

# City of Mt. Vernon, Iowa

<b>Meeting:</b>	<b>Mt. Vernon City Council Meeting</b>
<b>Place:</b>	<b>Mt. Vernon City Hall, 213 1<sup>st</sup> Street NW, Mt. Vernon, Iowa 52314</b>
<b>Date/Time:</b>	<b>November 18, 2024 – 6:30 PM</b>
<b>Web Page:</b>	<b><a href="http://www.cityofmtvernon-ia.gov">www.cityofmtvernon-ia.gov</a></b>
<b>Posted:</b>	<b>November 15, 2024</b>

<b>Mayor:</b>	Tom Wieseler	<b>City Administrator:</b>	Chris Nosbisch
<b>Mayor Pro-Tem:</b>	Scott Rose	<b>City Attorney:</b>	Holly Corkery
<b>Councilperson:</b>	Stephanie West	<b>Asst. City Administrator:</b>	Lori Boren
<b>Councilperson:</b>	Craig Engel	<b>Finance Dir/City Clerk:</b>	Marsha Dewell
<b>Councilperson:</b>	Mark Andresen	<b>Chief of Police:</b>	Doug Shannon
<b>Councilperson:</b>	Paul Tuerler		

For those individuals that are unable to attend or still do not feel comfortable with in-person meetings, the City is providing a Zoom option. For those planning to attend via Zoom, please use the following information:

You will be prompted for the following information:

1. Telephone #: 1-312-626-6799
2. Meeting ID: 840 0891 5997
3. Password: 148413

Should you need assistance to access the meeting, please contact Chris at 319-359-8613.

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

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

**D. Consent Agenda**

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

1. Approval of City Council Minutes – November 4, 2024 Regular Council Meeting

**E. Public Hearing**

1. None

**F. Ordinance Approval/Amendment**

1. Ordinance #10-7-2024B: Amending Chapter 46 Minors of the Mount Vernon Code of Ordinances
  - i. Motion to approve second reading and proceed to the third reading (Council may suspend rules and proceed to the final reading after a vote of the first reading)

2. Ordinance #11-4-2024A: Amending Chapter 165 Zoning Regulations, Article 302 Definitions and Article 413 LI – Limited Industrial District of the Mount Vernon Code of Ordinances
  - i. Motion to approve second reading and proceed to the third reading (Council may suspend rules and proceed to the final reading after a vote of the first reading)

**G. Resolutions for Approval**

1. Resolution #11-18-2024A: Certifying to County Auditor, TIF Debt Incurred in Calendar Year 2024 for Fiscal Year 2026
2. Resolution #11-18-2024B: Approving the Annual Urban Renewal Report for Fiscal Year 2024
3. Resolution #11-18-2024C: Accepting Work for the Project Known as the 2024 Business 30 Improvements Project – Council Action as Needed
4. Resolution #11-18-2024D: Accepting Work for the Project Known as the Highway 1 Storm Sewer CCTV Project – Council Action as Needed
5. Resolution #11-18-2024E – Approving Voluntary Annexation of Property as set forth Within Application for Voluntary Annexation

**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 Site Plan Approval for 520 1<sup>st</sup> Street SE – Council Action as Needed
3. Discussion and Consideration of LBC Expansion Options and Preliminary Design Proposal with OPN Architects – Council Action as Needed
4. Discussion and Consideration of Pay Application #2 – Glenn Street Extension – Council Action as Needed
5. Discussion and Consideration of Pay Application #2 – Bryant Road Water Main Improvements – Council Action as Needed
6. Discussion and Consideration of JEO Invoice # 154209 – Uptown Streetscape Plan – Council Action as Needed
7. Discussion and Consideration of Pay Application #2 - 4<sup>th</sup> Street Reconstruction Project – Council Action as Needed
8. Discussion and Consideration of Pay Application #2 - Business 30 Improvements Project – Council Action as Needed
9. Discussion and Consideration of Pay Application #1 – Highway 1 Storm Sewer CCTV – Council Action as Needed
10. Discussion and Consideration of Pay Application #2 - 2024 Pool Improvements – Council Action as Needed
11. Discussion and Consideration of Change Order #2 - 2024 Pool Improvements – Council Action as Needed
12. Discussion and Consideration of Pay Application for Asphalt Flooring on Salt Storage Structure – Council Action as Needed
13. Discussion and Consideration of John Deere End Loader Tire Purchase – Council Action as Needed

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

1. Mt. Vernon/Lisbon Police Report
2. Mt. Vernon Public Works Report
3. Mt. Vernon Parks and Rec Report
4. Cole Library Report

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

1. Flag Policy Annual Review

**M. Reports of Mayor/Council/Administrator**

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

**N. Adjournment**

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

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

## **D. Consent Agenda**

The Mount Vernon City Council met November 4, 2024, at City Hall, 213 1<sup>st</sup> Street NW, Mount Vernon, IA. A Zoom option was available. The following Council members were present: Andresen, Rose, West and Tuerler. Absent: Engel.

**Call to Order.** At 6:30 p.m. Mayor Thomas M. Wieseler called the meeting to order

**Agenda Additions/Agenda Approval.** Motion made by West, seconded by Andresen to approve the Agenda. Motion carries. Engel absent.

**Consent Agenda.** Motion made by Tuerler, seconded by Rose to approve the Consent Agenda. Motion carries. Engel absent.

Approval of City Council Minutes – October 21, 2024 Regular Council Meeting

### **Public Hearing**

Public Hearing on an Ordinance Amending Chapter 165 Zoning Regulations, Article 302 Definitions and Article 413 LI – Limited Industrial District of the Mount Vernon Code of Ordinances. Mayor Wieseler opened the public hearing at 6:31 pm. Cassandra Rice, Executive Director of the Wellness Coalition of Rural Linn County, clarified a couple of things regarding the age portion of this ordinance, specifically the need to have someone standing at the entrances of these businesses carding individuals as they come in. Because of the smaller stores here, carding would not need to take place at the door but would be done by the retailer at the time of purchase. The other aspect was why this was being treated different than liquor stores. At this time the City does not have an ordinance regulating age requirements in liquor stores. Another consideration would be changing the verbiage from those under 21 to requiring a state issued ID for 21 or older. Hearing no other public comment, Mayor Wieseler closed the public hearing at 6:34 p.m. Council then acted on Ordinance #11-4-2024A.

### **Ordinance Approval/Amendment**

Ordinance #10-7-2024B: Amending Chapter 46 Minors of the Mount Vernon Code of Ordinances (tabled on October 7, 2024). Motion made by Tuerler, seconded by Rose to remove from the table. Motion carries. Engel absent. Council voiced concern about the requirement to have someone stationed at each public entrance, which would be difficult for businesses with only one employee. Also of concern was the requirement to have a valid driver's license from a state authority. Not everyone would have a state issued driver's license but may have another form of government identification that would work. Tuerler made a motion to approve Ordinance #11-4-2024A with two revisions. Under Section 1, No. 2, the words "be stationed at each public entrance at all times during regular business hours, and shall" will be removed. The second change would be, under Section 1, No. 3, the words "valid drivers license, issued by a state authority" will be replaced with "valid government issued ID". Motion seconded by West. Roll call all yes. Engel absent. Ordinance passes it's first reading.

Ordinance #10-7-2024C: Amending the Code of Ordinances of the City of Mount Vernon, Iowa, 2000, By Amending Provisions Pertaining to Chapter 165, Zoning Regulations. Staff has not received any verbal or written communication regarding this ordinance since the first reading. Motion made by Tuerler, seconded by West to approve Ordinance #10-7-2024C. Roll call all yes. Engel absent. Ordinance passes its third and final reading.

Ordinance #11-4-2024A: Amending Chapter 165 Zoning Regulations, Article 302 Definitions and Article 413 LI – Limited Industrial District of the Mount Vernon Code of Ordinances. This ordinance was originally introduced on October 7, 2024, and failed to pass the first reading on a 2-1 vote. It was requested to bring this ordinance back to the City Council for full consideration. This ordinance will amend the zoning regulations to include additional requirements for smoke shop, tobacco, CBD, cannabis, etc. Should the Council approve of this ordinance, these uses would be restricted to Limited Industrial districts and maintain a 1000-foot separation from youth facilities. This ordinance would do three things. It would define what a smoke shop is, limit those smoke shops to Limited Industrial districts and establish a 1000 foot separation from youth facilities. Council voiced concern about the 1000 foot separation requirement. With this measure of separation, there is virtually nowhere that a business could go in Limited Industrial without being near a youth facility. so this ordinance would essentially be a ban on smoke shops. Nosbisch reminded Council that this type of business requires a Conditional Use Permit from Board of Adjustment so there is a certain level of oversight that will happen without the 1000 foot separation requirement. Current businesses outside of the Limited Industrial district would be grandfathered in but any new businesses would be limited to that district and subject to a Conditional Use Permit application process first. Tuerler made a motion to approve Ordinance #11-4-2024A with one revision. Subsection 8, No. 1 (referencing the 1000 foot separation from youth centers) will be removed from the ordinance. The definition of a smoke shop will not change. Motion seconded by Rose. Roll call all yes. Engel absent. Ordinance passes its first reading.

### **Resolutions for Approval**

Resolution #11-4-2024A: Approving the Annual Financial Report for Fiscal Year 2024. The Annual Financial Report details the revenues and expenditures for Fiscal Year 2024. Motion made by Tuerler, seconded by Andresen to approve Resolution #11-4-2024A. Roll call all yes. Engel absent. Resolution passes.

Resolution #11-4-2024B: Approving the Department of Transportation Street Finance Report for Fiscal Year 2024. The City is required to file an annual Street Finance Report with the IaDOT. The report tracks the street expenditures versus the incoming RUT revenue, in addition to creating an inventory of our street equipment. Motion made by West, seconded by Rose to approve Resolution #11-4-2024B. Roll call all yes. Engel absent. Resolution passes.

Resolution #11-4-2024C: Making Award of the Construction Bid for the LBC Generator Installation Project. Veenstra & Kimm is recommending approval of the Hawkeye Electrical Contractors of Cedar Rapids bid in the amount of \$194,462.00. The project includes \$100,000 of grant funding and \$95,000 of LOST proceeds. Motion made by Rose, seconded by Andresen to approve Resolution #11-4-2024C. Roll call all yes. Engel absent. Resolution passes.

Resolution #11-4-2024D: Approving the Plat of Survey #2879 to the City of Mount Vernon, Linn County, Iowa. This resolution approves a plat of survey that creates two parcels on the current public works site. Parcel A is a small triangular piece of land that will stay with Davis Park and the existing pool site. Parcel B contains a majority of the existing public works site that would be offered for sale in the near future. Motion made by Andresen, seconded by Tuerler to approve Resolution #11-4-2024D. Roll call all yes. Engel absent. Resolution passes.

Resolution #11-4-2024E: Approving a Perpetual Access Agreement to Part of North Mount Vernon (Deed BK 350, Page 3) to the City of Mount Vernon, Linn County, Iowa. This resolution approves a perpetual access easement that is needed to ensure access for all parties to their future properties (the current public works site sits almost 250 feet off the Cass Street right-of-way). Motion made by Tuerler, seconded by West to approve Resolution #11-4-2024E. Roll call all yes. Engel absent. Resolution passes.

## Motions for Approval

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

L.L. PELLING CO INC	PAY APP #1-BUSINESS 30 OVERLAY	462,844.78
PAYROLL	CLAIMS	114,964.66
MIDWEST CONCRETE INC	PAY APP #1-4TH ST NW RECONSTRUCTION	111,241.72
DAVE SCHMITT CONSTRUCTION	PAY APP #1-BRYANT RD WATERMAIN	94,423.59
FREEDOM BUILDINGS INC	SAND/SALT SHED-PW SITE	31,626.11
LOCALITY MEDIA INC	SOFTWARE-FD	13,492.50
COMMUNITY DEVELOPMENT GROUP	HOTEL/MOTEL TAX-ECON DEV	12,951.19
JEO CONSULTING	DOWNTOWN STREETScape-LOST III	7,570.60
REC DESK LLC	ANNUAL SUBSCRIP-P&REC,LBC,POOL	7,300.00
SPRINGVILLE READY MIX	CONCRETE-PW FACILITIES	7,002.51
WATERS EDGE AQUATIC DESIGN LLC	RENOVATION PLANNING-POOL	6,300.00
ALLIANT ENERGY	ENERGY USAGE-SEW	5,743.37
VEENSTRA & KIMM INC	HWY 1 RECONSTRUCTION	5,457.81
ALLIANT ENERGY	ENERGY USAGE-ST LIGHTS	5,200.76
VEENSTRA & KIMM INC	2024 BUSINESS 30 IMPROVEMENTS	4,763.57
VEENSTRA & KIMM INC	GLENN STREET EXTENSION	4,651.91
ALLIANT ENERGY	ENERGY USAGE-WAT	4,572.38
VEENSTRA & KIMM INC	4TH STREET NW RECONSTRUCTION	4,226.32
VEENSTRA & KIMM INC	RISE APPLICATION RACHEL ST	4,152.51
PAYROLL	CLAIMS	3,822.02
TREASURER STATE OF IOWA	WET TAX	3,613.23
TREASURER STATE OF IOWA	SALES TAX	3,398.73
VEENSTRA & KIMM INC	LBC GENERATOR	3,375.00
WHITE CAP, L.P.	CONCRETE FORM RENTAL-PW SITE	3,177.94
VEENSTRA & KIMM INC	INTELLISTREETS LIGHTING IMPROV	3,025.23
SPRINGVILLE READY MIX	CONCRETE-PW SITE	2,932.25
VEENSTRA & KIMM INC	BRYANT RD WATER MAIN IMPROV	2,565.48
VEENSTRA & KIMM INC	2024 SANITARY SEWER REHAB	2,408.00
VEENSTRA & KIMM INC	OLD PW BLDG LOT PLATTING	2,140.81
DOORS INC	DOOR REPAIRS-PD	1,991.05
LINN CO-OP OIL CO	FUEL-PW	1,880.98
CREEK ENTERPRISE	OVERPAYMENT REFUND-SEW	1,880.25
DSG	WATER MAIN SUPPLIES-PW SITE	1,725.00
PNP	FUEL-PD	1,571.32
DSG	PLUMBING SUPPLIES-PW SITE	1,379.59
IOWA SOLUTIONS INC	MONTHLY MAINT-ALL DEPTS	1,245.00
VEENSTRA & KIMM INC	REMOTE READ METER PROJECT	1,066.50
KIECKS	UNIFORMS-PD	974.88
AMAZON CAPITAL SERVICES	COMPUTER EQUIP-FD	939.99
NIGHT SHIFT LLC	CLEANING SERVICE-CITY HALL	904.15
STUDENT PUBLICATIONS INC	ADS/PUBLICATIONS-ALL DEPTS	874.34
NIGHT SHIFT LLC	CLEANING SERVICE-PD	867.84
SCHIMBERG COMPANY	WATER MAIN SUPPLIES-PW SITE	828.81
DE NOVO MARKETING	WEBSITE/HUBSPOT SUPPORT-ALL DEPTS	825.00
ALLIANT ENERGY	ENERGY USAGE-FD	816.83
MENARDS	SUPPLIES-PW SITE	745.41
RICKARD SIGN AND DESIGN CORP	SIGN-P&REC	730.00
VEENSTRA & KIMM INC	NPDES PERMIT RENEWAL	672.00
STUDENT PUBLICATIONS INC	ADS/PUBLICATIONS-P&REC	667.73

