

# City of Mt. Vernon, Iowa

<b>Meeting:</b>	<b>Mt. Vernon City Council Meeting</b>
<b>Place:</b>	<b>Mt. Vernon City Hall, 213 First Street NW, Mt. Vernon, Iowa 52314</b>
<b>Date/Time:</b>	<b>October 2, 2017 – 6:30 PM</b>
<b>Web Page:</b>	<b>www.cityofmtvernon-ia.gov</b>
<b>Posted:</b>	<b>September 29, 2017</b>

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

## **A. Call to Order**

## **B. Agenda Additions/Agenda Approval**

## **C. Communications:**

1. Unscheduled
2. Presentation of Annual TIF Report – Maggie Burger, Speer Financial
3. Yearly Library Report – Cathy Boggs

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 – September 18, 2017 Regular Council Meeting
2. Approval of Liquor License – Gary's Foods

## **E. Public Hearing**

1. None

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

1. Ordinance #7-3-2017A: An Ordinance Vacating and Selling a Portion of a Sixteen Foot Alley ROW Located Adjacent to 517 and 519 2<sup>nd</sup> Street NW and 514 and 518 3<sup>rd</sup> Street NW, Within the City Limits of Mt. Vernon, Linn County, Iowa
  - i. Motion to approve third and final reading

## **G. Resolutions for Approval**

1. Resolution #9-02-2017A: Setting Dates of a Consultation and a Public Hearing on a Proposed Amendment No. 5 to the Mount Vernon Urban Renewal Plan in the City of Mount Vernon, State of Iowa
2. Resolution #9-02-2017B: Eliminating Parking on the North Side of Bryant Rd. From 1<sup>st</sup> Ave W to Bryant Ct and Eliminating Parking on the North Side of 6<sup>th</sup> St NE From 1<sup>st</sup> Ave. N East to the Current Dead End, Including the Inner Circle of Turtle Dove Ln

3. Resolution #9-02-2017C: Eliminating Parking on Both Sides of Ink Rd From 1<sup>st</sup> Ave N North to the Mt. Vernon City Limits

**H. Mayoral Proclamation**

1. None

**I. Old Business**

1. None

**J. Motions for Approval**

1. Consideration of Claims List – Motion to Approve
2. Discussion and Consideration of Professional Services Agreement with Confluence – Corridor Study - Council Action as Needed
3. Discussion and Consideration of Goal Setting Proposal – Callahan Consultants – Council Action as Needed

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

1. None

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

1. Quarterly Newsletter
2. Suggested Ordinance Change – Private Wells

**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.**

## **C. Communications**

# City of Mount Vernon, Linn County, IA

## General Obligation Debt

Date	Fiscal Year	2007		2008 Variable		2016		2013		FY
		Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
01-Dec-2017	2018	\$ 190,000.00	20,800.00	\$ 180,000.00	68,870.00	\$ 45,000.00	1,838.75	\$ 80,000.00	\$	18
01-Dec-2018	2019	200,000.00	17,000.00	190,000.00	53,310.00	50,000.00	1,187.50	60,000.00	\$	19
01-Dec-2019	2020	210,000.00	223,000.00	194,000.00	18,310.00	50,000.00	712.50	80,000.00	\$	20
01-Dec-2020	2021	215,000.00	223,000.00	188,000.00	14,800.00	50,000.00	50,712.00	80,000.00	\$	21
01-Dec-2021	2022	225,000.00	4,500.00	190,000.00	20,427.00	50,000.00	8,843.75	80,000.00	\$	22
01-Dec-2022	2023		279,500.00	195,000.00	24,513.00	50,000.00		80,000.00	\$	23
01-Dec-2023	2024			210,000.00	45,433.75	50,000.00		80,000.00	\$	24
01-Dec-2024	2025			210,000.00	34,570.00	50,000.00		80,000.00	\$	25
01-Dec-2025	2026			210,000.00	28,663.75	50,000.00		80,000.00	\$	26
01-Dec-2026	2027			210,000.00	20,469.00	50,000.00		80,000.00	\$	27
01-Dec-2027	2028			210,000.00	16,422.50	50,000.00		80,000.00	\$	28
01-Dec-2028	2029			210,000.00	11,917.50	50,000.00		80,000.00	\$	29
01-Dec-2029	2030			210,000.00	7,817.50	50,000.00		80,000.00	\$	30
		\$ 1,050,000.00	1,168,200.00	\$ 895,000.00	3,476,480.00	\$ 145,000.00	153,077.50	\$ 970,000.00	\$	1,432,877.50

# City of Mount Vernon, Linn County, IA

## General Obligation Debt

FY	2014		2015		2016		Total Principal	Total Principal & Interest	Less America Treasury Payment @ 2%	Less T.I.F. Revenue	Less Sewer Revenue	Less Water Revenue	Less Local Option Sales Tax (Series 2013 Notes)	Less Local Option Sales Tax (Series 2014 Notes)	Total Property Taxes	FY
	Principal	Interest	Principal	Interest	Principal	Interest										
18	\$ 175,000.00	\$ 32,200.00	\$ 175,000.00	\$ 32,200.00	\$ 35,000.00	\$ 35,000.00	\$ 187,741.75	\$ 18,091.90	\$ 318,927.50	\$ 180,121.89	\$ 118,882.81	\$ 105,837.50	\$ 201,250.00	\$ (0.00)	18	
19	160,000.00	212,462.00	160,000.00	36,189.71	36,189.71	36,189.71	452,133.00	27,132.18	324,225.00	182,728.18	120,900.78	180,917.50	200,187.50	205,430.55	19	
20	180,000.00	200,428.00	180,000.00	35,526.75	35,526.75	35,526.75	410,445.50	26,010.78	324,087.50	182,728.18	120,900.78	180,917.50	200,187.50	200,187.50	20	
21	18 (0.00)	211,450.00	18 (0.00)	40,202.25	40,202.25	40,202.25	187,188.00	14,808.88	288,475.00	181,103.88	120,728.25	180,917.50	200,187.50	200,187.50	21	
22	18 0.00	214,087.50	18 0.00	38,821.75	38,821.75	38,821.75	217,730.50	13,423.51	234,000.00	181,244.16	120,728.25	180,917.50	200,187.50	200,187.50	22	
23	180 (0.00)	211,212.80	180 (0.00)	40,222.25	40,222.25	40,222.25	200,527.00	15,215.38	234,000.00	180,824.43	120,728.25	180,917.50	200,187.50	200,187.50	23	
24	184,100.00	18,052.50	184,100.00	40,304.50	40,304.50	40,304.50	207,405.25	10,283.37	234,000.00	180,425.63	120,728.25	180,917.50	200,187.50	200,187.50	24	
25	200 (0.00)	15,977.50	200 (0.00)	174.40	174.40	174.40	187,600.00	9,448.28	234,000.00	180,425.63	120,728.25	180,917.50	200,187.50	200,187.50	25	
26	205,000.00	12,037.50	205,000.00	1,501.21	1,501.21	1,501.21	206,501.21	7,420.21	234,000.00	180,425.63	120,728.25	180,917.50	200,187.50	200,187.50	26	
27	210,000.00	8,252.50	210,000.00	3,062.17	3,062.17	3,062.17	213,062.17	6,042.89	234,000.00	180,425.63	120,728.25	180,917.50	200,187.50	200,187.50	27	
28	215,000.00	6,732.50	215,000.00	4,162.00	4,162.00	4,162.00	219,162.00	4,162.00	234,000.00	180,425.63	120,728.25	180,917.50	200,187.50	200,187.50	28	
29	220,000.00	228,482.50	220,000.00	11,713.31	11,713.31	11,713.31	231,713.31	2,113.31	234,000.00	180,425.63	120,728.25	180,917.50	200,187.50	200,187.50	29	
	\$ 2,350,000.00	\$ 2,812,160.00	\$ 2,350,000.00	\$ 335,646.00	\$ 335,646.00	\$ 335,646.00	\$ 9,078,135.00	\$ 264,988.80	\$ 1,459,415.00	\$ 2,244,081.16	\$ 1,302,847.24	\$ 1,132,877.50	\$ 2,884,012.50	\$ 2,884,012.50	0	

# City of Mount Vernon, Linn County, Iowa

## TIF Revenue Abatement

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Date	Fiscal Year	2007		2010		2014		Transfer To General Obligation Debt Service Principal & Interest	Total T. I. F. Taxes Fiscal Year
		Principal	Principal & Interest	Principal	Principal & Interest	Principal	Principal & Interest		
01-Dec-2017	18	\$ 190,000.00	\$ 20,800.00	\$ 45,000.00	\$ 1,938.75	\$ 35,000.00	\$ 1,575.00	\$ 318,627.50	18
01-June-2018	19	200,000.00	210,800.00	50,000.00	46,938.75	35,000.00	36,575.00	324,225.00	19
01-Dec-2019	20	210,000.00	223,000.00	50,000.00	51,357.50	35,000.00	36,225.00	324,087.50	20
01-June-2020	21	215,000.00	223,800.00	35,000.00	50,712.50	35,000.00	35,631.25	268,475.00	21
01-Dec-2021	22	225,000.00	229,500.00			35,000.00	437.50	234,000.00	22
		\$ 1,040,000.00	\$ 1,168,200.00	\$ 145,000.00	\$ 153,077.50	\$ 140,000.00	\$ 146,137.50	\$ 1,469,415.00	\$ 1,469,415.00

SPEER FINANCIAL, INC.  
September 22, 2017

# City of Mount Vernon, Linn County, Iowa

## General Obligation Debt Capacity

Column:	#1	#2	#3	#4	#5
Assessed Valuation*(100%)/GO Bond Capacity	FY 16-17 1/1/2015	FY 17-18 1/1/2016	FY 18-19 1/1/2017	FY 19-20 1/1/2018	FY 20-21 1/1/2019
Property Valuation @ (100%) (Actual/Projected)	\$250,613,804	\$253,435,002	\$254,702,177	\$255,975,688	\$257,255,566
<b>Statutory GO Debt Limit @ 5% of 100% Value</b>	\$12,530,690	\$12,671,750	\$12,735,109	\$12,798,784	\$12,862,778
<b>Bonds Outstanding (Beginning Fiscal Year)</b>					
GO Bonds (Outstanding - Maturities)	\$ 8,220,000.00	\$ 7,305,000.00	\$ 6,620,000.00	\$ 5,904,000.00	\$ 5,172,000.00
TIF Revenue Bonds Outstanding (Principal Only)					
Loans Outstanding (Principal Only)					
TIF Rebates Outstanding (Principal Only)					
<b>Bonds Paid (During Fiscal Year)</b>					
GO Debt (Principal Only) (Paid)	\$ 915,000.00	\$ 685,000.00	\$ 716,000.00	\$ 732,000.00	\$ 703,000.00
GO Refunded Debt (Principal Only) (Paid)					
Loans (Principal Only) (Paid)					
TIF Rebate (Principal Only) (Paid)					
<b>Bonds Issued (During Fiscal Year)</b>					
GO Bonds (Principal Only) (Issued)					
TIF Debt (Principal Only) (Issued)					
Loans (Principal Only) (Issued)					
Other Debt (Principal Only) (Issued)					
<b>Remaining GO Debt Capacity (Not Obligated)</b>	\$5,225,690	\$6,051,750	\$6,831,109	\$7,626,784	\$8,393,778
<b>Percent of Capacity Remaining</b>	41.70%	47.76%	53.64%	59.59%	65.26%
GO Contingency Reserve (% of GO Capacity)	20%				
<b>Total GO Capacity - Less Contingency Reserve</b>	\$2,719,552	\$3,517,400	\$4,284,087	\$5,067,028	\$5,821,223
<b>Percent Increase for Property Valuation Projection</b>	21.70%	27.76%	33.64%	39.59%	45.26%
	1.126%	0.500%	0.500%	0.500%	0.500%



# City of Mount Vernon, Linn County, Iowa

## T.I.F. Debt Report

Frozen Base Value - \$99,144,088

Column:	#1	#2	#3	#4	#5
Fiscal Year	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
County Assessor's Value as of	1/1/2015	1/1/2016	1/1/2017	1/1/2018	1/1/2019

TIF Value Existing					
TIF Captured Value (Commercial Property @ 100%)	\$22,284,769	\$24,322,687	\$22,251,428	\$22,818,969	\$23,262,763
Commercial Property Rollback %	90.000%	90.000%	90.000%	90.000%	90.000%
TIF Captured Value (Commercial Property Rollback Value)	20,059,892	19,730,329	20,026,283	20,827,072	20,836,478
TIF Industrial Property @ 100%	\$690,663	\$664,788	\$693,660	\$611,387	\$620,637
Industrial Property Rollback %	90.000%	90.000%	90.000%	90.000%	90.000%
TIF Captured Value (Industrial Property Rollback Value)	\$621,588	\$606,309	\$624,204	\$550,230	\$559,483
TIF Personal Property/Agricultural @ 100%	\$2,287,273	\$2,312,373	\$2,347,059	\$2,417,470	\$2,463,732
TIF Captured Value (Residential Property 100 % Value)	\$109,278,820	\$111,969,014	\$113,587,649	\$116,995,270	\$118,760,268
Residential Property Rollback %	60.6250%	60.8391%	56.9391%	56.9391%	56.9391%
TIF Captured Value (Residential Property Rollback Value)	60,793,327	63,719,966	64,978,785	66,819,059	67,816,300
TIF Captured Value (Multi-Residential Property 100 % Value)	\$6,372,582	\$6,338,741	\$6,338,741	\$5,338,741	\$6,338,741
Multi-Residential Property Rollback %	86.25000%	82.18000%	78.75000%	75.00000%	71.25000%
TIF Captured Value (Multi-Residential Property Rollback Value)	5,065,102	4,404,461	4,204,269	4,004,056	3,803,853
<b>Total TIF Property Value (Taxable)</b>	<b>\$88,821,182</b>	<b>\$90,693,457</b>	<b>\$91,787,589</b>	<b>\$94,214,887</b>	<b>\$95,367,846</b>
Rate/Thousand	\$34.802	\$34.795	\$34.795	\$34.795	\$34.795
Total TIF Revenue (Taxable Value x Rate/Thousand)	\$ 3,091,144.11	\$ 3,155,682.47	\$ 3,193,752.84	\$ 3,278,210.74	\$ 3,318,328.02

Total TIF Dollars with Backfill					
Current / Future Debt Service Requirements GO Obligations	\$ 586,560.01	\$ 318,627.50	\$ 324,225.00	\$ 324,087.50	\$ 268,475.00
Current / Future TIF Grants & Loans					
Current / Future TIF Rebate Obligations					

**UNCLAIMED T.I.F. DOLLARS**

Precent of T.I.F. Dollars Not Used (Unclaimed)	81.67%	89.90%	89.85%	90.11%	91.91%
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TIF Value Future Growth-Building Completed in Calendar Year:	2015	2016	2017	2018	2019
Commercial Property (100%)	\$0	\$0	\$0	\$0	\$0
Industrial Property (100%)	\$0	\$0	\$0	\$0	\$0
Agricultural Property (100%)	\$0	\$0	\$0	\$0	\$0
Housing Units Constructed/Year	0	0	0	0	0
Housing Unit Value/Unit	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Housing Units Constructed 100% Value	\$0	\$0	\$0	\$0	\$0
Total Future Value	\$0	\$0	\$0	\$0	\$0
Valuation Growth Factor	2.108%	1.500%	1.500%	1.500%	1.500%

**SPEER FINANCIAL, INC.**  
September 22, 2017



## **D. Consent Agenda**

The Mount Vernon City Council met September 18, 2017 at the Mount Vernon City Hall Council Chambers with the following members present: Roudabush, Wieseler and Christensen. Absent: Tuerler 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 to approve the Agenda, seconded by Christensen. Carried all. Absent: Tuerler and Rose.

**Consent Agenda.** Motion made by Wieseler, seconded by Christensen to approve the Consent Agenda. Carried all. Absent: Tuerler and Rose.

Approval of City Council Minutes – September 5, 2017 Regular Council Meeting

Approval of Liquor License – CDG (Chili Cook Off)

Approval of Fireworks Permit – Cornell College

### **Ordinance Approval/Amendment**

**Ordinance #7-3-2017A:** An Ordinance Vacating and Selling a Portion of a Sixteen Foot Alley ROW Located Adjacent to 517 and 519 2<sup>nd</sup> Street NW and 514 and 518 3<sup>rd</sup> Street NW, Within the City Limits of Mt. Vernon, Linn County, Iowa.

Motion to approve second reading and proceed with third reading (Council may suspend rules and proceed to third and final reading after vote of second reading). Wieseler motioned to approve the second reading of Ordinance #7-3-2017A, seconded by Christensen. Roll call vote. Motion passes. Absent: Tuerler and Rose.

### **Resolutions for Approval**

**Resolution #9-18-2017A –** Approving the Annual Urban Renewal Report for FY 2016-2017. City Administrator Chris Nosbisch explained that the annual report is required to be certified to the Iowa Department of Management by December 1<sup>st</sup> of each year. As of July 31, 2017 the total outstanding TIF debt was \$2,143,460. The annual expenditure for the 2016-2017 FY was \$667,646. This includes \$100,000 for the sidewalk program. The City also has a cash balance of \$10,537 in the low to moderate income set aside account. These dollars must be used for qualifying low to moderate income programs. Motion to approve Resolution #9-18-2017A made by Christensen, seconded by Wieseler. Roll call vote. Motion passes. Absent Tuerler and Rose.

### **Motions for Approval**

**Consideration of Claims List –** Motion to Approve. Wieseler motioned to approve the Claims List, seconded by Christensen. Carried all. Absent: Tuerler and Rose.

