

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:	September 3, 2025 – 6:30 PM
Web Page:	www.cityofmtvernon-ia.gov
Posted:	August 29, 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: 827 0527 0348
3. Password: 336026

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 – August 18, 2025, Regular Council Meeting
2. Approval of Liquor License – Mt. Vernon PNP

E. Public Hearing

1. None

F. Ordinance Approval/Amendment

1. None

G. Resolutions for Approval

1. None

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 a General Contract for Services Between the Mt. Vernon-Lisbon Police Department and Tree Town Consultants LLC – K-9 Program – Council Action as Needed
3. Discussion and Consideration of Replacement of Network Equipment for the LBC – Council Action as Needed
4. Discussion and Consideration of Pay Application #5 with Municipal Pipe Tool Co. LLC – 2024 Sanitary Sewer Rehabilitation Project – Council Action as Needed
5. Discussion and Consideration of Change Order #4 for the 2024 Sanitary Sewer Rehabilitation Project – Council Action as Needed
6. Discussion and Consideration of JEO Invoice #163774 – Uptown Streetscape Design Project – Council Action as Needed
7. Discussion and Consideration of the Professional Services Agreement with WHKS for GIS Mapping of the Mount Vernon Cemetery – Council Action as Needed
8. Discussion and Consideration of JMT Invoice #3-267410 – HPC Design Guidelines Project – Council Action as Needed
9. Discussion and Consideration of Custom Street Sign Base Estimate for Uptown Streetscape – Council Action as Needed

K. Reports to be Received/Filed

1. None

L. Discussion Items (No Action)

1. Halloween Night Designation
2. Comprehensive Plan Update

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 August 18, 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. Item #J7 (pool closing date) will be removed from the agenda. Motion made by Rose, seconded by Tuerler to approve the agenda as amended. Motion carries.

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

Approval of City Council Minutes – August 4, 2025, Regular Council Meeting
Approval of Liquor License – Bon Appetit at Cornell College

Resolutions for Approval

Resolution #8-18-2025A: Approving Fiscal Year 2025-2026 Transfers. This resolution includes transfers to cover upcoming debt payments for the fiscal year. Motion made by Tuerler, seconded by Engel to approve Resolution #8-18-2025A. Roll call all yes. Resolution passes.

Motions for Approval

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

PAYROLL	CLAIMS	189,076.26
NELSON ELECTRIC	PAY APP #3-UPTOWN LIGHTING	104,914.16
EMPLOYEE BENEFIT SYSTEMS	GROUP INSURANCE-ALL DEPTS	34,628.86
PARKNPOOL CORP	CHAIRS-POOL RENOVATIONS	33,766.50
RACOM CORPORATION	2024 FORD OUTFITTING-PD	25,381.70
REPUBLIC SERVICES #897	GB,RECYL-SW RESIDENTIAL	24,392.81
US BANK	CREDIT CARD PURCHASES-ALL DEPTS	15,258.82
KLUESNER CONSTRUCTION INC	ASPHALT OVERLAY-RUT-4TH AVE	13,601.00
TOTAL TREE CARE OF IOWA CITY	TREE MAINT-RUT	8,850.00
JORDAN'S PROPERTY CARE INC	CEMETERY MAINT	5,750.00
BRADLEY HAUGE CPA	PROFESSIONAL SERVICES-ALL DEPTS	5,460.00
RED LION RENEWABLES	SOLAR ELECTRIC-P&A,PD,LBC	5,090.58
TOTAL TREE CARE OF IOWA CITY	TREE MAINT-RUT	4,900.00
RICKARD SIGN AND DESIGN CORP	SIGNS-POOL RENOVATION	4,082.50
CULVERS GARDEN CENTER	PLANTS-LOST III	3,164.94
KROUL FARMS	BEAUTIFICATION	2,687.40
GARY'S FOODS	SUPPLIES-POOL	2,678.30
STATE HYGIENIC LAB	TESTING-SEW	2,564.50
MOUNT VERNON ACE HARDWARE	SUPPLIES-ALL DEPTS	2,347.80
CARRICO AQUATIC RESOURCES INC	BOOSTER PUMP-POOL	1,502.24
EMPLOYEE BENEFIT SYSTEMS	INSURANCE CLAIMS-ALL DEPTS	1,391.49
BANKCARD 8076	CREDIT CARD FEES-LBC,POOL,P&REC	1,319.32
ROTO-ROOTER	OAKRIDGE LIFT STATION SERVICE	1,260.00

ROTO-ROOTER	CAMERA INSPECTION-SEW	1,260.00
LYNCH DALLAS PC	LEGAL FEES-P&A	1,154.02
APPARATUS TESTING SERVICES LLC	PUMP TESTING-FD	1,106.75
CR LC SOLID WASTE AGENCY	CONCRETE DISPOSAL-UPTOWN LIGHTING	1,078.50
PARROT FILM CO	ADVERTISING-LBC	800.00
P&K MIDWEST INC	EQUIP MAINT-P&REC	557.86
AMERICAN RED CROSS	TRAINING-POOL	480.00
US CELLULAR	CELL PHONE-PD	384.20
CARQUEST OF LISBON	VEHICLE/EQUIP SUPPLIES-ALL DEPTS	360.77
MEDIACOM	PHONE/INTERNET-PW	323.05
MEDIACOM	PHONE/INTERNET-FD	314.66
CITY LAUNDERING CO	SERVICES-LBC	301.82
SPACE WALK INFLATABLES	DUNK TANK-POOL	285.00
NATHAN GOODLOVE	FUEL-FD	280.69
LINN COUNTY PUBLIC HEALTH	GENERATOR AIR PERMITS-ALL DEPTS	225.00
KIEFER AQUATICS	SUPPLIES-POOL	192.21
CHRIS NOSBISCH	MILEAGE-ALL DEPTS	184.10
CITY LAUNDERING CO	SERVICES-CITY HALL	180.70
NEAL'S WATER CONDITIONING	WATER/SALT-FD	177.85
AMAZON CAPITAL SERVICES	SUPPLIES-POOL	173.78
RANDY BROWN	TRAINING-HPC	155.49
IOWA LAW ENFORCEMENT ACADEMY	TRAINING-PD	150.00
TED SEITER	UNIFORMS-ALL DEPTS	140.98
AIRGAS INC	CYLINDER RENTAL-PW	132.77
CENTRAL IOWA DISTRIBUTING	SUPPLIES-LBC	118.00
AMAZON CAPITAL SERVICES	SUPPLIES-LBC	109.99
GARY'S FOODS	SUPPLIES-LBC	96.32
BANKCARD 8076	REFUND-LBC	95.00
VESTIS	RUGS,SERVICES-FD	88.20
AMAZON CAPITAL SERVICES	SUPPLIES-LBC	86.38
LYNCH FORD-LYNCH CHEVROLET	VEHICLE MAINT-PW	74.16
BANKCARD 8076	REFUND-POOL	60.00
KONICA MINOLTA	MAINT PLAN/COPIES-PD	47.89
CENTRAL IOWA DISTRIBUTING	SUPPLIES-LBC	47.00
B4 BRANDS	SUPPLIES-LBC	44.46
AMAZON CAPITAL SERVICES	SUPPLIES-P&REC	43.94
CENTRAL IOWA DISTRIBUTING	SUPPLIES-POOL	42.00
HAWKINS INC	CHEMICALS-WAT	40.00
WENDLING QUARRIES	DECORATIVE GRAVEL-LOST III	34.20
MOUNT VERNON ACE HARDWARE	SUPPLIES-FD	15.98
DRAKE AUSTIN	REFUND-P&REC	15.00
TOTAL		505,527.90

FUND EXPENSE TOTALS

PAYROLL	189,076.26
2025 UPTOWN LIGHTING	105,992.66
GENERAL FUND	75,039.35
POOL RENOVATIONS	37,849.00
ROAD USE TAX FUND	34,737.18
SOLID WASTE	28,463.62
SEWER FUND	13,342.41
LBC	10,723.39
WATER FUND	8,909.61

STORM WATER FUND	1,210.28
LOST III TRAILS/PARKS	184.14
TOTAL	505,527.90

FY25 JULY REVENUE	
PUBLIC WORKS	277,735.50
GENERAL GOVERNMENT	143,691.50
CULTURE-RECREATION	90,509.72
COMMUNITY & ECONOMIC DEV	15,391.23
PUBLIC SAFETY	6,467.14
TOTAL	533,795.09

Discussion and Consideration of Ferguson Waterworks Invoice #0530598 – Council Action as Needed. This invoice is for additional meter equipment for new construction and replacement meters. Motion made by Rose, seconded by Andresen to approve Ferguson Waterworks Invoice #0530598 in the amount of \$4,827.68. Motion carries.

Discussion and Consideration of Uptown Streetlight Change Order with Nelson Electric – Uptown Lighting Project – Council Action as Needed. Staff requested the installation of a new GFCI circuit breaker in the electrical panel next to City Hall. If the current outlets on the pole trip, they must be reset at the top of the pole on the outlet themselves. Moving the circuit to City Hall will allow staff to reset the breaker at the panel. Motion made by Engel, seconded by Tuerler to approve the change order from Nelson Electric in the amount of \$34,131.00. Motion carries.