BRADY LANHAM	CHILI COOK OFF POWER-CDG	660.00
GALLS LLC	UNIFORMS-PD	651.01
POSTMASTER	UTIL BILL POSTAGE-WAT,SEW,SW	640.16
AHLERS & COONEY P.C.	LEGAL FEES-P&A	634.00
UMB BANK	2022 GO FEES	600.00
UMB BANK	2019 GO FEES	600.00
VEENSTRA & KIMM INC	DAVIS PARK IMPROVEMENTS	506.16
GPM ENVIRONMENTAL	EQUIP REPAIR-SEW	504.00
CTK GROUP	TRAINING-PD	500.00
FELD FIRE	GLOVES-FD	494.00
EMPLOYEE BENEFIT SYSTEMS	INSURANCE CLAIMS-ALL DEPTS	485.37
MECHANICSVILLE TELEPHONE COMPANY	PHONE/INTERNET-LBC	447.07
IOWA PRISON INDUSTRIES	GARBAGE BAGS-RUT	442.97
LYNCH FORD-LYNCH CHEVROLET	VEHICLE MAINT-PD	428.79
AMANDA HAMER	INSTRUCTOR-LBC	422.50
KONICA MINOLTA	MAINT PLAN/COPIES-P&A	416.22
BREEDLOVE SPORTING GOODS	SUPPLIES-P&REC,LBC	413.00
IOWA RURAL WATER ASSOCIATION	MEMBERSHIP DUES-WAT	405.00
ALLIANT ENERGY	ENERGY USAGE-CITY HALL	365.27
EMPLOYEE BENEFIT SYSTEMS	INSURANCE CLAIMS-ALL DEPTS	360.93
ALLIANT ENERGY	ENERGY USAGE-RUT	356.04
BANKCARD 8076	NSF CHARGE-LBC	327.42
DE NOVO MARKETING	WEBSITE SUPPORT-LBC	325.00
WENDLING QUARRIES	ROAD STONE-PW SITE	323.34
MEDIACOM	PHONE/INTERNET-PW	315.81
AMAZON CAPITAL SERVICES	OFFICE EQUIP-ALL DEPTS	314.00
STUDENT PUBLICATIONS INC	ADS/PUBLICATIONS-LBC	300.00
AMAZON CAPITAL SERVICES	SUPPLIES-LBC	277.92
CENTRAL IOWA DISTRIBUTING	SUPPLIES-PD	271.00
ALLIANT ENERGY	ENERGY USAGE-P&REC	256.87
CITY LAUNDERING CO	SERVICES-LBC	253.92
MENARDS	PLUMBING SUPPLIES-PW SITE	253.56
US CELLULAR	PHONE/INTERNET-P&REC,WAT,SEW	247.22
VEENSTRA & KIMM INC	WATER PLANT PARCEL SURVEY	244.00
CITY LAUNDERING CO	SERVICES-CITY HALL	239.07
RC TECH	CHAMBER EQUIP REPAIR-P&A	239.00
ALLIANT ENERGY	ENERGY USAGE-P&REC	215.35
MOUNT VERNON BANK & TRUST CO	NSF CHECK-WAT,SEW,SW	212.00
MARTIN EQUIPMENT	EQUIP MAINT-PW	210.96
P&K MIDWEST INC	EQUIP MAINT-RUT	199.76
KIECKS	UNIFORMS-PD	198.00
VEENSTRA & KIMM INC	NPDES COMPLIANCE STRATEGY	187.00
CHRIS NOSBISCH	MILEAGE-ALL DEPTS	182.24
AMAZON CAPITAL SERVICES	SUPPLIES-LBC	171.39
MATT SIDERS	MILEAGE-P&REC,LBC	167.50
AMAZON CAPITAL SERVICES	SUPPLIES-LBC	135.32
KONICA MINOLTA	MAINT PLAN/COPIES-LBC	130.38
CREATIVE PRODUCT SOURCING	DARE-PD	128.16
ALLIANT ENERGY	ENERGY USAGE-POOL	125.04
DIESEL TURBO SERVICES INC	EQUIP MAINT-RUT	110.10
MECHANICSVILLE TELEPHONE COMPANY	PHONE/INTERNET-POOL	108.77
VEENSTRA & KIMM INC	BUSINESS 30 RESURFACING	107.20
CENTRAL IOWA DISTRIBUTING	SUPPLIES-LBC	102.00
ALLIANT ENERGY	ENERGY USAGE-RUT,P&A,WAT,SEW	85.78



STAPLES INC	SUPPLIES-ALL DEPTS	84.98
VESTIS	RUGS,SERVICES-FD	84.81
ALLIANT ENERGY	ENERGY USAGE--LBC	76.31
PRESTO-X	PEST CONTROL-FD	73.81
MOUNT VERNON BANK & TRUST CO	NSF CHECK-LBC	70.00
AMAZON CAPITAL SERVICES	EQUIP-LBC	69.48
STAPLES INC	SUPPLIES-PW	68.25
STAR EQUIPMENT LTD	BUCKET RENTAL-RUT	65.00
LYNCH FORD-LYNCH CHEVROLET	VEHICLE MAINT-PD	63.68
PRESTO-X	PEST CONTROL-PD	62.00
ALLIANT ENERGY	ENERGY USAGE-SIRENS	61.83
ALLIANT ENERGY	ENERGY USAGE-PD	61.64
CHRISTOPHER BROWN	CLEANING SERVICES-FD	60.00
BANKCARD 8076	REFUND-P&REC	50.00
ALLIANT ENERGY	ENERGY USAGE-RUT,WAT,SEW,SW	43.22
BETH HLAS	INSTRUCTOR-LBC	40.00
ALLIANT ENERGY	ENERGY USAGE-RUT,WAT,SEW	37.87
AMAZON CAPITAL SERVICES	SUPPLIES-P&REC	28.98
ALLIANT ENERGY	ENERGY USAGE-SW	27.92
MARSHA DEWELL	MILEAGE-ALL DEPTS	22.78
AMAZON CAPITAL SERVICES	SUPPLIES-P&REC	22.48
ALLIANT ENERGY	ENERGY USAGE-CEM	21.77
AMAZON CAPITAL SERVICES	SUPPLIES-LBC	14.49
AUTHNET GATEWAY BILLING	CREDIT CARD SERVICES-LBC	5.00
MOUNT VERNON BANK & TRUST CO	NSF CHECK-PD	4.00
<b>TOTAL</b>		<b>980,049.52</b>

<b>FUND EXPENSE TOTALS</b>		
2024 INFRASTRUCTURE		588,641.40
PW FACILITIES		146,983.59
PAYROLL		118,786.68
GENERAL FUND		50,421.99
ROAD USE TAX FUND		13,725.41
LBC		11,204.76
SEWER FUND		11,123.04
LOST III UR & STREETScape		10,595.83
WATER FUND		10,345.27
POOL RENOVATIONS		6,300.00
GLENN STREET/CHI		4,651.91
ARPA LINN COUNTY GRANT		2,408.00
SOLID WASTE		1,983.26
DEBT SERVICE FUND		1,200.00
REMOTE READ METER PROJECT		1,066.50
DAVIS PARK IMPROVEMENTS		506.16
STORM WATER		105.72
<b>TOTAL</b>		<b>980,049.52</b>

Discussion and Consideration of Springville Ready Mix Invoice #79587 – PW Site Construction – Council Action as Needed. This invoice is for additional concrete work at the new PW site. Motion made by West, seconded by Rose to approve invoice #79587 from Springville Ready Mix in the amount of \$8,684.25. Motion carries. Engel absent.

Discussion and Consideration of V&K Invoice #51376 – 1 – Bryant Rd Water Main Improvements – Council Action as Needed. The next three invoices are for engineering services related to ongoing projects that have been approved by Council. Motion made by Tuerler, seconded by Andresen to approve V&K invoice #51376-1 in the amount of \$6,668.02. Motion carries. Engel absent.

Discussion and Consideration of V&K Invoice #51372 – 4 – Glenn Street Extension – Council Action as Needed. Motion made by Rose, seconded by West to approve V&K invoice #51372-4 in the amount of \$10,297.60. Motion carries. Engel absent.

Discussion and Consideration of V&K Invoice #51359 – 2 – 4<sup>th</sup> Street NW Reconstruction – Council Action as Needed. Motion made by Tuerler, seconded by Rose to approve V&K invoice #51359-2 in the amount of \$9,660.34. Motion carries. Engel absent.

Discussion and Consideration of Change Order #1 - 2024 Pool Improvements – Council Action as Needed. This change order includes five deviations to the original contract price for the 2024 Pool Improvements. Each of the changes have been approved by staff to keep the project on schedule. Staff is anticipating at least one or two additional change orders for above ground lighting and general maintenance upgrades (Change #5 is limited to the new pool basin lighting). Change order #1 is in the amount of \$165,026.39. Motion made by West, seconded by Rose to approve Change Order #1-2024 Pool Improvements. Motion carries. Engel absent.

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

Mayor's Report. Mayor Wieseler reminded everyone to get out and vote tomorrow.

Council Reports. Andresen thanked Matt Siders and Eldon Downs for doing an audit of the parks and mentioned a video game program available at the LBC. West announced that the Community Development Group has an opening for a Social Media Manager.

City Administrator's Report. Full report available on the City website under the November 4, 2024 Council Packet.

As there was no further business to attend to, the meeting adjourned, the time being 7:41 p.m., November 4, 2024.

Respectfully submitted,  
Marsha Dewell  
City Clerk

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

**AGENDA ITEM # F - 1**

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

**DATE:** November 18, 2024

**AGENDA ITEM:** Ordinance #10-7-2024B

**ACTION:** Motion

**SYNOPSIS:** The attached ordinance reflects the changes that were identified by the City Council on November 4, 2024. Staff has not received any verbal or written communication regarding this ordinance since the first reading.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Ordinance #10-7-2024B

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 11/15/2024

**ORDINANCE #10-7-2024B**

**AN ORDINANCE AMENDING CHAPTER 46 MINORS  
OF THE MOUNT VERNON CODE OF ORDINANCES**

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

**SECTION 1. AMENDMENT.** Chapter 46 Minors is hereby amended by adding the following language:

**46.03 Smoke Shops.**

1. Persons Under Age 21.

It is unlawful for any person under twenty-one (21) years of age to enter or be on the premises of a Smoke Shop, as defined in Mount Vernon Code of Ordinances Chapter 165.302, at any time.

2. Business Owner & Attendant Responsibilities.

An employee, manager, or owner shall prohibit any person under the age of twenty-one (21) from entering the establishment.

3. Valid ID Required.

It shall be presumed that an attendant knew a person was under the age of twenty-one (21) unless the attendant asked for and was presented with a valid government issued ID, presenting reasonable likeness to the presenter, and a birthdate indicating a current age of twenty-one (21) years or older.

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

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

Approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
Thomas M. Wieseler - Mayor

\_\_\_\_\_  
Marsha Dewell – City Clerk

I certify that the foregoing was published as  
Ordinance #10-7-2024B on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Marsha Dewell, City Clerk

**AGENDA ITEM # F - 2**

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

**DATE:** November 18, 2024

**AGENDA ITEM:** Ordinance #11-4-2024A

**ACTION:** Motion

**SYNOPSIS:** The attached ordinance reflects the changes that were identified by the City Council on November 4, 2024. Staff has not received any verbal or written communication regarding this ordinance since the first reading.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Ordinance #11-4-2024A

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 11/15/2024

**ORDINANCE #11-4-2024A**

**AN ORDINANCE AMENDING CHAPTER 165 ZONING REGULATIONS,  
ARTICLE 302 DEFINITIONS AND ARTICLE 413 LI – LIMITED INDUSTRIAL  
DISTRICT OF THE MOUNT VERNON CODE OF ORDINANCES**

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

**SECTION 1. GENERAL STATEMENT OF INTENT:**

It is in the public interest to establish protective measures that ensure the youth of a community are not unnecessarily exposed to forms of entertainment and recreation which may have deleterious impacts on their development. This may be accomplished in part by limiting the location of Smoke Shops, which by the definition provided herein makes available for purchase merchandise that is recognized as having damaging impacts on youth. It is, therefore, the intent of these regulations to designate zoning that prevents the location of Smoke Shops in areas where minors might reasonably be expected to congregate and to prohibit minors from entering such establishments in districts where they are permitted. These regulations have been enacted with full consideration of the legal and constitutional issues heretofore adjudicated.

**SECTION 2. AMENDMENT. Chapter 165, Article 302 Definitions is hereby amended by adding the following language:**

**Smoke Shop:** Any premises where sales of tobacco, cigarettes or alternative nicotine products, as defined by Iowa Code chapter 453A; CBD, marijuana, synthetic cannabinoid, Kratom or other psychoactive products; vapor products; and/or related paraphernalia, accessories, or delivery systems account for more than ten percent (10%) of gross sales or ten percent (10%) of the dedicated product display area.

**SECTION 3. AMENDMENT. Chapter 165, Article 413 LI – Limited Industrial District is hereby amended by adding the following language to Subsection 413.3 Conditional Uses:**

Smoke Shop

**SECTION 4. AMENDMENT. Chapter 165, Article 413 LI – Limited Industrial**



**District is hereby amended by adding the following language:**

**Subsection 8. Smoke Shops.**

1. See Chapter 46.03.

**SECTION 5. SAVINGS CLAUSE.** If any section, provision, sentence, clause, phrase or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any provision, section, subsection, sentence, clause, phrase or part hereof not adjudged invalid or unconstitutional.

