

# 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>February 19, 2025 – 6:30 PM</b>
<b>Web Page:</b>	<b>www.cityofmtvernon-ia.gov</b>
<b>Posted:</b>	<b>February 13, 2025</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: 813 3063 6546
3. Password: 898475

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 – February 3, 2025 Regular Council Meeting
  2. Approval of City Council Minutes – February 10, 2025 Special City Council Meeting
  3. Approval of Liquor License – Yock's Landing

- E. Public Hearing**
  1. Public Hearing for the Vacation of an Existing 20' Stormwater Easement on Parcel A of Plat of Survey No. 2856, City of Mount Vernon, Iowa
    - i. Close Public Hearing – Proceed to G - 3

**F. Ordinance Approval/Amendment**

1. Ordinance #1-20-2025A: Amending Chapter 115 Cemetery to the City of Mount Vernon, Iowa Municipal Code
  - i. Motion to approve the third reading and final reading

**G. Resolutions for Approval**

1. Resolution #2-19-2025A: Approving the Per Diem Travel Policy for the City of Mount Vernon
2. Resolution #2-19-2025B: Setting the Salaries for the Appointed Officers and Employees of the City of Mount Vernon for Fiscal Year 2025-2026
3. Resolution #2-19-2025C: Vacating an Existing 20' Stormwater Easement on Parcel A of Plat of Survey No. 2856, City of Mount Vernon, Iowa
4. Resolution #2-19-2025D: Accepting Public Improvement Installation for the Stonebrook 10<sup>th</sup> Addition Subdivision
5. Resolution #2-19-2025E: Ordering Construction of Certain Public Improvements, Approving Preliminary Plans, and Fixing a Date for Hearing Thereon and Taking Bids Therefor for Improvements Known as the Uptown Lighting Improvements

**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 Setting a Public Hearing Date and Meeting Time for the Proposed Property Tax Levy rate for the City of Mount Vernon – Council Action as Needed
3. Discussion and Consideration of Accepting the Resignation of Police Chief Doug Shannon – Council Action as Needed
4. Discussion and Consideration of HVAC Purchase for the Public Works Shop – Council Action as Needed
5. Discussion and Consideration of Purchasing the Chalk for the Chalk the Walk Festival – Council Action as Needed
6. Discussion and Consideration of JEO Invoice #158598 – Uptown Streetscape Plan – Council Action as Needed

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

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

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

1. None

**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**

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February 3, 2025  
City Council Minutes  
213 1<sup>st</sup> Street NW  
Mount Vernon, Iowa 52314

The Mount Vernon City Council met February 3, 2025, 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, Tuerler, West and Engel.

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

**Agenda Additions/Agenda Approval.** Resolution 2-3-2025D and Dedication of Parcel B of Plat of Survey #2898 will be tabled. Motion made by Rose, seconded by West to approve the Agenda as noted. Motion carries.

**Consent Agenda.** Nosbisch explained that the device permit listed below is a new state permit, not a new business. Motion made by Tuerler, seconded by Engel to approve the Consent Agenda. Motion carries.  
Approval of City Council Minutes – January 20, 2025 Regular Council Meeting  
Approval of Liquor License – Wilkie Liquors  
Approval of Liquor License – Glyn Mawr Vineyard and Winery, L.L.C.  
Approval of Liquor License – Scorz Bar and Grill  
Approval of Device Permit – Happy Days

### **Public Hearing**

Public Hearing on the Proposed Amendment to the Comprehensive Plan, Business 30 Master Plan and Official Zoning Map to Rezone Parcels Located in Plat of Survey #2857 from BP Business Park to GC General Commercial. Mayor Wieseler opened the public hearing at 6:34 pm. Hearing no public comment, Mayor Wieseler closed the public hearing at 6:36 p.m. Council then acted on Ordinance #2-3-2025A.

### **Ordinance Approval/Amendment**

Ordinance #1-20-2025A: Amending Chapter 115 Cemetery to the City of Mount Vernon, Iowa Municipal Code. Staff has not received any verbal or written communication regarding this ordinance from the first meeting. Motion made by Engel, seconded by Tuerler to approve the second reading of Ordinance #1-20-2025A. Roll call all yes. Ordinance passes it's second reading.

Ordinance #2-3-2025A: Amending the Comprehensive Plan, Business 30 Master Plan and Official Zoning Map to Rezone Parcels Located in Plat of Survey #2857 from BP Business Park to GC General Commercial. One parcel that Kwik Star is proposing to purchase is currently zoned GC, General Commercial, while the other is BP, Business Park. The highway-oriented uses identified within the Business 30 master plan are compatible with GC but not BP. Motion made by West, seconded by Andresen to approve the first reading of Ordinance #2-3-2025A. Roll call all yes. Tuerler then made a motion to suspend the rules, waive the second reading and approve the third and final reading. Motion seconded by Engel. Roll call all yes. Ordinance #2-3-2025A passes it's third and final reading.

### **Resolutions for Approval**

Resolution #2-3-2025A: Approving the Local Match for the Hazard Mitigation Assistance Program. If the City plans to move forward with a possible safe room grant application for the LBC addition, certain design specifications must be met. This grant will fund a majority of the architectural study requirements needed for a future safe room grant application. OPN is recognized by the State as a qualified design firm, so the City can maintain continuity in the project. The required match needed from the city would be a maximum

of \$8,250.00. Motion made by Rose, seconded by West to approve Resolution #2-3-2025A. Roll call all yes. Resolution passes.

Resolution #2-3-2025B: Approving the Public Utility Easement Agreement by and between LRD Corp and the City of Mount Vernon. The City is seeking a public utility easement over property owned by the LRD Corp for a sewer main extension to the west of the proposed Rachel Street extension. All but one of the easements for the development will be approved tonight before the Kwik Star Site Plan is approved. Motion made by Tuerler, seconded by Rose to approve Resolution #2-3-2025B. Roll call all yes. Resolution passes.

Resolution #2-3-2025C: Approving a Storm Water Easement Agreement by and between Kwik Trip, Inc., LRD Corp and the City of Mount Vernon. Kwik Trip Inc. is seeking a storm water utility easement from LRD Corp in preparation for the Kwik Star Development. The storm water controls for this area stem from a previous agreement with IaDOT and the LRD Corp. Motion made by West, seconded by Andresen to approve Resolution #2-3-2025C. Roll call all yes. Resolution passes.

Resolution #2-3-2025D: Approving a Temporary Easement Agreement by and between Kwik Trip, Inc., PAA-320, LLC., and the City of Mount Vernon. Tabled.

Resolution #2-3-2025E: Approving the Bid Packet and Setting a Public Hearing Date for the Sale of Public Property Located at 1040 2<sup>nd</sup> Ave NW, Mt. Vernon, IA, Locally Known as the Old Mount Vernon Public Works Shop. This resolution set's a public hearing date for March 3, 2025 to consider possible bids for the purchase of the old Public Works site. Bids will need to be submitted on the enclosed form, with a minimum bid established at \$295,000 (appraised value). Sealed bids will be due to City Hall by 4 p.m. on February 28, 2025. Motion made by Rose, seconded by Engel to approve Resolution #2-3-2025E. Roll call all yes. Resolution passes.

Resolution #2-3-2025F: Approving the Plat of Survey #2898 to the City of Mount Vernon, IA. This will be the final plat of survey necessary for Kwik Star to move forward with their development. Plat of Survey #2898 establishes and dedicates Parcel A to the city for construction of the Rachel Street improvements. Motion made by Engel, seconded by West to approve Resolution #2-3-2025F. Roll call all yes. Resolution passes.

