the Library Board of Trustees has authority over the Library Director; CDG has authority over the CDG Director; the City Administrator has authority over the other department heads, and the department heads have authority over their staff.

### **3.8 ACCEPTANCE OF GIFTS**

City employees shall not, directly or indirectly, solicit, accept, or receive any gift having a value of more than \$2.99 in any one occurrence as stated in the Iowa Code.

### **3.9 POLITICAL ACTIVITY**

City employees shall not engage in any of the following political activities:

1. Solicit any contribution of any type for any party or candidate while performing City duties, during work hours, while using City equipment or while on City property.
2. Use their position with the City to influence City elections in any way. No employee organizations may contribute to a candidate or party involved in a City election.
3. Take part in any other political activities reducing work efficiency. No employee may solicit support in a campaign for an elected office during work.
4. Take part in any other activities prohibited in the Iowa Code.
5. This does not preclude City staff from seeking an elected office as allowed by Iowa Code. Employees must receive permission from the City Administrator prior to filing papers.

### **3.10 HARASSMENT**

It is the policy of the City that no employee be harassed by another employee, customer or supervisor on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, or any other protected characteristic as established by law.

Illegal harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any illegal harassment of our employees.

If any employee believes that he or she has been subjected to illegal harassment, that employee should bring the matter directly to the immediate attention of the City Administrator, department head, a supervisor, or the Mayor. All complaints will be investigated and appropriate disciplinary action taken, up to and including

termination. There will be no retaliation against anyone who submits a good faith harassment complaint or participates in an investigation relating to such a complaint.

### **3.11 SEXUAL HARASSMENT**

It is the policy of the City that no employee be harassed by another employee or supervisor on the basis of sex.

The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment. Also prohibited is subtle pressures for sexual favors, including implying that an applicant's or employee's cooperation of a sexual nature, or refusal thereof, will have any effect on the person's employment, job assignment, wages, promotion, or any other condition of employment.

In addition, any behavior of a sexual nature not welcomed by the employee or found to be personally offensive is expressly forbidden. This includes but is not limited to:

- a. Repeated sexual flirtations, advances, or propositions.
- b. Continued or repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about the employee's appearance or the display of sexually suggestive objects or pictures.
- c. Any uninvited physical contact or touching, such as patting, pinching or other contact.
- d. Conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any sexual harassment of our employees.

As with other forms of harassment, any employee who believes that he or she has been subjected to sexual harassment should bring the matter directly to the immediate attention of the City Administrator, department head, a supervisor, or the Mayor. All complaints or reports of sexual harassment will be investigated and appropriate disciplinary action taken, up to and including termination. There will be no retaliation against anyone who submits a good faith sexual harassment complaint or participates in an investigation relating to such a complaint.

## **ARTICLE IV - EMPLOYMENT**

### **4.1 ACCESS TO EMPLOYEE FILES**

Employee files are the property of the City of Mt. Vernon, and access to the information contained within them is confidential and restricted. Employee files include such documents and forms necessary to meet the legal and administrative requirements of employment. Employees may review information in their employment files with reasonable advance notice, provided the request is received in writing and is signed by the employee. Employee files may be reviewed only while in the presence of the department heads or the City Administrator.

### **4.2 EMPLOYMENT OF RELATIVES**

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- (i) Create a supervisor/subordinate relationship with a family member;
- (ii) Have the potential for creating an adverse impact on work performance; or
- (iii) Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, or members of their household. This policy also applies to romantic relationships.

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the City to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, the City will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the City will decide in its sole discretion who will remain employed.

#### **4.3 EMPLOYMENT TERMINATION**

When the City determines it necessary to reduce the number of employees, layoff of employees will be accomplished with due consideration of employees' qualifications, ability, and length of service. In the event of a layoff, the City agrees to provide affected employees as much notice in advance as is administratively practical.

Whether employment is terminated by a resignation, reduction of workforce, retirement, medical termination, or release/discharge, terminated employees will be notified of the necessary procedures in exiting employment and advised of any changes in benefits due to the termination of employment. This includes applicable benefit continuation and conversion privileges (e.g. COBRA), if applicable. Additionally, the employee will be advised on the proper method of returning all City-owned property. All employees that are resigning their position voluntarily are expected to give at least ten work days' notice to the effective date of their resignation from employment with the City.

Any employee terminated for cause shall not receive severance pay. Employees that are to receive severance packages shall do so as spelled out in their employment contract or Chapter 5.14 of the Mt. Vernon City Code. Terminated employees will receive their final paycheck, including all hours worked and available paid leave, in a lump sum form on the next regularly scheduled payday. Insurance benefits will not be extended after the last day of employment, with the exception of COBRA benefits, which is at the employee's expense.

#### **4.4 PROMOTION**

All promotional opportunities shall be posted by the City for a minimum of ten workdays. Unless provided for by union contracts, all promotions shall be recommended by the department head and approved by the City Administrator.

#### **4.5 CITY PROPERTY**

No employee or representative of the City is permitted to use City equipment for personal use. All employees leaving City employment, for whatever reason, are required to return all City property in their possession. The property must be returned to the appropriate department head on or before the last date of employment.

#### **4.6 PROBATIONARY PERIOD**

The first six months of employment with the City is considered a probationary period. During that period, an employee will be eligible for benefits as described in the handbook. Health care insurance coverage will begin on the first day of the month following the date of hire as a full-time employee.

The probationary period will be a time for new employees to get to know fellow employees, supervisors, and department heads, as well as to become familiar with the tasks involved with the position and the City's services. Department heads will work closely with the new employees to help them understand the needs and processes of the position. During this probationary period, the City will evaluate the employee's suitability for employment (the employee can evaluate the City as well). New employees should understand, however, that

the completion of the probationary period does not guarantee continued employment.

Before the end of the probationary period, the employee will receive a review. This review will be similar to the job performance review that is held for the regular full-time or part-time employees on an annual basis and will be documented and placed in the employees personnel file.

## **ARTICLE V - HOURS OF WORK**

### **5.1 HOURS**

The purpose of this section is to define the normal hours of work, and shall not be construed as a guarantee of hours of work per day or days of work per week. The City shall make the determination of daily and weekly hours of work.

### **5.2 WORK WEEK**

The normal work week for full-time employees shall consist of five, eight-hour days, with either a one-hour or a one-half hour unpaid lunch period, which will normally be taken at or near the middle of the shift. All employees shall normally have a twenty minute paid break during each one-half shift. The times and arrangements for lunch and break periods may vary, depending on the nature of the work being performed, and will be granted at the discretion of the department head. The police department may vary from the above but should consist of eighty (80) hours in a two week period.

Employees of the City of Mt. Vernon will not receive any advanced pay compensation for hours not previously worked. If the payday falls on a holiday, payment shall be made on the date set by the Administrator (typically, the first business day preceding or following the holiday).

If any employee will be absent from work, the employee must call his/her supervisor/department head prior to the start of the work shift and report the reason for the absence. If the absence is unjustified or habitual, the supervisor/department head may take disciplinary action.

### **5.3 TIMEKEEPING**

Federal and State laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees are expected to report for work no earlier than five minutes prior to the start of his/her scheduled starting time and are not expected to stay beyond their scheduled work time without pre-approval from their supervisor/department head. Tampering with, altering or falsifying time records, or recording time on another employee's time record may result in disciplinary action.

### **5.4 OVERTIME - NON-EXEMPT EMPLOYEES**

Employees may be requested and/or scheduled to work overtime hours. Reasonable attempts are made to notify employees in advance of mandatory overtime assignments. All overtime hours worked must be approved in advance by the employee's supervisor/department head.

All non-exempt employees shall be granted compensatory time off at the rate of one and one-half hours off for each hour of overtime worked, or pay at the rate of time and one-half the employee's straight time hourly rate, for hours worked in excess of forty hours in any work week. The choice between compensatory time and pay will be at the discretion of the department head.

No more than eighty hours of compensatory time may be accumulated at any one time without written approval of the City Administrator. Employees may be required to use their compensatory time at the discretion of the department head. Only actual hours worked shall be counted as work time for the purpose of determining overtime. Except for emergencies, any work in excess of the normal work period must be approved in advance by the employee's department head. The work week shall begin at 12:01 a.m. on Monday and end at 12:00 midnight the following Sunday.

Failure to work scheduled overtime or overtime worked without prior authorization may result in disciplinary

action.

### **5.5 INCLEMENT WEATHER**

At times, emergencies such as severe weather, fires and power failures can disrupt the City of Mt. Vernon's operations. Employees in essential or critical City operations may be asked to work on the normally scheduled workday when operations are officially closed. In these situations, affected employees who work will receive their regular pay.

In the event an employee feels he/she cannot make it to work, he/she should notify their supervisor/department head by phone as soon as possible, so that the availability of other employees can be determined. If inclement weather strikes after a person has reported to work and the employee feels it is necessary to leave work early, the employee may utilize accrued vacation, PTO, or compensatory time for potential hours lost.

If the City, by order of the Mayor, should make the decision to close offices during a regularly scheduled shift, the employee will be paid for the remainder of his/her regularly scheduled hours. Should the Mayor decide to close City offices prior to the start of the shift, the employee may make up the lost hours with accrued vacation, PTO or compensatory time.

### **5.6 HOLIDAYS**

The following holidays will be observed by the City:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Day before Christmas
- Christmas Day

Only full-time employees shall be eligible for paid holidays. In those cases where the holiday is on a Saturday, it shall be observed on the preceding Friday. In those cases where the holiday falls on a Sunday, it shall be observed on the following Monday.

Non-exempt full-time employees who work on holidays shall be paid at the rate of one and one-half times the regular hourly rate of pay for all hours worked on the holiday, plus eight hours straight time pay for the holiday.

### **5.7 SICK AND VACATION TIME**

All full-time employees covered by collective bargaining agreements and/or employment contracts shall adhere to the vacation allowances set forth in those agreements. All other full time employees will receive Paid Time Off benefits in lieu of regular sick or vacation hours.

### **5.8 PAID TIME OFF (PTO)**

Department heads and all FTE's not subject to a collective bargaining unit will receive paid time off (PTO) in lieu of sick or vacation time. Employees will accrue PTO at the following rates:

Start to 5 years of service	12 hours per month
Six to ten years of service	16 hours per month
Ten or more years of service	20 hours per month

Employees will be allowed to accrue up to 400 hours of PTO at any one time. Upon termination (voluntary/involuntary) the employee will receive a portion of their accrued PTO at the employee's regular rate of pay. At no time should the employee receive reimbursement for accrued PTO at a rate more than the

following:

Start to 5 years of service	120 hours
Six to ten years of service	160 hours
Ten or more years of service	200 hours

Employees transitioning from vacation and sick benefits to PTO will receive an hour for hour match. One hour of sick and/or vacation will equate to an hour of PTO, up to a maximum of 400 hours. Upon recommendation from the City Administrator, the City Council may allow an employee's years of service within the field in which they were hired to count towards their monthly accrual rate for PTO. New employees may also be granted a bank of 40 hours of PTO upon hire.

### **5.9 WORKERS' COMPENSATION**

When an employee suffers a work-related injury and/or illness, the employee must inform their supervisor immediately, even if the employee does not require medical attention. If the injury is an emergency, dial 911 or go to the nearest emergency room. If the injury is not an emergency, the employee must call the "Company Nurse" On-Call 24/7 Injury Hotline at 888-770-0928. The nurse will provide first aid advice only or will refer the employee to the City's designated medical facility for further treatment.

Neither the City nor the Insurance carrier will be liable for the payment of workers' compensation benefits for the injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the City.

Prior to being allowed to return to work, the employee shall provide a written statement from a physician chosen by the City, indicating that the employee is released to return to work and is capable of performing his/her duties. All employees agree to abide by the Mt. Vernon Return to Work Policy.

Unless expressly stated otherwise within an approved collective bargaining agreement, the City will provide supplemental payments in order to bring the employee's compensation to the regular time take home pay for a period of no more than six (6) months.

### **5.10 JURY DUTY**

Any full-time employee who is selected for jury duty or called as a witness in a matter arising out of their employment with the City, shall be compensated for the time spent on such duty. The compensation, including jury duty pay, mileage reimbursement and parking expenses received by the employee from the court, during the time when the employee would normally be working for the City, shall be turned over to the City. The City Clerk will then submit payment for mileage reimbursement and parking expenses to the employee.

Employees are required to provide a copy of the applicable summons or subpoena to their supervisor/department head prior to receiving approval for the leave under this policy. Employees are expected to report for work whenever the court schedule permits.

### **5.11 BEREAVEMENT LEAVE**

Department heads may grant a paid leave of absence up to five days for the death of a parent, spouse or child and up to three days for the death of parents of spouse, sibling, sister-in-law or brother-in-law, son-in-law or daughter-in-law, grandparents and grandchildren, as well as step and foster relationships.

Department heads may grant up to one day of funeral leave for the death of an employees (or spouse's) aunt, uncle, niece, or nephew. Bereavement pay is calculated based upon the base pay an employee would have earned had he or she been scheduled to work on the day of the absence. The employee must attend the services to be eligible for bereavement leave. An employee may, with the approval of their supervisor/department head, use any accrued vacation or comp time for additional time off.

### **5.12 FAMILY AND MEDICAL LEAVE ACT (FMLA)**

In accordance with the Family Medical Leave Act (FMLA), the City will grant up to 12 weeks unpaid leave annually, based on the previous rolling 12-month period. To be eligible for this leave an employee must

have worked for the City for one year and worked 1250 hours or more in the 12 months preceding the beginning of the leave.

FMLA leave will be granted for the following circumstances:

1. Employee's serious medical condition.
2. Birth, adoption or placement of a child.
3. Caring for a spouse, child or parent, with a serious health condition.
4. Exigency arising out of the fact that the employee's spouse, child or parent is covered military member on covered active duty.

Employees shall be eligible for 26 weeks of leave to care for a covered service member with a serious injury or illness in accordance with Federal Law.

Employees must provide a written request for leave and sufficient medical certification to the Clerk's Office within 15 calendar days from the date of the absence. The City reserves the right to request re-certification at the City's discretion in accordance with federal law.

The annual FMLA allowance will run concurrently with any Workers' Compensation leave.

Insurance benefits will be maintained for up to 12 weeks during the leave under the same conditions as if the employee continued to work. Employees must continue to pay their portion of the insurance premiums and make arrangements for payment of these premiums in a timely manner. If the leave extends for more than 12 weeks, the employee will become responsible for payment of the entire health insurance premium to maintain coverage.

When the employee returns from FMLA leave they will be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment. If the employee does not return to work following FMLA leave they will be required to reimburse the City for the share of health insurance premiums paid on their behalf.

Employees will be required to present a certificate from their physician releasing them to full duty before returning to work.

If an employee fails to return to work on the agreed upon return date, the City shall assume that the employee has resigned.

Employees will be required to use any and all sources of paid leave concurrently with Family Medical Leave, with the exception of 5 days of vacation/PTO.

