

City of Mt. Vernon, Iowa

Meeting:	Mt. Vernon City Council Meeting
Place:	Mt. Vernon City Hall, 213 First Street NW, Mt. Vernon, Iowa 52314
Date/Time:	April 2, 2018 – 6:30 PM
Web Page:	www.cityofmtvernon-ia.gov
Posted:	March 30, 2018

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

A. Call to Order

B. Agenda Additions/Agenda Approval

C. Communications:

1. Unscheduled
2. Joe Horaney – Solid Waste Agency

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

D. Consent Agenda

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

1. Approval of City Council Minutes – March 19, 2018 Regular Council Meeting
2. Approval of City Council Joint Planning Session – March 21, 2018

E. Public Hearing

1. Public Hearing on the Preliminary Plat of Hickory Acres First Addition to the City of Mt. Vernon
 - i. Close Public Hearing – proceed to G-1

F. Ordinance Approval/Amendment

1. None

G. Resolutions for Approval

1. Resolution #4-2-2018A: Approving the Preliminary Plat of Hickory Acres First Addition to the City of Mt. Vernon
2. Resolution #4-2-2018B: Approving the City of Mt. Vernon K-9 Program and Establishing Program Guidelines

H. Mayoral Proclamation

1. None

I. Old Business

1. None

J. Motions for Approval

1. Consideration of Claims List – Motion to Approve
2. Discussion and Consideration of City of Mt. Vernon Personnel Policy Handbook – Council Action as Needed

K. Reports to be Received/Filed

1. None

L. Discussion Items (No Action)

1. TIF Incentive Matrix
2. Solid Waste Contract Update

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 March 19, 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.

Agenda Additions/Agenda Approval. Motion made by Rose seconded by West to approve the Agenda. Carried all.

Consent Agenda. Motion made by West seconded by Wieseler to approve the Consent Agenda. Carried all.

Approval of City Council Minutes – March 5, 2018 Regular Council Meeting.

Approval of Cigarette Licenses – Gary’s Foods, Chameleons, PNP.

Public Hearing

Public Hearing on the Proposal to Enter into a Development Agreement with BBAJ Inc. Mayor Hampton declared the Public Hearing open. Close Public Hearing – proceed to G-1. As there were no comments from the public Mayor Hampton closed the Public Hearing.

Resolutions for Approval

Resolution #3-19-2018A: Approving and Authorizing Execution of a Development Agreement by and between the City of Mount Vernon and BBAJ Inc. This resolution is the final step in the approval of the development agreement for Stonebrook (Ricklefs). Motion to approve Resolution #3-19-2018A made by Rose, seconded by Roudabush. Roll call vote. Motion carries.

Motions for Approval

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

AIRGAS INC	CYLINDER RENTAL FEE-PW	55.00
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	2,775.47
ALLIANT IES UTILITIES	ENERGY USAGE-RUT	1,447.16
ALLIANT IES UTILITIES	ENERGY USAGE-P&A	661.97
ALLIANT IES UTILITIES	ENERGY USAGE-PD	580.16
ALLIANT IES UTILITIES	ENERGY USAGE-FD	412.73
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	159.47
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	110.59
ALLIANT IES UTILITIES	ENERGY USAGE-POOL	53.78
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	3,804.95
ALLIANT IES UTILITIES	ENERGY USAGE-SEW	3,238.82
ALLIANT IES UTILITIES	ENERGY USAGE-SEW	602.89
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	131.63
ALLIANT IES UTILITIES	ENERGY USAGE-EMA	37.68
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	32.25
ALLIANT IES UTILITIES	ENERGY USAGE-CEM	18.84
ARAMARK	RUGS-FD	88.62
BARNYARD SCREENPRINTING	T-SHIRTS-P&REC	1,511.50
BRADLEY HAUGE CPA	PROFESSIONAL SERVICES-P&A,WAT	2,485.00
BSN SPORTS	HELMETS,CAPS,MISC-P&REC	249.96