Discussion and Consideration of V&K Invoice #51378-10 – Rachel Street Extension Project– Council Action as Needed. This invoice covers professional services for the Rachel Street Construction Project. Motion made by Tuerler, seconded by West to approve V&K Invoice #51378-10 in the amount of \$13,992.31. Motion carries.

Discussion and Consideration of V&K Invoice #51361-12 – Hwy 1 Reconstruction Project – Council Action as Needed. This invoice covers professional services for the Hwy 1 Reconstruction Project. Motion made by Rose, seconded by Andresen to approve V&K Invoice #51361-12 in the amount of \$17,094.00. Motion carries.

Discussion and Consideration of Purchasing Earth Planter Pro-Series Self Watering Hanging Baskets – Council Action as Needed. Staff is requesting the purchase of 50 Earth Planter self-watering hanging baskets for uptown. The baskets only require watering two to three times per week versus the current six, which will save on the cost of labor for watering the baskets. Motion made by West, seconded by Engel to approve the purchase of the self-watering hanging baskets for approximately \$10,000.00. Motion carries.

Discussion and Consideration of Hydroseed Material Purchase – Stonebrook Park – Council Action as Needed. Motion made by Tuerler, seconded by Andresen to approve the hydroseed materials for Stonebrook Park, not to exceed \$15,000.00. Motion carries.

Reports to be Received/Filed. Full reports available on the City website in the August 18, 2025 Council Packet.

Mt. Vernon/Lisbon Police Report

Mt. Vernon Public Works Report

Mt. Vernon Parks and Rec Report

Cole Library Report

Reports of Mayor/Council/Administrator.

July Reconciliation Report. Full report available on the City website in the August 18, 2025 Council Packet.

Council Reports. Engel reported that the Childcare Solutions Group met to discuss the potential of using the former LECC space for childcare.

City Administrator's Report. Full report available on the City website in the August 18, 2025 Council Packet.

As there was no further business to attend to, the meeting adjourned, the time being 7:04 p.m., August 18, 2025.

Respectfully submitted,

Marsha Dewell

City Clerk

Lori Boren

From: Tasha Whitman <twhitman@mtvernonlisbonpd-ia.gov>
Sent: Friday, August 15, 2025 2:35 PM
To: Chris Nosbisch; Lori Boren
Subject: FW: Application App-227490 Ready for Review

Follow Up Flag: Follow up
Flag Status: Flagged

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, August 15, 2025 2:34 PM
To: Tasha Whitman <twhitman@mtvernonlisbonpd-ia.gov>
Cc: licensingnotification@iowaabd.com
Subject: Application App-227490 Ready for Review

Hello,

Application Number App-227490 has been set to "Submitted to Local Authority" status and is currently ready for your review.

Corp Name: FRESE, INC.

DBA: Mt. Vernon PNP

License Number: LG0000984

Application Number: App-227490

Tentative Effective Date: 10/5/2025

License Type: Class B Retail Alcohol License (LG)

J. Motions for Approval

CITY OF MOUNT VERNON
CLAIMS FOR APPROVAL, SEPTEMBER 3, 2025

PAYROLL	CLAIMS	148,569.90
VEENSTRA & KIMM INC	HWY 1 RECONSTRUCTION	17,094.00
VEENSTRA & KIMM INC	RACHEL STREET PREL DESIGN	13,992.31
US BANK	CREDIT CARD PURCHASES-ALL DEPTS	10,466.55
ALLIANT ENERGY	ENERGY USAGE-SEW	8,706.62
TOTAL TREE CARE OF IOWA CITY	TREE MAINT-RUT	6,881.25
ALLIANT ENERGY	ENERGY USAGE-WAT	6,029.49
ALLIANT ENERGY	ENERGY USAGE-ST LIGHTS	5,989.63
FERGUSON WATERWORKS	METERS-REMOTE METER PROJECT	3,624.86
ALLIANT ENERGY	ENERGY USAGE-POOL	2,592.25
CARROLL CONSTRUCTION SUPPLY	EQUIPMENT-PW	2,297.26
WENDLING QUARRIES	ROADSTONE-TRAILS	2,193.12
RENATE ARMSTRONG	OVERPAYMENT REFUND-WAT,SEW,SW	1,696.31
PNP	FUEL-PD	1,652.51
ALLIANT ENERGY	ENERGY USAGE-LBC	1,623.10
PEGGY FUHRMAN	OVERPAYMENT REFUND-WAT,SEW,SW	1,493.83
DSG	SUPPLIES-WAT	1,169.09
ALLIANT ENERGY	ENERGY USAGE-FD	1,045.36
PITNEY BOWES	METER POSTAGE-ALL DEPTS	1,000.00
MARTIN GARDNER ARCHITECTURE	CDBG-DOWNTOWN REVITALIZATION	993.00
SPRINGVILLE READY MIX	CONCRETE-RUT	922.50
HAWKINS INC	CHEMICALS-WAT	811.00
ALLIANT ENERGY	ENERGY USAGE-RUT,WAT,SEW,SW	584.86
SIMMERING CORY IA CODIFICATION	CODE SUPPLEMENTS-P&A	527.00
MARTIN EQUIPMENT	EQUIP RENTAL-PW	500.00
LYNCH FORD-LYNCH CHEVROLET	VEHICLE MAINT-PD	495.06
ALLIANT ENERGY	ENERGY USAGE-P&REC	488.11
P&K MIDWEST INC	EQUIP MAINT-P&REC	464.77
AMAZON CAPITAL SERVICES	SUPPLIES-LBC	448.37
ALLIANT ENERGY	ENERGY USAGE-CITY HALL	445.51
LYNCH FORD-LYNCH CHEVROLET	VEHICLE MAINT-PW	390.00
TASC	FSA ADJUSTMENT-ALL DEPTS	388.45
TASC	FSA ADMIN FEE-ALL DEPTS	328.86
CITY LAUNDERING CO	SERVICES-LBC	301.82
ALLIANT ENERGY	ENERGY USAGE-PD	271.56
TYLER TECHNOLOGIES	NEW SOFTWARE UPGRADE-ALL DEPTS	260.00
MEDIACOM	PHONE/INTERNET-CITY HALL	255.94
KONICA MINOLTA	MAINT PLAN/COPIES-LBC	200.74
ALLIANT ENERGY	ENERGY USAGE-RUT,WAT,SEW,P&A	196.54
CITY LAUNDERING CO	SERVICES-CITY HALL	180.70
MARSHA DEWELL	OFFICE SUPPLIES-P&A	176.70
BSN SPORTS LLC	SUPPLIES-P&REC	175.89
CHRIS NOSBISCH	MILEAGE-ALL DEPTS	171.50
CRESCENT ELECTRIC SUPPLY	SUPPLIES-UPTOWN LIGHTING	164.69
MOUNT VERNON BANK & TRUST CO	ACH RETURN-WAT,SEW,SW	154.80
WHITE TREE BAKERY	TRAINING SUPPLIES-ALL DEPTS	150.87
MOUNT VERNON BANK & TRUST CO	ACH RETURN-WAT,SEW,SW	115.26
AMAZON CAPITAL SERVICES	SUPPLIES-P&REC	98.46
ALLIANT ENERGY	ENERGY USAGE-CEM	98.12
CENTURY LINK	PHONE CHARGES-PD	83.04
PROFESSIONAL WINDOW CLEANING	WINDOW CLEANING-PD,CITY HALL	80.00
STAPLES INC	SUPPLIES-PD	77.32
ALLIANT ENERGY	ENERGY USAGE-SIRENS	75.54
MENARDS	WEED KILLER-P&REC	69.99
US CELLULAR	INTERNET-WAT,SEW	42.54
CHARLOTTE MCDERMOTT	INSTRUCTOR-LBC	42.50
KIMBERLY SCHROCK	INSTRUCTOR-LBC	42.50

CITY OF MOUNT VERNON
CLAIMS FOR APPROVAL, SEPTEMBER 3, 2025

ALLIANT ENERGY	ENERGY USAGE-RUT,WAT,SEW	38.94
ALLIANT ENERGY	ENERGY USAGE-SW	30.90
HANNAH GANZEL	INSTRUCTOR-LBC	21.25
TOTAL		249,483.04

FUND EXPENSE TOTALS		
PAYROLL		148,569.90
2024 INFRASTRUCTURE		17,094.00
GENERAL FUND		16,885.68
ROAD USE TAX FUND		15,718.86
RACHEL STREET		13,992.31
SEWER FUND		12,646.06
WATER FUND		12,005.58
LBC		4,145.16
REMOTE READ METER PROJECT		3,624.86
LOST III TRAILS/PARKS		2,193.12
SOLID WASTE		1,416.89
LOST III UR & STREETSCAPE		993.00
2025 UPTOWN LIGHTING		164.69
STORM WATER FUND		32.93
TOTAL		249,483.04

AGENDA ITEM # J – 2

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

DATE: September 3, 2025

AGENDA ITEM: General Contract for Services – K-9

ACTION: Motion

SYNOPSIS: Through generous donations, the City would like to move forward with the purchase of a new K-9 Officer (Grom). Donated funds will be used to purchase Grom, and the 200 hour handlers course will be covered by Dogs for Law Enforcement (DLE).

