

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:	January 15, 2018 – 6:30 PM
Web Page:	www.cityofmtvernon-ia.gov
Posted:	January 12, 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

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 – January 2, 2018 Regular Council Meeting
- 2. Appoint Mike Buser – EMA
- 3. Appoint Mike Buser and Doug Shannon – Linn County E911
- 4. Appoint Marty Christensen – Mayor Pro Tem
- 5. Appoint Marty Christensen and Tom Wieseler – Personnel Committee
- 6. Appoint Eric Roudabush and Scott Rose – Safety Committee
- 7. Appoint Stephanie West and Marty Christensen – Finance Committee
- 8. Appoint Scott Rose and Eric Roudabush – Infrastructure Committee
- 9. Appoint Stephanie West and Tom Wieseler – Economic Development Committee
- 10. Appoint Eric Roudabush and Chris Nosbisch – Fire Department Advisory Board
- 11. Appoint Tom Wieseler – Liaison to Cole Public Library
- 12. Appoint Tom Wieseler – Liaison to Cornell College
- 13. Appoint Doug Shannon, Derek Boren, and Lori Lynch – LMVAS Board

E. Public Hearing

- 1. Public Hearing on a Proposed Amendment to Chapter 90.03 Mandatory Connections of the Mt. Vernon Municipal Code

F. Ordinance Approval/Amendment

- 1. Ordinance #1-15-2018A: Amending Chapter 90.03 Mandatory Connections of the Mt. Vernon Municipal Code

G. Resolutions for Approval

1. Resolution #1-15-2018A: Approving the City of Mt. Vernon Strategic Planning and Goal Setting Report 2018
2. Resolution #1-15-2018B: Approving Real Estate Option Agreement Between the City of Mt. Vernon and the Mt. Vernon Community School District

H. Mayoral Proclamation

1. None

I. Old Business

1. Discussion and Consideration of Establishing a Poet Laureate for the City of Mt. Vernon – Steve Maravetz – Council Action as Needed

J. Motions for Approval

1. Consideration of Claims List – Motion to Approve
2. Discussion and Consideration of Parking Space Closure Request on the South Parking Lot – Sam Jennison – Council Action as Needed
3. Discussion and Consideration of New Furnace – West Water Treatment Plant – Council Action as Needed
4. Discussion and Consideration of Pass Through Longevity Payment to the CDG Director – Council Action as Needed

K. Reports to be Received/Filed

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

L. Discussion Items (No Action)

1. Budget
2. Monthly Listening Posts

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

Call to Order. Mayor Jamie Hampton called the meeting to order at 6:30 p.m.

Agenda Additions/Agenda Approval. Motion made by Wieseler, seconded by Christensen to approve the Agenda. Carried all.

Consent Agenda. Motion made by Rose, seconded by Wieseler to approve the Consent Agenda. A correction will be made on a verbiage error pointed out by Wieseler in the December 18 minutes; in the 2nd to the last paragraph the word "completive" should be "competitive". Carried all.

Approval of City Council Minutes – December 18, 2017 Regular Council Meeting
Appoint Lisa Cannon – LMVAS Board of Directors

Public Hearing

Public Hearing on the Proposed Stonebrook Urban Renewal Plan. Mayor Hampton declared the Public Hearing open. As there were no comments from the public Mayor Hampton closed the Public Hearing.

Resolutions for Approval

Resolution #1-2-2018A: Determining an Area of the City to be an Economic Development Area, and that the Rehabilitation, Conservation, Redevelopment, Development or a Combination Thereof, of Such Area is Necessary in the Interest of the Public Health, Safety or Welfare of the Residents of the City; Designating Such Area as Appropriate for Urban Renewal Projects; and Adopting the Stonebrook Urban Renewal Plan. A consultation meeting with the other taxing entities was held on December 13, 2017 with no other taxing authority in attendance. Planning and Zoning Commission met on December 13, 2017 to discuss the plan and found it to be in conformance with the 2016 Mount Vernon Comprehensive Plan. City Administrator Chris Nosbisch explained that the prospective investment from Bryce Ricklefs and his partner, BBAC, is just short of \$5.7 million. They are asking for rebates in the amount of \$1.633 million which is a bit higher than Spring Meadow Heights but they are giving up almost 17 acres of ground for development and storm water purposes. Rose motioned to approve Resolution #1-2-2018A, seconded by Christensen. Roll call vote. Motion passes.

Resolution #1-2-2018B: Approving the Mt. Vernon Community Wellness Center CAT Grant Application. Funded through TIF and Local Option Sales Tax the base plan of the Wellness Center is set at \$6.5 million. Staff met with IEDA staff to discuss the possibility of applying for a CAT (Community Attraction and Tourism) grant. IEDA staff indicated that the additional gym, rock wall and other items would be eligible for application. The City will be requesting \$600,000 in CAT funding with the remaining coming from private fundraising efforts. A challenge pledge has already been secured in the amount of \$500,000. Motion to approve Resolution #1-2-2018B was made by Christensen, seconded by Rose. Roll call vote. Motion passes.

Old Business

Discussion and Consideration of Establishing a Poet Laureate for the City of Mt. Vernon – Steve Maravetz – Council Action as Needed. There was no discussion and this item continues to be tabled.

Motions for Approval

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

	CLAIMS	58,485.38
PAYROLL		
AAA PEST CONTROL	PEST CONTROL-P&A	30.00
AHLERS & COONEY P.C.	SPRING MEADOW HEIGHTS	2,076.00
AHLERS & COONEY P.C.	STONEBROOK URP-P&A	896.74
AHLERS & COONEY P.C.	STONEBROOK	652.50
AHLERS & COONEY P.C.	SPRING MEADOW HEIGHTS URP	637.29
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	1,440.54
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	50.67
ALLIANT IES UTILITIES	ENERGY USAGE-SEW	27.24
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	21.35
AMERICAN PUBLIC WORKS ASSOC	MEMBERSHIP-RUT	196.00
BRADLY HAUGE CPA	PROFESSIONAL SERVICES	345.00
BROWN SUPPLY COMPANY	EQUIP REPAIR-WAT	579.00
CAMPBELL SUPPLY CEDAR RAPIDS	SUPPLIES-RUT	150.83
CARTER RODMAN	REFEREE-P&REC	120.00
CENTURY LINK	PHONE CHGS--POOL	88.56
CENTURY LINK	PHONE CHGS-POOL	82.37
CENTURY LINK	PHONE CHGS-RUT	53.75
CENTURY LINK	PHONE CHGS-RUT	52.48
CHRISTMAS CRAFT BAZAAR	DEPOSIT REFUND-WAT	65.06
ECHOVISION INC	CORD-P&A	14.99
ELECTRONIC ENGINEERING CORP	INFORMATION SYSTEMS-PW	319.60
EMILY BEERS	DEPOSIT REFUND-P&A	62.61
FRANCESCA THOMPSON	CLEANING SERVICE-P&A	60.00
GALLS INC	UNIFORMS-PD	196.08
GORDON LUMBER COMPANY	BLDG SUPPLIES-RUT	296.35
HARBOR FREIGHT TOOLS	A FRAME LIFT-RUT	729.98
IIMC	MEMBERSHIP/M.DEWELL	100.00
IIMC	MEMBERSHIP/S.RIPKE	100.00
IOWA STATE UNIVERSITY	LEGO ROBOTICS-P&REC	80.00
JOAN BURGE	CLEANING SERVICE-P&A	60.00
JORDAN AXTELL	REFEREE-P&REC	180.00
LINN CO-OP OIL CO	FUEL-PW	916.46
LINN COUNTY TREASURER'S OFFICE	CITY ELECTION	3,507.24
MARY EVANS	SUPPLIES-MVHPC	9.41
MEDIACOM	PHONE/INTERNET-RUT	268.00
MEDIACOM	PHONE/INTERNET-P&A	256.23
MID AMERICA METER	SERVICES-WAT	436.06
MOUNT VERNON BANK	NSF CHECK-WAT	95.88
NEALS WATER CONDITIONING	WATER/SALT-RUT,P&A	76.90
POSTMASTER	UTIL BILL POSTAGE-WAT,SEW,SW	373.68
RICKARD SIGN AND DESIGN CORP	DECALS-RUT	122.50
ROBERT BUSER	FIREHOUSE MAG SUBSCRIPTION-EMA	39.95
ROBERT BUSER	MEMBERSHIP REIMB-EMA	30.00
STAPLES ADVANTAGE	SUPPLIES-P&REC,P&A	344.06
TODD GEHRKE	FITNESS MEMBERSHIP-PD	100.00
TREASURER STATE OF IOWA	SALES TAX	4,206.00
ULTRAMAX AMMUNITION	SUPPLIES-PD	1,519.00
US BANK	CREDIT CARD PURCHASES	2,804.71
US CELLULAR	CELL PHONE-P&A,P&REC,RUT	173.02

UTILITY SERVICE INC	QRTLY PYMT-WAT	4,749.02
VEENSTRA & KIMM INC	WWTP IMPROVEMENTS	13,900.00
VEENSTRA & KIMM INC	SIDEWALK REPAIR PROGRAM	570.11
VEENSTRA & KIMM INC	CITY ENGINEERING GENERAL	358.75
VEENSTRA & KIMM INC	5TH AVE/1ST ST W TRAFFIC SIGNAL	122.00
WAPSI WASTE SERVICE	GB,RECY,LEAF-SW	23,931.20
	TOTAL	127,160.55

Discussion and Consideration of Pay Application #1 – 2017 Sidewalk Program – Council Action as Needed. JDM Concrete LLC has completed the necessary sidewalk work for the NW quadrant. Partial Payment Estimate #1 in the amount of \$25,671.52 was submitted for approval and payment. Christensen motioned to approve Pay Application #1 to JDM Concrete LLC, seconded by Rose. Carried all.

Discussion and Consideration of Leaf Vac Purchase – Public Works – Council Action as Needed. Staff was able to secure a leaf vac purchase through the GovDeals website. The cost of the vac is \$11,250.00 and staff will pick it up in Kansas City. Staff asked Council to approve the purchase. Motion to approve the leaf vac purchase for \$11,250.00 was made by Rose, seconded by Christensen. Carried all.

Discussion Items (No Action)

Budget. Council decided that January 22, 2018, 5:45 p.m. would be the date and time of the budget work session.

Water Leak – Excess Water Bill (update?). Staff was asked to check with other communities regarding how they handle large water bills. To date seven responses have been received. Most of the communities said that they consider the waiver of sewer fees but not water fees. Staff is seeking more responses.

Rough Draft – Council Goals. Staff has received and reviewed a rough draft from the MV Strategic and Goal Setting Report for 2018. The goals will be placed on a whiteboard in Council Chambers for review by Council. Council was asked to review and let staff know of any changes that should be made before the document is adopted.

Reports of Mayor/Council/Administrator

City Administrator's Report. As requested, staff will be meeting with ImOn Communications. The City's hazard mitigation sub-committee will be meeting for the 2nd time on January 17, 2018. Council is reminded to get their NIMS training. The Community Leaders breakfast is set for January 4, 2018 at 7:30 a.m. at Gwen's in Lisbon.

As there was no further business to attend to the meeting adjourned, the time being 7:33 p.m., January 2, 2018.