**Motions for Approval**

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

WOODRUFF CONSTRUCTION INC	PAY APP #3-2024 POOL RENO	379,388.63
PAYROLL	CLAIMS	113,301.45
WATERS EDGE AQUATIC DESIGN LLC	RENOVATION PLANNING-POOL	22,800.00
MORTON SALT INC	SALT-RUT	21,744.71
ALLIANT ENERGY	ENERGY USAGE-SEW	7,710.97
US BANK	CREDIT CARD PURCHASES-ALL DEPTS	6,696.97
ALLIANT ENERGY	ENERGY USAGE-LBC	5,730.42
MOTOROLA SOLUTIONS INC	VIDEO CLOUD STORAGE-PD	5,445.00
ALLIANT ENERGY	ENERGY USAGE-ST LIGHTS	5,114.25
CORY A RYANT	GARAGE DOOR-PW FACILITIES	4,500.00
VEENSTRA & KIMM INC	RACHEL STREET PREL DESIGN	4,396.00
TREASURER STATE OF IOWA	SALES TAX	4,344.71
VEENSTRA & KIMM INC	2024 SANITARY SEWER REHAB	3,811.63
TREASURER STATE OF IOWA	WET TAX	3,708.01

EMPLOYEE BENEFIT SYSTEMS	INSURANCE CLAIMS-ALL DEPTS	3,381.07
MENARDS	BLDG MATERIALS-PW FACILITIES	3,365.90
FELD FIRE	BUNKER GEAR-FD	2,997.00
COMMUNITY DEVELOPMENT GROUP	HOTEL/MOTEL TAX-ECON DEV	2,964.39
ALLIANT ENERGY	ENERGY USAGE-WAT	2,637.12
VEENSTRA & KIMM INC	RACHEL STREET PREL DESIGN	2,256.00
AMAZON CAPITAL SERVICES	VIDEO EQUIP-FD	1,995.05
VEENSTRA & KIMM INC	NPDES COMPLIANCE	1,870.00
MARTIN EQUIPMENT	EQUIP MAINT-RUT	1,780.90
ALLIANT ENERGY	ENERGY USAGE-PD	1,717.66
VEENSTRA & KIMM INC	GLENN STREET EXTENSION	1,669.43
LINN CO-OP OIL CO	FUEL-PW	1,442.30
DAMON J SCHARES	DOOR/OPENER-PW FACILITIES	1,430.00
AHLERS & COONEY P.C.	LEGAL FEES-KWIK STAR DEV AGRMT	1,326.00
AMAZON CAPITAL SERVICES	SUPPLIES-LBC	1,235.30
VEENSTRA & KIMM INC	KWIK STAR SITE PLAN	1,220.00
VEENSTRA & KIMM INC	STONEBROOK 9&10 PREL PLAT	1,185.00
RHINO INDUSTRIES INC	CHEMICALS-SEW	1,107.00
MOUNT VERNON ACE HARDWARE	SUPPLIES-ALL DEPTS	1,056.98
MENARDS	BLDG SUPPLIES-PW FACILITIES	933.55
NIGHT SHIFT LLC	CLEANING SERVICE-CITY HALL	931.27
NIGHT SHIFT LLC	CLEANING SERVICE-PD	893.88
STUDENT PUBLICATIONS INC	ADS/PUBLICATIONS-ALL DEPTS	827.61
DE NOVO MARKETING	WEBSITE SUPPORT-ALL DEPTS	825.00
VEENSTRA & KIMM INC	INTELLISTREETS LIGHTING IMPROV	780.50
EMPLOYEE BENEFIT SYSTEMS	INSURANCE CLAIMS-ALL DEPTS	744.19
BARNYARD SCREEN PRINTER LLC	T-SHIRTS-P&REC	670.00
STAPLES INC	SUPPLIES-ALL DEPTS	666.45
MOUNT VERNON PHARMACY	VACCINES-ALL DEPTS	647.84
POSTMASTER	UTIL BILL POSTAGE-WAT,SEW,SW	646.93
VEENSTRA & KIMM INC	GLENN STREET EXTENSION	474.00
MECHANICSVILLE TELEPHONE COMP	PHONE/INTERNET-LBC	447.07
MEDIACOM	PHONE/INTERNET-CITY HALL	425.68
KONICA MINOLTA	MAINT PLAN/COPIES-ALL DEPTS	404.44
BRADY LANHAM	SERVICES-PD	388.42
UNDER HILL TRUCK & AUTO REPAIR	VEHICLE MAINT-FD	379.58
MECHANICSVILLE TELEPHONE COMP	PHONE/INTERNET-PD	378.62
DE NOVO MARKETING	WEBSITE SUPPORT-LBC	325.00
MEDIACOM	PHONE/INTERNET-PW	322.76
CHRIS LYON	PR/MARKETING-LBC	319.00
STUDENT PUBLICATIONS INC	ADS/PUBLICATIONS-LBC	300.00
MEDIACOM	PHONE/INTERNET-FD	294.19
CITY LAUNDERING CO	SERVICES-LBC	289.09
DSG	SUPPLIES-WAT	286.06
KONICA MINOLTA	MAINT PLAN/COPIES-LBC	257.13
ALLIANT ENERGY	ENERGY USAGE-P&REC	241.63
ALLIANT ENERGY	ENERGY USAGE-SIRENS	232.61
CENTRAL IOWA DISTRIBUTING	SUPPLIES-LBC	212.00
HOTSY CLEANING SYSTEMS INC	SUPPLIES-RUT	210.00
BAUMAN AND COMPANY	UNIFORMS-ALL DEPTS	209.45
KONICA MINOLTA	MAINT PLAN/COPIES-PD	207.31
DOORS INC	DOOR MAINT-PD	195.00
IIMC	ANNUAL MEMBERSHIP-ALL DEPTS	195.00
US CELLULAR	CELL PHONE-P&REC,WAT,SEW	169.84

SHERWIN WILLIAMS CO.	PAINT-PD	165.80
AHLERS & COONEY P.C.	LEGAL FEES-P&A	164.00
MENARDS	STORM DOOR-PW	157.29
CHRIS NOSBISCH	MILEAGE-ALL DEPTS	135.10
AMAZON CAPITAL SERVICES	SUPPLIES-P&REC	125.98
MOUNT VERNON BANK & TRUST CO	NSF CHECK-WAT,SEW,SW	111.14
SHERWIN WILLIAMS CO.	PAINT-PD	109.35
MECHANICSVILLE TELEPHONE COMP	PHONE/INTERNET-POOL	108.77
BREEDLOVE SPORTING GOODS	BASKETBALL NETS-LBC	96.00
ALLIANT ENERGY	ENERGY USAGE-RUT,WAT,SEW,SW	94.94
CITY LAUNDERING CO	SERVICES-CITY HALL	91.74
CITY LAUNDERING CO	SERVICES-CITY HALL	91.74
BRADY WEAVER	REFEREE-P&REC	90.00
JAMISON W BILLINGSLEY	REFEREE-P&REC	90.00
YEONG HO BISHOP	REFEREE-P&REC	90.00
COMMUNITY DEVELOPMENT GROUP	AUDIO TOUR-MVHPC	87.71
MOUNT VERNON BANK & TRUST CO	ACH RETURN-WAT,SEW,SW	85.85
VESTIS	RUGS,SERVICES-FD	84.81
MATT SIDERS	MILEAGE-P&REC,LBC	80.50
TERMINIX PRESTO-X	PEST CONTROL-FD	73.81
STUDENT PUBLICATIONS INC	ADS/PUBLICATIONS-P&REC	71.82
TERMINIX PRESTO-X	PEST CONTROL-PD	68.20
GARY'S FOODS	SUPPLIES-P&REC,LBC	64.91
TERMINIX PRESTO-X	PEST CONTROL-CITY HALL	63.80
VEENSTRA & KIMM INC	2024 SANITARY SEWER REHAB	60.50
CHRISTOPHER BROWN	CLEANING SERVICES-FD	60.00
TERMINIX PRESTO-X	PEST CONTROL-VC	58.85
MOUNT VERNON ACE HARDWARE	SUPPLIES-FD	54.54
KOLTER FLOCKHART	REFEREE-P&REC	45.00
VEENSTRA & KIMM INC	LBC GENERATOR	44.50
BETH HLAS	INSTRUCTOR-LBC	40.00
BETH HLAS	INSTRUCTOR-LBC	40.00
MENARDS	SUPPLIES-RUT	39.48
ECOCARE SUPPLY	COMPOST BAGS-CHALK THE WALK	35.41
ALLIANT ENERGY	ENERGY USAGE-SW	33.52
IOWA ONE CALL	LOCATES-WAT,SEW	30.60
ALLIANT ENERGY	ENERGY USAGE-SIRENS	25.60
LINN CO FIRE CHIEFS ASSOC	DUES-FD	25.00
ALLIANT ENERGY	ENERGY USAGE-CEM	24.95
HAWKINS INC	CHEMICALS-WAT	20.00
HETHER STAUFFACHER	INSTRUCTOR-LBC	20.00
HETHER STAUFFACHER	INSTRUCTOR-LBC	20.00
GAZETTE COMMUNICATIONS	ADS/PUBLICATIONS-P&A	18.70
<b>TOTAL</b>		<b>644,160.86</b>

**FUND EXPENSE TOTALS**

POOL RENOVATIONS	402,188.63
PAYROLL	113,301.45
ROAD USE TAX FUND	30,240.56
GENERAL FUND	30,120.40
SEWER FUND	14,213.38
LBC	13,924.73



WATER FUND	11,457.98
PW FACILITIES	10,229.45
RACHEL STREET/KWIK STAR	9,198.00
ARPA LINN COUNTY GRANT	3,872.13
SOLID WASTE	2,274.43
GLENN ST/CHI/COTTONWOOD	2,143.43
LOST III UR & STREETScape	780.50
STORM WATER FUND	215.79
<b>TOTAL</b>	<b>644,160.86</b>

Discussion and Consideration of Site Plan Approval for Kwik Star (Kwik Trip, Inc.) – Council Action as Needed. Staff and Planning and Zoning have reviewed the proposed site plan and is recommending approval with the following conditions: Reduction of illumination levels in accordance with base regulations, with consideration given to hours of operation and potential affect on surrounding properties; Installation of sidewalk along Rachel Street and a sidewalk along Highway 1 is recommended for future construction; Outdoor merchandising to be permitted separately upon opening; Addition of brick column wrap on fuel island canopies in line with US Hwy 30 Master Plan; Completion of storm sewer agreement by all affected parties. Kwik Star is in agreement with all recommendations and engineer comments except for the lighting. Because this will be a 24 hour facility, they prefer to have standard lighting under the gas and diesel canopies for patrons needing to access their vehicles. They are asking Council to approve a concession for the lighting under the gas canopy to be at 40 foot candles and 57 foot candles under the diesel canopy. Tuerler made a motion to approve the Kwik Star site plan with the modification of allowing for the lighting as proposed by Kwik Star (40 foot candles under the gas canopy and 57 foot candles under the diesel canopy). Motion seconded by Rose. Motion carries.