### **5.13 MILITARY LEAVE**

A full-time employee may be granted a military leave of absence for a period of up to thirty days with pay as provided for by the Code of Iowa. The City will pay the difference between the military pay and what the employee would have received if working.

The City adheres to an employee's reemployment right in accordance with the Uniform Services Employment and Reemployment Act.

### **5.14 LEAVE WITHOUT PAY**

Any employee desiring a non-FMLA related unpaid leave of absence for up to 30 days from employment shall secure written permission from the department head and City Administrator. During an unpaid leave of absence, an employee:

1. Does not receive any compensation.
2. Does not earn vacation or sick leave and is not eligible for holiday pay.

3. Does not contribute to retirement programs.
4. Must reimburse the employer for all group insurance premiums paid while on leave, if coverage is desired to be continuous.

## **ARTICLE VI - COMPENSATION AND BENEFITS**

### **6.1 PAY PERIOD**

All employees will be paid on a bi-weekly basis except on call firefighters who will be paid quarterly.

### **6.2 TRAVEL EXPENSES**

When a City employee is entitled to be paid for expenses in performing city duties, a charge shall be made, allowed and paid, for the use of an automobile at the rate established by the IRS. Out-of-state travel by employees must be approved by the City Administrator, if within the approved budget. If outside the approved budget, out-of-state travel must be approved by the City Council.

Receipts for travel expenses shall be submitted to the City Clerk's office upon returning from said travel. Reimbursements for travel expenses shall receive department head or City Administrator approval.

### **6.3 CELL PHONES**

Each department head may assign cell phones to employees, or otherwise make a telephone available for use, when a valid city-related purpose exists.

The primary use of all cell phones is for official business. However, employees who want to use the cell phones on a personal basis may do so as long as the employee's use does not go beyond the plan minutes allowed. Employees are responsible for additional costs attributed to charges above the assigned plan.

Department heads are responsible for alerting the City Clerk's Office when an employee terminates employment with the City or when cell phone service needs to be discontinued.

Department heads and the City Administrator can choose to receive an allowance of \$40 per month for usage on the personal smart phone, or the City will issue a smart phone for their use. If the department heads chooses the allowance, payment will be issued annually at the beginning of the fiscal year.

### **6.4 CREDIT CARDS**

Credit cards have been acquired for City use. The credit cards may be used, with the department head's prior approval, for purchasing items when a City check or other billing option is not available, including online purchases. Following the department head's approval, the employee must sign for the credit card through the City Clerk's Office, and report all purchases to the City Clerk's Office. All receipts must be coded and submitted to the City Clerk's office.

Failure to provide receipts for transactions will require the employee to reimburse the City for the amount of the charge.

### **6.5 SAFETY SHOES**

If an employee is required to wear safety shoes, the City will contribute \$150 to each public works employee for safety shoes on the anniversary date of the employee's employment. Public works employees are required to wear safety shoes while on duty.

### **6.6 CLOTHING ALLOWANCE/SAFETY SHOES**

All uniforms and shoes for employees covered under a collective bargaining agreement will be provided by the City. Employees shall wear approved work clothes, required identification and safety equipment as specified by the department head or City Administrator.

### **6.7 GROUP INSURANCE**

All full-time employees will be provided with a group insurance plan of the City's choice. The employee's and employer's portions of the premium may vary from year-to-year, depending on changes in coverage or premium costs, as determined by the collective bargaining unit. Employee premiums are paid through payroll deduction. Employees will be notified of any changes in the policy as far in advance as possible. A copy of the group plan will be provided to each employee.

Insurance plans, coverage, and eligibility will be subject to all terms and conditions of the contract with the insurance carrier(s) selected by the City.

#### **6.8 LIFE AND LONG TERM DISABILITY**

The City will provide employees with life and long term disability insurance in accordance with collective bargaining agreements.

#### **6.9 EDUCATION ASSISTANCE**

This policy is directed primarily at employees seeking a higher degree or certification. The assistance provided will be for core courses and prerequisite courses only and not for general education courses. This benefit will apply only to full-time employees.

The City Administrator has the authority to approve or disapprove requests after a recommendation of the department head.

1. The employee's department head and the City Administrator must approve the courses requested prior to registration. The department head and City Administrator have the authority to deny requests.
2. Courses must be taken through a recognized educational institution.
3. The reimbursement will be based on grades received.
  - a. A grade of A, B or C will receive 100% reimbursement
  - b. A grade of D will receive a 50% reimbursement
  - c. A failing grade will receive no reimbursement
4. Participation in the course work will be solely on the employee's time unless waived by the City Administrator upon recommendation of the department head.
5. The maximum reimbursement to an employee will not exceed \$1,000 per fiscal year unless additional reimbursement is recommended by the department head and City Administrator and approved by the City Council.
6. This benefit is a reimbursement program. The employee must present proof of course payment and successful completion before reimbursement is made.
7. If an employee leaves City employment prior to the completion of the course, no reimbursement will be made.
8. This policy does not apply to Police or Fire Academies and does not include training needed by employees to maintain normal operational functions necessary for full-time employment.
9. The employee agrees that in the event they leave their employment with the City within a 3-year period after the completion of the course and being reimbursed, they will be required to pay back the amount paid by the City as follows:
  - a. Within 1 year – 100% of the reimbursement
  - b. Within 2 years – 2/3 of the reimbursement
  - c. Within 3 years – 1/3 of the reimbursement

## **ARTICLE VII - MISCELLANEOUS**

### **7.1 PRIVACY**

In collecting, maintaining, and disclosing personnel information, the City makes every effort to protect employees' privacy rights and interests and prevent inappropriate or unnecessary disclosures of information from any worker's file or record. Except as otherwise required by law, the City treats personal information about employees as confidential and respects the need for protecting each employee's privacy by enforcing secure information handling procedures on the part of all personnel whose job duties involve gathering, retaining, using, or releasing personal information about the organization's employees.

The City collects and retains only such personal information as it needs to effectively conduct business and administer its employment and benefit programs. The City takes steps to make sure that all personal and job-related information about employees is accurate, complete, and relevant for its intended purpose.

In response to an information request from an outside organization, individual, or entity, the City normally verifies only the employment status and dates of employment of former or present employees. The City does not provide any other information unless and until it has received from the employee or former employee a written request that it disclose or confirm additional specific information.

Desks, storage areas, work areas, file cabinets, lockers, credenzas, computer systems, office telephones, modems, facsimile machines, duplicating machines and any vehicles or equipment are the City's property and must be maintained according to this policy. All such areas and items must be kept clean and are to be used only for work purposes. The City reserves the right, at all times and without prior notice, to inspect and search any and all of the City's property for the purpose of determining whether this policy or any other policy has been violated, or whether such inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state or federal laws. Such inspections may be conducted during or outside of business hours and with or without the employee present.

The City's computer systems and other technical resources, including any voicemail or e-mail systems, are provided for use in the pursuit of the City's business and are to be reviewed, monitored, and used only in that pursuit, except as otherwise provided in this policy. As a result, computer data, voicemail, and e-mail are readily available to numerous persons. During the course of employment as you perform or transmit work on computer systems or other technical resources, your work may be subject to investigation, search and review in accordance with this policy. In addition, any electronically stored communications that employees either send to or receive from others may be retrieved and reviewed whenever the City chooses to do so, with or without the employee present.

Employees have no right of privacy as to any information or file maintained in or on the City's property or transmitted or stored through the City's computer systems, voicemail, e-mail or other technical resources. While e-mail and voicemail may incorporate the use of passwords for security, the reliability of passwords for maintaining confidentiality is not guaranteed. Moreover, all passwords and user ID's must be made known to the City Clerk and the department head for access to files. Failure to do so violates this policy and may result in discipline up to and including discharge. Passwords and user ID's not known by the City Clerk and the department head will be terminated and further access denied to the end user until a proper, known password and user ID is established.

### **7.2 ELECTRONIC MEDIA, INTERNET AND CELL PHONE USE**

The City currently uses a variety of electronic forms of communications and information exchange. City employees have access to one or more forms of electronic media and services such as computers, tablets, email, telephones, voice mail, fax machines, external electronic bulletin boards, on-line services, wire services, and the internet. The City encourages the use of these media and associated services because these communications and access to information are very useful in conducting City business. It remains, however, that the electronic media and services provided on or through City devices are City property and their purpose is to facilitate City business.

Only persons presently employed by or serving in an official capacity with the City are permitted to use

computer resources owned, rented, leased or otherwise under the control of the City, with the exception of the computer resources offered to the public by the library. Use of the computer resources offered to the public by the library is controlled by the library's computer use policy.

Unless expressly authorized, installing computer hardware and/or software on the City's computer systems or on City property is strictly prohibited. "Authorized" is defined as any person(s) and/or consultant(s) given express approval by the City Administrator.

Electronic media/cell phones may not be used for knowingly transmitting, retrieving, or storage of any communications of a discriminatory or harassing nature, or which are derogatory to any individual or group, or which are obscene or x-rated communications, or are of a defamatory or threatening nature, or for "chain letters," or for any other purpose which is illegal or against City policy or contrary to the City's interests. This section does not apply to police personnel while performing official duties, i.e., conducting an active investigation into illegal activity, with the full knowledge and approval of the Police Chief.

Electronic media and service are primarily for City business use. Limited, occasional or incidental use of electronic media (sending or receiving) for personal, non-City purposes is acceptable, as is the case with the occasional receipt or placement of personal phone calls.

Electronic information created and/or received by an employee using e-mail, word processing, utility programs, spreadsheets, databases, voice-mail, Internet/BBS access, or any such similar means, is the sole property of, and may be monitored by the City.

The City also reserves the right, in its discretion, to review any employee's electronic files and message usage to the extent necessary to ensure that electronic media services are being used in compliance with the law and with this and other City policies.

Since electronic communications are not secure from possible intentional or inadvertent misdirection and interception, sensitive information about personnel or municipal business should be sent utilizing other, and more secure, forms of communications.

Employees must respect the confidentiality of other people's electronic communications and may not attempt to read, access other employee's communications, or breach computer or network security measures, or monitor electronic files or communication of other employees or third parties except by explicit direction of the City Administrator.

Any messages or information sent by an employee through the internet or any other electronic media are statements identifiable and attributable to the City. Even personal "disclaimers" in such messages that still identify the individual as being connected with the City and the statement could be legally imputed to the City. All such communications sent by employees must comply with this and other City policies, and may not disclose any confidential or proprietary City information.

E-Mail may constitute a public record under certain circumstances and may be accessible or obtainable by individuals, agencies and others and may be subject to state law and City policy pertaining to record retention and destruction.

### **7.3 CHANGE OF ADDRESS/PHONE**

All employees are required to notify the City Clerk's Office promptly of any change of address or phone number so that they may be contacted at all times by either mail or phone.

### **7.4 DRIVING SAFETY AND REPORTING POLICY**

Employees have an obligation to comply with the requirements of this policy and department heads have an obligation to ensure that City vehicles are operated in a safe and efficient manner.

#### **USE OF CITY OWNED VEHICLES:**

City issued vehicles shall be used to carry out official City business and activities. City vehicles shall be used in

the most economical and efficient manner, solely for the performance of City business. Smoking is prohibited in all City-owned vehicles. No City-owned vehicle shall be used for personal benefit or personal business, unless prior written authorization is obtained from the City Administrator. City vehicles shall not be used to transport private citizens unless in an emergency, or authorized by the respective department head.

Employees issued City vehicles shall not use them as transportation between work and home, unless in conjunction with on-call duties as recommended by the respective department head and approved by the City Administrator. Police Officers while on active duty and the K-9 Officer will be permitted to take city issue vehicle home with permission from the Police Chief.

Motor vehicle driving records may be checked for each employee. In the event an employee loses their driver's license, notification of loss of license shall be submitted in writing to their immediate supervisor.

#### USE OF PRIVATE VEHICLES:

If a City employee is required to use private transportation to fulfill job requirements, a mileage allowance is authorized for all trips approved by the department head. Whenever practicable, employees shall use City vehicles. The mileage allowance shall be computed at the rate established by the IRS when the use of private vehicles is authorized. If an employee/volunteer receives an allowance for the use of their vehicle on a per call basis, no additional mileage allowance will be allowed. Proof of insurance may be required of all employees driving their personal vehicle for City business.

Safety belts must be properly worn at all times in both City-owned vehicles and when using privately owned vehicles for City business, with the exception of Fire/EMS department employees performing medical treatment in the ambulance.

#### INSPECTION OF VEHICLES:

Vehicles must be inspected prior to use. Look for visible damage and check to see that all assigned equipment is in the vehicle and in good working order. A safety check includes, but is not limited to, tires, lights, water levels, brakes, all fluid levels, seat belts, emergency equipment, and other potential hazards to the operation of the vehicle. Inspect for visible damage and cleanliness to the exterior and interior of the vehicle. Immediately report discrepancies found in the condition of the vehicle or equipment to your supervisor.

#### VEHICLE ACCIDENT OF CITY OWNED VEHICLE:

Personnel involved in motor vehicle accidents while driving a City-owned vehicle shall immediately contact their supervisor (if the employee is safe and physically able to do so). The vehicle shall stay where it came to rest after the accident, if traffic conditions permit.

Accidents involving city owned vehicles will be investigated by an outside agency. The outside agency shall complete an accident report and forward it to the police department. Accidents not meeting state accident form criteria do not require an outside agency's investigation.

In the case of an accident involving city owned vehicles, employees will be subject to field sobriety and/or breathalyzer tests.

#### INVESTIGATIVE PROCEDURE/DISCIPLINARY ACTION:

Following an accident, the driver shall submit a written report to their immediate supervisor detailing the circumstances regarding the accident.

Supervisors shall proceed to the scene of the accident if possible. The vehicle shall be examined and the supervisor shall determine whether the vehicle is drivable and/or operational.

The City's safety committee will review the accident report and shall address the following issues:

- Analysis and evaluation of the accident

- Recommendations, considering the primary objective of whether the accident was preventable, and steps that can be taken to avoid similar accidents in the future.

Upon completion of the safety committee's review, a recommendation will be made and forwarded to the City Administrator.

### **7.5 CONTACTS WITH THE MEDIA**

A City employee should not give any statements, written or oral, to a member of the media without permission from the department head or City Administrator. City documents that are public information will be provided to the media as outlined in the Open Records Request policy.

A department head may give an employee permission to speak with the media on certain matters without prior approval, or may designate a public information officer (PIO) who is authorized to provide statements to the media. The department head shall notify the City Administrator any time contact is made with the media.

Employees may release information to legitimate representatives of the news media. They shall be fair and impartial, and show no favoritism in furnishing the information. Employees shall refer the news media to the assigned public information officer, police officer, or firefighter in charge of the event or incident. The police or firefighter on scene shall determine whether the area is safe and whether the media will be permitted to enter the secured operational perimeter of the scene.

Employees conducting an investigation may be interviewed by the media, but the employee being interviewed shall limit the release of information to the scope of the investigation and shall not offer their opinions. They shall not divulge evidence or any confidential information related to any investigation. The City Administrator shall be notified of newsworthy events and media inquires.

