



ECONOMIC DEVELOPMENT CORPORATION

Thursday, May 09, 2024 – 6:00 PM

109 North Kaufman Street, Mount Vernon, Texas 75457

Our mission: to provide effective and fiscally responsible municipal services in a manner which promotes our high standard of community life.

Vision Statement Mount Vernon is a caring community committed to excellence and quality of life, aspiring to be the community of choice for ourselves, our children, and future generations – beautiful, clean, vibrant, and safe. We will strive to preserve our heritage, our friendly hometown atmosphere, and celebrate the diversity of all our citizens.

AGENDA

Call to Order

Public Comment

The Texas Open Meetings Act prohibits the Board from responding to any comments other than to refer the matter to a future agenda, to an existing policy, or to a staff person with specific factual information. Claims against the Board or employees, as well as individual personnel appeals are not appropriate for citizens' forum.

Consent Agenda

1. Minutes 3/14/204
March and April, 2024 Financial Report

Public Hearing

The purpose of this hearing is to hear evidence for or against a request made by Julie Knotts dba Kountry Korner Kreations to provide assistance with Graduated Rental Assistance for the business located at 101 Houston Street, Mt. Vernon, Texas.

Presentation by Ryan and Brittany Franza regarding The Oaks on 37 RV Park and billboard signage.

Action Items:

2. Consider and act upon approval of request made by Julie Knotts dba Kountry Korner Kreations for graduated rental assistance.
3. Consider and act upon approval of contract with MHS Planning for Parks and Open Space Master Plan & TPWD Grant.

Board Member Reports and Discussion

advertising on local radio station/billboards
Gadlin Street and Frito Lay

Executive Session

Deliberation regarding real property pursuant to *Texas Government Code, §551.072*, to discuss or deliberate the

purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

RECONVENE

Reconvene into Open Session to Consider Matters Discussed in Closed Session (If Any)

Adjourn

/s/ Mark Sachse
Mark Sachse - Board President

ATTEST:

/s/ Kathy Lovier
Kathy Lovier – City Secretary
Posted 4:00 PM May 6th, 2024

Persons with disabilities desiring to attend the meeting and without transportation may contact City Hall at 903-537-2252 for assistance.

The Mount Vernon Economic Development Corporation Board of Directors reserves the right to go into Executive Session at any time during the meeting with its attorney in accordance with Section 551.071; deliberate the purchase or sale of real property in accordance with section 551.072; deliberate personnel matters in accordance with 551.074; and/or deliberate regarding economic development negotiations. However, no action will be taken during the Executive Session because none is permitted by law.



ECONOMIC DEVELOPMENT CORPORATION

Thursday, March 14, 2024 – 6:00 PM

109 North Kaufman Street, Mount Vernon, Texas 75457

MINUTES

Call to Order

President Sachse called the meeting to order at 6:05 p.m. and announced a quorum present.

PRESENT

President Mark Sachse
Vice-President Roger Gekiere
Secretary/Treasurer Julia Munoz
Board Member Gabe Sharp
City Administrator Craig Lindholm
City Secretary Kathy Lovier

ABSENT

Board Member Kevin Anthony and Board Member Jeff Byrnes

VISITORS

Kassidy Wesson

Public Comment No one spoke.

Consent Agenda

1. Minutes 12/14/2023
December 2023, January & February 2024 financials

Motion made by Vice-President Gekiere, Seconded by Secretary/Treasurer Munoz.
Voting Yea: President Sachse, Vice-President Gekiere, Board Member Huffstetler

President Sachse closed the Regular Session at 6:08 p.m. and opened the Public Hearing.

Public Hearing

The purpose of this hearing is to hear evidence for or against a request made by Jay Awad owner of Milano's to provide assistance with Existing Business Structure Assistance for the business located at 114 South Kaufman Street in Mt. Vernon, Texas.

Jay Awad owner of Milano's spoke in favor of the application. He explained how long his family has been connected with Mt Vernon and how much they love being here.

President Sachse closed the Public Hearing at 6:12 p.m. and re-opened Regular Session.