CAREPRO PHARMACY	SUPPLIES-P&A	26.35
CENTRAL IOWA DISTRIBUTING	SUPPLIES-ALL DEPTS	230.80
CENTURY LINK	PHONE CHARGES-PD	51.41
DIESEL TURBO SERVICE	BATTERY/'98-RUT	161.88
ELLIOTT'S UPTOWN FITNESS CENTER	RENT-P&REC	600.00
ELLIOTT'S UPTOWN FITNESS CENTER	RENT-P&REC	480.00
FRANCESCA THOMPSON	CLEANING SERVICE-P&A	60.00
GORDON LUMBER CO	BLDG SUPPLIES-RUT	300.45
GREGORY CONTAINER	DUMPSTERS-SW	2,787.00
GROUP SERVICES INC	INSURANCE-ALL DEPTS	22,141.51
IOWA SOLUTIONS INC	NEW MAILBOXES,WGI SHARE CHGS	312.50
IOWA SOLUTIONS INC	COMPUTER MAINT-RUT	217.50
IOWA SOLUTIONS INC	DOMAIN MGMT-ALL DEPTS	50.00
JOAN BURGE	CLEANING SERVICE-P&A	60.00
KONE INC	ELEVATOR MAINT CONTRACT-P&A	171.69
KOSS INTERNATIONAL CORP	CTW CHALK-P&REC	4,332.64
KURT PISARIK	UNIFORMS-PW	64.50
L.L. PELLING	UPM BAGS-RUT	661.50
MEDIACOM	PHONE/INTERNET-WAT	193.30
MEDIACOM	PHONE/INTERNET-RUT	161.13
MEDIACOM	PHONE/INTERNET-P&REC	158.98
MEDIACOM	PHONE/INTERNET-POOL	54.26
MENARDS	COUNTER TOP-RUT	70.56
MOUNT VERNON, CITY OF	CTW SPONSOR-MVHPC	100.00
MOUNT VERNON, CITY OF	CTW MAILING-P&REC	40.89
NATHAN GOODLOVE	FIRE CHIEF PAY-FD	416.67
NEAL'S WATER CONDITIONING	COOLERS,WATER,SALT-RUT,P&A	492.80
P&K MIDWEST	ANTI-FREEZE-RUT	103.53
PAYROLL	CLAIMS	55,015.04
POSTMASTER	NEWSLETTER MAILING	433.08
POSTMASTER	PERMIT FEE #24	225.00
ROBERT BUSER	STIPEND-EMA	1,500.00
SPRINGER PEST SOLUTIONS CORP	PEST CONTROL-P&A	30.00
STAPLES	SUPPLIES-P&A	129.37
STATE HYGIENIC LAB	TESTING -SEW	1,829.00
SUE RIPKE	UNIFORMS-P&A	100.71
US CELLULAR	CELL PHONE-PD	116.17
VERMEER	FILTERS/CHIPPER-SW	194.32
WEX BANK	FUEL-PD,WAT,SEW	1,334.52
	TOTAL	113,867.53

Discussion and Consideration of MVACC Request to Paint Fire Hydrants – Dale Beeks – Council Action as Needed. Dale Beeks asked Council to consider allowing the MVAAC to paint some fire hydrants. MVAAC would apply for grant funds if the project is approved. Beeks explained that this has been a popular beautification program in other small towns and provided links showing pictures of painted hydrants. He continued saying that they realized not all hydrants would be eligible. City Administrator Nobsch stated that he does not recommend this project however the decision would be made by the Council. Nobsch explained his position saying that complying with NFPA (National Fire Protection Assoc.) standards, the tops and caps of hydrants are to be painted in four distinct colors depending on the rated capacity of the hydrant. The rated capacity determines whether the Fire Dept can pull water directly from the hydrant or through some other apparatus. This past year staff has pressure tested the hydrants in preparation of the City's ISO (Insurance Services Rating) survey and are ready to be prepped for painting. Staff has offered MVAAC other items that may be used for this project such as the concrete barriers used at festivals and

traffic control or the City's snow plow blades. Staff contends that the hydrants are part of the overall safety network of the City and should be treated as such. City Administrator Nobsch thought it could start small then discuss if it could be continued if successful.