Discussion and Consideration of the Professional Services Agreement between the City of Mount Vernon and Dixon Engineering for the Water Tower Cleaning Project – Council Action as Needed. The water tower is in need of exterior cleaning and will need to be painted in the next two to three years. Dixon Engineering will prepare the cleaning specifications and oversee the completion of the work for a fee of \$5,525.00. Motion made by Rose, seconded by Andresen to approve the Professional Services Agreement with Dixon Engineering. Motion carries.

Discussion and Consideration of Fuel System Purchase for City Vehicles – Public Works Facility – Council Action as Needed. Staff has been working with our current vendor, Linn Coop, to purchase and install new fuel tanks for the new public works site. These new tanks would be dual walled, negating the need for a spill basin. All departments would begin filling their vehicles at the new site, reducing the need for credit card purchases and saving monies on bulk fuel purchases. The total for two new fuel tanks would be \$15,000.00. Motion made by Engel, seconded by West to approve the purchase of two fuel tanks for the new Public Works facility. Motion carries.

Discussion and Consideration of Soffit Repairs – Police Station – Council Action as Needed. Emergency repairs were completed to the large soffits at the police station. Cold air was coming into the building with such force that insulation was being relocated and leaving water lines exposed. This led to frozen water lines in need of emergency repairs. Motion made by West, seconded by Rose to approve payment to Septagon Construction not to exceed \$7,971.07 for emergency soffit repairs. Motion carries.

Discussion and Consideration of Dedication of Parcel B of Plat of Survey #2898 to the City of Mount Vernon for Right of Way – Council Action as Needed. Tabled.

**Reports of Mayor/Council/Administrator**

Mayor's Report. The Linn County Trails Association is excited to hear that the City of Mount Vernon employees may be completing a portion of the interurban trail along the new Public Works site. There will be a Linn County Conference board meeting and a Sustainability meeting this Thursday.

City Administrator's Report. Full report available on the City website under the February 3, 2025 Council Packet.

**Closed Session:** According to Iowa Code Section 21.5 (1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session." At 7:18 pm, West made a motion to go into closed session, seconded by Andresen. Motion carries. At 7:34 pm, Rose made a motion to come out of closed session, seconded by Andresen. Motion carries. Motion made by Tuerler, seconded by West to approve the employee agreement and release as discussed in closed session. Motion carries.

As there was no further business to attend to, the meeting adjourned, the time being 7:37 p.m., February 3, 2025.

➤ Respectfully submitted,  
Marsha Dewell  
City Clerk

February 10, 2025  
City Council Minutes  
213 1<sup>st</sup> Street NW  
Mount Vernon, Iowa 52314

The Mount Vernon City Council met February 10, 2025, 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, Tuerler and West. Absent: Engel.

**Call to Order.** At 5:00 p.m. Mayor Thomas M. Wieseler called the meeting to order.

**Agenda Additions/Agenda Approval.** Nosbisch noted that the correct resolution number for the second resolution should be 2-3-2025D, which was tabled at the last meeting. Motion made by Tuerler, seconded by Rose to approve the Agenda. Motion carries. Engel absent.

### **Resolutions for Approval**

Resolution #2-10-2025A: Accepting Preapproving Acceptance of the Warranty Deed for the Rachel Street Right of Way. With these two resolutions on tonight's agenda, the City will be granting pre-approval of a warranty deed and temporary access/easement agreement. The "pre-approval" is due to the timing of both actions. Kwik Star would like reassurance that both resolutions would be approved prior to releasing contingencies and closing on both properties. However, full approval cannot be granted by the City until the land sale is complete. Motion made by Tuerler, seconded by West to approve Resolution #2-10-2025A. Roll call all yes. Engel absent. Resolution passes.

Resolution #2-3-2025D: Approving Preapproving a Temporary Easement Agreement by and between Kwik Trip, Inc., PAA-320, LLC., and the City of Mount Vernon (tabled 2-3-2025). Motion made by Tuerler, seconded by Rose to remove this item from the table. Motion carries. Engel absent. This easement ensures Plaza Auto access during the Rachel Street construction process. Motion made by Rose, seconded by Andresen to approve Resolution #2-3-2025D. Roll call all yes. Engel absent. Resolution passes.

### **Motions for Approval**

Discussion and Consideration of Pay Application #5 – 2024 Pool Improvements – Council Action as Needed. Pay application #5 will be for work conducted and/or materials received since pay application #4. Motion made by Tuerler, seconded by West to approve Pay Application #5-2024 Pool Improvements in the amount of \$17,907.50. Motion carries. Engel absent.

Discussion and Consideration of Change Order #6 – 2024 Pool Improvements – Council Action as Needed. Change order #6 is for a sump pit to dewater the area around the deep end basin. Woodruff has been unable to seal this portion of the pool basin as ground water continues to permeate through the cracks. Motion made by West, seconded by Rose to approve Change Order #6-2024 Pool Improvements in the amount of \$35,118.53. Motion carries. Engel absent.

As there was no further business to attend to, the meeting adjourned, the time being 5:08 p.m., February 10, 2025.

Respectfully submitted,  
Lori Boren  
Assistant City Administrator

## Chris Nosbisch

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**From:** Tasha Whitman <twhitman@mtvernonlisbonpd-ia.gov>  
**Sent:** Friday, February 7, 2025 7:58 AM  
**To:** Chris Nosbisch; Lori Boren  
**Subject:** FW: Application App-215253 Ready for Review

**External Sender - From:** (Tasha Whitman  
<twhitman@mtvernonlisbonpd-ia.gov>)  
This message came from outside your organization.

[Learn More](#)

Please add to the next agenda. Thanks

Tasha Whitman  
Administrative Assistant  
Mount Vernon – Lisbon Police Department  
380 Old Lincoln Hwy.  
Mount Vernon, IA 52314  
319-895-6141

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**From:** noreply@salesforce.com <noreply@salesforce.com> **On Behalf Of** IOWA ABD Licensing Support  
**Sent:** Thursday, February 6, 2025 8:05 PM  
**To:** Tasha Whitman <twhitman@mtvernonlisbonpd-ia.gov>  
**Cc:** licensingnotification@iowaabd.com  
**Subject:** Application App-215253 Ready for Review

Hello,

Application Number App-215253 has been set to "Submitted to Local Authority" status and is currently ready for your review.

Corp Name: Yock's Landing LLC

DBA: yock's landing

License Number: LC0044114

Application Number: App-215253

Tentative Effective Date: 3/1/2025

License Type: Class C Retail Alcohol License (LC)

Application Type: Renewal

## **E. Public Hearing**

**AGENDA ITEM # E – 1 & G - 3**

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

<b>DATE:</b>	February 19, 2025
<b>AGENDA ITEM:</b>	Resolution #2-19-2025C
<b>ACTION:</b>	Motion

**SYNOPSIS:** This is the final piece of the Kwik Trip Inc., development project. At a previous meeting, a new storm water utility easement was established for the Kwik Star Development site. This easement will no longer be necessary.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Resolution #2-19-2025C & Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 2/13/2025

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

**AGENDA ITEM # F - 1**

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

<b>DATE:</b>	February 19, 2025
<b>AGENDA ITEM:</b>	Ordinance #1-20-2025A
<b>ACTION:</b>	Motion

**SYNOPSIS:** Staff has not received any verbal or written communication regarding this ordinance from the second reading.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Ordinance #1-20-2025A

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 2/13/2025



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

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

**ORDINANCE #1-20-2025A**

**AN ORDINANCE AMENDING CHAPTER 115 CEMETERY OF THE MUNICIPAL CODE OF MT. VERNON, IOWA**

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

**SECTION 1. AMENDMENT.** Chapter 115.10 PLACEMENT OF MONUMENTS, is hereby amended as follows:

**115.10 PLACEMENT OF MONUMENTS.** It is the responsibility of the monument company and the owner of the cemetery lot or an agent of the owner to place the monument on the lot correctly. Prior authorization must be obtained from the Clerk in order to confirm the location of the lot and correct positioning of the monument upon the lot. A person designated by the City Clerk shall be present before the foundation is poured on the lot. ~~Foundation bases shall be no wider than one and one-half (1½) feet.~~ Foundation bases and monuments shall be placed in accordance with the Mount Vernon Cemetery design guidelines. The City will not assume responsibility for moving any monuments which are incorrectly placed on cemetery lots.