AAA PEST CONTROL	PEST CONTROL-P&A	30.00
AHLERS & COONEY P.C.	LEGAL FEES-P&A, LOST I	769.50
AIRGAS INC	CYLINDER RENTAL FEE-PW	57.32
ALLIANT IES UTILITIES	ENERGY USAGE-FD	289.98
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	91.63
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	32.23
ALLIANT IES UTILITIES	ENERGY USAGE-SEW	6,641.63
ALLIANT IES UTILITIES	ENERGY USAGE-POOL	4,730.70
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	3,660.85
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	2,516.54
ALLIANT IES UTILITIES	ENERGY USAGE-P&A	1,122.87

ALLIANT IES UTILITIES	ENERGY USAGE-SEW	574.89
ALLIANT IES UTILITIES	ENERGY USAGE-RUT	342.60
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	293.38
ALLIANT IES UTILITIES	ENERGY USAGE-POOL	148.95
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	139.72
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	79.46
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	74.29
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	69.36
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	61.44
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	46.69
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	38.97
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	28.10
ALLIANT IES UTILITIES	ENERGY USAGE-EMA	25.86
ALLIANT IES UTILITIES	ENERGY USAGE-CEM	21.98
BARNYARD SCREEN PRINTER LLC	T-SHIRTS-P&REC	1,988.00
BARNYARD SCREEN PRINTER LLC	UNIFORMS-PW	200.00
BOBCAT OF CEDAR RAPIDS	EQUIP REPAIR-RUT	87.77
BOBCAT OF CEDAR RAPIDS	SWEEPER ATTACHMENT-RUT	43.94
BROWN SUPPLY COMPANY	SUPPLIES-WAT	355.00
BSN SPORTS COLLEGIATE PACIFIC	REF FLAG,MOUTH GUARDS-P&REC	68.53
BURROUGHS, RICHARD	CEMETERY MAINT	4,470.00
CADEN ESKELSEN	REFEREE-P&REC	60.00
CAMPBELL SUPPLY CEDAR RAPIDS	EQUIPMENT-RUT	65.66
CAREPRO PHARMACY	SUPPLIES-POOL	24.11
CAREPRO PHARMACY	SUPPLIES-P&A	17.93
CARRICO AQUATIC RESOURCES INC	CHEMICALS-POOL	4,637.91
CENTURY LINK	PHONE CHGS-PD	37.20
CLIFTON LARSON ALLEN	AUDITOR FEES-P&A	9,700.00
COMMUNITY DEVELOPMENT GROUP	HOTEL/MOTEL TAX PYMT-ECON DEV	19,603.15
CUSTOM HOSE & SUPPLIES INC	SUPPLIES-WAT	187.24
DOORS INC	LOCKSET-POOL	465.00
ELDON DOWNS	CELL PHONE STIPEND-PW	400.00
EVERETT THOMPSON	INTERN-MVHPC	380.00
EVIDENT INC	SUPPLIES-PD	153.42
FRANCESCA LEE THOMPSON	CLEANING SERVICE-P&A	60.00
FRANCESCA LEE THOMPSON	CLEANING SERVICE-P&A	120.00
GALLS INC	UNIFORMS-PD	576.66
GROUP SERVICES INC	INSURANCE-ALL DEPTS	28,845.01
IOWA ASSOC OF MUNICIPAL UTILITIES	MEMBERSHIP-PW	980.48
IOWA DEPT OF TRANSPORTATION	3&4' INSERTS-RUT	2,874.93
IOWA ONE CALL	LOCATES-WAT,SEW	42.30
IOWA SOLUTIONS INC	PATCH MGMT-PD	25.00
IOWA SOLUTIONS INC	WATCHGUARD,NEW EMP INSTALL-PD	1,530.00
IOWA SOLUTIONS INC	BACKUP ISSUES,PRINTER INSTALL	125.00
JACQUELINE ENGELBRECHT	WATER EXERCISE-POOL	75.00
JAMIE PARKER	REFEREE-P&REC	120.00
JOAN BURGE	CLEANING SERVICE-P&A	60.00
JORDAN AXTELL	REFEREE-P&REC	285.00
KAYDEN PENDERGRASS	REFEREE-P&REC	120.00
KIECKS	UNIFORMS-PD	115.90
KONE INC	ELEVATOR MAINT CONTRACT-P&A	166.23
KONICA MINOLTA BUSINESS SOLUTIONS	MAINTENANCE PLAN/COPIES	459.15
LINN COUNTY PUBLIC HEALTH	AIR PERMITS RENEWAL	140.00
LINN COUNTY TREASURER'S OFFICE	BRIDGE INSPECTION-RUT	160.00
MOUNT VERNON LISBON SUN	ADS/PUBLICATIONS-P&REC,POOL	446.75

MOUNT VERNON POLICE RESERVES	SPECIAL EVENTS-PD	15.50
MV ACE HARDWARE	SUPPLIES-ALL DEPTS	1,016.89
NATHAN GOODLOVE	FIRE CHIEF PAY-FD	416.67
NOLAN HINRICHS	REFEREE-P&REC	120.00
NORTHWAY CORP	WELL #5/DEDUCTIBLE ON CLAIM	1,000.00
PAYROLL	CLAIMS	65,413.55
RACOM CORPORATION	VEHICLE REPAIRS-PD	95.00
RHINO INDUSTRIES INC	CHEMICALS-SEW	1,000.00
ROTO-ROOTER	6TH ST & HWY 1 NE-SEW	570.00
SAM KRINGLEN	REFEREE-P&REC	210.00
SHERWIN WILLIAMS CO.	FIELD PAINT-P&REC	124.54
SHERWIN WILLIAMS CO.	SUPPLIES-RUT	48.48
SPRAY-LAND USA	SUPPLIES-RUT	32.10
ST LUKE'S WORK WELL SOLUTIONS	DRUG TEST-PD	249.00
ST LUKE'S WORK WELL SOLUTIONS	DRUG TEST-RUT	20.00
STAPLES ADVANTAGE	STAPLES,PAPER-P&A	106.77
STATE HYGIENIC LAB	TESTING-SEW	2,177.00
STATE OF IOWA	ELEVATOR PERMIT/INSPECTION-P&A	175.00
SUE RIPKE	UNIFORMS-P&A	49.97
SUE RIPKE	UNIFORMS-P&A	21.57
SUSAN SEE	WATER EXCERCISE-POOL	125.00
TEMP VENDOR	CARTRIDGE-PD	552.80
UNITYPOINT CLINIC-OCCUPATIONAL	DRUG TESTING-PD,RUT	74.00
UNITYPOINT CLINIC-OCCUPATIONAL	PHYSICAL-PW	141.00
US CELLULAR	CELL PHONE-PD	116.17
VALLEY ATHLETICS	FIELD MARKING PAINT-P&REC	134.97
WAPSI WASTE SERVICE	RECY-SW	1,117.58
WATCH GUARD VIDEO	CHGING BASE KIT-PD	190.00
WENDLING QUARRIES	ROAD ROCK-RUT	866.35
WEX BANK	FUEL-PD,WAT,SEW	1,058.65
	TOTAL	179,399.77

Discussion and Consideration of Engineering Services Agreement with V&K Engineering – Sewer Plant Improvements - Council Action as Needed. Council was presented with a service agreement from V&K Engineering for the design and oversight of the wastewater treatment plant improvements. The total estimated project cost is \$1.7 million with \$225,000 included for the engineering fees. The fee represents about 13% of the estimated project costs. V&K has been working on the initial compliance filings with the IDNR and would start the final design phase this month if approved. The project is expected to be completed in July of 2019. This project will include the mandated UV disinfection, estimated at \$900,000 along with the rebuilding and/or replacement of the two screw pumps which are about 15 years old. When asked how this would be funded Nobsisch replied that the City is pursuing a State Revolving Fund grant that would be paid with sewer fees. The sewer proprietary fund has a balance of about \$250K. With the yearly 3% rate increase the sewer rates should not have to be increased in order to cover the long term debt payment. Roudabush motioned to approve the service agreement with V&K Engineering in the amount of \$225,000.00, seconded by Wieseler. Carried all. Absent: Tuerler and Rose.

### Reports to be Received/Filed

Mt. Vernon Police Report. There were 3 reported collisions in August and 20 reported incidents including forgery, credit card fraud, and assault. There were five arrests. Chief Doug Shannon attended the Rotary meeting on 8-10-17. Officer Gehrke and Officer Mehlert conduct drug awareness training for Cornell RA's on 8-24-17. Officer Blinks began the Iowa Law Enforcement Academy on August 28<sup>th</sup> and is scheduled to graduate on October 27<sup>th</sup>, 2017. Officers worked 6 hours of STEP resulting in two arrests. The Iowa

Governor's Traffic Bureau notified MVPD that the FY18 grant application was approved. MVPD provided 2,778 minutes of patrol time and 412 minutes of calls for service to Lisbon per the 28E agreement.

Mt. Vernon Public Works Report. New gravel was placed on the shoulder of 1<sup>st</sup> Street E. Crews were informed of a sink hole off of Hwy 1 near 7<sup>th</sup> Street on the NE side. Upon inspection it was determined that a connection in the pipe was bad. While working on this project crews added a 12" storm inlet with a 4 x4 foot concrete pad to take the storm water from nearby downspouts. The live screen to the east of the cemetery was cleaned up. The pool has been closed for the season. Work has started on Elliott Field E; the baselines will be widened and lime added. The trail head crossing on 6<sup>th</sup> Street has been cleaned. The curb stop at 511 5<sup>th</sup> Ave SW was repaired.

Mt. Vernon Parks and Rec Report. Public Works helped build a new batting cage for Davis Park. Fall Flag Football has 13 teams' playing/108 kids. Fall Soccer has 20 teams/190 kids. 50 dogs participated in the annual dog swim and raised \$198.00 to benefit the Nancy Doreen Huffman dog Park. Carpet King installed new carpet in the mangers office.

City Administrator's Report. Staff has received an initial analysis from Shive Hattery on potential changes to the Hwy 1 & Hwy 30 RAB. The 2<sup>nd</sup> subdivision plat that has been proposed to staff will probably go back to P&Z for minor modifications. About 40 residents have decided to let the City complete their sidewalk work. Capital Improvement Planning has start for FY19. A five year schedule will be presented to Council in November.

Adjournment. As there was no further business to attend to the meeting adjourned, the time being 7:04p.m., September 18, 2017.

Respectfully submitted,  
Sue Ripke  
City Clerk

## Marsha Dewell

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**From:** Licensing@IowaABD.com  
**Sent:** Tuesday, September 26, 2017 2:34 AM  
**To:** Marsha Dewell  
**Cc:** Licensing@IowaABD.com  
**Subject:** [POSSIBLE SPAM] Liquor License Submitted to Local Authority

Insurance coverage/bond certification has been completed for the following application(s). The application(s) is awaiting local authority review. After local authority approval, the application will be submitted to the Iowa Alcoholic Beverages Division for review.

License #	License Status	Business Name
LE0001230	Submitted to Local Authority	Gary's Foods (715 1st Ave S Mount Vernon Iowa, 52314)

Please do not respond to this email. To check the status of your application follow these steps:

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

For assistance by email contact [Licensing@IowaABD.com](mailto:Licensing@IowaABD.com)

**F. Ordinance Approval/Amendment**

**AGENDA ITEM # F – 1**

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

<b>DATE:</b>	October 2, 2017
<b>AGENDA ITEM:</b>	Ordinance – Vacate and Sell
<b>ACTION:</b>	Motion

**SYNOPSIS:** There has been no additional communication received on this agenda item.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Ordinance

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 9/27/17

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

AN ORDINANCE VACATING AND SELLING A PORTION OF A SIXTEEN FOOT ALLEY LOCATED ADJACENT TO 517 AND 519 2<sup>ND</sup> STREET NW AND 514 AND 518 3<sup>RD</sup> STREET NW, WITHIN THE CITY LIMITS OF MT. VERNON, LINN COUNTY, IOWA.

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

SECTION 2: The City of Mt. Vernon hereby approves the sale of the property listed in Section 1 and described in Exhibit "B", to the neighboring property owners for \$.50 a square foot plus \$350 in administrative fees per deed, subject to conditions listed in Exhibit "C", attached hereto and made a part thereof.

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

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

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

Approved and adopted this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Jamie Hampton – Mayor

ATTEST:

\_\_\_\_\_  
Sue Ripke – City Clerk

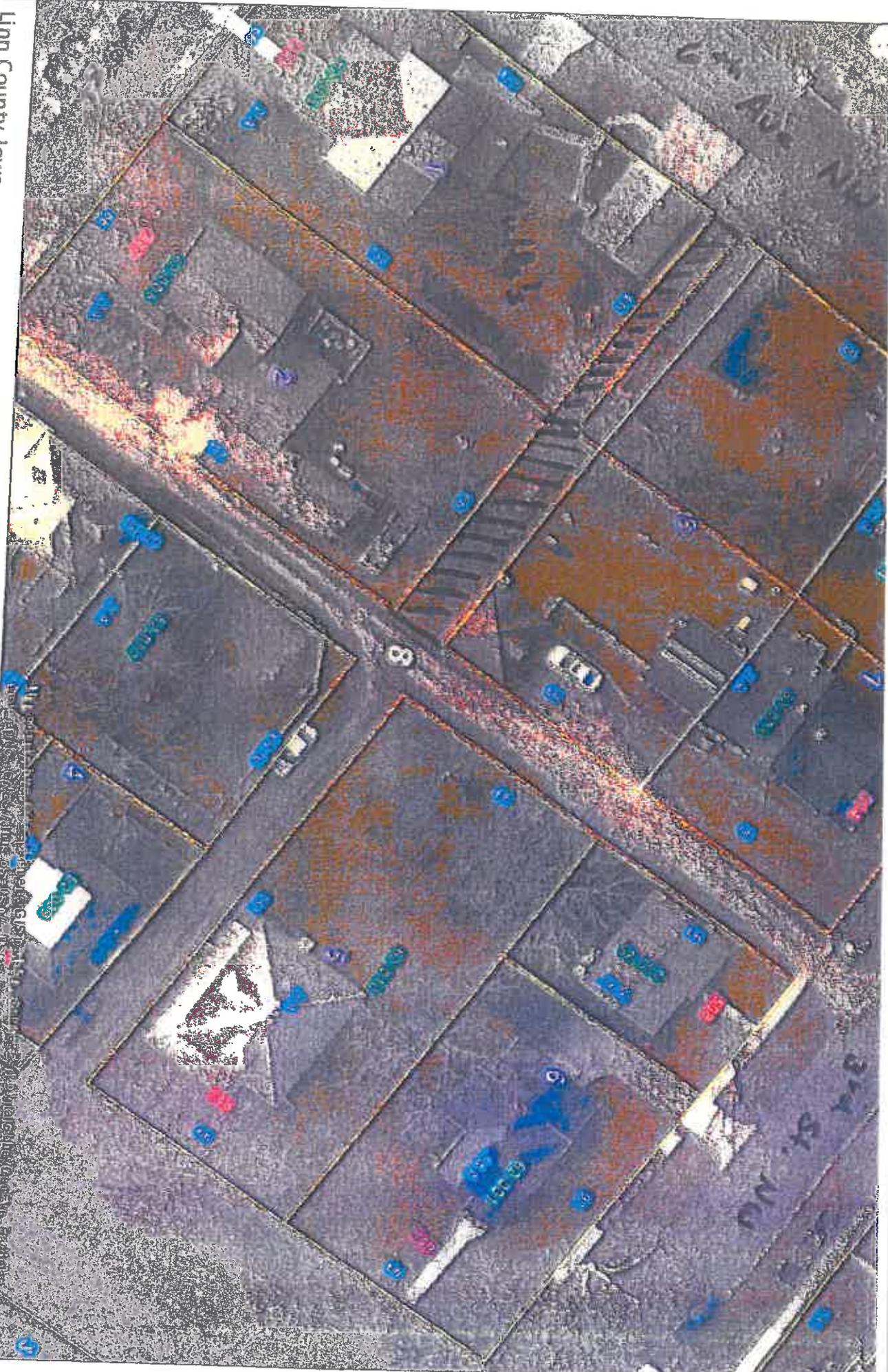
I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 2017.

Linn County, Iowa

Linn County, Iowa Land Records

Date Printed: 6/16/2017 8:56:07 AM

Exhibit A



© 2017 County of Linn  
 This map was prepared by the County of Linn, Iowa, and is intended for informational purposes only. It is not a legal document and should not be used for legal purposes. The County of Linn, Iowa, is not responsible for any errors or omissions on this map. For more information, please contact the County of Linn, Iowa, at 319-335-1234.



"Exhibit B, Property Description"

Beginning at the Northwest corner of Lot 1, Block 8 of Bowmans Second Addition to the Town of Mt. Vernon, thence easterly 132 feet to the northeast corner of Lot 2, Block 8 of Bowmans Second Addition to the Town of Mt. Vernon, thence northeasterly 16 feet to the southeast corner of Lot 8, Block 8 of Bowmans Second Addition to the Town of Mt. Vernon, thence northwesterly 66 feet along the lot line of Lot 8, Block 8 of Bowmans Addition to the Town of Mt. Vernon to a point, thence southwesterly 8 to a point in the center of the alley right of way, thence northwesterly 66 to a point, thence southwesterly 8 feet to the point of beginning.

"Exhibit C, Conditions"

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

## **G. Resolutions for Approval**

**AGENDA ITEM # G – 1**

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

<b>DATE:</b>	October 2, 2017
<b>AGENDA ITEM:</b>	Resolution #9-02-2017A
<b>ACTION:</b>	Motion

**SYNOPSIS:** This resolution has been prepared by the Bond Attorney and will set the dates for the consultation meeting and public hearing for Amendment #5 to the City's urban renewal plan. The plan is being amended to include the two new subdivisions and the community/recreation center project. The plan amendment is attached as exhibit #1 of the resolution.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Resolution

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 9/27/17

RESOLUTION NO. \_\_\_\_\_

RESOLUTION SETTING DATES OF A CONSULTATION  
AND A PUBLIC HEARING ON A PROPOSED AMENDMENT  
NO. 5 TO THE MOUNT VERNON URBAN RENEWAL PLAN  
IN THE CITY OF MOUNT VERNON, STATE OF IOWA

WHEREAS, by Resolution No. 9-20-93D, adopted September 20, 1993 this Council found and determined that certain areas located within the City are eligible and should be designated as an urban renewal area under Iowa law, and approved and adopted the Mount Vernon Urban Renewal Plan (the "Plan") for the Mount Vernon Urban Renewal Area (the "Area" or "Urban Renewal Area") described therein, which Plan is on file in the office of the Recorder of Linn County; and

WHEREAS, by Resolution No. 5-23-94B, adopted May 23, 1994, the Plan was amended by Amendment No. 1; and

WHEREAS, by Resolution No. 6-5-2006C, adopted June 5, 2006, the Plan was amended by Amendment No. 2; and

WHEREAS, by Resolution No. 10-7-2013A, adopted October 7, 2013, the Plan was amended by Amendment No. 3; and

WHEREAS, by Resolution No. 7-7-2014A, adopted July 7, 2014, the Plan was amended by Amendment No. 4; and

WHEREAS, this Urban Renewal Area currently includes and consists of:

ORIGINAL AREA

The boundaries of the Mount Vernon Urban Renewal District as originally adopted include the entire area within the corporate limits except that area described as follows:

Beginning at the intersection of South 5th Avenue and Palisades Road; then east on Palisades Road and 7th Street vacated to 1st Street; then northwest on 1st Street to A Avenue; then southwest on A Avenue to South 2nd Street; then northwest on South 2nd Street to 3rd Avenue; then northeast on 3rd Avenue to North 2nd Street; then southeast on North 2nd Street to A Avenue; then northeast on A Avenue to North 3rd Street; then southeast on North 3rd Street to the vacated Mount Vernon Short Line Right-of-Way; then northeast on the vacated Mount Vernon Short Line Right-of-Way; to North 7th Street East; then northwest on North 7th Street East to North 1st Avenue; then northeast on North 1st Avenue to the Chicago and Northwestern Railroad Right-of-way; then west on the Chicago Northwestern Railroad Right-of-Way to 1st Street; then southeast on 1st Street to 10th Avenue; then south on 10th Avenue to College Boulevard; then

southeast on College Boulevard to South 5th Avenue; then south on South 5th Avenue to the point of beginning.