**SECTION 6. 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 \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
Thomas M. Wieseler - Mayor

\_\_\_\_\_  
Marsha Dewell – City Clerk

I certify that the foregoing was published as  
Ordinance #11-4-2024A on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Marsha Dewell, City Clerk

## **G. Resolutions for Approval**

**AGENDA ITEM # G – 1**

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

<b>DATE:</b>	November 18, 2024
<b>AGENDA ITEM:</b>	Resolution #11-18-2024A
<b>ACTION:</b>	Motion

**SYNOPSIS:** The City must certify it's expected TIF debt for Fiscal Year 2026 by December 1, 2024. Staff will review the TIF request with Council at the meeting on Monday.

**BUDGET ITEM:** TIF

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Resolution #11-18-2024A

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 11/15/2024

RESOLUTION #11-18-2024A

A Resolution certifying to County Auditor, TIF debt incurred in CY2024 for FY2026.

PASSED and ADOPTED this 18<sup>th</sup> day of November, 2024

Thomas M. Wieseler, Mayor

ATTEST:

Marsha Dewell, City Clerk

**AGENDA ITEM # G – 2**

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

**DATE:** November 18, 2024

**AGENDA ITEM:** Resolution #11-18-2024B

**ACTION:** Motion

**SYNOPSIS:** The urban renewal report has been in existence for just over ten years now. The city's urban renewal information is compiled into a broader State report given to the legislature annually.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Resolution #11-18-2024B & Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 11/15/2024

RESOLUTION #11-18-2024B

A Resolution approving the Urban Renewal Report for Fiscal Year 2024.

PASSED and ADOPTED this 18<sup>th</sup> day of November, 2024

Thomas M. Wieseler, Mayor

ATTEST:

Marsha Dewell, City Clerk

Save Generate PDF

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### Levy Authority Summary

Local Government Name: MOUNT VERNON  
 Local Government Number: 57G548  
 Contact Name: Marsha Dewell  
 Contact Phone: 319-895-8742 xxx-xxx-xxxx  
 Contact Email: Mdewell@cityofmtvernoi xxx@xxxxxx.xxx

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts	Increment Value Used
MT. VERNON URA	57043	3	25,143,961
MT. VERNON SPRING MEADOW HEIGHTS URA	57957	3	5,065,752
MT. VERNON STONEBROOK URA	57958	2	5,904,625

**TIF Debt & Obligations Outstanding 12,069,180**

<b>TIF Sp. Rev. Fund Cash Balance as of 07-01-2023</b>	<b>445,501</b>	<b>121,682</b>	<b>Amount of 07-01-2023 Cash Balance Restricted for LMI</b>
--	----------------	----------------	---

TIF Revenue: 1,174,027  
 TIF Sp. Revenue Fund Interest 4,467  
 Property Tax Replacement Claims 0  
 Asset Sales & Loan Repayments 0  
**Total Revenue 1,178,494**

Rebate Expenditures 355,758  
 Non-Rebate Expenditures 749,705  
 Returned to County Treasurer 0  
**Total Expenditures 1,105,463**

<b>TIF Sp. Rev. Fund Cash Balance as of 06-30-2024</b>	<b>518,532</b>	<b>254,130</b>	<b>Amount of 06-30-2024 Cash Balance Restricted for LMI</b>
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**Year-End Outstanding TIF Obligations, Net of TIF Special Revenue Fund Balance 10,445,185**

**AGENDA ITEM # G – 3**

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

**DATE:** November 18, 2024

**AGENDA ITEM:** Resolution #11-18-2024C

**ACTION:** Motion

**SYNOPSIS:** The Business 30 Improvement Project is now complete. V&K Engineering has provided a Certificate of Completion and reviewed all necessary testing of the improvements. The final contract price is \$740,406.75; just over \$41,000 less than the original bid amount.

**BUDGET ITEM:** Bond

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Resolution #11-18-2024C

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 11/15/2024



**RESOLUTION #11-18-2024C**

**RESOLUTION ACCEPTING WORK FOR THE PROJECT KNOWN AS THE  
BUSINESS 30 IMPROVEMENTS PROJECT WITH L.L. PELLING COMPANY,  
INC.**

WHEREAS, on July 15, 2024, the City of Mt. Vernon entered into a contract with L.L. Pelling Company, Inc for the Business 30 Improvements Project, and

WHEREAS, said contractor has fully completed the construction of said improvements, known as the Business 30 Improvements Project, in accordance with the terms and conditions of the said contract and plans and specifications, as shown by the Engineer's report, and

WHEREAS, the contractor has completed all deliveries and payment has been received.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MT. VERNON, IOWA:

Section 1. That report recommending approval of said improvements from the City of Mt. Vernon is hereby accepted as having been fully completed in accordance with said plans, specifications and contract. The total contract cost of the improvements payable under said contract is hereby determined to be \$740,406.75.

NOW, THEREFORE BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF MT. VERNON, IOWA: That said retainage of \$37,020.34 be released to L.L. Pelling Company, Inc upon completion of the mandatory waiting period.

PASSED and ADOPTED this 18<sup>th</sup> day of November, 2024.

Thomas M. Wieseler, Mayor

ATTEST:

Marsha Dewell, City Clerk

**CERTIFICATE OF COMPLETION**

**2024 BUSINESS 30 IMPROVEMENTS  
MOUNT VERNON, IOWA**

Veenstra & Kimm, Inc. hereby certifies that we have made an on-site review of the completed construction of the 2024 Business 30 Improvements under the Contract as performed by L.L. Pelling Company, Inc. of North Liberty, Iowa and the date of completion is hereby established as October 18, 2024.

As Engineers for the project, it is our opinion that the work performed is in substantial accordance with the plans and specifications, and that the final amount of the contract is Seven Hundred Forty Thousand Four Hundred Six and 75/100Dollars (\$740,406.75).

Filed by: **VEENSTRA & KIMM, INC.**

Accepted by: **CITY OF MOUNT VERNON, IOWA**

By  \_\_\_\_\_

By \_\_\_\_\_

Title Project Engineer

Title Mayor

Date Certificate Filed:

Date Accepted:

11/13/2024

\_\_\_\_\_

**AGENDA ITEM # G – 4**

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

**DATE:** November 18, 2024

**AGENDA ITEM:** Resolution #11-18-2024D

**ACTION:** Motion

**SYNOPSIS:** The Highway 1 Storm Sewer work is now complete. V&K Engineering has provided a Certificate of Completion and reviewed all necessary testing of the improvements. The final contract price is \$23,091.00.

**BUDGET ITEM:** LOST

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Resolution #11-18-2024D

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 11/15/2024

**RESOLUTION #11-18-2024D**

**RESOLUTION ACCEPTING WORK FOR THE PROJECT KNOWN AS THE  
HIGHWAY 1 STORM SEWER CCTV PROJECT WITH VISU-SEWER, LLC.**

WHEREAS, on August 5, 2024, the City of Mt. Vernon entered into a contract with Visu-Sewer, LLC for the Highway 1 Storm Sewer CCTV Project, and

WHEREAS, said contractor has fully completed the construction of said improvements, known as the Highway 1 Storm Sewer CCTV Project, in accordance with the terms and conditions of the said contract and plans and specifications, as shown by the Engineer's report, and

WHEREAS, the contractor has completed all deliveries and payment has been received.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MT. VERNON, IOWA:

Section 1. That report recommending approval of said improvements from the City of Mt. Vernon is hereby accepted as having been fully completed in accordance with said plans, specifications and contract. The total contract cost of the improvements payable under said contract is hereby determined to be \$23,091.00.

NOW, THEREFORE BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF MT. VERNON, IOWA: That said retainage of \$1,154.55 be released to Visu-Sewer, LLC upon completion of the mandatory waiting period.

PASSED and ADOPTED this 18<sup>th</sup> day of November, 2024.

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Thomas M. Wieseler, Mayor

ATTEST:

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Marsha Dewell, City Clerk

**CERTIFICATE OF COMPLETION**

**HIGHWAY 1 STORM SEWER CCTV  
MOUNT VERNON, IOWA**

Veenstra & Kimm, Inc. hereby certifies that we have made an on-site review of the completed construction of the Highway 1 Storm Sewer CCTV under the Contract as performed by Visu-Sewer, LLC Pewaukee, Wisconsin and the date of completion is hereby established as November 11, 2024.

As Engineers for the project, it is our opinion that the work performed is in substantial accordance with the plans and specifications, and that the final amount of the contract is Twenty -Three Thousand Ninety-One and 00/100 Dollars (\$23,091.00).

Filed by: **VEENSTRA & KIMM, INC.**

Accepted by: **CITY OF MOUNT VERNON, IOWA**

By  \_\_\_\_\_

By \_\_\_\_\_

Title Project Engineer

Title Mayor

Date Certificate Filed:

Date Accepted:

November 13, 2024

\_\_\_\_\_

**AGENDA ITEM # G – 5**

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

**DATE:** November 18, 2024

**AGENDA ITEM:** Resolution #11-18-2024E

**ACTION:** Motion

**SYNOPSIS:** Staff is working through the revised annexation applications for CTM Holdings and Troy and Tracy Louwagie. The State determined that our first annexation application could not proceed as the City of Mount Vernon is within the urbanized area of Lisbon. There is an extended application process that exists for these situations.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Resolution #11-18-2024E

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 11/15/2024

RESOLUTION # \_\_\_ - \_\_\_ -2024

**RESOLUTION APPROVING VOLUNTARY ANNEXATION OF PROPERTY AS  
SET FORTH WITHIN APPLICATION FOR VOLUNTARY ANNEXATION  
(Property located within Urbanized Area of another Municipality)**

**WHEREAS**, the City of Mount Vernon (the “City”), in Linn County, State of Iowa, received a signed Application for Voluntary Annexation from CTM Holdings, LLC and Troy R. and Tracy A. Louwagie, owners of property proposed to be annexed as described within the Application, and

**WHEREAS**, the Council preliminarily approved the Annexation, subject to the mailing and publication of appropriate notice and the passage of appropriate timelines, all as set forth within Chapter 368 of the Iowa Code, and

**WHEREAS**, the City Council finds that notices were sent and publication made, and that the minimum timelines after said notices has passed, allowing the Council to now proceed to final consideration of the approval of the Application for Voluntary Annexation, and

**WHEREAS**, the City Council finds that it has not received any objections to the proposed Annexation, that annexation of the proposed property is in the best interests of the City, that annexation will allow for development to the north of the community desired by CTM Holdings, LLC, in cooperation with the City and others interested parties, and that the City should approve the Annexation with a recommendation to the City Development Board that after their consideration, they give final approval to the Annexation as well.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mount Vernon, Iowa that the Application for Voluntary Annexation submitted and considered for approval by the City Council is hereby approved, staff is directed to take such additional steps as are required to complete the annexation under and consistent with Chapter 368 of the Iowa Code, including but not limited to the forwarding of this Resolution, with other required attachments and information to the City Development Board for their consideration and recommended approval:

**PASSED and APPROVED** this \_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Thomas M. Wieseler, Mayor

Attest:

\_\_\_\_\_  
Marsha Dewell, City Clerk

**Exhibit A**  
Application for Voluntary Annexation



## **J. Motions for Approval**

CITY OF MOUNT VERNON  
CLAIMS FOR APPROVAL, NOVEMBER 18, 2024

PAYROLL	CLAIMS	115,575.50
EMPLOYEE BENEFIT SYSTEMS	GROUP INSURANCE-ALL DEPTS	38,669.27
IMWCA	FY24 AUDIT PREMIUM ADJUSTMENT	33,399.00
REPUBLIC SERVICES #897	GB,RECYL-SW RESIDENTIAL	24,642.71
REPUBLIC SERVICES #897	GB,RECYL-SW COMMERCIAL	15,371.59
TOTAL TREE CARE OF IOWA CITY	TREE MAINT-RUT	11,812.50
US BANK	CREDIT CARD CHARGES-ALL DEPTS	11,526.85
VEENSTRA & KIMM INC	GLENN STREET EXTENSION	10,297.60
VEENSTRA & KIMM INC	4TH ST NW RECONSTRUCTION	9,660.34
SPRINGVILLE READY MIX	CONCRETE-PW SITE	8,684.25
VEENSTRA & KIMM INC	BRYANT RD WATER MAIN IMPROV	6,668.02
STATE HYGIENIC LAB	TESTING-SEW	3,619.50
GRONWOLD, BELL, KYHNN & CO PC	AUDIT FEES-ALL DEPTS	3,000.00
BRADLEY HAUGE CPA	PROFESSIONAL SERVICES-ALL DEPTS	2,980.00
RED LION RENEWABLES	SOLAR ELECTRIC-P&A,PD,LBC	2,773.75
MOUNT VERNON ACE HARDWARE	SUPPLIES-ALL DEPTS	1,867.89
MOUNT VERNON ACE HARDWARE	SUPPLIES-FD	1,524.84
UNDER HILL TRUCK & AUTO REPAIR	VEHICLE MAINT-FD	1,105.83
IOWA SOLUTIONS INC	MONTHLY MAINT-PD	1,055.00
US CELLULAR	CELL PHONE/INTERNET-PD,P&A	1,042.90
RICHARD BURROUGHS	CEMETERY MAINT	1,010.00
RENEWED PROPERTIES LLC	REFUND-WAT	956.01
CATERPILLAR FINANCIAL SERVICES	GENERATOR-PD	949.39
IOWA SOLUTIONS INC	COMPUTER MAINT-PD	850.00
BANKCARD 8076	CREDIT CARD FEES-LBC,P&REC	764.96
IOWA SOLUTIONS INC	COMPUTER MAINT-ALL DEPTS	510.00
LYNCH DALLAS PC	LEGAL FEES-P&A	505.42
STAPLES INC	SUPPLIES-ALL DEPTS	410.63
LEIGH BRADBURY	MILEAGE-ALL DEPTS	397.31
MECHANICSVILLE TELEPHONE	PHONE/INTERNET-PD	378.62
NEAL'S WATER CONDITIONING	WATER/SALT-ALL DEPTS	371.50
MEDIACOM	PHONE/INTERNET-SEW	350.43
CENTRAL IOWA DISTRIBUTING	SUPPLIES-LBC	313.00
MOUNT VERNON BANK & TRUST CO	NSF CHECK-WAT,SEW,SW	272.21
CITY LAUNDERING CO	SERVICES-LBC	253.92
MIDWEST RADAR & EQUIPMENT	EQUIP MAINT-PD	246.00
GARY'S FOODS	SUPPLIES-PD,P&REC,LBC	238.46
AMAZON CAPITAL SERVICES	BLINDS-CITY HALL	231.40
EMPLOYEE BENEFIT SYSTEMS	INSURANCE CLAIMS-ALL DEPTS	224.01
RELIANT FIRE APPARATUS INC	VEHICLE MAINT-FD 2	215.25
AMAZON CAPITAL SERVICES	SUPPLIES-LBC	195.92
IOWA SOLUTIONS INC	COMPUTER MAINT-PW	170.00
CITY LAUNDERING CO	SERVICES-CITY HALL	159.38
CARQUEST OF LISBON	VEHICLE/EQUIP MAINT-ALL DEPTS	152.23
MOUNT VERNON BANK & TRUST CO	NSF CHECK-WAT,SEW,SW	150.00
STAPLES INC	SUPPLIES-PD	143.90
KONICA MINOLTA	MAINT PLAN/COPIES-LBC	105.89
AIRGAS INC	CYLINDER RENTAL-PW	101.78
KIRKWOOD COMMUNITY COLLEGE	TRAINING-PD	90.00
IOWA SOLUTIONS INC	COMPUTER MAINT-LBC	85.00
DETECTACHEM	SUPPLIES-PD	84.92
BANKCARD 8076	REFUND-LBC	80.00
CENTURY LINK	PHONE CHARGES-PD	77.42
JAMISON W BILLINGSLEY	REFEREE-P&REC	75.00
PRESTO-X	PEST CONTROL-CITY HALL	63.80
PAUL SHARP	DEPOSIT REFUND-WAT	59.83
LINN COUNTY TREASURER	STONEBROOK 7,PH2,OUTLOT A&B	58.00