Respectfully submitted,
 Sue Ripke
 City Clerk

E. Public Hearing

AGENDA ITEM # E – 1 & F – 1

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

DATE:	January 15, 2017
AGENDA ITEM:	Public Hearing – Ordinance #1-15-2018A
ACTION:	Motion

SYNOPSIS: The ordinance presented allows the Council to use some discretion in approving private wells within the City limits, at the same time creating limitations on when wells can be used. There were two goals with the change, 1.) To eliminate the amortization schedule that could affect residences annexed into the City, and 2.) Provide the Council flexibility to make determinations on a case by case basis. The proposed ordinance has been sent to the City Attorney and Engineer for review. Some minor modifications may be presented at the meeting.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Open and Close Public Hearing – Proceed to F-1

ATTACHMENTS: None – See F-1 Ordinance

PREPARED BY: Chris Nosbisch

DATE PREPARED: 1/11/18

F. Ordinance Approval/Amendment

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

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

ORDINANCE NO. ____

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

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

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

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

~~B. Subdivisions. Consideration of on-site well systems is limited to plats meeting the minor subdivision procedures of Chapter 166 of the City Code or individual lots whose property line sits more than 100 feet from a city water main.~~

C. Feasibility. Applications for on-site well usage shall be denied if the approved five year capital improvement plan (CIP) lists the construction of a water main will bringing the property line within 100 feet of the main.

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

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

SECTION 3. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

Approved and adopted this ____ day of _____, 2018.

ATTEST:

Jamie Hampton - Mayor

Sue Ripke – City Clerk

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

Sue Ripke, City Clerk

G. Resolutions for Approval

AGENDA ITEM # G – 1

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

DATE:	January 15, 2017
AGENDA ITEM:	Resolution #1-15-2018A
ACTION:	None

SYNOPSIS: The attached resolution includes the final draft of the City Council strategic planning and goal setting effort. As stated previously, these goals will be the basis for department head review for the next two years.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: Council

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Resolution

PREPARED BY: Chris Nosbisch

DATE PREPARED: 1/11/18

RESOLUTION NO. 1-15-2018A

**RESOLUTION APPROVING THE CITY OF MT. VERNON STRATEGIC PLANNING
AND GOAL SETTING REPORT 2018**

WHEREAS, strategic planning and the establishment of City Council goals is widely viewed as an essential tool in communicating the direction of the community for the next two years, and,

WHEREAS, the Mt. Vernon City Council conducted a strategic planning and goal setting session on Monday, December 11, 2017, and

WHEREAS, the strategic planning and goal setting session was mediated by Patrick Callahan of Callahan Municipal Consultants, LLC

NOW, THEREFORE, BE IT RESOLVED: The City Council does hereby approve the City of Mt. Vernon Strategic Planning and Goal Setting Report provided by Callahan Municipal Consultants as shown in Exhibit "A," attached hereto and made a part thereof.

APPROVED and ADOPTED this 15th day of January, 2018.

Jamie Hampton, Mayor

ATTEST:

Sue Ripke, City Clerk

**CITY OF MOUNT VERNON, IOWA
STRATEGIC PLANNING AND GOAL SETTING REPORT 2018**

Mayor:
Jamie Hampton

City Council: 2017-18

Scott Rose
Tom Wieseler
Stephanie West

Marty Christensen
Eric Roudabush
Paul Tuerler

City Administrator:
Chris Nosbisch

Department Heads:

City Clerk: Sue Ripke
Fire Chief: Nathan Goodlove
Public Works Director: Nick Nissen
Water/Waste Water Superintendent: Alex Volkov

Police Chief: Doug Shannon
Library Director: Cathy Boggs
Parks & Recreation: Matt Siders



**CITY OF
Mount Vernon**



Facilitated by:
Patrick Callahan
Callahan Municipal Consultants, LLC
December 18, 2017

City of Mount Vernon, Iowa

Strategic Planning and Goal Setting Session - 2018

TABLE OF CONTENTS

Introduction	Page 1
Goal Setting Work Session	Page 1
The City Council's List of "Givens"	Page 2
Initiatives and Programs – 2018	Page 2
A. Top Priority Programs	
B. Moderate Priority Programs	
Capital Improvement Projects – 2018	Page 3
A. Top Priority Projects	
Team Building Agreements.....	Page 3
Future Planning Suggestions.....	Page 3
Communication of Council Goals & Objectives to Citizens	Page 4
Final Comments	Page 5

EXHIBITS

<u>Exhibit A-1 & A-2</u> – Major Accomplishments	Page 6
<u>Exhibit B-1 & B- 2</u> Issues and Concerns.....	Page 7
<u>Exhibit C</u> – Proposed Initiatives and Programs	Page 8-9
<u>Exhibit D</u> – Proposed Capital Projects & Equipment Purchases.....	Page 10-11
<u>Exhibit E</u> – Teamwork Suggestions.....	Page 12
<u>Exhibit F</u> – City Department Heads Recommendation and Suggestions....	Page 13

Appendices

<u>Appendix A</u> – Letter of Introduction - Consultant	
<u>Appendix B</u> – Mayor and City Council Agenda – December 11, 2017	
<u>Appendix C</u> – Preliminary Questionnaire – Sent to Mayor, Council, & Department Heads	

City of Mount Vernon, Iowa

Strategic Planning and Goal Setting Session

2018

Introduction

The City of Mount Vernon requested assistance from Patrick Callahan in October 2017, for a strategic planning and goal setting process. Mr. Callahan agreed to organize and facilitate a process that involved the following steps:

1. Prepare a questionnaire to identify department needs, capital projects, accomplishments, programs, issues, trends and team building suggestions.
2. Prepare a list of the overall capital projects and suggested initiatives and programs based upon the comments of the elected officials and city department heads.
3. Conduct a strategic planning and goal setting session with the elected officials.
4. Preparation of this final report.

Goal Setting Work Session

City Council Members and the Mayor held an informal non-binding work session that was conducted by Mr. Callahan on December 11, 2017. The City's elected officials and department heads were asked to do the following:

1. Identify the major accomplishments of the City in 2016 and 2017, as listed by the Mayor and Council, and by the City Department Heads **(Exhibits A-1 & A-2)**.
2. Review the list of most important issues, concerns and trends facing the City in 2018, as listed by the Mayor and Council Members and by the City Department Heads **(Exhibits B-1 & B-2)**.
3. Review and revise the list of potential initiatives, policies, and programs. **(Exhibit C)**
4. Indicate those initiatives and programs that are the most urgent or important at this time.
5. Review and revise the list of potential capital projects. **(Exhibit D)**
6. Indicate those capital projects that are the most urgent or important at this time.
7. Provide comments and suggestions regarding teamwork objectives. **(Exhibit E-1)**
8. Provide comments and suggestions from the City Department Heads – **(Exhibit E-2)**

Note: The Letter of Introduction, the Agenda for the Goal Setting Session, and the Preliminary Questionnaire are attached to this report as Appendix A, Appendix B and Appendix C, respectively.

THE CITY COUNCIL'S LIST OF "GIVENS"

After reviewing the list of proposed programs and policies, the Mayor and City Council Members concluded that the City was already committed to the completion of the following programs, policies, and initiatives:

1. Finish City map updates – water mains, sanitary sewer lines, and storm sewer lines.
2. Complete demolition ordinance.
3. Update the employee handbook.
4. Adopt new hazardous labeling. (DOT vs GHS.)

Since the City Council had already committed to the completion of these items, it was agreed that the Mayor and City Council would not need to rank or prioritize these suggestions.

INITIATIVES AND PROGRAMS – 2018

The Mayor and City Council identified the following initiatives and programs as the most urgent or important.

A. Top Priority Programs and Policies

1. Train sound options priced and presented to public regarding what is reasonable.
2. Wellness Center – not only building it, but setting rates and operational budgets that will help it be sustainable.
3. Old fire station site development by private entity.
4. Bypass plan - All aspects - zoning development, economic opportunity, marketing & communications.
5. Annexation plan for property to the South of the City around the bypass and to the West of the City Limits, out to Irish Lane.
6. Attract assisted living & "memory care" providers.

B. Moderate Priority Programs and Policies

1. Rental code.
2. Highways 1 & 30 commercial development plan.
3. Conduct an on-going training programs for employees on topics such as sexual harassment, customer service skills, diversity, business ethics, workplace safety, risk management, etc.
4. Locate another location for the Mount Vernon Post Office and possibly convert the current site to parking.

NOTE: A complete list of all programs and initiatives, as ranked by the Mayor and City Council Members is attached as **Exhibit C**.

CAPITAL IMPROVEMENT PROJECTS – 2018

The Mayor and City Council identified the following capital projects and equipment purchases as the most urgent or important.

A. Top Priority Capital Projects & Equipment Purchases Project

1. Follow Capital Improvements lists provided by Public Works for fleet.
2. Old Fire Station.....consider options for renovation/use.
3. Construction and operation of the Community Center/Wellness Center - \$6.5 million.
4. Wastewater plant upgrades and possible expansion - \$1.9 million for UV System & \$1.5 million for nutrient reduction.
5. Isolate & resolve storm water infiltration into sewer - \$300K.
6. Annual Sidewalk Program \$100K/yearx4

B. Second Priority Capital Projects & Equipment Purchases

1. Continuation of the Streets & Sewer projects in the CIP - \$130,000 and water mains.
2. Expand trail system - \$75,000 year.
3. Acquire land for public works facility -- more space and more buildings, and compost site.
4. Uptown streetscape in implementation - \$300K.
5. Railroad Quiet Zone - \$250K.
6. List of Street Projects – Per V&K Program.
7. New water main (8”) from 5th Ave. to 4th . St. SW to eliminate an old low flow 4” dead end.
8. Vactor/letter combination trailer - \$70K.

TEAM BUILDING AGREEMENTS

The Mayor and City Council reviewed a list of ideas and suggestions relating to team building and building a better working relationship. The list of team building suggestions is identified as **Exhibit E-1**.

FUTURE PLANNING SUGGESTIONS

It is recommended that the city staff and management team prepare an “action plan” for the capital projects, and the initiatives & programs. The action plan for each goal would define the steps needed to accomplish the various tasks or objectives. This action plan could then be presented to the Mayor and City Council for review and approval and made a part of this Goal Setting Report.

It is recommended that the goals and objectives be posted in the Council Chambers at City Hall. The posting of the City Council’s goals and objectives will serve as a reminder to the City Department Heads and Staff Members as to the priorities that were established by the Mayor and City Council.

It is recommended that the City Council review the lists of capital projects/equipment purchases, and initiatives, programs, and monitor the progress that is made on each item on a quarterly basis. The City could use a format that shows the project or item side by side with a comment that updates the City Council and the residents of the City on the progress that has been made on each item at the end of each quarter. The tentative dates for the quarterly updates are: April 2, July 2, October 1 and December 17.

It is important to note that the prioritizing of all the capital projects and various initiatives is not “cast in stone.” The two lists can be modified as new circumstances may dictate.

Hopefully, the Mayor and City Council will repeat this process in 2018 or 2019, which may result in some additional modifications.

It is recommended that the City prepare a capital improvements plan to identify the City's capital projects over the next four to seven years. The plan could include cost estimates, descriptions of the projects, the justification, and sources of funding.

COMMUNICATION OF COUNCIL GOALS AND OBJECTIVES TO CITIZENS

Since the citizens of Mount Vernon are basically the "shareholders" or owners of the City, it is important that they are informed about the goals and objectives that have been established by the Mayor and City Council. The following is a brief summary of various activities that have been used in other cities to communicate the City Council's goals and objectives to local residents.