Action Items:

- 2. Consider and act upon approval of adding Don Huffstetler as a board member, replacing Jack Carlson, Place 2.

Motion made by Vice-President Gekiere, Seconded by Board Member Sharp.

Voting Yea: President Sachse, Vice-President Gekiere, Secretary/Treasurer Munoz, Board Member Sharp, Board Member Huffstetler

- 3. Consider and act upon approval of request made by Jay Awad owner of Milano's for Existing Business Structure Assistance.

Motion made by Vice-President Gekiere to give an incentive of \$20,000, Seconded by Board Member Huffstetler.

Voting Yea: President Sachse, Vice-President Gekiere, Secretary/Treasurer Munoz, Board Member Sharp, Board Member Huffstetler

President Sachse closed the Regular Session at 6:25 p.m. and opened the Executive Session.

Executive Session

Deliberation regarding real property pursuant to *Texas Government Code, §551.072*, to discuss or deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Reconvene

Reconvene into Open Session to Consider Matters Discussed in Closed Session (If Any)

President Sachse closed the Executive Session at 6:58 p.m. and re-opened Regular Session.

Board Member Reports and Discussion

RV Park-The Oaks on 37/advertising billboard

Spring Event

Kassidy Wesson, Main Street Manager reported on the Spring Event schedule.

Director Lindholm reported that the water and sewer lines have been installed for The Oaks on 37 and we will be partnering with them on a billboard for advertising.

Adjourn

Motion made by Vice-President Gekiere at 7:09 p.m. to close the meeting, Seconded by Secretary/Treasurer Munoz.

Voting Yea: President Sachse, Vice-President Gekiere, Secretary/Treasurer Munoz, Board Member Sharp, Board Member Huffstetler

Mark Sachse - Board President

ATTEST:

Kathy Lovier – City Secretary

Item 1.

05 -EDC
 DEPARTMENT -M300 EDC
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5300.001 WAGES/CONSULTANT	70,000	0.00	0.00	0.00	70,000.00	0.00
5300.002 COMPUTER	500	0.00	0.00	0.00	500.00	0.00
5300.003 PROMOTIONAL/MARKETING	5,000	0.00	0.00	0.00	5,000.00	0.00
5300.004 POSTAGE	100	0.00	0.00	0.00	100.00	0.00
5300.005 AUDIT EXPENSE	1,000	0.00	0.00	0.00	1,000.00	0.00
5300.007 LEG. OUTREACH	0	0.00	0.00	0.00	0.00	0.00
5300.008 SCHOLARSHIP	2,000	0.00	0.00	0.00	2,000.00	0.00
5300.009 PUBLICATIONS	0	0.00	0.00	0.00	0.00	0.00
5300.010 ATTORNEY FEES	10,000	0.00	0.00	0.00	10,000.00	0.00
5300.011 WEBSITE	500	0.00	0.00	0.00	500.00	0.00
5300.012 HIST. FACADE GRANT	0	0.00	0.00	0.00	0.00	0.00
5300.014 DISCRETIONARY FUNDS	0	0.00	0.00	0.00	0.00	0.00
5300.017 ADVERTISING/PUBLIC NOTICES	500	0.00	0.00	0.00	500.00	0.00
5300.018 BUSINESS INCENTIVES	5,000	0.00	2,400.00	0.00	2,600.00	48.00
5300.019 RENTAL ASSISTANCE PROGRAM	15,000	0.00	1,200.00	0.00	13,800.00	8.00
5300.020 JOB CREATION INCENTIVE	10,000	0.00	0.00	0.00	10,000.00	0.00
5300.021 EXISTING BUS. STRUCTURE	25,000	0.00	0.00	0.00	25,000.00	0.00
5300.022 SPECIAL PROJECT	0	0.00	0.00	0.00	0.00	0.00
5300.023 MAIN STREET ONGOING	10,000	0.00	0.00	0.00	10,000.00	0.00
5300.024 BUSINESS RETENTION	15,000	0.00	0.00	0.00	15,000.00	0.00
5300.025 UNEMPLOYMENT EXP (TEC)	300	0.00	0.00	0.00	300.00	0.00
5300.026 BUSINESS RECRUITMENT	0	0.00	0.00	0.00	0.00	0.00
5300.027 DUES	1,000	0.00	0.00	0.00	1,000.00	0.00
5300.028 BUS ANALYTICS	0	0.00	0.00	0.00	0.00	0.00
5300.029 INFRASTRUCTURE	70,000	0.00	0.00	0.00	70,000.00	0.00
5300.030 SPLASH PAD	0	0.00	0.00	0.00	0.00	0.00
5300.031 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
5300.032 SOCIAL SECURITY (FICA)	12,508	0.00	0.00	0.00	12,508.00	0.00
5300.033 MEDICARE	1,015	0.00	0.00	0.00	1,015.00	0.00
5300.034 TML INSURANCE	0	0.00	0.00	0.00	0.00	0.00
5300.035 RETIREMENT (TMRS)	9,100	0.00	0.00	0.00	9,100.00	0.00
5300.037 TELEPHONE	750	0.00	0.00	0.00	750.00	0.00
5300.042 SCHOOL/TRAINING/TRAVEL	1,000	0.00	0.00	0.00	1,000.00	0.00
5300.044 SUPPLIES	600	0.00	0.00	0.00	600.00	0.00
5300.053 LONGEVITY	0	0.00	0.00	0.00	0.00	0.00
5300.075 TMRS-PENSION COST AUDITORS	0	0.00	0.00	0.00	0.00	0.00
5300.999 PRIOR PERIOD ADJUSTMENTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL 300 EDC	265,873	0.00	3,600.00	0.00	262,273.00	1.35
<hr/>						
TOTAL EXPENDITURES	265,873	0.00	3,600.00	0.00	262,273.00	1.35
<hr/>						
REVENUE OVER/(UNDER) EXPENDITURES	169,127	64,363.34	265,721.01	0.00 (96,594.01)	157.11