CITY OF MOUNT VERNON  
CLAIMS FOR APPROVAL, NOVEMBER 18, 2024

FIRE SERVICE TRAINING BUREAU	TRAINING-FD	50.00
UNITYPOINT CLINIC-OCCUPATIONAL	DRUG TESTING-PW	42.00
BETH HLAS	INSTRUCTOR-LBC	40.00
INTEGRITY LIFE LLC	INSTRUCTOR-LBC	40.00
DONNA HERRING	INSTRUCTOR-LBC	20.00
GALLS LLC	UNIFORMS-PD	15.63
<b>TOTAL</b>		<b>316,786.56</b>

<b>FUND EXPENSE TOTALS</b>		
PAYROLL		115,575.50
GENERAL FUND		60,559.13
SOLID WASTE		43,787.32
ROAD USE TAX FUND		18,696.26
PW FACILITIES		15,973.30
SEWER FUND		15,363.29
WATER FUND		13,258.98
LBC		11,577.82
GLENN ST/CHI/COTTONWOOD		10,297.60
2024 INFRASTRUCTURE		9,660.34
STORM WATER FUND		2,037.02
<b>TOTAL</b>		<b>316,786.56</b>

<b>FY25 OCTOBER REVENUE</b>		
GENERAL GOVERNMENT		1,450,195.37
PUBLIC WORKS		277,753.02
PUBLIC SAFETY		89,635.71
CULTURE-RECREATION		45,600.73
COMMUNITY & ECONOMIC DEV		12,951.19
<b>TOTAL</b>		<b>1,876,136.02</b>

**AGENDA ITEM # J – 2**

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

**DATE:** November 18, 2024

**AGENDA ITEM:** Site Plan Approval – 520 1<sup>st</sup> Street SE

**ACTION:** Motion

**SYNOPSIS:** Please see the attached staff report from Leigh Bradbury regarding the site plan for the old bowling alley property.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 11/15/2024

**PLANNING & ZONING COMMISSION**  
**November 13, 2024**  
**Staff Report**

Prepared by: Leigh Bradbury, City Planner

**AGENDA ITEM:**                    **Site Plan Review - 520 1<sup>st</sup> Street SE**

<b>Requested Action:</b>	Recommendation to City Council
<b>Address:</b>	520 1 <sup>st</sup> Street SE
<b>Zoning:</b>	Limited Commercial
<b>Applicant / Owner:</b>	Douglas S. & Sarah M. Berner
<b>Size:</b>	44,300 ft <sup>2</sup> / 1.01 acres
<b>Location:</b>	7 <sup>th</sup> Avenue & 1 <sup>st</sup> Street, west of the cemetery

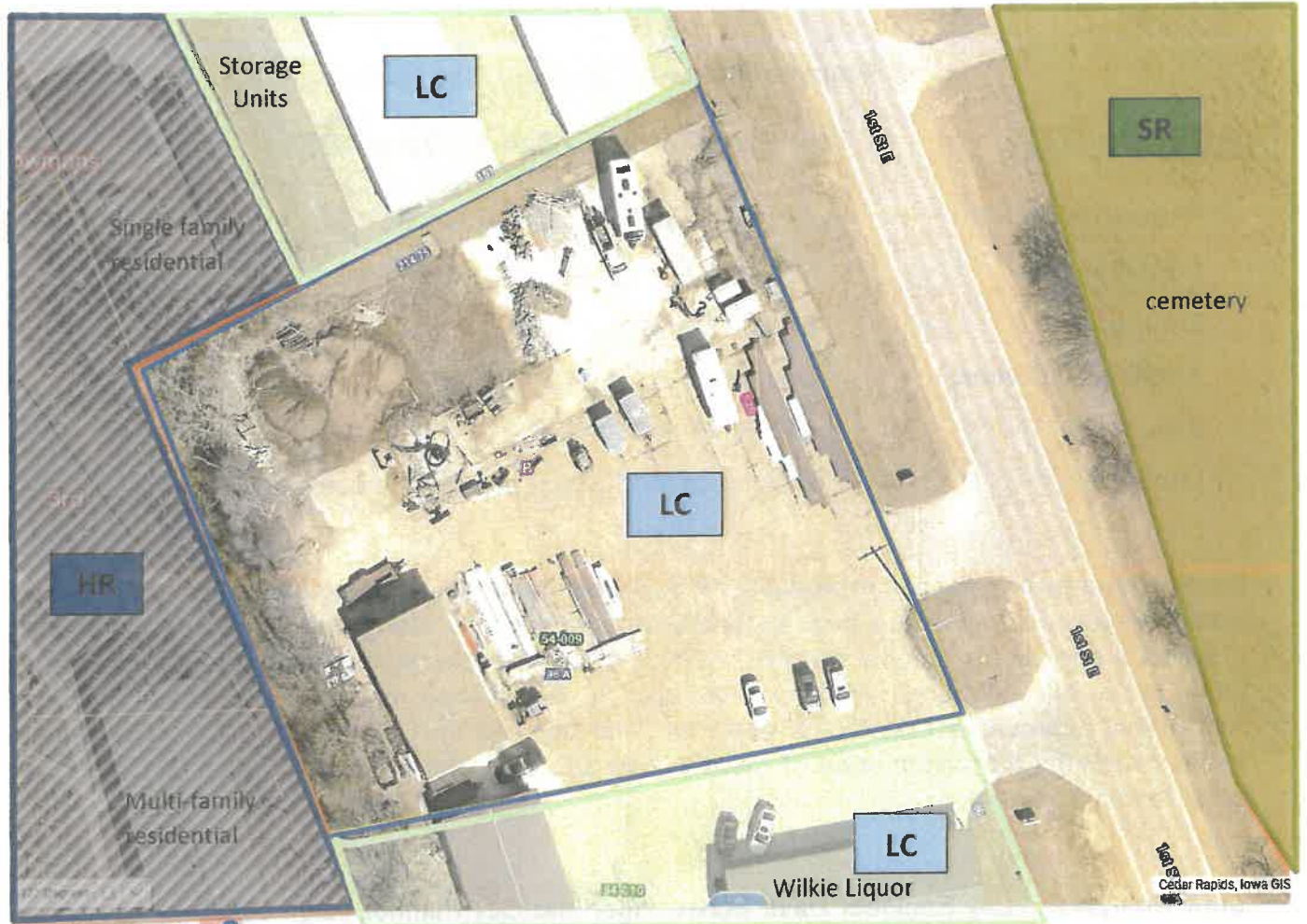
**Background Information:** In August, 2015, fire destroyed the bowling alley located on this parcel, leaving a concrete foundation, parking lot and driveway access; along with one accessory building, all of which are in usable condition at this time. The owner seeks to redevelop the property to provide office space and contractor equipment storage, best described as Trade Services. The Board of Adjustment approved a Conditional Use Permit for this use on October 24, 2024. The owner now seeks review by the commission of the attached site plan and recommendation to City Council in order to move forward.

**Staff Analysis:** City Engineer Dave Schechinger and City Planner Leigh Bradbury have reviewed the plan with the following notes.

- Parcel dimensions and monuments must be noted.
- The sanitary sewer service line must be televised and a connection approved by the City engineer prior to construction.
- A 6' opaque screening barrier is required along the rear lot line and northwest corner to protect the existing residential uses adjacent to this parcel. The applicant intends to utilize an evergreen (conifer) hedge-like barrier for this purpose. This must be noted as part of the landscaping plan.
- All parking dimensions need to be noted.
- Signage and a photometric plan must be submitted to City staff for review and approval in compliance with City Code.

The Board of Adjustment's approval of the owner's Conditional Use Permit is subject to streetside landscaping sufficient to provide visual and auditory screening from the Cemetery. Staff will continue to work with the applicant to ensure that this requirement is met.

**Zoning and use of the adjacent parcels are as noted below:**

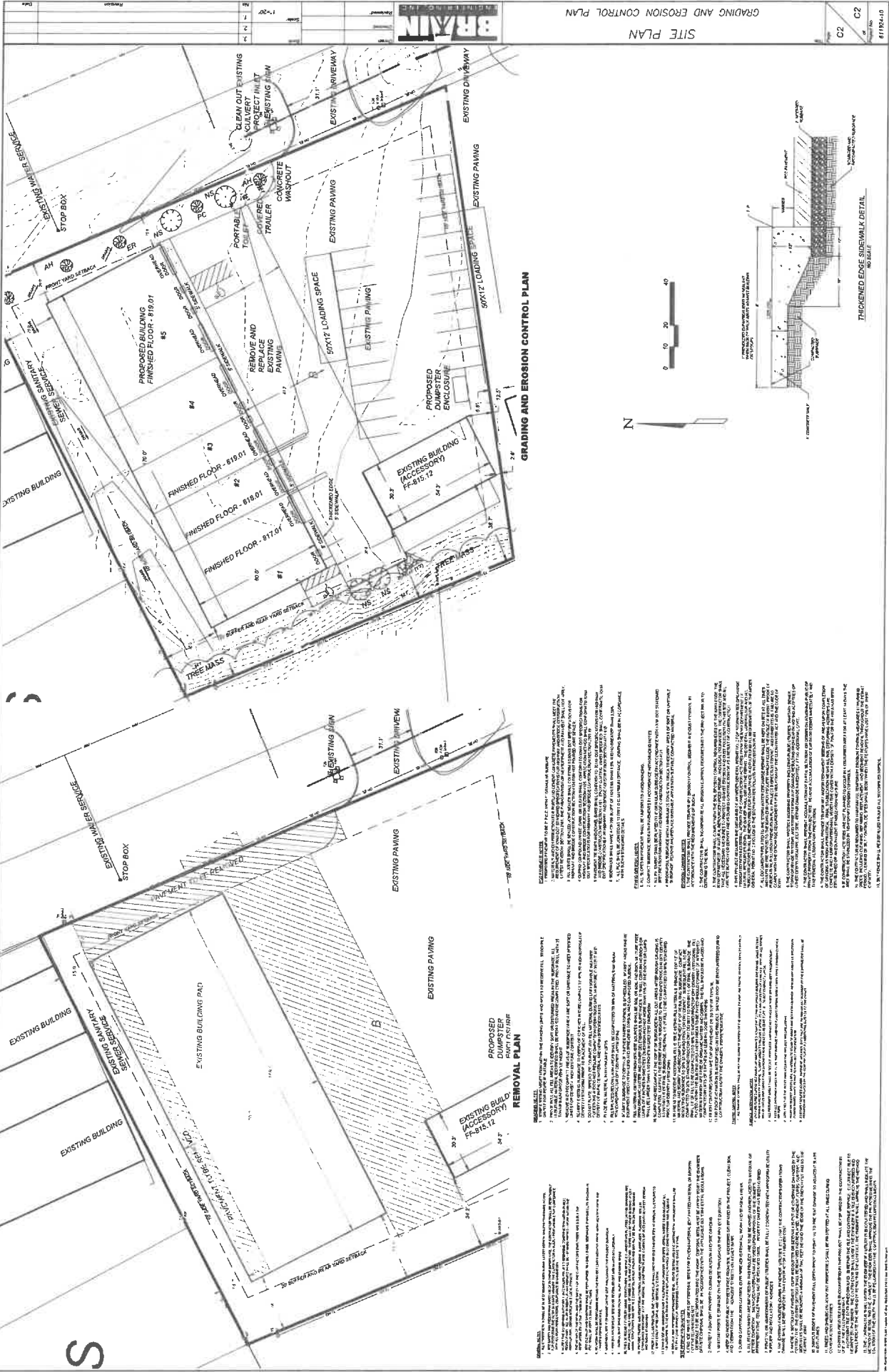


**Staff Recommendation:** Staff recommends approval of site plan, subject to the following conditions:

- 1) Review and approval by City Engineer Dave Schechinger of sanitary sewer connection.
- 2) Review and approval of signage and photometric plans by the City Planner / Zoning Administrator.
- 3) Notations on parcel dimensions, monuments and screening as noted.

**Action Required:** Recommendation to City Council to 1) approve, 2) approve with modifications / conditions, or 3) disapprove the site plan.





BRUNN  
 GRADING AND EROSION CONTROL PLAN  
 SITE PLAN  
 8/18/24 LP  
 C2  
 1"=20'

**REMOVAL PLAN**

1. REMOVE EXISTING CONCRETE CURB AND GUTTER ALONG THE WEST SIDE OF THE EXISTING BUILDING PAD.
2. REMOVE EXISTING ASPHALT DRIVEWAY AND REPAVE WITH 4" ASPHALT OVER 4" GRANULAR FILL.
3. REMOVE EXISTING CONCRETE WALKWAY AND REPAVE WITH 4" ASPHALT OVER 4" GRANULAR FILL.
4. REMOVE EXISTING CONCRETE WALKWAY AND REPAVE WITH 4" ASPHALT OVER 4" GRANULAR FILL.
5. REMOVE EXISTING CONCRETE WALKWAY AND REPAVE WITH 4" ASPHALT OVER 4" GRANULAR FILL.
6. REMOVE EXISTING CONCRETE WALKWAY AND REPAVE WITH 4" ASPHALT OVER 4" GRANULAR FILL.
7. REMOVE EXISTING CONCRETE WALKWAY AND REPAVE WITH 4" ASPHALT OVER 4" GRANULAR FILL.
8. REMOVE EXISTING CONCRETE WALKWAY AND REPAVE WITH 4" ASPHALT OVER 4" GRANULAR FILL.
9. REMOVE EXISTING CONCRETE WALKWAY AND REPAVE WITH 4" ASPHALT OVER 4" GRANULAR FILL.
10. REMOVE EXISTING CONCRETE WALKWAY AND REPAVE WITH 4" ASPHALT OVER 4" GRANULAR FILL.

