

City of Mt. Vernon, Iowa

Meeting:	Mt. Vernon City Council Meeting
Place:	Mt. Vernon City Hall, 213 1st Street NW, Mt. Vernon, Iowa 52314
Date/Time:	June 16, 2025 – 6:30 PM
Web Page:	www.cityofmtvernon-ia.gov
Posted:	June 13, 2025

Mayor:	Tom Wieseler	City Administrator:	Chris Nosbisch
Mayor Pro-Tem:	Scott Rose	City Attorney:	Holly Corkery
Councilperson:	Stephanie West	Asst. City Administrator:	Lori Boren
Councilperson:	Craig Engel	Finance Dir/City Clerk:	Marsha Dewell
Councilperson:	Mark Andresen	Chief of Police:	Doug Shannon
Councilperson:	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 5717 0179
3. Password: 599962

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
2. Recognition and Police Chief Transfer of Badge

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 – June 2, 2025, Regular Council Meeting
2. Appoint Julie Nosek – Planning and Zoning Commission
3. Appoint Sarah Doyle - Cole Public Library Board of Trustees
4. Approval of Liquor License – Si Senior Inc
5. Approval of Liquor license – Mt. Vernon-Lisbon CDG (Heritage Days)

E. Public Hearing

1. Public Hearing on an Ordinance Amending Chapter 99.02 Sewer Service Charges of the Mt. Vernon Municipal Code
 - i. Close Public Hearing – Proceed to F-1

2. Public Hearing on an Ordinance Amending the US Highway 30 Master Plan for the City of Mt. Vernon
 - i. Close Public Hearing – Proceed to F-2
3. Public Hearing on an Ordinance Amending Chapter 165 Zoning Regulations, Article 7, Section 710 Accessory Buildings to the Mt. Vernon Municipal Code
 - i. Close Public Hearing – Proceed to F-3

F. Ordinance Approval/Amendment

1. Ordinance #6-16-2025A: Amending Chapter 99.02 Sewer Service Charges of the Mt. Vernon Municipal Code
 - i. Motion to approve first reading and proceed to the second reading (Council may suspend rules and proceed to the final reading after a vote of the first reading)
2. Ordinance #6-16-2025B: Amending the US Highway 30 Master Plan for the City of Mt. Vernon
 - i. Motion to approve first reading and proceed to the second reading (Council may suspend rules and proceed to the final reading after a vote of the first reading)
3. Ordinance #6-16-2025C: Chapter 165 Zoning Regulations, Article 7, Section 710 Accessory Buildings to the Mt. Vernon Municipal Code
 - i. Motion to approve first reading and proceed to the second reading (Council may suspend rules and proceed to the final reading after a vote of the first reading)
4. Public Hearing for the Plans, Specifications, Form of Contract, and Estimate of Costs for the 2025 Rachel Street Improvement Project

G. Resolutions for Approval

1. Resolution #6-16-2025A: Approving Fiscal Year 2025-2026 Transfers
2. Resolution #6-16-2025B: Ordering Construction of Certain Public Improvements, Approving Preliminary Plans, And Fixing a Date for Improvements Known as the 2025 Sidewalk Improvements
3. Resolution #6-16-2025C: Adopting Plans, Specifications, Form of Contract, and Estimate of Costs for the 2025 Rachel Street Improvement Project
4. Resolution #6-16-2025D: Approving the Disposal of Municipal Property
5. Resolution #6-16-2025E: Amending the City of Mount Vernon Fee Schedule for FY 2025-2026

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 Wages and Salaries for the Lester Buresh Center – Council Action as Needed
3. Discussion and Consideration of CHI Cottonwood Economic Development Payment – Council Action as Needed
4. Discussion and Consideration of Appointing the Mt. Vernon Fire Department Chief Positions – Council Action as Needed
5. Discussion and Consideration of John Deere 72" Zero Turn Mower – Council Action as Needed

6. Discussion and Consideration of Setting a Public Hearing Date for an Amendment to Chapter 91 Water Meters – Council Action as Needed
7. Discussion and Consideration of 2024-2025 Park Audit Review – 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 Monthly 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

The Mount Vernon City Council met June 2, 2025, at City Hall, 213 1st Street NW, Mount Vernon, IA. A Zoom option was available. The following Council members were present: Tuerler, Engel, West, Rose and Andresen.

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

Agenda Additions/Agenda Approval. Wieseler noted that the Public Hearing (E1) and Resolution 6-2-2025A (G1) would be removed from the agenda. Motion made by Rose, seconded by Engel to approve the Agenda as noted. Motion carries.

Consent Agenda. Motion made by Tuerler, seconded by Andresen to approve the Consent Agenda. Motion carries.

Approval of City Council Minutes – May 19, 2025, Regular Council Meeting

Resolutions for Approval

Resolution #6-2-2025B: Appointing Paying Agent, Note Registrar, and Transfer Agent, Approving the Paying Agent and Note Registrar and Transfer Agent Agreement and Authorizing the Execution of the Agreement. This resolution identifies UMB Bank as the paying agent, note registrar and transfer agent for the \$2,500,000 bond. Motion made by Tuerler, seconded by West to approve Resolution #6-2-2025B. Roll call all yes. Resolution passes.

Resolution #6-2-2025C: Approving and Authorizing a Form of Loan Agreement and Authorizing and Providing for the Issuance, and Levying a Tax to Pay the Notes; Approval of the Tax Exemption Certificate and Continuing Disclosure Certificate. This resolution includes the approval certificates and terms for the \$2,500,000 borrowing that was approved at the May 19, 2025 meeting. Motion made by Engel, seconded by Rose to approve Resolution #6-2-2025C. Roll call all yes. Resolution passes.

Resolution #6-2-2025D: Ordering Construction of Certain Improvements, Approving Preliminary Plans, and Fixing a Date for Hearing Thereon and Taking Bids Therefore for Improvements Known as the 2025 Rachel Street Infrastructure Improvements. This resolution sets the public hearing and bid dates for the Rachel Street Infrastructure Improvement Project. The public hearing will be June 16, 2025, bids will be opened on June 26, 2025 and bids will be considered on July 7, 2025. Plans and specifications for this project are available at City Hall. Motion made by Rose, seconded by Andresen to approve Resolution #6-2-2025D. Roll call all yes. Resolution passes.

Resolution #6-2-2025E: Accepting Work for the Project Known as the Glenn Street Extension Project with Rathje Construction Company. V&K Engineering has submitted a Certificate of Completion for the Glenn Street Extension Project. The retainage for the project will be released upon approval of pay application #4 and the mandatory waiting period of 30 days. Motion made by Rose, seconded by West to approve Resolution #6-2-2025E. Roll call all yes. Resolution passes.

Mayoral Proclamation

Proclamation Recognizing and Proclaiming the Month of June as Pride Month in Support of Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) Community.

Motions for Approval

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

UMB BANK	2018 GO LOAN NOTE	521,092.50
UMB BANK	2024 GO LOAN	271,800.00
UMB BANK	2019 GO LOAN NOTE	229,156.25
UMB BANK	2014 GO LOAN NOTE	215,937.50
NELSON ELECTRIC	PAY APP #1-UPTOWN LIGHTING	212,604.78
PAYROLL	CLAIMS	129,546.17
UMB BANK	2022 GO LOAN NOTE	126,738.75
UMB BANK	2013A GO LOAN NOTE	95,658.75
IOWA FINANCE AUTHORITY	SRF BOND PAYMENT	94,810.00
MOUNT VERNON BANK & TRUST CO	2020 GO LOAN NOTE	91,755.00
HILLS BANK & TRUST COMPANY	2015 GO PRIN & INTEREST	42,514.50
S&P GLOBAL	ANALYTICAL SERVICES-2025 GO	14,487.00
GRAYBILL COMMUNICATIONS	SILVERADO OUTFITTING-FD LEVY	12,464.00
TYLER TECHNOLOGIES	FUND BALANCE SUPPORT-ALL DEPTS	7,909.84
LINN CO-OP OIL CO	FUEL-PW,PD	7,843.40
RC TECH	AUDIO & SURVEILLANCE-POOL RENOVATIONS	7,410.33
VEENSTRA & KIMM INC	HW1 RECONSTRUCTION	5,904.40
ALLIANT ENERGY	ENERGY USAGE-ST LIGHTS	4,732.72
EMPLOYEE BENEFIT SYSTEMS	INSURANCE CLAIMS-ALL DEPTS	4,731.67
ALLIANT ENERGY	ENERGY USAGE-SEW	4,608.54
TREASURER STATE OF IOWA	SALES TAX	4,238.08
CARRICO AQUATIC RESOURCES INC	CHEMICALS-POOL	3,975.00
TREASURER STATE OF IOWA	WET TAX	3,874.68
ALLIANT ENERGY	ENERGY USAGE-WAT	3,802.29
DIESEL TURBO SERVICES INC	VEHICLE MAINT-PW	3,223.19
EMPLOYEE BENEFIT SYSTEMS	INSURANCE CLAIMS-ALL DEPTS	3,073.84
ALLIANT ENERGY	ENERGY USAGE-LBC	3,059.04
KONE INC	ELEVATOR MAINT-ALL DEPTS	2,731.00
VEENSTRA & KIMM INC	PARKS MISC ENGINEERING	2,671.80
KIEFER AQUATICS	SUPPLIES-POOL	2,608.36
CITY OF ELY	NIXLE NOTIFICATION-ALL DEPTS	2,498.75
AMERICLEAN OF IOWA, LLC	BLDG MAINT-PD	2,469.98
VEENSTRA & KIMM INC	UPTOWN LIGHTING IMPROVEMENTS	2,420.80
MOUNT VERNON, CITY OF	PERPETUAL CARE-CEMETERY LOTS	2,280.00
IOWA SOLUTIONS INC	MONTHLY MAINT-ALL DEPTS	2,257.60
VEENSTRA & KIMM INC	CITY ENGINEERING GENERAL	2,235.50
MENARDS	PLUMBING SUPPLIES-PW FACILITIES	2,201.40
VEENSTRA & KIMM INC	PW FACILITIES	2,052.90
BARNYARD SCREEN PRINTER LLC	T-SHIRTS-P&REC	2,002.00
ANCHOR INDUSTRIES INC	UMBRELLA-POOL RENOVATIONS	1,988.00
RED LION RENEWABLES	SOLAR ELECTRIC-P&A,PD,LBC	1,818.89
KROUL FARMS	BEAUTIFICATION	1,732.60
VEENSTRA & KIMM INC	2024 SANITARY SEWER REHAB	1,512.50
STUDENT PUBLICATIONS INC	ADS/PUBLICATIONS-PD,P&REC	1,288.88
MOUNT VERNON, CITY OF	START UP CASH-K9 GOLF OUTING	1,000.00
IOWA SOLUTIONS INC	MONTHLY MAINT-PD	990.00
STUDENT PUBLICATIONS INC	ADS/PUBLICATIONS-ALL DEPTS	969.35
EMPLOYEE BENEFIT SYSTEMS	INSURANCE CLAIMS-ALL DEPTS	961.45
NIGHT SHIFT LLC	CLEANING SERVICE-CITY HALL	931.27