BUDGET ITEM: Donated Funds

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: General Contract for Services

PREPARED BY: Chris Nosbisch

DATE PREPARED: 8/29/2025

GENERAL CONTRACT FOR SERVICES

This Contract for Services is made effective as of August 27th, 2025, by and between the Mount Vernon-Lisbon Police Department, 380 Old Lincoln Hwy, Mt. Vernon, IA, 52314 and Tree Town Consultants LLC (AKA Tree Town Kennels LLC) of 3140 Reed Ave, Forest City, IA 50436.

- 1. DESCRIPTION OF SERVICES.** Beginning on August 27th, 2025, Tree Town Kennels LLC will provide the Mount Vernon-Lisbon Police Department with the following services (collectively, the "Services"):

1. 200hr handler's course for a dual-purpose police dog, Grom, donated to the Mount Vernon-Lisbon Police Department by Dogs for Law Enforcement (DLE). This dual-purpose police dog, Grom, will be trained in narcotic detection (cocaine, heroin, methamphetamine, ecstasy, and marijuana (if chosen)), building search, tracking, handler protection, and article location.

- 2. PAYMENT.** Payment shall be made in full to Tree Town Kennels LLC, Forest City, IA 50436 in the amount of \$10,000.00 due prior to the beginning of the course that the Mount Vernon-Lisbon Police Department chooses to attend.

Mount Vernon-Lisbon Police Department shall pay all costs of collection, including, without limitation, reasonable attorney fees. In addition to any other right or remedy provided by law, if the Mount Vernon-Lisbon Police Department fails to pay for the Services when due, Tree Town Kennels LLC has the option to treat such failure to pay as a material breach of this contract and may cancel this contract and/or seek legal remedies.

- 3. TERM.** This contract will terminate automatically on April 15th, 2026.

- 4. CONFIDENTIALITY.** Tree Town Kennels LLC, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Tree Town Kennels LLC, or divulge, disclose, or communicate in any manner, any information that is proprietary to the Mount Vernon-Lisbon Police Department. Tree Town Kennels LLC and its employees, agents, and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this contract. Any oral or written waiver by the Mount Vernon-Lisbon Police Department of these confidentiality obligations which allows Tree Town Kennels LLC to disclose the Mount Vernon-Lisbon Police Department confidential information to a third party will be limited to a single occurrence tied to the specific information disclosed to the specific third party, and the confidentiality clause will continue to be in effect for all other occurrences.

Upon termination of this Contract, Tree Town Kennels LLC will return to the Mount Vernon-Lisbon Police Department all records, notes, documentation and other items that were used, created, or controlled by Tree Town Kennels LLC during the term of this Contract.

- 5. INDEMNIFICATION.** Tree Town Kennels LLC agrees to indemnify and hold the Mount Vernon-Lisbon Police Department harmless from all claims, losses, expenses, fees including

attorney fees, costs, and judgments that may be asserted against the Mount Vernon-Lisbon Police Department that result from the acts or omissions of Tree Town Kennels LLC and/or Tree Town Kennels LLC's employees, agents, or representatives.

6. WARRANTY. Dogs for Law Enforcement (DLE) will cover the health warranty of the dog to include the 3-year health warranty for genetic defects and 3-year health warranty of the hips, elbows and spine, and the 1-year workability warranty of said dog.

7. DEFAULT. The occurrence of any of the following shall constitute a material default under this Contract:

- a. The failure to make the required payment when due.
- b. The insolvency or bankruptcy of either party.
- c. The subjection of any of either party's property to any levy, seizure, general assignment for the benefit of creditors, application or sale for or by any creditor or government agency.
- d. The failure to make available or deliver the Services in the time and manner provided for in this Contract.

8. REMEDIES. In addition to any and all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Contract (including without limitation the failure to make a monetary payment when due), the other party may terminate the Contract by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have 90 days from the effective date of such notice to cure the default(s). Unless waived in writing by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Contract.

9. FORCE MAJEURE. If performance of this Contract or any obligation under this Contract is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term Force Majeure shall include, without limitation, acts of God, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, or wars, or strikes, lock-outs, work stoppages. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act or omission shall be deemed within the reasonable control of a party if committed, omitted, or caused by such party, or its employees, officers, agents, or affiliates.

10. DISPUTE RESOLUTION. The parties will attempt to resolve any dispute out of or relating to this Agreement through friendly negotiations amongst the parties. If the matter is not resolved by negotiation, the parties will resolve the dispute using the below Alternative Dispute Resolution (ADR) procedure.

Any controversies or disputes arising out of or relating to this Agreement will be submitted to mediation in accordance with any statutory rules of mediation. If mediation does not successfully resolve the dispute, the parties may proceed to seek an alternative form of resolution in accordance with any other rights and remedies afforded to them by law.

11. ENTIRE AGREEMENT. This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral agreements between the parties.

12. SEVERABILITY. If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

13. AMENDMENT. This Contract may be modified or amended in writing by mutual agreement between the parties, if the writing is signed by the party obligated under the amendment.

14. GOVERNING LAW. This Contract shall be construed in accordance with the laws of the State of Iowa.

15. NOTICE. Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

16. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

17. ATTORNEY'S FEES TO PREVAILING PARTY. In any action arising hereunder or any separate action pertaining to the validity of this Agreement, the prevailing party shall be awarded reasonable attorney's fees and costs, both in the trial court and on appeal.

18. CONSTRUCTION AND INTERPRETATION. The rule requiring construction or interpretation against the drafter is waived. The document shall be deemed as if it were drafted by both parties in a mutual effort.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written; Chief Jason Blinks, Mount Vernon-Lisbon Police Department, 380 Old Lincoln Hwy, Mt Vernon, IA 52314, and Andrew Klein, Owner for Tree Town Kennels LLC, effective as of the date first above written.

Service Recipient:
Mount Vernon-Lisbon Police Department

By: _____
Chief Jason Blinks,
Mount Vernon-Lisbon Police Department

Service Provider:
Tree Town Kennels LLC

By:  8-27-25

Andrew Klein Co-owner/President Tree Town Kennels

Tree Town Kennels LLC

3140 Reed Ave. Forest City, IA 50436

Bill to: Mount Vernon-Lisbon Police Department
380 Old Lincoln Hwy
Mt Vernon, IA 52314

8-27-25

Quantity	Description or item	Price		Total
1	Dual purpose K9 training for Grom and 200hr handlers course	\$10,000.00		\$10,000.00
1	In service and maintenance training	\$0.00		\$0.00
1	Leash, Harness, ID collar, reward toys	\$0.00		\$0.00
			Total	\$10,000.00



Please make checks payable to: Tree Town Kennels LLC

AGENDA ITEM # J – 3

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

DATE: September 3, 2025

AGENDA ITEM: Replacement Network Equipment

ACTION: Motion

SYNOPSIS: Iowa Solutions has reviewed the network equipment at the LBC. This equipment has exceeded its five-year useful life and now needs replacing (estimated in the \$15,000 to \$20,000 range). Iowa Solutions is recommending a rental program for \$3,796.00 per year as opposed to one time purchases every 5-6 years.

BUDGET ITEM: LBC

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Proposal

PREPARED BY: Chris Nosbisch

DATE PREPARED: 8/29/2025



We have prepared a quote for you

Network Upgrade

Quote # 000706
Version 1

Prepared for:

City of Mt Vernon LBC-Wellness Center

Marsha Dewell
mdewell@cityofmtvernon-ia.gov



Monday, August 18, 2025

City of Mt Vernon LBC-Wellness Center
Marsha Dewell
213 First St West
Mount Venon, IA 52314
mdewell@cityofmtvernon-ia.gov

Dear Marsha,

Thank you for giving Iowa Solutions the opportunity to provide pricing and services for City of Mt Vernon LBC-Wellness Center. Here is our proposal **Network Upgrade** for your review. We understand that it can be difficult to keep up with the world of technology as it is constantly changing. This is why you need a partner like Iowa Solutions.

Iowa Solutions has been a leader in computer technology solutions since 1999. Our success in this highly competitive industry has been from listening to our customers. Through customer feedback, we consistently identify the technology needs of our clients, enabling us to provide the best support at the fairest price. We strive to understand our customers business needs and meet or exceed their expectations to grow their business, as we grow ours.

Eric Anderson

Eric Anderson
Technical Director
Iowa Solutions Inc

Time & Materials

One-time items listed below are based on a Time & Materials basis. Costs are listed as an estimate, versus not-to-exceed.