Discussion and Consideration of Master Agreement Between the City of Mt. Vernon and the Chauffeurs, Teamsters, and Helpers Local Union Number 238 – Law Enforcement Agreement – Council Action as Needed. There are a few major changes to the Law Enforcement Agreement. The changes are that this is a two year agreement which will end June 30, 2020. Employees will receive a 2.75% increase in salary both years and will pay an additional 1.5% for insurance premiums. The City will start flex spending accounts July 1, 2018. The last change is that officers will receive an additional \$50.00 for uniforms. Because it is no longer allowed by the State, dues deduction will be removed from the agreement. Motion to approve the Master Agreement between the City of Mt Vernon and the Chauffeurs, Teamsters, and Helpers Local Union Number 238, Law Enforcement Agreement made by Christensen, seconded by Rose. Motion carries.

Discussion and Consideration of Master Agreement Between the City of Mt. Vernon and the Chauffeurs, Teamsters, and Helpers Local Union Number 238 – Public Services Agreement – Council Action as Needed. There are a few major changes to the Public Services Agreement. The changes are that this is a two year agreement which will end June 30, 2020. Employees will receive a 2.75% increase in salary both years and will pay an additional 1.5% for insurance premiums. The City will start flex spending accounts July 1, 2018. Because it is no longer allowed by the State, dues deduction will be removed from the agreement. Motion to approve the Master Agreement between the City of Mt Vernon and the Chauffeurs, Teamsters, and Helpers Local Union Number 238, Public Services Agreement made by Rose, seconded by West. Motion carries.

Discussion and Consideration of Veteran's Memorial Proposal – Mike Woods – Council Action as Needed. Kevin Woods, American Legion Vice Commander, asked Council to consider the possibility of transferring the Veteran's Memorial Fund to the City and creating a separate board for the oversight of the donations and the memorial. Nobsch said that the City's attorney expressed concern when they discussed it. The concern was that once money is donated, if it could be put into a special fund. Nobsch would like to research this with the auditors to verify if the funds could be placed in a special fund or if it would have to go into the general fund, which would have to be manually tracked. Council would have to then allocate the funds.

Discussion and Consideration Maintenance Quotation for Lift Station Pump – Council Action as Needed. At the previous council meeting Council approved a motion for \$3,465.15 for the maintenance of the Oakridge lift station. After additional meetings with vendor's, staff discovered that a replacement lift station pump could be purchased for about \$5,000.00. Because this pump is about ten years old staff would like to bring back to Council for further consideration. Christensen motioned to approve up to \$6,000 to purchase a replacement for the Oakridge lift station pump. Seconded by Rose. Carried all.

Discussion and Consideration of Mt. Vernon K-9 Program – Council Action as Needed. Chief of Police Doug Shannon presented the desire to start a K-9 program for the Mount Vernon Police Department. Shannon stated that the financing sources have been secured or identified and the remainder of public financing through donation is ready to begin. Shannon stated the K-9 program would be beneficial to the officer's safety, and is asking Council's approval to proceed with the final stages of acquiring and starting a K-9 program. Council inquired about the use of other communities K-9's when needed. Shannon stated that they are not always available when needed. The dog and the handler have to be on duty and not in use in order to acquire their services. Council asked about a 28 E agreement with another agency, and would that make a difference in attainment of the service when needed. Shannon stated the same limitations would

apply with availability. Nobsbisch stated his concerns were with the cost of training and overtime that can become long term expenses. Council also questioned the cost of equipment to get started as well. Nobsbisch stated that the equipment and set up is an initial cost upfront and with the dog's lifespan on the job of 6-8 years, Council would have to decide at the time if they wanted to continue with the K-9 program after reviewing the current programs costs and management of the program in its entirety. Council discussed an option of establishing a resolution that ensures bringing a K-9 program in would not be a long term capital expense. Shannon stated there is also a public relations aspect with this program as well, including school programs and festivals, and feels it would be a public supported program. Shannon stated he is seeking a formal adoption of the K-9 program and then he can proceed with the final gap of public financial funding and then be able to decide on the handler, location, and what other agencies are doing, finishing the research needed. Shannon stated the officer training would start in the summer and be ready to start by fall. Shannon feels they have the right candidate for the handler position. Staff will construct a resolution for future discussion.

