

**CITY OF CASCADE, IOWA  
COUNCIL MEETING AGENDA & PUBLIC NOTICE  
Monday, April 10, 2023, 6:00 P.M.  
CITY HALL, 320 1<sup>ST</sup> AVE WEST**

NOTICE: Notice is hereby given that the Cascade City Council will hold a meeting at 6:00 PM on Monday, April 10, 2023, at City Hall. Any visually or hearing-impaired person with special accessibility needs should contact the City Clerk at 563-852-3114.

Meetings are live streamed at [www.cityofcascade.org](http://www.cityofcascade.org) under city of Cascade tab and on Local Access Channel 18

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approve Agenda**
- 5. Discussion on Public Comment Policy**
- 6. Speakers from the Floor (limit 2 minutes per person)**
  - 1. S. Keyron McDermott – Toxins Used by City, Farmers**
  - 2. Brad Staner-Agriculture Crops and Iowa Ag Gag Law**
  - 3. Rick and Deb Kerper – Taylor Street SE**
- 7. Consent Agenda – Review and approve the following:**
  - 1. Minutes: City Council 3/27/23, Park Board 4/3/23, Library Board 4/4/23**
  - 2. April 10, 2023 Claims and March 2023 Reports**
- 8. Discussion on Ambulance Fees and No Transport Charges – Change in Ordinance**
- 9. Consideration of Resolution #30-23 Approval to Hire Hosch Interiors for City Hall Carpet (\$5,723.59)**
- 10. Consideration of Resolution #31-23 Approval to Hire Gravel Grading & Excavating for 3<sup>rd</sup> Ave SE (\$103,439)**
- 11. Consideration of Resolution #32-23 Approval to Hire Eastern Iowa Excavating for NE Corner of 1<sup>st</sup> Ave Bridge (Time and Materials Cost)**
- 12. Consideration of Resolution #34-23 Youth Practice Ballfield Construction and Cost Share**
- 13. Consideration of Resolution #33-23 Sewer Main Installation on Buchanan Street SW north of 3<sup>rd</sup> Ave SW**
- 14. Reports – Police Chief, Library Design Committee, City Administrator**
  - 1. March 2023 Police Activity Report**
  - 2. Chief’s Report on 2024 Part Time Staffing Schedule**
- 15. Adjournment**



## **April 10, 2023 Agenda**

**To: Mayor, City Council and Staff**  
**From: Lisa Kotter, City Administrator**  
**Date: April 7, 2023**  
**Re: Public Comment Policy**

**Council members Riley Rausch and Megan Oliphant have requested to have a discussion on creating a public comment policy for the City. I have included the Cascade City Council Ordinance, Chapter 21 of the Iowa Code for Open Meetings, two sample policies and some general guidance on the open meeting laws. Iowa law does not require the City to have a public comment section on the agenda. It is, however, common and advised to have this on the agenda. Currently in Cascade, we have no policy on the issue and we have a more liberal atmosphere in which we have allowed comments under the public comment section of the agenda and throughout the meeting. I have heard requests for the City to be more diligent about allowing comments only at the public comment section of the agenda. This is most common in other communities as the meeting is a meeting of the City Council and open to the public, not a meeting of the public more like a public hearing would be. One option would also be to have a public comment section at the beginning and the end of the meeting. We currently list two minutes as the time limit and we also do not adhere to that direction. If a more stringent policy is adopted, the City Council can always make exceptions to that rule by extending the time allowed when necessary. It is also in some policies to be more restrictive to comments that are topics pertinent to City government, items we have jurisdiction over.**

**We also have a form called an agenda item request form. I would suggest that be re-titled to public comment request form. This title gives the idea that the public can dictate the City Council's agenda versus come and speak under the public comment. Only the Mayor and City Council can determine what will be on the agenda. If someone fills this out and provides information it simply alerts the City Council that the person will be attending and some of the information they wish to share. It would still not require the City Council to take action, other than listening for the two minutes allowed. We can discuss the idea of a policy and if the City Council is in favor of it, I can bring back a policy at a future meeting.**

limit these reports to specific topics. Remember that under the Open Meetings Law, the city council cannot deliberate or take action on any matter unless or until that item or issue is specifically listed on the agenda.