Description	Price	Qty	Ext. Price
Overview Replace existing aging network equipment with new rental equipment. Reduce existing deployment size while maintaining coverage to reduce costs Facilitate wiring clean up; label "Public" ports for gaming in Game Room Leverage basic switches for LAN gaming	\$0.00	1	\$0.00
AP Locations 1st Floor 1. Game room 2. Walkway #1 - Outside Game Room (East Side) 3. Walkway #2 - Between Front Desk and Basketball Court (Middle) 4. Walkway #3 - Right side Rock Wall (West Side) 2nd Floor 5. Fitness Yoga Room 6. Turf Room 7. Cardio 8. Cable weights 9. Track 1 - West Side 10. Track 2 - South Side 11. Track 3 - East Side Optional 12. Flex room 13. Free weights 14. Outdoor Optional APs can be added at any time should we need them.	\$0.00	1	\$0.00
8 Port Switch (Gaming)	\$99.00	4	\$396.00

Time & Materials

One-time items listed below are based on a Time & Materials basis. Costs are listed as an estimate, versus not-to-exceed.

Description	Price	Qty	Ext. Price
Setup and Configuration Complete initial setup and configuration on all new devices Apply firmware, network settings and prepare for deployment Install on-site, test and verify functionality Complete \ Update re-wiring as needed; maintaining color coded cables for different devices Remove old equipment and clean out network room as needed	\$170.00	20	\$3,400.00

Subtotal: \$3,796.00

Managed Services (Co-Termed)

Monthly items will be co-termed to your existing agreement on file.

Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
Network Firewall Mid (w/ NGAV) Rental - Cloud management console - Firewall firmware upgrades - Next day warranty replacement - Active security subscription (see below) - Troubleshooting is NOT included in this proposal and is on a T&M basis Cisco security includes application-based firewalling, content filtering, web search filtering, SNORT®-based intrusion detection and prevention, Cisco Advanced Malware Protection (AMP), and WAN failover.	\$150.00	\$0.00	1	\$150.00	\$0.00
Network Switch (48-POE) Rental - Cloud management console - Firmware upgrades - Next day warranty replacement - Troubleshooting is NOT included in this proposal and is on a T&M basis	\$45.00	\$0.00	4	\$180.00	\$0.00

Managed Services (Co-Termed)

Monthly items will be co-termed to your existing agreement on file.

Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
Network Access Point (WiFi-6) Rental - Cloud management console - Firmware upgrades - Next day warranty replacement - Can be powered by POE switches or AC adapters can be purchased separately - Troubleshooting is NOT included in this proposal and is on a T&M basis	\$20.00	\$0.00	11	\$220.00	\$0.00
Network PDU (14Port) - Rental - Cloud management console - Firmware upgrades - Next day warranty replacement - Troubleshooting is NOT included in this proposal and is on a T&M basis	\$30.00	\$0.00	1	\$30.00	\$0.00

Monthly Subtotal: **\$580.00**

Subtotal: **\$0.00**

Network Upgrade



Prepared by:

Iowa Solutions Inc

Eric Anderson
 319-734-5107
 eric@iowasolutions.com

Prepared for:

City of Mt Vernon LBC-Wellness Center

213 First St West
 Mount Venon, IA 52314
 Marsha Dewell
 (319) 895-8742
 mdewell@cityofmtvernon-ia.gov

Quote Information:

Quote #: 000706

Version: 1
 Delivery Date: 08/18/2025
 Expiration Date: 09/14/2025

Quote Summary

Description	Amount
Time & Materials	\$3,796.00
Managed Services (Co-Termed)	\$0.00
Total: \$3,796.00	

Monthly Recurring Summary

Description	Amount
Managed Services (Co-Termed)	\$580.00
Monthly Total: \$580.00	

Payment Options

Description	Payments	Interval	Amount
Agreement			
Managed Services Co-Term	1	Monthly	\$580.00
Products to Purchase			
Net 20 Terms	1	One-Time	\$3,796.00

Summary of Selected Payment Options

Description	Amount
Agreement: Managed Services Co-Term	
Total of Recurring Payments	\$580.00

Summary of Selected Payment Options

Description	Amount
Products to Purchase: Net 20 Terms	
Total of Payments	\$3,796.00

EXPIRATION OF PROPOSAL. Unless executed by the parties hereto, this Proposal will expire at the earliest of, (i) thirty (30) days from the date of Iowa Solutions, Inc's execution thereof, (ii) the expiration date shown on the signature page of this Proposal or (iii) expiration of any manufacturer's discount included in this Proposal.

Provider reserves the right to correct any errors, inaccuracies or omissions, and to change or update information or cancel orders if any information, including Services or pricing is inaccurate.

Acceptance and Incorporation by Reference

This Order together with the Master Services Agreement and Service Attachments and other terms and conditions identified on Exhibit A, all of which are incorporated herein by reference (collectively, the "Agreement") is between Iowa Solutions (sometimes referred to as "we," "us," "our," or "Provider"), and the customer identified on the Order (sometimes referred to as "you," "your," or "Client"). This Agreement is effective as of the date the Client accepts the Order (the "Effective Date").

By signing or accepting this Order, Client acknowledges, represents, and warrants that it has read and agrees to the terms and conditions identified on Exhibit A to this Order which are incorporated as if fully set forth herein.

The parties hereby agree that electronic signatures to this Order shall be relied upon and will bind them to the obligations stated herein. Each party hereby warrants and represents that it has the express authority to execute this Agreement(s).

Provider may make changes to the Agreement at any time. If there are changes, Provider will revise the date at the top of the document. Provider may or may not provide Client with additional notice regarding such changes. Client should review the terms and conditions regularly. Unless otherwise noted, the amended terms and conditions will be effective immediately, and your continued use of the Services thereafter constitutes your acceptance of the changes. If you do not agree to the amended terms and conditions, you must stop using the Services immediately. Please note, you may incur a termination fee or other third-party fees, if applicable. You may access the current version of the terms and conditions at any time by visiting <https://www.iowasolutions.com/legal.html>

The parties, acting through their authorized officers, hereby execute this Agreement.

IN WITNESS WHEREOF, this Order Form is agreed to by the parties below and entered into as of the Order Effective Date.



Iowa Solutions Inc

City of Mt Vernon LBC-Wellness Center

Signature: Eric Anderson

Name: Eric Anderson

Title: Technical Director

Date: 08/18/2025

Signature: _____

Name: Marsha Dewell

Date: _____

 Exhibit A

Agreement	Description
<u>Master Services Agreement</u>	General terms and conditions applicable to all Provider products and services.
<u>Service Attachment for Managed Services</u>	Core managed services including monitoring, remote management, and help-desk.
<u>Schedule of Services</u>	Description of managed services offered by Provider.
<u>Data Processing Agreement</u>	Data security and privacy agreement including statutorily required terms.
<u>Service Level Objectives</u>	Targeted response times by tier of severity.
<u>Schedule of Third-Party Services</u>	Notice of third-party services and waiver of claims.

AGENDA ITEM # J – 4

AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION

DATE: September 3, 2025

AGENDA ITEM: Pay Application #5 – 2024 Sanitary Sewer Rehabilitation Project

ACTION: Motion

SYNOPSIS: This pay application is in the amount of \$46,017.92. This work is part of the grant received from the Linn County ARPA monies.

BUDGET ITEM: ARPA Thru Linn County

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Invoice

PREPARED BY: Chris Nosbisch

DATE PREPARED: 8/29/2025



VEENSTRA & KIMM INC.

2600 University Parkway, Suite 1
Coralville, Iowa 52241

319.466.1000 // 888.241.8001
www.v-k.net

August 5, 2025

PAY ESTIMATE NO. 5
2024 SANITARY SEWER REHABILITATION
MOUNT VERNON, IOWA

Municipal Pipe Tool Co., LLC
515 5th Street, P.O. Box 398
Hudson, IA 50643

Contract Amount \$709,464.33
Contract Date July 15, 2024
Pay Period May 29, 2025 - July 15, 2025