NIGHT SHIFT LLC	CLEANING SERVICE-PD	893.88
TRI-CITY ELECTRIC CO OF IOWA	CAMERA SERVICE-LBC	875.00
DE NOVO MARKETING	WEBSITE/HUB SUPPORT-ALL DEPTS	825.00
VEENSTRA & KIMM INC	GLENN STREET EXTENSION	790.70
SPRINGVILLE READY MIX	CONCRETE-ART TRAIL	692.00
VEENSTRA & KIMM INC	4TH ST NW RECONSTRUCTION	661.30
POSTMASTER	UTIL BILL POSTAGE-WAT,SEW,SW	628.10
KONICA MINOLTA	MAINT PLAN/COPIES-ALL DEPTS	569.97
DUSTIN BURNETT	UNIFORMS-PW	463.16
WELTER STORAGE EQUIPMENT	OFFICE EQUIP-POOL	455.00
AMAZON CAPITAL SERVICES	SUPPLIES-LBC	453.23
AMAZON CAPITAL SERVICES	SUPPLIES-POOL RENOVATIONS	447.78
MECHANICSVILLE FIBER	PHONE/INTERNET-LBC	447.07
BAUMAN AND COMPANY	UNIFORMS-ALL DEPTS	431.95
MEDIACOM	PHONE/INTERNET-CITY HALL	427.23
TASC	FSA ADMIN FEE-ALL DEPTS	423.36
CARRICO AQUATIC RESOURCES INC	CHEMICALS-POOL	405.16
DE NOVO MARKETING	WEBSITE SUPPORT-LBC	325.00
MEDIACOM	PHONE/INTERNET-PW	323.24
AMAZON CAPITAL SERVICES	SUPPLIES-POOL	323.12
MEDIACOM	PHONE/INTERNET-ALL DEPTS	316.29
MEDIACOM	INTERNET-FD	314.99
PLEVA MECHANICAL	SERVICES-POOL RENOVATIONS	305.05
CITY LAUNDERING CO	SERVICES-LBC	303.54
CITY LAUNDERING CO	SERVICES-LBC	303.54
CENTRAL IOWA DISTRIBUTING	SUPPLIES-CITY HALL	283.00
BAUMAN AND COMPANY	UNIFORMS-ALL DEPTS	268.00
BANKCARD 8076	REFUND-POOL	235.00
MOUNT VERNON BANK & TRUST CO	NSF CHECK-WAT,SEW,SW	228.93
CENTRAL IOWA DISTRIBUTING	SUPPLIES-POOL	224.00
CENTRAL IOWA DISTRIBUTING	SUPPLIES-LBC	211.00
ALLIANT ENERGY	ENERGY USAGE-PD	210.09
AMAZON CAPITAL SERVICES	SUPPLIES-POOL	205.56
TASC	FSA ADJUSTMENT-ALL DEPTS	203.84
KIECKS	UNIFORMS-PD	199.98
IOWA INSURANCE DIVISION	PERPETUAL CARE FILING-CEM	191.00
CAUSE TEAM	UNIFORMS-ALL DEPTS	187.50
WHITE CAP, L.P.	SUPPLIES-P&REC	185.78
BANACOM SIGNS & MORE	SILVERADO OUTFITTING-FD LEVY	185.00
CITY LAUNDERING CO	SERVICES-CITY HALL	183.48
CENTRAL IOWA DISTRIBUTING	SUPPLIES-LBC	179.00
P&K MIDWEST INC	EQUIP REPAIR-PW	165.42
AMAZON CAPITAL SERVICES	SUPPLIES-P&REC	164.59
BANKCARD 8076	REFUND-POOL	160.00
US CELLULAR	PHONE/INTERNET-ALL DEPTS	140.05
KONICA MINOLTA	MAINT PLAN/COPIES-LBC	136.90
D & D BODY SHOP	VEHICLE MAINT-PD	134.17
GALLS LLC	UNIFORMS-PD	131.95
RICKARD SIGN AND DESIGN CORP	SIGN-CTW	115.00
KIRKWOOD COMMUNITY COLLEGE	CPR/AED CERT-ALL DEPTS	115.00
IOWA ONE CALL	LOCATES-WAT,SEW	114.30
CHRIS NOSBISCH	MILEAGE-ALL DEPTS	114.10
ALLIANT ENERGY	ENERGY USAGE-P&REC	112.69
CR LC SOLID WASTE AGENCY	DEBRIS REMOVAL-SW	110.76

MECHANICSVILLE FIBER	PHONE/INTERNET-POOL	108.77
JASON WEAVER	PITCHING MOUND-P&REC	100.00
ALLIANT ENERGY	ENERGY USAGE-CEM	96.66
LYNCH FORD-LYNCH CHEVROLET	VEHICLE MAINT-PD	91.75
CITY LAUNDERING CO	SERVICES-CITY HALL	91.74
STAPLES INC	SUPPLIES-P&A	84.79
CENTURY LINK	PHONE CHARGES-PD	82.50
PROFESSIONAL WINDOW CLEANING	WINDOW CLEANING-PD,CITY HALL	80.00
CHRISTOPHER BROWN	CLEANING SERVICES-FD	75.00
ALLIANT ENERGY	ENERGY USAGE-SIRENS	62.33
DSG	SUPPLIES-PW	50.62
US CELLULAR	INTERNET-WAT,SEW	42.54
CHARLOTTE MCDERMOTT	INSTRUCTOR-LBC	40.00
NEAL'S WATER CONDITIONING	WATER/SALT-PD	38.75
SUE RIPKE	UNIFORMS-ALL DEPTS	37.15
MIDWEST WHEEL CO	EQUIP REPAIR-RUT	34.41
CUSTOM HOSE & SUPPLIES INC	EQUIP REPAIR-PW	32.30
ALLIANT ENERGY	ENERGY USAGE-SW	28.62
HAWKINS INC	CHEMICALS-WAT	20.00
REXCO EQUIPMENT INC	EQUIP REPAIR-RUT	12.58
MOUNT VERNON BANK & TRUST CO	WIRE TRANSFER FEE-2025 GO	5.00
TOTAL		2,187,291.51

FUND EXPENSE TOTALS

DEBT SERVICE	1,594,653.25
2025 UPTOWN LIGHTING	217,923.98
PAYROLL	129,546.17
SEWER FUND	107,326.72
GENERAL FUND	43,101.87
WATER FUND	15,382.97
CIP/FIRE DEPT LEVY	12,649.00
RACHEL STREET/KWIK STAR	11,593.60
ROAD USE TAX FUND	11,145.85
LBC	11,011.80
POOL RENOVATIONS	10,151.16
2024 INFRASTRUCTURE	6,565.70
SOLID WASTE	6,320.12
PW FACILITIES	4,254.30
PERPETUAL CARE	2,280.00
ARPA LINN COUNTY GRANT	1,512.50
GLENN ST/COTTONWOOD	790.70
LOST III TRAILS/PARKS	692.00
STORM WATER FUND	389.82
TOTAL	2,187,291.51

Discussion and Consideration of Setting a Public Hearing Date to Amend Chapter 99.02 Sewer Service Charges – Council Action as Needed. As stated during the budget process, sanitary sewer rates will need to be increased beyond the proposed rate currently listed in Chapter 99.02. Motion made by Tuerler, seconded by Rose to set the public hearing date for June 16, 2025. Motion carries.

Discussion and Consideration of Change Order #1 – 2025 Uptown Streetlight Project – Council Action as Needed. The pole bases had to be increased from 24” to 30” to accommodate specification changes made by Alliant Energy. The cost increase per pole base was \$675.10, or \$15,527.10. Motion made by Engel, seconded by Andresen to approve Change Order #1-2025 Uptown Lighting Improvements. Motion carries.

Discussion and Consideration Request for Qualifications for Architectural Services for the Community Development Block Grant Downtown Revitalization (CDBG DTR)– Council Action as Needed. Tom Gruis with ECICOG has prepared a request for qualifications (RFQ) for architectural services for the Community Development Block Grant Downtown Revitalization grant application. Motion made by Tuerler, seconded by West to approve the Request for Qualifications for Architectural Services. Motion carries.

Discussion and Consideration of JEO Invoice #161170 – Uptown Streetscape Improvements – Council Action as Needed. This invoice is in the amount of \$26,809.00. Motion made by West, seconded by Andresen to approve Invoice #161170-Uptown Streetscape Improvements. Motion carries.

Discussion and Consideration of V&K Invoice #51378-8 – Rachel Street Infrastructure Improvements – Council Action as Needed. This invoice is in the amount of \$14,362.10. Motion made by Engel, seconded by Tuerler to approve Invoice #51378-8-Rachel Street Infrastructure Improvements. Motion carries.

Discussion and Consideration of Iowa Traffic Engineering Assistance Program (TEAP) – MVCSD – Council Action as Needed. The Mount Vernon Community School District, through Shive Hattery, is seeking Iowa Traffic Engineering Assistance Program (TEAP) funding for their traffic study. The TEAP program is limited to cities and counties, requiring the City of Mount Vernon to sponsor the application. There is no cost to the City for this study. Motion made by Tuerler, seconded by West to approve the TEAP traffic study. Motion carries.

Discussion and Consideration of Pay Application #4 – 2024 Sanitary Sewer Rehabilitation - Council Action as Needed. Pay Application #4 is in the amount of \$67,049.48. This is for point repairs completed this spring and corrections to televising and lining lengths. Motion made by Tuerler, seconded by Engel to approve Pay Application 4-2024 Sanitary Sewer Rehabilitation. Motion carries.

Discussion and Consideration of Computer Purchases – Mt. Vernon/Lisbon Police Department – Council Action as Needed. The Police Department will need to replace the officer’s desktops in FY 2026. The proposed cost to replace the desktop units is \$8,800.00, plus an additional \$778.08 in managed services. Motion made by Rose, seconded by Tuerler to approve the purchase of computers for the Police Department in the amount of \$9,578.08. Motion carries.

Discussion and Consideration of Change Order #9 – Pool Improvements – Council Action as Needed. This change order is in the amount of \$5,041.36 and is for a sump pump for the slide pump pit. Motion made by Rose, seconded by West to approve Change Order #9-Pool Improvements. Motion carries.

Discussion and Consideration of JMT Invoice #2-260549 – HPC Design Guidelines – Council Action as Needed. This invoice is in the amount of \$2,381.33. Motion made by Tuerler, seconded by Andresen to approve Invoice #2-260549-HPC Design Guidelines. Motion carries.

Discussion and Consideration of Pay Application #4 for the Glenn Street Extension – Council Action as Needed. Pay application #4 is in the amount of \$45,362.22 and represents the retainage for the Glenn Street Extension Project. Payment will be released after the mandatory 30-day waiting period. Motion made by Tuerler, seconded by West to approve Pay Application #4-Glenn Street Extension. Motion carries.

Discussion and Consideration of Pay Application #8 – Pool Improvements – Council Action as Needed.
Motion made by West, seconded by Rose to approve Pay Application #8-Pool Improvements in the amount of \$429,927.65. Motion carries.

Discussion and Consideration of Pay Application #9 – Pool Improvements – Council Action as Needed.
Motion made by Tuerler, seconded by Andresen to approve Pay Application #8-Pool Improvements in the amount of \$106,658.14. Motion carries.

Reports of Mayor/Council/Administrator

Mayor's Report. Wieseler will be coordinating a meeting on the Bryant Road Trail and will not be in town the weekend of Heritage Days. Council member Rose will take over responsibilities for that weekend.

City Administrator's Report. CDG has hired a summer intern. Nosbisch has a meeting next week with the incoming CDG president. Lori and Marsha will be attending Municipal Professional Institute and Academy next week. Nosbisch also gave an update on how things went opening weekend at the pool.

As there was no further business to attend to, the meeting adjourned, the time being 7:26 p.m., June 2, 2025.