### 7. Old and New Business

Some city councils have a section on their agendas listed as "old" and "new business". Old business addresses matters that have been previously discussed by the city council. New business includes just about anything important to the city. Old and new business are not considered appropriate headings for specific city council agenda items, because those terms cannot reasonably let the public know of the nature of an item being considered by the council as required by the Iowa Open Meetings Law.

### ★ 8. Public Participation

The Open Meetings Law gives the public the right to attend council meetings, but it does not require cities to allow public participation at such meetings unless a public hearing is required by state or local law (see Chapter 5, Section A1 of this *Handbook* for more information regarding public hearings).

However, most councils include on their agendas a time either at the beginning or end of the meeting to allow citizens the opportunity to make presentations or submit written statements or petitions to the council. The council can receive public comments or information under this portion of the agenda but should refrain from taking any action or engaging in deliberation on that issue at that meeting (other than referring the matter for review to a committee or staff or directing the matter be placed on the agenda for a subsequent meeting). Council action or deliberation on this matter should not occur until an item has been placed on an agenda for discussion or action at a subsequent meeting, in accordance with the Iowa Open Meeting Law requirements.

In some cities, citizens are permitted to comment on agenda items at the time they are being considered by council. In those cases, persons speaking during the "citizen presentation" portion of the agenda should be limited to commenting about items or issues not on the printed agenda.

Some councils establish specific time limits for public comments, whether during the citizen presentation portion of the agenda, at public hearings, or when commenting on other topics on the agenda (if so allowed by the council). The mayor has the responsibility for controlling the meeting and in so doing can hold citizens to the time allowed. Caution should be exercised when limiting comment during public hearings due to the statutory requirement of public hearings in many contexts, but reasonable limits may be imposed.

It's also important to note Section 21.7 of the Iowa Code permits anyone from the public to record open, public meetings.

Cities are encouraged to adopt council meeting rules of procedure that address public comments that can help avoid claims of unfair treatment. Many cities have found it beneficial to distribute such rules, or a summary of the public comment policy, at meetings to help members of the public understand how the meeting will be run.

### 9. Consent Agendas

Routine items of business that require a vote, but not expected to generate discussion or explanation, are often placed on a "consent agenda". The consent agenda is a specific item on the regular meeting agenda (usually one of the first items). Items on the consent agenda typically include approval of previous meeting minutes, approval of itemized non-controversial expenditures, and approval of permits, licenses and financial reports. Most council rules of procedure provide that any council member can ask to remove an item for individual consideration from the consent agenda. The entire contents of the consent agenda are voted on as one item.

### 10. Council Work Sessions

Many councils have found that holding occasional work sessions can be quite beneficial and productive, especially when the council is considering a major policy issue, significant project or complicated ordinance. Work sessions are also frequently held in conjunction with budget review, since regular meetings may not provide enough time to consider the budget in detail.

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CHAPTER 7

CITY COUNCIL

*Cascade Code*

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2-7-1 Powers and Duties

2-7-3 Meetings

2-7-2 Exercise of Power

2-7-4 Appointments

**2-7-1 POWER AND DUTIES.**

The powers and duties of the City Council include, but are not limited to the following:

1. General. All powers of the City are vested in the City Council except as otherwise provided by law or ordinance.

*(Code of Iowa, Sec. 364.2(1))*

2. Wards. By ordinance, the City Council may divide the City into wards based upon population, change the boundaries of wards, eliminate wards or create new wards.