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Mobilization	LS	1	\$ 25,113.50	\$ 25,113.50	1	\$ 25,113.50
1.2	Traffic Control	LS	1	\$ 20,607.50	\$ 20,607.50	1	\$ 20,607.50
1.3	Sanitary Sewer Cleaning						\$ -
	1.3.1 6"	LF	748	\$ 2.55	\$ 1,907.40	339	\$ 864.45
	1.3.2 8"	LF	7,843	\$ 2.55	\$ 19,999.65	5236	\$ 13,351.80
	1.3.3 10"	LF	1,805	\$ 2.55	\$ 4,602.75	1321.2	\$ 3,369.06
	1.3.4 12"	LF	2,195	\$ 2.55	\$ 5,597.25	2746.5	\$ 7,003.58
1.4	Sanitary Sewer Televising						
	1.4.1 6"	LF	1,087	\$ 1.00	\$ 1,087.00	678	\$ 678.00
	1.4.2 8"	LF	10,912	\$ 1.00	\$ 10,912.00	8241.2	\$ 8,241.20
	1.4.3 10"	LF	3,410	\$ 1.00	\$ 3,410.00	2437.9	\$ 2,437.90
	1.4.4 12"	LF	4,390	\$ 1.00	\$ 4,390.00	5493	\$ 5,493.00
1.5	Cured-in Place Pipe Lined Sewer						\$ -
	1.5.1 6"	LF	339	\$ 35.92	\$ 12,176.88	339	\$ 12,176.88
	1.5.2 8"	LF	3,069	\$ 31.45	\$ 96,520.05	2664.2	\$ 83,789.09
	1.5.3 10"	LF	1,605	\$ 43.82	\$ 70,331.10	1116.7	\$ 48,933.79
	1.5.4 12"	LF	2,195	\$ 46.95	\$ 103,055.25	2746.5	\$ 128,948.18
1.6	CIPP Service Reinstatement	Ea.	91	\$ 250.00	\$ 22,750.00	81	\$ 20,250.00
1.7	Sewer Service Grouting	Ea.	91	\$ 795.00	\$ 72,345.00	22	\$ 17,490.00
1.8	Protruding Services	Ea.	16	\$ 250.00	\$ 4,000.00	8	\$ 2,000.00
1.9	Open Cut Point Repair						\$ -
	1.9.1 Depth <10'	Ea.	25	\$ 2,992.50	\$ 74,812.50	3	\$ 8,977.50
	1.9.2 Depth >10'	Ea.	5	\$ 4,095.00	\$ 20,475.00	7	\$ 28,665.00
1.10	Sanitary Sewer Pipe in Open Cut	LF	310	\$ 220.50	\$ 68,355.00	92	\$ 20,286.00
1.11	Pipe Reaming	LF	3,050	\$ 2.50	\$ 7,625.00	2538	\$ 6,345.00
1.12	Root Sawing	LF	1,857	\$ 2.50	\$ 4,642.50	2894	\$ 7,235.00
1.13	7" PCC Pavement	SY	140	\$ 107.10	\$ 14,994.00	44	\$ 4,712.40
1.14	HMA - Standard Traffic	Tons	60	\$ 126.00	\$ 7,560.00		\$ -
1.15	Manhole Installation	Ea.	1	\$ 10,290.00	\$ 10,290.00		\$ -
1.16	Manhole Adjustment Minor	Ea.	2	\$ 840.00	\$ 1,680.00		\$ -
1.17	Heavy Cleaning: 3+ passes	LF	4,380	\$ 2.50	\$ 10,950.00	1520.1	\$ 3,800.25
1.18	Solid Waste Disposal	LB	26,500	\$ 0.35	\$ 9,275.00		\$ -
Contract Price:					\$ 709,464.33		\$ 480,769.07

SUMMARY			
		Total Approved	Total Completed
Contract Price		\$ 709,464.33	\$ 480,769.07
Approved Change Order (list each)	Change Order No. 1	\$ 1,178.00	\$ 1,178.00
	Change Order No. 2	\$ 18,567.90	\$ 19,435.00
	Change Order No.3	\$ 2,440.20	\$ 2,440.20
	Revised Contract Price	\$ 731,650.43	\$ 503,822.27

Stored

Total Earned \$ 503,822.27

Retainage (5%) \$ 25,191.11

Total Earned Less Retainage \$ 478,631.16

Total Previously Approved (list each)	Pay Application 1	\$ 61,766.53	
	Pay Application 2	\$ 204,364.32	
	Pay Application 3	\$ 99,432.91	
	Pay Application 4	\$ 67,049.48	

Total Previously Approved \$ 432,613.24

Percent Complete 69%

Amount Due This Request \$ 46,017.92

The amount \$ 46,017.92 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:
Municipal Pipe Tool Co., LLC

Recommended By:
Veenstra & Kimm, Inc.

Approved By:
Mount Vernon, Iowa

Signature: Matt Boggs

Name: Matt Boggs

Title: Project Manager

Date: 08/21/2025

Signature: Eric Gould

Name: Eric Gould

Title: Engineer

Date: August 5, 2025

Signature: _____

Name: _____

Title: _____

Date: _____

AGENDA ITEM # J – 5

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

DATE: September 3, 2025

AGENDA ITEM: Change Order #4 - 2024 Sanitary Sewer Rehabilitation Project

ACTION: Motion

SYNOPSIS: Change order #4 represents additional labor amounts for one point repair, and a reduction in the other. The net change order amount is an increase of \$2,170.00.

BUDGET ITEM: ARPA Thru Linn County

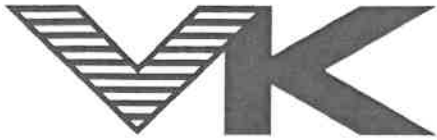
RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Invoice

PREPARED BY: Chris Nosbisch

DATE PREPARED: 8/29/2025



VEENSTRA & KIMM INC.

2600 University Parkway, Suite 1
Coralville, Iowa 52241

319.466.1000 // 888.241.8001
www.v-k.net

August 18, 2025

CHANGE ORDER NO.

4

2024 SANITARY SEWER REHABILITATION
MOUNT VERNON, IOWA

Change Order No. 4 is for the following modifications to the project:

1. Additional labor, material and equipment for completing a point repair near Alley on E 3rd Street.
 - a. Remove and replace 24" RCP storm pipe 16 LF @ \$216.25/LF \$ 4,180.00
 - b. Concrete Collars 2 Ea. @ \$660/Ea \$ 660.00
2. Additional labor, material and equipment for completing a point repair near 209 E 3rd Street. The Contractor has provided a new cost for the sewer pipe for this repair. The cost savings is as follows:
 - a. Sanitary Sewer pipe in open cut 60 LF @ \$(44.50)/LF \$ (2,670.00)

Contractor is requesting 8 additional days to complete the work for this change order.

Total: \$ 2,170.00

Change Order No. 4 increases the contract amount by \$ 2,170.00.

MUNICIPAL PIPE TOOL COMPANY

By Matt Boggs

Title Project Manager

Date 8/21/2025

VEENSTRA & KIMM, INC.

By 

Title Project Engineer

Date 8/18/2025

CITY OF MOUNT VERNON, IOWA

By _____

Title _____

Date _____

ATTEST:

By _____

Title _____

Date _____

AGENDA ITEM # J – 6

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

DATE: September 3, 2025

AGENDA ITEM: JEO Invoice #163774

ACTION: Motion

SYNOPSIS: Please see the monthly status report and invoice in the amount of \$21,052.00 from JEO Consulting Group for the Uptown Streetscape Improvement Project.

BUDGET ITEM: LOST

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 8/29/2025



Engineering | Architecture | Surveying | Planning

Invoice

August 22, 2025

Project No: R231567.00

Invoice No: 163774

Invoice Amount: 21,052.00

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 August 8, 2025

- See Attached Progress Report

	Contract Amount	Percent Complete	Billed-to-Date	Previous Billing	Current Billing
Lump Sum Phase(s)					
Project Management	\$29,300.00	100%	\$29,300.00	\$29,300.00	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	\$247,100.00	75%	\$185,325.00	\$164,273.00	\$21,052.00
Hourly Phase(s)					
Additional Printed Copies			\$322.31	\$322.31	0.00
Total	\$415,400.00		\$353,947.31	\$332,895.31	\$21,052.00

Total Amount Due Upon Receipt : \$21,052.00

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 | August 15, 2025

1) Work Completed During Current Period (7/5/25 – 8/8/25)

Task 1: Project Management

- Project management and internal team coordination.
- Quality control of task work and deliverables.
- Met with City to discuss final deliverables, future schedule and close-out agreement

Task 2: Survey

- Complete

Task 3: Discovery

- Complete

Task 4: Visioning & Concept Development

- Complete

Task 5: Master Plan Documentation

- Complete

Task 6: Design Services

- 60% Design Plans To be delivered 8/22

Task 7: Utility Design & Permitting

- Design Tasks Complete

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 60% plans
 - (1) Tabulations & OPC
 - (2) Close-Out Agreement for September council Meeting

3) Project Schedule

- (1) Plans Due 8/22

4) Information Needed from Mt Vernon

- (1) None

5) Issues or Concerns

- a) See schedule note.

6) Next Meeting

- a) None

7) Change order Management

- a) Amendments
 - i) AMD#1 – Additional Open House & Planning Services
 - ii) AMD#2 Forthcoming to close-out project
- b) Fee Changes
 - i) \$399,500 -> \$415,400 (3.9% increase)
 - ii) Est Fee Reduction for Close-out= \$52,000

AGENDA ITEM # J – 7

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

DATE: September 3, 2025

AGENDA ITEM: Professional Services Agreement - WHKS

ACTION: Motion

SYNOPSIS: The Cemetery Commission has asked for consideration to hire an engineering firm to assist in GIS mapping of the Mount Vernon Cemetery. The Commission would work with WHKS to update maps and input information so that a digital record of the burial spaces can be created. The WHKS estimate to complete the mapping is \$12,500.