*** END OF REPORT ***

CITY OF MOUNT VERNON
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2024

Item 1.

05 -EDC
 DEPARTMENT -M300 EDC
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5300.001 WAGES/CONSULTANT	70,000	0.00	0.00	0.00	70,000.00	0.00
5300.002 COMPUTER	500	0.00	0.00	0.00	500.00	0.00
5300.003 PROMOTIONAL/MARKETING	5,000	5,301.00	5,301.00	0.00	301.00)	106.02
5300.004 POSTAGE	100	0.00	0.00	0.00	100.00	0.00
5300.005 AUDIT EXPENSE	1,000	0.00	0.00	0.00	1,000.00	0.00
5300.007 LEG. OUTREACH	0	0.00	0.00	0.00	0.00	0.00
5300.008 SCHOLORSHIP	2,000	0.00	0.00	0.00	2,000.00	0.00
5300.009 PUBLICATIONS	0	0.00	0.00	0.00	0.00	0.00
5300.010 ATTORNEY FEES	10,000	0.00	0.00	0.00	10,000.00	0.00
5300.011 WEBSITE	500	0.00	0.00	0.00	500.00	0.00
5300.012 HIST. FACADE GRANT	0	0.00	0.00	0.00	0.00	0.00
5300.014 DISCRETIONARY FUNDS	0	0.00	0.00	0.00	0.00	0.00
5300.017 ADVERTISING/PUBLIC NOTICES	500	0.00	0.00	0.00	500.00	0.00
5300.018 BUSINESS INCENTIVES	5,000	0.00	2,400.00	0.00	2,600.00	48.00
5300.019 RENTAL ASSISTANCE PROGRAM	15,000	600.00	1,800.00	0.00	13,200.00	12.00
5300.020 JOB CREATION INCENTIVE	10,000	0.00	0.00	0.00	10,000.00	0.00
5300.021 EXISTING BUS. STRUCTURE	25,000	0.00	0.00	0.00	25,000.00	0.00
5300.022 SPECIAL PROJECT	0	0.00	0.00	0.00	0.00	0.00
5300.023 MAIN STREET ONGOING	10,000	0.00	0.00	0.00	10,000.00	0.00
5300.024 BUSINESS RETENTION	15,000	0.00	0.00	0.00	15,000.00	0.00
5300.025 UNEMPLOYMENT EXP (TEC)	300	0.00	0.00	0.00	300.00	0.00
5300.026 BUSINESS RECRUITMENT	0	0.00	0.00	0.00	0.00	0.00
5300.027 DUES	1,000	0.00	0.00	0.00	1,000.00	0.00
5300.028 BUS ANALYTICS	0	0.00	0.00	0.00	0.00	0.00
5300.029 INFRASTRUCTURE	70,000	0.00	0.00	0.00	70,000.00	0.00
5300.030 SPLASH PAD	0	0.00	0.00	0.00	0.00	0.00
5300.031 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
5300.032 SOCIAL SECURITY (FICA)	12,508	0.00	0.00	0.00	12,508.00	0.00
5300.033 MEDICARE	1,015	0.00	0.00	0.00	1,015.00	0.00
5300.034 TML INSURANCE	0	0.00	0.00	0.00	0.00	0.00
5300.035 RETIREMENT (TMRS)	9,100	0.00	0.00	0.00	9,100.00	0.00
5300.037 TELEPHONE	750	0.00	0.00	0.00	750.00	0.00