1. ***City Website.*** After the Mayor and City Council have reviewed and formally adopted the Goal Setting Report, a copy of the report can be placed on the City's website for review by the citizens of Mount Vernon.
2. ***Newspaper Article.*** The City could request that the local newspaper publish a list of the City Council's goals and objectives.
3. ***Town Hall Meeting.*** The City Council could schedule a town hall meeting or public forum to present a summary of the City's goals and objectives and to seek comments and observations from local residents.
4. ***City Hall Posting of Goals.*** The Council's goals and objectives could be posted in the lobby area at City Hall for interested residents to review.
5. ***Open Houses – City Facilities.*** Annual "open houses" at various City buildings, such as City Hall, Police Station, Fire Station, Public Works Shop, Aquatic Center, Wastewater Plant, Water Plant, and Library could be held to inform the citizens about the upcoming city projects and programs that have been proposed.
6. ***Community Leaders' Meeting.*** The Mayor and City Council could schedule an annual or semi-annual meeting with the School Board, and Chamber of Commerce Board of Directors, to review and discuss the City Council's goals and objectives. These meetings could also provide an opportunity to learn more about the projects, programs, and objectives under consideration by these same organizations.
7. ***Presentations to Service Clubs.*** The Mayor, Council Members, and City Manager could make brief presentations to local services clubs and organizations outlining the goals and objectives.
8. ***Public Places –Reading Material.*** A copy of this goal setting report or a brief summary of the City's goals and objectives could be made available in public places, such as the Mount Vernon Library, medical clinic, lawyer offices, or where local residents could read this report while waiting for appointments.

FINAL COMMENTS

It was a pleasure to assist the City of Mount Vernon with this goal setting process. We were impressed with the level of cooperation of the city staff and the elected officials.

Once again, thanks to the City Administrator, Department Heads, the Mayor, and the City Council Members for the great cooperation and timely response during this process.

Patrick Callahan
Callahan Municipal Consultants, LLC
December 18, 2017

**EXHIBIT A-1
CITY OF MOUNT VERNON, IOWA
STRATEGIC PLANNING SESSION – 2018**

Major Accomplishments – Mayor/Council Members Responses

1. Palisades and 10th Ave Intersection reconstruction
2. Hiring of Chris Nosbisch as City Administrator
3. Lincolnway Park Water Plant Renovation
4. Change in Tree Ordinance and maintenance of “street trees” by City Staff
5. Approval of the Hwy 30 Corridor Study/Plan
6. Improvements at the City Pool, including adding a heater
7. Approval of two preliminary plats for new residential developments
8. Sidewalk program
9. Tree trimming
10. Establishing Housing Commission and Bypass Citizens committees
11. Positive fiscal balance year end.
12. Work with CDG and bringing Director with City staff
13. Urban Renewal progress
14. Sustainability steps –solar on city hall, car charging stations, rain barrels, etc.
15. Architect movement on Wellness Center
16. Adopted comp. plan & began zoning updates
17. Safety training for Public Works
18. Bee City designation
19. Street repair plan
20. Electronic council packets
21. Land purchase for development near Elliott-Park
22. Improved signage around roundabouts
23. 5th Ave. NW street sewer replacement
24. 3rd Ave. NW street & sewer replacement

**EXHIBIT A-2
CITY OF MOUNT VERNON, IOWA
STRATEGIC PLANNING SESSION – 2018**

Major Accomplishments – Department Heads

1. Road projects – Pal and 10th intersection, 5th Avenue NW, 3rd Ave. NW, & Lisbon Road.
2. Storm inlets built by the city staff - 5 new or replaced inlets.
3. City Administrator hired.
4. Brush pick up schedule.
5. Lead operator hired.
6. City taking over tree trimming in ROW.
7. New F-550 for Street Department.
8. Safety program – joined IAMU.
9. Ash tree injection.
10. Sidewalk Program (intern is an excellent addition).
11. Trail lights on Sauter Trail and Petrick Trail.
12. New Pool pumps and Filters.
13. Ongoing work on Community Center/Wellness Center.
14. Creation of a culture of collaboration.
15. Early work on the streetscape.
16. Listening post creation and continuation.
17. City maintaining trees.
18. Pavement prep in winter before ice or snow.
19. Concrete barricades for events on Main Street.
20. Smooth transition of key management positions (City Admin/Police Chief)
21. Employee Morale.
22. 28E with Lisbon PD.
23. Residential Development (Stonebrook & Spring Meadow)
24. Revision and adoption of Comprehensive Plan
25. By-pass sub-area plan study.
26. Franchise Fee adoption.
27. Parks and Recreation Master Plan.
28. West water treatment plant rehabilitation (New iron removal filter tank).
29. Waste water treatment plant. NPDES renewal by IDNR to meet new nutrient reduction strategy and add disinfection equipment. (UV Disinfection).
30. Modify the CIP from a wish list w/\$5-10 mil projects per year to a more realistic document.
31. Jump started communication between city & developers.
32. Specific role of Mayor.
33. Updating zoning ordinance.
34. Good communication with public – website, twitter, newsletter, facebook, & the sun.
35. Corridor study design firm selected.
36. Strengthening relationship with Mt. Vernon schools.
37. Creation of Housing Commission.

**EXHIBIT B-1
CITY OF MOUNT VERNON, IOWA
STRATEGIC PLANNING SESSION – 2018**

Issues and Concerns – Mayor/City Council Members Responses

1. Costs associated with sanitary sewer improvements required by IA DNR.
2. Resource concerns with Zoning Administration (not a reflection of the person, but the part time nature of the current position.) This includes dealing with new development and also enforcement of zoning issues on a more proactive basis.
3. Getting a resolution to the uptown fire station so that it is either put to use as a Police Station or a commercial building and back on the tax rolls.
4. The impact of continued rollback activities in the State Legislature and hampering of the City's ability to fund projects.
5. Lack of bike friendly routes within the City of Mount Vernon and bike friendly connectivity to other trails in the area.
6. Vision to take advantage of the commercial /business park development around the bypass.
7. Expansion of services before tax bills catch up (housing developments.)
8. Scaling city services to account for added residents.
9. Adding to public works to get equipment inside.
10. New police station.
11. Retaining City's excellent staff in the face of the legislatures' union busting actions .
12. Potential changes to the 30/1 roundabout.
13. Need for more rental apartments, lower priced single family homes, low income housing, and senior housing.
14. Getting private fund raising- plan going for Wellness Center.
15. Pay raise in labor talks with our 2 unions.
16. Internship role in the office-adding the FTE.
17. Resolving storm water issue on north side Main Street buildings to the north-Ironworks.
18. Consider setting up a business park.
19. Adding WIFI services to downtown or certain city building locations.
20. More trail development.
21. Very little funding for street repairs available.
22. New housing development will add 25% more houses in a short period.
23. Rural Fire District (RFD) 1 has financial issues that will increase burden on MV.
24. Policing a potential ban on fireworks after it was allowed.
25. How to pay for necessary further street/sewer on north side of MV.
26. Making the new community center break even.
27. Parking issues on near Main Street – addressing.
28. Working with schools to support growth
29. Working to support Cornell & vice versa –improved communication
30. More partnerships with City of Lisbon.

**EXHIBIT B-2
CITY OF MOUNT VERNON, IOWA
STRATEGIC PLANNING SESSION – 2018**

Issues and Concerns – Department Heads

1. Public Works has outgrown the aging inefficient building it is currently housed in.
2. Infrastructure continues to age, cost to repair/replace continues to climb.
3. Sanitary sewer north of the track in the NW quadrant is needed.
4. Commercial growth is needed.
5. Industrial growth is needed.
6. With additional development City needs to find funds to bring 2-3 full time public services staff on board (Parks will eventually grow by 60 to 70 percent maintenance wise) along with adding another public building.
7. Need money to revitalize parks, Hahn Creek bank failing, no lights or fence at Elliott Park.
8. Need to purchase city owned land to start composting, public drop off for brush and leaves, city garden rental.
9. Bypass development and zoning.
10. Services and school space for new housing plats.
11. Senior and low-income housing availability.
12. Downtown parking will be a continuing concern.
13. Guard against complacency in looking for new opportunities even though there are present development opportunities in the works.
14. Police Department relocation & City Hall expansion
15. Contract Negotiation/Chapter 20 changes
16. Police staffing needs
17. Hard water issues
18. Possibility of increase in staffing.
19. Not take away benefits that were accumulated prior to new policies. Apply to new comers only.
20. Possible loss of revenue due to DOT bypass.
21. Storm water problems on NW side.
22. FT Zoning Administrator/ Rental inspections.
23. Stalled Railroad quiet zone.
24. Future of Old Tire Station.
25. Swimming Pool Issues.
26. Servicing the by-pass area.
27. Continuously moving the expectation "bar."
28. EMS staffing 24/7.
29. Obvious need for a residential/commercial building inspector.

**EXHIBIT C
CITY OF MOUNT VERNON, IOWA
STRATEGIC PLANNING SESSION – 2018**

Significant Initiatives,, Programs, & Policies – Mayor & City Council Members Rankings

A. Top Priority Programs & Initiatives

Programs	Vote
1. Train sound options priced and presented to public regarding what is reasonable.	6
2. Wellness Center – not only building it, but setting rates and operational budgets that will help it be sustainable.	5
3. Old fire station site development by private entity.	5
4. Bypass plan - All aspects - zoning development, economic opportunity, marketing & communications.	5
5. Annexation plan for property to the South of the City around the bypass and to the West of the City Limits, out to Irish Lane.	4
6. Attract assisted living & “memory care” providers.	4

B. High Priority Programs & Initiatives

1. Rental code.	3
2. Highways 1 & 30 commercial development plan	3
3. Conduct an on-going training programs for employees on topics such as sexual harassment, customer service skills, diversity, business ethics, workplace safety, risk management, etc.	3
4. Locate another location for the Mount Vernon Post Office and possibly convert the current site to parking.	3

C. Additional Programs & Initiatives Considered

1. Creating a committee or commission to look at the City’s digital policies and help set the course for the community on the digital front – i.e. public wifi/social media/online bill pay.	2
2. City-wide composting initiative.	2
3. Conduct regular listening posts – at City Hall.	2
4. Conduct an assessment on current City facilities.	2
5. City wide energy-saving programs.	2
6. Review solid waste contracts.	1
7. Revisit the 2016 Comprehensive Plan.	1
8. Keeping all downtown storefronts full.	1
9. Broadband – fiber to the home.	1
10. City crews participate in the H-Days parade along with have a fleet on display during festival so the public can explore the equipment that is used by city crews.	1
11. Change Public Works to Public Services as streets, parks and water/sewer are all serviced by the same employees.	1
12. Integrate Credit Card purchases as method of payment for City programs, fees, and services.	1
13. In-town water wells policy.	1

14. Creation of an inspection program/adoption of a fire code.	1
15. Develop a plan to provide sanitary sewer service to areas north of the railroad tracks to allow for development.	0
16. Comprehensive signage policies.	0
17. Public safety partnership with Lisbon.	0
18. Eliminate planting trees in the ROW.	0
19. Even/odd parking on streets.	0
20. Update job descriptions.	0
21. Research the possibility of changing the name of First Street to Main St.	0
22. Seek some non-athletic opportunities and complete an exit survey of parents to improve programs and parks.	0
23. Have an outside firm, such as IMWCA, develop and implement a comprehensive written safety and health program for each specific site.	0
24. Review and update SOP (standard operating procedure) for each site.	0
25. Prepare snowbird guidelines.	0
26. Update/revamp open burning policy.	0
27. Review permit process for liquor license renewal.	0