*(Code of Iowa, Sec. 372.13(7))*

3. Fiscal Authority. The City Council shall apportion and appropriate all funds, and audit and allow all bills, accounts, payrolls and claims, and order payment thereof. It shall make all assessments for the cost of street improvements, sidewalks, sewers and other work, improvement or repairs which may be specially assessed.

*(Code of Iowa, Sec. 364.2(1), 384.16 & 384.38(1))*

4. Public Improvements. The City Council shall make all orders for the doing of work, or the making or construction of any improvements, bridges or buildings.

*(Code of Iowa, Sec. 364.2(1))*

5. Contracts. The City Council shall make or authorize the making of all contracts, and no contract shall bind or be obligatory upon the City unless either made by ordinance or resolution adopted by the City Council, or reduced to writing and approved by the City Council, or expressly authorized by ordinance or resolution adopted by the City Council.

*(Code of Iowa, Sec. 364.2(1) & 384.95 through 384.102)*

6. Employees. The City Council shall authorize, by resolution, the number, duties, term of office and compensation of employees or officers not otherwise provided for by the State law or the Code of Ordinances.

*(Code of Iowa, Sec. 372.13(4))*

7. Setting Compensation for Elected Officers. By ordinance, the City Council shall prescribe the compensation of the Mayor, City Council members, and other elected City officers, but a change in the compensation of the Mayor does not become effective during the term in which the change is adopted, and the City Council shall not adopt such an ordinance changing the compensation of any elected officer during the months of November and December in the year of a regular City election. A change in the compensation of City Council members becomes effective for all City Council members at the beginning of the term of the City Council members elected at the election next following the change in compensation.

*(Code of Iowa, Sec. 372.13(8))*

**2-7-2 EXERCISE OF POWER.**

The City Council shall exercise a power only by the passage of a motion, a resolution, an amendment, or an ordinance in the following manner:

*(Code of Iowa, Sec. 364.3(1))*

1. Approved Action by the City Council. Passage of an ordinance, amendment, or resolution requires an affirmative vote of not less than a majority of the City Council members. A motion to spend public funds in excess of twenty-five thousand dollars (\$25,000) on any one project, or a motion to accept public improvements and facilities upon their completion also requires an affirmative vote of not less than a majority of the City Council members. Each Council member's vote on an ordinance, amendment or resolution must be recorded.

*(Code of Iowa, Sec. 380.4)*

*(ECIA Model Code Amended in 2008)*

2. Overriding Mayor's Veto. Within thirty (30) days after the Mayor's veto, the City Council may repass the ordinance or resolution by a vote of not less than two-thirds of the City Council members, and the ordinance or resolution becomes

3. Measures Become Effective. Measures passed by the City Council, other than motions, become effective in one of the following ways:

a. If the Mayor signs the measure, a resolution becomes effective immediately upon signing and an ordinance or amendment becomes a law when published, unless a subsequent effective date is provided within the measure.

*(Code of Iowa, Sec. 380.6(1))*

b. If the Mayor vetoes a measure and the City Council repasses the measure after the Mayor's veto, a resolution becomes effective immediately upon repassage, and an ordinance or amendment becomes a law when published unless a subsequent effective date is provided with the measure.

*(Code of Iowa, Sec. 380.6(2))*

c. If the Mayor takes no action on the measure, a resolution becomes effective fourteen (14) days after the date of passage and an ordinance or amendment becomes law when published, but not sooner than fourteen (14) days after the day of passage, unless a subsequent effective date is provided within the measure.

*(Code of Iowa, Sec. 380.6(3))*

### **2-7-3 MEETINGS.**

Procedures for giving notice of meetings of the City Council and other provisions regarding the conduct of City Council meetings are contained in Section 2-9-3 of this Code of Ordinances. Additional particulars relating to City Council meetings are the following:

1. Regular Meetings. The regular meetings of the Council are on the second and fourth Mondays of each month at six o'clock (6:00) p.m. in the Council Chambers at City Hall. If such day falls on a legal holiday or Christmas Eve, the meeting is held on such different day or time as determined by the Council.