AMENDMENT NO. 1 AREA

Beginning at the intersection of the CNW Railroad right-of-way and 1st Avenue North (Hwy. 1); then southwest along 1st Avenue North (Hwy. 1) to Cass Street; then west on Cass Street to 2nd Avenue North; then southwest on 2nd Avenue North to North 7th Street; then northwest on North 7th Street to Park Avenue; then north on Park Avenue extended to the CNW Railroad right-of-way; then east on the CNW Railroad right-of-way to the point of beginning;

and

Beginning at the intersection of the CNW Railroad right-of-way and 8th Avenue North; then south on 8th Avenue North to 1st Street West; then northwest on 1st Street West to the CNW Railroad right-of-way; then east on the CNW Railroad right-of-way to the point of beginning.

The areas include the full right-of-way of all streets forming their boundaries.

AMENDMENT NO. 2 AREA

That portion of the City, consisting primarily of the older residential areas, that was not included in the original Urban Renewal Area or in the area added as a result of Amendment No. 1.

With the adoption of Amendment No. 2, the entire City was included in the Mount Vernon Urban Renewal Area.

AMENDMENT NO. 3 AREA

No land was added or removed by Amendment No. 3.

AMENDMENT NO. 4 AREA

No land was added or removed by Amendment No. 4.

WHEREAS, City staff has caused there to be prepared a form of Amendment No. 5 to the Plan ("Amendment No. 5" or "Amendment"), a copy of which has been placed on file for public inspection in the office of the City Clerk and which is incorporated herein by reference, the purpose of which is to remove land from the Urban Renewal Area and to add and/or confirm eligible projects to be undertaken within the Area; and

WHEREAS, it is desirable that the area be redeveloped as part of the overall redevelopment covered by the Plan, as amended; and

WHEREAS, this proposed Amendment No. 5 to the Urban Renewal Plan removes land, as follows:

LEGAL DESCRIPTION OF THE LAND TO BE REMOVED FROM THE MOUNT VERNON URBAN RENEWAL AREA AND PLACED IN THE STONEBROOK URBAN RENEWAL AREA:

Lot 2, Cornell College Second Addition in the City of Mount Vernon, Linn County, Iowa excepting therefrom the following: Stonebrook First Addition to City of Mount Vernon, Linn County, Iowa, Stonebrook Second Addition to the City of Mount Vernon, Linn County, Iowa, Stonebrook Fourth Addition to the City of Mount Vernon, Linn County, Iowa, Stonebrook 5th Addition to the City of Mount Vernon, Linn County, Iowa, Meadowbrook First Addition to the City of Mount Vernon, Linn County, Iowa, Meadowbrook Second Addition to the City of Mount Vernon, Linn County, Iowa, Parcels A and B, Plat of Survey #1392 as recorded in Book 6557 Page 508 of the records of the Linn County, Iowa Recorder on December 28, 2006, Parcel A, Plat of Survey #1588 as recorded in Book 7532 Page 551 of the records of the Linn County, Iowa Recorder on February 18, 2010. Said tract of land contains 60.86 acres and is subject to easements and restrictions of record.

LEGAL DESCRIPTION OF THE LAND TO BE REMOVED FROM THE MOUNT VERNON URBAN RENEWAL AREA AND PLACED IN THE SPRING MEADOW URBAN RENEWAL AREA:

NE 1/4 NE 1/4 of Section 10-82-5 South of the right-of-way of Chicago & Northwestern Railroad Company except the West 326.4 feet thereof

And

That part of the West 326.4 feet of the NE 1/4 NE 1/4 Section 10-82-5 South of the right-of-way of Chicago & Northwestern Railroad Company which lies southerly of the right-of-way of the Mount Vernon Short Line Railway Company

Except a tract described as follows:

Commencing at a point in the South line of the right-of-way of the Chicago & Northwestern Railroad Company, 326.4 feet East of the West line of NE 1/4 NE 1/4 of Section 10-82-5; thence South 65 1/2 feet; thence West 200 feet to a point on the SE-LY line of the right-of-way of the Mount Vernon Short Line Railway Company; thence NE-LY along the SE-LY line of the right-of-way of the Mount Vernon Short Line Railway Company to its intersection of the South line of said right-of-way of the Mount Vernon Short Line Railway Company with the South line of the right-of-way of the Chicago & Northwestern Railroad Company; thence Easterly along the Southerly line of the right-of-way of the Chicago & Northwestern Railroad Company to the point of beginning.

And further excepting a tract described as follows:

Commencing at the Northeasterly corner of the follow described parcel of land, to-wit:

Commencing at a stone 30 feet north of the Southwest corner of the NE 1/4 NE 1/4 of Section 10-82-5; thence East 122 feet; thence North 239 feet and 8 inches to the Mount Vernon Short Line Railway; thence Southwesterly along the Mount Vernon Short Line Railway to the quarter section line; thence South to the point of beginning; thence Southwesterly along the Southeasterly line of the right-of-way line of the Mount Vernon Short Line Railway Company to the point of intersection of said Southeasterly line with the Westerly line of the NE 1/4 NE 1/4 of said Section 10-82-5; thence South along said West line to a point which is 50 feet Southeasterly (when measured at right angles to said right-of-way line) of said Southeasterly right-of-way line; thence Northeasterly along a line parallel to and 50 feet distant from the said Southeasterly right-of-way line (when measured at right angles to said right-of-way line) to an intersection with the Easterly line of the parcel of land as heretofore described in locating the starting point of this tract; thence Northerly to the point of beginning.

And further excepting

The South 30 feet of the West 326.4 feet of said NE 1/4 NE 1/4 Section 10-82-5

And

SE 1/4 NE 1/4 Section 10-82-5

And

The North 9 1/2 acres of the NE 1/4 SE 1/4 of Section 10-82-5  
All of the above being in Linn County, Iowa.

WHEREAS, the Iowa statutes require the City Council to notify all affected taxing entities of the consideration being given to the proposed Amendment No. 5 to the Mount Vernon Urban Renewal Plan and to hold a consultation with such taxing entities with respect thereto, and further provides that the designated representative of each affected taxing entity may attend the consultation and make written recommendations for modifications to the proposed division of revenue included as a part thereof, to which the City shall submit written responses as provided in Section 403.5, as amended; and

WHEREAS, the Iowa statutes further require the City Council to hold a public hearing on the proposed Amendment No. 5 to the Mount Vernon Urban Renewal Plan subsequent to notice thereof by publication in a newspaper having general circulation within the City, which notice shall describe the time, date, place and purpose of the hearing, shall generally identify the urban renewal area covered by the Amendment and shall outline the general scope of the urban renewal

project under consideration, with a copy of the notice also being mailed to each affected taxing entity.

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

Section 1. That the consultation on the proposed Amendment No. 5 to the Mount Vernon Urban Renewal Plan required by Section 403.5(2) of the Code of Iowa, as amended, shall be held on October 10, 2017, in the Meeting Room, City Hall, 213 First Street NW, Mount Vernon, Iowa, at 11:00 A.M., and the City Administrator, or his delegate, is hereby appointed to serve as the designated representative of the City for purposes of conducting the consultation, receiving any recommendations that may be made with respect thereto and responding to the same in accordance with Section 403.5(2).

Section 2. That the City Clerk is authorized and directed to cause a notice of such consultation to be sent by regular mail to all affected taxing entities, as defined in Section 403.17(1), along with a copy of this Resolution and the proposed Amendment No. 5 to the Mount Vernon Urban Renewal Plan, the notice to be in substantially the following form:

NOTICE OF A CONSULTATION TO BE HELD BETWEEN  
THE CITY OF MOUNT VERNON, STATE OF IOWA AND  
ALL AFFECTED TAXING ENTITIES CONCERNING THE  
PROPOSED AMENDMENT NO. 5 TO THE MOUNT VERNON  
URBAN RENEWAL PLAN FOR THE CITY OF MOUNT  
VERNON, STATE OF IOWA

The City of Mount Vernon, State of Iowa will hold a consultation with all affected taxing entities, as defined in Section 403.17(1) of the Code of Iowa, as amended, commencing at 11:00 A.M. on October 10, 2017, in the Meeting Room, City Hall, 213 First Street NW, Mount Vernon, Iowa concerning a proposed Amendment No. 5 to the Mount Vernon Urban Renewal Plan, a copy of which is attached hereto.

Each affected taxing entity may appoint a representative to attend the consultation. The consultation may include a discussion of the estimated growth in valuation of taxable property included in the proposed Urban Renewal Area, the fiscal impact of the division of revenue on the affected taxing entities, the estimated impact on the provision of services by each of the affected taxing entities in the proposed Urban Renewal Area, and the duration of any bond issuance included in the Amendment. Note that the Amendment includes an analysis of alternative development options and funding for public building(s) and why such options are less feasible than the proposed urban renewal project(s).

The designated representative of any affected taxing entity may make written recommendations for modifications to the proposed division of revenue no later than seven days following the date of the consultation. The City Administrator, or his delegate, as the designated representative of the City of Mount Vernon, State of Iowa, shall submit a written response to the affected taxing entity, no later than seven days prior to the public hearing on the proposed Amendment No. 5 to the Mount Vernon Urban Renewal Plan, addressing any recommendations made by that entity for modification to the proposed division of revenue.

This notice is given by order of the City Council of the City of Mount Vernon, State of Iowa, as provided by Section 403.5 of the Code of Iowa, as amended.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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City Clerk, City of Mount Vernon, State of Iowa

(End of Notice)

Section 3. That a public hearing shall be held on the proposed Amendment No. 5 to the Mount Vernon Urban Renewal Plan before the City Council at its meeting which commences at 6:30 P.M. on November 6, 2017, in the Council Chambers, City Hall, 213 First Street NW, Mount Vernon, Iowa.

Section 4. That the City Clerk is authorized and directed to publish notice of this public hearing in the Mount Vernon-Lisbon Sun, once on a date not less than four (4) nor more than twenty (20) days before the date of the public hearing, and to mail a copy of the notice by ordinary mail to each affected taxing entity, such notice in each case to be in substantially the following form:

(One publication required)

NOTICE OF PUBLIC HEARING TO CONSIDER APPROVAL  
OF A PROPOSED AMENDMENT NO. 5 TO THE MOUNT  
VERNON URBAN RENEWAL PLAN FOR AN URBAN  
RENEWAL AREA IN THE CITY OF MOUNT VERNON,  
STATE OF IOWA

The City Council of the City of Mount Vernon, State of Iowa, will hold a public hearing before itself at its meeting which commences at 6:30 P.M. on November 6, 2017 in the Council Chambers, City Hall, 213 First Street NW, Mount Vernon, Iowa, to consider adoption of a proposed Amendment No. 5 to the Mount Vernon Urban Renewal Plan (the "Amendment") concerning an Urban Renewal Area in the City of Mount Vernon, State of Iowa, which Amendment removes the following property from the Urban Renewal Area:

LEGAL DESCRIPTION OF THE LAND TO BE REMOVED FROM THE  
MOUNT VERNON URBAN RENEWAL AREA AND PLACED IN THE  
STONEBROOK URBAN RENEWAL AREA:

Lot 2, Cornell College Second Addition in the City of Mount Vernon, Linn County, Iowa excepting therefrom the following: Stonebrook First Addition to City of Mount Vernon, Linn County, Iowa, Stonebrook Second Addition to the City of Mount Vernon, Linn County, Iowa, Stonebrook Fourth Addition to the City of Mount Vernon, Linn County, Iowa, Stonebrook 5th Addition to the City of Mount Vernon, Linn County, Iowa, Meadowbrook First Addition to the City of Mount Vernon, Linn County, Iowa, Meadowbrook Second Addition to the City of Mount Vernon, Linn County, Iowa, Parcels A and B, Plat of Survey #1392 as recorded in Book 6557 Page 508 of the records of the Linn County, Iowa Recorder on December 28, 2006, Parcel A, Plat of Survey #1588 as recorded in Book 7532 Page 551 of the records of the Linn County, Iowa Recorder on February 18, 2010. Said tract of land contains 60.86 acres and is subject to easements and restrictions of record.

LEGAL DESCRIPTION OF THE LAND TO BE REMOVED FROM THE  
MOUNT VERNON URBAN RENEWAL AREA AND PLACED IN THE  
SPRING MEADOW URBAN RENEWAL AREA:

NE 1/4 NE 1/4 of Section 10-82-5 South of the right-of-way of Chicago & Northwestern Railroad Company except the West 326.4 feet thereof

And

That part of the West 326.4 feet of the NE 1/4 NE 1/4 Section 10-82-5 South of the right-of-way of Chicago & Northwestern Railroad Company which lies southerly of the right-of-way of the Mount Vernon Short Line Railway Company

Except a tract described as follows:

Commencing at a point in the South line of the right-of-way of the Chicago & Northwestern Railroad Company, 326.4 feet East of the West line of NE 1/4 NE 1/4 of Section 10-82-5; thence South 65 1/2 feet; thence West 200 feet to a point on the SE-LY line of the right-of-way of the Mount Vernon Short Line Railway Company; thence NE-LY along the SE-LY line of the right-of-way of the Mount Vernon Short Line Railway Company to its intersection of the South line of said right-of-way of the Mount Vernon Short Line Railway Company with the South line of the right-of-way of the Chicago & Northwestern Railroad Company; thence Easterly along the Southerly line of the right-of-way of the Chicago & Northwestern Railroad Company to the point of beginning.

And further excepting a tract described as follows:

Commencing at the Northeasterly corner of the follow described parcel of land, to-wit:

Commencing at a stone 30 feet north of the Southwest corner of the NE 1/4 NE 1/4 of Section 10-82-5; thence East 122 feet; thence North 239 feet and 8 inches to the Mount Vernon Short Line Railway; thence Southwesterly along the Mount Vernon Short Line Railway to the quarter section line; thence South to the point of beginning; thence Southwesterly along the Southeasterly line of the right-of-way line of the Mount Vernon Short Line Railway Company to the point of intersection of said Southeasterly line with the Westerly line of the NE 1/4 NE 1/4 of said Section 10-82-5; thence South along said West line to a point which is 50 feet Southeasterly (when measured at right angles to said right-of-way line) of said Southeasterly right-of-way line; thence Northeasterly along a line parallel to and 50 feet distant from the said Southeasterly right-of-way line (when measured at right angles to said right-of-way line) to an intersection with the Easterly line of the parcel of land as heretofore described in locating the starting point of this tract; thence Northerly to the point of beginning.

And further excepting

The South 30 feet of the West 326.4 feet of said NE 1/4 NE 1/4 Section 10-82-5

And

SE 1/4 NE 1/4 Section 10-82-5

And

The North 9 1/2 acres of the NE 1/4 SE 1/4 of Section 10-82-5  
All of the above being in Linn County, Iowa.

A copy of the Amendment is on file for public inspection in the office of the City Clerk, City Hall, City of Mount Vernon, Iowa.

The City of Mount Vernon, State of Iowa is the local public agency which, if such Amendment is approved, shall undertake the urban renewal activities described in such Amendment.

The general scope of the urban renewal activities under consideration in the Amendment is to promote economic development and to rehabilitate, conserve and redevelop land, buildings and other improvements within such area through the elimination and containment of conditions of blight so as to improve the community through the establishment of effective land use controls, through use of an effective program of rehabilitation of existing buildings and elimination of those structures which cannot be economically rehabilitated, with a limited amount of acquisition, clearance, resale and improvement of land for various purposes specified in the Amendment. To accomplish the objectives of the Amendment, and to encourage the further economic development of the Urban Renewal Area, the Amendment provides that such special financing activities may include, but not be limited to, the making of loans or grants of public funds to private entities under Chapter 15A of the Code of Iowa. The City also may reimburse or directly undertake the installation, construction and reconstruction of substantial public improvements, including, but not limited to, street, water, sanitary sewer, storm sewer or other public improvements or facilities. The Amendment provides that the City may issue bonds or use available funds for purposes allowed by the Plan, as amended, and that tax increment reimbursement of the costs of urban renewal projects may be sought if and to the extent incurred by the City. The Amendment initially proposes specific public facility or site improvements to be undertaken by the City, and provides that the Amendment may be amended from time to time.

Other provisions of the Plan not affected by the Amendment would remain in full force and effect.

Any person or organization desiring to be heard shall be afforded an opportunity to be heard at such hearing.

This notice is given by order of the City Council of the City of Mount Vernon, State of Iowa, as provided by Section 403.5 of the Code of Iowa.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

---

City Clerk, City of Mount Vernon, State of Iowa

(End of Notice)

Section 5. That the proposed Amendment No. 5 to the Mount Vernon Urban Renewal Plan, attached hereto as Exhibit 1, for the proposed Urban Renewal Area described therein is hereby officially declared to be the proposed Amendment No. 5 to the Mount Vernon Urban Renewal Plan referred to in the notices for purposes of such consultation and hearing and that a copy of the Amendment shall be placed on file in the office of the City Clerk.

PASSED AND APPROVED this 2<sup>nd</sup> day of October, 2017.

---

Mayor

ATTEST:

---

City Clerk

*Label the Amendment as Exhibit 1 (with all exhibits) and attach it to this Resolution.*

ATTACH THE AMENDMENT  
LABELED AS EXHIBIT 1 HERE



October 2, 2017

The City Council of the City of Mount Vernon, State of Iowa, met in \_\_\_\_\_ session, in the Council Chambers, City Hall, 213 First Street NW, Mount Vernon, Iowa, at 6:30 P.M., on the above date. There were present Mayor \_\_\_\_\_, in the chair, and the following named Council Members:

\_\_\_\_\_

Absent: \_\_\_\_\_

Vacant: \_\_\_\_\_

\* \* \* \* \*

Council Member \_\_\_\_\_ then introduced the following proposed Resolution entitled "RESOLUTION SETTING DATES OF A CONSULTATION AND A PUBLIC HEARING ON A PROPOSED AMENDMENT NO. 5 TO THE MOUNT VERNON URBAN RENEWAL PLAN IN THE CITY OF MOUNT VERNON, STATE OF IOWA", and moved that the same be adopted. Council Member \_\_\_\_\_ seconded the motion to adopt. The roll was called and the vote was,

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

Whereupon, the Mayor declared the Resolution duly adopted as follows:

**AMENDMENT #5**

**to the**

**MOUNT VERNON URBAN RENEWAL PLAN**

**CITY OF MOUNT VERNON, IOWA**

**Original Area Adopted - 1993**

**Amendment #1 – 1994**

**Amendment #2 – 2006**

**Amendment #3 – 2013**

**Amendment # 4 – 2014**

**Amendment #5 - 2017**

**AMENDMENT #5**  
**to the**  
**MOUNT VERNON URBAN RENEWAL PLAN**  
**CITY OF MOUNT VERNON, IOWA**

The Mount Vernon Urban Renewal Plan (“Plan” or “Urban Renewal Plan”) for the Mount Vernon Urban Renewal Area (“Area” or “Urban Renewal Area”) was originally adopted in 1993 and amended in 1994, 2006, 2013, and 2014, and is being further amended to remove certain undeveloped real estate from the Urban Renewal Area, which in turn will be included in two new residential urban renewal areas. The real estate removed from this Urban Renewal Area has never been residential in nature nor part of a residential housing development. In addition, this Amendment #5 (“Amendment” or “Amendment #5”) adds and/or confirms eligible projects to be undertaken within the Urban Renewal Area by this Amendment.