**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 20<sup>th</sup> day of January, 2025.

ATTEST:

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

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

I certify that the foregoing was published as Ordinance #1-20-2025A on the \_\_\_ day of \_\_\_\_\_, 2025.

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

## **G. Resolutions for Approval**

**AGENDA ITEM # G – 1**

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

<b>DATE:</b>	February 19, 2025
<b>AGENDA ITEM:</b>	Resolution #2-19-2025A
<b>ACTION:</b>	Motion

**SYNOPSIS:** Staff is recommending the adoption of a Per Diem Travel Policy in an effort to reduce the City’s reliance on credit card purchases. Staff would complete the “Travel Expense Reporting Form” prior to the conference/training date and receive reimbursement for the approved expenditures.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Resolution #2-19-2025A

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 2/13/2025

**RESOLUTION NO. 2-19-2025A**

**RESOLUTION APPROVING PER DIEM TRAVEL POLICY FOR THE CITY OF MOUNT  
VERNON**

WHEREAS, the City Council wants to establish a travel policy for city personnel, and

WHEREAS, the terms and conditions of the travel policy are found in Exhibit A, attached hereto and made a part thereof,

NOW, THEREFORE, BE IT RESOLVED: The City Council does hereby approve the Per Diem Travel Policy for the City of Mount Vernon.

APPROVED and ADOPTED this 19<sup>th</sup> day of February, 2025.

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

ATTEST:

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

## 6.2 TRAVEL REIMBURSEMENT POLICY/PER DIEM RATES

The following expenses will be paid by the City, by reimbursement, for expenses incurred for City-related business or training.

1. Lodging Expenses: Lodging expenses will be paid by the City. However, it is expected these costs be within a median price range for the vicinity in which the business or training is being pursued.

1. Meals: Reimbursement for meals shall be made based upon the U.S. General Services Administration Per Diem Rates, which are at the time of adoption for Des Moines, IA:

- Breakfast \$20.00
- Lunch \$22.00
- Dinner \$33.00

2. Amounts exceeding the daily per diem rates will be the employee's responsibility.

3. Reimbursement will not exceed the GSA rate per day if all three meals are taken. If the travel covers only a portion of a day, the meal reimbursement will not exceed the per meal rate. The employee and supervisor must discuss and agree in advance on which meals will be reimbursed depending on the specifics of the event and the employee's travel plans, compared to normal work schedules/mealtimes.

4. Department heads may use their city-issued credit cards in lieu of the per diem policy for business-related travel and expenses. All transactions must comply with company expense guidelines, including appropriate spending limits and receipts for reimbursement verification. Expenses should be reasonable, necessary, and directly related to official business. Department heads are responsible for ensuring timely submission of receipts and maintaining compliance with company financial policies.

5. Parking: The City will pay for parking expenses associated with the immediate area in which the business or training is being pursued.

6. Travel: Employees are required to use City vehicles when available. In those instances, in which personal vehicles are used if no City vehicle is available, the IRS Standard Mileage Rate at that time will be used to determine the reimbursement. When personal vehicles are used it shall be the employee's responsibility to ensure adequate insurance coverage is in effect. The City requires a copy of your insurance card before any travel takes place. The City's liability insurance does not cover use of personal vehicles except in the case a city owned vehicle is not available. In that instance the City's policy **may** reimburse the employee current deductible amounts only on his/her personal coverage.

The following expenses **will not** be reimbursed by the City:

1. Conference Meals: For meals provided as part of a conference or training session, the per diem rate will be deducted for each meal provided.

Employees shall complete the "Travel Expense Reporting Form" when submitting for qualifying expenses.

If an employee feels there will be extenuating circumstances regarding his/her training reimbursement and wishes to deviate from this policy, he/she shall get **prior** authorization from the City Administrator. Absent such authorization this policy will be strictly followed.

**AGENDA ITEM # G – 2**

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

<b>DATE:</b>	February 19, 2025
<b>AGENDA ITEM:</b>	Resolution #2-19-2025B
<b>ACTION:</b>	Motion

**SYNOPSIS:** The attached resolution establishes a 4.5% increase for personnel in non-union positions. The lone exception is the City Administrators' salary that was previously approved in August 2024.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Resolution #2-19-2025B

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 2/13/2025

**RESOLUTION #2-19-2025B**

**RESOLUTION SETTING THE SALARIES FOR THE APPOINTED OFFICERS AND  
EMPLOYEES OF THE CITY OF MT. VERNON FOR FISCAL YEAR 2025-2026.**

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

SECTION 1. The following persons and positions shall be paid salaries or wages indicated and the City Clerk is authorized to issue warrants less legally required authorized deductions from the amounts set out below, bi-weekly or monthly; and make such contributions to IPERS and FICA and other purposes as required by law or authorization of the Council, subject to audit and review by the City Council:

Police:	Current	Effective July 1, 2025
Shannon, Doug	\$110,461.60	\$115,432.37
Public Works:		
Downs, Eldon	\$ 91,482.72	\$ 95,599.44
Volkov, Alex	\$ 91,478.32	\$ 95,594.84
Administration:		
Nosbisch, Chris	\$141,290.67	\$149,290.67
Boren, Lori	\$ 97,571.29	\$101,962.00
Dewell, Marsha	\$ 92,694.77	\$ 96,866.03
Bradbury, Leigh	\$ 56,374.50	\$ 58,911.35
Jesse Thurn	\$ 65,000.00	\$ 67,925.00
Parks, Recreation & Pool:		
Siders, Matt	\$ 83,236.34	\$ 86,981.98
Boots, Sarah	\$ 61,469.89	\$ 64,236.04
Katey Forest	\$ 46,671.59	\$ 48,771.81
Fire:		
Goodlove, Nathan	\$ 18,702.47	\$ 19,544.08
Boren, Derek	\$ 7,494.39	\$ 7,831.64
Buster, Jacob	\$ 7,494.39	\$ 7,831.64

This Resolution shall be effective as of the first pay date in July.

PASSED AND APPROVED this 19<sup>th</sup> day of February, 2025.

Thomas M. Wieseler, Mayor

ATTEST:

Marsha Dewell, City Clerk/Finance Director

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

**RESOLUTION VACATING EXISTING STORMWATER EASMENT**

**WHEREAS**, Kwik Trip, Inc., a Wisconsin corporation (“Kwik Trip”) is the owner of that real property (“Property”) identified as Parcel A and delineated and described on Plat of Survey No. 2856 attached hereto as “Exhibit A,” and incorporated herein; and

**WHEREAS**, the Property is subject to an existing 20’ Storm Sewer Easement (“Existing Easement”) for the benefit of the City of Mount Vernon, as granted in Book 9682, Page 651, and Book 9774, Page 433, records of the Recorder’s Office, Linn County, Iowa, and as depicted on Exhibit A; and

**WHEREAS**, Kwik Trip has entered into a new Stormwater Easement Agreement (“New Easement”) with the City of Mount Vernon relative to its development of the Property that provides for relocation of the City’s stormwater infrastructure on the Property and that renders the Existing Easement of no further use or benefit to the City; and

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Mount Vernon, Iowa, that the Existing Easement, as hereinabove described, is hereby vacated, and that the Mayor and City Clerk of the City of Mount Vernon, Iowa, are hereby authorized and directed to execute and deliver a Quit Claim Deed to Kwik Trip, and to take such further steps as may be required to effectuate said vacation.