**EXHIBIT D
CITY OF MOUNT VERNON, IOWA
STRATEGIC PLANNING SESSION – 2018**

Capital Projects & Equipment Purchases – Mayor/City Council Members Rankings

A. Top Priority Capital Projects & Equipment Purchases	Project	Votes
	1. Follow Capital Improvements lists provided by Public Works for fleet.	5
	2. Old Fire Station - consider options for renovation/use.	5
	3. Construction and operation of the Community Center/Wellness Center – \$6.5 million.	4
	4. Wastewater plant upgrades and possible expansion - \$1.9 million for UV System & \$1.5 million for nutrient reduction.	4
	5. Isolate & resolve storm water infiltration into sewer system - \$300K.	4
	6. Annual Sidewalk Program \$100K/year x4	4
B. Second Priority Capital Projects & Equipment Purchases		
	1. Continuation of the Streets & Sewer projects in the CIP - \$130,000 and water mains.	3
	2. Expand trail system - \$75,000/year.	3
	3. Acquire land for public works – more space and more buildings, and compost site.	3
	4. Uptown streetscape in implementation - \$300K.	3
	5. Railroad Quiet Zone - \$250,000.	3
	6. List of Street Projects – Per V&K Program.	3
	7. New water main (8") from 5 th Ave. to 4 th . St. SW to eliminate an old low flow 4" dead end.	3
	8. Vactor/letter combination trailer - \$70K.	3
C. Additional Capital Projects & Equipment Purchases Considered		
	1. Trees & other landscaping at roundabout – over \$100 K.	2
	2. Wagon trail pass issue.	2
	3. Wind generator	2
	4. Water treatment improvements, for capacity & to meet DNR guidelines.	1
	5. Radio read water meters – \$325K	1
	6. F-250 Utility Box – \$9-10 K.	1
	7. Inspection push camera –\$ 7-8K.	1
	8. Consider bulk solar power with a public array.	0
	9. Create parking area on post office site or other possible locations.	0
	10. Wash bay for public works fleet either in new shop or at current location.	0
	11. Way finding signage.	0
	12. Consider creating parklets for outdoor dining.	0
	13. Purchase land for a future water treatment plant.	0
	14. City Hall Expansion.	0
	15. Police Department relocation.	0
	16. Ladder truck for Fire Department - \$800K to \$1.2 million K.	0
	17. Directional boring mole – \$7-8 K.	0

**EXHIBIT E-1
CITY OF MOUNT VERNON, IOWA
STRATEGIC PLANNING SESSION – 2018**

Teamwork Suggestions – Mayor & City Council Members Responses

1. Council members should be more responsible and review their packet information prior to the meeting so they are more informed and ask questions that aren't already answered in the packet.
2. A cleaner, more defined vision from the mayor about his goals for the city.
3. Clearly define the path for new initiatives by starting with the City Council, a city board or a city commission.
4. Regular public forums at least monthly.
5. Regular council work sessions.
6. Annual review of objectives with prioritization.
7. Invite Cornell leader to council meetings – regularly.
8. More reports during council meetings re: Assigned areas (CDG, city liason)
9. Quarterly meetings to discuss progress against 2016 comprehensive plan & 2018 goals
10. This City Council retreat plan is good, with welcome of new member to the group.

**EXHIBIT E-2
CITY OF MOUNT VERNON, IOWA
STRATEGIC PLANNING SESSION – 2018**

Teamwork Suggestions – Department Heads

1. Cooperation between employees and administrators to accomplish goals that are in best interest of City.
2. Work with employees during contract negotiations – rather than appearing to be against. Recognize staff, view their positions as career, and not simply a job.
3. Conduct co-op meetings with City of Lisbon/MVCSD annually.
4. Continue to adopt and review Staff Goal Setting.
5. Show appreciation to those City Employees, who work hard and deserve it.
6. Continue to seek recommendations from department heads as well as subject matter experts to make sound decisions.



Callahan Municipal Consultants, LLC

417 Kaitlynn Ave Anamosa, IA 52205 Cell: 563-599-3708 callahan.cmc@gmail.com

October 24, 2017

APPENDIX A

**To: Mayor and City Council
Mount Vernon, Iowa**

From: Patrick Callahan, Municipal Consultant

Re: Goal Setting/Strategic Planning - 2017

We are looking forward to facilitating the Mayor and City Council 2017 Strategic Planning Session on Monday, December 11, 2017 starting at 6:30 PM at the Mount Vernon City Hall. The agenda for the session is enclosed for your review.

First of all, thank you for selecting Callahan Municipal Consultants, LLC to conduct the City Council's goal setting session. We are looking forward to assisting the City on this process.

Strategic Planning or Goal Setting Session

We have facilitated numerous goal setting sessions for cities in Iowa from 2004 to 2017. Each session is unique and informative. When we started doing goal setting sessions in 2004, we developed an advance questionnaire in order to enhance the productivity of the session and reduce the amount of time on the more routine portions of the meeting. The questionnaire allows us to review issues in advance and thus provides more time for the primary focus of the session, which is to discuss, review, and prioritize the City Council's goals and objectives. We would like to thank you for responding to the advance questionnaire for this year's goal setting session.

City Accomplishments

The first thing that we like to do at these sessions is to reflect upon the City's recent accomplishments. Many council members in other cities are so focused on the current or most pressing issues of the time that they lose track of all the city's accomplishments. Most council members are pleasantly surprised to review how much has actually been accomplished by their city over a span of two years.

Issues, Concerns, and Trends

We also like to take the time to look to the future as to issues or trends that have the potential to impact the City in either a positive or negative manner. A positive trend might be an increase in new housing construction. Whereas, a negative concern could be the passage of a bill by the Iowa General Assembly that might drastically reduce property tax revenues to the City's general fund. While the City may have little or no control over some of these trends or issues, it is usually better to acknowledge them and possibly develop a "game plan" as to how to address them in the future.

Capital Projects

It is important to take the time to itemize and prioritize the City's capital project and major equipment needs. Since the City does not have a capital improvements plan (CIP), we may want to identify any projects or equipment purchases that should be included in the City's CIP. We will review, discuss, and prioritize the City's capital projects and equipment needs. This information and the direction provided by the City Council at this session will be very useful to the City employees.

Policies, Programs, and Initiatives

Once we have completed the ranking of capital improvements or the “bricks and mortar” projects, we will review the list of potential programs, policies, and initiatives. Examples might include updating the City’s employee’s handbook or the development of another source of revenue for the general fund. The Council will also be asked to prioritize these proposals.

Team Work Objectives

The final part of the session will be a discussion regarding team work and how the City Council members interact with each other and the City employees. We may identify and discuss ways to enhance the level of communication between the City Council and the organizations or persons who interact with the Council. If you are pleased with the current level of interaction with each other, the City employees, the local residents, and outside agencies, then this portion of the session may be brief.

Completion of Questionnaire

There is enclosed a questionnaire that we would ask all the elected officials and city department heads to complete prior to the goal setting session. We will summarize the results of the questionnaire and make them available at the meeting. In order to have enough time to summarize the results, please return the questionnaire to us by November 29th.

If it is more convenient to list your responses to the questionnaire on separate sheets, you are welcome to do so. You can list the five headings and provide your comments under each of the topics.

We promise to maintain the confidentiality of the responses to the questions on the questionnaire. The summary of the responses to the questions will not make reference to any names or individuals.

You are welcome to mail your completed questionnaire to Patrick Callahan, 417 Kaitlynn Avenue, Anamosa, Iowa 52205 or you can send it to our e-mail at callahan.emc@gmail.com. You can also give your questionnaire to Chris Nosbisch and he can forward them to us.

Final Goal Setting Report

We will prepare a final report summarizing the Council’s 2017 goal setting session. We will also provide you with some suggestions on how to monitor the progress of accomplishing the Council’s goals and objectives and ways to communicate these goals to the ultimate “bosses or owners” – the citizens of Mount Vernon.

Thank you for making the commitment to attend this goal setting session on December 11th. We look forward to meeting with you.

APPENDIX B

**CITY OF MOUNT VERNON, IOWA
MAYOR AND CITY COUNCIL
STRATEGIC PLANNING AND GOAL SETTING – 2018**

**Monday, December 11, 2017
6:30 PM
Mount Vernon City Hall**

AGENDA

1. Introduction and Opening Comments
2. General Overview of the Meeting and the Strategic Planning Report
3. Brief Review of City Accomplishments – Past Two Years – Exhibit A
4. Brief Review of Issues, Concerns and Trends – Exhibit B
5. Review and Ranking of Capital Projects & Equipment Purchases – Exhibit C
 - A. Review of proposed projects
 - B. Clarification of items
 - C. Revisions, Additions, Deletions and Combinations of Projects
 - D. Ranking of Items – Placing of the “Dots”
 - E. Review List of “Givens” or Ongoing Projects
6. Review and Ranking of Programs, Policies, and Initiatives – Exhibit D
 - A. Review of Proposed Initiatives
 - B. Clarification of Items
 - C. Revisions, Additions, Deletions and Combinations of Items
 - D. Ranking of Items – Placing of the “Dots”
 - E. Review List of “Givens” or Ongoing Projects
7. Review/Evaluate “Team Work Objectives” – Exhibit E
8. Final Report to the Mayor and City Council – 2017 Strategic Planning Process
9. Questions, Comments, and Suggestions
10. Adjourn

APPENDIX C

STRATEGIC PLANNING SESSION AND GOAL SETTING SESSION – 2018 MOUNT VERNON, IOWA

PRELIMINARY QUESTIONNAIRE

Introduction

The Mayor and City Council of the City of Mount Vernon will be conducting a strategic planning session on Monday, December 11th at 6:30 PM, at the Mount Vernon City Hall. The purpose of the session will be to identify and prioritize the City's overall goals and objectives for the next two years. In order to prepare for this session, you have been asked to help identify key issues and potential objectives that will be reviewed by the Mayor and City Council prior to the ranking of any goals for the City. It is requested that you list your responses to the following questions.

I. Major Accomplishments

Please list the top five to ten major accomplishments of the City of Mount Vernon over the past two years. These accomplishments could be as large as a street project or as simple as a newly adopted city policy. The items do not need to be in any particular order.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

II. Issues, Concerns, Trends, and Opportunities

Please list specific issues, concerns that you have regarding future city services, policies or operations. These issues or concerns can relate to such things as an aging population or loss of state revenues. You do not need to identify the potential answers or solutions to your concerns.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

III. Significant Initiatives, Programs or Policies

It is requested that you list any initiative, program or policy that you think that the City should consider in the next two years. Examples of such items from other cities have included such things as updating employee job descriptions, writing a policy on open burning, conducting an annexation study, reviewing water and sewer rates, etc. These suggestions should not include construction projects, as these will be listed in the following section. These items do not have to be listed in any particular order.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

IV. Capital Projects / Construction Projects / Equipment Purchases

Please list the capital projects or equipment purchases that you think the City should consider over the next three years. These capital projects could include such things as street construction, public works equipment, public safety equipment, etc. If you have a rough estimate on the cost of such projects, please note it.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

V. Teamwork

In order to accomplish the selected goals and objectives, it is important that the City's elected officials work as a team and have good decision making skills. Please list some suggestions that the Mayor and City Council members could do in the future to improve the Council's teamwork, decision making process, and ability to accomplish the stated goals and objectives.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Please designate your role with the City: _____ Elected Official _____ City Employee

Return of Questionnaire

Please complete and return this questionnaire to Chris Nosbisch or Patrick Callahan (callahan.cmc@gmail.com) by November 29th.