Respectfully submitted,
Marsha Dewell
City Clerk

Rcvd 6-3-2025



Mount
Vernon
IOWA

Planning & Zoning Commission Interest Form

The Planning and Zoning Commission meets on the second Wednesday of each month at 6:30 p.m. to make recommendations to the City Council on various land development issues. This includes revisions to Zoning and Subdivision Ordinances, requests for rezoning of land, approval of site (re)development plans, annexation and subdivision applications. Past meeting agendas and minutes are available at City Hall and at cityofmtvernon-ia.gov. Interested persons may submit an interest form at City Hall, 213 First Street NW, Mount Vernon, Iowa.

APPOINTMENT: The Mayor of Mount Vernon appoints Planning and Zoning Commission members, with City Council approval, for a term of five (5) years. All decisions of the commission are governed by Mount Vernon and Council-adopted plans, including the Business 30 Master Plan and 2016 Comprehensive Plan.

QUALIFICATIONS: Planning and Zoning Commission members must be residents of Mount Vernon and not currently serving in another elected or appointed City position. It is preferred that candidates be qualified by knowledge or experience to act in an advisory role, particularly in matters pertaining to development, land use and/or administration of a comprehensive plan. Residents without such experience will be considered, however.

Name:

Julie Nosek

Address:

329 Hillview Dr SE, Mt. Vernon, IA 52314

Phone:

319-361-2663

Email:

j.nosek@me.com

Personal experience and/or education that qualifies you to serve in this capacity: (Additional information may be attached, if necessary.)

I believe my volunteer experience at The Greater Cedar Rapids Community Foundation as Board member (2015-2020), Investment chair (2016-2020), Linn County Fund Grant Chair (2015-2020), Investment Committee member (2015-2024) combined with my investment experience and education uniquely qualify me for this role. My detailed experience can be viewed on LinkedIn at [linkedin.com/in/julienosek](https://www.linkedin.com/in/julienosek).
Thank you for consideration.

Please return the completed form to Mount Vernon City Hall at 213 First St. NW.

Office Use Only: Date Received _____

Sent to Mayor _____

Chris Nosbisch

From: Tasha Whitman <twhitman@mtvernonlisbonpd-ia.gov>
Sent: Friday, June 6, 2025 12:32 PM
To: Chris Nosbisch; Lori Boren
Subject: FW: Application App-221843 Ready for Review

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

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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

From: noreply@salesforce.com <noreply@salesforce.com> **On Behalf Of** IOWA ABD Licensing Support
Sent: Friday, June 6, 2025 12:28 PM
To: Tasha Whitman <twhitman@mtvernonlisbonpd-ia.gov>
Cc: licensingnotification@iowaabd.com
Subject: Application App-221843 Ready for Review

Hello,

Application Number App-221843 has been set to "Submitted to Local Authority" status and is currently ready for your review.

Corp Name: SI SENOR INC

DBA: SI SENOR

License Number: LC0041008

Application Number: App-221843

Tentative Effective Date: 7/3/2025

License Type: Class C Retail Alcohol License (LC)

Application Type: Renewal

Chris Nosbisch

From: Tasha Whitman <twhitman@mtvernonlisbonpd-ia.gov>
Sent: Friday, June 6, 2025 11:50 AM
To: Lori Boren; Chris Nosbisch
Subject: FW: Application App-218880 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

From: noreply@salesforce.com <noreply@salesforce.com> **On Behalf Of** IOWA ABD Licensing Support
Sent: Friday, June 6, 2025 11:43 AM
To: Tasha Whitman <twhitman@mtvernonlisbonpd-ia.gov>
Cc: licensingnotification@iowaabd.com
Subject: Application App-218880 Ready for Review

Hello,

Application Number App-218880 has been set to "Submitted to Local Authority" status and is currently ready for your review.

Corp Name: MOUNT VERNON-LISBON CHARITABLE DEVELOPMENT GROUP, INC.

DBA: MOUNT VERNON-LISBON DEVELOPMENT GROUP

License Number:

Application Number: App-218880

Tentative Effective Date: 7/10/2025

License Type: Special Class C Retail Alcohol License (BW)

Application Type: New

May 9, 2025

State of Iowa
Alcohol Beverage Division
1918 SE Hulsizer Drive
Ankeny, Iowa 50021

Re: Heritage Days Outdoor Festival

To Whom It May Concern:

The Mount Vernon-Lisbon Community Development Group (CDG) is collaborating closely with the City of Mount Vernon to plan and manage our annual Heritage Days festival, scheduled for July 11th – 12th, 2025.

The festival will feature the closure of 1st Street East and West to accommodate various activities, including but not limited to a car show, a beer tent, a bingo tent, kids' games and activities, and a live music stage.

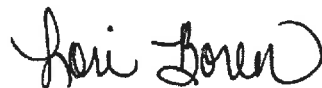
City staff, including Police Chief Doug Shannon and Temporary Interim Chief Jason Blinks, are aware of the festival and are prepared to assist with crowd control during the event. We will provide twelve outdoor portapotties, and a trained volunteer team will be on hand to oversee all aspects of the festival. This includes a designated area for checking IDs and managing restricted drinking zones. We have applied for a five-day liquor license covering July 10th - 14th, to allow sufficient time for setup, storage, and retrieval of alcohol for the beer tent, which will operate on Saturday, July 12th from 11:00 AM - 12 AM.

We anticipate welcoming over 2,000 residents and guests to our annual festival and are committed to creating a safe and welcoming environment for everyone.

Chris Nosbisch
City Manager
City of Mount Vernon



Lori Boren
Assistant City Manager
City of Mount Vernon



E. Public Hearing

AGENDA ITEM # E – 1 & F - 1

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

DATE: June 16, 2025

AGENDA ITEM: Public Hearing – Ordinance #6-16-2025A Sewer Rates

ACTION: Motion to Close

SYNOPSIS: The public hearing notice was not submitted in time to legally hold this hearing. Staff would ask Council to table this item until the July 7, 2025 meeting.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion to Close

ATTACHMENTS: See Ordinance #6-16-2025A Sewer Rates

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/12/2025

AGENDA ITEM # E – 2 & F - 2

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

DATE: June 16, 2025

AGENDA ITEM: Public Hearing – Ordinance #6-16-2025B US 30 Master Plan

ACTION: Motion to Close

SYNOPSIS: Please see the staff report from Leigh Bradbury outlining the details of the US 30 Master Plan expansion. The Planning and Zoning Commission reviewed this request at the their Wednesday, June 11, 2025 meeting and voted in favor of recommending approval to the City Council.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion to Close

ATTACHMENTS: See Ordinance #6-16-2025B US 30 Master Plan

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/12/2025

AGENDA ITEM # E – 3 & F - 3

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

DATE: June 16, 2025

AGENDA ITEM: Public Hearing – Ordinance #6-16-2025C Accessory Buildings

ACTION: Motion to Close

SYNOPSIS: Unintended language was included in the accessory dwelling unit section of the Mt. Vernon Zoning Code, severely limiting the overall size of units. The Planning and Zoning Commission is recommending the attached changes to the zoning code.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion to Close

ATTACHMENTS: See Ordinance #6-16-2025C Accessory Buildings

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/12/2025

AGENDA ITEM # E – 4 & G – 3

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

DATE: June 16, 2025

AGENDA ITEM: Public Hearing - Resolution #6-16-2025C: Adopting Plans

ACTION: Motion to Close

SYNOPSIS: This is the time for the public hearing on the 2025-2026 Rachel Street improvements. Work will include the extension of Rachel Street, west Hwy 1 west, construction of new traffic signals, and expansion work on the east side of Rachel Street and Hwy 1 Intersection.

BUDGET ITEM: Bond

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion to Close

ATTACHMENTS: See Resolution #6-16-2025C: Adopting Plans

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/12/2025

F. Ordinance Approval/Amendment

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

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

ORDINANCE #6-16-2025A

**AN ORDINANCE AMENDING CHAPTER 99 SEWER SERVICE CHARGES 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 99.02 Rate, is hereby amended as follows:

92.02 USAGE RATE. Effective July 1, 2009, each customer will pay sewer service charges in the amount of \$34.22 per 1000 cubic feet of water attributable to the customer for the property served but in no event less than \$7.51 per month (a 10% increase over the previous rate of \$6.83). Beginning on July 1, 2009 and then on July 1 of each succeeding year until June 30, 2024, the sewer service charge will increase 3% and the minimum charge will be increased by 3%. **Beginning July 1, 2025 and July 1, 2026, the sewer service charge will increase 12% and the minimum charge will be increased by 12%. Beginning on July 1, 2027, and then on July 1 of each succeeding year until June 30, 2030, the sewer service charge will increase 3% and the minimum charge will be increased by 3%.** In any fiscal year in which revenues are expected to exceed operations and maintenance expenditures by 25% the Council, by resolution, shall suspend the rate increase, in whole or in part, so long as revenues exceed operations and maintenance expenditures by 25%.

In addition, there will be a flat fee of \$10.00 per month per residential dwelling unit and a flat fee of \$10.00 per month for each non-residential account for the purpose of payment for an upgrade to the sewer system for the benefit of all users. A residential dwelling unit is defined as one or more rooms, designed, occupied or intended for occupancy as a separate living quarter. For purposes of this section, each apartment, dormitory room, condominium or similar dwelling usage will be considered a separate dwelling unit.

Customers who are educational institutions with more than 250 full-time students are exempt from the sewer service charges based on the water usage for the portion of water service:

1. Used exclusively for watering or irrigating playing fields of the educational institution; and
2. Measured by a meter that is separate and distinct from the meters used to measure other water services provided to the customer.

The customer is responsible for all costs associated with the purchase, installation and maintenance of the meter. The Superintendent shall determine the type and size of the meter and, further, shall inspect and approve the installation of the meter so used. The customer's eligibility for this exemption is contingent upon full compliance with these and other provisions pertaining to the water system and the sanitary sewer system, as determined by the Superintendent.

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 _____, 2025.

ATTEST:

Thomas M. Wieseler - Mayor

Marsha Dewell – City Clerk

I certify that the foregoing was published as
Ordinance #6-16-2025A on the _____ day of _____, 2025.

Marsha Dewell, City Clerk

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

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

ORDINANCE #6-16-2025B

**AN ORDINANCE AMENDING SECTION 509 US HIGHWAY 30 OVERLAY DISTRICT OF
ARTICLE FIVE: SPECIAL OVERLAY DISTRICTS WITHIN CHAPTER 165 ZONING
REGULATIONS OF THE CITY OF MT. VERNON MUNICIPAL CODE**

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

SECTION 1. ADOPTED. Section 509 US Highway 30 Overlay District and the associated zoning map amendment are hereby incorporated into the Mt. Vernon Municipal Code as set forth in Exhibit "A," attached hereto and made a part thereof.

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 _____, 2025.

ATTEST:

Thomas M. Wieseler - Mayor

Marsha Dewell – City Clerk

I certify that the foregoing was published as
Ordinance #6-16-2025B on the ____ day of _____, 2025.

Marsha Dewell, City Clerk

PLANNING & ZONING COMMISSION

June 11, 2025

Staff Report

Prepared by: Leigh Bradbury, City Planner

AGENDA ITEM #5:

Proposed Ordinance Amendment:

Extension of the US Highway 30 Master Plan (US30MP) Overlay District

Timeline:

05/30/25	Notices sent to parcels identifying the proposed area to be adopted into the plan
06/11/25	Commission meeting with possible action making recommendation to City Council on amending US30MP
06/16/25	City Council – Public Hearing and Possible Action Amending US30MP

US Highway 30 Master Plan

The US Highway 30 Master Plan was adopted by City Council in 2021 “to promote growth while protecting the general welfare and values of the community through established architectural standards, site design guidelines, and permitted uses.” The plan is to be evaluated annually to ensure that it is meeting the needs of the community and achieving the desired results.