BUDGET ITEM: GF/FF

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Professional Services Contract

PREPARED BY: Chris Nosbisch

DATE PREPARED: 8/29/2025



PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, by and between **City of Mount Vernon** hereinafter referred to as the "Client" and WHKS & Co., hereinafter referred to as "WHKS", is made as follows:

WHEREAS, the Client has a need for certain professional services relating to the project described as **Mount Vernon Cemetery GIS Mapping**.

WHEREAS, WHKS proposes to furnish the professional services required by the Client for said project,

NOW THEREFORE, the Client hereby agrees to retain and compensate WHKS to perform the professional services in accordance with the terms and conditions of this Agreement and the attached Standard Terms and Conditions.

Scope of Services

WHKS shall perform the following described services for the Client:

GIS Mapping services as described on the attached Scope of Services included in Exhibit A.

Basis of Compensation

For the services described above, the Client shall remunerate WHKS as follows:

Items 1-4 - Billed Hourly with an Estimated Fee of \$12,500.00. Expenses billed at actual cost and mileage at the current published IRS rate per mile. External expenses include an administrative charge of 10 percent.

Item 5 - (Annual Field Map Function) – Annual fee of \$400.

Item 6 - (Annual Web-Based Hosting) – Annual fee of \$400.

Item 7 - (Annual Updates) – Not included in this proposal.

Executed this _____ day of August, 2025

City of Mount Vernon, IA

By: _____

Printed Name: _____

Title: _____

WHKS & co.

By:  _____

Printed Name: Derek J Thomas, PE

Title: Vice President



Exhibit A to Professional Services Agreement

A. Project Description

The project involves creating a basic geographic information system (GIS) database application to collect and manage cemetery plot information at the Mount Vernon Cemetery located at 520 1st Street East. The proposed work includes conducting a field survey to geolocate plot maps provided by the client, creating cemetery plot polygons with fields for plot-specific information (to be populated by the Client), and developing a web-based GIS platform to enable users to view cemetery information, perform searches, and locate specific grave sites. Additionally, a mobile field application will be created to allow the Client to collect plot-specific information including GPS coordinates, additional site information, and photographs. WHKS will work with the City to import collected data.

B. Scope of Services Provided Under This Agreement:

1. Project Management and Meetings

- Perform general project administrative duties including supervision and coordination of the project team, review of project costs and billings, prepare invoices using Consultant's standard forms, preparation of status reports, and general administrative activities.
- Hold kick-off meeting with Client to discuss the project and review the scope.
- Advise the Client of the necessity of obtaining Special Engineering Services as described in Paragraph C., and act as the Client's representative in connection with any such services not actually performed by WHKS.

2. Field Survey

- WHKS will perform a site survey to collect topo data adequate to geolocate the existing cemetery maps.

3. Initial Map Setup

- Import and geolocate polygons and data from cemetery maps provided by the client.
- Develop a web-based GIS map application for viewing cemetery information, including a search feature to locate grave sites by last name.
- Build a field application compatible with smartphones to enable City staff or volunteers to collect GPS coordinates and site information for individual plots. Information to be collected includes names, dates, and site photographs.
- Provide a one-hour training session for city staff and/or volunteers to learn how to use the web application.

4. Post Initial Map Updates

- WHKS will update the GIS database with data collected by the Client. WHKS has budgeted 12 hours for this work.

5. Annual Field Map Function

- This annual expense covers WHKS's licensing for clients to collect GPS and site data for using the field application.



6. Annual Web-Based Hosting

- WHKS will host and maintain a web-based GIS site for the Client's use.

7. Annual Map Updates

- Additional map updates beyond the post initial updates are not included in this proposal. Annual or semi-annual updates can be added via additional proposal.

C. Special Engineering Services:

Special Engineering Services are those services not listed above, but may be required or advisable to accomplish the Project. Special Engineering Services shall be performed when authorized by the Client for additional fees, to be determined at the time authorized.

Special Engineering Services include:

1. Land surveying and platting
2. Easement research, plats or descriptions
3. Negotiation for easements or land acquisition
4. Permits other than those identified above
5. Attendance at additional meetings (other than those listed above)
6. GIS software or licensing purchases (other than those listed above)
7. Annual GIS Updates

STANDARD TERMS AND CONDITIONS FOR PUBLIC SECTOR PROJECTS

1. Scope of Services

Client and WHKS have agreed to a list of services WHKS will provide to Client as listed on the Professional Services Agreement Form.

2. Governing Law

The laws of the State of Iowa will govern this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in the courts of that State.

3. Standard of Care

Services provided by WHKS under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances and locality.

4. Integration

This Agreement comprises the final and complete agreement between Client and WHKS. It supersedes all prior communications, representations, or agreements, whether oral or written, relating to the subject matter of this Agreement. Execution of this Agreement signifies that each party has read the document thoroughly. Amendments to this Agreement shall not be binding unless made in writing and signed by both Client and WHKS.

5. Guarantees and Warranties

WHKS shall not be required to sign any documents, no matter by whom requested, that would result in WHKS having to guarantee or warrant the existence of conditions whose existence WHKS cannot ascertain. Client also agrees not to

make resolution of any dispute with WHKS or payment of any amount due to WHKS in any way contingent upon WHKS signing any such guarantee or warranty.

6. Indemnification

WHKS agrees, to the extent permitted by law, to indemnify and hold Client harmless from any damage, liability or cost (including reasonable attorney's fees and costs of defense) to the extent caused by WHKS' negligent acts, errors or omissions in the performance of professional services under this Agreement and those of its subconsultants or anyone for whom WHKS is legally liable.

Client agrees, to the extent permitted by law, to indemnify and hold WHKS harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by Client's negligent acts, errors or omissions and those of Client's contractors, subcontractors or consultants or anyone for whom Client is legally liable.

Neither WHKS nor Client shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

7. Billing and Payment Provisions

Invoices shall be submitted by WHKS monthly and are due upon presentation and shall be considered PAST DUE if not paid within thirty (30) calendar days of the invoice date.

If payment is not received by WHKS within thirty (30) calendar days of the invoice date, Client shall pay as interest an additional charge of one

and one-quarter percent (1.25%) of the PAST DUE amount per month. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.

If Client fails to make payments within sixty (60) days from the date of an invoice or otherwise is in breach of this Agreement, WHKS may, at its option, suspend performance of services upon five (5) calendar days' notice to Client. WHKS shall have no liability whatsoever to Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by Client. If Client fails to make payment to WHKS in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination by WHKS.

In the event legal action is necessary to enforce the payment provisions of this Agreement, WHKS shall be entitled to collect from Client any judgment or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by WHKS in connection therewith and, in addition, the reasonable value of WHKS personnel time and expenses spent in connection with such collection action, computed at WHKS current fee schedule and expense policies.

Payment of invoices is in no case subject to unilateral discounting or set-offs by Client, and payment is due regardless of suspension or termination of this Agreement by either party.

8. Ownership of Records

All reports, plans, specifications, field data and notes and other

documents, including all documents on electronic media, prepared by WHKS as instruments of service shall remain the property of WHKS.

Client shall be permitted to retain copies, including reproducible copies, of the plans and specifications for information and reference in connection with Client's use of the completed project. The plans and specifications shall not be used by Client or by others on other similar projects except by agreement in writing by WHKS.

9. Delivery of Electronic Files

In accepting and utilizing any drawings, reports and data on any form of electronic media generated and provided by WHKS, Client covenants and agrees that all such electronic files are instruments of service of WHKS, who shall be deemed the author, and who shall retain all rights under common and statutory laws, and other rights, including copyrights. Client is aware that differences may exist between the electronic files delivered and the respective construction documents due to addenda, change orders or other revisions. In the event of a conflict between the signed construction documents prepared by WHKS and electronic files, the signed construction documents shall govern.

Client and WHKS agree that the electronic files prepared by WHKS shall conform to the current CADD software in use by WHKS or to other mutually agreeable CADD specifications defined in the Agreement. Any changes to the CADD specifications by either Client or WHKS are subject to review and acceptance by the other party. Additional efforts by WHKS made necessary by a change to the CADD specifications or other software shall be compensated for as Additional Services.

The electronic files provided by WHKS to Client are submitted for an acceptance period of 60 days. Any defects Client discovers during this period will be reported to WHKS and will be corrected as part of the Scope

of Services. Correction of defects detected and reported after the acceptance period will be compensated for as Additional Services.

Client agrees not to reuse the electronic files, in whole or in part, for any purpose or project other than the project that is the subject of this Agreement. Client agrees not to transfer the electronic files to others without the prior written consent of WHKS, except as required by law. In addition, Client agrees, to the extent permitted by law, to indemnify and hold WHKS harmless from any damage, liability or cost, including reasonable attorney's fees and costs of defense, arising from any changes made by anyone other than WHKS or from any reuse of the electronic files without the prior written consent of WHKS.

Under no circumstance shall delivery of the electronic files for use by Client be deemed a sale by WHKS and WHKS makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall WHKS be liable for any loss of profit or any consequential damages.