## **ARTICLE VIII - EMPLOYEE CONDUCT**

### **8.1 DRUG FREE WORKPLACE**

The policy of the City is to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace, or any premise where City business is carried out, is strictly prohibited.

The Drug Free Workplace Act of 1988 requires employees to report any conviction under a criminal drug statute for violations occurring on the employer's premises, or off the employer's premises while conducting official business. A report of a conviction must be made to the department head within five workdays after the conviction.

### **8.2 FITNESS FOR DUTY**

As determined by the City, an employee may be required to provide medical documentation of his/her ability to perform the required work.

### **8.3 SOCIAL NETWORKING**

In general, the City of Mt. Vernon views social networking sites (e.g., Twitter, and Facebook), personal websites, and weblogs positively respects the right of employees to use them as a medium of self-expression.

If an employee chooses to identify himself or herself as an employee of the City on such Internet venues, some readers of such websites or blogs may view the employee as a representative or spokesperson of the City. In light of this possibility, the City requires, as a condition of employment with the City, that employees observe the following guidelines when referring to the City, its programs or activities and its employees in a blog or on a website.

Employees must be respectful in all communications and blogs related to or referencing the City and/or other employees, members of the public or other Governmental agencies. Employees must not use obscenities, profanity, or vulgar language in these communications.

Employees must not use blogs, social media sites, or personal websites to disparage the City or other employees of the City, members of the public or other Governmental agencies.

Employees must not use blogs, social media sites, or personal websites to harass, bully or intimidate other employees. Behaviors that constitute harassment and bullying include, but are not limited to, comments made that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating or demeaning comments; and threats to stalk, haze, or physically injure another employee.

#### **8.4 DISCIPLINARY PROCEDURES**

Formal disciplinary actions will include verbal warning, written reprimand, suspension, and/or dismissal. Not all violations require proceeding through all four levels of disciplinary action. Employees must realize that a violation or a series of violations may be serious enough to warrant immediate suspension or discharge.

In most cases, disciplinary action will be issued to the employee by his/her immediate supervisor, or by a higher-level supervisor in the department to which the employee is assigned. Disciplinary action will be issued in a manner, which will minimize embarrassment to the employee.

All disciplinary actions will be documented in writing appropriate to the infraction committed. A copy should then be given to the employee, and a copy maintained in the employee's personnel file. If the action involves an employee covered by a collective bargaining agreement, said agreement may also require a copy be sent to the appropriate union steward.

It shall be the duty of all employees to maintain high standards of conduct, cooperation, efficiency and effectiveness in their work. The City Administrator, department heads, and supervisors shall organize and direct the work of their units in a manner calculated to achieve these objectives. Whenever the work habits, attitude, production or personal conduct of an employee falls below an acceptable standard, the employee is subject to corrective and/or disciplinary action. All such actions shall be promptly and consistently administered and shall not be on account of political considerations, personal bias, or prejudice.

Recorded counseling sessions shall precede formal discipline whenever, in the judgment of the City Administrator or department head, an infraction is readily correctable and is of lesser consequence.

In the instance that a disagreement should occur regarding the disciplinary actions taken by the immediate supervisor, employees will be given a period of no more than ten days to appeal the decision to the City Administrator. In the case of Police personnel, the appeal can be made to the Mayor. Should the disciplinary action result in the termination of employment, appeals of the termination can be made to the City Council (Chapter 21.02 Mt. Vernon City Code).

#### **8.5 CONDUCT AND WORK RULES**

The City is committed to high standards of conduct by and among employees in the performance of their duties. Individual and collective adherence to high ethical standards is central to the maintenance of public trust and confidence in government.

The seriousness of an offense will often vary with the circumstances prevailing at the time it occurred and the motives, which prompted it. Related and mitigating factors would be considered when determining the appropriate action to take. Each of the following work-related infractions may be just cause for disciplinary action, up to and including termination. The list presented herein is not intended to be all-inclusive.:

1. Theft or unauthorized removal or possession of City property or the property of another person. Permission must be obtained prior to removal of any materials or equipment from the premises.
2. Falsification or submission of false information on employment application or other records, including time cards.

3. Presence on City premises while under the influence of alcohol or illegal controlled substances. An employee is considered "under the influence" for the purpose of these work rules if they fail a field sobriety test administered by a trained officer, and/or test greater than a 0.01 BAC.
4. Possession, distribution, sale, transfer or use of illegal controlled substances, look-alike drugs and drug paraphernalia, or misuse of legal or prescription drugs in the workplace, on City premises or work site (on or off duty) or while operating City-owned vehicles or equipment. However, this provision does not apply to police officers while on duty and lawfully fulfilling their law enforcement responsibilities.
5. Possession or use of alcohol in the workplace, on City premises or work site (on or off duty) or while operating City-owned vehicles or equipment. However, this provision does not apply to police officers while on duty and lawfully fulfilling their law enforcement responsibilities.
6. Financial participation, actively or otherwise, in a competitive employer or working for a competitor without prior City consent; working for another employer which in any way lessens attendance, efficiency or reputation of the City.
7. Disorderly conduct, use of abusive language, fighting, threatening bodily injury, horseplay or immoral conduct.
8. Boisterous or disruptive activity in the workplace.
9. Inattention to duties, loafing or sleeping on the job or elsewhere during working hours.
10. Dishonesty, deception, fraud, theft, damage to, or defacing of City or private property, or using City machinery or materials for commercial or personal purposes.
11. Negligence or improper conduct leading to damage of city-owned or privately owned property, excessive scrap, inferior work or wasting materials or supplies.
12. Insubordination, other disrespectful conduct, or conduct tending to bring disrepute to the City.
13. Violation of safety or health rules.
14. Failure to report an accident.
15. Removing, locking out or making inoperative any safety device.
16. Sexual or other unlawful harassment.
17. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the work place. However, this provision does not apply to police officers while on duty and lawfully fulfilling their law enforcement responsibilities. Police Officers, legally allowed to carry off duty, will be able to carry during off-duty hours at the discretion of the Police Chief.
18. Excessive absenteeism or any absence without notice.
19. Unauthorized absence from workstation or work site during the workday.
20. Unauthorized disclosure of confidential information.
21. Unauthorized use of telephones, fax, mail system or other City or privately-owned equipment or vehicles.

22. Violation of City rules or standards.
23. Unsatisfactory performance or conduct.
24. Solicitation in work areas during working time.
25. Inappropriate grooming or dress.

The City Administrator or department head may elect to place an employee on investigative leave before making any determination of corrective or disciplinary action.

**ACKNOWLEDGMENT OF RECEIPT  
AND UNDERSTANDING OF THE CITY OF MT. VERNON  
EMPLOYEE HANDBOOK**

I have received my copy of the City of Mt. Vernon employee handbook. I know that I must read the handbook so that I understand my rights and responsibilities as an employee of City.

I understand that the handbook is not an employment contract, but it is an explanation or guide of City policies, procedures and benefits. The City has not solicited my assent or agreement to the policies and procedures set forth in this handbook, and my employment is not in consideration of or in return for my being bound by this handbook. I realize that the City may interpret, clarify, revise, and/or deviate from the procedures set forth in this handbook.

I also realize the employment relationship between the City and me is terminable at will by either party and that nothing in this handbook creates additional rights or provide a basis for me to believe my employment is not terminable at will.

I understand that if I have any questions, I am to talk with my immediate supervisor.

\_\_\_\_\_

(Employee Name)

\_\_\_\_\_

(Employee Signature)

\_\_\_\_\_

(Date)

**AGENDA ITEM # J – 3**

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

**DATE:** April 16, 2018

**AGENDA ITEM:** Associate Planner

**ACTION:** Motion

**SYNOPSIS:** Staff has included a memo justifying the need for the position and a job description outlining the duties.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Memo and Job Description

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 4/12/18

# Memorandum

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**To:** Mayor and City Council  
**From:** Chris Nosbisch, City Administrator  
**Date:** 4/12/2018  
**Re:** Associate City Planner

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During the budget process for FY 2018-2019, staff provided the Council with a future staffing needs report. The report identified two positions that staff would consider immediate needs, the associate city planner and assistant parks and rec director. The assistant parks and rec director will be discussed during the FY 20 budget process, as its funding source will be community wellness center revenues. City Council asked staff to prepare further documentation on the current need of the associate planner and the possible breakdown of hours needed for the various job functions. Attached with this memo is the proposed job description for the associate planner position.

## **Job duties and estimated hours:**

In speaking with Matt, he currently spends one to two hours a day on planning and zoning related issues. Often times, as was the case yesterday, he can spend an entire day on zoning related issues. Staff has used two hours per week on zoning related activities, as it is too difficult to predict when or how often the long days will occur. At 10 hours a week, zoning will require 25% of the average work week. The current 10 hours per week allotment is the necessary time needed to react to various applications (meaning the current position is reactionary and not proactive). Matt will no longer be able to fill this role if/when the community wellness center moves forward.

The sidewalk program is a priority program for eight (8) months of the year. A majority of the work occurs between the months of April and November. There are four major components to the program: 1. billing existing loan participants, 2. inspecting the next quadrant (NE) and identifying problem sidewalks, 3. working with V&K and the contractor on city led replacement initiatives, and 4. finalizing the loan documents, obtaining signatures, and issuing permits for the new quadrant. Two other components of the sidewalk have yet to be considered by the Council.

**Associate City Planner**  
**City of Mt. Vernon, Iowa**

**Job Description/Acknowledgement Form**

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Please Read the following statements and circle your answer

Yes No I have been provided a copy of the job description, or the job functions/requirements have been explained to me.

Yes No I understand the job requirements

Yes No I can perform all of the functions of this job

Yes No I understand a post job offer drug test and physical exam are required

A negative response will not preclude your being considered for this particular job. If the answer to one of the above questions is "NO", please identify each and every function or task included with the job description, which you are unable to perform, with or without reasonable accommodation.

**Please sign and return this acknowledgement form with your completed City of Mt. Vernon.**

**Thank you.**

\_\_\_\_\_  
Applicant Name (Printed)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Associate City Planner  
City of Mt. Vernon, Iowa**

**Adopted Date:** \_\_\_\_\_

**FLSA Status:** Non-Exempt

**Job Status:** Full Time, Administrative Time.

**Residency:** No, preferred

**Department:** City Hall

**Reports to:** City Administrator

**Pay Range:** Min: \$32,000 Max: \$42,000

**Purpose of Position:**

Under general administrative direction of the City Administrator, the incumbent provides support for current physical, long-term, and economic development planning for the City. The job will require accuracy, proficiency, confidentiality and some independent judgment in the implementation of the Mt. Vernon Comprehensive Plan update related to land use, growth staging, annexation, transportation and capital improvements planning.

**Essential Duties of Position:**

- Serves as the Zoning Administrator and oversees the enforcement of the zoning ordinance, subdivision regulations, site plan and design provisions, and other dedication ordinances of the City.
- Serves as the nuisance compliance officer for the City.
- Serves as staff person, prepares staff reports and makes recommendations (at the discretion of the City Administrator) to the City Administrator, City Council, Planning & Zoning Commission, and the Zoning Board of Adjustment.
- Administers the Mt. Vernon sidewalk program, including the revolving loan billing and collection.
- Works with other City departments on general development issues affecting land use, public utilities, community facilities, and housing and transportation needs of the community.
- Keeps abreast of various federal, state, local and private grant/loan programs, and prepares grant application submissions as requested by the City Administrator.
- Provides information, and responds to inquiries about the development efforts of the City, including written, graphic, technical presentations, maps and reports to various groups, citizens or interested parties.
- Assists in the preparation of the City's 5-year Capital Improvement Plan, GIS mapping program, housing initiatives, etc.
- Performs other work projects as requested or directed.

## **Knowledge, Skills, Abilities & Requirements for the Position**

- Knowledge of the principles and practices of modern urban and environmental planning; familiarity with land development, urban design, general understanding of transportation and city infrastructure and other related subjects as applied to community development.
- Knowledge of the laws, ordinances, and codes relating to land use plans and development regulations specifically related to zoning, land division, and development of public projects.
- Knowledge of research methods, ability to find information, analyze and evaluate numerical and technical data.
- Ability to communicate effectively, both orally and in writing, and to prepare concise, accurate reports and written recommendations for changes, revisions, additions, deletions, or amendments to codes, ordinances, plans, and policies.
- Ability to establish and maintain effective working relationships with officials, other departments, public agencies, the general public, and others associated with community development.
- Ability to develop group activities to solicit community input on strategic and long term planning for the City.
- Basic knowledge associated with grant writing, funding opportunities, and solicitation of those sources.
- Skill in the use of basic office equipment, personal computers in a network based system and Geographic Information Systems.
- Ability to handle complaints and enforce compliance with applicable regulations.
- Ability to be adaptable to events and surrounds, flexible in assignments, work as part of a team and solve problems related to City activities.

## **Minimum Training & Experience Required to Perform Essential Job Functions**

Minimum requirements include a Bachelor's Degree in urban planning, public administration, or closely related field from an accredited college or university, and a minimum of one (1) year of progressively responsible experience in urban planning or community development preferred. Internships/Studios may be considered to in lieu of the one year of experience. Ability to acquire and maintain an Iowa Drivers license. Must be available for off-hour work assignments, meetings and activities.

## **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

**Physical Requirements:** Job requires the sufficient capacity and mobility to attend meetings, visit development and construction sites, and perform related work in a variety of office and other settings. Activities can include lifting, up to 20-30 pounds within a 3-6 foot range, with occasional higher weights; sitting, feeling, communicating, performing repetitive motions, reaching, rasping, potential visual strain, sometimes unpleasant work conditions, occasional irregular working hours,

and at times a stressful work pace. The likelihood of injury is generally considered to be very slight. Certain requirements of this job may be subject to modification to reasonably accommodate individuals who are otherwise qualified for the position.

**Work Environment:** Office setting, public forum, outside inspections, driving to and from meetings

The City of Mt. Vernon retains the authority to change the job duties included in this job description at any time.

**The City of Mt. Vernon is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.**

**AGENDA ITEM # J – 4**

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

<b>DATE:</b>	April 16, 2018
<b>AGENDA ITEM:</b>	Waiver of Mandatory Connections
<b>ACTION:</b>	Motion

**SYNOPSIS:** Staff has included the ordinances outlining the waiver requirements for both wells and on-site septic systems. The four lots contained within the Hickory Acres Subdivision meet the requirements for the waivers as outlined by city code. Should the City extend services to this subdivision, each of the four lots would be required to connect at that time. All plans will need further approval by the city engineer, and the facilities will have to be inspected during the construction process.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 4/12/18

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

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

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

**AN ORDINANCE AMENDING CHAPTER 90.03 MANDATORY CONNECTIONS OF THE CITY OF MT. VERNON MUNICIPAL CODE**

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

**SECTION 1. AMENDMENT.** By adding and removing the following language, "All residences and business establishments within the City limits intended or used for human habitation, occupancy or use shall be connected to the public water system if a water main is within one hundred (100) feet of the property line of such owner and if the building is not furnished with pure and wholesome water from some other source. No new private on-site well systems will be allowed to be constructed or drilled within the corporate City limits without a waiver approved by the City Council. All new private on-site well applications to the City must meet the following minimum standards before the application can be considered and may be subject to further conditions of approval by the City Council: ~~Any existing private wells, as of October 12, 1992, will be allowed the following amortization schedule: New wells, as of October 12, 1992, will be discontinued and properly capped and abandoned by the property owner on or before December 31, 2011, or five years from the date of official notice from the city that the effluent waste water disinfected in accordance with all applicable State and Federal laws and to be used solely for irrigation purposes, is available from the municipal waste water treatment facility for connection within 100 feet of the owner's property line, whichever is later. Wells that are 5 years old will be allowed a 15 year amortization period; wells that are 10 years old will be allowed a 10 year amortization period; etc. If one of the aforementioned private wells dries up before the amortization period ends, a new well will not be allowed to be drilled or reconstructed.~~

A. Compliance with regulations. The type, capacity, location, construction and layout of a proposed private on-site well system shall comply with all applicable City, State and Federal laws, and will be subject to compliance reviews by the City Engineer.