5300.042 SCHOOL/TRAINING/TRAVEL	1,000	0.00	0.00	0.00	1,000.00	0.00
5300.044 SUPPLIES	600	0.00	0.00	0.00	600.00	0.00
5300.053 LONGEVITY	0	0.00	0.00	0.00	0.00	0.00
5300.075 TMRS-PENSION COST AUDITORS	0	0.00	0.00	0.00	0.00	0.00
5300.999 PRIOR PERIOD ADJUSTMENTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL 300 EDC	265,873	5,901.00	9,501.00	0.00	256,372.00	3.57
TOTAL EXPENDITURES	265,873	5,901.00	9,501.00	0.00	256,372.00	3.57
REVENUE OVER/(UNDER) EXPENDITURES	169,127	27,280.33	293,001.34	0.00	(123,874.34)	173.24

*** END OF REPORT ***

5/06/2024 1:27 PM

A/P HISTORY CHECK REPORT

PAGE:

Item 1.

VENDOR SET: 99 City of Mount Vernon
BANK: EDC EDC CASH
DATE RANGE: 4/01/2024 THRU 4/30/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
21	EAST TEXAS BROADCASTING							
I-5015-00003	EAST TEXAS BROADCASTING REMOTE BROADCAST	R	4/11/2024	1,800.00		003991		
I-5015-00004	EAST TEXAS BROADCASTING DJ TALENT FEE	R	4/11/2024	125.00		003991		
I-501500002	EAST TEXAS BROADCASTING RADIO ANNOUNCEMENTS	R	4/11/2024	3,376.00		003991		5,301.00
5080	SAMANTHA DEAN							
I-march 2024	SAMANTHA DEAN MARCH RENTAL REIMBURSEMENT	R	4/11/2024	600.00		003992		600.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	5,901.00	0.00	5,901.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00 VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: EDC	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			2	5,901.00	0.00	5,901.00
BANK: EDC		TOTALS:	2	5,901.00	0.00	5,901.00
REPORT TOTALS:			2	5,901.00	0.00	5,901.00

SELECTION CRITERIA

VENDOR SET: 99-City of Mt. Vernon
VENDOR: ALL
BANK CODES: Include: EDC
FUNDS: All

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 4/01/2024 THRU 4/30/2024
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99
INCLUDE ALL VOIDS: YES

PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES
PRINT G/L: NO
UNPOSTED ONLY: NO
EXCLUDE UNPOSTED: NO
MANUAL ONLY: NO
STUB COMMENTS: YES
REPORT FOOTER: NO
CHECK STATUS: NO
PRINT STATUS: * - All



Mount Vernon
Economic Development
Corporation

RECEIVED
MAR 20 2024
BY: 10:53am fe
Item 2.