The north boundary of the US30MP is currently Business 30. In order to protect the investment of property owners along this corridor, staff is recommending extension of the plan to apply the design standards and guidelines to properties along the north side as well.

The area proposed for adoption into the plan are demonstrated on the map below.

Zoning Map Amendment:

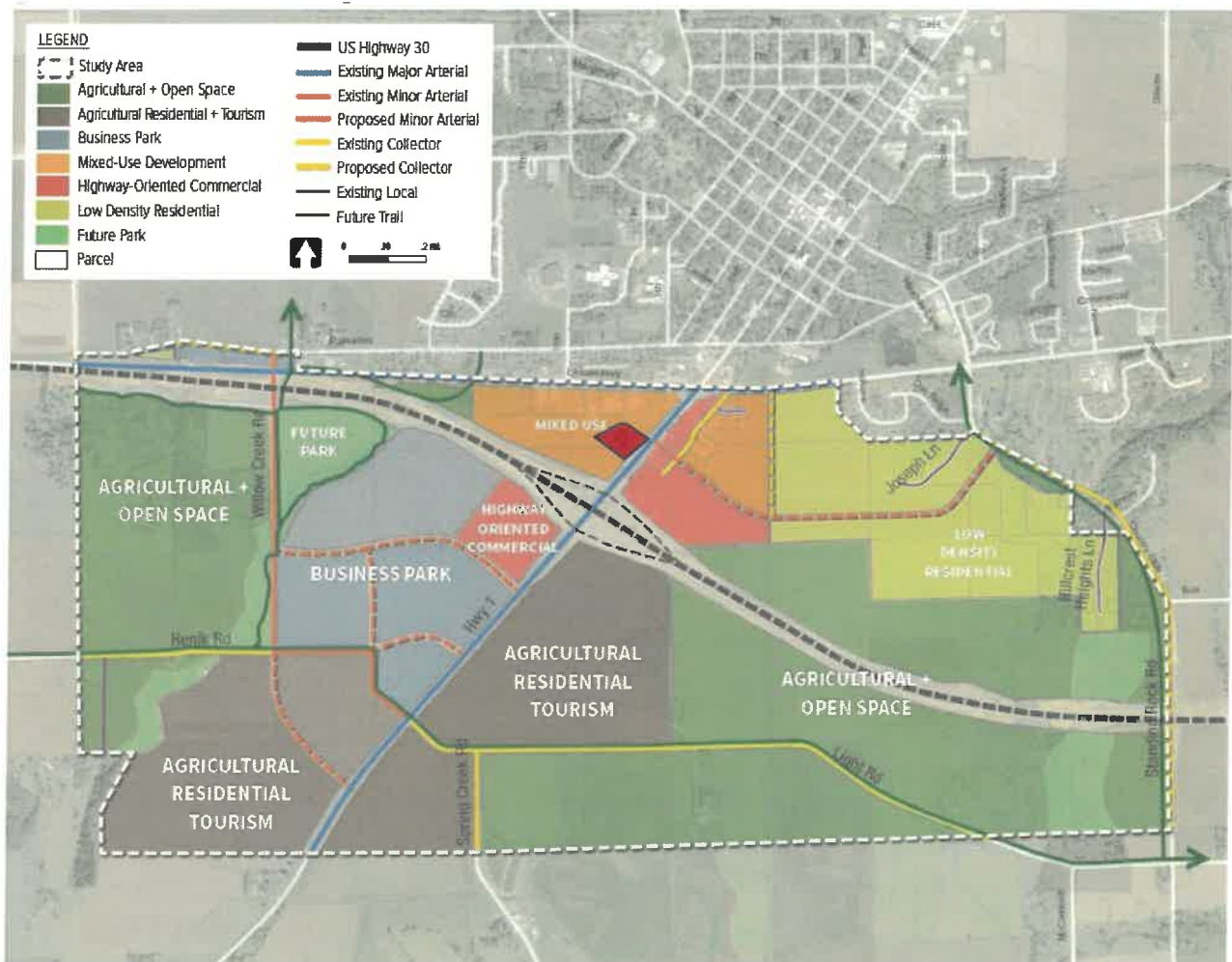
Rezoning of individual parcels is a separate process. If rezoning is pursued, that process requires posting a Notice of Rezoning on all affected parcels, certified notice to all properties within 300', and a public hearing by both the Commission and City Council.

Action Required:

The commission shall make recommendation to City Council on the proposed extension of the US Highway 30 Master Plan to include properties north of Business 30 and west of Iowa State Highway 1 as identified on the following page.

AMENDMENT OF THE ZONING MAP:

Future Land Use Map from November, 2020 Adoption of the US Highway 30 Master Plan:



Parcel Address	Existing Conditions - April 2025			US30MP: Overlay Zoning	
	Establishment	Use	General Commercial Zoning District	Mixed Use Development	Highway-Oriented Commercial
215 Business 30 SW 217 Business 30 SW	Cherry Ridge Independent & Assisted Living Hallmark Care Center	Retirement Residence Convalescent Services	Conditional Use	Permitted by Right	Established Non-Conforming Use
323 Business 30 SW	Casey's General Store	Automotive and Equipment Services (Fuel & Convenience Store)	Permitted by Right	Established Non-Conforming Use	Permitted by Right
353 Business 30 SW	Pending	Development Pending	n/a	n/a	n/a
211 Business 30 SW	Round-About Repair Shop	Automotive and Equipment Services (Equipment Repair & Maintenance)	Permitted by Right	Established Non-Conforming Use	Permitted by Right

509 US30 - US HIGHWAY 30 OVERLAY DISTRICT.

The US Highway 30 Overlay District (US30 Overlay District) is intended to provide building and site design guidelines within the overlay district boundary. The intent of this overlay district is to promote growth while protecting the general welfare and values of the community through established architectural standards, site design guidelines, and permitted uses. When a standard or code requirement is not addressed within the US Highway 30 Master Plan, the regulations as contained elsewhere within the City's code for the underlying zoning district in which the property is zoned shall apply. Should a conflict arise between the City Code and standards contained within the Master Plan, the more restrictive requirement, as determined by the Zoning Administrator, shall prevail.

Prior to the development or redevelopment of any parcel located within the US30 Overlay District, the property should be zoned or rezoned, as may be necessary, to be consistent with the land use designation as shown in the US Highway 30 Master Plan Future Land Use Plan and per the US Highway 30 Master Plan Zoning and Overlay Land Use Compatibility Table.

1. Permitted Uses. Uses permitted or permitted by approval of a Conditional Use Permit are those uses as listed in the US Highway 30 Master Plan Permitted Uses Table for the underlying Overlay Land Use Category identified for the property. Uses not listed in the table as permitted or permitted conditionally within the corresponding Land Use Category are prohibited even if listed as permitted or permitted conditionally within the underlying zoning of the property.

2. Application for Approval. An application is required for the development of a property, the construction of a new building or improvement, the redevelopment of an existing property (including a significant change in use), or an amendment or change to a previously approved site plan located within the US30 Overlay District. An application form, site plan (including required site plan details and number of copies), building elevations, and any additional information, details, and studies, as specified and required by the Zoning Administrator as necessary to determine compliance with all applicable codes and requirements shall be submitted to the Zoning Administrator along with the application fee as established by resolution of the City Council.

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

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

ORDINANCE #6-16-2025C

**AN ORDINANCE AMENDING CHAPTER 165 ZONING REGULATIONS 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 165 Zoning Regulations. Subsection 710, is hereby amended as follows:

710 ACCESSORY BUILDINGS. Accessory uses and buildings are subject to all site development regulations of its zoning district, except as provided below:

1. Setbacks:

- A. Side Yards: An accessory building may be located a minimum of five feet (5') from the side lot line of the property if it is located between the rear building line of the principal building and the rear property line.
- B. Front Yards: No accessory building may be located between the front building line of the principal building and the front property line.
- C. Rear Yard: The minimum rear yard setback for accessory buildings shall be 8 feet (8'). This minimum rear yard setback shall be increased to 15 feet (15') if the accessory building requires vehicular access from an alley.
- D. Street Yards: No accessory building shall be located within 20 feet from any street side yard property line.
- E. Easements: Easements may be incorporated into these required setbacks. however, no accessory building shall be located within any easement or right-of-way along the property line.

2. Maximum Size:

- A. No accessory building shall exceed 144 square feet, or 1.5% of total lot area, whichever is larger, within an SR, TR, or HR residential district., **with the exception of an accessory dwelling unit or detached garage.**
- B. All buildings on a site, taken together, must comply with the building coverage requirements for the zoning district.
- C. The maximum square feet of any detached garage or accessory dwelling unit shall not exceed 100% of the primary dwelling unit's ground floor square feet, alone or in combination, excluding any attached garage square feet. Dwelling space which may occupy a half story is not subject to this limit, however, the area limit applied for an accessory dwelling unit between this section and section 610 shall be the most restrictive limit.

3. Height:
 - A. In residential districts, the maximum height shall be 12 feet (12') for a detached garage and 10 feet (10') for any other accessory building.
 - B. Additionally and without any increase to the height of the sidewalls of a detached garage or accessory building based on the aforementioned maximum height limitations, the height and pitch of the roof may be increased if, in the discretion of the Zoning Administrator, that increase is necessary to complement the pitch and style of the primary residential structure.
 - C. In no event shall a detached garage or accessory building exceed the height of 20 feet (20'), as measured from the established grade to the highest point of the structure.
4. Separation from Other Buildings: No accessory building shall be placed within ten feet of any other building on its own property or any adjacent properties.
5. Attached Accessory Buildings: Any accessory building physically attached to the principal building shall be considered part of the principal building and subject to the development regulations of its zoning district.
6. Effect on Adjacent Properties: If an adjacent lot is built upon, the accessory building must be entirely to the rear of the line of any principal building on such adjacent lot. No accessory building shall damage adjacent property by obstructing views, inhibiting solar access, or hindering ventilation.
7. Hazards: Any accessory use which creates a potential fire hazard shall be located a minimum of 10 feet from any residential structure. Such uses include but are not limited to detached fireplaces, barbecue ovens, or storage of flammable materials.
8. No accessory building shall be built upon any lot until construction of the principal building has begun.

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 _____, 2025.

ATTEST:

Thomas M. Wieseler - Mayor

Marsha Dewell – City Clerk

I certify that the foregoing was published as
Ordinance #6-16-2025C on the _____ day of _____, 2025.

Marsha Dewell, City Clerk

PLANNING & ZONING COMMISSION

June 11, 2025

Staff Report

Prepared by: Leigh Bradbury, City Planner

AGENDA ITEM #6

Ordinance Amendment: Chapter 165, Article 7 Section 710 Accessory Buildings

Background Information:

In 2018, City Council approved an amendment which was intended to restrict the size of accessory buildings. This amendment was proposed following construction of a detached garage which exceeded the size of the home on a residential lot in 2016.

A summary of the changes made are shown in red below:

Clause eliminated:

~~With the exception of detached garages, n~~ No accessory building shall exceed 144 square feet, or 1.5% of total lot area, whichever is larger, within an SR, TR, or HR residential district.

Subsection added:

The maximum square feet of any detached garage or accessory dwelling unit shall not exceed 100% of the primary dwelling unit's ground floor square feet, alone or in combination, excluding any attached garage square feet.