B. Subdivisions. Consideration of an application for a waiver to construct or drill a private on-site well system is limited to plats created under the minor subdivision procedures of Chapter 166 of the City Code or individual lots whose property line sits more than 100 feet from a city water main. The Council shall

not grant applications for private on-site well systems for lots created under the major subdivision procedures of Chapter 166.

C. Feasibility. The Council shall deny applications for a waiver to construct or drill a private on-site well system if the approved five year capital improvement plan (CIP) includes the construction of a water main which will bring a main within 100 feet of the property line of the lot.

D. Mandatory Connection. The developer or homeowner of any lot granted a waiver under this subsection shall be required to sign a mandatory connection agreement with the City requiring connection to a city water main at such time one is provided within 100 feet of the property line. Said agreement shall be notarized and recorded with Linn County.

E. Maintenance and Inspection. The owners of the private well shall cause the well to be inspected by a certified well driller at regular intervals not to exceed five (5) years. Copies of the well inspection report shall be provided to the city engineer and shall include a detailed description of the condition of the well casing, well pump and discharge pipe, exposed formations and any contaminants present in the well as determined through water quality testing (conducted by a State or certified laboratory).

**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 \_\_\_\_\_, 2018.

ATTEST:

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

\_\_\_\_\_  
Sue Ripke – City Clerk

I certify that the foregoing was published as  
Ordinance No. \_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 2018.

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

## CHAPTER 98

### ON-SITE WASTEWATER SYSTEMS

98.01 When Prohibited  
98.02 When Required  
98.03 Compliance with Regulations  
98.04 Permit Required

98.05 Discharge Restrictions  
98.06 Maintenance of System  
98.07 Systems Abandoned  
98.08 Disposal of Septage

**98.01 WHEN PROHIBITED.** Except as otherwise provided in this chapter, it is unlawful to construct or maintain any on-site wastewater treatment and disposal system or other facility intended or used for the disposal of sewage.

*(Code of Iowa, Sec. 364.12[3f])*

**98.02 WHEN REQUIRED.** When a public sanitary sewer is not available under the provisions of Section 95.05, every building wherein persons reside, congregate or are employed shall be provided with an approved on-site wastewater treatment and disposal system complying with the provisions of this chapter.

*(IAC, 567-69.1[3])*

**98.03 COMPLIANCE WITH REGULATIONS.** The type, capacity, location and layout of a private on-site wastewater treatment and disposal system shall comply with the specifications and requirements set forth by the Iowa Administrative Code 567, Chapter 69, and with such additional requirements as are prescribed by the regulations of the County Board of Health.

*(IAC, 567-69.1[3 & 4])*

**98.04 PERMIT REQUIRED.** No person shall install or alter an on-site wastewater treatment and disposal system without first obtaining a permit from the County Board of Health.

**98.05 DISCHARGE RESTRICTIONS.** It is unlawful to discharge any wastewater from an on-site wastewater treatment and disposal system (except under an NPDES permit) to any ditch, stream, pond, lake, natural or artificial waterway, drain tile or to the surface of the ground.

*(IAC, 567-69.1[3])*

**98.06 MAINTENANCE OF SYSTEM.** The owner of an on-site wastewater treatment and disposal system shall operate and maintain the system in a sanitary manner at all times and at no expense to the City.

**98.07 SYSTEMS ABANDONED.** At such time as a public sewer becomes available to a property served by an on-site wastewater treatment and disposal system, as provided in Section 95.05, a direct connection shall be made to the public sewer in compliance with these Sanitary Sewer chapters and the on-site wastewater treatment and disposal system shall be abandoned and filled with suitable material.

*(Code of Iowa, Sec. 364.12[3f])*

**98.08 DISPOSAL OF SEPTAGE.** No person shall dispose of septage from an on-site treatment system at any location except an approved disposal site.

**AGENDA ITEM # J - 5**

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

<b>DATE:</b>	April 16, 2018
<b>AGENDA ITEM:</b>	Outdoor Warning Signal Conversion
<b>ACTION:</b>	Motion

**SYNOPSIS:** Last fiscal year, the city began the process of converting their outdoor warning devices to solar. This was done in an effort to reduce the frequency of power fluctuations we were witnessing in the system. Chief Shannon will be researching this location further and may have more information for you at the meeting. The conversion estimate is \$4,500.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** None

**ATTACHMENTS:** Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 4/12/18

Frontline Plus Fire & Rescue  
DBA/Frontline Warning Systems  
8004 Aetna Avenue NE  
Monticello, MN 55362  
Phone # 763-295-3650 frontlineplus@tds.net  
Fax # 763-295-3650 www.frontlinewarningsystems.com

Date
4/8/2018

Name / Address
City of Mount Vernon 213 First Street Northwest Mount Vernon, IA 52314 ATTN: Mike Buser

Terms	Due Date	REP Contact	FOB
Net 20 Days.	4/28/2018	SDG	

Item	Description	Qty	Cost	Total
	This is a review of the Current Outdoor Warning System and a Quote to Upgrade the Siren located downtown as necessary.			
	Siren: 1231 (Ambulance Garage) Currently operating at 100% Batteries installed in 2016 4 Loss of AC Power No recommendations at this point			
	Siren: 1232 (Downtown) Currently operating at 100% Batteries installed in 2016 36 Losses of AC power since fall of 2017. 156 Losses of AC power from Spring of 2017 to Fall of 2017 Recommend upgrading siren power supply to Solar as the AC feed has been inconsistent and may hinder the battery output			
SOLAR POWER	Two (2) 90 Watt Solar Power Panels, DC to DC regulator and necessary brackets with hardware.	1	3,000.00	3,000.00T
Installation	Installation of equipment as listed. Includes Bucket Truck, conduits and proper grounding. This is a turn-key price, no additional expenses necessary to convert the siren to Solar Power.	1	1,500.00	1,500.00T
	Siren: 1233 (10th) Siren Operating at 100% Siren has Solar, no issues found batteries from 2016 no recommendations at this point			
			<b>Subtotal</b>	
			<b>Sales Tax (0.0%)</b>	
			<b>Total</b>	

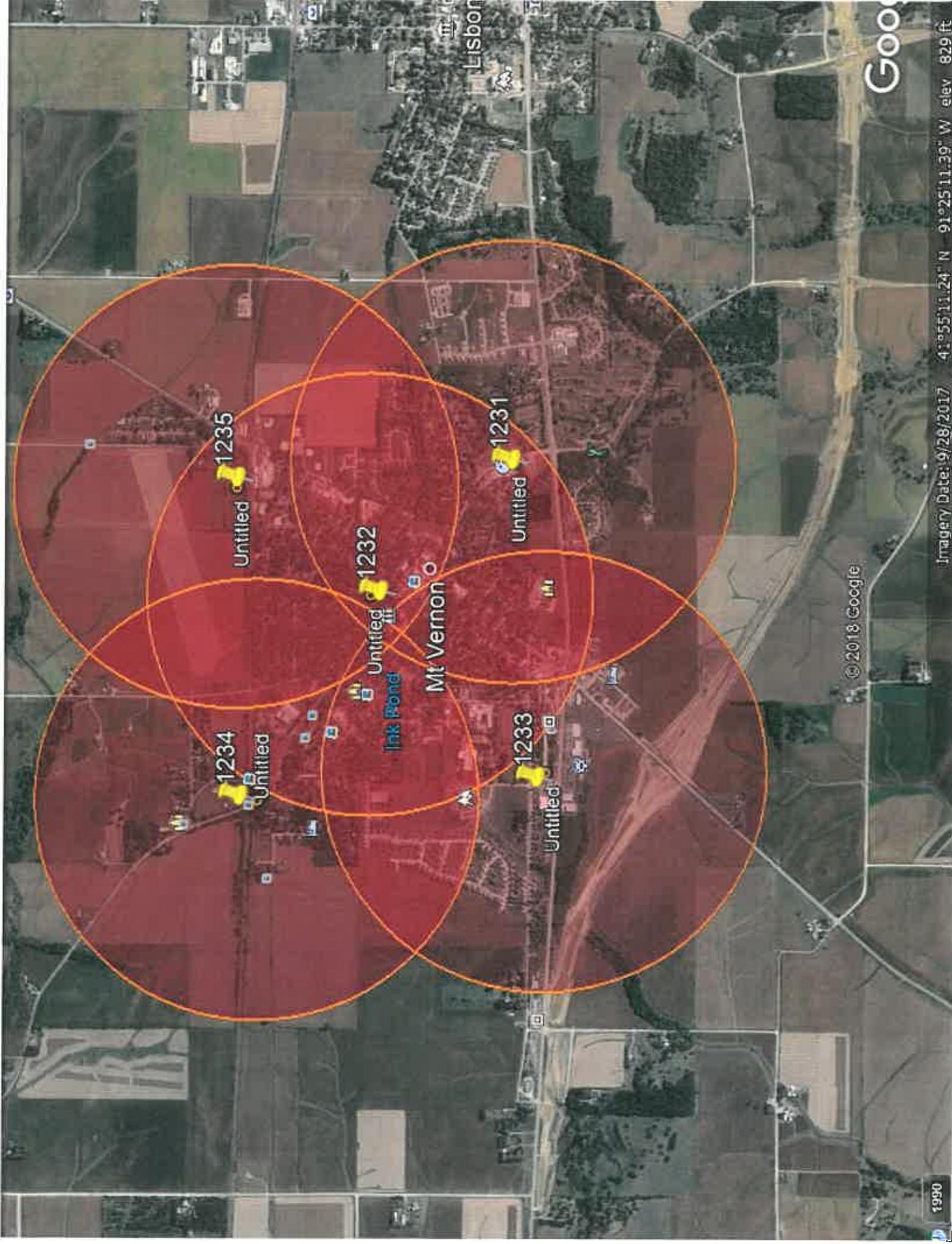
Frontline Plus Fire & Rescue  
 DBA/Frontline Warning Systems  
 8004 Aetna Avenue NE  
 Monticello, MN 55362  
 Phone # 763-295-3650      [frontlineplus@tds.net](mailto:frontlineplus@tds.net)  
 Fax # 763-295-3650      [www.frontlinewarningsystems.com](http://www.frontlinewarningsystems.com)

Date
4/8/2018

Name / Address
City of Mount Vernon 213 First Street Northwest Mount Vernon, IA 52314 ATTN: Mike Buser

Terms	Due Date	REP Contact	FOB
Net 20 Days.	4/28/2018	SDG	

Item	Description	Qty	Cost	Total
	Siren 1234 (Bryant Park) Siren Operating at 100% Siren has Solar, no issues found batteries from 2016 no recommendations at this point  Siren: 1235 (City Shop) Siren operating at 100% Siren has Solar, no issues found Batteries from 2016 no recommendations at this point  Siren Base Station (Fire Hall) Upgraded Drivers in the PC for compatibility with the Whelen E2010 console Customer Stated Computer Log was not entering correctly, identified the problem and switched computer to COMPORT 4 Cleared old files for more storage Base Station and Computer operating at 100%			
			<b>Subtotal</b>	\$4,500.00
			<b>Sales Tax (0.0%)</b>	\$0.00
			<b>Total</b>	\$4,500.00



1235

Untitled

1231

Untitled

1232

Untitled

Mt Vernon

1234

Untitled

Ink Pond

1233

Untitled

Lisbon

© 2018 Google

Google

1990

Imagery Date: 9/28/2017

41°55'11.24" N 91°25'11.39" W elev. 829 ft

**AGENDA ITEM # J – 5**

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

**DATE:** April 16, 2018

**AGENDA ITEM:** Police Vehicle Purchase

**ACTION:** Motion

**SYNOPSIS:** Please see the memo and quote provided by Chief Shannon. This vehicle purchase was included in the budget and CIP for this fiscal year.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** None

**ATTACHMENTS:** Memo and Quote

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 4/12/18

# Memo

**To:** Mayor & Council  
**From:** Chief Doug Shannon  
**CC:** Chris Nosbisch  
**Date:** 4/12/2018  
**Re:** Vehicle purchase

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Mayor & Council,

I would like to request approval to proceed with the purchase of the fourth police SUV patrol vehicle and related equipment to be equipped and used as a K9 vehicle. I have attached the price quotes from Lynch Ford and Racom. We have used Racom for previous installations and are pleased with the end product and service. Additionally they are the vendor responsible for the Linn County radio system that we operate on.

This vehicle purchase is a planned vehicle purchase that we have budgeted \$37,000 for and is included in the CIP plan. The total cost of vehicle, equipment, and installation is \$43,748.94. The equipment needed for this vehicle is slightly higher because of the specialty K9 kennel, Temperature control & monitoring system, emergency door opener, etc. I will purchase some of the equipment using budgeted equipment funding and donations to meet the funding requirement.

Purchasing this vehicle now, will allow delivery in approximately 8 weeks, installation of equipment in July, and placed into service before August when we project Officer Moel will begin K9 training/certification.

I appreciate your consideration and support for this request.