**BE IT FURTHER RESOLVED**, this Resolution shall be effective upon its passage and approval as provided by law.

Passed this \_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Steven K. Brimhall, Mayor

ATTEST:

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



# PLAT OF SURVEY No. 2856 PARCEL A

Recorder's Stamp:

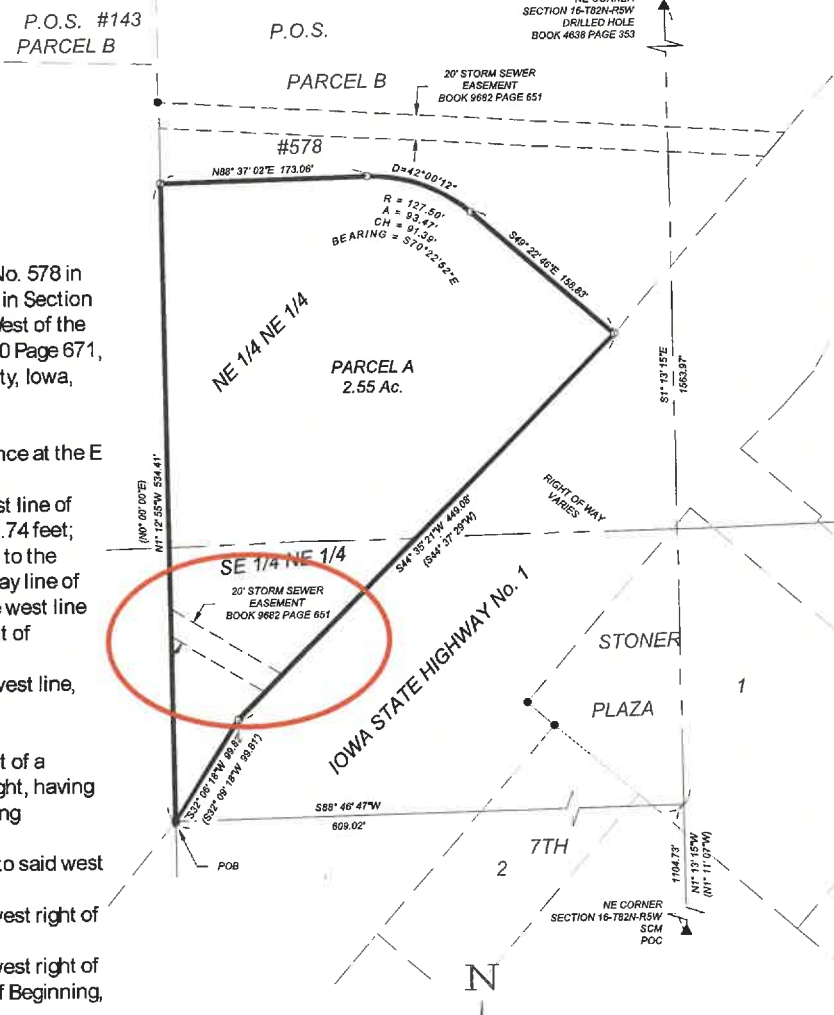
**Index Legend**  
**Location Description** Part of Parcel A, Plat of Survey No. 578 in the NE 1/4 of Section 16-  
 T82N-R5W, Linn County, Iowa  
**Requestor:** PAA-320, LLC  
**Proprietor:** PAA-320, LLC  
**Surveyor:** Kevin F. Bradshaw, LS  
**Surveyor Company:** Brain Engineering, Inc.  
**Return to:** SM Brain, 1540 Midland Ct NE Cedar Rapids, IA  
 52402 or mikeb@brain-eng.com (319) 294-9424

## LEGAL DESCRIPTION

A part of Parcel A, Plat of Survey No. 578 in the NE 1/4 NE 1/4 and SE 1/4 NE 1/4 all in Section 16-Township 82 North, Range 5 West of the 5th P.M., as recorded in Book 3680 Page 671, Office of the Recorder, Linn County, Iowa, described as follows:

Commencing as a point of reference at the E 1/4 corner of said Section 16;  
 thence N1°13'15" W along the east line of the NE 1/4 of said Section 16, 1104.74 feet;  
 thence S88°46'47" W, 609.02 feet to the intersection of the west right of way line of Iowa State Highway No. 1 and the west line of said Parcel A, which is the Point of Beginning;  
 thence N01°12'55" W along said west line, 534.41 feet;  
 thence N88°37'02" E, 173.06 feet;  
 thence E-ly on an arc of 93.47 feet of a 127.50-foot radius curve to the right, having a chord length of 91.39 feet bearing S70°22'52" E;  
 thence S49°22'46" E, 158.83 feet to said west right of way line;  
 thence S44°35'21" W along said west right of way line, 449.08 feet;  
 thence S32°06'18" W along said west right of way line, 99.82 feet to the Point of Beginning, containing 2.55 acres.

NOTES: ALL MEASUREMENTS IN FEET AND DECIMALS THEREOF.  
 AREA OF THIS PLAT IN THE SE 1/4 NE 1/4 IS 0.49 Ac.



I hereby certify that this land surveying document and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.  
 Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Kevin F. Bradshaw, L.S.  
 My License Renewal Date is December 31, 2024  
 License Number 17543  
 Pages or sheets covered by this seal: THIS PAGE



- ▲ FOUND SECTION CORNER
- FOUND 1/2" REBAR W/OPC #19515 OR AS LABELED
- △ SET SECTION CORNER
- SET 1/2" REBAR W/ YPC #17543
- POB POINT OF BEGINNING
- ∅ RECORDED AS
- SCM 4" x 4" CONCRETE POST w/DISK
- POC POINT OF COMMENCEMENT
- YPC YELLOW PLASTIC CAP
- P.O.S. PLAT OF SURVEY
- BORDER
- - - CENTERLINE
- PROPERTY LINE
- - - SECTION LINE
- - - ADJACENT PROPERTY/ROW

DATE OF SURVEY: 6/8/24	Drawn: SMB	Book: DC
Title: <b>PLAT OF SURVEY No. 2856</b>	6/11/24	Scale: 1"=100'
Project No: 507124-10	Checked:	
PARCEL A	<b>BRAIN</b> CIVIL • LAND DEVELOPMENT • SURVEYING • TRANSPORTATION ENGINEERING, INC.	

C:\Users\mikeb\Dropbox\smh\home\507124-10\M\ Vernon #1775\507124-10\M\ Vernon 1776 East Plat.dwg, 6/13/2024 10:46:44 AM, DWG To PDF.pc4

**Preparer/Return To:** Steven C. Leidinger of Lynch Dallas, P.C., 526 Second Ave SE, Cedar Rapids, IA 52401  
Phone: 319-365-9101  
**Taxpayer Information:** Patricia A. Lynch and Terese J. Pisarik, 406 2<sup>nd</sup> Ave SW, Mt. Vernon, IA 52314

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### **QUIT CLAIM DEED**

For the consideration of One Dollar and other valuable consideration, the **CITY OF MOUNT VERNON, IOWA**, an Iowa municipal corporation, hereby Quit Claims to **KWIK TRIP, INC.**, a Wisconsin Corporation, all of its right, title, interest, estate, claim and demand in the following described real estate in Linn County, Iowa:

That vacated stormwater easement located in Parcel "B" as shown on Plat of Survey Number 578 as recorded in Book 3680, Page 671 of the Linn County Recorder's Office, being part of the East  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$  of Section 16 and the Northwest  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$  of Section 15, all in Township 82 North, Range 5 West of the 5th P.M., City of Mount Vernon, Linn County, Iowa, as shown as Area "A" on the Acquisition Plat Exhibit "A" (2 of 2) attached hereto and by reference made a part hereof.

**There is no known private burial site, well, solid waste disposal site, underground storage tank, hazardous waste, or private sewage disposal system on the property as described in Iowa Code Section 558.69, and therefore the transaction is exempt from the requirement to submit a groundwater hazard statement.**

**This transfer is exempt from revenue stamps and Declaration of Value pursuant to Iowa Code §428A.2(19) this being a deed executed by public officials in the performance of their official duties.**

This transfer was approved by the City Council of the City of Mount Vernon, Iowa, Resolution No. 2025 - \_\_\_\_\_.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

By: \_\_\_\_\_ Attest: \_\_\_\_\_  
Thomas M. Wieseler, Mayor Marsha Dewell, City Clerk

STATE OF IOWA            )  
  ) ss:  
COUNTY OF LINN        )

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_ 2025, by **Thomas M. Wieseler**, as Mayor for the City of Mount Vernon, Iowa known to me to be the same individual named in and who executed the foregoing document and acknowledged that he executed the same as his voluntary act and deed on behalf of the City of Mount Vernon.

\_\_\_\_\_  
Notary Public in and for said State

STATE OF IOWA            )  
  ) ss:  
COUNTY OF LINN        )

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_ 2025, by Marsha Dewell, as City Clerk for the City of Mount Vernon, Iowa known to me to be the same individual named in and who executed the foregoing document and acknowledged that she executed the same as her voluntary act and deed on behalf of the City of Mount Vernon.