The material changes by this Amendment include the following:

- Updating the lists of Project Objectives and Renewal Activities (pages \_\_\_\_);
- Updating a Previously Approved Project (page \_\_\_\_);
- Adding new Eligible Urban Renewal Projects (pages \_\_\_\_);
- Updating the Financial Information (page \_\_\_\_);
- Updating the Effective Period (page \_\_\_\_);
- Removing land for inclusion in two new residential urban renewal areas; such areas are described in Exhibit “A” and illustrated in Exhibit “B” (pages \_\_\_\_), and
- Updating Exhibit “C,” a map of the entire Urban Renewal Area, as amended (page \_\_\_\_).

**Commented [NO1]:** Can you provide a map from your engineer consistent with what is attached, making sure the different subareas are readable in black and white

**Commented [NO2]:** Please provide such a map from your engineer showing the different subareas

Except as modified by this Amendment, the provisions of the original Urban Renewal Plan, as previously amended, are hereby ratified, confirmed, and approved and shall remain in full force and effect as provided herein. In case of any conflict or uncertainty, the terms of this Amendment shall control.

**DESCRIPTION OF URBAN RENEWAL AREA**

The legal description of the property being removed from the Urban Renewal Area is attached hereto as Exhibit “A.” A map of the property being removed by this Amendment #5 is attached hereto as Exhibit “B.” A map of the entire Urban Renewal Area, as amended, is attached hereto as Exhibit “C.”

**AREA DESIGNATION**

With the adoption of this Amendment, the City of Mount Vernon is continuing to designate this Urban Renewal Area as a mixed blight and economic development (commercial/industrial/LMI residential) area. This Amendment makes no change in the Area designation.

### BASE VALUE

The property included in the original Plan, adopted in 1993, the property added by each amendment, and the property removed by this Amendment No. 5, all depicted in Exhibit C, may be referred to as "Subareas" in this Amendment. The property included in the original Plan, adopted in 1993, is called the "Original Subarea" and the property removed by this Amendment is called the "Amendment No. 5 Subarea." The Subareas make up the total Urban Renewal Area. The "base valuation" of the Urban Renewal Area will be reduced by this Amendment because a portion of this Area is being removed. Nothing in this Amendment otherwise affects other already established frozen base values for any other portion of the remaining Urban Renewal Area or any Subarea thereof.

### PROJECT OBJECTIVES

Renewal activities are designed to provide opportunities, incentives, and sites for community economic development and blight remediation purposes, including new and expanded commercial, industrial and low and moderate-income ("LMI") development. More specific objectives for development within the Urban Renewal Area, as amended, are as follows:

1. To stimulate, through public action and commitment, private investment in new development, including commercial, industrial, and LMI residential housing projects.
2. To provide for the installation of public works and facilities, which contribute to revitalization and the sound development of the Area.
3. To provide a more marketable and attractive investment climate.
4. To promote affordable housing opportunities for LMI persons.
5. To eliminate blighting influences and to promote revitalization through public action and commitment, or by providing incentives to private persons or businesses, to acquire, rehabilitate, renovate, demolish, and/or redevelop existing structures or property.
6. To encourage commercial, industrial, and residential growth and expansion through governmental policies which make it economically feasible to do business.
7. To help develop a sound economic base that will serve as the foundation for future growth and development.
8. To plan for and provide sufficient land for commercial, industrial, and LMI residential development in a manner that is efficient from the standpoint of providing municipal services.

9. To achieve a diversified, well-balanced economy providing a desirable standard of living, creating job opportunities, and strengthening the tax base.
10. To provide and upgrade public facilities, infrastructure, recreational opportunities, and services that help to improve the quality of life and enhance the overall viability of the community.
11. To enhance the Mount Vernon community by fostering an entrepreneurial climate, diversifying the local economy, encouraging opportunities for new businesses, and supporting retention of existing businesses.
12. To promote development utilizing any other objectives allowed by Chapter 403 of the Code of Iowa.

#### TYPES OF RENEWAL ACTIVITIES

To meet the objectives of this Urban Renewal Plan and to encourage orderly development of the Area, as amended, the City intends to utilize the powers conferred under Chapter 403 and Chapter 15A, *Code of Iowa*. Activities may include:

1. To undertake and carry out urban renewal projects designed to (a) eliminate, remedy and prevent blighted areas and to conserve and rehabilitate fringe areas; and/or (b) to alleviate and prevent conditions of unemployment and a shortage of LMI housing, through the execution of contracts and other instruments and any of the other activities set forth herein or in Chapter 403.
2. To arrange for or cause to be provided the construction, repair or upgrading of public infrastructure including, but not limited to, streets, water and sewer systems, park and recreation facilities, public utilities or other facilities in connection with urban renewal projects.
3. To provide for the construction of specific site improvements such as grading and site preparation activities, access roads and parking, fencing, utility connections, and related activities.
4. To arrange for or cause to be provided the construction, expansion, or repair of public buildings and facilities in order to enhance services, improve quality of life, comply with current building standards, or preserve historic value.
5. To improve housing opportunities within the Area.
6. To acquire property through a variety of means (e.g., purchase, lease, option, etc.) and to hold, clear, or prepare the property for redevelopment.
7. To dispose of property that has been acquired.

8. To make loans, forgivable loans, tax rebate payments or other types of grants or incentives to private persons or businesses for the purposes identified in this Plan.
9. To borrow money and to provide security therefor.
10. To make or have made surveys and plans necessary for the implementation of the Urban Renewal Program or specific urban renewal projects.
11. To use tax increment financing for a number of purposes, including, but not limited to, achieving a more marketable and competitive land offering price and providing for necessary physical improvements and infrastructure.
12. To use any or all other powers granted by the Urban Renewal Act to develop and provide for improved economic conditions for the City of Mount Vernon and the State of Iowa.

Nothing herein shall be construed as a limitation on the power of the City to exercise any lawful power granted to the City under Chapter 15, Chapter 15A, Chapter 403, Chapter 427B, or any other provisions of the *Code of Iowa* in furtherance of the objectives of this Urban Renewal Plan, as amended.

**UPDATE TO PREVIOUSLY AUTHORIZED URBAN RENEWAL PROJECT**

Numerous urban renewal projects were authorized prior to the date of this Amendment, and are continuing with no change. Such projects are listed in the original Plan and prior amendments.

One of the projects identified in Amendment No. 4 involved the rehabilitation of the Mount Vernon City Pool. By this Amendment, the previously described project is amended to include the re-lining of the pool for an additional investment of not to exceed \$400,000, raising the total estimated cost of the project, as amended, to approximately \$625,000. The rationale and public building analysis set forth in Amendment No. 4 remain applicable to this project as amended.

**ELIGIBLE URBAN RENEWAL PROJECTS (Amendment #5)**

Although certain project activities may occur over a period of years, in addition to projects previously authorized in the Plan, as previously amended, the eligible urban renewal projects under this Amendment #5 include:

**1. Community/Recreation Facility**

The City plans to construct a community/recreation facility and parking lot in the Area. The facility will serve the residents of Mount Vernon, along with the over-all region including the cities of Lisbon, Solon, Marion, and residents throughout Linn County. The City will own and operate the facility, which will be located on the Mount Vernon School District Campus. The facility will be used by the school district for various activities. Additionally, the facility will provide a space for hosting tournaments and other recreational programs, which will bring increased sales, lodging occupancy and development exposure to Mount Vernon. The total investment by the City, excluding grants, donations and similar sources of funds, is anticipated to be, but will not exceed,

\$6.5 million. For additional analysis of the funding being pursued for the facility, see the Public Building Analysis set forth below.

**2. Planning, Engineering Fees (for Urban Renewal Plans), Attorney Fees, Administrative, and Other Related Costs to Support Urban Renewal Projects and Planning:**

Project	Date	Estimated Cost to be Funded by TIF Funds
Fees and costs	Undetermined	Not to exceed \$50,000

**FINANCIAL INFORMATION**

1.	July 1, 2017 constitutional debt limit:	\$12,659,960.85
2.	Current outstanding general obligation debt:	\$7,305,000
3.	Proposed amount of indebtedness to be incurred: A specific amount of debt to be incurred for the Updated Project and the Eligible Urban Renewal Projects (Amendment #5) has not yet been determined. This document is for planning purposes only. The estimated project costs in this Amendment are estimates only and will be incurred and spent over a number of years. In no event will the City's constitutional debt limit be exceeded. The City Council will consider each project proposal on a case-by-case basis to determine if it is in the City's best interest to participate before approving an urban renewal project or expense. It is further expected that such indebtedness, including interest on the same, may be financed in whole or in part with tax increment revenues from the Urban Renewal Area. Subject to the foregoing, it is estimated that the cost of the Updated Project and the Eligible Urban Renewal Projects (Amendment #5) as described above to be funded by TIF Funds will be approximately as stated in the next column:	<p>\$7,175,000</p> <p>This does not include financing costs related to debt issuance, which may be incurred over the life of the Area.</p>

**DEVELOPMENT PLAN**

Mount Vernon has a general plan for the physical development of the City, as a whole, outlined in the City of Mount Vernon Iowa 2016 Comprehensive Plan. This Urban Renewal Plan, as amended, and the projects described in the Plan, as amended, are in conformity with the Comprehensive Plan.

This Urban Renewal Plan, as amended, does not in any way replace the City's current land use planning or zoning regulation process.

The need, if any, for improved traffic, public transportation, public utilities, recreational and community facilities, or other public improvements within the Urban Renewal Area, is set forth

in this Plan, as amended. As the Area continues to develop, the need for public infrastructure extensions and upgrades will be evaluated and planned for by the City.

### PUBLIC BUILDING ANALYSIS

The additional project proposed in this Amendment No. 5 involves one or more public buildings; specifically the development of a community/recreation facility as contemplated on page 69 of the City's Comprehensive Plan. If this project is ultimately approved by the City, the City intends to finance a portion of the cost of the project through tax increment financing. For the costs of this project to be paid with tax increment funds, the City proposes to issue general obligation bonds and abate a part of the principal and interest payments utilizing available incremental tax revenues within the Area, if available. Specifically, under these circumstances, Iowa law requires an analysis of alternative development options and funding for the projects and reasons why such options would be less feasible than the use of incremental tax revenues for the projects.

Total project cost for development of the facility, excluding grants, donations and similar sources of funding, is estimated to be approximately \$6,500,000. The City has considered alternative funding sources, including the following:

- The City will use proceeds from the local option sales tax to off-set construction costs. The voters in Mt. Vernon chose to split the sales tax collections into four categories, with 50% going to streets and sidewalks. The next largest share is to go to the community/recreation facility although the annual collection would not cover the cost of the annual bond payments for the City (the City collects approximately \$130,000 annually). The estimated bond payment for the \$6.5 million dollar facility is likely to exceed \$500,000 in some fiscal years.
- The City adopted a franchise fee this year and will not have the revenue necessary to offset additional costs for some time. When fully implemented, the franchise fee is expected to bring in approximately \$150,000 to the community, some or all of this fee may be utilized for this project.
- One alternative funding source for this project is the issuance of general obligation bonds that would be paid by the City's debt service levy (i.e. without using incremental tax revenues). This option would mean that only taxpayers of the City would be responsible for payment of the bonds/notes. However, the project benefits not only City residents, but also County and school district residents. In such case, the use of tax increment financing to pay a portion of the principal and interest payments from debt associated with the project is the most appropriate funding mechanism.
- Another alternative is grant funding. The City has and anticipates continuing to pursue grants from local agencies, as well as from state and federal sources as they become available. However, funding from most grant programs is extremely competitive and,

even if successful, generally only provides a small percentage of the total capital needed for a project like this.

- The use of a capital campaign to finance the proposed project is also a possible alternative funding source. The City will continue to encourage donations but such efforts are not anticipated to raise enough funds to finance the entire project.

#### **Regional Impact of the Recreation/Community Facility:**

In addition to the creation of jobs, the proposed facility will provide for new and expanded recreational opportunities. Key economic impacts of improved recreational opportunities include enhancements of property values, attracting and retaining residents, employees and employers, and increased municipal revenue. Workers, retirees, and families attracted to an area are then positioned to put money back into the local economy through jobs, housing, taxes, and patronization of local businesses. In addition, events at this facility are expected to draw people from the rural areas as well as other nearby communities. Such events could attract visitors to the community which may enhance economic development in the community. The City considers this project to be an important asset for improving the quality of life within the community and the surrounding area. Recreational and active living opportunities can be an important factor in where families choose to locate. A modern and expanded recreation/community facility may help to attract new residents and businesses to the community. An attractive, vibrant, and diverse community, in turn, will benefit the School District, as well as Linn County.

#### **Feasibility of Using Tax Increment:**

Because the proposed Urban Renewal Project benefits County and school district residents, the use of tax increment to pay for a portion of the project is appropriate. The recreation/community center project demonstrates regional benefit to both the County and the school district. As a result, it is fair for the school district and the County to invest in the cost of the project.

For the aforementioned reasons, the use of tax increment revenue (debt abated by incremental tax revenues) for a portion of this project is the most feasible, fair, and equitable mechanism for helping to fund the proposed project.

#### **URBAN RENEWAL FINANCING**

The City intends to utilize various financing tools, such as those described below, to successfully undertake eligible urban renewal actions. The City of Mount Vernon has the statutory authority to use a variety of tools to finance physical improvements within the Area, as amended. These include:

##### **A. Tax Increment Financing.**

Under Section 403.19 of the *Code of Iowa*, urban renewal areas may utilize the tax increment financing mechanism to finance the costs of public improvements, economic development incentives, or other urban renewal projects. Upon creation

of a tax increment district within the Urban Renewal Area, by ordinance, the assessment base is frozen and the amount of tax revenue available from taxes paid on the difference between the frozen base and the increased value, if any, is segregated into a separate fund for the use by the City to pay costs of the eligible urban renewal projects. Certain increased taxes generated by any new development, above the base value, are distributed to the taxing entities, if not requested by the City, and in any event upon the expiration of the tax increment district.

**B. General Obligation Bonds.**

Under Division III of Chapter 384 and Chapter 403 of the *Code of Iowa*, the City has the authority to issue and sell general obligation bonds for specified essential and general corporate purposes, including the acquisition and construction of certain public improvements or urban renewal projects within the Urban Renewal Area, as amended, and for other urban renewal projects or incentives for development consistent with this Urban Renewal Plan, as amended. Such bonds are payable from the levy of unlimited ad valorem taxes on all the taxable property within the City of Mount Vernon. It may be that the City will elect to abate some or all of the debt service on these bonds with incremental taxes from this Area, as amended.

The City may also determine to use tax increment financing to provide incentives such as cash grants, loans, tax rebates, or other incentives to developers or private entities in connection with the urban renewal projects identified in the Urban Renewal Plan, as amended. In addition, the City may determine to issue general obligation bonds, tax increment revenue bonds or such other obligations, or loan agreements for the purpose of making loans or grants of public funds to private businesses located in the Urban Renewal Area for urban renewal projects. Alternatively, the City may determine to use available funds for making such loans or grants or other incentives related to urban renewal projects. In any event, the City may determine to use tax increment financing to reimburse the City for any obligations or advances.

Nothing herein shall be construed as a limitation on the power of the City to exercise any lawful power granted to the City under Chapter 15, Chapter 15A, Chapter 403, Chapter 427B, or any other provision of the *Code of Iowa* in furtherance of the objectives of this Urban Renewal Plan.

**PROPERTY ACQUISITION/DISPOSITION**

The City will follow any applicable requirements for the acquisition and disposition of property within the Urban Renewal Area.

**RELOCATION**

The City does not expect there to be any relocation required as part of the eligible urban renewal projects; however, if any relocation is necessary, the City will follow all applicable relocation requirements.

**URBAN RENEWAL PLAN AMENDMENTS**

The Urban Renewal Plan may be amended from time to time for a variety of reasons, including, but not limited to, adding or deleting land, adding or amending urban renewal projects, or modifying goals or types of renewal activities.

The City Council may amend this Plan in accordance with applicable State law.

#### **EFFECTIVE PERIOD**

This Amendment #5 will become effective upon its adoption by the City Council. Notwithstanding anything to the contrary in the Urban Renewal Plan, or any prior amendment, resolution, or document, the Urban Renewal Plan, as amended, shall remain in effect until terminated by the City Council, and the use of incremental property tax revenues, or the “division of revenue,” as those words are used in Chapter 403 of the *Code of Iowa*, will be consistent with Chapter 403 of the Iowa code. The division of revenues shall continue on the Area, including all Subareas, for the maximum period allowed by law.

The use of incremental property tax revenues, or the “division of revenue,” as those words are used in Chapter 403 of the *Code of Iowa*, will be consistent with Chapter 403 of the Iowa Code. In its resolution adopting the original Plan, Resolution No. 9-20-93D adopted September 20, 1993, the City found the original Area described therein (referred to herein as the Original Subarea) to be both blighted and an economic development area. By Resolution No. 5-23-94B adopted on May 23, 1994, the City added property to the Area (referred to herein as Amendment No. 1 Subarea) and designated that property as appropriate for economic development (commercial/industrial). Additional property was added by Amendment No. 2 (referred to herein as Amendment No. 2 Subarea) adopted by Resolution No. 6-5-2006C on June 5, 2006 and the Council designated that property as appropriate for economic development (commercial and LMI residential). Since the adoption of Amendment No. 3 by Resolution No. 10-7-2013A on October 7, 2013, the City has recognized the Urban Renewal Area, as a whole, to be a mixed blighted and economic development (commercial/industrial/LMI residential) area. Because Iowa Code section 403.17(10) provides that the 20-year limitation on the division of revenue applies only to economic development areas with no part containing slum or blighted conditions, and because the Mt. Vernon Urban Renewal Area contains parts that are blighted, the Area is not subject to the 20-year limitation on the division of revenue set forth in section 403.17(10). In addition, because the original Plan and Amendment No. 1 were adopted before the effective date (January 1, 1995) of the Iowa Code Section 403.17 requirement that the division of revenue be limited to twenty years in areas that are established on the basis of an economic development finding, the division of revenue in the Original Subarea and the Amendment No. 1 Subarea would have no expiration date or sunset even absent the existence of the blight designation. To the extent any prior amendment, resolution or document purported to establish a voluntary expiration date on the City’s ability to collect and use incremental property taxes from the Area, said document is hereby superseded, said expiration date is hereby rescinded, and the division of revenue throughout the Area shall continue indefinitely or for the maximum period allowed by law.

At all times, the use of tax increment financing revenues (including the amount of loans, advances, indebtedness, or bonds which qualify for payment from the division of revenue provided in Section 403.19 of the *Code of Iowa*) by the City for activities carried out under the Urban Renewal Plan, shall be limited as deemed appropriate by the City Council and consistent with all applicable provisions of law.

**REPEALER**

Any parts of the Plan, as previously amended, in conflict with this Amendment are hereby repealed.

**SEVERABILITY**

If any part of the Urban Renewal Plan, as amended, is determined to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity of the Urban Renewal Plan as a whole, or any part of the Urban Renewal Plan or this Amendment not determined to be invalid or unconstitutional.