Discussion and Consideration of Setting a Public Hearing Date for the Preliminary Plat of Hickory Acres First Addition to the City of Mt. Vernon, Iowa. Rose motioned to set the Public Hearing date for the discussion and consideration of Hickory Acres First Addition to the City of Mt Vernon, Iowa for the next council meeting, April 2, 2018, seconded by Wieseler. Carried all.

Reports to be Received/Filed

LMVAS Annual Report. Jules Scadden was present to explain the services provided and history of the Lisbon-Mount Vernon Ambulance Service. Copy on file at City Hall.

Mt. Vernon Police Report. In February Chief Doug Shannon reported there were 14 reported collisions and 22 incidents. Also, 8 arrests were made for criminal mischief, possession of a controlled substance and more. Chief Shannon assisted MVSCD with Hazard Mitigation Planning, attended a PSAP consolidation meeting and MAGNUS Leadership training. MVPD received a \$1,000.00 AED grant from Alliant Energy Foundation. Supplementing police coverage for the City of Lisbon has resulted in 2,373 minutes of patrol time, 9 service calls and 120 minutes of administrative time.

Mt. Vernon Public Works Report. Public Works has started filling pot holes. A curb was replaced at 224 2nd Avenue SW. 192 tons of salt have been used to date. Work has been completed on the Dog Park entrance. Tree work in the SW quadrant continues.

Mt. Vernon Parks and Recreation Report. Working on master parks project list for full and part-time employees. Spring soccer registration has started. Currently there are 190 kids' registered (22 teams). Swim lesson dates have been published and are on the City's website. Chalk the Walk weekly meetings will begin in April. Easter Egg Dash is on March 31. Spring Clean-up is schedule for April 28.

Discussion Items (No Action)

Council/Staff Listening Posts. Councilperson Rose has provided a proposed yearly schedule for Saturday morning listening post. With the first listening post starting Saturday March 24, 2018 from 9 to 10:00 a.m. at City Hall. Public Works Director Nick Nissen and Councilperson Scot Rose to host with a discussion on trees in the City right of way and the Emerald Ash Borer.

Reports of Mayor/Council/Administrator

City Administrator's Report. Staff will be meeting with ImOn Communications on March 19, 2018. The developers of Spring Meadow Heights have shown an interest in their services. Spring brush pick up will begin the week of March 26, 2018. There will be a joint planning commission/city council meeting scheduled for March 21, 2018. Confluence will be there. Staff has been working on an application to the

Hall-Perrine Foundation for the Community Wellness Center. The Mt Vernon Community Wellness Center fundraising committee has already received/pledged over \$25,000.00.

Adjournment. As there was no further business to attend to the meeting adjourned the time being 7:55 pm, March 19, 2018.

Respectfully Submitted,
Meridith Hoffman
Administrative Assistant

March 21, 2018
City Council Minutes
213 1st Street NW
Mount Vernon, Iowa 52314

The City Council will be hosting a joint work session with the Mt. Vernon Planning and Zoning Commission. The purpose of this meeting will be to provide feedback to Confluence (the planning consultant) on the Hwy. 30 by-pass planning document. If you have any questions prior to the meeting, please feel free to contact City Hall at 319-895-8742.

Mayor Hampton called the meeting to order at 6:00 p.m. Christopher Shires and Brenda Nelson, representing Confluence, gave a presentation and update to Council and members of Planning and Zoning Commission regarding the US Highway 30 Corridor Plan. Discussion was about the 1900 acre area surrounding the bypass and how to guide land use development. Shires explained a four phase project. This meeting was the first phase and was about Visioning & Identity. Phases 2-4 will be future work sessions and will be entitled: Land Use & Transportation Plan, Overlay Zoning District with Design Guidelines and Implementation Master Plan. Shires asked for help creating a vision statement.

The work session adjourned at 7:17 p.m., March 21, 2018.