As a detached garage is defined as "an accessory building" in section 165.302.92, the eliminated language inadvertently restricts them to 144 square feet, or 1.5% of total lot area. In speaking with the prior Zoning Administrator, this was not the intent of the amendment and building permits have been issued with that interpretation.

Unfortunately, the size restriction also applies to the Accessory Dwelling Units, which were adopted in 2024 with a size restriction of not to exceed 800 square feet.

The proposed amendment will address both concerns, as presented on the following pages.

Action Required:

Upon recommendation from the Planning and Zoning Commission, City Council will hold a public hearing on the proposed amendment of Chapter 165, Article 7 Section 710 Accessory Buildings.

PROPOSED AMENDMENT:

710 ACCESSORY BUILDINGS.

Accessory uses and buildings are subject to all site development regulations of its zoning district, except as provided below:

1. Setbacks:

- A. Side Yards: An accessory building may be located a minimum of five feet (5') from the side lot line of the property if it is located between the rear building line of the principal building and the rear property line.
- B. Front Yards: No accessory building may be located between the front building line of the principal building and the front property line.
- C. Rear Yard: The minimum rear yard setback for accessory buildings shall be 8 feet (8'). This minimum rear yard setback shall be increased to 15 feet (15') if the accessory building requires vehicular access from an alley.
- D. Street Yards: No accessory building shall be located within 20 feet from any street side yard property line.
- E. Easements: Easements may be incorporated into these required setbacks. however, no accessory building shall be located within any easement or right-of-way along the property line.

2. Maximum Size:

- A. No accessory building shall exceed 144 square feet, or 1.5% of total lot area, whichever is larger, within an SR, TR, or HR residential district., **with the exception of an accessory dwelling unit or detached garage.**
- B. All buildings on a site, taken together, must comply with the building coverage requirements for the zoning district.
- C. The maximum square feet of any detached garage or accessory dwelling unit shall not exceed 100% of the primary dwelling unit's ground floor square feet, alone or in combination, excluding any attached garage square feet. Dwelling space which may occupy a half story is not subject to this limit, however, the area limit applied for an accessory dwelling unit between this section and section 610 shall be the most restrictive limit.

3. Height:

- A. In residential districts, the maximum height shall be 12 feet (12') for a detached garage and 10 feet (10') for any other accessory building.
- B. Additionally and without any increase to the height of the sidewalls of a detached garage or accessory building based on the aforementioned maximum height limitations, the height and pitch of the roof may be increased if, in the discretion of the Zoning Administrator, that increase is necessary to complement the pitch and style of the primary residential structure.

- C. In no event shall a detached garage or accessory building exceed the height of 20 feet (20'), as measured from the established grade to the highest point of the structure.
4. Separation from Other Buildings: No accessory building shall be placed within ten feet of any other building on its own property or any adjacent properties.
 5. Attached Accessory Buildings: Any accessory building physically attached to the principal building shall be considered part of the principal building and subject to the development regulations of its zoning district.
 6. Effect on Adjacent Properties: If an adjacent lot is built upon, the accessory building must be entirely to the rear of the line of any principal building on such adjacent lot. No accessory building shall damage adjacent property by obstructing views, inhibiting solar access, or hindering ventilation.
 7. Hazards: Any accessory use which creates a potential fire hazard shall be located a minimum of 10 feet from any residential structure. Such uses include but are not limited to detached fireplaces, barbecue ovens, or storage of flammable materials.
 8. No accessory building shall be built upon any lot until construction of the principal building has begun.

G. Resolutions for Approval

AGENDA ITEM # G – 1

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

DATE: June 16, 2025

AGENDA ITEM: Resolution #6-16-2025A: Transfer Resolution

ACTION: Motion

SYNOPSIS: This is the final transfer resolution for the 2024-2025 fiscal year.

BUDGET ITEM: None

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Resolution #6-16-2025A: Transfer Resolution

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/12/2025

AGENDA ITEM # G – 2

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

DATE: June 16, 2025

AGENDA ITEM: Resolution #6-16-2025B: Ordering Construction

ACTION: Motion

SYNOPSIS: It is finally time to start the bidding process for the sidewalk repair work in the NE and SE quadrants of the community. Derecho and Covid paused the sidewalk repair program.

BUDGET ITEM: Sidewalk Funds

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Resolution #6-16-2025B: Ordering Construction

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/12/2025

RESOLUTION #6-16-2025B

**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
2025 SIDEWALK IMPROVEMENTS**

WHEREAS, it is deemed advisable and necessary to construct certain public improvements described in general as the 2025 Sidewalk Improvements, 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 2025 Sidewalk Improvements, 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 2025 Sidewalk Improvements including all labor, materials, and equipment necessary removal and replacement of 10,361 SF of 4-inch PCC sidewalk, 8,394 SF of 6-inch PCC sidewalk, 21 ADA Ramps, sidewalk grinding, excavation, grading, seeding, traffic control 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 July 7, 2025,

meeting at the Mt. Vernon City Hall (213 1st St NW) The date for receiving bids is hereby fixed as July 17, 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 July 21, 2025, at 6:30 p.m., at Mt. Vernon City Hall (213 1st 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 16th day of June, 2025.

Tom Wieseler, Mayor

ATTEST:

Marsha Dewell, City Clerk

RESOLUTION #6-16-2025C

**RESOLUTION ADOPTING PLANS,
SPECIFICATIONS, FORM OF CONTRACT,
AND ESTIMATE OF COSTS**

FOR

THE 2025 RACHEL STREET IMPROVEMENT PROJECT.

WHEREAS, on the 2nd day of June, 2025, the Mt. Vernon City Council adopted resolution #6-2-2025D establishing a public hearing date and approving the advertisement for bids for the 2025 Rachel Street Improvement Project, and

WHEREAS, a public hearing on said project was held by the Mt. Vernon City Council on the 16th day of June, 2025, and

WHEREAS, the plans, specifications, form of contract, and estimate of costs were filed with the City Clerk for the construction of certain public improvements described in general as the 2025 Rachel Street Improvement Project; more specifically described as:

The 2025 Rachel Street Improvement Project includes the construction of approximately 435 ft of 34 ft wide 8" PCC street with curb and gutter and storm sewer and 350 feet of street widening by removal and replacement of curb and gutter. Improvements include all labor, materials, and equipment necessary to construct 8" PCC pavement (3,813 SY) on a 6" modified subbase (4,619 SY); 4.5' x 7" pcc curb and gutter (886 LF); subdrain (1,239 LF); intakes (8 Ea.); 15" – 24" storm sewer (838 LF); PCC driveways (335 SY); 6" PCC sidewalk (109 SY); 8" water main in open cut (1,295 LF); 18" casing pipe augured in place with 8" water main (180 LF); traffic signals, traffic control; pavement markings, signs, earthwork, excavation, backfill, sitework; erosion control, seeding and miscellaneous associated work including cleanup.

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

Section 1. That the said plans, specifications, form of contract and estimate of costs are hereby adopted as the plans, specifications, form of contract and estimate of costs for said public improvements, as described in general as the 2025 Rachel Street Improvement Project and more specifically described above.

PASSED and ADOPTED this 16th day of June, 2025

Thomas M. Wieseler, Mayor

ATTEST:

Marsha Dewell, City Clerk

AGENDA ITEM # G – 4

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

DATE: June 16, 2025

AGENDA ITEM: Resolution #6-16-2025D: Disposal of Property

ACTION: Motion

SYNOPSIS: A list of the city owned property slated for disposal can be found within Exhibit A of the resolution.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Resolution #6-16-2025D: Disposal of Property

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/12/2025

RESOLUTION #6-16-2025D

RESOLUTION APPROVING THE DISPOSAL OF
MUNICIPAL PROPERTY

WHEREAS; over time the City of Mt. Vernon has accumulated property by various methods and of wide ranging descriptions; and

WHEREAS; the City now has the need to dispose of this property as it is of no use and of no value to maintain; and

WHEREAS; the said property has been inventoried (Exhibit A attached) and is ready for disposal.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MT. VERNON, IOWA: To grant staff permission to dispose of inventoried property by best methods possible while seeking to collect reasonable value.

PASSED and ADOPTED this 16th day of June, 2025.

Thomas M. Wieseler, Mayor

ATTEST:

Marsha Dewell, City Clerk

Exhibit “A”

Equipment/Property for Sale

June 16, 2025

Miscellaneous equipment, including but not limited to the following:

1. Hustler Mower
2. Davis Park Scoreboard
3. Misc. car/ cage parts and accessories
4. Misc. emergency lights, wiring and accessories
5. (10) New door access power units
6. (2) Decommissioned patrol bicycles
7. (1) Complete WatchGaurd car camera system
8. Handheld radar units
9. Other misc. outdated supplies

AGENDA ITEM # G – 5

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

DATE: June 16, 2025

AGENDA ITEM: Resolution #6-16-2025E: Fee Schedule

ACTION: Motion

SYNOPSIS: The LBC fees are reviewed every two years by staff. Inflationary costs, including proposed wage increases, are necessitating a small increase in member and rental rates. Please see the supporting documents from staff detailing the proposed changes.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Resolution #6-16-2025E: Fee Schedule

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/12/2025



**Mount
Vernon**
IOWA

Chris Nosbisch, City Administrator
Douglas Shannon, Chief of Police

Thomas M. Wieseler, Mayor

Council:

Scott Rose
Stephanie West
Mark Andresen
Paul Tuerler
Craig Engel

RE: Fee Increases at LBC

June 12, 2025

Dear Honorary Council Members and Honorable Mayor Wieseler,

We presented a plan two years ago to increase fees at the LBC every two years to keep pace with the rising costs of doing business. Rates were last raised in July 2023. Thus, July 2025 brings a fee increase in memberships, rentals, and programs. Being presented at the June 16th City Council meeting are rate increases for memberships rates, rental rates, and program fees. Please see the recommended plan attached for memberships and rentals. Since programs vary so much from the number of programs, the duration or number of sessions, and the season we will consider a range of 6%-10% increase approach based on the individual program.

Sincerely,

Matt Siders
Director of Parks and Recreation
City of Mount Vernon IA
319-895-9513
msiders@cityofmtvernon-ia.gov

RESOLUTION #6-16-2025E

**RESOLUTION APPROVING AN AMENDMENT TO THE MOUNT VERNON FEE
SCHEDULE RELATED TO THE LESTER BURESH FAMILY WELLNESS CENTER**

WHEREAS, the City of Mount Vernon currently maintains a fee schedule for applications, services and submittals, and

WHEREAS, the City Council reviews various economic factors with each budget session to determine appropriate fee increase, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MT. VERNON, IOWA, that the City of Mt. Vernon hereby amends the Mount Vernon Fee Schedule to include updated rates for the Lester Buresh Family Wellness Center as proposed in Exhibit "A," attached hereto and made a part thereof.

APPROVED this 16th day of June, 2025.