**EXHIBIT A**  
**LAND TO BE REMOVED BY AMENDMENT #5**  
**MOUNT VERNON URBAN RENEWAL AREA**

LEGAL DESCRIPTION OF THE LAND TO BE REMOVED FROM THE AREA AND PLACED IN THE STONEBROOK URBAN RENEWAL AREA:

Lot 2, Cornell College Second Addition in the City of Mount Vernon, Linn County, Iowa excepting therefrom the following: Stonebrook First Addition to City of Mount Vernon, Linn County, Iowa, Stonebrook Second Addition to the City of Mount Vernon, Linn County, Iowa, Stonebrook Fourth Addition to the City of Mount Vernon, Linn County, Iowa, Stonebrook 5th Addition to the City of Mount Vernon, Linn County, Iowa, Meadowbrook First Addition to the City of Mount Vernon, Linn County, Iowa, Meadowbrook Second Addition to the City of Mount Vernon, Linn County, Iowa, Parcels A and B, Plat of Survey #1392 as recorded in Book 6557 Page 508 of the records of the Linn County, Iowa Recorder on December 28, 2006, Parcel A, Plat of Survey #1588 as recorded in Book 7532 Page 551 of the records of the Linn County, Iowa Recorder on February 18, 2010. Said tract of land contains 60.86 acres and is subject to easements and restrictions of record.

LEGAL DESCRIPTION OF THE LAND TO BE REMOVED FROM THE AREA AND PLACED IN THE SPRING MEADOW URBAN RENEWAL AREA:

NE 1/4 NE 1/4 of Section 10-82-5 South of the right-of-way of Chicago & Northwestern Railroad Company except the West 326.4 feet thereof

And

That part of the West 326.4 feet of the NE 1/4 NE 1/4 Section 10-82-5 South of the right-of-way of Chicago & Northwestern Railroad Company which lies southerly of the right-of-way of the Mount Vernon Short Line Railway Company

Except a tract described as follows:

Commencing at a point in the South line of the right-of-way of the Chicago & Northwestern Railroad Company, 326.4 feet East of the West line of NE 1/4 NE 1/4 of Section 10-82-5; thence South 65 1/2 feet; thence West 200 feet to a point on the SE-LY line of the right-of-way of the Mount Vernon Short Line Railway Company; thence NE-LY along the SE-LY line of the right-of-way of the Mount Vernon Short Line Railway Company to its intersection of the South line of said right-of-way of the Mount Vernon Short Line Railway Company with the South line of the right-of-way of the Chicago &

Northwestern Railroad Company; thence Easterly along the Southerly line of the right-of-way of the Chicago & Northwestern Railroad Company to the point of beginning.

And further excepting a tract described as follows:

Commencing at the Northeasterly corner of the follow described parcel of land, to-wit: Commencing at a stone 30 feet north of the Southwest corner of the NE 1/4 NE 1/4 of Section 10-82-5; thence East 122 feet; thence North 239 feet and 8 inches to the Mount Vernon Short Line Railway; thence Southwesterly along the Mount Vernon Short Line Railway to the quarter section line; thence South to the point of beginning; thence Southwesterly along the Southeasterly line of the right-of-way line of the Mount Vernon Short Line Railway Company to the point of intersection of said Southeasterly line with the Westerly line of the NE 1/4 NE 1/4 of said Section 10-82-5; thence South along said West line to a point which is 50 feet Southeasterly (when measured at right angles to said right-of-way line) of said Southeasterly right-of-way line; thence Northeasterly along a line parallel to and 50 feet distant from the said Southeasterly right-of-way line (when measured at right angles to said right-of-way line) to an intersection with the Easterly line of the parcel of land as heretofore described in locating the starting point of this tract; thence Northerly to the point of beginning.

And further excepting

The South 30 feet of the West 326.4 feet of said NE 1/4 NE 1/4 Section 10-82-5

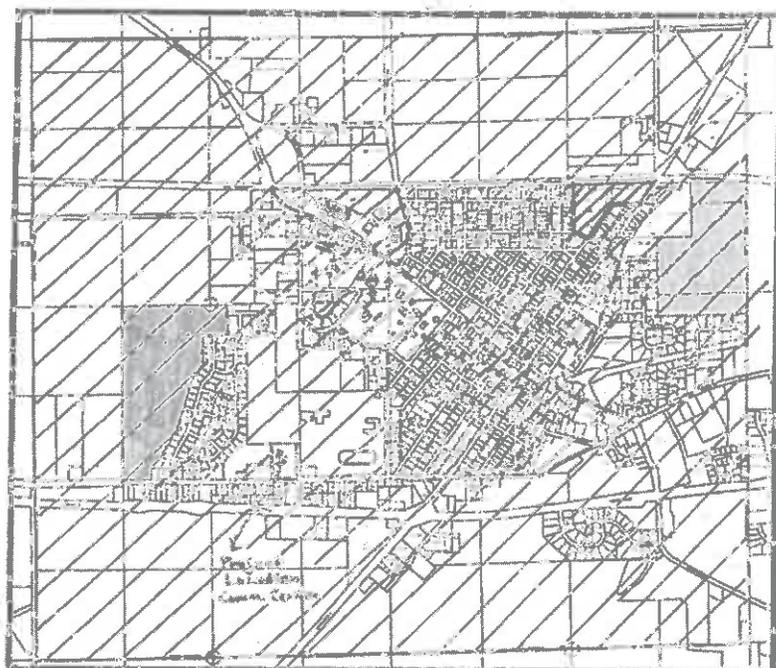
And

SE 1/4 NE 1/4 Section 10-82-5

And

The North 9 1/2 acres of the NE 1/4 SE 1/4 of Section 10-82-5  
All of the above being in Linn County, Iowa.

**EXHIBIT B**  
**LAND TO BE REMOVED BY AMENDMENT #5**



**MT. VERNON, IOWA**  
PLAT MAP

REVISION DATE: 12/14/2011

- Original Urban Boundary
- Amendment #1
- Amendment #2

**EXHIBIT C**  
**MOUNT VERNON URBAN RENEWAL AREA (as amended)**



**AGENDA ITEM # G – 2**

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

<b>DATE:</b>	October 2, 2017
<b>AGENDA ITEM:</b>	Resolution #9-02-2017B
<b>ACTION:</b>	Motion

**SYNOPSIS:** The City has received a request to study the on-street parking on both Bryant Rd and 6<sup>th</sup> St. NE. At this time, the Chief is recommending, due to safety concerns, that the Council consider a resolution eliminating on-street parking according to the areas outlined in the resolution. I would like to note that the residents along 6<sup>th</sup> St NE requested that the City study the area prior to the construction of the new subdivision. Chief Shannon will be able to speak to the specifics of this resolution.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** Chief of Police

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Resolution

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 9/27/17

RESOLUTION #9-02-2017B

A Resolution Eliminating Parking on the North Side of Bryant Rd. From 1<sup>st</sup> Ave W to Bryant Ct and Eliminating Parking on the North Side of 6<sup>th</sup> St NE From 1<sup>st</sup> Ave. N East to the Current Dead End, Including the Inner Circle of Turtle Dove Ln.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ to \_\_\_\_\_  
Resolution #9-02-2017B.

Resolution #9-02-2017B. \_\_\_\_\_ on October 2, 2017, by the following roll call vote:

YES:

NO:

ABSTAIN:

ABSENT:

MOUNT VERNON CITY COUNCIL  
MOUNT VERNON, IOWA

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

ATTEST:

\_\_\_\_\_  
Sue Ripke  
Asst. Administrator/City Clerk



Mount  
Vernon  
IOWA

# Police Department

Douglas J. Shannon, Chief of Police

---

September 6, 2017

Mount Vernon Resident  
«NUMBER» «STREET»  
Mount Vernon, Iowa 52314

Reference: Parking changes for 6<sup>th</sup> St NE, Ink Road, Turtle Dove Lane, & Bryant Road

To whom it may concern:

I am writing you today, as you live on or near 6<sup>th</sup> Street NE, Turtle Dove Lane, Ink Road, or Bryant Road in Mount Vernon. City staff has received complaints regarding parking within these locations. Complaints include congestions, limited space for larger vehicles, and snow plow, streets department operations. With recent and planned development in the areas, parking issues have become apparent. Safety concerns exist when roadways are congested enough to not allow easy passage by fire apparatus or ambulances. Because of the concerns staff has reviewed the issue, examined the area, and recommend the following changes:

1. Prohibit parking on Ink Road. This road does not have adequate shoulders, and experiences moderate traffic, including farm machinery. Additionally snow removal operations will be inhibited with street parking. All properties on Ink Road have private drives providing residents adequate off street parking.
2. 6<sup>th</sup> Street NE would prohibit parking on the North side of 6<sup>th</sup> Street NE (indicated in red), allowing parking on the south side of 6<sup>th</sup> St NE. (Indicated in green).
3. Turtle Dove Lane would prohibit parking on the inside of the horseshoe (indicated in red) while allowing it on the outside of the horseshoe (indicated in green).
4. Prohibit parking on the north side of Bryant Road from 10<sup>th</sup> Ave SW to Bryant Court.

Please see the below pictures depicting the areas described above. If you have questions or concerns, please feel free to contact me directly.

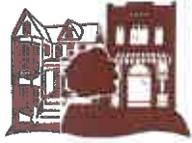
Sincerely,

Doug Shannon  
Chief of Police

---

213 First Street NW  
Mount Vernon, Iowa 52314

319-895-6141 (office)  
319-895-6617 (fax)



Mount  
**Vernon**  
IOWA

# Police Department

Douglas J. Shannon, Chief of Police



213 First Street NW  
Mount Vernon, Iowa 52314

319-895-6141 (office)  
319-895-6617 (fax)

**AGENDA ITEM # G – 3**

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

<b>DATE:</b>	October 2, 2017
<b>AGENDA ITEM:</b>	Resolution #9-02-2017C
<b>ACTION:</b>	Motion

**SYNOPSIS:** The City has received a request to study the on-street parking on Ink Rd. At this time, the Chief is recommending, due to safety concerns, that the Council consider a resolution eliminating on-street parking. Ink Rd. is being considered separately as one citizen has expressed concerns with eliminating parking. His letter of concern is attached with this report.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** Chief of Police

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Resolution

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 9/27/17

RESOLUTION #9-02-2017C

A Resolution Eliminating Parking on Both Sides of Ink Rd From 1<sup>st</sup> Ave N North to the Mt. Vernon City Limits.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ to \_\_\_\_\_  
Resolution #9-02-2017C.

Resolution #9-02-2017C. \_\_\_\_\_ on October 2, 2017, by the following roll call vote:

YES:

NO:

ABSTAIN:

ABSENT:

MOUNT VERNON CITY COUNCIL  
MOUNT VERNON, IOWA

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

ATTEST:

\_\_\_\_\_  
Sue Ripke  
Asst. Administrator/City Clerk

Dear Officer Shannon,

I am writing in response to the letter I received from you regarding the possible parking changes for Ink Road.

Ink Road is as wide as many other streets in town that allow a least one side to park. And while I am mindful of the "occasional" farm machinery, they have plenty of room. In addition, as to the snow removal, I would suggest posting "Emergency Snow Removal" signs.

As a home owner, I am concerned because even though we have a large driveway we have the occasional family and friends visit and our driveway could not accommodate any addition vehicles. Therefore, there is no place for them to park....Literally, the closest place to park would be all the way over at Davis Park.

I have spoken with all driving members of my family and we want to be considerate of others, so we are parking our cars in the driveway, but I ask that the total Prohibition of parking on Ink Road not be instituted...just choose a side like you did on Bryant Road, which is definitely narrower than Ink Road and has considerably more traffic, especially during the soccer season and any events that take place at Bryant Park.

Respectfully yours,

J. Michael Hunter  
118 Ink Road

## **J. Motions for Approval**

CITY OF MOUNT VERNON  
CLAIMS FOR APPROVAL, OCTOBER 2, 2017

PAYROLL	CLAIMS	60,290.82
COMMUNITY DEVELOPMENT GROUP	SUPPORT	15,000.00
COMMUNITY DEVELOPMENT GROUP	SMITHSONIAN DISPLAY-ECON DEV	3,000.00
VEENSTRA & KIMM INC	5TH AVE/1ST ST W TRAFFIC SIGNA	1,911.92
VEENSTRA & KIMM INC	CITY ENGINEERING GENERAL	1,635.75
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	1,501.99
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES-P&A	795.00
MEDIACOM	PHONE/INTERNET CHGS-ALL DEPTS	570.82
MEDIACOM	PHONE/INTERNET CHGS-PD	553.91
CENTURY LINK	PHONE CHGS-P&A	518.14
SIMMERING CORY IOWA CODIFICATION	ANNUAL WEB HOSTING-P&A	450.00
IOWA PRISON INDUSTRIES	BARRICADES,SIGN BASE-RUT	449.46
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	445.81
FAT GUYS MOTOR SPORTS	SPINDEL-RUT	428.80
HOTSY CLEANING SYSTEMS INC	SOAP-RUT	400.00
BRADLEY HAUGE CPA	PROFESSIONAL SERVICES-ALL DEPTS	325.00
ELECTRONIC ENGINEERING CORP	INFORMATION SYSTEMS-PW	319.60
MEDIACOM	PHONE/INTERNET CHGS-P&REC	267.85
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES-P&A	240.00
DUANE'S SERVICE	VEHICLE REPAIR-PD	228.67
FAT GUYS MOTOR SPORTS	BLADES-RUT	201.52
MIDWEST WHEEL CO	LED LIGHT-RUT	191.98
HAWKEYE READY MIX	FOOTING-RUT	175.04
AIRGAS INC	WELDING SUPPLIES-PW	148.12
STAPLES ADVANTAGE	SCALES,PAPER-P&A	125.06
CENTURY LINK	PHONE CHGS-PD	119.40
MOORE MEDICAL CORP.	MEDICAL SUPPLIES-FD	104.71
MOUNT VERNON BANK	NSF CHECK-WAT	100.26
CENTURY LINK	PHONE CHGS-SEW	95.20
ALLIANT IES UTILITIES	ENERGY USAGE-ST LIGHTS	64.17
FRANCESCA LEE THOMPSON	CLEANING SERVICE-P&A	60.00
JOAN BURGE	CLEANING SERVICE-P&A	60.00
AIRGAS INC	WELDING SUPPLIES-PW	59.53
ELDON DOWNS	UNIFORMS-PW	57.60
CENTURY LINK	PHONE CHGS-WAT	53.47
FAT GUYS MOTOR SPORTS	OIL FILTERS-RUT	52.08
CENTURY LINK	PHONE CHARGES-RUT	51.47
GALLS INC	UNIFORMS-PD	51.39
FAT GUYS MOTOR SPORTS	BLADE-RUT	45.00
CENTURY LINK	PHONE CHGS-POOL	44.20
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	39.09
ALLIANT IES UTILITIES	ENERGY USAGE-SEW	35.60
JOENA'S SPECIAL NEEDS	UNIFORMS-PD	20.00
CENTURY LINK	PHONE CHGS-P&REC	11.15
	TOTAL	91,299.58

**AGENDA ITEM # J - 2**

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

<b>DATE:</b>	October 2, 2017
<b>AGENDA ITEM:</b>	Professional Services Agreement
<b>ACTION:</b>	Motion

**SYNOPSIS:** The City Council earmarked \$80,000 for the corridor study on the south side of the community. Enclosed is a copy of the services agreement with Confluence in the amount of \$80,000. They have also listed additional services on page 9 that the City Council may consider at a future date.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Professional Services Agreement

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 9/27/17

September 22, 2017

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

**RE: MOUNT VERNON CORRIDOR PLAN  
AGREEMENT FOR PROFESSIONAL SERVICES**

Dear Chris,

Thank you for giving us this opportunity to provide professional planning services to the City of Mount Vernon for the development of Corridor Plan for the Highway 30 by-pass area. The following is agreement for professional services and we are pleased to modify our approach and scope as necessary to meet your needs and budget.

Confluence, hereinafter referred to as the Consultant, subject to the approval and acceptance of an agreement by the City of Mount Vernon, Iowa, hereinafter referred to as the Owner, agrees to provide Professional Services to the Owner as set forth below:

**A. PROJECT NAME:** Mount Vernon Corridor Plan

(Project area is defined as: Growth Area 1 as identified on the City's Future Land Use Map - generally south of Lincoln Highway, west of County Club Drive, north of Light Road, and east of Willow Creek Road.)

**B. PROJECT TEAM:** Confluence (project lead, planning, public engagement)  
Fehr Graham (civil engineering and transportation planning)

**C. PROJECT DESCRIPTION:**

This Plan will guide land use development and public investment decisions as a supplemental document to the 2016 Comprehensive Plan. The intent is to create a master plan that specifies design standards, infrastructure improvements and sustainable growth practices in an effort to streamline the City's development process.

The following items will be addressed in the Corridor Plan:

**Visioning and Identity**

- Integrate a vibrant public involvement and participation approach for the planning efforts, and develop a tailored, comprehensive vision plus goals to guide future growth and development of the corridor.



- Facilitate interactive visioning work session with the Mayor and City Council, Planning and Zoning Commission, and City staff. Solicit public participation, input, and dialog at an open house and public workshops employing visual preference surveying. Conduct one-on-one stakeholder interviews. Provide content for the City's website to keep the general public informed and updated on the status and the latest drafts and details of the project.
- Meet regularly with the project technical Steering Committee for the duration of the project to review project progress, guide planning exercises, and provide initial review, feedback, and direction of Plan elements. It is anticipated that the Steering Committee will include key members of the City staff and may include the Mayor and/or a representative from the City Council and a member of the Planning and Zoning Commission.

#### **Land Use and Transportation Plan**

- Analyze the existing site conditions and opportunities, natural resources, public infrastructure, and community preferences and create a land use plan that addresses land uses, transitions, buffers, greenspaces and greenbelts, and general vehicle and pedestrian circulation.
- This future land use plan and integrated transportation plan for the planning area is intended to be adopted and made part of the City's Comprehensive Plan.

#### **Overlay Zoning District with Design Guidelines**

- Develop unique and visionary design standards to guide the development of the project area while protecting and supporting the long-term stability and success of the downtown. The guide should include unifying themes and elements.
  - Permitted Uses and Building Types
  - Site Planning Guidelines and Parking
  - Architectural Design Guidelines
  - Landscape and Open Space Design Guidelines + Buffering and Screening Guidelines
  - Lighting Design Guidelines
  - Signage Design Guidelines
- Create an Overlay Zoning District to implement the standards detailed in the Design Guidelines.

#### **Implementation Master Plan**

- Develop an implementation master plan with necessary short-term and long-term steps necessary to ensure the plan goals are met.