109 N. Kaufman St., Mount Vernon, TX 75457

Application for Economic Development Assistance

APPLICATION MUST BE FILLED OUT AND RETURNED BEFORE THE PROJECT STARTS

The following information is requested for all projects seeking economic development assistance from the Mount Vernon Economic Development Corporation (MVEDC). Please fill in all spaces on the application form. If the information requested is not applicable, enter "N/A" in the space. Incomplete applications will not be considered for assistance. Following receipt of the application, MVEDC may require additional information to be submitted to indicate the financial abilities or other factors of the company.

Applicant/Business Name		Business Ownership	
Kountry Corner Creations		Julie Knotts	
Business Type			
Sole Proprietorship _____ Partnership _____ Corporation _____ Other (Please Explain and provide proof) DBA			
Date of Business Establishment		6-12-23	
Mailing Address (Business Headquarters)			
PO Box 803		101 Houston Street	
City	State	Zip Code	
MTVernon	TX	75457	
Phone Number		Fax Number	
903-573-0879		— N/A	

Project Information

Description of the Project				
Rental assistance will allow us to add more inventory / products to sale to our customers. We can also invest in delivery van and other essential items.				
NAICS Code		NAICS Code Description (if multiple please list all that apply)		
N/A		N/A		
Property Address		Legal Description (attach if necessary)		
101 Houston Street Mt Vernon, VA				
Is this Project inside the City limits?		<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Is this Project in the Historic District?		<input checked="" type="radio"/> Yes	<input type="radio"/> No	
If Yes, does this Project require approval from the Landmark Commission?		<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Date of Landmark Commission Review		N/A		
Will this Project generate sales tax?		<input checked="" type="radio"/> Yes	<input type="radio"/> No	
What is your taxpayer ID?		3-20844-2134-9		
Anticipated Total Sales				
Year 1	Year 2	Year 3	Year 4	Year 5
100,000	80,000	NA	NA	NA
Anticipated Total Taxable Sales (excludes items that are exempt from sales tax)				
Year 1	Year 2	Year 3	Year 4	Year 5
100,000	80,000	NA	NA	NA

Current Appraised Value of Property	N/A
Are all Property Taxes Paid on this Property?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If No, please explain	
N/A	
Are Improvements being made to the Property?	Yes <input type="radio"/> <input checked="" type="radio"/> No
Estimated Cost of Improvements to be Made	N/A
Anticipated Construction Start Date	N/A
Anticipated Construction Completion Date	N/A
Description of Improvements to be Made	
N/A	

PLEASE PROVIDE WRITTEN BIDS OR COST ESTIMATES REGARDING ANY PROPOSED IMPROVEMENTS. N/A

Attachments That Will Be Required			
	Plat/Map/Elevations of Project		Renderings/Plans for Improvements
	Copies of Required Permits	✓	Business Plan (DEA)
	Financial Reports for previous years	✓	IRS Reporting
✓	Tax Certificate	✓	Proof of Property Ownership or Lease Agreement
	Property Owner's Certification		Receipts for Work Performed Prior to Application Submission
<p style="text-align: center;">These items must be submitted with the initial application for consideration of the application. Additional documents may be requested as necessary.</p>			

Business Plans may be obtained through the Northeast Small Business Development Center in Mt. Pleasant, Texas. You may contact:

Beverly Austin

Business Development Specialist
 Northeast Small Business Development Center
www.northeasttxsbdc.org
 903-434-8237 Business
 903-305-2277 Cell
 903-645-5758 Fax

10. Where approved incentives are reimbursement recipient must present paid invoices and/or cancelled checks to vendors. Certificate of Occupancy issued by City of Mount Vernon must be issued before any MVEDC funds are expended.

11. Texas Government Code Section 2264.01 Certification

Company certifies that Company, or a branch, division, or department of Company, does not and will not knowingly employ an undocumented worker. If, after receiving a public subsidy, Company or a branch, division, or department of company is convicted of a violation under 8 U.S. C. Section 1324a(f), Company shall repay in full the amount of the public subsidy paid by MVEDC to Company.