**GRADING AND EROSION CONTROL PLAN**

1. EXISTING BUILDING ACCESSORY FF-815.12
2. EXISTING BUILDING ACCESSORY FF-815.12
3. EXISTING BUILDING ACCESSORY FF-815.12
4. EXISTING BUILDING ACCESSORY FF-815.12
5. EXISTING BUILDING ACCESSORY FF-815.12
6. EXISTING BUILDING ACCESSORY FF-815.12
7. EXISTING BUILDING ACCESSORY FF-815.12
8. EXISTING BUILDING ACCESSORY FF-815.12
9. EXISTING BUILDING ACCESSORY FF-815.12
10. EXISTING BUILDING ACCESSORY FF-815.12

**THICKENED EDGE SIDEWALK DETAIL**



4" CONCRETE CURB  
 4" AGGREGATE BASE  
 4" CONCRETE SLAB

NO SCALE

0 10 20 40

N

8/18/24 LP

C2

1"=20'

BRUNN

GRADING AND EROSION CONTROL PLAN

SITE PLAN

8/18/24 LP

C2

1"=20'

BRUNN

GRADING AND EROSION CONTROL PLAN

SITE PLAN

8/18/24 LP

C2

1"=20'



**AGENDA ITEM # J – 3**

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

<b>DATE:</b>	November 18, 2024
<b>AGENDA ITEM:</b>	LBC Expansion Options - OPN
<b>ACTION:</b>	Motion

**SYNOPSIS:** The MVCSD, City, and Childcare Solutions Group continue to review possible solutions to the lack of childcare options in Mount Vernon. One possible avenue that has been discussed, after a site visit to Oskaloosa YMCA, is the possibility of a childcare addition to the LBC. OPN created the original design of the LBC and would complete a feasibility study of a childcare addition for \$19,000. More details will be provided for you at your meeting.

**BUDGET ITEM:** LOST

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 11/15/2024



**Cedar Rapids**

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

**Des Moines**

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

**Iowa City**

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

**Madison**

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

[opnarchitects.com](http://opnarchitects.com)

November 5, 2024

Chris Nosbisch  
City Administrator  
City of Mount Vernon  
213 First Street NW  
Mount Vernon, IA 52314  
cnosbisch@cityofmtvernon-ia.gov  
319-895-8742

RE: City of Mount Vernon – Daycare Study - OPN Architects Proposal

Chris:

OPN Architects is pleased to provide this summary of professional design services for the feasibility study for a new daycare facility at the site of The Lester Buresh Ceter.

**Project criteria**

Based upon our recent conversation and shared history with this project site, we have developed our scope of services and preliminary fees upon the following criteria:

Site Location: 855 Palisades Rd SW - Mount Vernon, Iowa 52314

Project's physical characteristics: To be determined with this study .

Building Program: Daycare facilities including classrooms, restrooms, play areas, storage, and building support functions as necessary.

Project Delivery Method: Feasibility Study only.

Owners Estimated Construction Budget: We understand the construction budget for the project has not been estimated by the Owner and OPN shall provide a concept estimate to assist in establishing the construction budget.

**Project Schedule**

OPN will meet a mutually agreed upon schedule for the delivery of documents. Timely receipt of information and feedback from the Owner is critical.

Commence Design :	November 2024
Concept Design Completion:	January 2025



### Project Team

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

Architect	OPN Architects, Inc. Justin Bishop, AIA – Principal Matthew Stewart, AIA – Project Architect
-----------	--

### Scope of Services

1. Architectural Scope
  - a. Review existing site conditions to inform scope of project.
  - b. Review State of Iowa HHS childcare requirements, building code and ADA consideration of the proposed project.
  - c. Provide a concept design floorplan to be used for cost estimating.
  - d. Attend up to four (4) virtual progress meetings as necessary.
  - e. Attend up to two (2) in-person user group meetings for design review and/or leadership presentations.
2. Concept Design Deliverables
  - a. Drawings
    - i. Preliminary Code Summary
    - ii. Proposed Floor Plan Diagrams
    - iii. Supplemental views and/or details impactful for pricing.
  - b. Narrative
    - i. Written narrative of building construction assemblies and systems - suitable for cost estimating and confirmation of project scope with Owner.
  - c. Cost Estimate
    - i. Develop a Construction Cost Estimate plus owner inputs as available for confirming a total Project Budget.

### Compensation

The professional fee for developing the basic scope of services outlined in this proposal will be a lump sum fixed fee of **Nineteen Thousand Dollars (\$19,000.00)** plus additional services or reimbursable expenses if necessary.

This fee will cover services and activities required to accomplish the scope of work within a time frame of **three (3) months**. Should the project timeframe extend beyond this, as a result of conditions not under the control of OPN, fees may be adjusted to align with the effort extended.

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



**Reimbursable Expenses**

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

Reimbursable Expenses = \$500.00 (Allowance)

**Exclusions and Additional Services – Available Upon Request**

MEP Engineering  
Structural Engineering  
Site/Civil Engineering  
FFE Design/Selection and Procurement Services

**Contract Agreement**

OPN is excited to work with you on this unique opportunity. Please review this proposal and let me know if you have any questions. Please return an executed, scanned/digital copy or notify OPN if an alternate form of contract is desired.

Thank you.

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

Justin Bishop, AIA  
Principal

**OWNER**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_/\_\_\_/\_\_\_\_\_  
Date

**AGENDA ITEM # J – 4**

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

<b>DATE:</b>	November 18, 2024
<b>AGENDA ITEM:</b>	Pay Application #2 – Glenn Street
<b>ACTION:</b>	Motion

**SYNOPSIS:** Glenn Street pay application #2 is in the amount of \$216,469.71. The main road surface for both Minish and Glenn have been poured. The remaining work includes backfilling along the curb, storm sewer intake installations, and the setting of manholes.

**BUDGET ITEM:** TIF & LMI

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Pay Application

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 11/15/2024



**VEENSTRA & KIMM INC.**

2600 University Parkway, Suite 1  
Coralville, Iowa 52241

319.466.1000 // 888.241.8001  
www.v-k.net

November 13, 2024

**PAY ESTIMATE NO. 2**

**GLENN STREET EXTENSION**

**MOUNT VERNON, IOWA**

Rathje Construction Co.  
P.O. Box 408  
Marion, IA 52302

Contract Amount \$877,214.51  
Contract Date July 15, 2024  
Pay Period NOV 04, 2024 - NOV 13, 2024

**BID ITEMS**

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Clearing and Grubbing	Unit	65	\$ 40.00	\$ 2,600.00	65	\$ 2,600.00
1.2	Topsoil, On-Site	CY	9,200	\$ 3.50	\$ 32,200.00	3,000	\$ 10,500.00
1.3	Excav, Cl 10, Roadway & Borrow	CY	2,075	\$ 4.00	\$ 8,300.00	2,075	\$ 8,300.00
1.4	Excav, Cl 10, Contractor Furnished	CY	11,950	\$ 9.00	\$ 107,550.00	7,000	\$ 63,000.00
1.5	Excavation, Class 13	CY	20	\$ 15.00	\$ 300.00	20	\$ 300.00
1.6	Subgrade Preparation	SY	5,240	\$ 1.50	\$ 7,860.00	5,240	\$ 7,860.00
1.7	Subbase, Modified Subbase, 6"	CY	875	\$ 39.00	\$ 34,125.00	875.00	\$ 34,125.00
1.8	Removal of Structure, 24" Apron	Ea.	1	\$ 500.00	\$ 500.00	1	\$ 500.00
1.9	San SWR GM, Trenched, PVC, 10"	LF	390	\$ 72.00	\$ 28,080.00	390	\$ 28,080.00
1.10	San SWR Service Stub, PVC, 6"	Ea.	3	\$ 1,500.00	\$ 4,500.00	3	\$ 4,500.00
1.11	San SWR Aband, Fill & Plug, 10"	LF	270	\$ 10.00	\$ 2,700.00	270	\$ 2,700.00
1.12	St SWR, Trnchd, RCP, (Class III),15"	LF	945	\$ 63.50	\$ 60,007.50	945	\$ 60,007.50
1.13	St SWR, Trnch, RCP Gsktd,(Cl III),15"	LF	20	\$ 70.00	\$ 1,400.00	20	\$ 1,400.00
1.14	St SWR, Trnch, RCP, (Class III), 18"	LF	153	\$ 60.00	\$ 9,180.00	153	\$ 9,180.00
1.15	St SWR, Trnch, RCP, (Class III), 24"	LF	99	\$ 80.00	\$ 7,920.00	99	\$ 7,920.00
1.16	St SWR, Trnch, RCP, (Class III), 42"	LF	100	\$ 170.00	\$ 17,000.00	100	\$ 17,000.00
1.17	St SWR, Trnch, RCP Gsktd,(Cl III),42"	LF	20	\$ 180.00	\$ 3,600.00	20	\$ 3,600.00
1.18	Pipe Apron, RCP, 15"	Ea.	1	\$ 2,700.00	\$ 2,700.00	1	\$ 2,700.00
1.19	Pipe Apron, RCP, 18"	Ea.	2	\$ 2,800.00	\$ 5,600.00	2	\$ 5,600.00
1.20	Pipe Apron, RCP, 24"	Ea.	1	\$ 3,500.00	\$ 3,500.00	1	\$ 3,500.00
1.21	Pipe Apron, RCP, 42"	Ea.	1	\$ 5,200.00	\$ 5,200.00	1	\$ 5,200.00
1.22	Subdrain, HDPE, 6"	LF	1,550	\$ 15.00	\$ 23,250.00	1,500	\$ 22,500.00
1.23	Subdrain Outlet&Connect,DR-303, 6"	Ea.	14	\$ 160.00	\$ 2,240.00	14	\$ 2,240.00
1.24	Water Main, Trenched, PVC, 6 In.	LF	54	\$ 60.00	\$ 3,240.00	54	\$ 3,240.00
1.25	Water Main, Trenched, PVC, 10 In.	LF	966	\$ 55.00	\$ 53,130.00	966	\$ 53,130.00
1.26	WM w/CasingPipe, Trnchd, PVC, 10"	LF	20	\$ 225.00	\$ 4,500.00	20	\$ 4,500.00
1.27	Fittings By Count, 11.25-Bend, 10"	Ea.	2	\$ 600.00	\$ 1,200.00	2	\$ 1,200.00
1.28	Fittings By Count, 45-Bend, 10"	Ea.	6	\$ 600.00	\$ 3,600.00	6	\$ 3,600.00
1.29	Fittings By Count, Cross, 10" X 10"	Ea.	1	\$ 1,000.00	\$ 1,000.00	1	\$ 1,000.00
1.30	Fittings By Count,Future WM Cap,6"	Ea.	1	\$ 300.00	\$ 300.00	1	\$ 300.00
1.31	Fittings By Count,Future WM Cap,10"	Ea.	2	\$ 500.00	\$ 1,000.00	2	\$ 1,000.00
1.32	Water Main Removal, 10"	LF	593	\$ 5.00	\$ 2,965.00	593	\$ 2,965.00
1.33	Gate Valve, 6"	Ea.	1	\$ 1,750.00	\$ 1,750.00	1	\$ 1,750.00
1.34	Gate Valve, 10"	Ea.	6	\$ 3,350.00	\$ 20,100.00	6	\$ 20,100.00

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.35	Fittings By Count, Tee, 10" X 6"	Ea.	1	\$ 750.00	\$ 750.00	1	\$ 750.00
1.36	Fire Hydrant Assembly	Ea.	4	\$ 6,150.00	\$ 24,600.00	4	\$ 24,600.00
1.37	Flushing Device (Blowoff), 6"	Ea.	1	\$ 450.00	\$ 450.00	1	\$ 450.00
1.38	Flushing Device (Blowoff), 10"	Ea.	2	\$ 450.00	\$ 900.00	2	\$ 900.00
1.39	Manhole, SW-301, 48"	Ea.	2	\$ 6,750.00	\$ 13,500.00	2	\$ 13,500.00
1.40	Manhole, SW-401, 48"	Ea.	1	\$ 4,400.00	\$ 4,400.00	1	\$ 4,400.00
1.41	Intake, SW-508	Ea.	9	\$ 5,550.00	\$ 49,950.00	4.5	\$ 24,975.00
1.42	Intake, SW-509	Ea.	2	\$ 6,050.00	\$ 12,100.00	1	\$ 6,050.00
1.43	Intake, SW-513	Ea.	1	\$ 6,500.00	\$ 6,500.00	1	\$ 6,500.00
1.44	Manhole Adjustment, Major	Ea.	1	\$ 2,200.00	\$ 2,200.00	1	\$ 2,200.00
1.45	Connection to Existing Manhole	Ea.	1	\$ 1,500.00	\$ 1,500.00	1	\$ 1,500.00
1.46	Pavement, PCC, 7", C-3 Mix	SY	4,423	\$ 47.50	\$ 210,092.50	4,176	\$ 198,360.00
1.47	Sidewalk, PCC, 6"	SY	10	\$ 150.00	\$ 1,500.00		\$ -
1.48	Detectable Warning	SF	20	\$ 24.50	\$ 490.00		\$ -
1.49	Saw Cutting Dust Control	LS	1	\$ 1,000.00	\$ 1,000.00		\$ -
1.50	Granular Shoulder, Type B, 12 In	Ton	22	\$ 50.00	\$ 1,100.00		\$ -
1.51	Pavement Removal	SY	40	\$ 40.00	\$ 1,600.00	40	\$ 1,600.00
1.52	Temporary Traffic Control	LS	1	\$ 4,500.00	\$ 4,500.00	0.75	\$ 3,375.00
1.53	Traffic Signs, Stop (R1-1), 30" X 30"	Ea.	2	\$ 450.00	\$ 900.00		\$ -
1.54	Traffic Signs, DeadEnd, 30" X 30"	Ea.	1	\$ 450.00	\$ 450.00		\$ -
1.55	Traffic Signs, ObjectMarker, 30" X 30"	Ea.	6	\$ 450.00	\$ 2,700.00		\$ -
1.56	Hydraulic Seed, Fert, Mulch, Type 1	AC	2.66	\$ 3,300.00	\$ 8,778.00		\$ -
1.57	Hydraulic Seed, Fert, Mulch, Type 2	AC	2.25	\$ 2,600.00	\$ 5,850.00		\$ -
1.58	SWPPP Preparation	LS	1	\$ 2,000.00	\$ 2,000.00	1	\$ 2,000.00
1.59	SWPPP Management	LS	1	\$ 2,000.00	\$ 2,000.00	0.75	\$ 1,500.00
1.60	RECP, Wood Excelsior Mat	SY	3,901	\$ 1.25	\$ 4,876.25		\$ -
1.61	Filter Sock, 9"	LF	250	\$ 2.95	\$ 737.50		\$ -
1.62	Rip Rap, Class E	Ton	179	\$ 60.00	\$ 10,740.00	111.11	\$ 6,666.60
1.63	Silt Fence/Silt Fence Ditch Check	LF	2,426	\$ 2.25	\$ 5,458.50	955	\$ 2,148.75
1.64	Silt Fence/Ditch Check, Rmvl of Sedim	Ea.	20	\$ 1.00	\$ 20.00		\$ -
1.65	Silt Fence/Ditch Check, Rmvl of Device	LF	2,426	\$ 0.01	\$ 24.26		\$ -
1.66	Stabilized Construction Entrance	SY	220	\$ 10.00	\$ 2,200.00	220	\$ 2,200.00
1.67	Dust Control, Water	TGal	5	\$ 50.00	\$ 250.00		\$ -
1.68	Construction Survey	LS	1	\$ 6,500.00	\$ 6,500.00	0.75	\$ 4,875.00
1.69	Mobilization	LS	1	\$ 23,500.00	\$ 23,500.00	0.75	\$ 17,625.00
<b>Contract Price:</b>					<b>\$ 877,214.51</b>		<b>\$ 722,272.85</b>