Thomas M. Wieseler, Mayor

ATTEST: _____
Marsha Dewell, City Clerk

1/1/2020		1 mo	3 mo	per mo	12 mo EFT	per mo	12 mo PIE	per mo
Standard								
Single		40	105	35	360	30	342	28.50
Single + 1		50	135	45	480	40	456	38.00
Family		65	180	60	660	55	627	52.25
Senior Single		35	90	30	300	25	285	23.75
Senior + 1		40	105	35	360	30	342	28.50
Youth/Military		35	90	30	300	25	285	23.75
7/1/2023								
Standard		1 Mo	3 Mo	per mo	12 Mo EFT	per mo	12 Mo PIE	per mo
Single		43	111	37	384	32	366	30.50
Single + 1		54	144	48	516	43	489	40.75
Family		70	192	64	708	59	672	56.00
Senior Single		37	96	32	324	27	306	25.50
Senior + 1		43	111	37	384	32	366	30.50
Youth/Military		37	96	32	324	27	306	25.50
7/1/2025								
Standard		Proposed 1 Mo	Proposed 3 Mo	per mo	Proposed 12 EFT	per mo	Proposed 12 PIE	per mo
Single		46	117	39	410	34	393	32.75
Single + 1		58	153	51	555	46	525	43.75
Family		75	204	68	759	63	720	60.00
Senior Single		39	102	34	350	29	330	27.50
Senior + 1		46	117	39	410	34	393	32.75
Youth/Military		39	102	34	350	29	330	27.50

Rental Rates	Current	Proposed	Member Current	Member Proposed
Gym	33	36	27.50	30
Comm Room	33	36	27.50	30
Kitchen	15	15	10	10
Flex	20	20	15	15
RockWall	50	50	45	45
Turf	45	45	40	40
Turf (half hour)	25	25	20	20
Studio	35	35	30	30
Lower Level	900	1000	775	850
East Wing	380	400	320	340
Full Facility	2400	2500	2400	2500
Birthday Party	165	180	137.50	150

J. Motions for Approval

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

WOODRUFF CONSTRUCTION INC	PAY APP #8-2024 POOL RENO	536,585.79
PAYROLL	CLAIMS	152,099.08
MUNICIPAL PIPE TOOL CO. INC	PAY APP #4-2024 SEWER REHAB	67,049.48
RATHJE CONSTRUCTION	PAY APP #4 FINAL-GLENN STREET	45,362.22
EMPLOYEE BENEFIT SYSTEMS	GROUP INSURANCE-ALL DEPTS	36,572.98
JEO CONSULTING	UPTOWN STREETSCAPE-LOST III	26,809.00
REPUBLIC SERVICES #897	GB,RECYL-SW RESIDENTIAL	24,194.81
REPUBLIC SERVICES #897	GB,RECYL-SW COMMERCIAL	16,104.70
VEENSTRA & KIMM INC	RACHEL STREET PREL DESIGN	14,362.10
PREMIER POLYSTEEL	TABLES-POOL RENOVATION	12,470.00
BAKER GROUP	HVAC MAINT-LBC	9,621.17
US BANK	CREDIT CARD PURCHASES-ALL DEPTS	7,561.45
LEXIPOL LLC	POLICY MANUALS-PD	5,479.55
WATER SOLUTIONS UNLIMITED INC	CHEMICALS-WAT	4,578.82
MOUNT VERNON ACE HARDWARE	SUPPLIES-ALL DEPTS	3,448.67
STATE HYGIENIC LAB	TESTING-SEW	2,567.50
JOHNSON, MIRMIRAN & THOMPSON	DESIGN GUIDELINES-HPC	2,381.33
RED LION RENEWABLES	SOLAR ELECTRIC-P&A,PD,LBC	2,324.58
EMPLOYEE BENEFIT SYSTEMS	INSURANCE CLAIMS-ALL DEPTS	2,150.19
LYNCH DALLAS PC	LEGAL FEES-P&A	2,044.89
CAUSE TEAM	UNIFORMS-ALL DEPTS	1,788.90
BANKCARD 8076	CREDIT CARD FEES-LBC,POOL,P&REC	1,640.25
BRADLEY HAUGE CPA	PROFESSIONAL SERVICES-ALL DEPTS	1,585.00
GARY'S FOODS	SUPPLIES-POOL	1,495.00
IOWA SOLUTIONS INC	COMPUTER MAINT-ALL DEPTS	1,195.00
ROUNABOUT REPAIR SHOP LLC	VEHICLE MAINT-PD	1,026.92
PITNEY BOWES	METER POSTAGE-ALL DEPTS	1,000.00
CATERPILLAR FINANCIAL SERVICES	GENERATOR-PD	949.39
PLASTIC PALLET CREATION	PALLETS-PW	880.00
HAWKINS INC	CHEMICALS-WAT	811.00
HAWKEYE FIRE & SAFETY	EXTINGUISHER MAINT-ALL DEPTS	739.50
P&K MIDWEST INC	EQUIP REPAIR-PW	738.67
KIEFER AQUATICS	SPINE BOARD PACKAGE-POOL RENO	590.00
BAUMAN AND COMPANY	UNIFORMS-ALL DEPTS	513.98
MEDIACOM	PHONE/INTERNET-SEW	391.29
MECHANICSVILLE FIBER	PHONE/INTERNET-PD	378.62
AFFORDABLE HEATING & COOLING	HVAC MAINT-CITY HALL	270.60
FRIED SWEETS & TREATS	CTW VENDOR-P&REC	230.00
KONE INC	ELEVATOR MAINT-P&A	223.29
BANKCARD 8076	REFUND-POOL,P&REC,LBC	200.00
KIRKWOOD COMMUNITY COLLEGE	TRAINING-FD	189.00
INDUSTRIAL TECHNICAL SUPPORT	SERVICES-WAT	187.50
RC TECH	CAMERA SERVICE-SW	186.50
CARQUEST OF LISBON	EQUIP MAINT-ALL DEPTS	181.71
KONICA MINOLTA	MAINT PLAN/COPIES-LBC	149.84
STAPLES INC	SUPPLIES-ALL DEPTS	136.65
AIRGAS INC	CYLINDER RENTAL-PW	126.92
KONA ICE	CTW VENDOR-P&REC	120.00
MENARDS	SUPPLIES-SCULPTURE TRAIL	119.96
AMAZON CAPITAL SERVICES	UNIFORMS-PD	113.15
NEAL'S WATER CONDITIONING SERV	WATER/SALT-CITY HALL	111.00
IAN MACDONALD STUDIOS	LOGO CREATION-P&A	100.00
GARY'S FOODS	SUPPLIES-P&REC	91.87
CITY LAUNDERING CO	SERVICES-CITY HALL	91.74
VESTIS	RUGS,SERVICES-FD	88.20
DSG	SUPPLIES-WAT	75.68
TERMINIX PRESTO-X	PEST CONTROL-FD	73.81
TERMINIX PRESTO-X	PEST CONTROL-PD	68.20

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

STANARD & ASSOCIATES	TESTING-PD	66.83
TERMINIX PRESTO-X	PEST CONTROL-CITY HALL	63.80
LYNCH FORD-LYNCH CHEVROLET	VEHICLE MAINT-PW	63.68
UNITYPOINT CLINIC-OCCUPATIONAL	DRUG TESTING-PW VOLKOV	42.00
CHARLOTTE MCDERMOTT	INSTRUCTOR-LBC	40.00
AMAZON CAPITAL SERVICES	SUPPLIES-LBC	30.58
MATT PLOTZ	UNIFORMS-ALL DEPTS	29.99
GAZETTE COMMUNICATIONS	ADS/PUBLICATIONS-P&Z	25.44
AUTHNET GATEWAY BILLING	CREDIT CARD SERVICES-LBC	5.00
TOTAL		992,994.77

FUND EXPENSE TOTALS	
POOL RENOVATIONS	549,645.79
PAYROLL	152,099.08
ARPA LINN COUNTY GRANT	67,049.48
GENERAL FUND	47,843.81
GLENN ST/COTTONWOOD	45,362.22
SOLID WASTE	43,355.54
LOST III UR & STREETScape	26,809.00
LBC	16,114.54
RACHEL STREET/KWIK STAR	14,362.10
WATER FUND	13,669.77
SEWER FUND	10,699.46
ROAD USE TAX FUND	4,562.92
STORM WATER FUND	1,301.10
LOST III TRAILS/PARKS	119.96
TOTAL	992,994.77

FY25 MAY REVENUE	
GENERAL GOVERNMENT	385,102.16
PUBLIC WORKS	246,544.17
PUBLIC SAFETY	104,506.36
CULTURE-RECREATION	78,920.55
COMMUNITY & ECONOMIC DEV	6,112.05
TOTAL	821,185.29

AGENDA ITEM # J – 2

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

DATE:	June 16, 2025
AGENDA ITEM:	Setting Wages for the LBC
ACTION:	Motion

SYNOPSIS: Economic factors continue to pressure beginning wage thresholds for city facilities, including the LBC. Staff have identified new starting wages for each job classification based upon industry standards and current market conditions. See the attached staff memo regarding the proposed increase. I will present further explanations to the Council at the meeting.

BUDGET ITEM: LBC

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/12/2025



**Mount
Vernon**
IOWA

Chris Nosbisch, City Administrator
Douglas Shannon, Chief of Police

Thomas M. Wieseler, Mayor

Council:

Scott Rose
Stephanie West
Mark Andresen
Paul Tuerler
Craig Engel

RE: Staff Wage Increase

June 12, 2025

Dear Honorary Council Members and Honorable Mayor Wieseler,

The LBC staff wage increase recommendation is being presented to Council. To remain competitive in the marketplace for existing and potential employees we are recommending a wage increase above the 4.5% each employee will receive on July 1 for those that have been with the City for a year or more.

First, staff are recommending we increase the starting wage for each position as listed below. Second, employees that have been with the City for a year will receive the 4.5% plus the difference between the current starting wage and the proposed starting wage.

	<u>Current Starting Wage</u>	<u>Proposed Starting Wage</u>
Rec Attendant	\$9.00/hr	\$9.50/hr
Customer Service	\$12.00/hr	\$12.75/hr
Facility Leaders	\$15.00/hr	\$16.00/hr
Group Fitness Instructors	\$20.00/hr	\$21.25/hr
Personal Trainers	\$24.50/hr	\$26.00/hr

Sincerely,

Matt Siders
Director of Parks and Recreation
City of Mount Vernon IA
319-895-9513
msiders@cityofmtvernon-ia.gov

AGENDA ITEM # J – 3

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

DATE: June 16, 2025

AGENDA ITEM: CHI Economic Development Payment

ACTION: Motion

SYNOPSIS: Construction of the Cottonwood Apartment complex is nearing completion, and Community Housing Initiatives is now eligible to receive the \$395,000 LMI award that was previously approved by the Council.

BUDGET ITEM: LMI

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: CHI Pay Application

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/12/2025

AIA Document G702™ – 1992

Application and Certificate for Payment

TO OWNER: CHI Cottonwood Trail, LLLP
PO Box 473
Spencer, IA 51301

PROJECT: Cottonwood
208 Glenn Street SE
Mount Vernon, IA 52314-1588

APPLICATION NO: 2403000012
PERIOD TO: 5/31/2025
CONTRACT FOR:
CONTRACT DATE: 6/25/2024
PROJECT NOS: 24030

Distribution to:
OWNER: ☒
ARCHITECT: ☒
CONTRACTOR: ☒
FIELD: ☐
OTHER: ☐

FROM
CONTRACTOR: Koester Construction Company, Inc.
3050 SE Enterprise Drive, Suite A
Grimes, IA 50111

VIA
ARCHITECT: ASK Studio
3716 Ingersoll Avenue, Suite A
Des Moines, IA 50312

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.