12. The City of Mount Vernon and/or MVEDC may exercise the right to reclaim any incentives should the recipient not fulfill any portion of its stated obligation as outlined in any incentive agreement resulting from this application submission.

13. Making application and complying with specific requirements does not guarantee that requested incentives will be granted by the MVEDC Board or City Council.

I, the undersigned, understand this process may take several months and attendance of several meeting. Filing an application with the City does not guarantee approval from the City Council. The city reserves the right to retain outside consultants to review this application, all data provided, and conduct an independent evaluation. Further, the applicant understands and agrees that this application and all data and communications may be considered a public record pursuant to the Texas Public Information Act."

Signed this 20 day of March, 2024

Julie Knotts
(Print Authorized Representative Name)

Julie Knotts
(Applicant Signature)

16 April 2024

Mr. Craig Lindholm, City Administrator
City of Mount Vernon, Texas
109 North Kaufman Street
Mount Vernon, Texas 75457
Via Email: clindholm@comvtx.com

RE: Letter Agreement between City of Mount Vernon, Texas and MHS Planning & Design, LLC for a Parks & Open Space Master Plan & TPWD Grant

Dear Craig:

MHS Planning & Design is pleased to have the opportunity to submit this proposal for the project referenced above. Based upon our understanding of the City's desires for the Parks & Open Space Master Plan and the development and submission of a TPWD Grant, we have prepared the following scope of services for your consideration:

I. Basic Services of the Consultant:

- A. Service Area: The service area for the plan will be the corporate limits of Mount Vernon.
- B. Time Frame: The Master Plan will cover a period of 10 years.
- C. Data Collection:
 - 1. Obtain most recent maps and GIS data of the service area, including street maps, topography maps, and aerial photography, if available. Photograph all parks, recreation facilities and park sites in the service area. (See Section II for City's responsibility.)
 - 2. Obtain relevant planning documents and produce an updated inventory of parks, recreation, and open space facilities within the service area.
 - 3. Obtain the most recent population projections, demographic, and income data for the service area.
 - 4. Provide and distribute a public survey (online) regarding recreational opportunities, parks, open spaces, and desires and compile results.
 - 5. Meet with City staff to discuss future park projects, desires, and programming needs regarding parks and public spaces.

D. Analysis of Supply and Demand:

1. Prepare "Needs Analysis" based on current and future supply and user demand. This analysis will include a review of each park in the existing system and will list recommended corrective actions, if any.
2. Conduct two (2) input workshops with special interest groups to further determine recreational needs.

NOTE: The above listed workshops can be scheduled on the same day to reduce the cost of the Master Plan to the City.

E. Preparation of Preliminary Master Plan

1. Document all existing parks and open spaces within Mount Vernon Limits.
2. Identify future land acquisition, park renovation projects, and proposed facilities for parks, open space, and recreation.
3. Prepare preliminary cost projections for park and recreation improvements proposed for the first five (5) year planning increment and prepare financing alternatives for consideration.
4. Prepare draft written report detailing the Master Plan.
5. Hold an interim meeting with City Staff to review progress of planning, potential parks and recommendations and establish priorities to be included in the plan.
6. Present preliminary plan to City Council for comment.
7. Submit the draft plan to Texas Parks and Wildlife for review and comment.

F. Preparation of Final Master Plan

1. Incorporate review comments and prepare final written report following TPWD Guidelines, including cost projections, proposed phasing plan for park and recreation improvements, full color exhibits and financing alternatives.
2. Develop a final master plan that works in unison with other Mount Vernon City-Wide Plans and sets goals for the development of future Recreation Program Plans.

G. Presentation of Final Plan

1. Make presentation of the final Parks and Open Space Master Plan to the Park Board for approval and recommendation to the City Council.

2. Present five (5) copies of the final bound plan and the executive summary to the City. Product will be in full color bound format. The Consultant will also deliver to the City the final plan in PDF format. The Consultant will also deliver relevant AutoCAD, ArcView/GIS and Word files to the City for their use.