#### MATERIALS STORED SUMMARY

Description	# of Units	Unit Price	Extended Cost
<b>Total</b>			<b>\$ -</b>

**SUMMARY**

		Total Approved	Total Completed
Contract Price		\$ 877,214.51	\$ 722,272.85
Approved Change Order (list each)	Change Order No. 1	\$ (7,465.00)	\$ (7,465.00)
	Change Order No. 2	\$ 52,166.09	\$ 52,166.09
	Revised Contract Price	\$ 921,915.60	\$ 766,973.94

Stored

Total Earned \$ 766,973.94

Retainage (5%) \$ 38,348.70

Total Earned Less Retainage \$ 728,625.24

Total Previously Approved (list each)	Pay Estimate No. 1	\$ 512,155.54	

Total Previously Approved \$ 512,155.54

Percent Complete 83%

**Amount Due This Request \$ 216,469.71**

The amount \$216,469.71 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:  
Rathje Construction Co.

Recommended By:  
Veenstra & Kimm, Inc.

Approved By:  
Mount Vernon, Iowa

Signature: Mary L Rathje  
 Name: MARY L RATHJE  
 Title: Secretary  
 Date: 11-14-2024

Signature: [Signature]  
 Name: Eric Gould  
 Title: Engineer  
 Date: November 13, 2024

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_



**AGENDA ITEM # J – 5**

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

**DATE:** November 18, 2024

**AGENDA ITEM:** Pay Application #2 – Bryant Road Water Main

**ACTION:** Motion

**SYNOPSIS:** Pay application #2 for the Bryant Road Water Main Extension Project is in the amount of \$4,969.66. The pay application represents the 5% retainage for the project and will be released upon approval of this pay application as the thirty-day waiting period has expired.

**BUDGET ITEM:** PW Buyout Proceeds

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Pay Application

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 11/15/2024



**VEENSTRA & KIMM INC.**

2600 University Parkway, Suite 1  
Coralville, Iowa 52241

319.466.1000 // 888.241.8001  
www.v-k.net

November 4, 2024

**PAY ESTIMATE NO. 2 (Final)**  
**BRYANT ROAD WATER MAIN IMPROVEMENTS**  
**MOUNT VERNON, IOWA**

Dave Schmitt Construction  
250 50th Avenue SW  
Cedar Rapids, IA 52404

Contract Amount \$80,413.25  
Contract Date September 16, 2024  
Pay Period Retainage

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Disconnect & Rmvl of Water Main	LF	50	\$ 18.25	\$ 912.50	50	\$ 912.50
1.2	WM, Trenched, DR-18 C900, 6"	LF	168	\$ 27.00	\$ 4,536.00	168	\$ 4,536.00
1.3	WM, Trenched, DR-18 C900, 8"	LF	1,115	\$ 32.85	\$ 36,627.75	1,115	\$ 36,627.75
1.4	Trenched in Place Service	Ea	1	\$ 1,088.00	\$ 1,088.00	1	\$ 1,088.00
1.5	Bored in-Place Service	Ea	1	\$ 2,320.00	\$ 2,320.00	1	\$ 2,320.00
1.6	Valve, Gate, 6"	Ea	1	\$ 1,689.00	\$ 1,689.00	1	\$ 1,689.00
1.7	Valve, Gate, 8"	Ea	2	\$ 2,322.00	\$ 4,644.00	2	\$ 4,644.00
1.8	Line Stop, 6"	Ea	1	\$ 9,495.00	\$ 9,495.00	1	\$ 9,495.00
1.9	Fittings by Count, Tee, 8" X 6"	Ea	1	\$ 760.00	\$ 760.00	1	\$ 760.00
1.10	Fittings by Count, Cross, 8" X 6"	Ea	1	\$ 1,141.00	\$ 1,141.00	1	\$ 1,141.00
1.11	Fittings by Count, Future Cap, 8"	Ea	1	\$ 460.00	\$ 460.00	1	\$ 460.00
1.12	Fittings by Count, Reducer 8" X 6"	Ea	1	\$ 560.00	\$ 560.00	1	\$ 560.00
1.13	Fire Hydrant Assembly, WM-201	Ea	1	\$ 6,500.00	\$ 6,500.00	1	\$ 6,500.00
1.14	Construction Survey	LS	1	\$ 1,500.00	\$ 1,500.00	1	\$ 1,500.00
1.15	Mobilization	LS	1	\$ 2,330.00	\$ 2,330.00	1	\$ 2,330.00
1.16	Seed+Fertilize (Urban)	LS	1	\$ 5,850.00	\$ 5,850.00	1	\$ 5,850.00
<b>Contract Price:</b>					<b>\$ 80,413.25</b>		<b>\$ 80,413.25</b>

SUMMARY		
	Total Approved	Total Completed
Contract Price	\$ 80,413.25	\$ 80,413.25
Approved Change Order (list each)	Change Order No. 1	\$ 1,381.00
	Change Order No. 2	\$ 8,599.00
	Change Order No. 3	\$ 9,000.00
	Revised Contract Price	\$ 99,393.25

Stored  
Total Earned \$ 99,393.25  
Retainage (5%) \$ -  
Total Earned Less Retainage \$ 99,393.25

Total Previously Approved (list each)	Pay Estimate No. 1	\$94,423.59

Total Previously Approved \$ 94,423.59  
Amount Due This Request \$ 4,969.66

Percent Complete 100%

The amount \$4,969.66 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:  
Dave Schmitt Construction

Recommended By:  
Veenstra & Kimm, Inc.

Approved By:  
Mount Vernon, Iowa

Signature:   
Name: Loren Taylor  
Title: Project Manager  
Date: 11/4/24

Signature:   
Name: Eric Gould  
Title: Engineer  
Date: November 4, 2024

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**AGENDA ITEM # J – 6**

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

**DATE:** November 18, 2024

**AGENDA ITEM:** JEO Invoice #154209

**ACTION:** Motion

**SYNOPSIS:** Please see the attached invoice in the amount of \$11,858.60 and the updated status report from JEO on the uptown streetscape project.

**BUDGET ITEM:** LOST

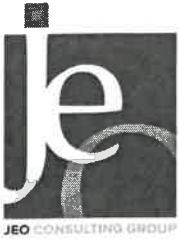
**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 11/15/2024



Invoice

September 17, 2024

Project No: R231567.00  
Invoice No: 154209  
Invoice Amount: 11,858.60

Chris Nosbisch  
City of Mount Vernon  
213 First St. NW  
Mount Vernon, IA 52314

Project Manager     Jeremy Kaemmer  
Project                 R231567.00                 Mount Vernon Downtown Streetscape Improvements  
**Professional Services through September 6, 2024**

- See Attached Progress Report

	Contract Amount	Percent Complete	Billed-to-Date	Previous Billing	Current Billing
<b>Lump Sum Phase(s)</b>					
Project Management	\$29,300.00	84%	\$24,612.00	\$22,561.00	\$2,051.00
Survey	\$24,700.00	100%	\$24,700.00	\$24,700.00	0.00
Discovery	\$23,200.00	100%	\$23,200.00	\$23,200.00	0.00
Visioning and Conceptual Development	\$52,800.00	100%	\$52,800.00	\$52,800.00	0.00
Master Plan Documentation	\$22,400.00	100%	\$22,400.00	\$22,400.00	0.00
Planning and Engagement Additional Services	\$15,900.00	100%	\$15,900.00	\$15,105.00	\$795.00
Design Services	\$234,300.00	22%	\$50,720.00	\$43,687.40	\$7,032.60
Utility Design & Permitting	\$12,800.00	34%	\$4,290.00	\$2,310.00	\$1,980.00
<b>Hourly Phase(s)</b>					
Reimbursable Expenses			0.00	0.00	0.00
<b>Total</b>	<b>\$415,400.00</b>		<b>\$218,622.00</b>	<b>\$206,763.40</b>	<b>\$11,858.60</b>

**Total Amount Due Upon Receipt : \$11,858.60**

Please email to: [cnosbisch@cityofmtvernon-ia.gov](mailto:cnosbisch@cityofmtvernon-ia.gov); [lboren@cityofmtvernon-ia.gov](mailto:lboren@cityofmtvernon-ia.gov)



# Monthly Progress Report

**PROJECT NAME** | Mt. Vernon Uptown Streetscape Design  
**JEO PROJECT NO.** | R231567.00  
**CONTRACT DATE** | January 3, 2024  
**DATE PREPARED** | September 10, 2024

## 1) Work Completed During Current Period (8/10/24 – 9/6/24)

### Task 1: Project Management

- Project management and internal team coordination.
- Quality control of task work and deliverables.

### Task 2: Survey

- Complete

### Task 3: Discovery

- Complete

### Task 4: Visioning & Concept Development

- Complete

### Task 5: Master Plan Documentation

- Master Plan Documentation Finalization Underway.

### Task 6: Design Services

- Preliminary Landscaping Plans & Details
- Preliminary Design for Utilities.
- Roadway and Sidewalk layouts.

### Task 7: Utility Coordination & Permitting

- Water Main Layouts

### Task 8: Bidding & Negotiation

- No activity to report at this time.

### Task 9: Construction Administration/Inspection

- No activity to report at this time.

### Task 10: Additional Planning & Engagement Services

- Complete

**2) Planned Work for Next Period**

- a) Finalize Master Plan Document, and present to City Council for review.
- b) Design Phase Kickoff.

**3) Project Schedule**

- a) Masterplan Deliverable and Design Phase Kickoff currently behind by 1 month.

**4) Information Needed from Mt Vernon**

- a) Review Draft Master Plan Document when delivered, and provide comments.

**5) Issues or Concerns**

- a) See schedule note.

**6) Next Advisory Committee Meeting**

- a) None. Will transition to City review with final Master Plan document and throughout the Design process. Additional property owner coordination will take place during final design, as needed.

**7) Change order Management**

- a) Amendments
  - i) AMD#1 – Additional Open House & Planning Services
- b) Fee Changes
  - i) \$399,500 -> \$415,400 (3.9% increase)
- c) Schedule Changes
  - i) Extended All Deadlines by 1 month (8% extension)



**AGENDA ITEM # J – 7**

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

<b>DATE:</b>	November 18, 2024
<b>AGENDA ITEM:</b>	Pay Application #2 – 4 <sup>th</sup> Street Reconstruction
<b>ACTION:</b>	Motion

**SYNOPSIS:** Pay application #2 for the 4<sup>th</sup> Street Reconstruction Project will be distributed to you at the meeting on Monday. The final walk through for this project will take place on Friday, November 15, 2024.

**BUDGET ITEM:** Bond

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Pay Application

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 11/15/2024

**AGENDA ITEM # J – 8**

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

**DATE:** November 18, 2024

**AGENDA ITEM:** Pay Application #2 – Business 30 Improvements

**ACTION:** Motion

**SYNOPSIS:** Pay application #2 for the Business 30 Improvements is in the amount of \$240,541.63. This project is complete, and the necessary testing has been reviewed by our engineers. The final pay application for the retainage will be processed after the mandatory thirty-day waiting period has elapsed.