Note: If it more convenient to list your responses to the questionnaire on separate sheets, you are welcome to do so. You can list the five headings and provide your comments under each of the topics.

AGENDA ITEM # G – 2

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

DATE:	January 15, 2017
AGENDA ITEM:	Resolution #1-18-2018B
ACTION:	Motion

SYNOPSIS: This resolution and real estate option agreement allows the future property transfer for the school owned property at 10th and Palisades. The City will pay the School \$60,000, allow them use of ½ of the gym space from 3:30 to 5:30 p.m. (November through February), use of the batting cages from 3:30 to 5:30 p.m. (January through May), use of 30 parking stalls when not in use by the City, and provide volunteer and unpaid internships to the students of the Mt. Vernon Community School District. The agreement also solidifies the City's use of the Mt. Vernon Schools gym space for recreation programs. City staff is comfortable with the option language and look forward to working with the School District in the future.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Resolution and Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 1/11/18

RESOLUTION NO. 1-15-2018B

**RESOLUTION APPROVING THE REAL ESTATE OPTION AGREEMENT BETWEEN
THE CITY OF MT. VERNON AND THE MT. VERNON COMMUNITY SCHOOL
DISTRICT**

WHEREAS, the City of Mt. Vernon will be constructing a Community Wellness Center beginning in August 2018, and,

WHEREAS, the City has determined that the siting of the facility on the Mt. Vernon Community School District campus to be in the best interest of both entities, and

WHEREAS, the Mt. Vernon Community School District agreed to sell a portion of their property at the Monday, December 11, 2018 School Board meeting subject to the conditions listed within the real estate option agreement.

NOW, THEREFORE, BE IT RESOLVED: The City Council does hereby approve the real estate option agreement as shown in Exhibit "A," attached hereto and made a part thereof.

APPROVED and ADOPTED this 15th day of January, 2018.

Jamie Hampton, Mayor

ATTEST:

Sue Ripke, City Clerk

REAL ESTATE OPTION AGREEMENT

THIS REAL ESTATE OPTION AGREEMENT (this "*Agreement*"), is effective as of the ____ day of September, 2017 (the "*Effective Date*") and is by and between the MOUNT VERNON COMMUNITY SCHOOL DISTRICT (the "*Seller*"), and the CITY OF MOUNT VERNON, IOWA, a municipal corporation (the "*Buyer*").

RECITALS

A. Seller is the owner of the following described real property legally described as:

The real estate is Parcel B, Plat of Survey #1392, located on Palisades Road and legally described as follows:

A part of Lot 2 of Cornell College Second Addition in the SW ¼ SE ¼ of Section 9, Township 62 North, Range 5 West of the 5th Principal Meridian, City of Mount Vernon, Linn County, Iowa described as follows:

Beginning at SE corner of said Lot 2, thence S89°59'04"W along the south line of said SW ¼ SE ¼ in Section 9, 366.85 feet to the SE corner of Bremner First Addition, thence N00°03'29"W along said east line of said Bremner First Addition and its N-ly extension, 549.99 feet to the south line of Lot 3, Cornell College Second Addition in said City; thence N69°58'43"E along the south line of said Lot 3, 370.67 feet to the east line of said Lot 2; thence S00°20'27"W along the east line of said Lot 2, 551.01 feet to the point of beginning, containing 4.66 acres which includes 0.09 acres of road right of way

(the "*Property*").

B. Seller desires to grant and Buyer desires to accept an option to buy the Property upon the following terms and conditions.

AGREEMENT

1. **Grant of Purchase Option.** Seller hereby grants to Buyer an option (the "*Option*") to require the Seller to sell any or all of the Property to Buyer during the option term by providing seller with the Exercise Notice (the "*Triggering Event*").

2. **Purchase Price.** Upon Buyer exercising the Option (as such exercise is defined herein), Buyer shall pay to Seller the sum of SIXTY THOUSAND DOLLARS (\$ 60,000.00) (the "*Purchase Price*").

3. **Option Term.** Buyer shall have from the Triggering Event until 11:59 P.M. on September 30, 2018 to exercise the Option (the "*Option Term*").

4. **Exercise of Option.** Buyer may exercise the Option during the Option Term by delivering written notice to Seller of the exercise (the "*Exercise Notice*"). The Exercise Notice shall be deemed delivered when deposited the United States Postal Service by regular mail addressed to Seller at 525 Palisades Road SW, Mount Vernon, IA 52314 or such other address as Seller shall provide in writing to Buyer, or when Buyer personally delivers such written notice to Seller.

5. **Closing.** If Buyer properly exercises the Option hereunder, then the parties shall, as soon as is practicable, but after not more than seven days, execute a Real Estate Purchase Agreement substantially in the form of *Exhibit A* attached hereto. In the event the Exercise Notice is delivered but the parties fail to execute a Real Estate Purchase Agreement, the attached *Exhibit A* shall control and operate as if signed on the date the Exercise Notice was delivered.

6. **Environmental Provisions.**

- a. **Warranty.** Seller warrants to the best of its actual knowledge without investigation that there are no abandoned wells, solid waste disposal sites, "Hazardous Materials" (as hereinafter defined) in violation of any "Environmental Law" (as hereinafter defined), or underground storage tanks located on the Real Estate, the Real Estate does not contain levels of radon gas that require remediation under current governmental standards, and Seller has done nothing to contaminate the Real Estate with Hazardous Materials. Except as provided below, Seller warrants that the Real Estate is not subject to any local, state, or federal judicial or administrative action, investigation or order, as the case may be, regarding wells, solid waste disposal sites, Hazardous Materials, or underground storage tanks. Seller shall also provide Buyer with a properly executed Groundwater Hazard Statement showing no wells, solid waste disposal sites, Hazardous Materials and underground storage tanks on the Real Estate.

The term "Environmental Law" means any federal, state or local law, statute, ordinance, regulation or order pertaining to health, industrial hygiene, environmental conditions or "Hazardous Materials" (as hereinafter defined), all as amended or modified from time to time, including but not limited to, the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (42 U.S.C. §9601, et seq.), as amended by the Superfund Amendments and Reauthorization Act of 1986 (42 U.S.C. §9601-9675) and as further amended ("CERCLA"); the Resource Conservation and Recovery Act of 1976, as amended (42 U.S.C. §6901, et seq.) ("RCRA"); the Clean Water Act, as amended (33 U.S.C. §1251, et seq.); the Clean Air Act, as amended (42 U.S.C. §7401, et seq.); the Federal Insecticide, Fungicide and Rodenticide Act, as amended (7 U.S.C. §136, et seq.); the Toxic Substance and Control Act of 1976, as amended (15 U.S.C. §2601, et seq.); and Emergency Planning and Community Right to Know Act of 1986, as may be amended from time to time (42 U.S.C. §11001 to 11050). The term "Hazardous Material" shall mean (i) "hazardous substances," as defined by CERCLA; (ii) "hazardous wastes," as defined by RCRA; (iii) petroleum or petroleum products or by-products; (iv) radioactive material, including, without limitation, any source, special nuclear, or by-product material, as defined in 42 U.S.C. §2011 et seq.; (v) asbestos in any form or condition; (vi) polychlorinated biphenyls; (vii) biomedical wastes; (viii) mold, mold spores, and mycotoxins, (ix) chlorinated solvents and (ix) any other material, substance or waste regulated under any Environmental Law as being hazardous, toxic or otherwise harmful to human health or the environment.

- b. **Environmental Inspection.** Buyer may at its expense, during the Option Term, obtain a report from a qualified engineer or other person qualified to analyze the existence or nature of any hazardous materials, substances, conditions or wastes located on the Property. In the event Hazardous Materials are discovered on the Property, Buyer may rescind the exercise of the Option.

7. **Recording.** Seller and Buyer agree to execute and record in the office of the Linn County, Iowa Recorder the Memorandum of Option attached hereto as *Exhibit B*. Buyer further agrees to execute any and all documents reasonably necessary to clear title to the Property in the event Buyer does not exercise the Option.

Buyer

CITY OF MOUNT VERNON, IOWA

Seller

**MOUNT VERNON COMMUNITY
SCHOOL DISTRICT**

Jamie Hampton, Mayor

Dr. Greg Batenhorst, Superintendent

Attest: _____
Chris Nosbisch, City Administrator

Sherry Grunder, Board President

STATE OF IOWA, COUNTY OF LINN: ss

This instrument was acknowledged before me on the ___th day of December, 2017, by **Jamie Hampton**, Mayor of the City of Mount Vernon, Iowa, and by **Chris Nosbisch**, City Administrator of the City of Mount Vernon, Iowa.

Notary Public, State of Iowa
My commission expires: _____

STATE OF IOWA, COUNTY OF LINN: ss

This instrument was acknowledged before me on the ___th day of December, 2017, by **Dr. Greg Batenhorst**, Superintendent of the Mount Vernon Community School District.

Notary Public, State of Iowa
My commission expires: _____

EXHIBIT A

REAL ESTATE PURCHASE AGREEMENT

REAL ESTATE PURCHASE AGREEMENT

THIS REAL ESTATE PURCHASE AGREEMENT (this "*Agreement*") is made and entered into effective as of the last date written below (the "*Effective Date*") between the MOUNT VERNON COMMUNITY SCHOOL DISTRICT ("*Seller*"), and the CITY OF MOUNT VERNON, IOWA ("*Buyer*").

Seller hereby offers to sell and Buyer hereby agrees to buy, the real property situated in Linn County, Iowa legally described as:

The real estate is Parcel B, Plat of Survey #1392, located on Palisades Road and legally described as follows:

A part of Lot 2 of Cornell College Second Addition in the SW $\frac{1}{4}$ SE $\frac{1}{4}$ of Section 9, Township 62 North, Range 5 West of the 5th Principal Meridian, City of Mount Vernon, Linn County, Iowa described as follows:

Beginning at SE corner of said Lot 2, thence S89°59'04"W along the south line of said SW $\frac{1}{4}$ SE $\frac{1}{4}$ in Section 9, 366.85 feet to the SE corner of Bremner First Addition, thence N00°03'29"W along said east line of said Bremner First Addition and its N-ly extension, 549.99 feet to the south line of Lot 3, Cornell College Second Addition in said City; thence N69°58'43"E along the south line of said Lot 3, 370.67 feet to the east line of said Lot 2; thence S00°20'27"W along the east line of said Lot 2, 551.01 feet to the point of beginning, containing 4.66 acres which includes 0.09 acres of road right of way

together with any easements and appurtenant servient estates, but subject to the following: (a) any zoning and other ordinances; (b) any covenants or restrictions of record; and (c) any easements of record or evident by usage for public utilities, roads, and highways (the "*Real Estate*"), upon the following terms and conditions:

1. **Purchase Price.** The purchase price shall be \$60,000 (the "*Purchase Price*"), payable in immediately available funds at the time of Closing, with adjustment for closing costs to be added to or deducted.

2. **Real Estate Taxes.**

A. *Real Estate Taxes Constituting a Lien.* Seller shall pay prior to Closing all real estate taxes then-due and constituting a lien against the Real Estate, including the prorated portion of any real estate taxes for which are accrued but not yet due.