Respectfully submitted,
Sue Ripke
City Clerk

E. Public Hearing

AGENDA ITEM # E – 1 & G – 1

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

DATE:	April 2, 2018
AGENDA ITEM:	Public Hearing – Resolution #4-2-2018A
ACTION:	Motion

SYNOPSIS: Staff has included the planning and zoning minutes that recommend the approval of Hickory Acres Subdivision. In reference to the question posed in the planning commission minutes of whether this qualified as a minor subdivision, Hickory Acres does meet the definition. Because the cost of water and sewer extension is infeasible, no utilities are being extended for this plat. The four homes will be served by a private drive and will be responsible for their own maintenance moving forward. If the plat is approved, Mr. Pelley will seek permission to place septic and private wells on each of the proposed lots. The proposed plat will be sent in a separately from your packet.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: P&Z Commission

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Resolution and Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 3/30/18

G. Resolutions for Approval

RESOLUTION NO. 4-2-2018A

**RESOLUTION APPROVING THE PRELIMINARY PLAT OF THE HICKORY ACRES
FIRST ADDITION SUBDIVISION**

WHEREAS, the Mt. Vernon Planning and Zoning Commission voted to 5-1 to approve the minor subdivision plat of the Hickory Acres First Addition to the City of Mt. Vernon, Iowa, and,

WHEREAS, the applicant will be required to study and seek further permission for the placement of on-site waste handling facilities (septic systems) and private wells; and

NOW, THEREFORE, BE IT RESOLVED: That the City Council does hereby approve the Minor Subdivision Plat of Hickory Acres First Addition Subdivision as described and shown in Exhibit "A" attached hereto and made a part thereof by reference.

APPROVED and ADOPTED this 2nd day of April, 2018.

Jamie Hampton, Mayor

ATTEST:

Sue Ripke, City Clerk

MINUTES
MOUNT VERNON PLANNING AND ZONING COMMISSION
MARCH 14, 2018

The Mount Vernon Planning and Zoning Commission met March 14, 2018 at Mount Vernon City Hall Council Chambers with the following members present: Truman Jordan, Trude Elliott, Matthew Nelson, Jay Willems, Rich Hileman and Joan Burge. Absent: Jenna Wischmeyer. Also in attendance, Zoning Administrator, Matt Siders, Chad Sands from ECICOG and land owner, Chad Pelley. Meeting was called to order by Chairperson Truman Jordan at 6:34 p.m.

1. Approval of Agenda and January 10, 2018 minutes. These documents stand approved unless otherwise indicated by Commission members.
2. Open Forum: each citizen limited to 5 minutes per discussion item.
3. Public Hearing on review of the Minor Subdivision for Hickory Acres First Addition. Discussion and possible action. Planning and Zoning members were given copies of the plat for this minor subdivision. Jordan opened the public hearing at 6:36 p.m. Chad Pelley, owner of the property, addressed the commission. He has been working with the City Engineer and City Administrator in regards to this subdivision that will include four homes. There is a lift station and water main to the north and west of the property but to extend sewer and water to the property it would cost the city approximately \$300,000. With the recent ordinance that was passed by the City, Pelley will be allowed to apply for a waiver to allow septic and wells individually on the lots. Matt Siders, Zoning Administrator, explained if services were brought closer to these lots, they would be required to hook up to City services. Right now it would meet the requirements for the waiver. Pelley said that more than likely there would be individual wells instead of a community well. Siders said he had reviewed the plat with City Engineer, Dave Schechinger, and from the City's standpoint everything is good. Matt Nelson wanted to make Pelley aware that according to the City's Future Land Use map, the property next to his is slated as Suburban Residential. Pelley said that he was aware of this and had talked with the City Administrator about it. Jordan closed the public hearing.