**BUDGET ITEM:** Bond

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Pay Application

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 11/15/2024





**VEENSTRA & KIMM INC.**

2600 University Parkway, Suite 1  
Coralville, Iowa 52241

319.466.1000 // 888.241.8001  
www.v-k.net

November 13, 2024

**PAY ESTIMATE NO. 2**  
**2024 BUSINESS 30 IMPROVEMENTS**  
**MOUNT VERNON, IOWA**

L.L. Pelling Company, Inc.  
1425 West Penn Street  
North Liberty, IA 52317

Contract Amount \$781,737.00  
Contract Date July 15, 2024  
Pay Period October 1, 2024 - November 13, 2024

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Excavation, Class 13	CY	567	\$ 62.00	\$ 35,154.00	376	\$ 23,312.00
1.2	4" Pavement Milling	SY	17,593	\$ 3.00	\$ 52,779.00	17,662	\$ 52,986.00
1.3	Haul Millings	Tons	4,954	\$ 6.00	\$ 29,724.00	4,954	\$ 29,724.00
1.4	Granular Should, Type B	Tons	644	\$ 32.00	\$ 20,608.00	274	\$ 8,783.04
1.5	HMA Pavement						
	1.5.1 HMA Interlayer, 3/8" Base N	Tons	959	\$ 74.00	\$ 70,966.00	890.28	\$ 65,880.72
	1.5.2 HMA ST, 1/2" Base Mix	Tons	2,269	\$ 74.00	\$ 167,906.00	2,081.91	\$ 154,061.34
	1.5.1 HMA ST, 1/2" Surface Mix, No	Tons	1,726	\$ 74.00	\$ 127,724.00	1,699.02	\$ 125,727.48
1.6	Asphalt Binder, PG 58-34E	Tons	67	\$ 673.00	\$ 45,091.00	67.01	\$ 45,097.73
1.7	Asphalt Binder, PG 58-28S	Tons	240	\$ 516.00	\$ 123,840.00	241.34	\$ 124,531.44
1.8	Pavement Markings	STA	162.6	\$ 65.00	\$ 10,569.00	146.6	\$ 9,529.00
1.9	Pavement Symbols	Ea.	10	\$ 232.00	\$ 2,320.00	11	\$ 2,552.00
1.10	Construction Staking	LS	1	\$ 4,000.00	\$ 4,000.00	1	\$ 4,000.00
1.11	Traffic Control	LS	1	\$ 12,000.00	\$ 12,000.00	1	\$ 12,000.00
1.12	Flaggers	EA	48	\$ 522.00	\$ 25,056.00	51	\$ 26,622.00
1.13	Mobilization	LS	1	\$ 52,000.00	\$ 52,000.00	1	\$ 52,000.00
1.14	Smoothness Testing	LS	1	\$ 2,000.00	\$ 2,000.00	1.80	\$ 3,600.00
<b>Contract Price:</b>					<b>\$ 781,737.00</b>		<b>\$ 740,406.75</b>

MATERIALS STORED SUMMARY			
Description	# of Units	Unit Price	Extended Cost
<b>Total</b>			<b>\$ -</b>

SUMMARY		
	Total Approved	Total Completed
Contract Price	\$ 781,737.00	\$ 740,406.75
Approved Change Order (list each)		
Revised Contract Price	\$ 781,737.00	\$ 740,406.75

Stored  
 Total Earned \$ 740,406.75  
 Retainage (5%) \$ 37,020.34  
 Total Earned Less Retainage \$ 703,386.41

Total Previously Approved (list each)	Pay Estimate No. 1	\$ 462,844.78	

Total Previously Approved \$ 462,844.78  
 Amount Due This Request \$ 240,541.63

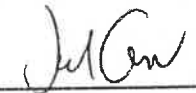
Percent Complete 100%


The amount \$240,541.63 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:  
L.L. Peiling Company, Inc.

Recommended By:  
Veenstra & Kimm, Inc.

Approved By:  
Mount Vernon, Iowa

Signature:   
 Name: Joel Gray  
 Title: V.P.  
 Date: 11/13/24

Signature:   
 Name: Eric Gould  
 Title: Engineer  
 Date: November 13, 2024

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**AGENDA ITEM # J – 9**

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

**DATE:** November 18, 2024

**AGENDA ITEM:** Pay Application #1 – Hwy 1 Storm Sewer CCTV

**ACTION:** Motion

**SYNOPSIS:** This project was necessitated by the scheduled IaDOT Hwy 1 reconstruction plans. Pay application #1 is for the full contract amount of \$21,936.45.

**BUDGET ITEM:** LOST

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Pay Application

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 11/15/2024



**VEENSTRA & KIMM INC.**

2600 University Parkway, Suite 1  
Coralville, Iowa 52241

319.466.1000 // 888 241 8001  
www.v-k.net

November 13, 2024

**PAY ESTIMATE NO. 1**  
**HIGHWAY 1 STORM SEWER CCTV**  
**MOUNT VERNON, IOWA**

Visu-Sewer, LLC  
W230 N4855 Betker Road  
Pewaukee, WI 53072

Contract Amount \$39,925.40  
Contract Date  
Pay Period Oct. 1, 2024 - Oct. 31, 2024

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Traffic Control	LS	1	\$ 15,090.00	\$ 15,090.00	13%	\$ 2,000.00
1.2	Sanitary Sewer Cleaning & CCTV	LF	5,399	\$ 4.60	\$ 24,835.40	4,585.0	\$ 21,091.00
<b>Contract Price:</b>					<b>\$ 39,925.40</b>		<b>\$ 23,091.00</b>

SUMMARY		
	Total Approved	Total Completed
Contract Price	\$ 39,925.40	\$ 23,091.00
Approved Change Order (list each)		
Revised Contract Price	\$ 39,925.40	\$ 23,091.00

Stored  
Total Earned \$ 23,091.00  
Retainage (5%) \$ 1,154.55  
Total Earned Less Retainage \$ 21,936.45

Total Previously Approved (list each)		

Total Previously Approved \$ -  
Amount Due This Request \$ 21,936.45

Percent Complete 58%

The amount \$21,936.45 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:  
Visu-Sewer, LLC

Recommended By:  
Veenstra & Kimm, Inc.

Approved By:  
Mount Vernon, Iowa

Signature: Douglas Alexander

Signature: [Signature]

Signature: \_\_\_\_\_

Name: DOUGLAS ALEXANDER

Name: Eric Gould

Name: \_\_\_\_\_

Title: Project Manager/Estimator

Title: Engineer

Title: \_\_\_\_\_

Date: 11/13/2024

Date: November 13, 2024

Date: \_\_\_\_\_

**AGENDA ITEM # J – 10**

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

<b>DATE:</b>	November 18, 2024
<b>AGENDA ITEM:</b>	Pay Application #2 – 2024 Pool Improvements
<b>ACTION:</b>	Motion

**SYNOPSIS:** Pay application #2 is in the amount of \$236,438.90. Underground electrical, in-pool lights, the new stairwell, and 25% of the deck have been completed to date.

**BUDGET ITEM:** Bond

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 11/15/2024

# APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER REPRESENTATIVE: Chris Nobsisch  
 City of Mt Vernon  
 213 1st St W, Mt Vernon, IA 52314

PROJECT: Mount V. Pool Renovations APPLICATION NO: 2 PERIOD TO: 10/31/24

FROM CONTRACTOR: Woodruff Construction, Inc  
 1890 Kountry Lane  
 Fort Dodge, IA 50501

ARCH / ENG: Waters Edge Aquatic Design  
 1153 Southwest Blvd Ste  
 202, Kansas City, KS 66103

PROJECT #: 24-109  
 CONTRACT #: \_\_\_\_\_  
 ORDER #: \_\_\_\_\_  
 REQ / REF #: \_\_\_\_\_

Distribution to:

<input checked="" type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
<input type="checkbox"/>	

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

- ORIGINAL CONTRACT SUM \$ 1,443,700.00
- Net change by Change Orders \$ 165,026.39
- CONTRACT SUM TO DATE (Line 1 + 2) \$ 1,608,726.39
- TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 311,683.05
- RETAINAGE:
  - a. 5 % of Completed Work (Column D + E on G703) \$ 15,584.15
  - b. 5 % of Stored Material (Column F on G703) \$ 0.00
- TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 1,584.15
- LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 59,660.00
- CURRENT PAYMENT DUE \$ 236,438.90
- BALANCE TO FINISH, INCL RETAINAGE (Line 3 less Line 6) \$ 1,312,627.49

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$165,026.39	
TOTALS	\$165,026.39	\$0.00
NET CHANGES by Change Order	\$165,026.39	

AIA DOCUMENT G702 - APPLICATION AND CERTIFICATION FOR PAYMENT - 1992 EDITION - AIA® - © 1992

Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.

Woodruff Construction does not send nor receive wire instructions via unsecured email without confirming information via reciprocating telephone calls or direct person to person contact. Under no circumstances should you send any funds to any party without first calling Woodruff Construction at 319-545-2410 and verifying the accuracy of wire instructions provided to you.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: *Spina Mumbaird* Date: 10/31/24

State of: Iowa County of: Johnson  
 Subscribed and sworn to before me this 31<sup>st</sup> day of October 2024  
 Notary Public: *John Brown* ZACK GREEN  
 My Commission expires: 6-9-27 Commission Number 866382  
 My Commission Expires June 4, 2027

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED . . . . . \$ 236,438.90

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: *Steph A. McManis* Date: 11/12/2024

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292

# CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 2

APPLICATION DATE: 10/31/2024

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: n/a

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	E WORK COMPLETED THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
1	Mobilization	\$30,000.00	\$20,000.00	\$10,000.00		\$30,000.00	100.00%		\$1,500.00
2	General Conditions	\$85,000.00	\$8,000.00	\$8,000.00		\$16,000.00	18.82%	\$69,000.00	\$800.00
3	Bonds/Insurance	\$9,800.00	\$9,800.00			\$9,800.00	100.00%		\$490.00
4	Owner's Allowance-General	\$35,000.00	\$0.00	\$0.00		\$0.00	0.00%	\$35,000.00	\$0.00
5	Owner's Allowance-Power	\$50,000.00	\$0.00	\$0.00		\$0.00	0.00%	\$50,000.00	\$0.00
6	Demolition	\$33,000.00	\$10,000.00	\$23,000.00		\$33,000.00	100.00%		\$1,650.00
7	Concrete	\$64,000.00	\$0.00	\$15,000.00		\$15,000.00	23.44%	\$49,000.00	\$750.00
8	Joint Sealants	\$11,500.00	\$0.00	\$0.00		\$0.00	0.00%	\$11,500.00	\$0.00
9	Main Water slide	\$310,000.00	\$0.00	\$0.00		\$0.00	0.00%	\$310,000.00	\$0.00
10	Aquatic Play unit	\$163,000.00	\$0.00	\$0.00		\$0.00	0.00%	\$163,000.00	\$0.00
11	Shades	\$23,500.00	\$0.00	\$0.00		\$0.00	0.00%	\$23,500.00	\$0.00
12	Misc. Steel Items	\$7,500.00	\$0.00	\$0.00		\$0.00	0.00%	\$7,500.00	\$0.00
13	Prep and Coating	\$48,000.00	\$0.00	\$0.00		\$0.00	0.00%	\$48,000.00	\$0.00
14	Pool Equipment	\$532,000.00	\$15,000.00	\$120,000.00		\$135,000.00	25.38%	\$397,000.00	\$6,750.00
15	Earth work	\$33,000.00	\$0.00	\$10,000.00		\$10,000.00	30.30%	\$23,000.00	\$500.00
16	Exterior Improvements	\$8,400.00	\$0.00	\$0.00		\$0.00	0.00%	\$8,400.00	\$0.00
17	CAR # 1 Building permit	\$6,883.05	\$0.00	\$6,883.05		\$6,883.05	100.00%		\$344.15
18	CAR # 2 Concrete removal	\$92,150.03	\$0.00	\$30,000.00		\$30,000.00	32.56%	\$62,150.03	\$1,500.00
19	CAR # 3 Electrical Panel	\$18,218.14	\$0.00	\$0.00		\$0.00	0.00%	\$18,218.14	\$0.00
20	CAR # 4 Patching the Pool	\$24,856.45	\$0.00	\$18,000.00		\$18,000.00	72.42%	\$6,856.45	\$900.00
21	CAR # 5 In Pool lights	\$22,918.72	\$0.00	\$8,000.00		\$8,000.00	34.91%	\$14,918.72	\$400.00
22		\$0.00	\$0.00	\$0.00		\$0.00			\$0.00
23		\$0.00	\$0.00	\$0.00		\$0.00			\$0.00
24		\$0.00	\$0.00	\$0.00		\$0.00			\$0.00
25		\$0.00	\$0.00	\$0.00		\$0.00			\$0.00
26		\$0.00	\$0.00	\$0.00		\$0.00			\$0.00
27		\$0.00	\$0.00	\$0.00		\$0.00			\$0.00
28		\$0.00	\$0.00	\$0.00		\$0.00			\$0.00
<b>GRAND TOTALS</b>		\$1,608,726.39	\$62,800.00	\$248,883.05	\$0.00	\$311,683.05	19.37%	\$1,297,043.34	\$15,584.15

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity  
 AIA DOCUMENT G703 - CONTINUATION SHEET FOR G702 - 1992 EDITION - AIA® - © 1992  
 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006-6232

**AGENDA ITEM # J – 11**

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

<b>DATE:</b>	November 18, 2024
<b>AGENDA ITEM:</b>	Change Order #2 – 2024 Pool Improvements
<b>ACTION:</b>	Motion

**SYNOPSIS:** This change order involves the overhead lighting requirements for the pool. While both the in-pool and overhead lights add a level of security for the city, the overhead light coverage is the only one of the two required by the building code. With the number of nighttime events hosted at the pool, both lights have become necessary safety features for staff.

**BUDGET ITEM:** Bond

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 11/15/2024



**AGENDA ITEM # J - 12**

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

<b>DATE:</b>	November 18, 2024
<b>AGENDA ITEM:</b>	Kluesner Construction Invoice
<b>ACTION:</b>	Motion

**SYNOPSIS:** This invoice is from Kluesner Construction in the amount of \$5,390.00. Kluesner constructed a thin layer of asphalt on the floor of the new salt storage hoop structure. The asphalt will elongate the life of the concrete floor, as salt is very corrosive to concrete surfaces.

**BUDGET ITEM:** PW Buyout Proceeds

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 11/15/2024

MT Vernon IA

**KLUESNER**  
CONSTRUCTION

Bryant Road off of 1st W

DESCRIPTION	TOTAL
<p>AREA <u>1750</u> SQ FT <i>Salt Shed</i></p>	
<p><input checked="" type="checkbox"/> PREPARE AREA FOR <u>2</u> " ASPHALT <i>Overlay over Concrete</i></p>	
<p><input checked="" type="checkbox"/> FURNISH AND PLACE <u>2</u> " ASPHALT</p>	
<p><input type="checkbox"/> REMOVE PAVEMENT</p>	
<p><input type="checkbox"/> DIG OUT AND PATCH APPX _____ SQ FT</p>	
<p><input type="checkbox"/> SAW EDGE</p>	
<p><input type="checkbox"/> EXTRA ROCK \$ _____ PER TON</p>	
<p><input type="checkbox"/> DIG OUT AREA AND PLACE _____ " BASE</p>	
<p><input type="checkbox"/> MILL HEADERS</p>	
<p><input type="checkbox"/> CLEAN AND SEAL CRACKS</p>	
<p><input type="checkbox"/> BROOM AND CLEAN AREA, APPLY ASPHALT BASED SEALER</p>	
<p>A: WE WILL PAVE TO THE ABOVE SPECS USING ASPHALT THAT MEETS IOWA STATE SPECIFICATIONS</p>	
<p>B: ITEMS CHECKED ABOVE APPLY</p>	
<p>C: ASPHALT OVER CONCRETE NOT GUARANTEED FOR CRACKS</p>	
<p>D: IF BASE IS SOFT THERE WILL BE ADDITIONAL CHARGE FOR CORE OUT AND ROCK</p>	
<p>E: PAYMENT DUE DATE OF COMPLETION FOR ALL WORK OR ADD 5%</p>	
<p>F: VISA AND MASTERCARD ACCEPTED - ADD ADDITIONAL 4% TO THE ABOVE PRICE</p>	
<p>G: NO BACKFILLING INCLUDED IN BID</p>	
<p>H: ANY PERMITS NEEDED WILL BE OWNERS RESPONSIBILITY</p>	
<p>SPECIAL NOTES <i>City Will Supply Tax Exempt Cost. for Materials</i></p>	

WE PROPOSE TO FURNISH MATERIAL AND LABOR - COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS. SIGN:

*Bruce B. ...*

TOTAL *\$390.00*

PAYMENT DUE UPON COMPLETION & ACCEPTANCE. PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN \_\_\_\_\_ DAYS.