\_\_\_\_\_  
Notary Public in and for said State



**AGENDA ITEM # G – 4**

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

**DATE:** February 19, 2025

**AGENDA ITEM:** Resolution #2-19-2025D

**ACTION:** Motion

**SYNOPSIS:** The public improvements within the Stonebrook 10<sup>th</sup> Addition are now complete. V&K Engineering has completed their inspection and are recommending acceptance of the public improvements for maintenance and operation.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Resolution #2-19-2025D & Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 2/13/2025

**RESOLUTION NO. #2-19-2025D**

**RESOLUTION ACCEPTING PUBLIC IMPROVEMENT INSTALLATION FOR  
THE STONEBROOK 10<sup>TH</sup> ADDITION SUBDIVISION**

WHEREAS, City Council passed Resolution #10-16-2017B, approving the preliminary plat of the Stonebrook 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> Addition Subdivision and thereby granting permission for the Developer to proceed with the installation of improvements for the Stonebrook 10<sup>th</sup> Addition to the City of Mt. Vernon, Linn County, Iowa, and

WHEREAS, the City Engineer performed construction observation and determined the improvements including sanitary sewer, storm sewer, water main and street paving to be in conformance to design standards of the City of Mt. Vernon, and

WHEREAS, the Developer has submitted the proper maintenance bonds for the public improvements;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MT. VERNON, IOWA, to accept the public improvements, including sanitary sewer, storm sewer, water main and street paving, for maintenance and operation in the Stonebrook 10<sup>th</sup> Addition Subdivision to the City of Mt. Vernon, Linn County, Iowa.

PASSED AND APPROVED this 19<sup>th</sup> day of September, 2025.

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

ATTEST:

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

**AGENDA ITEM # G – 5**

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

**DATE:** February 19, 2025

**AGENDA ITEM:** Resolution #2-19-2025E

**ACTION:** Motion

**SYNOPSIS:** This resolution will set the public hearing date for the Uptown Lighting Improvements Project for Monday, March 17, 2025. Bids for the project will be due to City Hall by 2 p.m. on March 13, 2025.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Resolution #2-19-2025E

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 2/13/2025

**RESOLUTION #2-19-2025E**

**RESOLUTION ORDERING CONSTRUCTION  
OF CERTAIN PUBLIC IMPROVEMENTS,  
APPROVING PRELIMINARY PLANS, AND FIXING A DATE FOR HEARING  
THEREON AND TAKING OF BIDS THEREFOR FOR IMPROVEMENTS  
KNOWN AS THE  
UPTOWN LIGHTING IMPROVEMENTS PROJECT**

WHEREAS, it is deemed advisable and necessary to construct certain public improvements described in general as the Uptown Lighting Improvements Project, and has caused to be prepared preliminary plans, specifications and form of contract, together with estimate of cost, on file in the office of the Clerk for public inspection, for the construction of said public improvements, and said preliminary plans, specifications and form of contract are deemed suitable for the making of said public improvements; and

WHEREAS, before said preliminary plans, specifications, form of contract and estimate of cost may be adopted, and contract for the construction of the public improvements entered into, it is necessary, pursuant to Division VI of Chapter 384 of the Code of Iowa, to hold a public hearing and to advertise for bids,

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

Section 1. That it is hereby determined that it is necessary and advisable to construct certain public improvements described in general as the Uptown Lighting Improvements Project, in the manner set forth in the preliminary plans and specifications and form of contract, above referred to, the cost thereof to be paid in accordance with the provisions as set out in the Instructions to Bidders, said public improvements being more generally described as follows:

Construct Uptown Lighting Improvements Project including all labor, materials, and equipment necessary for removal and replacement of 6" PCC curb and gutter, PCC sidewalk and driveways, full depth pavement patching, installation of utility access boxes, directional bored conduit, light pole bases, utility service entrance, utility meter cabinet, electrical wiring, fiber optic cable; and miscellaneous associated work including cleanup.

Section 2. That the amount of bid security to accompany each bid shall be in an amount which shall conform to the provisions of the Notice to Bidders approved as a part of said specifications; and,

BE IT FURTHER RESOLVED, that the Clerk be and is hereby directed to publish notice of public hearing and notice to bidders once in the Sun Newspaper, a legal newspaper, printed wholly in the English language, published at least once weekly and having general circulation in this City. Publication shall be not less than four clear days nor



more than twenty days prior to the public hearing scheduled to be held at the March 17, 2025 meeting at the Mt. Vernon City Hall (213 1<sup>st</sup> St NW) The date for receiving bids is hereby fixed as March 13, 2025. Said bids are to be filed prior to 2:00 p.m. on said date; and,

BE IT FURTHER RESOLVED, that bids shall be received and as provided in the public notice and the results of said bids shall be considered at a meeting of this Council on March 17, 2025, at 6:30 p.m., at Mt. Vernon City Hall (213 1<sup>st</sup> St NW); and,

BE IT FURTHER RESOLVED, that the City Administrator is hereby designated as the authority to receive and open said bids on behalf of the City of Mt. Vernon, Iowa.

PASSED and ADOPTED this \_\_ day of \_\_, 2025.

\_\_\_\_\_  
Tom Wieseler, Mayor

ATTEST:

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

## **J. Motions for Approval**

CITY OF MOUNT VERNON  
CLAIMS FOR APPROVAL, FEBRUARY 19, 2025

PAYROLL	CLAIMS	117,993.76
EMPLOYEE BENEFIT SYSTEMS	GROUP INSURANCE	38,062.67
REPUBLIC SERVICES #897	GB,RECYL-SW	24,430.33
WOODRUFF CONSTRUCTION INC	PAY APP #5-POOL RENOVATIOINS	17,907.50
LYNCH DALLAS PC	LEGAL FEES-P&A	8,371.61
SEPTAGON CONSTRUCTION	SOFFIT REPAIRS-PD	7,671.07
IOWA LAW ENFORCEMENT ACADEMY	TRAINING-PD	5,025.00
CAUSE TEAM	UNIFORMS-ALL DEPTS	4,433.50
MARTIN EQUIPMENT	EQUIP REPAIR-PW	3,839.21
BRADLEY HAUGE CPA	PROFESSIONAL SERVICES-ALL DEPTS	3,010.00
SUNSET LAW ENFORCEMENT	EQUIPMENT-PD	2,136.20
MENARDS	ELECTRICAL SUPPLIES-PW FACILITIES	1,397.48
IOWA SOLUTIONS INC	MONTHLY MAINT-ALL DEPTS	1,395.50
BANKCARD 8076	CREDIT CARD FEES-LBC,P&REC	1,252.39
IOWA SOLUTIONS INC	MONTHLY MAINT-PD	1,161.85
RED LION RENEWABLES	SOLAR ELECTRIC-P&A,PD,LBC	1,127.10
IOWA SOLUTIONS INC	COMPUTER MAINT-ALL DEPTS	1,050.45
IOWA SOLUTIONS INC	COMPUTER MAINT-PD	963.00
CATERPILLAR FINANCIAL SERVICES	GENERATOR-PD	949.39
KIESLER POLICE SUPPLY INC	EQUIPMENT-PD	904.96
BRADY LANHAM	VIDEO/ELECTRIC REPAIRS-FD	879.65
EMPLOYEE BENEFIT SYSTEMS	INSURANCE CLAIMS-ALL DEPTS	778.28
CAMPBELL SUPPLY CEDAR RAPIDS	AIR COMPRESSOR-PW	629.99
AMAZON CAPITAL SERVICES	SUPPLIES-LBC	594.51
RC TECH	AUDIO/VIDEO REPAIRS-LBC	502.69
CARQUEST OF LISBON	VEHICLE MAINT/SUPPLIES-ALL DEPTS	469.36
IOWA SOLUTIONS INC	COMPUTER MAINT-LBC	363.80
USA BLUE BOOK	LAB TESTING-WAT	362.58
MEDIACOM	PHONE/INTERNET-SEW	350.44
AMAZON CAPITAL SERVICES	SAFETY SUPPLIES-LBC	317.44
MEDIACOM	PHONE/INTERNET-PW	315.81
CITY LAUNDERING CO	SERVICES-LBC	303.54
IACP	ANNUAL DUES-PD	220.00
DSG	SUPPLIES-WAT	215.00
LORI BOREN	MILEAGE-ALL DEPTS	196.00
WENDLING QUARRIES	SAND-WAT,RUT	183.60
SHERWIN WILLIAMS CO.	PAINT-PD	167.97
AIRGAS INC	CYLINDER RENTAL-PW	126.92
MERCY PHYSICIAN SERVICES	MARKETING-LBC	115.00
STAPLES INC	SUPPLIES-ALL DEPTS	113.96
AMAZON CAPITAL SERVICES	SUPPLIES-P&A	109.23
CUSTOM HOSE & SUPPLIES INC	VEHICLE MAINT-RUT	96.56
LYNCH FORD-LYNCH CHEVROLET	VEHICLE MAINT-PD	91.75
CITY LAUNDERING CO	SERVICES-CITY HALL	91.74
CENTRAL IOWA DISTRIBUTING	SUPPLIES-LBC	84.00
CENTURY LINK	PHONE CHARGES-PD	77.47
NEAL'S WATER CONDITIONING	WATER/SALT-FD	66.50
AMAZON CAPITAL SERVICES	SUPPLIES-P&REC	63.81
PROFESSIONAL WINDOW CLEANING	WINDOW CLEANING-CITY HALL	60.00
AMAZON CAPITAL SERVICES	COMPUTER EQUIP-ALL DEPTS	59.98
AMAZON CAPITAL SERVICES	SUPPLIES-P&REC	58.64
KONICA MINOLTA	MAINT PLAN/COPIES-LBC	57.50
KONICA MINOLTA	MAINT PLAN/COPIES-PD	47.89
BANKCARD 8076	REFUND-LBC	44.00
RYAN CROCK	UNIFORMS-PW	42.78
ASCENDANCE TRUCKS	VEHICLE MAINT-RUT	21.42
BANKCARD 8076	REFUND-LBC	20.00
NEIRL	MEMBERSHIP-P&A	20.00