*(Ord. 49-14, Passed July 28, 2014)*

*(Ord. 06-15, Passed April 27, 2015)*

*(Ord. 05-16, Passed February 8, 2016)*

2. Special Meetings. Special meetings shall be held upon call of the Mayor or upon the written request of a majority of the members of the City Council submitted to the City Clerk. Notice of a special meeting shall specify the date, time, place and subject of the meeting and such notice shall be given personally or left at the usual place of residence of each member of the City Council. A record of the service of notice shall be maintained by the City Clerk.

*(Code of Iowa, Sec. 372.13(5))*

3. Quorum. A majority of all City Council members is a quorum.

*(Code of Iowa, Sec. 372.13(1))*

4. Rules of Procedure. The City Council shall determine its own rules and maintain records of its proceedings.

*(Code of Iowa, Sec. 372.13(5))*

5. Compelling Attendance. Any three (3) members of the City Council can compel the attendance of the absent members at any regular, adjourned or duly called meeting, by serving a written notice upon the absent members to attend at once.

### **2-7-4 APPOINTMENTS.**

The Council shall appoint the following officials and prescribe their powers, duties, compensation, and term of office:

City Clerk, City Attorney, City Administrator, Planning and Zoning Commission, Parks and Recreation Board, Cable Regulatory Commission, Water Superintendent, Sewer Superintendent, Zoning Board of Adjustment, Health Officer.



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# Chapter 21 Official Meetings Open to Public

## Open Meetings

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### **21.1 Intent — declaration of policy.**

This chapter seeks to assure, through a requirement of open meetings of governmental bodies, that the basis and rationale of governmental decisions, as well as those decisions themselves, are easily accessible to the people. Ambiguity in the construction or application of this chapter should be resolved in favor of openness.

### **21.2 Definitions.**

As used in this chapter:

1. "Governmental body" means:

a. A board, council, commission, or other governing body expressly created by the statutes of this state or by executive order.

- b. A board, council, commission, or other governing body of a political subdivision or tax-supported district in this state.
  - c. A multimembered body formally and directly created by one or more boards, councils, commissions, or other governing bodies subject to paragraphs “a” and “b” of this subsection.
  - d. Those multimembered bodies to which the state board of regents or a president of a university has delegated the responsibility for the management and control of the intercollegiate athletic programs at the state universities.
  - e. An advisory board, advisory commission, or task force created by the governor or the general assembly to develop and make recommendations on public policy issues.
  - f. A nonprofit corporation other than a fair conducting a fair event as provided in chapter 174, whose facilities or indebtedness are supported in whole or in part with property tax revenue and which is licensed to conduct pari-mutuel wagering pursuant to chapter 99D or a nonprofit corporation which is a successor to the nonprofit corporation which built the facility.
  - g. A nonprofit corporation licensed to conduct gambling games pursuant to chapter 99F.
  - h. An advisory board, advisory commission, advisory committee, task force, or other body created by statute or executive order of this state or created by an executive order of a political subdivision of this state to develop and make recommendations on public policy issues.
  - i. The governing body of a drainage or levee district as provided in chapter 468, including a board as defined in section 468.3, regardless of how the district is organized.
  - j. An advisory board, advisory commission, advisory committee, task force, or other body created by an entity organized under chapter 28E, or by the administrator or joint board specified in a chapter 28E agreement, to develop and make recommendations on public policy issues.
2. “Meeting” means a gathering in person or by electronic means, formal or informal, of a majority of the members of a governmental body where there is deliberation or action upon any matter within the scope of the governmental body’s policy-making duties. Meetings shall not include a gathering of members of a governmental body for purely ministerial or social purposes when there is no discussion of policy or no intent to avoid the purposes of this chapter.
3. “Open session” means a meeting to which all members of the public have access.