Doug Shannon

Chief of Police

Keith Colton  
 Commercial Account Manager  
 (319) 491-2900 Mobile

E-mail: [keith.colton@lynchfordchevy.com](mailto:keith.colton@lynchfordchevy.com)



Phone (319) 895-8500

Fax (319) 895-8100

Toll Free (800) 421-8502

[www.lynchfordchevy.com](http://www.lynchfordchevy.com)

CNGP530

VEHICLE ORDER CONFIRMATION

01/22/18

==>

Dealer

2018 EXPLORER 4-DOOR

Page

Order No: 0001 Priority: C2 Ord FIN: QI570 Order Type: 5B Price Le

Ord Code: 500A Cust/Flt Name: MT VERNON PD PO Number:

	RETAIL		RETAIL
K8A 4DR AWD POLICE	\$32805	549 PWR MIRR HTD	\$60
.112.6" WB		55D SCUFF GUARDS	70
G1 SHADOW BLACK		60A GRILL WIRING	50
9 CLTH BKTS/VNL R		60R NOISE SUPPRESS	100
W EBONY BLACK		76R REVERSE SENSING	275
500A EQUIP GRP		85R RR MOUNT PLATE	35
.PREM SINGLE CD		86P FRT LMP HOUSING	125
99R .3.7L V6 TIVCT	NC	87R RR VIEW MIR/CAM	NC
44C .6-SPD AUTO TRAN	NC	FLEX-FUEL	
52P DR LOCK PLUNGER	160	153 FRT LICENSE BKT	NC
17T CARGO DOME LAMP	50	SP DLR ACCT ADJ	
18W RR WINDOW DEL	25	SP FLT ACCT CR	
43D COURTESY DISABL	20	FUEL CHARGE	
51Y DRV SDE SPT LMP	215	B4A NET INV FLT OPT	NC
53M SYNC SYSTEM	295	PRICED DORA	NC
		DEST AND DELIV	945

as of 1/22/18

TOTAL BASE AND OPTIONS 35230  
 TOTAL 35230

\$ 29,215<sup>00</sup>

add Police Idle (47A) 248<sup>00</sup>

\$ 29,463<sup>00</sup> → 2/28/18 revised



1331 Stamy Rd  
 Hiawatha, Ia 52233  
 Phone - 319-393-1475  
 Fax - 319-393-1493  
 www.racom.net

Proposal Prepared for: Mount Vernon Police Department  
 Address 213 First Street West  
 City Mount Vernon  
 State & Zip Code Iowa, 52314  
 County Linn  
 Phone/FAX 319-895-6141  
 Contact Name Doug Shannon  
 Contact E-mail dshannon@cityofmountvernon-ia.gov

**2017 Ford Utility - K9**

ITEM	QTY	PART NO.	DESCRIPTION	UNIT	EXTENDED
*** SOUND-OFF WARNING LIGHT AND SIREN PACKAGE ***					
1	1	ENFLB	nFORCE®48" Silver Edition Lightbar, Configured per Customer specs	\$ 2,027.49	\$ 2,027.49
2	1	ENFTCDXS1208	nFORCE® 8 module Traffic Controller w/ Mounting Bracket - Single Color Modules	\$ 632.70	\$ 632.70
3	1	ENFSGS3D	nFORCE® Single Deck/Grille Mount Light, Black Housing, Solid Color - Red/White	\$ 112.29	\$ 112.29
4	1	ENFSGS3E	nFORCE® Single Deck/Grille Mount Light, Black Housing, Solid Color - Blue/White	\$ 112.29	\$ 112.29
5	1	ENT2B3B	Intersector Under Mirror Light w/ Inline Flasher - Blue	\$ 140.79	\$ 140.79
6	1	ENT2B3R	Intersector Under Mirror Light w/ Inline Flasher - Red	\$ 140.79	\$ 140.79
7	1	ENFDGS1BB	nFORCE® Dual Deck/Grille Mount Light, Black Housing, Solid Color - Blue/Blue	\$ 192.09	\$ 192.09
8	1	ENFDGS1RR	nFORCE® Dual Deck/Grille Mount Light, Black Housing, Solid Color - Red/Red	\$ 192.09	\$ 192.09
9	1	ENFFTS DGS3D	nFORCE® FIT Single Surface Mount Light, Dual Color - Red/White	\$ 95.19	\$ 95.19
10	1	ENFFTS DGS3E	nFORCE® FIT Single Surface Mount Light, Dual Color - Blue/White	\$ 95.19	\$ 95.19
11	1	ENFSRS1R	nFORCE® Single Recess Mount Light, Black Housing, 6 LED, Solid Color - Red	\$ 92.91	\$ 92.91
12	1	ENFSRS1B	nFORCE® Single Recess Mount Light, Black Housing, 6 LED, Solid Color - Blue	\$ 92.91	\$ 92.91
13	1	ENFSSS3D	nFORCE® Single Surface Mount Light, Black Housing, 12 LED, Dual Color - Red/White	\$ 107.73	\$ 107.73
14	1	ENFSSS3E	nFORCE® Single Surface Mount Light, Black Housing, 12 LED, Dual Color - Blue/White	\$ 107.73	\$ 107.73
15	1	PNFSLHLBUV	Lighthouse Bracket kit for nFORCE® Perimeter Modules	\$ 11.40	\$ 11.40
16	1	ESL461WC	PAR 46 Unity® Spotlight LED Insert - White LEDs	\$ 161.31	\$ 161.31
17	2	EFL1B0R	Fusion Lite, Single Surface Mount, Black Housing, Solid Color Red	\$ 27.93	\$ 55.86
18	2	EFL1B0W	Fusion Lite, Single Surface Mount, Black Housing, Solid Color White	\$ 27.93	\$ 55.86
19	1	ECVDMLTST4	Interior Cargo/Dome Light, Flush Surface Mount, 6" x 3" - White	\$ 19.60	\$ 19.60
20	1	ETFBSN-P	Flashback® Alternating Taillight Flasher, Solid State - 2.4 f.p.s.	\$ 42.18	\$ 42.18
21	1	ETSA481RSP	nERGY™ 400 Series Remote Siren, 10-16v - 100w	\$ 503.88	\$ 503.88
22	1	ETSS100N	100H Series Professional Speaker w/ Universal Bail Bracket - 100 watt	\$ 165.30	\$ 165.30
*** RAY ALLEN K9 ELECTRONICS ***					
23	1	F3	RAY ALLEN F3 K9 DEPLOYMENT & HEAT ALERT SYSTEM W/PAGER	\$ 1,675.00	\$ 1,675.00
				Total Equipment Price	\$ 14,285.94
				Installation	
				Subtotal	\$ 14,285.94
				Taxes	\$ -
				Shipping	\$ -
				Total	\$ 14,285.94

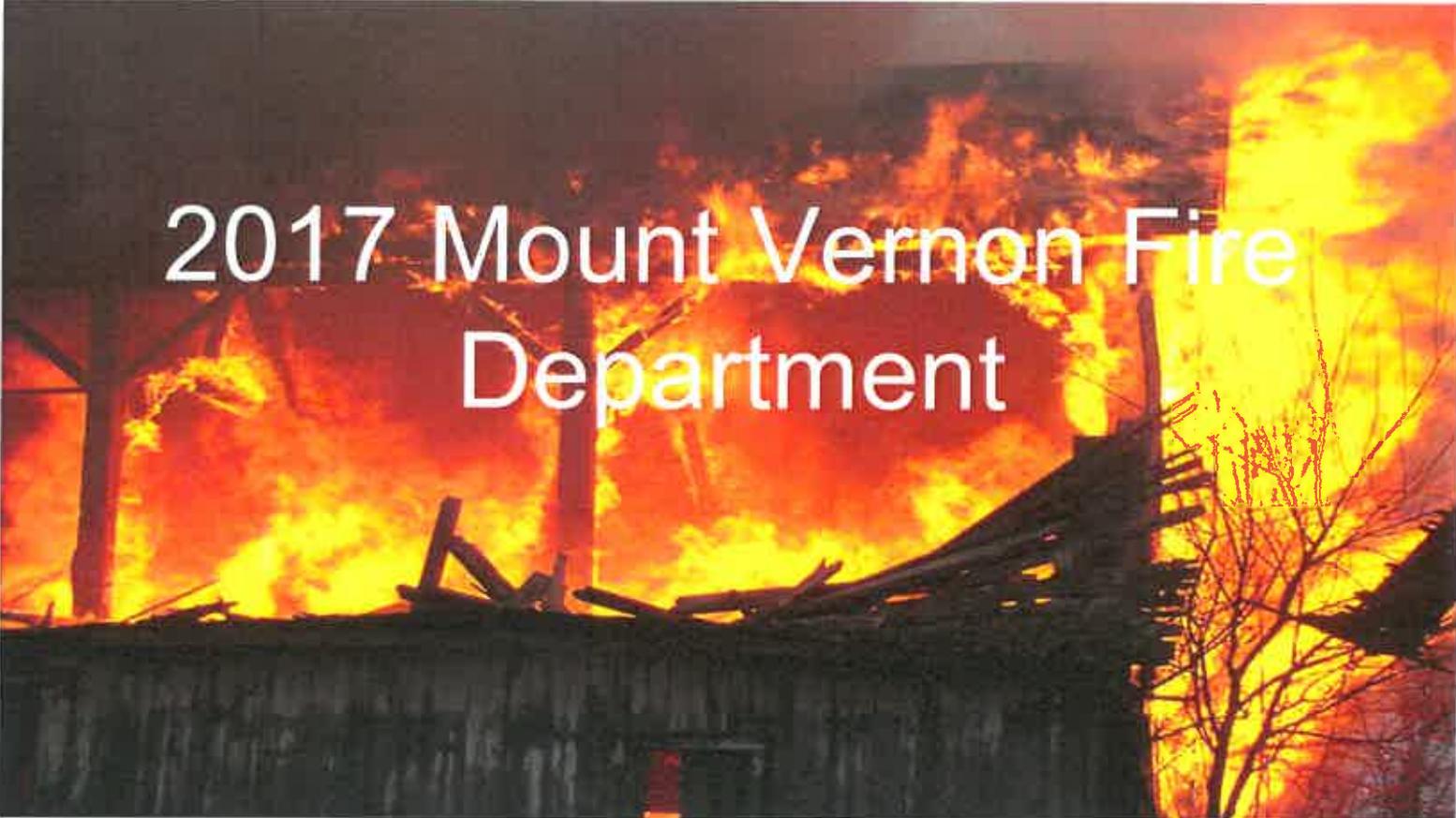
**Terms of Purchase:**  
 Proposal valid for 90 days from date listed below.  
 Delivery date is 2 to 4 weeks from receipt of order.  
 Installation carries a warranty for the life of the vehicle.  
 Equipment is warranted by Manufacture. All Sound-Off lighting products are warranted for 5 years. The Sound-Off siren is warranted for 3 years.

Tax Rate

**System Description: Vehicle equipment to be installed into 2017 Ford Interceptor Utility. Lighting and equipment to be installed per customer configurations.**

Proposal Presented By: Chris Hicks - Service Technician Date: 4/4/2018  
 Proposal Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

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



2017 Mount Vernon Fire  
Department

# January 2017 Total Calls for Service- 19

## Location-

- City- 13
- Cornell- 0
- Rural- 5
- Bertram- 1
- Mutual Aid- 0

## Call By Type

- Emergency Medical- 17
- Fire- 0
- Vehicle Accident- 1
- Hazmat- 0
- Storm Watch- 0
- General Service- 1

## Vehicle Responses-

- 211 Command/EMS- 17
- 214 Rescue/Engine- 1
- 215 Suppression/Engine- 0
- 216 Suppression/Engine- 1
- 210 Tanker- 0
- 219 Suppression/Brush Fire- 0
- Boat- 0
- ATV Suppression/Rescue- 0



# February 2017 Total Calls for Service- 21

## Location-

- City- 14
- Cornell- 2
- Rural- 3
- Bertram- 2
- Mutual Aid- 0

## Call By Type

- Emergency Medical- 14
- Fire- 5
- Vehicle Accident- 0
- Hazmat- 2
- Storm Watch- 0
- General Service- 0

## Vehicle Responses-

- 211 Command/EMS- 14
- 214 Rescue/Engine- 1
- 215 Suppression/Engine- 0
- 216 Suppression/Engine- 7
- 210 Tanker- 0
- 219 Suppression/Brush Fire- 0
- Boat- 0
- ATV Suppression/Rescue- 0



## March 2017 Total Calls for Service- 31

### Location-

- City- 16
- Cornell- 1
- Rural- 9
- Bertram- 0
- Mutual Aid- Lisbon(5), Ely, Springville

### Call By Type

- Emergency Medical- 19
- Fire- 6
- Vehicle Accident- 1
- Hazmat- 0
- Storm Watch- 1
- General Service- 2

### Vehicle Responses-

- 211 Command/EMS- 16
- 214 Rescue/Engine- 3
- 215 Suppression/Engine- 0
- 216 Suppression/Engine- 6
- 210 Tanker- 2
- 219 Suppression/Brush Fire- 2
- Boat- 0
- ATV Suppression/Rescue- 0



## April 2017 Total Calls for Service- 18

### Location-

- City- 8
- Cornell- 2
- Rural- 7
- Bertram- 0
- Mutual Aid- Lisbon

### Call By Type

- Emergency Medical- 9
- Fire- 3
- Vehicle Accident- 1
- Hazmat- 0
- Rescue- 1 (River/Pet)
- Storm Watch- 0
- General Service- 1

### Vehicle Responses-

- 211 Command/EMS- 10
- 214 Rescue/Engine- 2
- 215 Suppression/Engine- 0
- 216 Suppression/Engine- 4
- 210 Tanker- 2
- 219 Suppression/Brush Fire- 2
- Boat- 1
- ATV Suppression/Rescue- 0



# May 2017 Total Calls for Service- 31

## Location-

- City- 21
- Cornell- 1
- Rural- 8
- Bertram- 1
- Mutual Aid- 0

## Call By Type

- Emergency Medical- 20
- Fire- 0
- Vehicle Accident- 3
- Hazmat- 1
- Storm Watch- 2
- General Service- 5

## Vehicle Responses-

- 211 Command/EMS- 20
- 214 Rescue/Engine- 5
- 215 Suppression/Engine- 0
- 216 Suppression/Engine- 3
- 210 Tanker- 2
- 219 Suppression/Brush Fire- 0
- Boat- 0
- ATV Suppression/Rescue- 1



# June 2017 Total Calls for Service- 19

## Location-

- City- 14
- Cornell- 1
- Rural- 2
- Bertram- 1
- Mutual Aid- Springville

## Call By Type

- Emergency Medical- 14
- Fire- 1
- Vehicle Accident- 0
- Hazmat- 1
- Storm Watch- 0
- General Service- 3

## Vehicle Responses-

- 211 Command/EMS- 12
- 214 Rescue/Engine- 3
- 215 Suppression/Engine- 0
- 216 Suppression/Engine- 2
- 210 Tanker- 1
- 219 Suppression/Brush Fire- 0
- Boat- 0
- ATV Suppression/Rescue- 0



# July 2017 Total Calls for Service- 19

## Location-

- City- 12
- Cornell- 1
- Rural- 3
- Bertram- 1
- Mutual Aid- Lisbon (3), Swisher, Cedar Rapids

## Call By Type

- Emergency Medical- 6
- Fire- 6
- Vehicle Accident- 2
- Hazmat- 0
- Rescue- 1
- Storm Watch- 1
- General Service- 3

## Vehicle Responses-

- 211 Command/EMS- 5
- 214 Rescue/Engine- 5
- 215 Suppression/Engine- 2
- 216 Suppression/Engine- 6
- 210 Tanker- 2
- 219 Suppression/Brush Fire- 0
- Boat- 1
- ATV Suppression/Rescue- 1



# August 2017 Total Calls for Service- 20

## Location-

- City- 16
- Cornell- 0
- Rural- 3
- Bertram-
- Mutual Aid- Solon

## Call By Type

- Emergency Medical- 15
- Fire- 2
- Vehicle Accident- 2
- Hazmat- 0
- Storm Watch- 0
- General Service- 0