**D. SCOPE OF SERVICES – PROGRAM OUTLINE**

**PHASE 1: PROJECT INITIATION, DATA COLLECTION, SITE ANALYSIS + COMMUNITY VISIONING**

- Project Kick-Off Meeting with the Steering Committee
- Data Collection, Site Inventory, and Existing Conditions and Public Facilities and Infrastructure Analysis
- Base Mapping
- *Representative Projects: Review + Optional Site Tours (1-Day Bus Tour)*  
**[OPTIONAL TASK - T1]**
- *Market Analysis* **[OPTIONAL TASK - T2]**
- Community Stakeholder and Property Owner Engagement and Input (public open house + visual preference polling and individual stakeholder meetings – 1 day)
- City Council and Planning and Zoning Commission Joint Work Session
- Steering Committee Review and Direction Meeting

**PHASE 2: LAND USE AND TRANSPORTATION PLANNING**

- Land Use Plan + Land Use Districts and Definitions
- Transportation Plan
- *Detailed Master Plan and site renderings (images)* **[OPTIONAL TASK - T3]**
- Steering Committee Review and Direction Meeting
- Community Stakeholder and Property Owner Engagement and Input (community workshop and individual stakeholder meetings – 1 day)
- City Council and Planning and Zoning Commission Joint Work Session
- Steering Committee Review and Direction Meeting

**PHASE 3: DESIGN GUIDELINES, OVERLAY ZONING DISTRICT + IMPLEMENTATION PLAN**

- Design Guidelines
- Overlay Zoning District Framework
- Implementation Master Plan
- Steering Committee Review and Direction Meeting
- Community Stakeholder and Property Owner Engagement and Input (stakeholder workshop and individual stakeholder meetings – 1 day)
- City Council and Planning and Zoning Commission Joint Work Session
- Steering Committee Review and Direction Meeting

**ON-CALL PLANNING ASSISTANCE [OPTIONAL SERVICE - S1]**

- *Development Review Assistance and Guidance for Individual Projects*
- *Conceptual Design Services for Individual Sites and Property Owners*

**WAYFINDING SIGNAGE MASTER PLAN [OPTIONAL SERVICE – S2]**

- *Create a master plan identifying a monument and wayfinding sign hierarchy and propose sign locations throughout the community.*
- *Provide concepts and cost opinions for wayfinding signage, elements, and artwork that will serve to reinforce the Mt. Vernon brand and attract visitors to downtown and the greater community.*

**STREETSCAPE AND ART INSTALLATION MASTER PLAN [OPTIONAL SERVICE – S3]**

- *Create a master plan for streetscaping along Lincoln Highway and Hwy 1 to address pedestrian circulation, street furnishings, markers, gateways, lighting and other elements commonly found in public rights-of-way.*

- *Develop an approach for the selection and approval of public art, provide precedents, potential concepts and cost opinions for the placement of art within the public rights-of-way. Identify preferred locations, including the Lincoln Highway round-about, for the placement of public art. Develop a phasing/prioritization plan for art installation.*

#### **E. SCOPE OF SERVICES – PROGRAM DETAIL**

##### **PHASE 1: PROJECT INITIATION, DATA COLLECTION, SITE ANALYSIS + COMMUNITY VISIONING (Timeline: Approximately 3 Months)**

###### **1.1 | Project Kick-Off, Data Collection and Analysis (Steering Committee Meeting #1)**

The project team will initiate the assignment by facilitating a project Kick-Off meeting with the Steering Committee to review the scope of the project and proposed work plan including the timeline and important meeting dates.

The project team will further begin collecting and reviewing appropriate background information, and preparing an analysis of the site and surrounding area in an effort to fully understand the physical, political, environmental, economic, and market opportunities and constraints associated with the project area and the importance of maintaining the community's current quality of life and protecting the downtown.

The project team will become familiar with the site and vicinity and develop a strategy regarding review and analysis of the property and surrounding area. The City will provide all pertinent materials regarding base mapping, GIS data, aerial photos, utility plans, and building permit data as necessary.

The following tasks and products will be provided:

1. Facilitate a project Kick-Off meeting with the Steering Committee to discuss:
  - a. Project scope.
  - b. City review and input process.
  - c. Anticipated schedule.
  - d. City goals.
2. Visit and photo-document the Project Area.
3. Collect and review available background information for the City, County, the Iowa Department of Natural Resources, the Iowa Department of Transportation and Franchise Utility Companies. This information will include the following:
  - a. Existing public utility information, including sanitary sewers, water mains and storm sewers.
  - b. Existing traffic information from most recent traffic count data.
  - c. Existing franchise utility maps.
  - d. Proposed Iowa Department of Transportation (IDOT) improvements plans for US 30.
  - e. Available topographic information, including most recent County aerial photography and topography.
  - f. Available wetland information.
  - g. Other readily available information required to complete the scope of services.
  - h. Existing City plans and reports affecting the project, including pending or approved City Planning documents (to be provided by the City).

4. Prepare a base map with topography, natural features, existing facilities, existing/proposed roadways, easements and other rights-of-way, utilities, etc.

### **1.2 | Representative Projects – Review and Optional Site Tours [OPTIONAL TASK - T1]**

*If requested by the City, for an additional fee the project team will prepare a potential list of representative projects and developments to evaluate and potentially visit with the City and key project team members. Projects should represent high quality, planned communities similar in size, program and vision. These will include both regional and national examples that represent the best in traditional neighborhood design and town center planning.*

1. Review the representative projects with the City and prepare a short-list and schedule for potential site touring (to be provided as an Additional Service).
2. Prepare a summary booklet, including a brief project summary, a graphic master plan with overall site data and statistics, and available graphic image or built photos of the project.
3. Organize/coordinate a site tour/visit (bus tour) of some or all of the representative projects with the City and key representatives of the project team (1-day trip).

### **1.3 | Market Analysis [OPTIONAL TASK - T2]**

*If requested by the City, for an additional fee a Market Analysis & Strategy will be prepared for the project, including completion of the following services and products:*

1. Complete site and market reconnaissance.
2. Analyze historical/projected economic and demographic data within a trade area to be defined.
3. Conduct interviews with market area planning and community development officials regarding area trends/issues and planned and proposed projects.
4. Analyze supply conditions across key land uses, including potentially competitive sites and other activity generators (focusing on residential, retail, office and flex/R&D/employment uses, with discussion of lodging, medical, educational and other sectors as warranted).
5. Forecast demand for desired and likely land uses in the market area over 10 to 20 years and quantify potential share for the subject area given its competitive position in the market.
6. Complete Interim Market Strategy Report summarizing above.
7. Prepare Development Program recommendations based on above, including a range of market-supportable land use mixes.
8. Provide recommendations for strategies to ensure development within the project area will not detract from or negatively impact the existing downtown.
9. Complete Final Market Strategy Report

### **1.4 | Community Stakeholder and Property Owner Engagement (Public Input #1)**

The project team will facilitate an evening Public Open House meeting to introduce the planning project to the community and obtain initial input on community desires, preferences, and vision and identify for the project area utilizing key pad polling and other hands-on techniques. During the day of the Public Open House, the project team will be available to meet individually with key stakeholders and land owners for direct one-on-one input and discussion, as determined by the City (1-day).

The City will be responsible for contacting and scheduling the stakeholder meetings and providing notice and advertising the public open house.

### **1.5 | Council/Commission Joint Work Session (Work Session #1)**

The project team will facilitate a joint work session with the City Council and the Planning Commission to discuss the finding and results of the Phase 1 work effort and determine a general vision and identity for the project area. Review items include:

1. Site Analysis (opportunities and constraints for design and development).
2. Community Visioning results.
3. *Project site tour results and recommendations, including potential design and development concept for consideration (if included in the project scope).*
4. *Market Analysis findings (if included in the project scope).*
5. Recommendations.

### **1.6 | Steering Committee Review and Direction (Steering Committee Meeting #2)**

The project team will review the results of the Work Session and provide general direction for the start of Phase 2 work.

## **PHASE 2: LAND USE AND TRANSPORTATION PLANNING**

*(Timeline: Approximately 3 Months)*

### **2.1 | Future Land Use + Transportation Plan**

Based on the public input and analysis obtained during Phase 1, the project team will prepare a Future Land Use Plan plus develop new land use districts and definitions. The project team will also create a Transportation Plan that will be incorporated into the Future Land Use Plan. The Transportation Plan will focus on general location, type and character of existing and planned roadways for the project area.

### **2.2 | Detailed Master Plan and Site Renderings [OPTIONAL TASK - T2]**

*If requested by the City, for an additional fee, the project team will create a colored master plan, indicating land uses, major streets, parks/trails/open space features, and prominent landscape areas will be prepared in illustrative form. Three (3) color renderings of key areas of the master plan (as determined by the) will also be created.*

### **2.3 | Steering Committee Review and Direction (Steering Committee Meeting #3)**

The project team will review the draft Land Use and Transportation Plan. The project team will update the Plan prior to the Community Workshop.

### **2.4 | Community Stakeholder and Property Owner Engagement (Public Input #2)**

The project team will facilitate an evening Community Workshop meeting to review the draft Land Use and Transportation Plan. During the day of the Community Workshop, the project team will be available to meet individually with key stakeholders and land owners for direct one-on-one input and discussion, as determined by the City (1-day).

The City will be responsible for contacting and scheduling the stakeholder meetings and providing notice and advertising the community workshop.

### **2.5 | Council/Commission Joint Work Session (Work Session #2)**

The project team will facilitate a joint work session with the City Council and the Planning Commission to review and discuss the finding and results of the Phase 2 work effort, including:

1. Draft Future Land Use and Transportation Plan.
2. Community Workshop results.
3. Recommendations.

## **2.6 | Steering Committee Review and Direction (Steering Committee Meeting #4)**

The project team will review the results of the Work Session, review final changes to the Plan, and provide general direction for the start of Phase 3 work.

## **PHASE 3: DESIGN GUIDELINES, OVERLAY ZONING DISTRICT + IMPLEMENTATION PLAN (Timeline: Approximately 4 Months)**

### **3.1 | Design Guidelines + Zoning Overlay Framework**

The project team will develop Design Guidelines and the framework of an Overlay Zoning District tailored to the range of land uses proposed within the project area to provide the necessary guidance to create distinct and unique living, working, recreation, and shopping environments, while creating value and providing the flexibility necessary to respond to changing economic climates.

The Guidelines shall include the following elements:

1. Site Planning Guidelines
  - a. Building Siting & Orientation Guidelines
  - b. General Bulk Regulations
  - c. Equipment Screening and Outdoor Displays and Sales
  - d. Bicycle Circulation / Parking
  - e. Off-Street Parking Standards
  - f. Driveway and Parking Lot Design Standards
  - g. Traffic and Pedestrian Intersection Vision Clear Zones
2. Architectural Design Guidelines
  - a. Wall Articulation and Building Projections
  - b. Building Materials
  - c. Unifying building elements and features
  - d. Define appropriate and acceptable material use, placement, and coverage.
3. Landscape and Open Space Design Guidelines + Buffering and Screening Guidelines
4. Unifying site features, elements and artwork
5. Site Lighting Guidelines
6. Private Signage Guidelines
7. Overlay Zoning District Framework

### **3.2 | Implementation Master Plan**

The project team will create a summary document that will serve as an Implementation Plan or 'blueprint' for development in the project area. The plan will include short-term and long-term steps necessary to ensure the plan goals are met.

### **3.3 | Steering Committee Review and Direction (Steering Committee Meeting #5)**

The project team will review the draft Design Guidelines, Overlay District Framework and Implementation Master Plan. The project team will update the Guidelines, Overlay and Implementation Plan prior to the Community Workshop.

### **3.4 | Community Stakeholder and Property Owner Engagement (Public Input #3)**

The project team will facilitate an evening Community Workshop meeting to review the draft Design Guidelines. During the day of the Community Workshop, the project team

will be available to meet individually with key stakeholders and land owners for direct one-on-one input and discussion, as determined by the City (1-day).

The City will be responsible for contacting and scheduling the stakeholder meetings and providing notice and advertising the community workshop.

**3.5 | Council/Commission Joint Work Session (Work Session #3)**

The project team will facilitate a joint work session with the City Council and the Planning Commission to review and discuss the findings and results of the Phase 3 Design Guidelines work effort, including:

1. Design Guidelines + Overlay Zoning District review.
2. Implementation Master Plan review.
3. Community Workshop results.
4. Recommendations.

**3.6 | Steering Committee Review and Final Direction Meeting (Steering Committee Meeting #6)**

The project team will meet with the Steering Committee to review the results and feedback from the Work Session. The project team will update the Land Use and Transportation Plan, Design Guidelines, Overlay Zoning District Framework, and Implementation Master Plan and provide final copies.

**3.7 | Public Hearings**

The project team will attend and present at a Planning Commission public hearing and at a City Council public hearing related to the adoption of the Corridor Plan.

**F. DELIVERABLES**

Final copies of all maps and documents shall be provided in electronic formats including all GIS files.

**G. ADDITIONAL SERVICES**

**ON-CALL PLANNING ASSISTANCE [OPTIONAL SERVICE - S1]**

It is well understood that during and after the process of creating the Corridor Plan, developing Design Guidelines, and establishing the Zoning Overlay, properties within the Project Area will have development opportunities. In a desire to not miss a development opportunity while still protecting the integrity of the vision for this Project Area, the project team can provide project review guidance and assistance to the City to help evaluate development proposals at any time during or after this project. The project team can further assist individual property owners by providing conceptual plans that respect the City's goals for the Project Area. This on-call planning assistance can be provided as needed as an additional service on an hourly basis or a specific fee can be negotiated.

**H. EXCLUSIONS**

1. Traffic impact study/analysis, construction documents; public improvement design, engineering and/or utility and public infrastructure related construction documents including cost opinions; wetlands delineation; soils analysis, borings, and/or testing; detailed storm water calculations for refined land use plan are not included or a part of this agreement.

2. The City shall schedule, provide the location, provide notice, and advertise all meetings as necessary for the project.

**I. SCOPE SERVICE FEES BY TASK**

Our fee estimates by project phase are listed below and can be adjusted based on the refinement of the project scope. We propose the project fees be on a lump sum basis and reimbursed monthly based on the percent completed. Reimbursable expenses are not included in these fee estimates as outlined below. Expenses will be billed in accordance with the rates shown on the attached rates and expenses schedule.

**FEES**

Phase 1: Project Initiation	\$25,000
Phase 2: Land Use and Transportation Planning	\$30,000
Phase 3: Design Guidelines, Overlay + Implementation Plan	\$25,000

**TOTAL: \$80,000.00** plus reimbursable expenses not to exceed 10% of the project total.

**OPTIONAL TASKS AND SERVICES**

Listed below are several optional services that can be provided for an additional fee.

- *Optional Task T1: Site Tours (1-Day Bus Tour) (\$6,000.00 est. + travel expenses)*
- *Optional Task T2: Market Analysis (\$45,000.00 est.)*
- *Optional Task T3: Detailed Master Plan + Renderings (\$50,000.00 est.)*
- *Option Service S1: On-Call Planning Assistance (hourly task or TBD)*
- *Option Service S2: Wayfinding Signage Master Plan (\$35,000 est.)*
- *Option Service S3: Streetscape and Art Installation Master Plan (\$20,000 est.)*

**REIMBURSABLES**

Reimbursable expenses, including but not limited to printing and meeting material expenses are not included in the services fee. These expenses will not exceed 10% of the total project without prior written authorization of the Client.

**J. TIME OF PERFORMANCE**

Confluence is prepared to provide the professional services described herein immediately upon your notice to proceed. A more definitive schedule for completion of activities can be established with the Client at the outset of the project as requested. The project Phases can be separated to start over separate budget years as may be necessary.

**K. EXTRA WORK AND CONTINUATION OF SERVICES**

If, during the progress or upon completion of the work outline in the Scope of Services in this agreement, the Client finds it desirable or necessary to cause this Consultant to perform additional services other than those outlined in the Scope of Services, the hourly schedule and reimbursable expense schedule may apply or a project fee may be negotiated.

**L. SUCCESSOR'S AND ASSIGNMENT**

The Client and this firm each binds itself, partners, assigns and legal representatives to the other party to this agreement and to the partners, successors, assigns and legal representatives of such other party in respect of all covenants of this agreement.

**M. GENERAL CONDITIONS**

Attached hereto this agreement and made a part hereof by reference are the General Conditions.

As you review our proposal, please do not hesitate to contact me with any questions. We look forward to working with you on this exciting project.

Sincerely,  
Christopher Shires, Principal  
Confluence

Offered by:  
Confluence

Accepted by:  
City of Mount Vernon, Iowa



9-22-2017

(signature)

(date)

\_\_\_\_\_

(signature)

\_\_\_\_\_

(date)

Christopher Shires, Principal  
\_\_\_\_\_  
(printed name/title)

\_\_\_\_\_  
(printed name/title)

EXHIBIT 'A'

CONFLUENCE

STANDARD HOURLY RATES

Senior Principal .....	\$160.00 - \$200.00 per hour
Principal .....	\$140.00 - \$185.00 per hour
Associate Principal .....	\$130.00 - \$160.00 per hour
Associate .....	\$110.00 - \$150.00 per hour
Senior Project Manager .....	\$100.00 - \$140.00 per hour
Project Manager .....	\$90.00 - \$110.00 per hour
Senior Landscape Architect .....	\$90.00 - \$110.00 per hour
Landscape Architect .....	\$80.00 - \$100.00 per hour
Senior Project Planner .....	\$90.00 - \$110.00 per hour
Planner II .....	\$80.00 - \$100.00 per hour
Planner I .....	\$70.00 - \$90.00 per hour
Landscape Architect-In-Training .....	\$70.00 - \$90.00 per hour
Landscape Architect Intern .....	\$60.00 - \$75.00 per hour
Draftsperson .....	\$50.00 - \$75.00 per hour
Graphic Designer .....	\$70.00 - \$90.00 per hour
Clerical / System Staff .....	\$42.00 - \$70.00 per hour

REIMBURSABLE EXPENSES

Filing Fees .....	cost
Long Distance Telephone Calls .....	cost
Materials and Supplies .....	cost
Meals and Lodging .....	cost
Mileage .....	\$.535 per mile
Postage .....	cost
Printing by Vendor .....	cost
B/W Photocopies/Prints 8½ x 11 .....	\$.05 each
B/W Photocopies/Prints 11x17 .....	\$.09 each
Color Photocopies/Prints 8½ x 11 .....	\$.65 each
Color Photocopies/Prints 11x17 .....	\$1.50 each
Large Format Plotting – Bond .....	\$2.50/SF
Large Format Plotting - Mylar .....	\$4.50/SF
Large Format Plotting - Photo .....	\$5.00/SF
Compact Discs .....	\$2.50 each
Booklet Binding (cover, coll, back) .....	\$4.50 each
Foam Core .....	\$8.00 each
Easel Pads .....	\$32.75 each
Electronic Files .....	\$50.00 Each
Online Meeting Service .....	\$35.00 Each

Effective 1/1/2017

## GENERAL CONDITIONS

**1. PARTIES AND SCOPE OF WORK:** Confluence (hereinafter referred to as "Confluence") shall perform professional services as set forth in Confluence's proposal, the Client's acceptance thereof if accepted by Confluence, and these General Conditions. "Client" refers to the person or business entity ordering the professional services to be done by Confluence. The Client shall designate representatives who are authorized to make all decisions on the Client's behalf when requested to do so by Confluence. If the Client is ordering professional services on behalf of another, the Client represents and warrants that the Client is the duly authorized agent of said party for the purpose of ordering and directing said professional services. Unless otherwise stated in writing, the Client assumes sole responsibility for determining whether the quantity and the nature of the professional services ordered by the Client is adequate and sufficient for the Client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom the Client transmits any part of Confluence's work. Confluence shall have no duty or obligation to any third party greater than that set forth in Confluence's proposal, Client's acceptance thereof and these General Conditions. The ordering of professional services from Confluence shall constitute acceptance of the terms of Confluence's proposal and these General Conditions.