B. *Subsequent Real Estate Taxes.* Buyers shall pay all subsequent real estate taxes on the Real Estate.

3. **Special Assessments**

A. *Special Assessments Constituting a Lien.* Seller shall pay all installments of special assessments which are a lien on the Real Estate as of the date of this offer, if any, whether due before or after Closing.

B. *Other Special Assessments.* Buyers shall pay all other special assessments.

4. **Risk of Loss and Insurance.** Seller shall bear the risk of loss or damage to the Real Estate prior to Closing.

5. **Possession and Closing.** Closing shall occur on or before October 31, 2018 (“Closing”) at a time and place mutually agreeable to Buyer and Seller. Possession of the Real Estate shall be delivered to Buyer immediately after Closing. This transaction shall be considered closed upon the delivery of the title transfer documents to Buyer and receipt of all funds then due at Closing from Buyer under this Agreement.

6. **Fixtures.** Included with the Real Estate shall be all fixtures that integrally belong to, are specifically adapted to, or are a part of the Real Estate.

7. **Condition of Real Estate.** Buyer is buying the Real estate AS-IS, WHERE IS, WITH NO REPRESENTATIONS OR WARRANTIES WHATSOEVER FROM SELLER, EXPRESS OR IMPLIED, regarding the physical condition or size of the Real Estate or any improvements thereon or their suitability for any particular use.

8. **Abstract and Title.** Seller, at its expense, shall obtain an abstract or abstracts of title to the Real Estate, continued through the Effective Date and deliver it or them to Buyer or Buyer’s attorney for examination fifteen days after the Effective Date. Such abstract(s) shall show merchantable title in Seller in conformity with this Agreement, Iowa law, and the Title Standards of the Iowa Bar Association. The abstract(s) shall become the property of Buyer when the Purchase Price is paid in full. Seller shall pay the costs of any additional abstracting and title work due to any act or omission of Seller, including transfers by Seller or his assignees.

9. **Representations and Warranties.** Seller makes no representations or warranties with regard to the Real Estate. Buyer agrees and acknowledges that the Real Estate is sold as-is, where-is. Notwithstanding the foregoing, Seller states that Seller has no personal knowledge of any violation of any law, ordinance, rule, or regulation with respect to the Real Estate. Seller further incorporates by reference the representations and warranties made in Section 6 of the Real Estate Option Agreement dated December 11, 2017 by and between Seller and Buyer regarding contained in Section 6 of such Real Estate Option Agreement.

10. **Disclosures.** Except for such disclosures as are affirmatively delivered by Seller, Buyer hereby waives any disclosures relating to the Real Estate.

11. **Deed.** Upon payment of the Purchase Price, Seller shall convey the Property to Buyer by deed without warranty. Such deed must contain the Reversion as defined herein.

12. **Use of Purchase Price.** At time of settlement, funds of the purchase price may be used to pay taxes and other liens and to acquire outstanding interests, if any, of others.

13. **Remedies of the Parties.**

A. *Forfeiture.* If Buyer fails to timely perform this Agreement, Seller may forfeit it as provided in Iowa Code chapter 656, and all payments made shall be forfeited; or, at Seller's option, upon thirty days' written notice of intention to accelerate the payment of the entire balance because of Buyer's default (during which thirty days the default is not cured), Seller may declare the entire balance immediately due and payable; or, at Seller's option, Seller may cancel this Agreement and seek a new buyer without prejudice to any claims against Buyer for failure to perform.

B. *Return of Payments.* If Seller fails to timely perform this Agreement, Buyer has the right to have all payments made by Buyer returned.

C. *Other Remedies.* Buyer and Seller are also entitled to utilize any and all other remedies or actions at law or in equity available to them. In any action brought to enforce the provisions of this Agreement.

D. *Default.* Neither Seller nor Buyer shall be deemed to be in default under this Agreement unless such party shall fail to cure any default within ten days after written notice from the other party specifying the default.

14. **Assignment.** Buyer may assign this Agreement with prior written permission of seller, but shall remain personally liable for its obligations hereunder in the event of such an assignment.

15. **Condemnation.** In the event all of the Real Estate is condemned prior to Closing, then this Agreement shall be of no further force or effect and any and all payments made by Buyer shall be returned to Buyer. In the event a portion, but not all, of the Real Estate is condemned, Buyer shall proceed with the Closing and (1) receive credit against the Purchase Price at the time of Closing for the condemnation award if the condemnation award was paid to Seller prior to Closing, or (2) receive an assignment of the condemnation award without adjustment to the Purchase Price if Seller has not received the condemnation award at time of Closing.

16. **No Real Estate Agent or Broker.** Neither party is obligated to pay a commission for the services of a real estate agent or broker in connection with this transaction. Buyer agrees that it will indemnify Seller against and with respect to any and all damages, losses, liabilities, and expenses, including reasonable attorney's fees, which may be incurred by Seller as a result of any claims asserted against Seller by any broker or other persons on the basis of any arrangements or agreements made or alleged to have been made by Buyer.

17. **Notice.** Any notice, request, demand, instruction, or other communication to be given to either party under this Agreement shall be in writing and, except those to be delivered at Closing, be deemed served when delivered by personal delivery or sent by certified mail, return receipt requested and deposited in a United States mail receptacle, addressed to the parties as follows:

To Seller:

Dr. Greg Batenhorst
Superintendent
Mount Vernon Community School District
525 Palisades Rd. SW
Mount Vernon, IA 52314

To Buyer:

Chris Nosbisch
City Administrator
City of Mount Vernon, Iowa
213 1st St. W
Mount Vernon, IA 52314

With Copy to:

Robert S. Hatala
Simmons Perrine Moyer Bergman PLC
115 3rd Street SE, Suite 1200
Cedar Rapids, IA 52401

The addresses for purposes of this paragraph may be changed by giving notice of such change in the manner provided herein for the giving of notice. Unless and until such written notice is received, the last address stated herein shall be deemed to continue in effect for all purposes.

18. **Miscellaneous Provisions.**

A. *Time is of the Essence.* Time is of the essence. However, failure to promptly assert rights herein shall not be a waiver of such rights or a waiver of any existing or subsequent default.

B. *Laws of Iowa.* This Agreement shall be governed by, construed under, and enforced pursuant to the laws of the State of Iowa.

C. *Entire Agreement.* The terms contained herein constitute the entire agreement between the parties relating to the purchase and sale of the Real Estate and there are no representations, inducements, promises, or agreements, oral or otherwise, between the

parties not embodied herein. No amendment to this Agreement is binding unless executed by both parties.

D. *Counterparts.* This Agreement may be executed in several counterparts, each of which when executed shall be deemed an original, but all together shall constitute but one and the same Agreement. All parties acknowledge and agree to accept electronic and/or facsimile signatures as original signatures.

E. *Severability.* Should any provision of this Agreement be construed or declared invalid, such decision shall not affect the validity of any remaining portion which shall remain in full force and effect as if this Agreement had been executed with such invalid portion eliminated.

F. *Failure to Enforce.* Failure of either party at any time or times to require performance of any provisions hereof shall in no manner affect the right of any party at a later time to enforce such provision. No waiver by either party of any term or condition, or of any breach of a term, condition, covenant, representation, or warranty contained herein, whether by conduct or otherwise, or whether in one or more instances, shall be deemed a further or continuing waiver of any condition or covenant, representation, or warranty of this Agreement.

G. *Successors, Number, and Gender.* The terms and agreements contained herein shall apply to and bind the successors in interest of the respective parties. Wherever used herein, the singular shall include the plural, the plural shall include the singular, and the use of any gender shall include all other genders.

H. *Captions and Headings.* The captions and paragraph headings contained herein are purely for convenience and organization and shall not be used in construing or enforcing any of the provisions of this Agreement.

19. **Additional Conditions to Sale and Use.**

The following are material terms of the Agreement, and in the event the separate agreement referenced in Section 19.K cannot be reached, these terms shall survive Closing and continue in effect for a period of ten years.

A. *Reversion to Seller.* Seller is selling the Real Estate to Buyer solely for the purpose of Buyer constructing and operating a Community/Wellness Center (such future Community/Wellness Center is referred to as the "*Center*"). In the event the Real Estate is not used for a Community/Wellness Center within five years of the Effective Date, the Real Estate shall automatically revert to Seller (the "*Reversion*"). This use restriction and reversionary interest shall be noted in the deed without warranty.

B. Buyer shall not charge back to Seller any money for operational expenses of the Center.

C. Seller shall have the exclusive use of the Center's gymnasium space on weekdays from 3:30 P.M. until 5:30 P.M. from November through February of each year.

D. Seller shall be entitled to use the Center's gymnasium space outside the times listed in Section 19.C, provided that no scheduling conflict exists with a third party; further provided that Seller submits its requested times not fewer than fourteen days prior to the requested use; and further provided that Buyer and Seller mutually agree on such requested use.

E. Seller shall be entitled to use the Center's batting cages weekdays from 3:30 P.M. until 5:30 P.M. from January through May of each year, provided that no scheduling conflict exists with a third party; and further provided that Seller submits its requested time not fewer than three days prior to the requested use.

F. Seller and Buyer will collaborate to create unpaid internship and volunteer opportunities at the Center. Seller shall be responsible for such unpaid interns and volunteers, and Seller and Buyer shall further collaborate to ensure such unpaid interns and volunteers are properly monitored and supervised.

G. Seller shall have the right to not more than thirty parking stalls at the Center each day of the school year for student and/or staff parking. Buyer shall have the right to require and issue permits for such stalls. Buyer shall have the right to use Seller's stalls for major events. Seller shall have the right to use the entire Center parking lot, provided that such use does not interfere with Center activities. Buyer and Seller shall coordinate annually to develop a calendar scheduling proposed uses of the Center parking lot.

H. Seller shall continue to permit Buyer to utilize Seller's facilities for recreational programs when such use does not conflict with Seller's activities.

I. Seller and Buyer shall meet not fewer than twice each year to monitor implementation of the terms of this Section 19 (or the terms of the agreement referenced in Section 19.K).

J. In the event Buyer determines the Center is not financially viable, Buyer shall share such information with Seller in advance of any decisions relating to the Center's future.

K. At Closing, Buyer and Seller shall execute a separate agreement containing the terms of this Section 19. Such separate agreement shall have an initial term of ten years, beginning on the date the Center is placed into service. The separate agreement shall be reviewed by Buyer and Seller annually. Amendment to such separate agreement shall require a writing signed by both Buyer and Seller. In the event that a separate agreement is reached but excludes a term of this Section 19, and unless such agreement specifically agrees that a term of this Section 19 shall no longer be of any force or effect, such omitted term shall nonetheless be a term of such separate agreement.

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IN WITNESS WHEREOF, each party has caused this Agreement to be duly executed and delivered.

CITY OF MOUNT VERNON, IOWA

MOUNT VERNON COMMUNITY
SCHOOL DISTRICT

Jamie Hampton, Mayor

Dr. Greg Batenhorst, Superintendent

Attest: _____
Chris Nosbisch, City Administrator

Sherry Grunder, Board President

STATE OF IOWA, COUNTY OF LINN: ss

This instrument was acknowledged before me on the ___th day of _____, 20__, by Jamie Hampton, Mayor of the City of Mount Vernon, Iowa, and by Chris Nosbisch, City Administrator of the City of Mount Vernon, Iowa.