## Vehicle Responses-

- 211 Command/EMS- 18
- 214 Rescue/Engine- 1
- 215 Suppression/Engine- 0
- 216 Suppression/Engine- 4
- 210 Tanker- 0
- 219 Suppression/Brush Fire- 0
- Boat- 0
- ATV Suppression/Rescue- 0



# September 2017 Total Calls for Service- 23

## Location-

- City- 14
- Cornell- 3
- Rural- 4
- Bertram- 1
- Mutual Aid- West Bertram (2), Springville

## Vehicle Responses-

- 211 Command/EMS- 14
- 214 Rescue/Engine- 4
- 215 Suppression/Engine- 0
- 216 Suppression/Engine- 3
- 210 Tanker- 1
- 219 Suppression/Brush Fire- 1
- Boat- 0
- ATV Suppression/Rescue- 0

## Call By Type

- Emergency Medical- 14
- Fire- 3
- Vehicle Accident- 4
- Hazmat- 0
- Storm Watch- 0
- General Service- 2



# October 2017 Total Calls for Service- 21

## Location-

- City- 14
- Cornell- 2
- Rural- 4
- Bertram- 1
- Mutual Aid- Lisbon

## Call By Type

- Emergency Medical- 16
- Fire- 1
- Vehicle Accident- 3
- Hazmat- 0
- Storm Watch- 0
- General Service- 1

## Vehicle Responses-

- 211 Command/EMS- 19
- 214 Rescue/Engine- 3
- 215 Suppression/Engine- 0
- 216 Suppression/Engine- 2
- 210 Tanker- 0
- 219 Suppression/Brush Fire- 0
- Boat- 0
- ATV Suppression/Rescue- 0



# November 2017 Total Calls for Service- 20

## Location-

- City- 13
- Cornell- 1
- Rural- 6
- Bertram- 0
- Mutual Aid- 0

## Call By Type

- Emergency Medical- 15
- Fire- 1
- Vehicle Accident- 3
- Hazmat- 0
- Storm Watch- 0
- General Service- 1

## Vehicle Responses-

- 211 Command/EMS- 17
- 214 Rescue/Engine- 3
- 215 Suppression/Engine- 0
- 216 Suppression/Engine- 2
- 210 Tanker- 0
- 219 Suppression/Brush Fire- 0
- Boat- 0
- ATV Suppression/Rescue- 0



# December 2017 Total Calls for Service- 19

## Location-

- City- 8
- Cornell- 2
- Rural- 8
- Bertram- 1
- Mutual Aid- Ely (2), Solon

## Call By Type

- Emergency Medical- 9
- Fire- 4
- Vehicle Accident- 3
- Hazmat- 1
- Storm Watch- 0
- General Service- 2

## Vehicle Responses-

- 211 Command/EMS- 9
- 214 Rescue/Engine- 3
- 215 Suppression/Engine- 2
- 216 Suppression/Engine- 7
- 210 Tanker- 0
- 219 Suppression/Brush Fire- 1
- Boat- 0
- ATV Suppression/Rescue- 0



# 2017 Summary Totals Total Calls for Service- **254**

## Location-

- City- 163
- Cornell- 16
- Rural- 62
- Bertram- 7
- Mutual Aid- 16

## Vehicle Responses-

- 211 Command/EMS- 173
- 214 Rescue/Engine- 36
- 215 Suppression/Engine- 9
- 216 Suppression/Engine- 4
- 210 Tanker- 16
- 219 Suppression/Brush Fire- 8
- Boat- 2
- ATV Suppression/Rescue- 4



## 2017 Summary Totals Cont. Total Calls for Service- **254**

### Incidents by Day of Week

- Sunday- 35
- Monday- 35
- Tuesday- 32
- Wednesday- 40
- Thursday- 46
- Friday- 42
- Saturday- 27

### Average Vehicle Response Times- (Minutes)

- 211 Command/EMS- 9.94
- 214 Rescue/Engine- 11.45
- 215 Suppression/Engine- 6.8
- 216 Suppression/Engine- 13
- 210 Tanker- 12.63
- 219 Suppression/Brush Fire- 10.75
- Boat- 15
- ATV Suppression/Rescue- N/A



## 2017 Mutual Aid was given to:

- Lisbon
- Solon
- Ely
- Springville
- West Bertram
- Swisher
- Cedar Rapids



# Training and Personnel

## Training hours by type

- Business Meetings 731 Hours
- Fire Training 435 Hours
- Rescue Training 54 Hours
- Special Disciplines 195 Hours
- Preplanning 121.5 Hours

Total Number of Training Hours 1536.5 Hours

Total Time Spent on Incidents 505 hours, 12 minutes



## A Note From the Chief-

MVFD ended another year with great involvement from its volunteers. I cannot express enough how lucky the Mount Vernon community is to have such an outstanding group of volunteers serving its fire department. Members volunteered over 2000 hours towards training, and responding to emergencies throughout our community.

Call volume and incident types for the 2017 year were congruent with similar years. 2017 ended with only 2 incidents less than 2016. Emergency medical services continued to remain a large part of the call volume. Fire loss for 2017 was \$0, and a large decrease was seen in calls for service relating to fire.

2017 also brought about a long overdue audit with the Insurance Service Office (ISO). It was possible through preparation and planning, equipment purchasing, improvements to the city water supply and distribution, as well as documentation of volunteer training hours, that MVFD was able to improve our ISO rating from a 6 to a 4. This improvement is tough to quantify in a dollar amount of savings to the Mount Vernon community, but none the less shows our progressive movement and commitment to providing superb fire department resources to its citizens.

I would like to once again thank Mayor, Council, and City Staff for the outstanding support. Without this and the exceptional community support MVFD would not be where it is today. Thank you!

Nathan Goodlove  
Fire Chief  
Mount Vernon Fire Department



Chris Nosbisch, City Administrator  
Douglas Shannon, Chief of Police

**Jamie A. Hampton, Mayor**

**Council:**

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

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**MARCH 2018**  
**POLICE REPORT**

**Vehicle Collisions**

There were 4 reported collisions in March. The first collision occurred at 4<sup>th</sup> St & 2<sup>nd</sup> Ave SW. This collision occurred when a vehicle travelling North on 2nd Ave SW approached the intersection of 4<sup>th</sup> St., failed to obey the stop sign, and collided with a vehicle travelling east on 4<sup>th</sup> St. The driver of the northbound vehicle was found to be intoxicated, and subsequently arrested for OWI. The vehicle then struck a street sign and retaining wall. Damage was estimated at \$7,470, no injuries were reported. The second collision occurred in the 100 block of 1<sup>st</sup> St W. This collision occurred as a vehicle was travelling west on 1<sup>st</sup> Street and collided with a vehicle backing out of a parking space. Damage was estimated at \$8,000 and no injuries were reported. The third collision occurred at the Hwy 1 & 30 roundabout. This collision resulted when a vehicle travelling east on Hwy 30 approached the roundabout and failed to yield to a vehicle within the traffic circle that was travelling south on Hwy 1. Damage was estimated at \$4,000 and no injuries were reported. The fourth collision occurred in the 400 block of 1<sup>st</sup> Ave SW. This collision occurred when a vehicle travelling north on 1<sup>st</sup> Ave struck a recycling bin that had blown into the roadway. The damage was estimated at \$600 and no injuries were reported.

**Incidents/Arrest**

There were 34 reported incidents in March. Reports included OWI, Burglary to storage shed, Animal bite, suicidal subject, public intoxication, extortion, theft from vehicle, runaway juvenile, driving while license under suspension, possession of alcohol under age, elder abuse, sexual exploitation of a minor, violation of court order, credit card fraud, possession of controlled substance, possession of drug paraphernalia, assault, DHS referral, theft, harassment, and criminal mischief.

There were 6 arrests in March. Arrests occurred for OWI (3), public intoxication, driving while license suspended, possession of alcohol under age, possession of controlled substances (marijuana, methamphetamine, PCP) and possession of drug paraphernalia.

**Community Service:**

- Chief Shannon attended MAGNUS Leadership training at EMA on 2/28/18 & 3/1/18.
- Chief Shannon presented in the Criminal Justice classes at Mount Vernon High School on fingerprinting as it related to criminal investigations
- Chief Shannon participated in a CARE meeting at MVHS regarding school security and Active Threat training on 3/1/2018
- Chief Shannon attended the 911 Service Board Meeting on 3/1/2018. City of Marion requested funding for Phase II of the PSAP consolidation study. This request was approved and will provide critical information on cost, governance, ownership, funding, etc.

**Training:**

- Chief Shannon attended a 40 hour train-the-trainer class in Iowa City on Active Attack Integrated Response (AAIR) put on by ALERRT (Advanced Law Enforcement Rapid Response Training through Texas State University).



**Mount  
Vernon**  
IOWA

**Council:**

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

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

**Jamie A. Hampton, Mayor**

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**GTSB:**

Officers worked 16 hours of STEP in March, including participation in the St. Patrick's Enforcement Project. During STEP enforcement, officers contacted 17 speed violations, 3 equipment violations, 1 insurance violation, 1 .02 violation, 1 open container of alcohol, 2 registration violations, 1 driving while license suspended, and made 1 narcotics arrest.

Additionally officers conducted a pre-enforcement seatbelt survey and found 89% of driver/passengers were wearing seatbelts. Post survey results showed 94% seatbelt usage.

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

Per the 28E agreement our department provided the following service to Lisbon in March 2018:

- Patrol: 1,925 minutes
- Calls for service: 308 minutes (9 calls for service)
- Administrative time: 0

**Total time for March: 37.22 hrs x \$40/hr = \$1,488.67**

Respectfully Submitted,

Chief of Police



Mount  
**Vernon**  
IOWA

Police Department

Douglas J. Shannon, Chief of Police

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# Mount Vernon Police Department

## **2017 Annual Report**

*Douglas J. Shannon*  
*Chief of Police*



**Mount  
Vernon**  
IOWA

# Police Department

Douglas J. Shannon, Chief of Police

## *Chief's Message*



I am pleased to present the 2017 Annual Report. The officers of the Mount Vernon Police Department work diligently to carry out the mission of the police department with integrity, fairness, and professionalism.

Public Safety in our community is not possible without the dedicated service of the police officers, along with the strong support from our elected officials, city staff, city administration, and the community. I am thankful for this support and community partnership to ensure Mount Vernon remains a safe and vibrant community.

As police chief for the city of Mount Vernon, I invite you to review our annual report and learn about the services we provide to the community, and better understand the challenges and tasks the officers of the Mount Vernon Police Department face daily while serving our community.

Having served with the Mount Vernon Police Department for 25 years, I am honored to serve alongside the dedicated officers of this department, and am proud of the integrity and dedication they demonstrate in our service to the community.

Our department believes strongly in partnering with the community to solve problems. We prioritize community engagement and build trust with the community by being educated, professional, transparent, and involved in the community.

I want to thank our community members, elected officials, and staff for the continued partnership and commitment to public safety. I look forward to continued successes and partnerships for years to come.

Douglas J. Shannon  
Chief of Police

# Assaults by Type for Year

2017

## CRIMES AGAINST PEOPLE

Crimes against people are defined as offenses or crimes against an individual. These offenses are broken down into several categories determined by the seriousness of the offense. (i.e. Simple Harassment to class B Felony of Sexual Abuse 2<sup>nd</sup>) Included is a table detailing number of offenses for the year and percentages of those offenses as they relate to the overall category of crimes against people.

Assault Type	2013	2014	2015	2016	2017
Harassment	10	11	5	10	13
Simple Assault	8	9	11	3	9
Assault with Injury	0	2	4	1	0
Aggravated Assault	1	0	1	1	3
Court Order Violations	1	1	2	2	2
Child Endangerment	3	1	2	1	1
Interference W/O Acts	9	7	9	6	11
Domestic Abuse (no assault)	4	10	7	4	1
Simple Assault-DA	0	3	5	2	2
Domestic-with Injury	3	2	1	2	2
Child Abuse/Fondling	0	1	1	1	1
Statutory Rape	0	1	1	0	0
Sexual Abuse	9	3	2	4	3
Armed with intent/weapon	0	0	1	0	1
<b>Total</b>	<b>48</b>	<b>51</b>	<b>52</b>	<b>38</b>	<b>49</b>

This table includes those offenses reported to MVPD for investigation. It is important to mention that police officers responded to numerous other disturbances involving assaults of some type. However, no charges were filed at the victim's request or the parties were gone prior to officer arrival.

## Property Crimes for the Year 2017

### Theft Related Crimes

Theft related crimes covers a variety of incident types and is the largest crime group reported. This group of crimes includes: *burglary* (defined as forced entry with theft, or criminal mischief of property within that building); *forced entry to a vehicle* is also classified as a burglary; *theft from a building*, *motor vehicle theft*, *theft from a vehicle* (which includes unlocked vehicles in which property is taken), *shoplifting*, *forgery*, *fraud*, *identity theft*, *theft by check* (either NSF or

against a closed account) and *miscellaneous theft* (which includes theft of yard ornaments, street signs, bicycles, and similar items that do not fit into one of the other defined categories).

Crime	2013	2014	2015	2016	2017
Burglary	3	3	12	21	5
Forgery/Counterfeit	1	2	5	12	8
Theft from vehicle	3	7	28	5	11
Theft from building	14	17	7	3	4
Identity theft/Fraud	3	2	9	9	29
Stolen Vehicle	2	1	4	2	2
Theft by check	4	2	1	3	1
Theft of vehicle parts	1	4	1	0	0
Shoplifting	3	7	5	1	2
Miscellaneous Theft	29	17	21	22	19
<b>Total</b>	<b>63</b>	<b>62</b>	<b>93</b>	<b>78</b>	<b>81</b>

The total number of property crimes in Mount Vernon increased slightly from 2016 with a total of 81 theft related crimes in 2017, compared to 78 in 2016. This was largely the result of credit card fraud. The police department worked with local financial institutions and retailers to ensure proper security measures were in place to prevent future incidents. The police department continues to assist our local businesses & residents with theft prevention efforts.

Fraud & Identity thefts crimes cause the largest dollar loss. In 2017 our department received fraud reports with financial loss in excess of \$200,000.00 to local residents. The cases often involve fraud scams where residents are manipulated and transfer money to individuals overseas or have their credit card information stolen. These cases require large amount of investigation time by officers, networking with other agencies in an attempt to identify those responsible. These cases are rarely solved or prosecuted, as many of the offenders remain unidentified or are determined to have originated overseas.

### **Criminal Mischief (Vandalism)**

Criminal mischief includes those incidents most people would call vandalism. These types of crimes are the result of damage done to private or public property that results in damage of property, resulting in the loss of use or expense to repair the property. Types of incidents that fall into this include, but are not limited to, damage to signs, vehicle damage (i.e. scratched down the side, windows broken out, tires cut, antenna damaged), spray paint incidents and damaged bikes.