1. ORIGINAL CONTRACT SUM 5,805,000.00
2. NET CHANGE BY CHANGE ORDERS 195,372.00
3. CONTRACT SUM TO DATE (Line 1 + 2) 6,000,372.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) 5,356,418.93
5. RETAINAGE:
a. 4.86 % of Completed Work
(Column D + E on G703) 260,552.01
b. % of Stored Material
(Column F on G703)
Total Retainage (Lines 5a + 5b or Total in Column I of G703) 260,552.01
6. TOTAL EARNED LESS RETAINAGE 5,095,866.92
(Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT 4,463,857.01
(Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE 632,009.91
9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) 904,505.08

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	173,905.00	
Total approved this Month	21,467.00	
TOTALS	195,372.00	
NET CHANGES by Change Order	195,372.00	

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: Koester Construction Company, Inc

By: *Josh Koester*

Date: 5/30/2025

State of: Iowa

County of: Linn

Subscribed and sworn to before

me this 30th day of May 2025



Notary Public:

My Commission expires:

Tina Agan

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this 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.

KI 6.9.25

AMOUNT CERTIFIED \$632,009.91

(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: *ASK Studio*

By: *ASK Studio*

Date: 06.06.2025

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.



Document G703™ – 1992

Continuation Sheet

AIA Document G702™–1992, Application and Certificate for Payment, or G732™–2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
In tabulations below, amounts are in US dollars.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:
APPLICATION DATE:
PERIOD TO:
ARCHITECT'S PROJECT NO:

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%(G + C)	BALANCE TO FINISH (C – G)	RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
01	Project Development	\$35,000.00	\$35,000.00			\$35,000.00	100.00%		
02	Bonds & Insurance	\$110,295.00	\$110,295.00			\$110,295.00	100.00%		
03	General Conditions	\$410,000.00	\$324,638.00	\$41,369.00		\$366,007.00	89.27%	\$43,993.00	\$18,300.35
04	Surveying	\$19,600.00	\$14,700.00			\$14,700.00	75.00%	\$4,900.00	\$735.00
05	Sitework & Site Utilities	\$204,368.00	\$204,368.00			\$204,368.00	100.00%		\$10,218.41
08	Fencing	\$19,070.00	\$3,907.46			\$3,907.46	20.49%	\$15,162.54	\$195.37
09	Landscaping	\$37,397.00		\$19,670.82		\$19,670.82	52.60%	\$17,726.18	\$983.54
10	Parking Lot Striping	\$5,000.00					0.00%	\$5,000.00	
11	Erosion Control	\$12,500.00	\$9,400.00			\$9,400.00	75.20%	\$3,100.00	\$470.00
12	Site Concrete	\$259,857.00	\$246,864.15			\$246,864.15	95.00%	\$12,992.85	\$12,343.21
13	Building Concrete	\$283,213.00	\$283,213.00			\$283,213.00	100.00%		\$14,160.64
14	Gypcrete	\$50,400.00	\$50,400.00			\$50,400.00	100.00%		\$2,520.00
15	Masonry	\$324,859.00	\$295,036.94	\$29,822.06		\$324,859.00	100.00%		\$16,242.95
16	Steel Materials & Erection	\$35,000.00	\$33,250.00			\$33,250.00	95.00%	\$1,750.00	\$1,662.50
18	Framing Labor	\$302,500.00	\$302,500.00			\$302,500.00	100.00%		\$15,125.00
19	Framing Materials	\$350,101.00	\$350,101.00			\$350,101.00	100.00%		\$17,505.05
20	Backing & Blocking	\$6,954.00	\$6,954.00			\$6,954.00	100.00%		\$347.70
21	Trim Labor	\$105,000.00	\$38,325.00	\$34,702.50		\$73,027.50	69.55%	\$31,972.50	\$3,651.38
22	Trim Materials, Interior Doors	\$150,967.00	\$50,347.49	\$64,085.50		\$114,432.99	75.80%	\$36,534.01	\$5,721.65
23	Cabinets	\$89,785.00	\$27,159.96	\$45,116.97		\$72,276.93	80.50%	\$17,508.08	\$3,613.85
24	Countertops	\$62,733.00		\$39,835.46		\$39,835.46	63.50%	\$22,897.55	\$1,991.77
25	Insulation	\$80,950.00	\$73,081.66	\$7,868.34		\$80,950.00	100.00%		\$4,047.50
26	Firestopping	\$6,000.00	\$4,273.20	\$1,726.80		\$6,000.00	100.00%		\$300.00
27	Roofing, Gutters & Downs	\$84,380.00	\$80,498.52			\$80,498.52	95.40%	\$3,881.48	\$4,024.93
28	Joint Sealants	\$10,064.00	\$6,073.62	\$3,034.30		\$9,107.92	90.50%	\$956.08	\$455.40
GRAND TOTAL									

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101210A0204



AIA Document G703™ – 1992

Continuation Sheet

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G ÷ C)	I BALANCE TO FINISH (C – G)	J RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
29	Siding	\$148,530.00	\$59,753.62	\$73,923.38		\$133,677.00	90.00%	\$14,853.00	\$6,683.85
30	Windows	\$108,419.00	\$108,419.00			\$108,419.00	100.00%		\$5,420.95
31	Drywall	\$269,567.00	\$230,749.35	\$32,482.83		\$263,232.18	97.65%	\$6,334.82	\$13,161.61
32	Flooring	\$142,618.00	\$29,807.16	\$28,523.60		\$58,330.76	40.90%	\$84,287.24	\$2,916.54
33	Painting	\$63,718.00	\$38,562.13	\$15,789.32		\$54,351.45	85.30%	\$9,366.55	\$2,717.57
34	Specialties	\$16,650.00		\$5,935.73		\$5,935.73	35.65%	\$10,714.28	\$296.79
35	Signage	\$7,500.00					0.00%	\$7,500.00	
36	Closet Shelving	\$37,988.00					0.00%	\$37,988.00	
37	Appliances	\$140,055.00		\$52,520.63		\$52,520.63	37.50%	\$87,534.38	\$2,626.03
38	Elevator	\$120,000.00	\$98,940.00			\$98,940.00	82.45%	\$21,060.00	\$4,947.00
39	Plumbing	\$423,000.00	\$362,299.50	\$28,341.00		\$390,640.50	92.35%	\$32,359.50	\$19,532.03
41	HVAC	\$396,400.00	\$349,862.64	\$26,519.16		\$376,381.80	94.95%	\$20,018.20	\$18,819.09
42	Fire Sprinkler	\$69,817.00	\$61,746.15	\$0.00		\$61,746.15	88.44%	\$8,070.85	\$3,087.31
43	Electrical	\$465,470.00	\$425,951.60	\$19,270.46		\$445,222.06	95.65%	\$20,247.95	\$22,261.10
44	Storefront	\$50,000.00	\$39,225.00			\$39,225.00	78.45%	\$10,775.00	\$1,961.25
45	Window Treatments	\$16,466.00					0.00%	\$16,466.00	
46	Koester OH&P	\$272,809.00	\$216,010.17	\$27,526.42		\$243,536.59	89.27%	\$29,272.41	\$12,172.85
47	CO #1	\$30,129.00		\$30,129.00		\$30,129.00	100.00%		\$1,506.45
48	CO #2	\$21,379.00	\$21,379.00			\$21,379.00	100.00%		\$1,068.74
49	CO #3	\$24,344.00		\$23,126.80		\$23,126.80	95.00%	\$1,217.20	\$1,156.34
50	CO #4	\$26,451.00	\$26,451.00			\$26,451.00	100.00%		\$1,322.55
51	CO #5	\$46,181.00	\$46,181.00			\$46,181.00	100.00%		\$2,309.05
GRAND TOTAL									

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Continuation Sheet

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>	% <i>(G ÷ C)</i>	BALANCE TO FINISH <i>(C – G)</i>	RETAINAGE <i>(If variable rate)</i>
			FROM PREVIOUS APPLICATION <i>(D + E)</i>	THIS PERIOD					
52	CO #6	\$13,546.00	\$13,546.00	\$0.00		\$13,546.00	100.00%		\$677.30
53	CO #7	\$7,075.00	\$7,075.00	\$0.00		\$7,075.00	100.00%		\$353.75
54	CO #8	\$4,800.00	\$4,800.00	\$0.00		\$4,800.00	100.00%		\$240.00
55	CO #9	\$21,467.00	\$0.00	\$13,953.55		\$13,953.55	65.00%	\$7,513.45	\$697.68

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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EXHIBIT E

DEVELOPER CERTIFICATION OF MINIMUM IMPROVEMENT COSTS

Community Housing Initiative, Inc. (the "Developer") certifies that the expenses shown on the table below were/are the actual expenses incurred by the Developer for the Minimum Improvements that are the subject of a Development Agreement entered into the 20th day of June, 2024 between the City of Mount Vernon, Iowa and the Developer (the "Agreement"). The Developer certifies that no expenses claimed or shown on this table relate to personal or unallowable expenses.

In the event of an overpayment by the City for expenses not actually incurred or for unallowable expenses, or if payment was received from another source for any portion of the expenses claimed, the Developer assumes responsibility for repaying the City in full for those expenses.

Project Cost Category	Construction Costs	Miscellaneous
Invoice description and cost <u>Pay App #12</u>	<u>\$632,009.91</u>	<u>Koester Construction Company</u>
Invoice description and cost		
Invoice description and cost		
Invoice description and cost		
Invoice description and cost		
Invoice description and cost		
Invoice description and cost		
Invoice description and cost		
Invoice description and cost		
Total Cost per category		

If you need additional space please attach another table.

Attach actual receipts and invoices and lien waivers

[Remainder of this page intentionally left blank. Signature page to follow.]

I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the preceding is true and correct to the best of my knowledge and belief.

Community Housing Initiatives, Inc.

By: Mark Freeman

\\Capp-02291666\13932-044

AGENDA ITEM # J – 4

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

DATE:	June 16, 2025
AGENDA ITEM:	Mt. Vernon Fire Department Chief Appointment
ACTION:	Motion

SYNOPSIS: The Council has received a recommendation from the Mt. Vernon Fire Department to appoint the following Chiefs to a new three-year term (July 1, 2025 - July 1, 2028):

Nathan Goodlove – Fire Chief
Derek Boren – Assistant Fire Chief
Jacob Buster – Assistant Fire Chief

BUDGET ITEM: None

RESPONSIBLE DEPARTMENT: Fire Chief

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: None

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/12/2025

AGENDA ITEM # J – 5

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

DATE: June 16, 2025

AGENDA ITEM: John Deere 72' Zero Turn

ACTION: Motion

SYNOPSIS: This is the first equipment purchase of the 2026 fiscal year. The current Hustler mower has been problematic from the start and continues to present staff with maintenance issues. Exact pricing should be secured by the Council meeting, but rough estimates have the purchase in the \$16,000-\$20,000 range.

BUDGET ITEM: Multiple

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: None

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/12/2025

AGENDA ITEM # J – 6

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

DATE: June 16, 2025

AGENDA ITEM: Set Public Hearing Date – Water Meters

ACTION: Motion

SYNOPSIS: The City has been extremely successful securing voluntary compliance with the water meter replacement project. There are approximately 30 locations that need yet to make contact with the City to have this work completed. Staff will be introducing an ordinance that establishes a sewer surcharge to non-compliant accounts. The surcharge will cover the costs of additional staff time necessary to account for the manual/estimated reads. The public hearing date would be set for July 7, 2025 at 6:30 p.m.

BUDGET ITEM: None

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: None

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/12/2025

AGENDA ITEM # J – 7

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

DATE: June 16, 2025

AGENDA ITEM: Park Audit

ACTION: Motion

SYNOPSIS: The park audit review has been completed by the Parks and Rec committee. The audit will assist the capital improvement planning process for the foreseeable future.