SIGNATURE *Ed ... PWD*

**AGENDA ITEM # J – 13**

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

<b>DATE:</b>	November 18, 2024
<b>AGENDA ITEM:</b>	End Loader Tire Purchase
<b>ACTION:</b>	Motion

**SYNOPSIS:** The tires on the John Deere End Loader needed to be replaced prior to snow removal season. The tires have been replaced at a cost of \$6,985.92

**BUDGET ITEM:** RUT

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 11/15/2024

\*\*\* WORK ORDER \*\*\*



Linder Tire 1 - Iowa City  
Thank You for Trusting Linder  
With Your Vehicle  
632 S. Riverside  
Iowa City, IA 52246  
319-337-4163

Work Order #: 1-107637

Bill To:  
Cust #: 392025  
CITY OF MOUNT VERNON  
ELDON DOWNS  
213 FIRST STREET NW  
MOUNT VERNON, IA 52314  
Business: 319-895-8742  
Cell: 563-331-0424 x ELDON  
Fax: 319-895-6108

PO #:  
REF #:

Item #	Size	Description	Slmn/Tech	Qty	FET	Parts	Labor	Extended
005508	20.5R25	FIRESTONE VERSABILT-ALL TRACTION OTR G2,L2	31 /	4	0.00	1521.48	0.00	6085.92
ML		DISMOUNT AND MOUNT 4 20.5R25 TIRES	31 /	4	0.00	207.00	0.00	828.00
ORING	ORING	O-RING	31 /	4	0.00	18.00	0.00	72.00

Comments:  
PLEASE COMPLETE OUR LINDER INSPECTION FORM

::: THIS IS NOT A RECEIPT/INVOICE :::

Customer Authorization: \_\_\_\_\_

Print Name: \_\_\_\_\_

Parts:	6985.92
Labor:	0.00
F.E.T.:	0.00
Subtotal:	6985.92
Sales Tax:	0.00
<b>Total:</b>	<b>6985.92</b>

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



# Mt. Vernon-Lisbon Police Department

Douglas J. Shannon  
Chief of Police

## OCTOBER 2024 POLICE REPORT

### Vehicle Collisions

There was a total of 12 reported collisions during the month. There were 11 collisions in Mount Vernon. Collision 1 occurred at 1<sup>st</sup> Ave and 1<sup>st</sup> St when unit 1 was stopped at a red light and was struck in the rear bumper by unit 2. Damage was estimated at \$2,000 and no injuries were reported. Collision 2 occurred on the 1200 block of W 1<sup>st</sup> St when unit 1 backed into a structure. Damage was estimated at \$100 and no injuries were reported. Collision 3 occurred on the 300 block of W. College Blvd when unit 1 struck unit 2, which was legally parked. Damage was estimated at \$1,100 and no injuries were reported. Collision 4 occurred at 1<sup>st</sup> Ave and 1<sup>st</sup> St when unit 1 failed to yield to oncoming traffic and turned into unit 2. Damage was estimated at \$11,500 and a passenger was transported to a hospital as a precaution. Collision 5 occurred on N. College Blvd when unit 1 backed out of a parking spot, into unit 2, which was legally parked. Damage was estimated at \$9,500 and no injuries were reported. Collision 6 occurred on the 700 block of 1<sup>st</sup> Ave SE when unit 1 struck a structure. Damage was estimated at \$6,000 and no injuries were reported. Collision 7 occurred on the 500 block of N. 1<sup>st</sup> Ave turned into an alley and the top of unit 1 caught a low hanging utility wire. Damage was estimated at \$1,000 and no injuries were reported. Collision 8 occurred on the 500 block of Palisades Rd SW when unit 1 side swiped unit 2, which was legally parked. Damage was estimated at \$12,500 and no injuries were reported. Collision 9 occurred on N. Hwy 1 when unit 1 was stopped for a train and was rear-ended by unit 2. Damage was estimated at \$3,000 and minor injuries were reported. Collision 10 occurred on the 200 block of S. 1<sup>st</sup> Ave. when unit 1 attempted to pass a juvenile riding an electric scooter on the highway and the juvenile turned into unit 1. Damage was estimated at \$500 and minor injuries were reported. Collision 11 occurred on the 100 block of A Ave SE when unit 1 struck a tree and unit 2, which was legally parked. Damage was estimated at \$4,500 and the driver was taken to a hospital for evaluation.

There was 1 collision in Lisbon. Collision 1 occurred on business 30 when unit 1 struck a deer. Damage was estimated at \$1,600 and no injuries were reported.

### Incidents/Arrest

There were 26 reported incidents during the month. In Mount Vernon, there were 18 reports which included: accident violation, animal control, burglary, assault (x2), fraud (x2), harassment, hit and run (x3), OWI, welfare check, juvenile issue, property damage, search warrant, driving while license is suspended (x2), and trespassing.

In Lisbon, there were 8 reports which included: assault (x2), disturbance, juvenile (x2), violation of no contact order, search warrant, and failure to obey traffic device.

380 Old Lincoln Highway  
Mount Vernon, Iowa 52314

319-895-6141 (office)  
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# Mt. Vernon-Lisbon Police Department

Douglas J. Shannon  
Chief of Police

During the month, officers had 8 arrests. In Mount Vernon there were 4, including: possession of a controlled substance, assault (x2), and OWI.

In Lisbon there were 4, including: sex offender violation, violation of no contact order, possession of a controlled substance, possession of drug paraphernalia, and assault.

### K-9 Report

Monster was deployed 3 times. Two deployments led to an arrest.

### Community Service/Training/Misc.:

- Officer Frankfurt and Chief Shannon attended Cornell College Safety Fair
- Officer Gehrke attended Mount Vernon Middle School career day
- Officer Moel and Monster attended K9 training
- Officer Frankfurt and Officer Gehrke participated in Trunk or Treat
- Sergeant Daubs participated in Halloween Town
- Lisbon time (administration, call for service, patrol): 307 hours

	Oct	Sept	Aug	July	June	May
Administrative	70	170	72	51	81	108
Call for service	17	25	24	30	20	26
Patrol	220	194	322	267	242	252
	307	389	417	348	343	386

### GTSB:

During October officers worked 15 hours of STEP which resulted in: 1 OWI test (no arrest), 4 speed citations, 12 speed warnings, 1 other traffic violation citation, and 10 other traffic violation warnings.

Respectfully Submitted,

Chief of Police

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Parks and Recreation Department  
Directors Report  
October 15 – November 15

Parks

***-All the parks will have been winterized and facilities are shut down by Nov 18<sup>th</sup>.***

***-We are just finishing two days of data for our Park Audit. We are compiling information and will furnish a report for Council in the coming months.***

Sports

***-Girls Basketball is in full swing. We have one team in the 3-4 Grade division, and we did not get enough girls to fill grades 5-6 in Mount Vernon, so we have partnered with Lisbon to create a team.***

***-We have 19 girls registered for 1<sup>st</sup> and 2<sup>nd</sup> Grade Girls Basketball on Saturday mornings. Last year we had 20 girls.***

***-Boys Basketball registration will begin November 18<sup>th</sup>.***

Pool

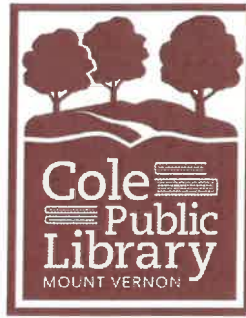
***-We are still waiting for the state to fully approve our pool renovations plans. We are hoping to hear something soon from Water's Edge.***

Misc

***-Magical Night will take place on Thursday, Dec 5th. Park and Rec will offer Cookie Decorating at the First Presbyterian Church. The last two years have worked really well at this location.***

***-LBC visits have climbed to 202 patrons/day for October compared to 194 in 2023. Group Fitness attendance has remained steady with several new offerings.***





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November 6, 2024

**Mayor Tom Wieseler and City Council Members,**

In October, Cole Public Library celebrated the changing season with many fall-themed programs and activities. We held our annual Fall Master Gardener Talks and our long-running Fall Community Book Talk luncheon, hosted by Hills Bank. We also held Halloween-themed Matinee Movie and Story Time programs. Our total program attendance for the month was 293 people over a total of 22 programs. Alongside our library programs, we submit our FY24 operational data to the State Library of Iowa for their Public Library Annual Survey. The State Library of Iowa uses this data to award accreditation, determine State funding, and supervise the health of Iowa public libraries. Cole Public Library holds the highest, tier 3 level of accreditation. The Board of Trustees met on Tuesday, October 15th. They approved revisions to the library's mission statement and continued work on our FY26 budget.

With the Thanksgiving holiday at the end of the month, November tends to be a bit more laid-back than October or September. *We are* debuting one new program: the Trading Titles Book Club. This book group is led by long-time patron Susan Gates and provides a relaxed setting for people to discuss and share books without the deadlines and structure of a traditional book group. Along with the Trading Titles Book Club, we'll hold all our other regular programs: Story Time, Lego Club, Yarn Squad, Matinee Movies, Learn to Play Bridge, and the other 4 book groups. The Board of Trustees will meet on Tuesday, November 19th at 8:30am in Room 108. The library will close at noon on Wednesday, November 27th and reopen at noon on Sunday, December 1st.

Warm Regards,  
Grace Chamberlain  
Cole Public Library Director

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

**AGENDA ITEM # L – 1**

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

**DATE:** November 18, 2024

**AGENDA ITEM:** Flag Policy

**ACTION:** None

**SYNOPSIS:** The City Council agreed to review the “Display of Flags Policy” one year post adoption. The City received two requests for additional flag inclusions over the course of the past year. The first request did not receive support from a sitting council person and the second was ultimately voted down by the Council at a regularly scheduled meeting.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** None

**ATTACHMENTS:** Display of Flags Policy

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 11/15/2024

## CITY OF MOUNT VERNON DISPLAY OF FLAGS POLICY

Section 1. Statement of Purpose. The purpose of this policy is to establish guidelines for the flying of commemorative, special occasion, and other ceremonial flags at City of Mount Vernon ("City")-owned properties. The flying of these commemorative, special occasion, and other ceremonial flags and their flagpoles are government speech. This policy does not govern the flying of Federal, State, and/or City flags.

Section 2. Policy. It is the City's policy that flagpoles on City-owned properties shall only be used to display flags that express the views, values and goals of the City, as determined by the City Council. The City's flagpoles are not intended to serve as a forum for free expression by the public. The City will not display any flag based upon a request from a third party, nor will the City use its flagpoles to sponsor the expression of a third party.

### Section 3. Standards.

A. Commemorative Flags. The City and the City Council value diversity, equity, and inclusion. As an expression of these values, commemorative flags selected by a majority of the City Council may be displayed on City-owned properties to commemorate the following occasions:

1. Black History Month
2. Women's History Month
3. Arab American Heritage Month
4. Asian American and Native Hawaiian/Pacific Islander Heritage Month
5. Mental Health Awareness Month
6. LGBTQ+ Pride Month
7. Juneteenth
8. Hispanic Heritage Month
9. National Disability Employment Awareness Month
10. Native American Heritage Month
11. National Veterans and Military Families Month

B. Other special occasion, commemorative and ceremonial flags. In addition to the foregoing, other commemorative, special occasion, and ceremonial flags selected by the City Council may be displayed on City-owned properties as follows:

1. To recognize Federal or State holidays
2. To commemorate any period recognized by local proclamation
3. To accompany any official action or ceremony of the City

C. Display Period. The City Council shall determine the appropriate time period for any display of a commemorative, special occasion, or ceremonial flag provided for herein.

D. Other Flags. Upon the request of the Mayor, a member of the City Council, or the City Manager, the City Council may approve by resolution the display on City-owned property of additional flags not addressed in this policy.

**Black History Month (February)**



Flag is displayed from  
*Feb 1 - March 1*

**Juneteenth (June 19th)**



Flag is displayed on *June 19th*

**Women's History Month (March)**



Flag is displayed from  
*March 1 - March 31*

**Hispanic Heritage Month (September 15 - October 15)**



Flag is displayed from  
*Sept 15 - Oct 15*

**Arab American History Month (April)**



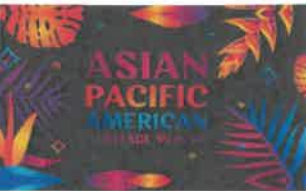
Flag is displayed from  
*April 1 - April 30*

**National Disability Employment Awareness Month (October)**



Flag is displayed from  
*Oct 1 - Oct 31*

**Asian American and Native Hawaiian/  
Pacific Islander Heritage Month (May)**



Flag is displayed from  
*May 1 - May 31*

**National Veterans and Military Families Month (November)**



Flag is displayed from  
*Nov 1 - Nov 30*

**Mental Health Awareness Month (May)**



Flag is displayed from  
*May 1 - May 31*

**Native American Heritage Month (November)**



Flag is displayed from  
*Nov 1 - Nov 30*

**LGBTQ+ Pride Month (June)**



Flag is displayed from  
*June 1 - June 30*

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

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**CITY OF MT. VERNON  
CITY ADMINISTRATOR  
REPORT TO THE CITY COUNCIL  
November 18, 2024**

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- City offices will be closed for the Thanksgiving Holiday on Thursday, November 28, 2024, and Friday, November 29, 2024. City Hall will host a staff kick off to Thanksgiving luncheon on Wednesday, November 27, 2024, at 11:30 a.m.
- The preconstruction meeting for the LBC Generator Project will take place at 9 a.m., Wednesday, November 20, 2024.
- The City's leaf vac program will continue through the Thanksgiving holiday unless inclement weather forces an early end to the program.
- I will be participating in a "Transportation in Small Town and Rural Iowa" panel on November 20, 2024. The panel discussion is being organized by the Mount Vernon/Lisbon Unit of League of Women Voters of Linn County.