Offense	2013	2014	2015	2016	2017
Criminal Mischief	11	18	22	22	21

### Drug Related Crime

Drug related crime covers those incidents where the primary case is drug related. (i.e.: traffic stop for speed and drug paraphernalia is observed in the vehicle, resulting in an arrest report as a result of the drug paraphernalia). Other drug related crimes may be included in other incidents, such as a traffic stop for OWI during which an illegal substance such as marijuana is discovered. In this case, the primary offense is an OWI and the marijuana possession (PCS) charge would be a secondary offense.

Charge	2013	2014	2015	2016	2017
Possession of Controlled Substances (PCS)	21	24	30	25	22
Possession of Drug Paraphernalia (PDP)	21	29	29	26	20
Disorderly House Violations	-	4	2	1	1
OWI While Drugged	2	0	1	1	2
Attempt to Elude (drug related)	0	0	1	1	0
<b>Total</b>	<b>44</b>	<b>53</b>	<b>63</b>	<b>54</b>	<b>45</b>

### Alcohol Related Offenses

Alcohol related offenses are comprised of OWI, Possession under the Legal Age, Open Container, Liquor License violations, Public Intoxication, and .02 Violations. A .02 violation refers to the law suspending driving privileges of those under the legal age of 21 who are stopped while driving a vehicle and have a blood alcohol level of .02 or greater but less than .08.

Offense	2013	2014	2015	2016	2017
OWI	20	23	20	19	24
.02	0	2	0	0	0
Liquor Law Violations	9	10	11	18	14
Public Intoxication	19	21	25	25	10
<b>Totals</b>	<b>48</b>	<b>56</b>	<b>56</b>	<b>62</b>	<b>48</b>

### Police Activity Summary for the Year 2017

Officers had 7,247 calls for service in 2017. This is a slight decrease from 2016 with 7,857 calls for service. In 2017 Officers had 1,987 dispatched trips & 5,260 observed trips. (Dispatched

trips are requests for services; Observed trips are officer initiated contacts such as traffic stops, building checks, parking tickets, house checks, etc.). The department completed 314 incident reports resulting in 90 arrests for the year.

Our department responded to 98 motor vehicle crashes, resulting in 83 collision reports. Of these collisions, 3 were deer related, 6 were hit & run accidents, 64 were property damage only, 2 were fatalities, 7 were injury related, and 1 involved unknown injuries.

Other related activity:

Theft	57	Parking Violations	81
Burglary	20	Alarms/Open doors	73
Assault	22	Felony Arrests	7
Criminal Mischief	13	Misdemeanor Arrests	66
Juvenile	52	OWI Arrests	24
Motor Vehicle Collisions	98	Towed Vehicles	34
Public Assists	5763	Assist Agency	532
Warnings	618	Suspicious Vehicles	198
Moving Violations	215	Animal	82
Non-Moving Violations	22	Disturbances	428
Administrative Time	2012.2 hrs	Investigative Time	259.56 hrs
Cornell Related	53.65 hrs	Lisbon	706.86 hrs
Medical	62.2 hrs		

#### Department Staffing / Community Growth

The police department operates within City Hall at 213 1<sup>st</sup> Street NW in Mount Vernon. Due to growth and increased need for space, our department also uses two other structures for evidence, records and property storage. One of the two structures being used is the old Fire Station located to the west of City Hall. The old station is being used primarily as garage space for our three patrol units. The structure provides a secure/temperature controlled environment that has helped to reduce costly vehicle repairs and damage to electronic equipment within each of the three patrol vehicles. Items include mobile data computers, printers and AED's (Automated External Defibrillators).

When City Hall was built in 1988 the department consisted of four fulltime officers and four reserve officers and was designed to house four officers. The department currently consists of six

full time officers and six reserve officers. The staff consists of one Chief of Police, three Patrol III Officers, one Patrol II Officer, and one probationary officer. The department has been at the current staffing levels since 1997, while our community has grown considerably both in geographically patrolled area and population.

Officer Rod Kelley resigned as a full time officer and agreed to remain on part-time. Officer Jason Blinks was hired and began working for our department on 8/24/2017. Officer Blinks attended the Iowa Law Enforcement Academy and graduated from the Academy, becoming certified as an Iowa Police Officer. Officer Blinks has rapidly adapted and progressed through his Field Training Program. The hiring of Officer Blinks returned the department to the allocated 6 full time officers.

In 2000, the census for Mount Vernon reflects a population of 3,390 compared to the 2010 census that shows our population at 4,506. The 2000 census included 987 Cornell College students and the 2010 census included 1191 Cornell students. This is an overall increase of 1,116 individuals during the 10 year period, including Cornell students.

During that time period Mount Vernon experienced growth in residential developments in several areas of town, including:

- 1) Stonebrook – located west of the Mount Vernon High School in the South West quadrant (Approximately 100 homes)
- 2) Wolfe Martin addition – located in the NE quadrant of our community (approximately 47 homes)
- 3) Candlestick Drive – Addition that includes about 13 homes NE quadrant
- 4) Hill View Drive – the extension of Oak Ridge Estates – SE quadrant (approximately 29 homes)
- 5) Meadow Brook addition – located in the SW quadrant (approximately 35 dwellings)
- 6) Cornell College has added two significant housing facilities – Russell Hall and Smith Hall dorms located in the SW quadrant on the campus of Cornell College.

Additional developments are now underway with the Stonebrook, Spring Meadows, and Hickory Acres Developments. Additionally with Iowa DOT expansion of the four lane portion of Hwy 30 and related corridor developments, our department is preparing for an increase in calls for service and police service. Staffing needs and increased office space will be required to ensure professional police services continue to meet the needs of our community.

#### **MUTAL AID & CONTRACT POLICE SERVICE**

In November of 2016 Mount Vernon Police entered into a 28E Agreement with the City of Lisbon to provide 20 hours of police coverage per week to supplement their police coverage provided by the Lisbon Police Department. Lisbon agreed to pay Mount Vernon \$40 per hour for police services. Mount Vernon Police Department provides Lisbon with police services during times when a Lisbon Officer is not on duty. This partnership has mutual benefit for both

communities and is a great example of sharing resources to enhance public safety while being fiscally responsible. In July 2017 Lisbon reduced the amount of contract time to 10 hours per week, after their department returned to full staff (3 officers). In 2017 Lisbon paid the City of Mount Vernon \$24,289.32 for contracted police services.

## **COMMUNITY POLICING**

### **DARE**

In 2017, Officer Todd Gehrke facilitated both the 5<sup>th</sup> and 7<sup>th</sup> grade D.A.R.E programs at Mount Vernon Community Middle School. In 5<sup>th</sup> grade, Officer Gehrke is providing instruction to approximately 109 students on core topics including consequences of drug use, self-esteem, decision making skills, and peer pressures students encounter and how to deal with that pressure. It also includes conflict resolution, how to refuse drug offers, alternative choices to drug use and other skills needed to live a drug and violence free lifestyle.

The focus of the Mount Vernon 7<sup>th</sup> grade D.A.R.E. program is similar to that of the core program used in 5<sup>th</sup> grade. During 7<sup>th</sup> grade classes, Officer Gehrke teaches approximately 114 students. The curriculum acts as a refresher to aid students in preventing or postponing the first, or future, use of drugs or alcohol by the student. These lessons cover many of the same areas as the core program, however they are more in-depth and give the students an opportunity to discuss real situations they may have encountered.

### **RAD (Rape Aggression Defense Program)**

Officer Gehrke is a certified RAD Instructor. Officer Gehrke partners with Cornell College staff to provide self-defense training to female students. This training provides the students with awareness, skills, options, and confidence to take action to ensure their safety. Additionally Officer Gehrke was requested to provide women's self-defense presentations in the community.

### **SAFE KIDS – National Child Passenger Safety**

In 2017 our department partnered with Linn County Safe Kids Coalition and Lynch Ford to host a Child Safety Seat inspection event at Lynch Ford. In 2017 there were 12 inspections occurring during this event.

Officer Gehrke is certified as a Seat Belt Technician trained in the proper usage and installation of child safety seats. The department conducts safety seat belt checks as requested and partners with Lynch Ford to hold an annual Child Safety Seat Inspection Event highlighting proper safety seat installation and use. Members of the community can call anytime to set up an appointment with Officer Gehrke to assist them in proper child seat installation and usage.

### **BOOTS vs. BADGES BLOOD DRIVE:**

Mount Vernon Police Department and the Mount Vernon Fire Department again participated in the annual "Boots vs. Badges" Blood Drive. During this event, there were 44 donations, providing 176 products for patients in need. According to Mississippi Valley Regional Blood

Center reports the Boots (MVFD) won the contest scheduling 26 donors while the Badges (MVPD) scheduled 22 donors.

### **SALVAGE VEHICLE INSPECTIONS**

Our department contracts with the State of Iowa, Department of Transportation to conduct salvage vehicle inspections. During 2017 our department conducted 38 vehicle inspections, generating \$1,140 in revenue for the City.

### **RC RAIL**

RC Rail is based at the Mount Vernon Community School District, but works closely with other communities in Linn County that are part of the DFC Grant. The police participate with in-kind contributions by providing school training, attending meetings and holding Community Drug Drop off events.

Police officers meet with coalition members to discuss various community safety, prevention and substance abuse related issues. These grant projects have funded officers attending out-of-state law enforcement trainings in Texas, California and Washington DC.

### **GENERAL INFORMATION**

The Police Department has a broad area of responsibility within the community and responds to a variety of calls for assistance. During 2017, the department responded to 1,987 dispatched calls for service and 5,260 officer initiated contacts in Mount Vernon or the surrounding area. Officers respond to all types of calls, including medicals, fire emergencies, disturbances, domestics, civil issues, drug violations, suspicious persons, car & house unlocks, child & animal abuse or neglect complaints, parking problems, traffic violations and many other community safety needs.

In 2017 Mount Vernon experienced numerous community events requiring additional police resources to ensure public safety. These events included Chalk the Walk, Heritage Days, Antique Extravaganza, Memorial Day Parade, and Granny Basketball.

Police officers respond to fatal incidents/accidents or other deceased individuals. Initial response involves officers checking for signs of life and rendering aid if possible. If a person is deceased, officers begin investigating & assist the coroner in determining the cause of death. In these situations, officers have the unwanted task of making many of the notifications to friends and family. Mount Vernon police officers respond to serious highway vehicle crashes in and around Mount Vernon which result in serious injury and occasionally death.

Police officers assist the Mount Vernon Fire Department at fire-related calls by handling traffic control, evacuations and providing any other assistance requested. Additionally, Mount Vernon police respond to medical calls and are the first responders on scene to assist with medical care as needed. Officers are trained in CPR and AED use. AED's are standard equipment in each patrol vehicle.

The Department responds to calls to assist those who have locked keys in a vehicle or have been locked out of their home, assisting whenever possible. Additionally, the Department performs regular house checks for those leaving town for extended periods of time. Officers perform regular building checks of business locations and school buildings.

Police officers respond to domestic disturbances. Domestic disputes are one of the most hazardous calls law enforcement officers encounter. Additionally officer may be required to assist young children who may be present in the home, and may have witnessed violence.

Other police department activities include:

- Conduct training for schools, businesses & organizations in various topics including Active Threat Response, Fraud, NSF/Closed account checks, drug & alcohol training, and tobacco & alcohol sales, fingerprinting, impaired driving, texting, internet safety and many other topics;
- Making recommendations, when requested, about security features for home and businesses;
- Providing assistance with animal related problems within the community;
- Assisting with the identification of lighting, signage and other safety issues and forwarding those concerns to City Hall for repairs or installation;

Additionally, the Department performs routine patrol around schools, businesses and homes to reduce crime and a deterrent to those wishing to commit a serious crime. Officers issue traffic citations to correct inappropriate driving behavior, as established by society, to reduce the chance of injury or death associated with vehicle crashes, and to reduce costs incurred during those crashes.

The police department is a resource for those individuals who have been victimized by crime. Officers investigate criminal activity, identify those associated with it and charge those individuals involved (when certain criteria is met). The department becomes the agency responsible for forwarding charges and reports to the County and City Attorney when necessary, to resolve an incident.

#### **EMERGENCY PREPARDNESS TRAINING:**

Mount Vernon Police department spends a great deal of time training and coordinating with community partners and emergency services organizations to ensure we are prepared to respond in the event of a major disaster. This training is ongoing and our department routinely partners with Mount Vernon Community Schools, Cornell College, Mount Vernon Fire Department, Lisbon Fire Department, Lisbon-Mount Vernon Ambulance, Lisbon Police, Linn County Sheriff's Office, Linn County Emergency Management and local businesses. Various training exercises allow inter-agency cooperation and networking to build relationships that are critical to the successful management of a critical incident.

In 2017 our department partnered with Linn County Emergency Management, East Central Iowa Council of Governments (ECICOG), Cornell College, Mount Vernon Community School District, and CDG to review and update the Mount Vernon Hazard Mitigation Plan, which will be included with the Linn County Hazard Mitigation Plan. This review is conducted every 5 years.

### **DRUG TAKE BACK EVENT:**

Mount Vernon Police participated in the National Drug Take Back event on April 29, 2017. Unwanted drugs may also be turned in at the police department or placed in the drug drop box at City hall. Mount Vernon Police collected over 124 pounds of unwanted medications in 2017.

### **Training Instructors**

The Mount Vernon Police Department continues to have department members trained as instructors for various applications. For instance Officer Daniel Daubs & Officer Mehlert are department firearms instructors, Officer Gehrke is a defensive tactics instructor, and Officer Kelley is the department Taser instructor.

Deadly force and the use of firearms are two of the biggest areas of liability faced in law enforcement. Having certified instructors provides the opportunity to perform additional training to officers. This ensures proper technique and response in high risk situations and ensures proper procedures are clear, helping reduce liability and injury to the suspect and officers. Weapon proficiency and safety improve with the increased number of hours spent in weapons-related training. This past year the department was able to train at the range to ensure firearms proficiency. Taser and Defensive tactics have been incorporated into yearly trainings to ensure officers are current on proper use of force and appropriate tactics when force is necessary.

Officer Daubs is the department's Precision Driving instructor, providing training to members of the department, other agencies, and police recruits at the Iowa Law Enforcement Academy. Officer Daubs also spends time with newly hired officers instructing them on vehicle operations within the guidelines of department policy. Topics include non-emergency, emergency and pursuit driving.

Officer Todd Gehrke is a certified instructor for the R.A.D. (Rape, Aggression, and Defense) program. Officer Gehrke holds two courses annually. The training has been well received by participants, and this year we have added another session to accommodate those interested in the training.

Chief Doug Shannon and Officer Todd Gehrke are certified ALICE (Alert, Lockdown, Inform, Counter and Evacuate) instructors. The department conducts In-Service training with the Mount Vernon School District staff, Cornell College staff, and local businesses, regarding review of practices and procedures within the business or school and how to respond in an emergency situation is encountered.

### National Incident Management System (NIMS)

Members of the department have completed the National Incident Management System (NIMS) ICS-100 (Introduction to Incident Command), ICS-200 (Basic NIMS for Operational First Responders), ICS-700 (Introduction to NIMS). Some officers have additional training in IS 200FW (Basic Incident Command), IS-800 (National Response Framework), and PER-340 (Active Threat Integrated Response).