Hileman did not feel that this strictly complied with the minor subdivision requirements. Paragraph 2 of Minor Subdivision (page 10 in the subdivision ordinance) states that one of the conditions for a minor subdivision is that the subdivision is served by existing utilities and does not require the extension of streets, utilities or public improvements. In this

case, the second part of that conjunction is met because if wells and septic systems are approved by the City Council, the subdivision does not require the extension of streets, utilities or public improvements, but the first half of the conjunction is not met because the property isn't in fact served by existing utilities. The argument could be that this property is currently being served by gas and electric utilities. Hileman said that he was not against this minor subdivision and if someone makes a motion to recommend approval, he would be willing to vote for that with the caveat that the commission ask City Council to look at this particular section of the subdivision ordinance and determine if there is further amendment needed of the ordinance.

Hileman made a motion that the Planning and Zoning Commission recommend approval of this Minor Subdivision to City Council with the caveat that they have some concern about whether it can be approved under the existing language of the Minor Subdivision provision, which requires a subdivision to be served by existing utilities, and this one may not meet that requirement. Hileman's motion seconded by Elliott. Chad Sands said after the process of updating the Zoning Ordinance is complete, Planning and Zoning will then go through the Subdivisiion Ordinance and this can be reviewed at that time as well. All in favor of Hileman's motion. Pelley said his interpretation was that this would not be a burden to the City to extend utilities and this is what allows it to be a minor subdivision. Sands referred to current Chapter 166.18(b) of the Subdivision Ordinance, and said with this motion, Planning and Zoning is making a recommendation to vary the Subdivision Ordinance to allow the process to go forward.

4. Discussion and possible action of proposed Zoning Ordinance changes. Commission members were given an updated copy of the proposed ordinance with changes that have been discussed to date. Sands went over the major changes that have occurred since the commission last met. Highlights of those changes include: A new single family residential district was added; added swimming pools to accessory uses; multiple formatting changes made throughout; several updates made to the sign ordinance. Commission members were tasked with reviewing the updated draft prior to the next meeting in April.
5. Zoning Administrator Report.
6. Old Business.
7. New Business.

Meeting adjourned at 8:38 p.m.

Respectfully submitted,
Marsha Dewell
Deputy Clerk

AGENDA ITEM # G – 2

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

DATE: April 2, 2018

AGENDA ITEM: Resolution #4-2-2018B

ACTION: Motion

SYNOPSIS: Attached is a rough draft of a resolution supporting the K-9 program. Staff has attempted to include the comments/concerns from the previous meeting (can be amended during meeting).

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Resolution

PREPARED BY: Chris Nosbisch

DATE PREPARED: 3/30/18

RESOLUTION #4-2-2018B

**APPROVING THE CREATION OF A MT. VERNON K-9 PROGRAM AND
ESTABLISHING PROGRAM GUIDELINES**

WHEREAS, a K-9 program will be a valued addition to the Mt. Vernon Police program through both enforcement and community outreach; and

WHEREAS, the approval of a K-9 Program comes with great consideration of the fiscal impacts to existing and future budgets; and

WHEREAS, the City Council established the following program guidelines:

1. The K-9 program shall not require additional capital equipment expenses and shall use donated funds for program maintenance.
2. The K-9 program shall be reviewed at the retirement of any K-9 officer prior to continuing as an established Mt. Vernon police program.
3. The Chief of Police will establish an SOP (standard operating procedure) for the K-9 program.
4. _____
5. _____

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MT. VERNON, IN THE STATE OF IOWA: hereby approves the Mt. Vernon K-9 program subject to the conditions stated herein.

APPROVED AND ADOPTED this 2nd day of April, 2018.

Jamie Hampton, Mayor

ATTEST:

Sue Ripke, City Clerk/Deputy City Administrator

J. Motions for Approval

CITY OF MOUNT VERNON
CLAIMS FOR APPROVAL, APRIL 2, 2018

PAYROLL	CLAIMS	58,385.83
OPN ARCHITECTS	WELLNESS CENTER/STUDY PHASE I	30,365.08
VEENSTRA & KIMM INC	WWTP IMPROVEMENTS	6,950.00
CONFLUENCE	CORRIDOR STUDY	6,250.00
WATER SOLUTIONS UNLIMITED INC	CHEMICALS-WAT	4,417.50
US BANK	CREDIT CARD PURCHASES-ALL DEPTS	4,197.04
DOORS INC	DOOR LOCKS (5)-WAT	1,380.00
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	1,153.69
LINN CO-OP OIL CO	FUEL-PW	1,122.44
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES-P&A	1,050.00
BROWN SUPPLY COMPANY	SUPPLIES-WAT	1,016.80
CUMMINS SALES AND SERVICE	BATTERY CHARGER-WAT	653.82
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES-P&A	645.00
BSN SPORTS COLLEGIATE PACIFIC	SOCCER GOAL-P&REC	499.38
GLENN WOLFE	HVAC MAINT-P&A	469.08
VEENSTRA & KIMM INC	CITY ENGINEERING GENERAL	442.25
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	399.16
MARTIN EQUIPMENT	SOLENOID REPAIR-RUT	347.94
ELECTRONIC ENGINEERING CORP	INFORMATION SYSTEMS-PW	319.60
ELECTRIC PUMP	MOTOR STARTER/PUMP #2-SEW	315.00
VEENSTRA & KIMM INC	WAGON PASS EVALUATION	291.00
MEDIACOM	PHONE/INTERNET-P&A	256.51
SUSAN HARGUS	BAGS-MVHPC	253.24
VEENSTRA & KIMM INC	5TH AVE/1ST ST W TRAFFIC SIGNAL	212.00
DIESEL TURBO SERVICES INC	VEHICLE MAINT-RUT	209.54
CHRIS NOSBISCH	MILEAGE-P&A	192.39
ROBERT BUSER	IAEM MEMBERSHIP-EMA	190.00
STAPLES ADVANTAGE	SUPPLIES-ALL DEPTS	169.67
BARNYARD SCREEN PRINTER LLC	T-SHIRTS-P&REC	157.50
P&K MIDWEST INC	3 PT BLADE-RUT	135.36
FRANCESCA LEE THOMPSON	CLEANING SERVICE-P&A	120.00
JOAN BURGE	CLEANING SERVICE-P&A	120.00
ROBERT BUSER	ISFSI MEMBERSHIP-EMA	125.00
SUE RIPKE	MILEAGE-ALL DEPTS	70.85
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	44.88
CATHY PODUSKA	SOCCER REFUND-P&REC	33.00
JULIE WHEAT	SOCCER REFUND-P&REC	33.00
MOUNT VERNON, CITY OF	POSTAGE-P&A	29.00
ALLIANT IES UTILITIES	ENERGY USAGE-SEW	28.29
DIESEL TURBO SERVICES INC	EQUIP-REPAIRS-RUT	26.40
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	21.26
SPRAY-LAND USA	PLUG-RUT	12.75
	TOTAL	123,111.25

AGENDA ITEM # J - 2

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

DATE:	April 2, 2018
AGENDA ITEM:	Personnel Policy Manual
ACTION:	Motion

SYNOPSIS: Staff has been working on a new personnel policy manual for the past eight months. The manual is dependent on union contract negotiations and has been on hiatus since January (while negotiations were under way). There are sections of the manual that are highlighted in yellow as they may differ from what is currently allowed. For instance, the bargaining unit employees receive three (3) personal days each fiscal year although department heads currently do not. Leaving the personal days in the manual would give everyone personal days moving forward.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Draft Personnel Policy Manual

PREPARED BY: Chris Nosbisch

DATE PREPARED: 3/30/18

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
- Personal Days (3)

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)

L. Discussion Items (No Action)

AGENDA ITEM # L - 1

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

DATE:	April 2, 2018
AGENDA ITEM:	TIF Incentive Matrix
ACTION:	Motion

SYNOPSIS: Staff has designed a matrix that can be used for future commercial and industrial developments. The goal of the matrix is to treat both new and existing businesses the same should the Council desire to enter into a development agreement with applicants moving forward. I've had two local businesses approach the city about potential incentives for expansion projects they are currently considering. Staff is seeking discussion on both the use of incentives for commercial and industrial projects and the use of the TIF matrix to maintain a level playing field.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: Matrix

PREPARED BY: Chris Nosbisch

DATE PREPARED: 3/30/18

City of Mt. Vernon
Incentive Qualification Model

Prospective Business Name: _____

Each business is evaluated in four different categories on a scale from 1 to 5, with five being the most points you can earn per line item. The total points score in each category is then used within Business/Industry Incentive Matrix listed below.