10. Changed Conditions

Client shall rely on the judgment of WHKS as to the continued adequacy of this agreement in light of occurrences or discoveries that were not originally contemplated by or known to WHKS. Should WHKS call for contract renegotiation, WHKS shall identify the changed conditions necessitating renegotiation and WHKS and Client shall promptly and in good faith enter into renegotiation of this Agreement. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.

11. Permits and Approvals

WHKS shall assist Client in applying for those permits and approvals typically required by law for projects similar to the one for which WHKS services are being engaged. This assistance consists of completing

and submitting forms as to the results of certain work included in the Scope of Services.

12. Suspension of Services

If the project is suspended for more than thirty (30) calendar days in the aggregate, WHKS shall be compensated for services performed and charges incurred prior to receipt of notice to suspend and, upon resumption, an equitable adjustment in fees to accommodate the resulting demobilization and remobilization costs. In addition, there shall be an equitable adjustment in the project schedule based on the delay caused by the suspension. If the project is suspended for more than ninety (90) calendar days in the aggregate, WHKS may, at its option, terminate this Agreement upon giving notice in writing to Client.

13. Termination

Either Client or WHKS may terminate this Agreement at any time with or without cause upon giving the other party seven (7) calendar days prior written notice. Client shall within thirty (30) calendar days of termination pay WHKS for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of the Agreement.

14. Unauthorized Changes

In the event Client, Client's contractors or subcontractors or anyone for whom Client is legally liable makes or permits to be made any changes to any reports, plans, specifications or other contract documents prepared by WHKS without obtaining WHKS' prior written consent, Client shall assume full responsibility for the results of such changes. Therefore, Client agrees to waive any claim against WHKS and to release WHKS from any liability arising directly or indirectly from such changes.

Client also agrees, to the extent permitted by laws, to indemnify and hold WHKS harmless from any

damage, liability or cost, including reasonable attorneys' fees and costs of defense, arising from such changes.

15. Jobsite Safety

Neither the professional activities of WHKS nor the presence of WHKS or its employees and subconsultants at a construction site, shall relieve the General Contractor and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the construction work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. WHKS and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.

16. Additional Services

Services which are requested by Client or are required as part of the Project, but are not included in the Scope of Services, are considered Additional Services.

WHKS will notify Client in writing when Additional Services will be needed. WHKS and Client will agree on the extent of the Additional Service(s) required and will agree on the method and amount of the compensation for performance of said agreed upon Additional Services.

WHKS will not perform Additional Services which will result in additional cost to Client without documented verbal or written authority of Client.

In the event WHKS is requested or required to participate in any dispute resolution procedure which involves any aspect of the Project, Client agrees to compensate WHKS for the reasonable value of WHKS' personnel time and expenses spent

in connection with such procedures computed at WHKS' then current fee schedule and expense policies.

17. Dispute Resolution

In an effort to resolve any conflicts that arise, Client and WHKS agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

18. Third Party Beneficiaries

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either Client or WHKS. WHKS' services under this Agreement are being performed solely for Client's benefit, and no other entity shall have any claim against WHKS because of this Agreement or the performance or nonperformance of services hereunder.

19. Extension of Protection

Client agrees to extend any and all liability limitations and indemnifications provided by Client to WHKS to those individuals and entities WHKS retains for performance of the services under this Agreement, including but not limited to WHKS officers and employees and their heirs and assigns, as well as WHKS subconsultants and their officers, employees, heirs and assigns.

20. Timeliness of Performance

WHKS will perform the services described in the Scope of Services with due and reasonable diligence consistent with sound professional practices.

21. Delays

WHKS is not responsible for delays caused by factors beyond WHKS' reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of any governmental or other

regulatory authority to act in a timely manner, failure of Client to furnish timely information or approve or disapprove of WHKS' services or work product promptly, or delays caused by faulty performance by Client or by contractors of any level. When such delays beyond WHKS' reasonable control occur, Client agrees WHKS is not responsible for damages, nor shall WHKS be deemed to be in default of this Agreement.

22. Right to Retain Subconsultants

WHKS may use the services of subconsultants when, in the sole opinion of WHKS, it is appropriate and customary to do so. Such persons and entities include, but are not limited to, aerial mapping specialists, geotechnical consultants and testing laboratories. WHKS' use of other consultants for additional services shall not be unreasonably restricted by Client provided WHKS notifies Client in advance.

23. Assignment

Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party.

24. Severability and Survival

Any provision of this Agreement later held to be unenforceable for any reason shall be deemed void, and all remaining provisions shall continue in full force and effect.

25. Hazardous Materials

It is acknowledged by both parties that WHKS' Scope of Services does not include any services related to asbestos or hazardous or toxic materials. In the event WHKS or any other party encounters asbestos or hazardous or toxic materials at the jobsite, or should it become known in any way that such materials may be present at the jobsite or any adjacent areas that may affect the performance of WHKS services,

WHKS may, at its option and without liability for consequential or any other damages, suspend performance of services on the project until Client retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrant that the jobsite is in full compliance with applicable laws and regulations.

26. Joint Participation

The parties have participated jointly in the negotiation and preparation of all agreements between the parties. Each party has had an opportunity to obtain the advice of legal counsel and to review and comment upon this instrument. Accordingly, no rule of construction shall apply against any party or in favor of any party. This instrument shall be construed as if the parties jointly prepared it and any uncertainty or ambiguity shall not be interpreted against one party and in favor of another.

27. Record Documents

If required in the Professional Services Agreement, WHKS shall, upon completion of the Work, compile for and deliver to the Client a reproducible set of Record Documents that are based upon the marked-up record drawings, addenda, change orders and other data furnished by the Contractor or other third parties. These Record Documents may show certain significant changes from the original design made during construction. Because these Record Documents are based on unverified information provided by other parties, which the Consultant is entitled to assume as reliable, the Consultant does not warrant their accuracy.

Revised 02/23/07
Revised: 04/29/09

AGENDA ITEM # J – 8

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

DATE: September 3, 2025
AGENDA ITEM: JMT Invoice #3-267410
ACTION: Motion

SYNOPSIS: JMT has submitted an invoice in the amount of \$9,795.80 for work on the Mount Vernon Historic Preservation Design Guidelines.

BUDGET ITEM: HPC

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Invoice

PREPARED BY: Chris Nosbisch

DATE PREPARED: 8/29/2025



August 21, 2025

Mount Vernon Historic Preservation Commissio
703 5th Ave NW
Mount Vernon, IA 52314

Please remit payment to:

Johnson, Mirmiran & Thompson, Inc.
40 Wight Avenue
Hunt Valley, MD 21030

Attn: Chris Nosbisch, City Administrator

Re: Historic Preservation Design Guidelines for the
City of Mount Vernon, Iowa

Invoice Number: 3-267410
Period Starting Date: 5/18/2025
Period Ending Date: 8/23/2025
JMT Project Number: 24-02112-001
Prepared By: McKnight Jr, Edward

We are hereby submitting our invoice for professional services, as per our Contract.

Task	Description	Budget	Percent Complete	Billed To Date
1	Kick-off Meeting	\$ 3,586.87	100.00%	\$ 3,586.87
2	Draft and Final Outline	\$ 900.93	100.00%	\$ 900.93
3	Draft Guidelines	\$ 9,051.34	100.00%	\$ 9,051.34
4	First Revised Draft Guidelines	\$ 3,916.63	0.00%	\$ -
5	Virtual Public Meeting	\$ 744.46	100.00%	\$ 744.46
6	Final Design Guidelines	\$ 2,106.37	0.00%	\$ -
7	In-Person Public Meeting	\$ 2,370.44	0.00%	\$ -
8	Direct Expenses	\$ 2,250.00	92.74%	\$ 2,086.76
Total		\$ 24,927.04	65.67%	\$ 16,370.36

Previously Billed \$ 6,574.56

AMOUNT DUE THIS INVOICE \$ 9,795.80

"Certified that all invoicing is true and correct and payment has not yet been received."

Johnson, Mirmiran & Thompson, Inc.

Signed by:

Gimbal, Carolyn J
Project Manager

Fed I.D. No. : 52-0963531

AGENDA ITEM # J – 9

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

DATE: September 3, 2025

AGENDA ITEM: Custom Street Sign Bases

ACTION: Motion

SYNOPSIS: Dale Merrill has provided two different prices for custom signposts to match the new streetlights uptown. These replacement poles will be used for the required street signage for the uptown area. The smaller tube and base poles are estimated to be \$6,750, while the larger poles would be \$15,975. The larger poles match the new Alliant poles.