**2. SCHEDULING OF WORK:** Confluence will perform professional services with due and reasonable diligence consistent with sound professional practices. If Confluence is required to delay commencement of professional services or if, upon embarking upon its professional services, Confluence is required to stop or interrupt the progress of its professional services as a result of changes in the scope of the professional services requested by the Client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of Confluence, additional charges will be applicable and payable by Client.

**3. ACCESS TO SITE:** Client will arrange and provide such access to the site as is necessary for Confluence to perform professional services. Confluence shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its professional services or the use of its equipment; however, Confluence has not included in its fee the cost of restoration of damage which may occur. If Client desires or requires Confluence to restore the site to its former condition, upon written request Confluence will perform such additional professional services as is necessary to do so and Client agrees to pay Confluence the cost thereof.

**4. CLIENTS DUTY TO NOTIFY LANDSCAPE ARCHITECT:** Client represents and warrants that he has advised Confluence of any known or suspected hazardous materials, utility lines and pollutant at any site at which Confluence is to do professional services hereunder, and unless Confluence has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits. Client agrees to defend, indemnify and save Confluence harmless from all claims, suits, losses, costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to Confluence's performance of its professional services and resulting to or caused by contact with subsurface or latent objects, structures, lines or conduits where the actual or potential presence and location thereof was not revealed to Confluence by Client.

**5. RESPONSIBILITY:** Confluence's professional services shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. Confluence shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. Confluence's professional services or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. Confluence has no right or duty to stop the contractor's work.

**6. STANDARD OF CARE:** Confluence's professional services will be performed in accordance with this agreement and with generally accepted principles and practices. In performing its professional services, Confluence will use that degree of care and skill ordinarily exercised under similar circumstances by members of its profession.

**7. LIMITATION OF LIABILITY:** Should Confluence or any of its professional employees be found to have been negligent in the performance of its professional services, or to have made and breached any express or implied warranty, representation or contract, Client, all parties claiming to have in any way relied upon Confluence's professional services agree that the maximum aggregate amount of the liability of Confluence, its officers, employees, agents, and sub-consultants shall be limited to \$80,000.00.

Initials: CONFLUENCE \_\_\_\_\_ CLIENT \_\_\_\_\_

**8. PRICING ESTIMATES:** Neither Confluence nor Client has any control over the costs of labor, materials, equipment, over contractors' methods of determining bid prices, or over competitive bidding, market or negotiation conditions. Accordingly, Confluence cannot and does not warrant or represent those bids or negotiated prices will not vary from any established budgetary constraints. Client may perform its own cost analysis or retain its own cost consultant and shall be solely responsible for the accuracy and preparation of cost estimates at each appropriate stage of the project. Confluence will cooperate and work closely with any cost consultant to help ensure that the project can be constructed within any appropriate budgetary constraints.

**9. ADDITIONAL SERVICES:** Client may request or it may become necessary for Confluence to perform Additional Services in order to further the objectives of the project. Whenever reasonably possible, Confluence will notify Client in advance of Confluence's intention to perform the particular Additional Service, and Client's failure to instruct Confluence not to perform the Additional Service shall be considered Client's acquiescence to the performance of the Additional Service and agreement to pay for it. Notwithstanding any other description of Basic or Additional Services, any services which Client requests Confluence to perform after final payment has been made to the contractor(s) or more than sixty (60) days after the project has been certified to be substantially complete shall be considered Additional Services. Any modifications or changes requested by Client inconsistent with Client's prior approval(s) shall be considered Additional Services. Confluence shall be entitled to rely on the accuracy of any drawings or other information supplied to it by Client, its employees, representatives or other consultants, and any services necessitated because of an error or omission in any drawing or other information supplied by Client, its employees, representatives or other consultants shall be an Additional Service. Additional Services shall be billed at Confluence's normal hourly

rates, and Client shall pay such charges above and beyond any charges for Basic Services set forth in the Proposal.

**10. CONSTRUCTION ADMINISTRATION:** Confluence shall have no responsibility for construction administration unless explicitly described in the Proposal. If construction observation services are performed, Confluence shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the construction work, for any defects, deficiencies or other acts or omissions of the contractor or any other persons performing any of the construction work or for the failure of any of them to carry out the work in accordance with the plans and specifications, and Confluence visits to the construction site shall be for the purpose of becoming generally familiar with the progress and the quality of the construction work and to determine in general if the work when completed will be in accordance with the plans and specifications, and Confluence is not authorized to stop the construction work or take any other action relating to job site safety. If Confluence reviews contractors' applications for payment, such reviews shall be made to the best of Confluence's knowledge, information and belief based on Confluence's limited observation of the construction work, and Confluence shall be entitled to rely on documentation submitted by the contractor(s) or others which is not inconsistent with Confluence's own observations. If the Client requests in writing that Confluence provide any specific construction phase services and if Confluence agrees in writing to provide such services, then Confluence shall be compensated for Additional Services.

**11. CLAIMS:** Client acknowledges that Confluence is a corporation and agrees to make any claim arising out of or relating to the project against Confluence only, and not against any of Confluence's directors, officers, employees or agents.

**12. INSURANCE:** Confluence shall keep and maintain its current insurance policies, including professional liability insurance and comprehensive general liability insurance, for the duration of the project. If Client desires additional insurance, Confluence shall use its best efforts to obtain the additional insurance, but Client shall reimburse Confluence for any additional premium or other related costs that Confluence thereby incurs. Client will use its best efforts to ensure that the construction contractor(s) name Confluence as an additional insured on their comprehensive general liability insurance policies and agree to indemnify Client and Confluence in language reasonably satisfactory to both Client and Confluence.

**13. TERMINATION:** Either party upon seven day's prior written notice may terminate this Agreement. In the event of termination, Confluence shall be compensated by Client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services, records and reports as are necessary to place Confluence's files in order and/or protect its professional reputation.

**14. WITNESS FEES:** Confluence's employees shall not be retained as expert witnesses except by separate, written agreement. Client agrees to pay Confluence's legal expenses, administrative costs and fees pursuant to Confluence's then current fee schedule for Confluence to respond to any subpoena.

**15. PAYMENT:** Client shall be invoiced as professional services are completed and reported at Confluence's option, either monthly or at end of project. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay Confluence's cost of collection of all amounts due and unpaid after sixty (60) days, including court costs and reasonable attorney's fees. Confluence shall not be bound by any provision or agreement requiring or providing for arbitration of disputes or controversies arising out of this agreement, and provision wherein Confluence waives any rights to a mechanics' lien, or any provision conditioning Confluence's right to receive payment for its professional services upon payment to Client by any third party. These General Conditions are notice, where required, that Confluence shall file a lien whenever necessary to collect past due amounts. Failure to make payment within 30 days of invoice shall constitute a release of Confluence from any and all claims which Client may have, either in tort or contract, and whether known or unknown at the time.

**16. LATE PAYMENTS:** Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% on the then unpaid balance (18.0% true annual rate), at the sole election of Confluence, in the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

**17. ENTIRE AGREEMENT:** This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.

**18. INDEMNIFICATION:** The Client shall indemnify and hold harmless Confluence and all of its personnel from and against any and all claims, damages, losses and expenses (including reasonable attorney's fees) arising out of or resulting from the performance of professional services, provided that any such claim, damage, loss or expense is caused in whole or in part by the negligent act, omission, and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except Confluence), or anyone for whose acts any of them may be liable.

**19. MISCELLANEOUS:** To the extent within Client's control, Confluence shall have the right to take photographs, and make other reasonable promotional use of the project, and Confluence shall be given appropriate credit on all construction signs or other promotional materials concerning the project. Client may accept Confluence's Proposal either by signature, or oral assent, authorizing Confluence to commence providing professional services or making any payments to Confluence in consideration of professional services, and any of the above modes of acceptance shall be deemed to incorporate these Business Terms into the contract between the parties thereby formed.

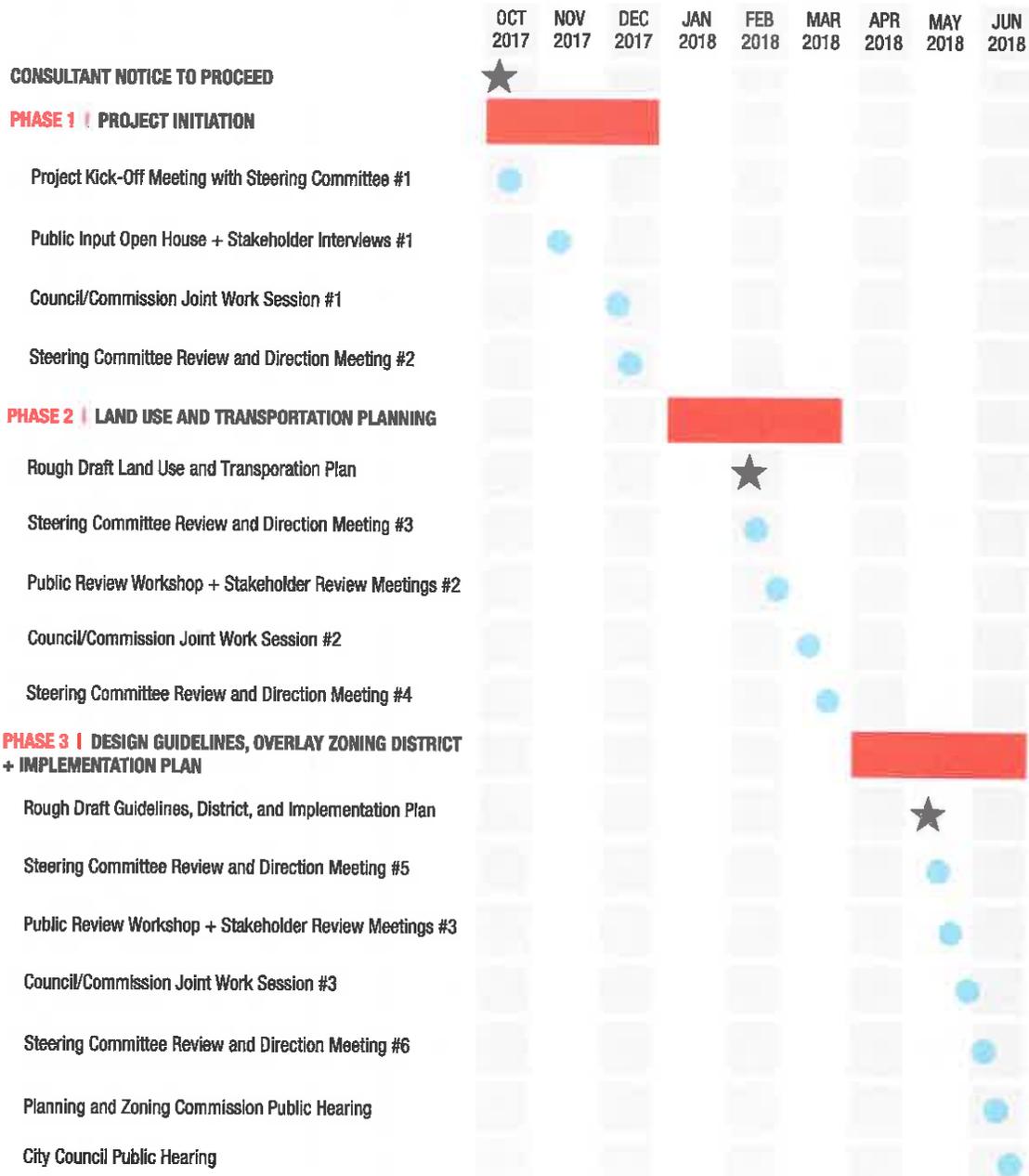
**20. OWNERSHIP OF DOCUMENTS:** All documents produced by Confluence under this agreement shall remain the property of Confluence and may not be used by the Client for any other endeavor without written consent.

# PROJECT TIMELINE

## LEGEND

★ KEY DATES

● KEY MEETINGS



**AGENDA ITEM # J - 3**

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

<b>DATE:</b>	October 2, 2017
<b>AGENDA ITEM:</b>	Goal Setting Proposal
<b>ACTION:</b>	Motion

**SYNOPSIS:** At the last meeting, it was suggested that the Council undertake a goal setting strategy session before the budget process begins. Staff has reached out to Callahan Municipal Consultants to provide a cost estimate for completion of this work. A sample of work completed by the consultant has also been included with your packet. The University of Iowa Institute for Public Affairs has traditionally led these kind of efforts, however the Director is planning to retire this year and there is some doubt that the University will continue this department. The proposed \$1,300 expense from Callahan would be divided across department budgets.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Proposal and Sample

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 9/27/17



# Callahan Municipal Consultants, LLC

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

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September 25, 2017

Chris Nosbisch  
City Administrator  
213 First Street N.W.  
Mount Vernon, Iowa 52314

Re: City Council Goal Setting Session

Dear Tim:

You recently contacted us regarding a City Council Goal Setting Session. We have conducted numerous city council goal setting sessions and we would be pleased to facilitate such a session for the Mayor and City Council in Mount Vernon.

There is enclosed for your review an overview of the process that we have used for goal setting sessions for various cities in Iowa. We can modify this process to meet the City Council's needs and expectations.

The consulting fee for a goal setting session will depend upon the steps in the process that are completed by us and the steps that are completed by the City. The steps and the fee for each step in the goal setting process are as follows:

<b>Steps in Process</b>	<b>Fee</b>
1. Preparation of an advance questionnaire to be completed by the mayor, council members, and department heads .....	\$ 100.
2. Tabulation and summarization of the questionnaires.....	\$ 300.
3. Preparation of the agenda, large sheets, and handouts for the goal setting session.....	\$ 150.
4. Facilitation of the meeting with department heads and city council goal setting session.....	\$ 450.
5. Preparation of the final report summarizing the results of the goal setting session.....	\$ 350.
Total Consulting fee for all five steps.....	<u>\$1,300.</u>

Some cities request that we complete all five steps in the process for \$1,300, which includes the consulting fee and all expenses. There are other cities that request that we merely facilitate the session (step #4) for \$450, and the City Staff Members complete the

remaining four steps in the process.

We have provided to you a copy of the Goal Setting Report that we completed for the City of Independence, Iowa, which is a community of 5,966 people. We would envision that the format for the report that we would prepare for the City of Mount Vernon would be similar to this type of report. If you would prefer that we change the format for the Mount Vernon report, please advise us and we will modify our proposal.

If you have any questions or need additional information, please feel free to contact us at [callahan.cmc@gmail.com](mailto:callahan.cmc@gmail.com) or call 563-599-3708.

Sincerely,



Patrick Callahan  
Callahan Municipal Consultants, LLC



# Callahan Municipal Consultants

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## City Council Goal Setting Sessions

### Introduction to Goal Setting

As an elected official, consider these two interesting quotes:

*"If you don't know where you want to go, any road will get you there." Author Unknown*

*"If you do not know what you want to be, then you have no control over what you will end up becoming." Author Unknown*

These two quotes could have been written for mayors and city council members, who have recently been elected or appointed to their respective offices in city government. As an elected official, you have assumed a very serious responsibility and also been given a tremendous opportunity to shape the future of your city and community. As you consider your role as a mayor or city council member, consider these questions:

1. What are my goals and objectives for the City?
2. How can these goals and objectives be accomplished?
3. How will I and my fellow council members be remembered by future generations in our community?
4. What will the legacy be for this current city council?

### The Reasons to Consider a Goal Setting Session

The reasons why a city council may want to conduct a goal setting process will vary from city to city. The motivation to schedule a goal setting session will even vary among elected officials in the same city. Some of the reasons that your city council may want to consider a goal setting session could include:

1. An opportunity to reflect upon past accomplishments and to consider plans for the future.
2. Submit suggestions and proposals that may otherwise never be considered.
3. Garner responses from other council members and determine the level of support for various plans and proposals.
4. Discuss and review potential capital improvement projects and possibly start the process of preparing a capital improvements plan (CIP).
5. Organize, discuss, rank, and prioritize a list of potential city programs and projects in a systematic and organized manner.
6. Provide direction and guidance to city department heads and city staff members as to how they should allocate their time and the city's resources in the months and years ahead.
7. Lastly, an opportunity to lay the foundation for what will be the legacy of your tenure as an elected official in your community.

### **The City Council Goal Setting Process**

The process of city council goal setting is relatively straight forward and easy to follow. The basic steps in the process are as follows:

1. Completion of a short questionnaire listing past accomplishments, future capital projects, potential programs or initiative, and team building suggestions by the mayor, city council members, and city department heads.
2. Tabulate and summarize the results of the questionnaire.
3. Conduct one city council goal setting session to discuss the results of the questionnaire and prioritize the proposed capital projects, city programs, and initiatives.
4. Preparation of a written report summarizing the results of the questionnaire and the city council goal setting session.

### **The End Result of the Process**

The end result or “finished product” of a city council goal setting session will be a “blue print” for the future of your city. The written report that summarizes the goal setting session will provide a historical record of the projects, programs, and initiatives that were discussed and prioritized by the elected officials. The end result will be a list of your council’s priorities and objectives in an easy to read and understand format.

The goal setting report will also include suggestions from the consultant on how to inform the citizens and city employees regarding the council’s goals and objectives. It will also provide suggestions on how to start the process of implementing and completing the council’s goals and objectives.

### **Assistance From a Consultant**

Most cities that conduct city council goal setting sessions have found it to be advantageous to use an outside facilitator to lead the session and to write the final report. Patrick Callahan of Callahan Municipal Consultants, LLC has facilitated numerous city council goal setting session since 2002. Since his career in city government start in 1974, he has a great deal of knowledge and experience in municipal operations and projects. He has been a city manager in three different cities and has served as a municipal consultant through four different companies or entities in Iowa. Mr. Callahan has developed and refined a city council and goal setting process that is efficient, effective, and productive.