### Department Technology

The Court system requires departments to file paperwork, criminal charges, civil processes and other legal documents electronically. Officers use software provided by the State of Iowa to complete crash reporting, citations, criminal complaints, OWI processing and many other day to day reports. Officers use mobile computers, scanners and printers to complete these tasks in the field. Additionally the mobile computers have improved officer efficiency and communication by using mobile computers to check databases and communicate directly with officers and dispatchers. This advancement, however, comes with a cost of hardware, software and support.

Body cameras and in-car video advancements also have added to the cost of providing service to our community. High profile incidents across the country have changed the way many departments report and document contacts with violators and others that we have contact with during patrol. The hardware and back end support are costs that have made an impact on our department budget however, I believe supporting this new technology is in the best interest of our community. The video has proven to be a necessary component of policing. Our department has used captured video to aid in criminal prosecution and assist with internal investigations when complaints against officers are brought forward. The video has also proven valuable in protecting the city against civil litigation claims.

In 2017 Mount Vernon Police Department established a Facebook Account and began using this Social Media platform to disseminate information to the online community.

### SUMMARY

This report has outlined a variety of calls and services the Mount Vernon Police Department provides to the citizens of Mount Vernon. This report is not all-inclusive, but only a synopsis of what our officers experience. While much of law enforcement involves responding to incidents as they occur, mitigating them as safely, effectively, and efficiently as possible, the most important part of our profession is the relationships we form with the citizens we serve.

As the Chief of Police, I am hopeful this information will provide citizens with the insight to the department's activities for 2017.

All of these activities are carried out or performed to maintain order, build positive relationships and provide a safe environment for everyone, whether residing in Mount Vernon or visiting our Community.



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## **Public Works Report**

**4/16/18**

### **Training**

#### *Winter workshop*

The city hosted a winter training event on March 29<sup>th</sup>. The city used the fire station meeting room for the event and had over 60 public works employees from over 20 different communities attend. The training was put on by the American Public Works Association. During my time attending state events one of the contacts that I have made reached out to see if Mount Vernon would be a host site for free training. The president elect of the APWA Iowa Chapter has a goal of reaching the smaller communities. The feedback from this event has been nothing but positive and we are looking at hosting another event in the future.

#### *APWA Spring Conference*

Eldon and I attended the spring conference held in West Des Moines on April 5<sup>th</sup> and 6<sup>th</sup>. As part of the training offered we were able to sit in on team building, interview ideas, hiring ideas along with health and wellness goals. This event also has over 65 vendors showing off the latest and greatest of equipment and technology in our field.

### **Snow Events**

We had the biggest storm of the season on 3/24 we received 6-8 inches of snow. The crews worked long hours those two days. We had one truck lose an alternator during the storm and another lost a hydraulic line. The crews credit the wet heavy snow to the failure of the trucks. While we didn't necessarily welcome the storm, we did use this as a learning experience because most of the employees we have, haven't had to deal with a snow this wet and heavy. So hopefully all our staff learned something from this storm.

On 4/8/18 we received a 1-3-inch snow. Crews had pretreated the streets with brine before the storm. Pavement temperatures stayed warm enough coupled with the brine to melt most the snow. We came in early Monday 4/9 to salt any slick areas and parking lots.

### **Parks**

Batting cages are going up. Restrooms should be opening soon! The weather has not been cooperating.

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

**AGENDA ITEM # L – 1**

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

**DATE:** April 16, 2018

**AGENDA ITEM:** Poet Laureate

**ACTION:** Motion

**SYNOPSIS:** Staff was unable to locate any poet laureate designations in Iowa, although we were able to locate the City designation in the surrounding region. Staff is seeking input from the City Council as to the permanency of the position. Some communities have created the poet laureate by ordinance, while others have created the position by a simple appointment.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** None

**ATTACHMENTS:** Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 4/12/18



## News

# Press Releases

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Press Releases

## Poet Laureate Cultural Arts Advisory Committee Vacancy

**POSTED OCTOBER 6TH, 2017**

The City of Winter Haven is seeking applications from qualified persons interested in serving as the City's Poet Laureate. This designation is a non-paid, volunteer capacity appointed by the City Commission in consideration of the recommendation by the Cultural Arts Advisory Committee (CAAC).

The Poet Laureate will serve a term of about three years, ending in 2020.

Responsibilities of the role include:

Composing poems to celebrate City events including but not limited to events, celebrations, ground-breakings, facility dedications, and ceremonies.

Serving as an ambassador and advocate for poetry on the City's behalf throughout the year, with particular emphasis during National Poetry Month (April).

Acting in an official Poet Laureate capacity for area events and programs of a literary or arts-based nature.

Minimum qualifications required for the position of Poet Laureate include:

Must be a current resident within the utility service area of Winter Haven

Must be 18 years of age or older

Must have had original works published

Must be able to demonstrate a contribution to poetry at the local, state, and/or national level

Anyone interested in filling the position must complete and submit an official application along with three letters of support, sample of original work and professional vitae or resume to the City Clerk's Office **prior to December 1, 2017**. Applications may be obtained from:

**City's Website:** [mywinterhaven.com](http://mywinterhaven.com)

**Email:** [vcastillo@mywinterhaven.com](mailto:vcastillo@mywinterhaven.com)

**Phone:** 863-291-5627

**In Person:** City Clerk's Office, City Hall, 451 Third Street NW, Winter Haven

All applications will be reviewed by the Cultural Arts Advisory Committee, with an official recommendation being presented to the City Commission.

**For more information, call Travis W. Edwards, Parks, Recreation & Culture Director at [tedwards@mywinterhaven.com](mailto:tedwards@mywinterhaven.com)**

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City Hall:

451 Third St. NW Winter Haven, FL

**TEL:** [\(863\) 291-5600](tel:(863)291-5600)

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## Current Poet Laureate

Marcel "Fable" Price has been named the Poet Laureate of the greater Grand Rapids area for a three-year term starting in April 2017.

Price, also known as Fable the Poet, is a writer, teaching artist, performer, and motivational speaker. He is the author of *Adrift in a Sea of M&Ms*, a collection of poems that navigates through mixed race issues and mental disorders. Fable the Poet tours nationally and works extensively with youth. He is an official partner of Mental Health America and is an advocate for the importance of mental health awareness among children and teens.

Fable the Poet is known for his interactive readings and performances that leave audiences enlightened and empowered. He is a member of The Diatribe, a group of wordsmiths, rappers, hip-hop artists, poets and storytellers, that perform in Grand Rapids.

Price remarked, "I am a poet for the people, *all* people. I am using many of our city's flagship events, organizations, and most premier artists to bring poetry to the masses. In my role as Poet Laureate, I will continue to do so, but aiming higher, and further than before."

## Poetry Discussion Kits

- Bucolics
- Jelly Roll
- When All the World Is Old

## Past Poet Laureates

- L.S. Klatt
- David Cope
- Rodney Torreson
- Patricia Clark
- Linda Nemeč Foster

## Local Poetry Resources

Annual Kent County Dyer Ives Poetry Competition

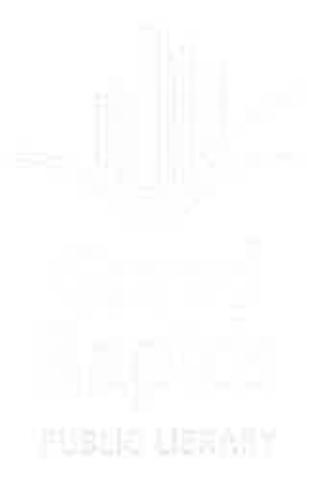
Electric Poetry from WYCE

Great Lakes Commonwealth of Letters

Through the 3rd Eye - Michigan and Great Lakes Poetry Journal

## Sponsor

The Poet Laureate of Grand Rapids program is based at the Grand Rapids Public Library and supported with funds from:



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**Yankee Clipper Branch**

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1 **BOARD BILL NO. 142 CS INTRODUCED BY PRESIDENT REED,**  
2 **ALDERMAN CRAIG SCHMID, ALDERWOMAN SHARON TYUS,**  
3 **ALDERWOMAN CAROL HOWARD, ALDERWOMAN BETH MURPHY,**  
4 **ALDERMAN THOMAS VILLA, ALDERMAN SCOTT OGILVIE,**  
5 **ALDERWOMAN TAMMIKA HUBBARD, ALDERWOMAN MARLENE DAVIS,**  
6 **ALDERWOMAN LYDA KREWSON, ALDERWOMAN DONNA BARINGER**

7  
8 An ordinance pertaining to the establishment of an Poet Laureate position for the  
9 City of St. Louis, creating a Poet Laureate Task Force and an effective date.

10 WHEREAS, poetry is a powerful form of literature that honors self-expression and  
11 promotes understanding within communities; and

12 WHEREAS, poetry has long been used to elicit a range of emotions and sentiments about  
13 place and time, culture and society; and

14 WHEREAS, the City of St. Louis has an interest in supporting the vibrant and growing  
15 community of poets and expanding opportunities for young writers throughout the region.

16 BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:

17 **SECTION ONE.** The Poet Laureate shall be nominated to a two (2) year term and serve  
18 with the objective of:

- 19 a) celebrating the written and spoken poetic voices of residents;
- 20 b) increasing access to poetry throughout all parts of the community;
- 21 c) encouraging both the reading and writing of literature;
- 22 d) commemorating the City of St. Louis through works that speak to, for and of our  
23 region; and
- 24 e) officiating special events upon request throughout the term.

**September 26, 2014**

**Page 1 of 3**

**Board Bill No. 142 CS**                      **Sponsored by: PRESIDENT REED,**  
**ALDERMAN CRAIG SCHMID, ALDERWOMAN SHARON TYUS,**  
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1     **SECTION TWO.** There shall be six (6) member Poet Laureate Task Force to administer  
2 the selection of a qualified candidate. This Task Force shall:

- 3       a) create an open nomination process;
- 4       b) establish selection criteria for the evaluation of candidates; and after considerable  
5       review,
- 6       c) recommend a candidate for Board of Aldermen approval.

7     **SECTION THREE.** The Poet Laureate Task Force shall be selected as follows:

- 8       a) **Membership:** The Poet Laureate Task Force shall be comprised of a  
9       representative of the Mayor, a regional arts organization, a local institute of higher  
10       education, a resident with interest in poetry, a member of the regional business  
11       community and a representative of the President of the Board of Aldermen who  
12       shall serve as chair. Members shall be appointed by the chair with the advice of  
13       the Mayor and Board of Aldermen.
- 14       b) **Term of Office:** Each member of the Poet Laureate Task Force shall serve a three  
15       (3) year term (except as provided herein with respect to the initial members), with  
16       terms expiring as of June 31<sup>st</sup> of the designated year or when their successors are  
17       appointed as provided herein, whichever is later.
- 18       c) **Initial Members and Terms:** The initial members shall be appointed for the terms  
19       set forth as follows: the chair shall be appointed for a term expiring June 31,  
20       2017; two (2) members shall be appointed for a term expiring June 31, 2015; and  
21       two (3) members shall be appointed for a term expiring June 31, 2016.

**September 26, 2014**

**Page 2 of 3**

**Board Bill No. 142 CS**

**Sponsored by: PRESIDENT REED,**

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**ALDERWOMAN LYDA KREWSON, ALDERWOMAN DONNA BARINGER**

- 1 d) Removal: The Mayor or President of the Board of Aldermen, with approval of the  
2 Board of Aldermen, may remove any member of the Poet Laureate Task Force for  
3 misconduct or neglect of duty.
- 4 e) Mid-term Vacancies: Vacancies of the Poet Laureate Task Force or the Poet  
5 Laureate, occasioned by removal, resignation, expiration of term, or otherwise,  
6 shall be reported to the Mayor and the President of the Board of Aldermen by the  
7 Poet Laureate Task Force. The vacancy shall be filled at the recommendation of  
8 the chair no later than thirty (30) days after the date of said report. Appointments  
9 to fill vacancies shall be for the unexpired portion of a term only.
- 10 f) Compensation: The members of the Poet Laureate Task Force shall serve without  
11 compensation of any kind.

12 **SECTION FOUR. Effective Date.** The Poet Laureate term shall commence on January  
13 1, 2015.

**September 26, 2014**

**Page 3 of 3**

**Board Bill No. 142 CS**

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ALDERWOMAN LYDA KREWSON, ALDERWOMAN DONNA BARINGER**

Appendix: City Ordinance establishing the position of Poet Laureate

**Sec. 2-514. Poet laureate established.**

(a) The city shall designate a poet as the official poet laureate of the city. The poet laureate shall be designated by the mayor and confirmed by the city council. A poet laureate selection committee shall review applications and make a recommendation to the mayor for the designation. The committee shall be comprised of the following:

(1) One member of the committee for the arts.

(2) The mayor or one representative appointed by the mayor.

(3) A member of city council or one representative appointed by the city council.

(4) Two members chosen by the committee for the arts who have a demonstrated substantial expertise and knowledge of poetry and reside in the city.

(b) The committee for the arts shall set forth the criteria for the selection of the poet laureate to the selection committee.

(c) The selection committee will then review the applications and make a recommendation to the committee for the arts for the poet laureate candidates.

(d) The committee for the arts shall forward the selection committee's recommendation for the position to the mayor for appointment with approval by the city council.

(e) The responsibilities of the poet laureate shall be established by the committee for the arts and may include, but not be limited to, providing public poetry readings, encouraging poetry appreciation within the city, and composing and publishing poems. The poet laureate shall be an honorary title and shall not receive any monetary compensation from the city.

(f) The committee for the arts shall assist and support the poet laureate whenever possible and both parties should meet on an annual basis.

(g) The poet laureate shall be a domiciled resident of the city and shall serve a four-year term.

(Ord. of 12-15-2009(01))

Grand Rapids Public Library



# Grand Rapids Poet Laureate

## About the Grand Rapids Poet Laureate Program

The Poet Laureate is a celebrant and ambassador of poetry for the City of Grand Rapids, creating programs and projects to foster the writing and reading of poetry by the public. During the three year term, the Poet Laureate engages the community through three distinct projects.

The Grand Rapids Poet Laureate has a love of and commitment to poetry. They are passionate about acting as an ambassador of poetry and have a strong desire to engage Grand Rapidsians of all ages and from all walks of life in projects and programs.

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

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**CITY OF MT. VERNON  
CITY ADMINISTRATOR  
REPORT TO THE CITY COUNCIL  
April 16, 2018**

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- Staff completed training with Midland GIS this past week in preparation for our GIS site to go live.
- Mt. Vernon did not receive a recommendation from the CAT committee at their April 11, 2018 meeting. We will be returning to the Enhance Iowa Board on May 9, 2018 to provide additional updates and seek an award.
- The Mayor and I held a conference call with producers from Modern Business (an affiliation with Mike Ditka) on Friday, April 6, 2018.
- The by-pass steering committee held their second meeting on April 4, 2018. There will now be a slight break in the meeting dates, as the consultants start to prepare documents from the feedback that has been received to date.