BUDGET ITEM: Bond

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Estimates

PREPARED BY: Chris Nosbisch

DATE PREPARED: 8/29/2025

**L-I-W**

117 1ST AVE N.W.
MT. VERNON, IOWA 52314
319.895.WELD

Invoice No. MVCity 080725

INVOICE**Customer**

Name City of Mt. Vernon
Address 213 1st St West
City Mt. Vernon State IA ZIP 52314
Phone Lori Boren 563.320.0221

Date
Order No.
Rep DALE MERRILL
FOB

Qty	Description	Unit Price	TOTAL
Custom Street Sign Base Estimate			
1	Option #1 Welded Steel Tube and Base Dims: 2" Rd Tube Pole 9ft H with Finial Cap Lower 4" Sq Tube Accent Box, Cap and Base Plates Finish: Powdercoated Black	\$750.00	\$750.00
1	Option #2 Welded Steel Tube and Formed Base Dims: 2-3/8" Rd Tube Pole 9ft H with Finial Cap Lower Decorative Accent Box, Hidden Base Plates Finish: Powdercoated Black	\$1,775.00	\$1,775.00

Payment Details

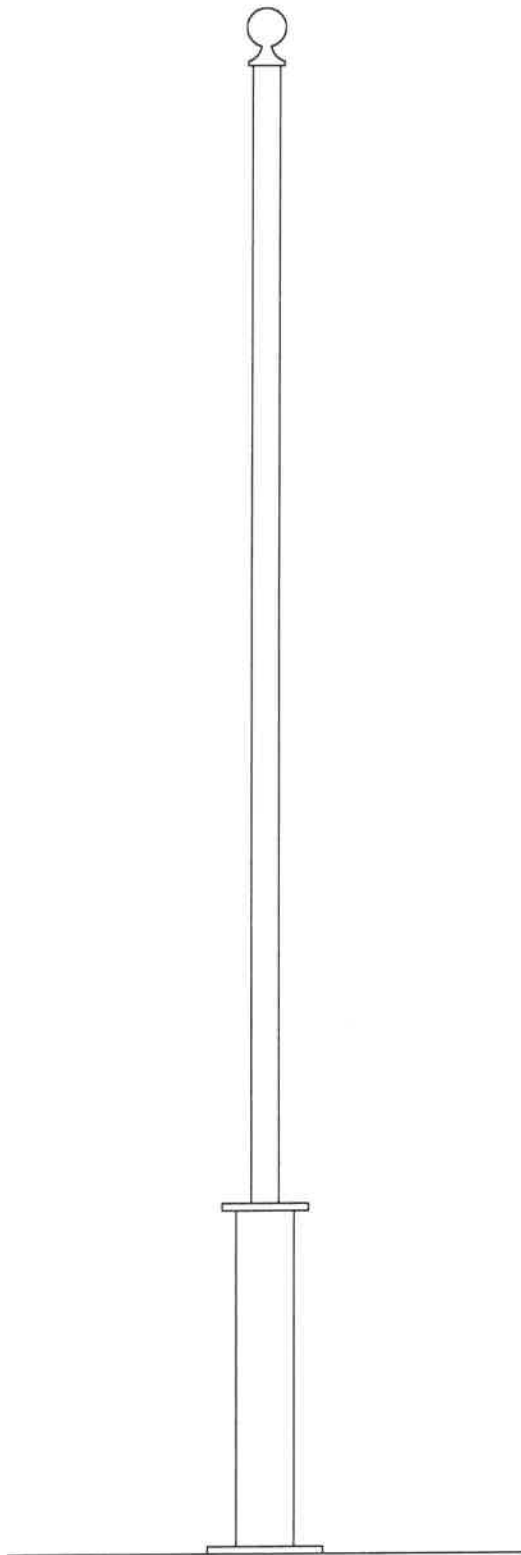
☐
☒
☐

SubTotal
Shipping & Handling
Taxes State

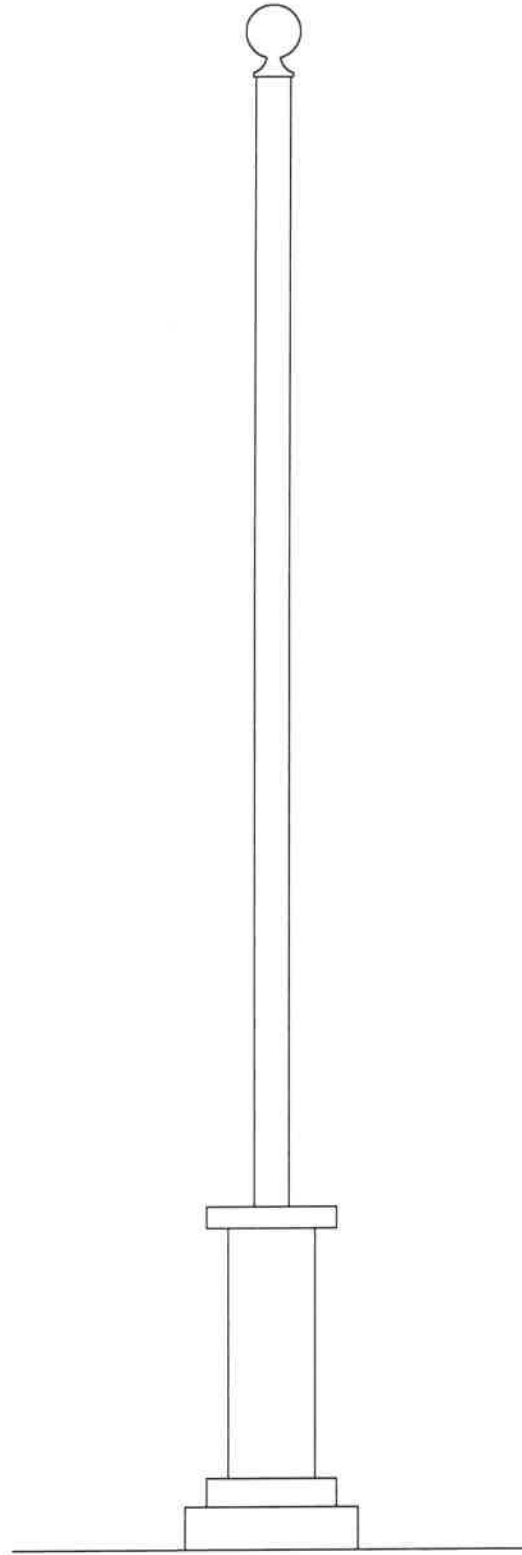
TOTAL

Office Use Only

THANK YOU



option #1



option #2

L I W DESIGN - MT.VERNON, IA - 319.895.WELD
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WORKS, INC. WITHOUT PERMISSION, ANY COPYING,
TRANSMITTAL TO OTHERS, AND ANY USE IS PROHIBITED.

Lori Boren

From: dale merrill <librtyirn@gmail.com>
Sent: Wednesday, August 27, 2025 11:25 AM
To: Lori Boren
Subject: Custom Street Signs
Attachments: Street Sign Base 082725.pdf; MV City 080725.pdf

External Sender - From: (dale merrill <librtyirn@gmail.com>)
This message came from outside your organization.

[Learn More](#)

Hey Lori,

Please see the attached pricing. Finally got things pulled together and priced them per/pole. I've also included a simple concept CAD drawing to reference an idea on basic design and proportions of materials.

I see they have the old poles removed uptown. Not sure what you were hoping on lead time? Currently our schedule is currently pushing into October, that said- we'd love to work on the project and could try to expedite final design and order materials to sneak into the queue if one of the concepts is what you had in mind.

Happy to discuss further. Please let me know your thoughts or questions.

Thanks again!

-Dale

L. Discussion Items (No Action)

AGENDA ITEM # L – 1

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

DATE:	September 3, 2025
AGENDA ITEM:	Halloween Night Designation
ACTION:	None

SYNOPSIS: The Mayor has asked for the 2025 Halloween night designation to be discussed due to a possible conflict with the IHSAA football playoffs. While I do not want to jinx the team before the start of the season, there could be multiple conflict points throughout the city if Mount Vernon happens to host the game locally.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: None

PREPARED BY: Chris Nosbisch

DATE PREPARED: 8/29/2025

AGENDA ITEM # L – 2

AGENDA INFORMATION MT. VERNON CITY COUNCIL COMMUNICATION

DATE: September 3, 2025

AGENDA ITEM: Comprehensive Plan Update

ACTION: None

SYNOPSIS: The 2016 Comprehensive Plan was adopted in 2016, but the process of gathering information and establishing goals started much earlier. Unfortunately, as we near the ten-year mark, a majority of the plan is either complete or obsolete. This is not an action item, but staff would like to begin discussions with Council regarding the RFP/RFQ process to create a new plan for the city.

BUDGET ITEM: All

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: None

PREPARED BY: Chris Nosbisch

DATE PREPARED: 8/29/2025

M. Reports Mayor/Council/Admin.

**CITY OF MT. VERNON
CITY ADMINISTRATOR
REPORT TO THE CITY COUNCIL
September 3, 2025**

- The Rachel Street extension project preconstruction meeting will be held on Thursday, September 4, 2025 at 10 a.m.
- The next meeting of the MVCSD, Cornell and City of Mount Vernon will be held on Wednesday, September 10, 2025, at noon in City Hall.
- The 2025 Main Street America accreditation visit will be held on Thursday, September 11, 2025.