H. Texas Parks & Wildlife Department Local Parks Grant:

1. Develop TPWD Non Urban Grant to include:
 - a. Conceptual Grant Site Plan
 - b. Project Narrative
 - c. Project Budget
 - d. Photographs of Site
 - e. Other standard items necessary
2. Coordinate with City Staff, TPWD, Subject Matter Experts, Governmental Agencies, and others required to develop a complete application
3. Submit TPWD Grant on or prior to August 1, 2024

I. Cost Containment:

1. In order to contain the cost of the plan, not more than four (4) trips to Mount Vernon will be made by the Consultant. The City and the Consultant will make all reasonable efforts to group the scheduling of work tasks and meetings in order to take full advantage of each trip. Virtual Meetings may be substituted for meetings outside of City Council.

II. The City's Responsibilities:

The City of Mount Vernon will:

- A. Provide full information as to the requirements for the Project.
- B. Provide to the Consultant all reasonably available information pertinent to the Project, including a City base map in digital form, GIS data, topography, aerial photography, all previous reports, including the reports listed in I.C.2, and any other data relative to planning of the Project.
- C. Make all provisions for the Consultant to enter upon public and private lands as required for the Consultant to perform his work under this Agreement.
- D. Examine all studies, reports, sketches, estimates, drawings, specifications, proposals, and other documents presented by the Consultant and shall render in writing decisions pertaining thereto within reasonable time so as not to delay the work of the Consultant. This includes coordination with a third party.

- E. Advertise for, coordinate, and arrange public meetings, board meetings, and focus group meetings, and pay for all costs incident thereto.
- F. Provide the following items for the grant application: Council Resolution supporting the submittal, property deed, letter of commitment for funding, community letters of support, above and below ground site utilities, etc. MHS will provide examples.
- G. Provide such legal, accounting, and insurance counseling services as may be required for the Project.

III. **Additional Services**

- A. General: In addition to the basic services to be furnished by the Consultant under this proposal for which the payment of the standard consulting fee shall be made, the Consultant shall furnish additional services of the following types, if AUTHORIZED BY THE OWNER IN WRITING.
 - 1. Additional services due to significant changes in general scope of the project, including, but not limited to, changes in size, complexity, or character when such changes are requested by the Owner.
 - 2. Revising, at Owner's request, studies, reports, design documents, drawings or specifications which were previously approved by the Owner except the Owner shall not be obliged to pay when:
 - a. The changes are required by regulating authorities or to bring the plan into compliance with applicable codes, ordinances, or standards, or
 - b. The changes are required as a result of some error or omission on the part of the Consultant.
- B. Furnishing of additional copies of reports and additional prints of drawings.
- C. Additional services and costs necessitated by out-of-town travel required by the Consultant other than visits to the Project and consultation in the Owner's office as required by Section I.
- D. Serving as expert witness or giving counsel for the Owner in any litigation, real or potential, or other legal proceeding involving the Project where the Consultant is not a party to the litigation.
- E. Additional services in connection with the Project not otherwise provided for in this agreement.

- F. Preparation of boundary survey, wetland delineation survey, lake permitting, flood studies, geotechnical investigations, plats, legal descriptions or deeds, record searches, abstracting of ownership, or other related surveyor work.

IV. Fees

- A. The total fee for the work outlined in Section I will be \$36,250 not including reimbursable expenses such as travel & reproduction of five (5) copies of the plan and the executive summary. Reimbursable expenses not to exceed \$5,000.

V. Billing

- A. Billing shall be monthly based on the actual work completed. Invoices will be submitted to the City of Mount Vernon and shall be due upon receipt. MHS Planning & Design reserves the right to charge the amount of interest allowable under the current laws of the State of Texas on any invoices not paid within thirty (30) days.