Notary Public, State of Iowa
My commission expires: _____

STATE OF IOWA, COUNTY OF LINN: ss

This instrument was acknowledged before me on the ___th day of _____, 20__, by Dr. Greg Batenhorst, Superintendent of the Mount Vernon Community School District.

Notary Public, State of Iowa
My commission expires: _____

EXHIBIT B

MEMORANDUM OF OPTION

I. Old Business

AGENDA ITEM # I - 1

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

DATE: January 15, 2017

AGENDA ITEM: Steve Maravetz

ACTION: Motion

SYNOPSIS: I have sent a second email Steve to see if he is planning on being at the meeting to discuss the Poet Laureate. To date, I have not received a response. I would suggest removing this item from the agenda after this meeting until the City receives further contact on the subject.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: MVAAC

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 1/11/18

J. Motions for Approval

CITY OF MOUNT VERNON
CLAIMS FOR APPROVAL, JANUARY 15, 2018

PAYROLL	CLAIMS	61,761.13
JDM CONCRETE LLC	SIDEWALK PROJECT	25,671.52
GOVDEALS	LEAF VAC TRAILER-SW	11,250.00
STATE HYGIENIC LAB	TESTING-SEW	2,842.00
MV ACE HARDWARE	SUPPLIES-ALL DEPTS	1,667.16
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES-P&A	1,590.00
MOUNT VERNON LISBON SUN	ADS/PUBLICATIONS-ALL DEPTS	962.32
SANDRY FIRE SUPPLY LLC	MEDICAL SUPPLIES-FD	741.00
BARNYARD SCREEN PRINTER LLC	SUPPLIES-P&REC	714.00
LYNCH FORD	TRAILER BRAKES-RUT	499.53
IOWA SOLUTIONS INC	S.WEST SETUP,C.NOSBISCH EMAIL	467.50
KONICA MINOLTA BUSINESS	MAINTENANCE PLAN/COPIES	420.34
NATHAN GOODLOVE	FIRE CHIEF PAY-FD	416.67
IOWA PRISON INDUSTRIES	POSTS-RUT	403.15
CUSTOM HOSE & SUPPLIES INC	LEAF VAC HOSE-SW	402.10
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES-P&A	390.00
IOWA SOLUTIONS INC	DBR BACKUP-ALL DEPTS	370.00
LINN COUNTY PLANNING & DEV	BLDG PERMIT FEES/INSPECTIONS	370.00
MID AMERICA METER INC	EQUIP-WAT	348.31
INT'L ACADEMY OF PUBLIC SAFETY	TRAINING-PD	335.00
CR LC SOLID WASTE AGENCY	LEAVES-SW	319.92
HDC	SUPPLIES-P&A,PW	315.20
IOWA SOLUTIONS INC	BUSINESS INTERNET SEVICES-PD	273.00
MEDIACOM	PHONE/INTERNET-RUT	268.00
CARQUEST OF LISBON	VEHICLE MAINT-PW	263.45
MEDIACOM	PHONE/INTERNET-PD	256.23
CHRIS NOSBISCH	MILEAGE-P&A	230.30
MOUNT VERNON LISBON SUN	ADS/PUBLICATIONS-P&REC	225.00
GARY'S FOODS	SUPPLIES-P&A	206.07
MEDIACOM	PHONE/INTERNET-SEW	189.16
BOBCAT OF CEDAR RAPIDS	FILTERS-RUT	179.73
MOUNT VERNON BANK & TRUST CO	NSF CHECK-WAT	163.64
MEDIACOM	PHONE/INTERNET-P&REC	158.89
FUTURE LINE TRUCK EQUIPMENT	SHAFT SPINNER KIT-RUT	124.83
BAUMAN AND COMPANY	UNIFORMS-ALL DEPTS	124.00
LYNCH FORD	VEHICLE MAINT-RUT	118.79
US CELLULAR	CELL PHONE-PD	116.17
VAN METER INC	LED RETROFIT KITS-RUT	112.94
JOE'S QUALITY WINDOW CLEANING	WINDOW CLEANING-P&A	100.00
MID STATES ORGANIZED CRIME	MEMBERSHIP-PD	100.00
MATT SIDERS	MILEAGE-P&REC	85.07
THOMPSON TRUCK & TRAILER INC	WIPERS-RUT	77.92
FRANCESCA LEE THOMPSON	CLEANING SERVICE-P&A	60.00
JOAN BURGE	CLEANING SERVICE-P&A	60.00
AIRGAS INC	CYLINDER RENTAL FEE-PW	59.80
IOWA SOLUTIONS INC	PATCH MGMT,FIREWALL-PD	59.00
CAREPRO PHARMACY	SUPPLIES-RUT,P&REC,P&A	58.01
DIESEL TURBO SERVICES INC	VEHICLE REPAIRS-RUT	48.34
MARTIN EQUIPMENT	EQUIPMENT MAINT-RUT	37.64
MOUNT VERNON BANK & TRUST CO	SAFETY DEPOSIT BOX-P&A	35.00
COGRAN SYSTEMS	ONLINE REGISTRATION FEES-P&REC	30.00
MOUNT VERNON ACE HARDWARE	EQUIP MAINT-FD	28.87
DIESEL TURBO SERVICES INC	AIR HOSE-RUT	19.72
MOUNT VERNON BANK & TRUST CO	TRANSFER WIRE FEE-SW	16.05
MEDIACOM	UTILITY SERVICE-FD	8.47
	TOTAL	116,150.94

AGENDA ITEM # J – 2

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

DATE:	January 15, 2017
AGENDA ITEM:	Parking Space Closure
ACTION:	Motion

SYNOPSIS: Sam Jennison has purchased the building located at the SE corner of 1st Ave and 1st St (highlighted in blue). Mr. Jennison would like to open a restaurant in the lower portion of the building, unfortunately he does not have rear access to an alley for a dumpster at this location. He has requested the use of one parking stall in the south parking lot on the west side of 1st Ave S. Should the Council choose to approve the request, staff is suggesting the parking space (highlighted in orange) be used as the retaining wall should screen the dumpster.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Map

PREPARED BY: Chris Nosbisch

DATE PREPARED: 1/11/18

AGENDA ITEM # J – 3

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

DATE: January 15, 2017

AGENDA ITEM: New Furnace

ACTION: Motion

SYNOPSIS: To date, staff has received one quote from Comfort Solutions for the replacement of the furnace at the west water treatment plant. We are working to secure two additional quotes for consideration, per the purchasing policy. The existing quote is in the amount of \$3,107 and we would ask that Council approve the replacement of the furnace at an amount not to exceed this number. Should one of the additional quotes come in under this amount, staff can move forward with the work with the low bidder. The monies needed for the replacement will come from the existing water budget.

BUDGET ITEM: Water

RESPONSIBLE DEPARTMENT: Water

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: None

PREPARED BY: Chris Nosbisch

DATE PREPARED: 1/11/18

AGENDA ITEM # J - 4

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

DATE: January 15, 2017

AGENDA ITEM: Pass through

ACTION: Motion

SYNOPSIS: The CDG Board has voted to give Joe Jennison, CDG Director an additional bonus for the 2019 fiscal year. As the Director is a part of the City payroll, the Council must also approve the request. The City has no monetary responsibility in this request (simply a pass through process).

BUDGET ITEM: Water

RESPONSIBLE DEPARTMENT: CDG

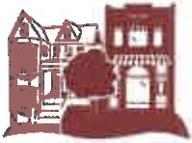
MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: None

PREPARED BY: Chris Nosbisch

DATE PREPARED: 1/11/18

K. Reports-Received/File



**Mount
Vernon**
IOWA

Council:

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

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

Jamie A. Hampton, Mayor

**DECEMBER 2017
POLICE REPORT**

Vehicle Collisions

There were 4 reported collisions in December. The first collision occurred in the 300 block of 7th Street NE when a Linn County Lifts bus was backing down the street and struck a parked vehicle. Damage was estimated at \$2,500 and no injuries were reported. The second collision occurred in the City Hall parking lot, when a vehicle was exiting the parking lot to the north through the alley and cut the corner to sharp, striking a parked vehicle in the lot. Damage was estimated at \$1,400 and no injuries were reported. The third collision occurred at the Hwy 1 & 30 roundabout. This collision resulted when a vehicle was travelling eastbound on Hwy 30 in the roundabout struck a vehicle that failed to yield while travelling turning east on Hwy 30 from Hwy 1 South. Damage was estimated at \$3,000 and no injuries were reported. The fourth collision occurred in the 100 block of 1st Street East when a vehicle was backing from a parked position and struck a vehicle that was westbound on 1st Street. Damage was estimated at \$1,400 and no injuries were reported.

Incidents/Arrest

There were 30 reported incidents in December. Reports included OWI, Domestic Abuse, Immoral Acts with a Child, Driving while suspended, theft from vehicle, suicide threats, found property, violation of a court order, disorderly conduct, public intoxication, credit card fraud, Assault, damage to property, operation without owners consent, criminal mischief, possession of controlled substance, sexual abuse, and service of an arrest warrant. On 12/27/2017 a City owned garbage can in Davis Park was damaged by use of a firework or other explosive type device.

Additionally our office had 11 arrests in December. Arrests occurred for OWI, Assault Causing Bodily Injury – Domestic Abuse, Disorderly Conduct, Public Intoxication, Possession of Alcohol under Age, Simple Assault, Possession of controlled substance, possession of drug paraphernalia, OWI – drugged, and driving while barred. Additionally our department completed an assault investigation that was reported in August, and arrested 3 individuals for Willful Injury Causing bodily Injury, Assault while displaying a weapon, and false imprisonment.

Community Service:

- Officer Gehrke attended the Rotary Meeting at Cornell, partnering with the Rotary and Linn County Safe Kids to plan a safety event.
- Chief Shannon facilitated a planning committee meeting for review of the Linn County Multi-Jurisdictional Hazard Mitigation Plan
- Chief Shannon and Officer Mehlert attended retirement celebration for La Porte City Police Chief Larry Feaker.

Training

- Officer Blinks is advancing through the FTO training program. Officer Blinks has begun working shifts on his own, and will continue to receive FTO training.



**Mount
Vernon**
IOWA

Council:

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

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

Jamie A. Hampton, Mayor

GTSB

Officers worked 19.5 hours of STEP in December. During this enforcement, officers contacted 7 speed violations, 1 seatbelt violation, 1 stop/yield violation, and 8 other traffic violations.

LISBON

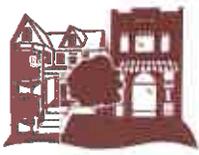
Per the 28E agreement our department provided the following service to Lisbon in December 2017:

- Patrol: 2,280 minutes
- Calls for service: 455 minutes (11 calls for service)
- Administrative time: 0

Total time for December: 45.58 hrs x \$40/hr = \$1,823.33

Respectfully Submitted,

Chief of Police



**Mount
Vernon**
IOWA

Chris Nosbisch, City Administrator
Douglas Shannon, Chief of Police

Jamie A. Hampton, Mayor

Council:

Eric Roudabush
Marty Christensen
Scott Rose
Tom Wieseler
Stephanie West

Public Works Report
1/15/18

Water Department

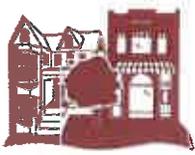
On December 28th it was reported by the police department around 5:30 am that a watermain had broke. The location of the break was the intersection of 6th Street NW and 7th Avenue NW. City crews were onsite around 6 am. The emergency one call took around 90 minutes to be completed. After witch crews were able to start excavating and looking for the break. It took crews about 10 hours total to find and repair the leak. The break was a shear break that crews were able to patch with what is called a band aid. This allows crews to keep low water flow allowing for no boil order in the area.