BUDGET ITEM: None

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: See Presentation

PREPARED BY: Chris Nosbisch

DATE PREPARED: 6/12/2025

K. Reports-Received/File



Mt. Vernon-Lisbon Police Department

Douglas J. Shannon
Chief of Police

MAY 2025 POLICE REPORT

Vehicle Collisions

There was a total of 3 reported collisions during the month. There were 3 collisions in Mount Vernon. Collision 1 occurred at the intersection of Hillview Dr and Business 30 when unit 1 slowed for a turning vehicle and was rearended by unit 2. Damage was estimated at \$2,500 and no injuries were reported. Collision 2 occurred on the 300 block of W. Business 30 when unit 1 backed out of a parking spot and struck unit 2. Damage was estimated at \$2,000 and no injuries were reported. Collision 3 occurred on Hwy 30 when unit 1 was stopped at a red light and was rearended by unit 2. Damage was estimated at \$3,000 and no injuries were reported.

There were 0 collisions in Lisbon.

Incidents/Arrest

There were 26 reported incidents during the month. In Mount Vernon, there were 15 reports which included: possession under legal age (x3), disturbance, possession of controlled substance (x3), intent to deliver, driving under suspension (x4), OWI, theft, driving while barred, person ineligible to carry dangerous weapon, operation without registration card, failure to provide proof of financial liability, and warrant.

In Lisbon, there were 11 reports which included: animal control, burglary, assault, fraud, identity theft, harassment, medical, street storage, fraudulent registration, operation without registration card, and warrant (x2).

During the month, officers had 8 arrests. In Mount Vernon there were 6, including: warrant, procession of controlled substance (x3), driving while barred and OWI.

In Lisbon there were 2 arrests for warrants.

Community Service/Training/Misc.:

- Officer Vaughn participated in the Red Sand Rally & Family and Safety Fair
- Officer Moel attended the DLE K9 banquet
- Chief Shannon and Officer Blinks attended the Iowa Police Chiefs Association conference
- Assisted Cornell College with Commencement
- Assisted MVHS with Graduation parade
- Officer Ford participated in Washington Elementary's End of Year party

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

- Completed Police Officer Applicant testing
- Lisbon time (administration, call for service, patrol): 343 hours

	May	Apr	Mar	Feb	Jan	Dec
Administrative	42	36	58	23	58	61
Call for service	30	25	20	14	19	24
Patrol	271	279	264	240	262	229
	343	340	342	276	338	314

GTSB:

During May, officers worked 41 hours of STEP which resulted in: 1 OWI test (no arrest), 3 OWI drug test (no arrest), 1 seat belt citation, 4 seat belt warnings, 6 speed citations, 16 speed warnings, 4 other traffic citations, and 4 other traffic violation warnings.

Respectfully Submitted,

Chief of Police



**Mount
Vernon**
IOWA

Chris Nosbisch, City Administrator
Douglas Shannon, Chief of Police

Thomas M. Wieseler, Mayor

Council:

Scott Rose
Stephanie West
Mark Andresen
Paul Tuerler
Craig Engel

**Public Works Report
6/16/2025
Council Meeting**

We have been focused on city facilities and the parks for the last few weeks.

Facilities

Building maintenance and some small remodel projects have been completed at the LBC, PD and city hall.

Some of the team started finishing the exterior of the brine shed at the new PW facility on Bryant Road.

The grading of the fire department's training facility site has been completed.

The grading of the future main PW shop area has been completed.

We are in the process of getting the subgrade ready for the trail in front of the PW site on Bryant Road. Most of the dirt has been cut out and we will be placing a rock sub-base on the trail next. Providing weather and time are on our side, we will try to get the trail poured in a couple weeks.

All piles of material that were once sitting south of the Ambulance building have been utilized elsewhere and are no longer there.

Our team and upper management have spent a fair amount of time at the pool ironing out issues with pool functionality.

Parks

The triangle piece of the park along the sculpture trail has been graded out and seeded. Ted and company installed some nice plantings along the fence



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

Thomas M. Wieseler, Mayor

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Craig Engel

line to enhance the aesthetics and to provide some privacy to the back yards of abutting residents.

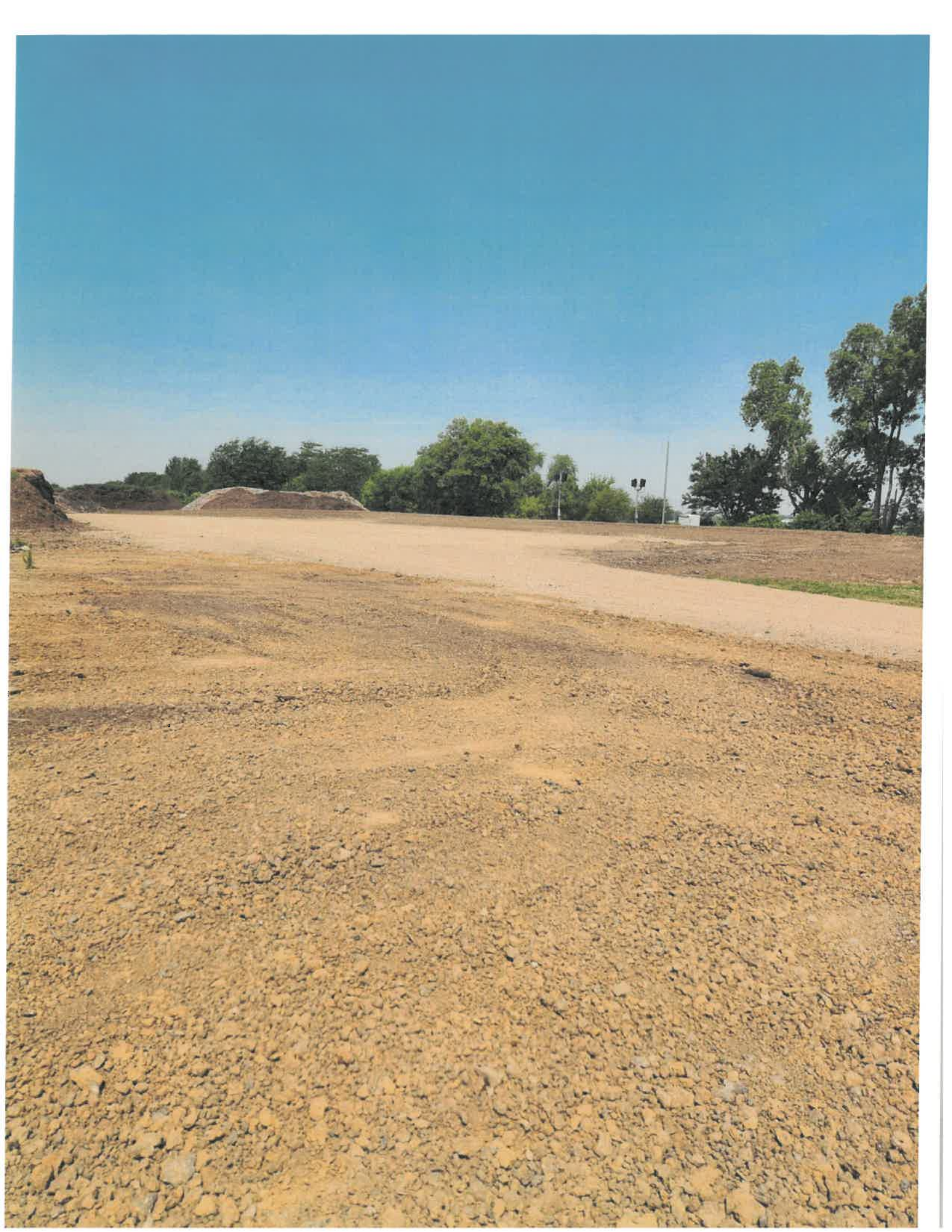
We helped Dave Regga install one of the new art pieces at the north end of the sculpture trail where the LadyHawk used to sit.

We spent a couple days helping Dale with Liberty Ironworks install the new Archway art piece on the south end of the sculpture trail. After that was completed, we cleaned up some of the equipment tracks and fine graded out the area between the Archway and the creek. That area was seeded and erosion control was placed along the creek.

The area disturbed at nature park to install the aeration system has been fine graded and erosion control has been placed there after seeding was completed.

“High achievement always takes place in the framework of high expectations.”-Charles Kettering

Eldon Downs
City of Mt. Vernon
Public Works Director
563-331-0424
edowns@cityofmtvernon-ia.gov































Mount
Vernon
IOWA

Chris Nosbisch, City Administrator
Douglas Shannon, Chief of Police

Thomas M. Wieseler, Mayor

Council:

Scott Rose
Stephanie West
Paul Tuerler
Craig Engel
Mark Andresen

Parks and Recreation Department
Directors Report
May 15 -June 15

Parks

-Park audit is complete and will be presented at the Monday, June 16th Council Meeting.

Sports

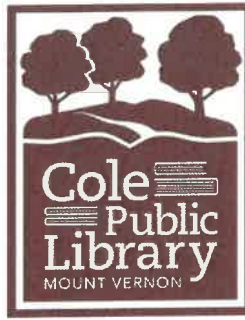
-Ball Programs are in full swing. Only one rainout so far. The weather has been great.

Pool

-Issues with the slide, gutters, sump pump pit, office flooring, and more. Woodruff and Waters Edge are aware and taking steps towards rectifying. We will have to shut one slide down until June 25 while manufacturer tries to get up here to take a look.

Misc

-LBC daily visits are up slightly to about 176 patrons/day for May 2025 up from 172 in May 2024. We were able to host eight graduations this season up from six last year. Group Fitness Class attendance has been steady. Personal Training is down from last year as this time. Memberships are up about 68 memberships from last year.



June 9, 2025

Mayor Tom Wieseler and City Council Members,

May lived up to our expectations and was wonderfully busy. We held our regular monthly activities, including an Author Talk with CJ Williams, library tours for MVCSD's 6th grade class, a collaborative film screening with Lisbon Library, and Board President Diana Corcoran and I advertised the Summer Reading Program outside Washington Elementary. We ended the month with a very successful Summer Reading Kickoff Party on Saturday, May 31st, attended by 132 patrons. The Board of Trustees met on Tuesday, May 13th. The Board approved two new policies - the Public Library Social Media Policy and the Brochure Policy. The new brochure holder is now installed in the library. We also celebrated Board Secretary Tracey Louwagie's retirement from the Board.

June marks the start of the Summer Reading Program and our summer activities. Activities begin with an animal program, Tales & Tails, presented by the National Mississippi River Museum on Monday, June 2nd. Weekly programs include Lego Club, STEAM crafts at Wednesday Workshop, and Story Time. We also have Matinee Movie and four book groups scheduled for the month. On June 21st, Lisbon Library Director Elizabeth Hoover-de-Galvez and I will be at the Rhubarb Botanical Farmer's Market in Mount Vernon to promote the local public libraries and sign people up for library cards. I will attend the Linn Country Library Directors meeting on June 13th. The Board is on summer break and won't meet in June.

Warm Regards,
Grace Chamberlain
Cole Public Library Director

M. Reports Mayor/Council/Admin.

**CITY OF MT. VERNON
CITY ADMINISTRATOR
REPORT TO THE CITY COUNCIL
June 16, 2025**

- Public Offices will be closed in observance of the July 4th holiday.
- The next all-staff meeting will be held at City Hall on Wednesday, June 25, 2025, at 8 a.m.
- I will be attending the ECICOG Board of Directors meeting on Thursday, June 26, 2025.
- I will be out of the office from June 24, 2025 to June 27, 2025. I will be in Northeast Iowa and have limited cell phone reception.