VI General Conditions

- A. Termination: This Agreement may be terminated by either party by giving ten (10) days written notice in the event of substantial failure to perform in accordance with the terms hereof by one party through no fault of the other party. If this Agreement is so terminated the Consultant shall be paid for work completed plus reimbursable expenses. Reimbursable expenses include actual expense for subcontracted services, transportation, and subsistence of personnel when traveling in connection with the Project; reproduction of reports, drawings, specifications, and similar Project related items.
- B. Estimates: Since the Consultant has no control over the cost of labor and materials or other competitive bidding and market conditions, the estimates of construction are to be made on the basis of his experience. However, the Consultant does not guarantee the accuracy of such estimates as compared to the Contractor's bid or the final contract cost.
- C. LIMITED LIABILITY: THE LIMIT OF LIABILITY OF THE CONSULTANT FOR THIS PROJECT SHALL NOT EXCEED THE TOTAL COMPENSATION OUTLINED IN SECTION IV OF THIS CONTRACT.
- D. Successors and Assigns: The Owner and the Consultant each binds himself and his officers, successors, executors, administrators and assigns to the other party of this Agreement in respect to all covenants of this Agreement; except as above, neither the Owner nor the Consultant shall assign, or transfer his interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any

personal liability on the part of any office or agent of any public body which may be a part hereto.

- E. Findings Confidential: All reports, information, and data prepared or assembled by the Consultant under this contract are confidential and the Consultant agrees that they shall not be made available to any individual or organization without the prior written approval of the Owner.
- F. Interest of Members of City: No member of the governing body of the City, and no officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this contract; and the Consultant shall take appropriate steps to assure compliance.
- G. Interest in Other Local Public Officials: No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this contract; and the Consultant shall take appropriate steps to assure compliance.
- H. Interest of Consultant and Employees: The Consultant covenants that he presently has no interest and shall not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his services hereunder. The Consultant further covenants that in the performance of this contract, no person having any such interest shall be employed.
- I. Personnel: The Consultant represents that he has, or will secure at his own expense, all licensed personnel required in performing the services under this contract.
- J. Project Hold Fee: If the Project is placed on hold by the City for longer than one month for reasons outside MHS control, such as but not limited to Staff Review Periods, Lack of Quorums, Council or Board Delays, etc, the City shall pay MHS a Project Hold Fee in the sum of one percent (1%) of the total contract for each calendar month (30-day period) beyond the date of MHS substantial completion of its obligations under this Contract.

MOUNT VERNON PARKS & OPEN SPACE MASTER PLAN PROCESS

PROJECT MANAGEMENT & PLANNING STRUCTURE

- Client coordination, scheduling, and general overview of plan development
- Master Plan Process Overview with City Staff
- Park Classification System and Level of Service Introduction
- Master Plan time frame (we recommend 10 years)

DATA COLLECTION

- Obtain Current Aerial Photography
- Obtain Relevant City/County GIS Data
- Obtain FEMA Maps
- Inventory, Walk & Photograph Existing Parks
- Inventory, Walk & Photograph Natural Resources
- Obtain Current Population & Projected Population

PUBLIC ENGAGEMENT

- Develop Citizens Survey
- Conduct two (2) Focus Group Meetings

PLAN PRODUCTION

Executive Summary

Goals & Objectives

- Establish Goals for Parks & Open Space
- Establish Objectives
- Establish Targeted Level of Service
- Identify Active/Passive Recreational Needs

Map Development

- Existing Parks - Service Area Map
- Future Park Projects Map

Project Findings

- Establish Needs
- Establish Recommendations

- Establish Priority Listing of Facilities & Projects
- Develop Implementation Schedule with Funding Sources

Plan Standards

- Descriptive Narrative
- Color Photos
- Illustrations to Convey Concepts
- Meet All Requirements for Texas Parks & Wildlife Approval

REVIEW PERIOD

- Staff Review
- City Council Review
- MHS Internal Review & Copy Edit
- Citizen Review
- Texas Parks & Wildlife Review

FINAL PLAN & PLAN ADOPTION

- City Council Presentation

TRAVEL & REPRODUCTION EXPENSES

- Mileage @ \$.67/mile
- Reproduction @ cost + 15%

TPWD Grant

- Coordinate with City Staff
- Develop Application
- MHS Internal Review & Copy Edit
- City Staff Review
- Grant Submittal (on or prior to 08/01/2024)

APPROVED 4.23.2024

Craig Lindholm