	1	2	3	4	5	Score
Category I: Quantitative						
Number of Jobs	<input type="radio"/> 1-10	<input type="radio"/> 11-25	<input type="radio"/> 26-50	<input type="radio"/> 50-75	<input type="radio"/> 76+	_____
Current Location	<input type="radio"/> Currently in Mt. Vernon	<input type="radio"/> Currently within 10 minutes of Mt. Vernon	<input type="radio"/> Currently within Marion/Cedar Rapids Corridor	<input type="radio"/> Currently within the State of Iowa	<input type="radio"/> Currently out of State	_____
Category II: Qualitative						
Average Wage/Job	<input type="radio"/> \$7-8/hr	<input type="radio"/> \$9-10/hr	<input type="radio"/> \$11-12/hr	<input type="radio"/> \$13-14/hr	<input type="radio"/> \$15/hr+	_____
Expansion Potential	<input type="radio"/> 0-10%	<input type="radio"/> 11-20%	<input type="radio"/> 21-30%	<input type="radio"/> 31-40%	<input type="radio"/> 40%+	_____
Category III: Economic						
Economic Impact	<input type="radio"/> \$0 -0.5Mil	<input type="radio"/> \$0.5+ -1Mil	<input type="radio"/> \$1.01 -2Mil	<input type="radio"/> \$2.01 -5Mil	<input type="radio"/> \$5.01Mil Or above	_____
Business History	<input type="radio"/> New	<input type="radio"/> 0-3 yrs	<input type="radio"/> 3-5 yrs	<input type="radio"/> 5-10 yrs	<input type="radio"/> 10+ yrs	_____
Category IV: Environment						
Desirability	<input type="radio"/> Undesirable	<input type="radio"/> Potential	<input type="radio"/> Desirable	<input type="radio"/> Targeted	<input type="radio"/> Enhanced	_____
Compatibility	<input type="radio"/> Undesirable	<input type="radio"/> Potential	<input type="radio"/> Desirable	<input type="radio"/> Targeted	<input type="radio"/> Enhanced	_____
Total						_____

Business/Industry Incentive Matrix:

The proposed incentives are based upon the total composite score from above. If City Owned Property is under consideration as well, an additional incentive will be given to reduce the sale price of the building.

Composite Incentive Score	0-7	8-14	15-21	22-28	29+
TIF Property Tax Benefit	2 yr/60%	3 yr/70%	4 yr/80%	5 yr/90%	8 yr/100%
Sale Price Reduction	10%	20%	30%	40%	75%

AGENDA ITEM # L – 2

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

DATE:	April 2, 2018
AGENDA ITEM:	Solid Waste Contract
ACTION:	Motion

SYNOPSIS: Staff has met with the Finance Committee regarding the proposed contract. The current sentiment is to stay with Wapsi Waste, although they would like to see a possible three year extension versus the full five. I am now asking the entire Council for their opinion so that I can move forward with a renewal discussion or the creation of an RFP.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: None

PREPARED BY: Chris Nosbisch

DATE PREPARED: 3/30/18

M. Reports Mayor/Council/Admin.

**CITY OF MT. VERNON
CITY ADMINISTRATOR
REPORT TO THE CITY COUNCIL
April 2, 2018**

- Spring leaf pickup will be delayed by one week due to the heavy snow event that occurred March 23-24. The contractor will start the week of April 9th and continue for three weeks.
- Fundraising efforts for the new community recreation center have been going well. The City hopes to hear from the Hall-Perrine Foundation and Enhance Iowa Board on their grant applications during the month of April.
- The public works department hosted a free workshop on plow operations, snow removal, and de-icing techniques through APWA Iowa (American Public Works Association).
- Design for the south alley streetscape is nearing completion and will be presented to Council this spring/summer. The 5th Ave and 1st St intersection improvements are being reviewed by the Historic Preservation Commission and will be presented to Council in May/June.