**CITY OF INDEPENDENCE, IOWA  
STRATEGIC PLANNING AND GOAL SETTING REPORT 2017**

**Mayor:**

**Bonita Davis**

**City Council:**

**Don Brown  
Austin Grover  
Jon Holland  
Dennis Vaughn**

**Debra Hanna  
Robert Hill  
Michael Lenius**

**City Manager:**

**Al Roder**

**Department Heads:**

**City Clerk: Jeena Lynch**

**Fire Chief: Dough Cook**

**Streets Supervisor: Tim Donnelly**

**Waste Water & Water Superintendent: Mark Luloff**

**Police Chief: Dustin Dallenbach**

**Library Director: Laura Blaker**

**Parks & Recreation: Bob Beatty**



**Facilitated by:**

**Patrick Callahan**

**Callahan Municipal Consultants, LLC**

**November 8, 2016**

# City of Independence, Iowa

## Strategic Planning and Goal Setting Session - 2017

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#### **EXHIBITS**

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#### **Appendices**

<u>Appendix A</u> – Letter of Introduction - Consultant	
<u>Appendix B</u> – Mayor and City Council Agenda – November 8, 2016	
<u>Appendix C</u> – Preliminary Questionnaire – Sent to Mayor, Council, & Department Heads	

# City of Independence, Iowa

## Strategic Planning and Goal Setting Session

### 2017

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#### **Introduction**

The City of Independence requested assistance from Patrick Callahan in July 2016, 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 November 8, 2016. The City's elected officials and department heads were asked to do the following:

1. Identify the major accomplishments of the City in 2015 and 2016, as listed by the Mayor and Council, and by the City Department Heads (**Exhibit A**).
2. Review the list of most important issues, concerns and trends facing the City in 2017, as listed by the Mayor and Council Members and by the City Department Heads (**Exhibit B**).
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**)
8. Provide comments and suggestions regarding the strategic planning process.

**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.

## **INITIATIVES AND PROGRAMS – 2017**

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

### **TOP PRIORITY PROGRAMS**

1. Street prioritization and bridge replacement funding plan
2. Community citizen survey
3. Review City Council Committee Structure
4. Evaluating the potential of re-purposing of the ILP & T administration building – police station
5. Review city ordinances and develop a wind generating ordinance for city limits.
6. Review water & sewer rates and keep in line with current costs.
7. Implement and sell to the community the sewer plant repair & update plan to be carried out over 3 years.

**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 – 2017**

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

### **TOP PRIORITY CAPITAL PROJECTS AND EQUIPMENT PURCHASES - 2017**

1. Upgrading and repairing water and sewer infrastructure.
2. Upgrading well housings.
3. New steps for front entry of city hall and handicap accessible city hall.
4. Street projects – 2017 – 2018 – 2019
5. Boom truck to trim trees
6. Storm water improvement projects
7. Wastewater treatment plant improvements

### **Moderate Priority Projects**

8. Construction of sidewalk along First Street West to improve pedestrian safety.
9. Project and asset management software.

## **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 for 2017.

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: February 13, May 8, August 14, and November 13.

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 2017 or 2018, which may result in some additional modifications.

It is recommended that the City prepare capital improvements plan to identify the City's capital projects over the next four to six 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 Independence 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 Independence.
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, 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, Chamber of Commerce Board of Directors, and the County Board of Supervisors 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 and Council Members 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 Independence 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 Independence 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 Manager, 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  
November 10, 2016

## EXHIBIT A

### CITY OF INDEPENDENCE, IOWA STRATEGIC PLANNING SESSION – 2016

#### **Major Accomplishments – Mayor/Council Members Responses**

1. New Swimming Pool/Aquatic Center Project
2. Completed 2014 first stage of streets projects
3. Began 2016 Streets Project
4. Began Phase II of Curb & Gutter project
5. Council “slow down” and harder look at spending on projects
6. Newly adopted and improved vicious dog ordinance
7. Newly staffed City Administration, a great success – City Clerk and other city positions
8. General successful completion of Strategic Planning 2015
9. Established a general street maintenance plan
10. Appointed new police chief
11. Cement street projects and black top overlays
12. Storm water project on 2<sup>nd</sup> Street S.W.
13. Safe bike route
14. Parks green house
15. New branding program report and plan
16. The teamwork used to deal with flood in September 2016
17. Mapping of underground water and sewer lines throughout town
18. Implemented Franchise Fees on gross revenues of Rural Electric Cooperative (REC) and Mid American Energy.
19. Moved Code Enforcement to Police Department
20. River’s Edge Park Department Facility
21. Monthly council workshops
22. Did not take over area ambulance services
23. Moved police department
24. New city web site
25. Trail project along Highway 150 South and stop signs on trails
26. Sheriff’s Department and Independence Police Department – better cooperation
27. Library and flash warning signs at Library
28. High School
29. TIF projects
30. Council decision on the Ambulance Program

#### **Major Accomplishments – City Department Heads Responses**

1. New Website
2. Employee Benefits Meetings
3. One Book One Independence Project
4. Street Repair Plan
5. Little Free Library Project
6. Swimming Pool Bond Issue Passed and started construction
7. City Council and Staff meeting together
8. CIP developed
9. Police department relocated successfully

10. Completed a filing system
11. Chart of accounts conversion
12. Records Retention Policy was adopted
13. Better citizen engagement efforts
14. Fully funded 10 year CIP
15. City Hall situation getting much better with strong staff focused on fixing past issues
16. Consolidation of water and wastewater departments
17. Updated personnel policy and job descriptions
18. Corrected financial reports, state reports, and chart of accounts
19. Sidewalk project downtown
20. High School property purchase
21. Phone system
22. Greenhouse erected and using – Parks Dept.
23. Paving of Liberty Trail
24. Franchise Fees adopted
25. Financial help in new subdivisions
26. Lighting project along 20<sup>th</sup> Avenue SW
27. Working on storm drainage
28. Open burning ordinance
29. Sewer project repair by Dry Run Creek
30. Improved communications with the County Sheriff, School Officials, and County Officials.
31. Started the Wastewater Treatment Plant Facilities Study
32. Completed the inventory of the trees in the public right of way and on City property

## **EXHIBIT B**

### **CITY OF INDEPENDENCE, IOWA STRATEGIC PLANNING SESSION – 2017**

#### **Issues and Concerns – Mayor/City Council Members Responses**

1. Shrinking revenue resources
2. Concrete disposal
3. Council members who cannot let go of projects that were completed years ago that they disagree with!
4. Negative mind set and preventing negative attitudes from spilling over into the community.
5. Council members who do not like other council members so they argue & show no respect.
6. Issues with well houses & water supply system.
7. Issue with wastewater plant
8. Better oversight on project bidding
9. Keep residents informed when project changes are made.
10. Better community visibility by city hall & city manager – newspaper coverage and meeting with business owners.
11. Develop a specific budget line for city staff training & expenses
12. Keeping property taxes as low as possible
13. Affordable Housing
14. Spend TIF money wisely
15. High taxes and putting financial burden on taxpayers.
16. Deterioration of water and sewer systems.
17. Need to increase street improvement program.
18. Succession plans for Department Heads.
19. The quality of the sound system in the City Council Chambers
20. Pedestrian traffic on East First Street and safety concerns.

#### **Issues and Concerns – City Department Heads Responses**

1. New website should be kept up-to-date with a professional image
2. IT Services operates in reactive mode – fixing problems, but not preventing them
3. Research thoroughly, involve those who are affected, discuss and get input before making city-wide decisions.
4. The branding project needs to be implemented and managed which will take time, persistence and manpower.
5. Combination of likely loss of revenues and an aging infrastructure.
6. City could lose State backfill funds
7. Housing developments
8. Need to continue to look at more funding options, franchise fees were a plus last year.
9. Deteriorating infrastructure throughout the city
10. Need to address facility issues
11. Changing property tax base due to state law makers
12. What are we going to do for the Police Department?
13. General fund
14. Loss of taxable funds from downtown businesses
15. Next years budget costs

16. WIFI at the campground
17. Campground expansion lower practice field old high school
18. Parking lot expansion at the complex (dire need of additional parking areas)
19. Marketing outside of the community for programs and facilities that need it.
20. Finish Paving Liberty trail (north- south then east- west)
21. Tree City USA
22. Bounce vehicles down to other department (trades are not worth getting rid of in some instances.
23. Loss of State Revenues
24. Aging infrastructure
25. Sidewalks along heavily traveled roads and streets
26. Trying to do more with less
27. Issues referenced in the Branding Report

## EXHIBIT C

### CITY OF INDEPENDENCE, IOWA STRATEGIC PLANNING SESSION – 2016

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

	Votes
<b>A. Top Priority Programs and Policies</b>	
1. Street prioritization and bridge replacement funding plan	6
2. Community citizen survey	6
3. Review City Council Committee Structure	5
4. Evaluating the potential of re-purposing of the ILP & T administration building – police station	5
5. Review city ordinances and develop a wind generating ordinance for city limits	5
6. Review water & sewer rates and keep in line with current costs	5
7. Implement and sell to the community the sewer plant repair & update plan to be carried out over 3 years.	5
<b>B. Additional Programs and Policies Considered</b>	
8. Enhance communication with the public and provide tax information	3
9. Adopt, support, and monitor the Independence “Branding Project”	3
10. Storm water improvements plan or study	3
11. Implement a “Quality Culture.” – proactive approach on infrastructure reviews	3
12. First Responder application and certification program	2
13. City position for the Chamber of Commerce Director	2
14. Develop a succession plan for Department Heads	2
15. Policies on job description of elected offices so that individuals know what is expected when running for office or Code of Conduct.	2
16. Review planning & zoning for the city	2
17. Review rate for Vegetation Dump Site – Incoming material	2
18. Create a Convention and Visitor Bureau (CVB) for the community	1
19. Conduct a study and evaluation to set a wage scale for all city employees	1
20. Compensation for Department Heads who need to sometimes work overtime – call out hours.	1
21. Adopt a decision making process that is less emotionally dependent.	0
22. Create a vision and track goals	0
23. Website kept up-to-date with a professional image.	0

**EXHIBIT D**

**CITY OF INDEPENDENCE, IOWA  
STRATEGIC PLANNING SESSION – 2016**

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

	<b>Votes</b>
<b>A. Top Priority Projects</b>	
1. Upgrading and repairing water and sewer infrastructure	7
2. Upgrading well housings	6
3. New steps for front entry of city hall and handicap accessible city hall	6
4. Street projects – 2017 – 2018 – 2019	5
5. Boom truck to trim trees	5
6. Storm water improvement projects	5
7. Wastewater treatment plant improvements	5
<b>B. Moderate Priority Projects</b>	
8. Construction of a sidewalk along First Street West to improve pedestrian safety	4
9. Project and asset management software	4
<b>C. Additional Projects Considered</b>	
10. Complete paving of the remaining southern and east-west portion of Liberty Trail	3
11. Complete Phase II of Iowa Highway 150 trail, the west (Enterprise St.) and north (6 <sup>th</sup> Ave. SE)	3
12. Pedestrian yield signs by the Library	2
13. New fire truck	2
14. RV Park - old practice football field	2
15. Remodel library's teen area	1
16. ADA Sidewalk ramp replacement	1
17. New Park maintenance shed from the old pool bathhouse	1
18. Street Flushing Truck - used	1
19. All departments have current safety equipment needed in that Department	1
20. New highway sign	0
21. Two stall building for washing and winter storage	0
22. New high quality sound system for city council chambers – (Already approved)	0

## **EXHIBIT – E -1**

### **CITY OF INDEPENDENCE, IOWA STRATEGIC PLANNING SESSION – 2016**

As part of the Strategic Planning process, the Mayor and City Council discussed ways to enhance the working relationship that they have with each other as elected officials, the City staff members, department heads, and the citizens. The Mayor and City Council Members' agreed to implement and adhere to the following concepts and protocols:

1. Listen to each other and other people to gain insight into City issues and concerns.
2. Remain optimistic and accept and honor the majority votes of the City Council.
3. Acknowledge our diversity and difference, but always remain civil and respectful in our discussions and meetings.
4. Recognize that solutions and improvements require time and a team effort.
5. Strive to foster trust and honesty in our discussions and dealings with each other.
6. Keep an open mind and respect the opinions of other council members, city staff and residents.
7. Focus on what is best for the City as a whole and all the residents.
8. Work to enhance and improve the City Council's Committee Structure and Work Sessions.
9. Strive to remain courteous and endeavor to formulate positive solutions.
10. Review and accept our various roles as Mayor, Council Members, City Manager, and City Department Heads and work to fulfill our duties and responsibilities for the overall good of the community.
11. Base our decisions on the facts and research, without regard of source of information and our emotions.
12. Strive to establish a culture in all City departments that enhances the quality of city services and seeks ways to measure quality and track improvements.
13. Recognize that most things aren't emergencies. Take enough time to do the research, get all the information, and talk to our constituents.
14. Respect staff and their work.
15. Never make it personal.
16. Focus on the big picture and stay out of the minutia.
17. Speak for the majority and not the "squeakiest wheels" and don't assume the squeakiest is the majority.
18. Don't rush or be rushed into decisions.
19. Remember that we are spending the "people's money," and always work towards the most effective and efficient use of property taxes and user fee revenues.



# Callahan Municipal Consultants, LLC

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

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September 30, 2016

## APPENDIX A

**To: Mayor and City Council  
Independence, Iowa**

**From: Patrick Callahan, Municipal Consultant**

**Re: Goal Setting/Strategic Planning - 2016**

We are looking forward to facilitating the Mayor and City Council 2016 Strategic Planning Session on Tuesday, November 8, 2016 starting at 8:00 AM at the Independence Public Library Community Room. 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 2016. 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 has a capital improvements plan (CIP), we may want to identify any projects or equipment purchases that should be added to 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, as they update the City's capital improvements plan.

### **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 employees 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 October 14<sup>th</sup>.

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.cmc@gmail.com](mailto:callahan.cmc@gmail.com). You can also give your questionnaire to Al Roder and he can forward them to us.

### **Final Goal Setting Report**

We will prepare a final report summarizing the Council’s 2016 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 Independence.

Thank you for making the commitment to attend this goal setting session on November 8<sup>th</sup>. We look forward to meeting with you.

# **APPENDIX B**

**CITY OF INDEPENDENCE  
MAYOR AND CITY COUNCIL  
STRATEGIC PLANNING AND GOAL SETTING – 2016**

**Tuesday, November 8, 2016  
8:00 AM  
Independence Public Library Community Room**

## **AGENDA**

1. Introduction and Opening Comments
2. General Overview of the Meeting and the Strategic Planning Report
3. Brief Review of City Accomplishments in 2015 and 2016 – 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 – 2016 Strategic Planning Process
9. Questions, Comments, and Suggestions
10. Adjourn

# APPENDIX C

## STRATEGIC PLANNING SESSION AND GOAL SETTING SESSION – 2016 INDEPENDENCE, IOWA

### PRELIMINARY QUESTIONNAIRE

#### Introduction

The Mayor and City Council of the City of Independence will be conducting a strategic planning session on Tuesday, November 8<sup>th</sup> at 8:00 AM, at the Independence Public Library Community Room. 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 Independence 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 \_\_\_\_\_ Department Head

**Return of Questionnaire**

**Please complete and return this questionnaire to Al Roder or Patrick Callahan (callahan.cmc@gmail.com) by Friday, October 14<sup>th</sup> .**

**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.**

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

**AGENDA ITEM # L - 1**

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

<b>DATE:</b>	October 2, 2017
<b>AGENDA ITEM:</b>	Quarterly Newsletter
<b>ACTION:</b>	None

**SYNOPSIS:** Staff sent an email to Council regarding a possible change in the way the City completes the quarterly newsletter. Council members asked for further discussion on this item. The quarterly newsletter is currently completed by City Hall staff. The current out of pocket expense to the City is the cost of postage, approximately \$420 per newsletter. Jake Krob as offered an alternative solution for the publication of the newsletter in the Sun/Sunlight for \$650 a quarter for one page or \$800 a quarter for two pages.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** None

**ATTACHMENTS:** None

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 9/27/17

**AGENDA ITEM # L – 2**

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

<b>DATE:</b>	October 2, 2017
<b>AGENDA ITEM:</b>	Suggested Ordinance Change
<b>ACTION:</b>	None

**SYNOPSIS:** The City has received a formal request from Chad Pelley to amend the water ordinance to allow exceptions to the construction of private wells within the city limits. Staff would like to discuss the proposal with Council to determine the possible parameters that could be incorporated into a proposed ordinance.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** None

**ATTACHMENTS:** Letter of Request

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 9/27/17

September 22, 2017

Chris Nosbisch  
City Administrator, City of Mount Vernon  
213 1<sup>st</sup> Street NW  
Mount Vernon, IA 52314

Re: Wolf Farm, Country Club Drive

Mr. Nosbisch:

I would like to thank you for taking the time to meet with me and discuss the Wolf farm property located at the southern boundary of the City. As you are aware, I have recently placed the property under contract to purchase with the intent to subdivide into large lots that will preserve the natural features of the property. It is extremely difficult, as well as expensive, to extend City sanitary sewer and water main to the subject site, and may not even be feasible. It would also require disturbing many of the existing trees and natural creek located on the property that I intend to protect and preserve. I recently met with the adjacent property owners and they are not willing to grant easements required for the sanitary sewer extension. With all of these factors in consideration, I formally and respectfully request the City of Mount Vernon allow the use of individual onsite wells and septic systems in lieu of City services for the property and to amend the Code of Ordinances as necessary.

If you have any questions or concerns, please feel free to give me a call. Thank you.



Chad Pelley

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

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**CITY OF MT. VERNON  
CITY ADMINISTRATOR  
REPORT TO THE CITY COUNCIL  
October 2, 2017**

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- I will be out of the office on October 4-6 for the Iowa Planning Conference and again on October 23-26 for the International City Managers Conference.
- The State has approved the nutrient reduction strategy for the City. The City will be working to publish the notice to amend the NNPDES permit in the coming weeks.
- The solar panels have been placed on City Hall and are connected to the grid. We are awaiting verification from Alliant that they can be operated.
- I did receive notification from Alliant that the street light work should begin here soon. There were some delays on Alliant's end, but they seem to have that rectified.

**ECICOG**  
EAST CENTRAL IOWA  
COUNCIL OF GOVERNMENTS  
YOUR REGIONAL PLANNING AGENCY

September 18, 2017

City of Mount Vernon  
ATTN: City Administrator  
213 1<sup>st</sup> Street NW  
Mount Vernon, IA 52314

To Whom it May Concern,

In May, Linn County received a grant to update the Linn County Multi-Jurisdictional Hazard Mitigation Plan. To complete the plan update, the county has contracted with the East Central Iowa Council of Governments (ECICOG). We look forward to working with the county, cities, and school districts in Linn County.

Mount Vernon was included in the current plan, which was approved and adopted in 2014. A hazard mitigation plan is important for your city because it maintains eligibility for hazard mitigation grant funding to complete projects like flood property acquisition, tornado safe room construction, tornado warning sirens, etc. For more information about grant funding, see the enclosed brochure.

To be included in the plan, Mount Vernon must participate in the plan update process, which includes:

- Representative(s) must attend a plan update information meeting
- Host a planning meeting for the community that will be facilitated by ECICOG
- Provide plan-related information to ECICOG, as needed
- Review the draft plan and provide feedback
- Adopt the plan by resolution

The staff planner who will work with the city throughout the process is Tom Gruis, and he will contact you to discuss participation in the plan update process and provide additional information. If you have immediate questions, please contact Alicia Presto. I can be reached at [alicia.presto@ecicog.org](mailto:alicia.presto@ecicog.org) or (319) 365-9941 ext. 121.

Best regards,

*Alicia Presto*

Alicia Presto  
Planner