CITY OF MOUNT VERNON  
CLAIMS FOR APPROVAL, FEBRUARY 19, 2025

GALLS LLC	UNIFORMS-PD	18.46
AMAZON CAPITAL SERVICES	SUPPLIES-P&A	17.98
IOWA SOLUTIONS INC	COMPUTER MAINT-P&A	12.84
JONES CO CLERK OF COURT	FEE ADJUSTMENT-PD	10.14
AUTHNET GATEWAY BILLING	CREDIT CARD SERVICES-LBC	5.00
<b>TOTAL</b>		<b>251,467.20</b>

<b>FUND EXPENSE TOTALS</b>		117,993.76
PAYROLL		48,344.37
GENERAL FUND		28,077.62
SOLID WASTE		17,907.50
POOL RENOVATIONS		8,722.09
WATER FUND		8,036.24
SEWER FUND		7,178.29
LBC		5,061.79
ROAD USE TAX FUND		4,267.50
CIP/FIRE DEPT/TAX LEVY		3,175.50
POLICE STATION CONSTRUCTION		1,397.48
PW FACILITIES		1,305.06
STORM WATER FUND		
<b>TOTAL</b>		<b>251,467.20</b>

<b>FY25 JANUARY REVENUE</b>		320,747.18
PUBLIC WORKS		121,360.41
GENERAL GOVERNMENT		94,300.11
PUBLIC SAFETY		74,425.14
CULTURE-RECREATION		9,445.24
COMMUNITY & ECONOMIC DEV		
<b>TOTAL</b>		<b>620,278.08</b>

**AGENDA ITEM # J – 2**

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

<b>DATE:</b>	February 19, 2025
<b>AGENDA ITEM:</b>	Set Public Hearing Date – FY 26 Budget
<b>ACTION:</b>	Motion

**SYNOPSIS:** Council needs to set the FY2025-2026 “Proposed Property Tax Levy” public hearing date for Monday, April 7, 2025, at 6 p.m. This will be a stand-alone meeting for the sole purpose of discussing and approving the tax levy rate for next fiscal year (in accordance with the new property tax laws).

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 2/13/2025

**AGENDA ITEM # J – 3**

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

<b>DATE:</b>	February 19, 2025
<b>AGENDA ITEM:</b>	Resignation/Retirement
<b>ACTION:</b>	Motion

**SYNOPSIS:** Even though I have attempted to lose this paperwork, cancel his IPERS and unfriend him, Doug has chosen to retire from law enforcement effective July 31, 2025. It has been both an honor and a privilege to call Doug Chief, colleague, confidant, and friend. It is with a heavy heart that I ask the Council to accept Chief Shannon's resignation/retirement.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 2/13/2025



# Mt. Vernon-Lisbon Police Department

Douglas J. Shannon  
Chief of Police

February 6, 2025

To: Tom Wieseler, Mayor  
Chris Nosbisch, City Administrator

Re: Retirement

Dear Mayor Wieseler,

I am writing to formally announce my retirement from my position as Chief of Police with the City of Mount Vernon, effective July 31, 2025. After much consideration, I have decided that it is time to step into the next chapter of my life, and I look forward to the opportunities that lie ahead.

I want to express my sincere gratitude for the opportunities, support, and guidance I have received during my time with the City. It has been an incredible experience to work alongside talented colleagues, and I have gained invaluable skills and insights throughout my career here. I am proud of the work we have accomplished together and the relationships I have built along the way. I strived to ensure Mount Vernon-Lisbon remain a safe and vibrant community for our families and have worked to ensure the police officers continually demonstrate this in their service to our community.

Over the next few months, I will do everything I can to ensure a smooth transition and assist in training or handing over my responsibilities to my successor. Please let me know how I can be of assistance during this time.

I want to Thank you once again for everything. Working with the Cities of Mount Vernon and Lisbon, and the Leadership of the two cities has been the best years of my 35-year career. I look forward to staying in touch and wish you and the team continued success in the future.

Sincerely,

Doug Shannon  
Chief of Police

380 Old Lincoln Highway  
Mount Vernon, Iowa 52314

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

**AGENDA ITEM # J – 4**

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

<b>DATE:</b>	February 19, 2025
<b>AGENDA ITEM:</b>	HVAC Installation - PW Shop
<b>ACTION:</b>	Motion

**SYNOPSIS:** Staff has received two bids for the installation of HVAC in the break area of the new public works shop. The lowest responsible quote was submitted from 8 Finger HVAC, LLC in the amount of \$9,485.00.

**BUDGET ITEM:** Buyout Funds

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Quotes

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 2/13/2025



# ESTIMATE

**8 Finger HVAC, LLC**  
23968 42nd St  
Martelle, IA 52305-7518

bobbyghvac86@outlook.com  
+1 (319) 251-0327  
<http://www.8fingerhvacllc.com>



**Bill to**  
Eldon Downs  
Mt. Vernon Public Works

**Ship to**  
Eldon Downs  
Mt. Vernon Public Works

## Estimate details

Estimate no.: 1192  
Estimate date: 02/10/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Sales	HVAC ESTIMATE FOR NEW PUBLIC WORKS OFFICE MT. VERNON			\$9,485.00
			THIS ESTIMATE INCLUDES: - ALL SUPPLY AND RETURN DUCT. SUPPLY ON WEST WALL AND RETURN ON EAST WALL - VENTING OF BATH FANS - LOW VOLTAGE WIRING - ECO BEE PRO WIFI THERMOSTAT - RUNNING GAS TO FURNACE WITH 2 EXTRA PORTS FOR FUTURE - 70K BTU 97% 2 STAGE FURNACE - ARMSTRONG (LENNOX) - 2 TON 16.2 SEER2 AC - ALL REGISTERS AND GRILLS AT FINISH			
			EQUIPMENT TO BE INSTALLED: - A97UH2E070B12S /70BTUH/3TON - FURNACE - 4SCU17LE124P OMNI COND/2T/208-230V/1PH - AC - 7EC30/36BX OMNI COIL/2.5-3T R410A/R454B - EVAP COIL			
			THIS ESTIMATE INCLUDES ALL LABOR AND MATERIAL TO INSTALL FULL SYSTEM WITH DUCT.			
			POWER WIRING TO EQUIPMENT IS EXCLUDED			

**Total**

**\$9,485.00**

## Note to customer

Attention: A signed proposal and a 50% deposit are required in order to start work on the project. Thank you for the opportunity to do your work!

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**Accepted date**

**Accepted by**



ESTIMATE	#1207
ESTIMATE DATE	Jan 24, 2025
EXPIRATION DATE	Feb 23, 2025
<b>TOTAL</b>	<b>\$14,500.00</b>

Mount Vernon Public Works  
 213 1st St W  
 Mount Vernon, IA 52314

CONTACT US

1040 E Post Rd  
 Marion, IA 52302

(563) 331-0424  
 edowns@cityofmtvernon-ia.gov

(319) 551-3283  
 thanksabunchhvac@gmail.com

ESTIMATE

Services	qty	unit price	amount
Install New Furnace & A/C	1.0	\$14,500.00	\$14,500.00

Comfort Air 70k BTU 97% 2 Stage Furnace  
 Model #GUH97T070B3M

Comfort Air 3 Ton 14 Seer A/C  
 Condenser Model #RSG1436S1R  
 Coil Model #MCG3036PB4P

We will run 2 heat runs into the back room, 2 heat runs into the front room, one heat run in each bathroom and 6 runs in main area.  
 Will have a return air in back room, one in front room and a main in the main room.  
 Will have all the supply and return airs inside the office area envelope of the office.  
 There will be no duct up to the mezzanine.  
 Will install 2 exhaust fan venting runs.  
 Gas piping not included.

Services subtotal: \$14,500.00

**Total \$14,500.00**

We accept credit / debit card, ACH and check for payment. A 3.49% surcharge will apply for invoices for new equipment installs paid with a credit or debit card. Contact the office for this option.

Thanks a bunch for your business. The greatest compliment we can receive is a referral!