Winter Maintenance

Over the past two weeks, the last week of December 2017 and the first week in January 2018, it is estimated crews have spread about 50 tons of salt combating the winter storms. We had 6 different winter events during that time period. The amount used in those two weeks is roughly ¼ of the salt the city orders for the entire winter season. Only 1500 gallons of brine has been used because brine isn't effective in the extreme cold temperatures we have been having.

Tree Maintenance

Crews recently started tree trimming in the southwest quadrant. With the weather crews have had to hold off on continuing trimming until the weather allows. Crews are expecting the have the southwest quadrant finished by spring however. This will leave the southeast quadrant as the only quadrant crews haven't been able to trim. Crews should be able to slowly work on that quadrant during the coming summer and fall.



Chris Nosbisch, City Administrator
Douglas Shannon, Chief of Police

Jamie A. Hampton, Mayor

Council:

Eric Roudabush
Marty Christensen
Scott Rose
Tom Wieseler
Stephanie West

Parks and Recreation Department
Directors Report
December 15 – January 15

Parks

- **Preparing to present final trail project at Nature Park to Council next month. We are waiting for easement agreements to come back from legal counsel.**
- **With the help of an anonymous donor, Hunter Parks Companies, and MV Baseball 2022, we were able to purchase a new pitching machine for softball and baseball players to be located at the Elliott Park Batting Cage. Total cost was \$1,299 and \$800 of which was covered by fundraising.**

Sports

- **Boys Basketball has started with 5 teams in Grades 3-6 and 6 teams in Grades 1-2.**
- **Youth Wrestling started on January 9th with 26 kids registered. We are up 6 kids from last year.**
- **Created and distributed Field Reservation Forms for summer ball fields for Competitive Baseball / Softball coaches and teams.**

Pool

- **Nothing new to report**

Misc

- **Congratulations to the MV Parks and Rec Lego Robotics teams at their regional competition in mid- Dec. Team Pond Water won a trophy for the Project Award and Team Legoats qualified for State! Great job kids!**
- **MV Park and Rec hosted Holiday Open Gyms on Dec 27, 28 and 29 at MV Middle School. Over the three days we had 100 kids and parents participate. Thank you to MV Schools for making the gyms available.**

L. Discussion Items (No Action)

AGENDA ITEM # L - 1

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

DATE: January 15, 2017

AGENDA ITEM: Budget

ACTION: None

SYNOPSIS: Please see the attached memo regarding staff projections for the next five years.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: Memo

PREPARED BY: Chris Nosbisch

DATE PREPARED: 1/11/18

Memorandum

To: Mayor and City Council
From: Chris Nosbisch, City Administrator
Date: 1/12/2018
Re: FY 18 Budget

Significant changes are coming to the City of Mt. Vernon. With the introduction of two new subdivisions and the wellness center, additional strain will be placed on existing staff. I have been working with the department heads to identify a five year staffing projection for each department as a guide for the budget process moving forward. For ease of discussion, staff has broken the plan in two categories; immediate and probable (more situational). Staff that is listed within the probable need category are projected needs within the next five years.

Immediate Need:

City Planner – With the loss of the intern, it is apparent to staff that a new position should be created in order to maintain momentum on the sidewalk program. The volatility of internships will not be conducive to smooth transitions moving forward (unless we continue to get individuals fitting Jordan’s mold). The city planner position will also be needed as Matt Siders continues to transition away from the planning and zoning duties. Matt currently receives \$5,000 a year to act as the zoning administrator for the City, although these duties tend to use much more than \$5,000 worth of his time. Once the construction of the Wellness Center gets underway, Matt will need to turn his focus to the operations of the building.

- Projected Salary Range: \$35,000 to \$42,000 plus benefits. The salary will be split among various city funds (water, sewer, general, etc.)
- Projected Duties: It is expected that the City Planner would take the lead on the sidewalk program, planning and zoning duties, mapping updates, nuisances, and comprehensive planning (other special projects will likely be involved as well).
- Location: I am expecting the City Planner to begin in my office until we are comfortable with their abilities. It is possible that the Planner could

move to the old engineer's office with Nick, as Matt will move his offices to the wellness center.

- Desired Start Date: Staff would like to move forward with the creation, advertising, and hiring of this position immediately. The process, start to finish, will range from 90 to 150 days.

Assistant Parks and Rec Director – One full time position will be needed when the new wellness center opens. It is expected that the Assistant PR Director will also be in charge of the municipal pool during the summer, eliminating the need for a pool manager.

- Projected Salary Range: \$30,000 to \$37,000 plus benefits. The salary will be paid with revenues from the wellness center. I am not planning to credit any of the P&R Directors salary to the facility as he is currently programmed into the current budget. A portion of the assistant's salary will also be credited to the pool operation, albeit a very minor portion.
 - Projected Duties: The assistant will be similar to the Director with the addition of the pool.
 - Location: Wellness Center with the Director for a majority of the year.
 - Desired Start Date: Within 3 months of the facility opening to the general public.
- *Other wellness center staff will be needed. Staff is projecting the addition of 8-10 part time employees along with volunteers and unpaid interns. These positions will not be needed until the facility is open for operation.*

Probable Need:

Please refer to the attached document outlining the current infrastructure inventory for the City. This document also shows the increase in inventory that will be created with the additional subdivisions.

Public Works Operator – Please keep in mind that this hire is somewhat subjective depending on the speed in which the following items are realized:

- Transfer of old Hwy 30 to City jurisdiction – staff estimate of 3-4 years
- The speed in which both subdivisions progress. This has more to do with the speed in which the park space and other set aside areas will be transferred to the City. Staff is expecting to maintain 29.17 additional acres. We believe we can handle a majority of this work (for the next three years) with seasonal employees.
- Growth around the by-pass area. We are not expecting major growth within the next 4-5 years given construction schedules.

Based upon the numbers, we are fully expecting to add at least one new full time public works operator within the next five years. The count should begin next year for the 2020 census. We are unlikely to see major growth in our population numbers as the developers will only have 1 ½ construction seasons available. Mt. Vernon may need to consider a special census in 2024 if the projected growth in population is realized. Each resident of Mt. Vernon translates to \$118 (roughly) in road use tax funding. It is the growth in road use tax, sewer, water and solid waste that will dictate when we can bring on another full time employee. Should the City see significant growth around the by-pass, a second position may become necessary. One final consideration would be the introduction of additional services. As this is a Council decision, it is difficult for staff to predict.

- Projected Salary Range: Operator I, \$38,000, Operator II, \$45,400, Operator III, \$50,600. The salary will be split among various city funds (water, sewer, general, etc.)
- Projected Duties: Same as current public works duties, although Nick would have some freedom to earmark personnel for specific positions, ex. buildings and grounds.
- Location: Public Works facilities.
- Desired Start Date: 3-5 years.

The Police Department is contingent on a number of parameters as well. Residential growth is a contributing factor in our analysis, however, growth in student population at Cornell, office space, changes in Council priorities, and growth in tax base may play a more significant role. Unlike the other positions grant funding is a possibility for Police services.

Police Receptionist: In an effort to prolong the need for additional officers, staff would recommend the creation of new position at City Hall. A receptionist, either permanent part time or full-time, would be able to complete paperwork, answer phones, schedule meetings, etc. The Officers currently complete all office work themselves, cutting into the amount of time spent on additional enforcement efforts. Chief Shannon estimates 2,264 administrative hours for his officers compared to 345 hours of “investigative time.” Although tight, there is space within the existing office area to bring in a receptionist. This is another staff position that should be seriously considered within the next 2-3 years. One factor playing a significant role in the introduction of this position is growth in the general fund. Once the subdivisions begin in earnest, staff can better gauge the pace of growth.

- Projected Salary Range: The starting salary may be dictated by the collective bargaining unit. A permanent part time positions would likely enter in the \$16-18 an hour range.

- Projected Duties: Answering phones, scheduling meetings, completion of necessary paperwork, and other receptionist's duties.
- Location: City Hall.
- Desired Start Date: 2-3 years. **Staff would be looking at this position more in depth during the next budget cycle. Staff will have two years' worth of revenue data from the 28E agreement with Lisbon. Should the revenues remain steady, we could proceed with the position as early as FY 20.**

Patrol Officer: There are five officers and the Chief of Police. Six officers is typically the minimum number necessary to operate a 24/7 operation. The general fund is expected to increase by \$60,000-\$80,000 annually upon full build out of the subdivisions. The TIF rebates in each of the subdivisions will slow the pace of the general fund growth. I am fully expecting the addition of one officer in the 4-5 year range.

- Projected Salary Range: Patrol, \$48,500, Patrol II, \$51,800, Patrol III, \$55,900. This would be a general fund expense
- Projected Duties: Same as current sworn officers.
- Location: City Hall.
- Desired Start Date: 4-5 years. **This could be moved forward by 2 years if the City were to receive a Byrne Grant through the Department of Justice. This grant will cover a portion of the officer's salary and benefits, as it stair steps down over a four year period (100% 1st year, 75% 2nd year, 50% 3rd year, 25% 4th year).**

Current Staff

Miles of Road center line	22	9 Staff members	7 Staff members	Water Sewer Department only
rough acres of populated land in town		2.44	3.14	
	1100	122.22	157	
Park land mowable				
	52.3	5.81	7.47	
Population with Cornell				
	4500	500	642.9	
Miles of Sanitary Sewer				
	18.4	2.04	2.62	9.2
Miles of Water Main				
	25.23	2.8	3.6	12.62
Miles of Storm Sewer				
	10	1.11	1.43	
Units billed for water				
	1383	153.7	197.57	691

Additional Developments

Stonebrook Center Line Miles	1.5	Spring Meadow Heights	1.33	Hwy 30 b/c of bypass	2.5	total	5.33
acres							
	59		50	?			109
Parks and Drainage area to mow							
	18.48		10.69	?			29.17
est pop							
	240		380				620
Sanitary Sewer							
	1.35		1.13				2.48
Watermain							
	1.49		1.22				2.71
Storm Sewer							
	1.74		0.43				2.17
Housing Units							
	96		152				248

AGENDA ITEM # L – 2

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

DATE:	January 15, 2017
AGENDA ITEM:	Monthly Listening Posts
ACTION:	None

SYNOPSIS: Councilperson Rose has taken the lead on a creating a schedule and possible list of topics for Saturday morning listening posts.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: Council

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: None

PREPARED BY: Chris Nosbisch

DATE PREPARED: 1/11/18

M. Reports Mayor/Council/Admin.

**CITY OF MT. VERNON
CITY ADMINISTRATOR
REPORT TO THE CITY COUNCIL
January 15, 2018**

- Staff will delivering the CAT application to the Iowa Economic Development Authority on Tuesday, January 16, 2018. The Linn County Board of Supervisors has agreed to provide \$10,000 to the project if the CAT grant is successful.
- The first meeting of the by-pass steering committee meeting will occur on Wednesday, January 17, 2018 at City Hall.
- Staff will be meeting with the Engineers from V&K on Wednesday, January 24, 2018 to further discuss the costs associated with the quiet zone designation.