**AGENDA ITEM # J – 5**

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

<b>DATE:</b>	February 19, 2025
<b>AGENDA ITEM:</b>	Chalk the Walk Purchase
<b>ACTION:</b>	Motion

**SYNOPSIS:** The City will once again be purchasing the Chalk the Walk chalk through Danielle Chargo at Iron Leaf Press for an amount not to exceed \$4,100.00.

**BUDGET ITEM:** Parks (pass through expense)

**RESPONSIBLE DEPARTMENT:** Parks and Rec Director

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** None

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 2/13/2025

**AGENDA ITEM # J – 6**

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

**DATE:** February 19, 2025

**AGENDA ITEM:** JEO #158598

**ACTION:** Motion

**SYNOPSIS:** Please see Invoice #158598 and monthly progress report from JEO. Staff is expecting to bring the Uptown Streetscape plan to City Council on March 3, 2025.

**BUDGET ITEM:** LOST

**RESPONSIBLE DEPARTMENT:** City Administrator

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Invoice

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 2/13/2025



Invoice

February 14, 2025

Project No: R231567.00  
 Invoice No: 158598  
 Invoice Amount: 6,308.00

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 February 7, 2025

- 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	99%	\$29,007.00	\$29,007.00	0.00
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	\$15,900.00	0.00
Design Services	\$234,300.00	43%	\$101,653.00	\$95,345.00	\$6,308.00
Utility Design & Permitting	\$12,800.00	34%	\$4,290.00	\$4,290.00	0.00
<b>Total</b>	<b>\$415,400.00</b>		<b>\$273,950.00</b>	<b>\$267,642.00</b>	<b>\$6,308.00</b>
<b>Total Amount Due Upon Receipt :</b>					<b>\$6,308.00</b>

Outstanding Invoices

Number	Date	Balance
158187	1/30/2025	20,501.00
<b>Total</b>		<b>20,501.00</b>

Email Invoice to: cnosbisch@cityofmtvernon-ia.gov; lboren@cityofmtvernon-ia.gov



# Monthly Progress Report

**PROJECT NAME** | Mount Vernon Uptown Streetscaping Project  
**JEO PROJECT NO.** | 241659.00  
**CONTRACT DATE** | January 2, 2024  
**DATE PREPARED** | February 10, 2025

## 1) Work Completed During Current Period (1/13/24 – 2/10/24)

### 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

- Reviewed w/ Advisory Committee

### Task 6: Design Services

- 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.
- b) 30% Design Plans

**3) Project Schedule**

- a) Design Phase Kickoff delayed. Work Underway parallel to plan document to mitigate.

**4) Information Needed from Mt Vernon**

- a) Final Approval on Master Plan Document

**5) Issues or Concerns**

- a) See schedule note.

**6) Next Advisory Committee Meeting**

- a) None. Will transition to City review 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)



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



# Mt. Vernon-Lisbon Police Department

Douglas J. Shannon  
Chief of Police

## JANUARY 2025 POLICE REPORT

### Vehicle Collisions

There was a total of 7 reported collisions during the month. There were 5 collisions in Mount Vernon. Collision 1 occurred on S. Hwy 1 when unit 1 stopped at a stop light and unit 2 slid into unit 1. Damage was estimated at \$11,000 and no injuries were reported. Collision 2 occurred on the 700 block of S. 1<sup>st</sup> Ave. when unit 1 was leaving a parking lot and unit 2 turned into the lot from the highway and struck unit 1. Damage was estimated at \$7,500 and no injuries were reported. Collision 3 occurred on the 300 block of 7<sup>th</sup> St NE when unit 1 was legally parked and struck by unit 2. Damage was estimated at \$1,500 and no injuries were reported. Collision 4 occurred on the 400 block of W. 1<sup>st</sup> St when unit 1 was legally parked and was side swiped by unit 2. Damage was estimated at \$785 and no injuries were reported. Collision 5 occurred on S. Hwy 1 when unit 1 stopped at a stop light and was rear-ended by unit 2. Damage was estimated at \$3,000 and no injuries were reported.

There were 2 collisions in Lisbon. Collision 1 occurred when unit 1 stopped to wait for an oncoming vehicle before turning off business 30 and was rear-ended by unit 2. Damage was estimated at \$10,000 and minor pain/injury was reported. Collision 2 occurred on the 500 block of N. Jackson St when unit 1 struck construction supplies. Damage was estimated at \$100 and no injuries were reported.

### Incidents/Arrest

There were 16 reported incidents during the month. In Mount Vernon, there were 13 reports which included: abuse/abandonment, child endangerment, discharging weapon, possession of drug paraphernalia, fire, harassment, hit and run (x2), juvenile issues (x2), operation without valid license, and warrant.

In Lisbon, there were 3 reports which included: assault, hit and run, and warrant.

During the month, officers had 4 arrests. In Mount Vernon there were 3, including: discharging weapon, possession of drug paraphernalia, and warrant.

In Lisbon there was 1 for OWI.

### K-9 Report

Monster was deployed 0 times. The K9 golf outing is scheduled for June 13.

380 Old Lincoln Highway  
Mount Vernon, Iowa 52314

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



# Mt. Vernon-Lisbon Police Department

Douglas J. Shannon  
Chief of Police

## Community Service/Training/Misc.:

- Officer Eicher began ILEA
- Officer Moel and Chief Shannon attended Coffee with a Cop at Lisbon Rehab. Center
- The department hosted a blood drive which collected 20 units.
- Officer Gehrke began 5<sup>th</sup> grade DARE at Mt. Vernon Middle School
- Officer Gehrke provided safety training to Cornell athletes
- A Mount Vernon High School student completed a job shadow with the department
- Lisbon time (administration, call for service, patrol): 338 hours

	Jan	Dec	Nov	Oct	Sept	Aug
Administrative	58	61	92	70	170	72
Call for service	18	24	15	17	25	24
Patrol	262	229	235	220	194	322
	338	314	342	307	389	417

## GTSB:

During January, officers worked 18.5 hours of STEP which resulted in: 2 speed citations, 7 speed warnings and 6 other traffic violation warnings.

Respectfully Submitted,

Chief of Police

380 Old Lincoln Highway  
Mount Vernon, Iowa 52314

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



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Parks and Recreation Department  
Directors Report  
January 15 – February 15

Parks

- Staff are still working on the Park Audit. We are hoping to acquire photos this spring and present this summer to City Council.
- Davis Park Concessions / Restroom design has been re-worked to reduce costs. V&K is still looking into more cost savings.

Sports

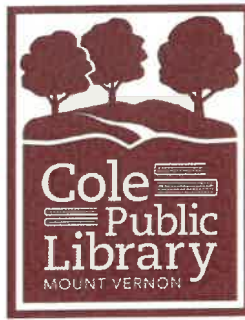
- Youth Wrestling started January 23rd. We currently have 14 kids ages 4-6 enrolled.
- Spring Soccer registration started February 11<sup>th</sup>.

Pool

- Currently in the process of identifying assistant managers and returning staff.
- Construction progress is slow right now due to the weather. Meetings every two weeks will continue.

LBC

- LBC has been averaging 365 patrons per day for January 2025, up from 306 in 2024.
- The LBC will host a youth basketball tournament on February 16<sup>th</sup>.
- The LBC is scheduling quite a few school field trips in February-May that will be targeted to take place in the middle of the day while we are not busy.



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January 15, 2025

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

December was a short but busy month at Cole Public Library. We packed all our regular programs into three weeks, and then were closed for the winter holiday. In concurrence with the closing of Cornell College's offices, the library was closed from December 24th to January 1st.

Alongside our regular monthly activities, January features a new reading program for adults: New Year New Books. Every time a patron finish a book, they can fill out a slip and add it to our challenge box located at the library's 1st floor circulation desk. The reading challenge runs through the month of January. Prizes include Cole Public Library canvas tote bags, local gift cards, and more. This program acts as a counterpart to our Summer Reading Program for children. This month, we're also hosting a gardening workshop, Winter Seed Sowing, led by Linn County Master Gardener Sue Murphy on Tuesday, January 28th at 6:30pm in Room 108. Murphy will Sue will demonstrate how to prepare a seed sowing jug and participants will have the opportunity to make one for themselves. Murphy is the master gardener that is working with the library's Seed Share Library. The Board of Trustees will meet on Tuesday, December 21st at 8:30am in Room 310.

Warm Regards,  
Grace Chamberlain  
Cole Public Library Director

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

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**CITY OF MT. VERNON  
CITY ADMINISTRATOR  
REPORT TO THE CITY COUNCIL  
February 19, 2025**

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- Lori and I will be attending the IaCMA district meeting in Marion next Friday, February 21, 2025.
- The north annexation of properties owned by Troy and Tracey Louwagie and Jim Conlan have been approved by the City Development Board.
- Staff will be attending the Local Leaders Day at the State Capitol hosted by the Iowa League of Cities on March 4, 2025.
- I will be attending the ECICOG Board of Directors meeting on Thursday, February 28, 2025.