### **21.3 Meetings of governmental bodies.**

Meetings of governmental bodies shall be preceded by public notice as provided in section 21.4 and shall be held in open session unless closed sessions are expressly permitted by law. Except as provided in section 21.5, all actions and discussions at meetings of governmental bodies, whether formal or informal, shall be conducted and executed in open session.

Each governmental body shall keep minutes of all its meetings showing the date, time and place, the members present, and the action taken at each meeting. The minutes shall show the results of each vote taken and information sufficient to indicate the vote of each member present. The vote of each member present shall be made public at the open session. The minutes shall be public records open to public<sup>7</sup> inspection.

## 21.4 Public notice.

1. a. Except as provided in subsection 3, a governmental body shall give notice of the time, date, and place of each meeting including a reconvened meeting of the governmental body, and the tentative agenda of the meeting, in a manner reasonably calculated to apprise the public of that information. Reasonable notice shall include advising the news media who have filed a request for notice with the governmental body and posting the notice on a bulletin board or other prominent place which is easily accessible to the public and clearly designated for that purpose at the principal office of the body holding the meeting, or if no such office exists, at the building in which the meeting is to be held.
- b. Each meeting shall be held at a place reasonably accessible to the public and at a time reasonably convenient to the public, unless for good cause such a place or time is impossible or impracticable. Special access to the meeting may be granted to persons with disabilities.
2. a. Except as otherwise provided in paragraph "c", notice conforming with all of the requirements of subsection 1 shall be given at least twenty-four hours prior to the commencement of any meeting of a governmental body unless for good cause such notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given.
- b. When it is necessary to hold a meeting on less than twenty-four hours' notice, or at a place that is not reasonably accessible to the public, or at a time that is not reasonably convenient to the public, the nature of the good cause justifying that departure from the normal requirements shall be stated in the minutes.
- c. If a governmental body is prevented from convening an otherwise properly noticed meeting under the requirements of subsection 1, the governmental body may convene the meeting if the governmental body posts an amended notice of the meeting conforming with all of the requirements of subsection 1.
3. Subsection 1 does not apply to any of the following:
  - a. A meeting reconvened within four hours of the start of its recess, where an announcement of the time, date, and place of the reconvened meeting is made at the original meeting in open session and recorded in the minutes of the meeting and there is no change in the agenda.
  - b. A meeting held by a formally constituted subunit of a parent governmental body during a lawful meeting of the parent governmental body or during a recess in that meeting of up to four hours, or a meeting of that subunit immediately following the meeting of the parent governmental body, if the meeting of that subunit is publicly announced in open session at the parent meeting and the subject of the meeting reasonably coincides with the subjects discussed or acted upon by the parent governmental body.
4. If another section of the Code requires a manner of giving specific notice of a meeting, hearing, or an intent to take action by a governmental body, compliance with that section shall constitute compliance with the notice requirements of this section.

## 21.5 Closed session.

1. A governmental body may hold a closed session only by affirmative public vote of either two-thirds of the members of the body or all of the members present at the meeting. A governmental body may hold a closed session only to the extent a closed session is necessary for any of the following reasons:



- a. To review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for that governmental body's possession or continued receipt of federal funds.
  - b. To discuss application for letters patent.
  - c. To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.
  - d. To discuss the contents of a licensing examination or whether to initiate licensee disciplinary investigations or proceedings if the governmental body is a licensing or examining board.
  - e. To discuss whether to conduct a hearing or to conduct hearings to suspend or expel a student, unless an open session is requested by the student or a parent or guardian of the student if the student is a minor.
  - f. To discuss the decision to be rendered in a contested case conducted according to the provisions of chapter 17A.
  - g. To avoid disclosure of specific law enforcement matters, such as current or proposed investigations or inspection or auditing techniques or schedules, which if disclosed would enable law violators to avoid detection.
  - h. To avoid disclosure of specific law enforcement matters, such as allowable tolerances or criteria for the selection, prosecution, or settlement of cases, which if disclosed would facilitate disregard of requirements imposed by law.
  - i. To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.
  - j. To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.
  - k. To discuss information contained in records in the custody of a governmental body that are confidential records pursuant to section 22.7, subsection 50.
  - l. To discuss patient care quality and process improvement initiatives in a meeting of a public hospital or to discuss marketing and pricing strategies or similar proprietary information in a meeting of a public hospital, where public disclosure of such information would harm such a hospital's competitive position when no public purpose would be served by public disclosure. The minutes and the audio recording of a closed session under this paragraph shall be available for public inspection when the public disclosure would no longer harm the hospital's competitive position. For purposes of this paragraph, "*public hospital*" means a hospital licensed pursuant to chapter 135B and governed pursuant to chapter 145A, 226, 347, 347A, or 392. This paragraph does not apply to the information required to be disclosed pursuant to section 347.13, subsection 11, or to any discussions relating to terms or conditions of employment, including but not limited to compensation of an officer or employee or group of officers or employees.
2. The vote of each member on the question of holding the closed session and the reason for holding the closed session by reference to a specific exemption under this section shall be announced publicly at the open session and

entered in the minutes. A governmental body shall not discuss any business during a closed session which does not directly relate to the specific reason announced as justification for the closed session.

3. Final action by any governmental body on any matter shall be taken in an open session unless some other provision of the Code expressly permits such actions to be taken in closed session.

4. A governmental body shall not exclude a member of the governmental body from attending a closed session, unless the member's attendance at the closed session creates a conflict of interest for the member due to the specific reason announced as justification for holding the closed session.

5. a. A governmental body shall keep detailed minutes of all discussion, persons present, and action occurring at a closed session, and shall also audio record all of the closed session.

b. (1) The detailed minutes and audio recording of a closed session shall be sealed and shall not be public records open to public inspection. However, upon order of the court in an action to enforce this chapter, the detailed minutes and audio recording shall be unsealed and examined by the court in camera. The court shall then determine what part, if any, of the minutes should be disclosed to the party seeking enforcement of this chapter for use in that enforcement proceeding. In determining whether any portion of the minutes or recording shall be disclosed to such a party for this purpose, the court shall weigh the prejudicial effects to the public interest of the disclosure of any portion of the minutes or recording in question, against its probative value as evidence in an enforcement proceeding. After such a determination, the court may permit inspection and use of all or portions of the detailed minutes and audio recording by the party seeking enforcement of this chapter. A governmental body shall keep the detailed minutes and audio recording of any closed session for a period of at least one year from the date of that meeting, except as otherwise required by law.

(2) This paragraph "b" does not require the office of ombudsman to obtain a court order to examine the detailed minutes and audio recording of a closed session when such examination is relevant to an investigation under chapter 2C and the information sought is not available through other reasonable means. Any portion of the minutes or recording released by a governmental body to the office of ombudsman shall remain confidential pursuant to section 2C.9.

6. Nothing in this section requires a governmental body to hold a closed session to discuss or act upon any matter.

## **21.6 Enforcement.**

1. The remedies provided by this section against state governmental bodies shall be in addition to those provided by section 17A.19. Any aggrieved person, taxpayer to, or citizen of, the state of Iowa, or the attorney general or county attorney, may seek judicial enforcement of the requirements of this chapter. Suits to enforce this chapter shall be brought in the district court for the county in which the governmental body has its principal place of business.

2. Once a party seeking judicial enforcement of this chapter demonstrates to the court that the body in question is subject to the requirements of this chapter and has held a closed session, the burden of going forward shall be on the body and its members to demonstrate compliance with the requirements of this chapter.

3. Upon a finding by a preponderance of the evidence that a governmental body has violated any provision of this chapter, a court:

a. Shall assess each member of the governmental body who participated in its violation damages in the amount of not

more than five hundred dollars and not less than one hundred dollars. However, if a member of a governmental body knowingly participated in such a violation, damages shall be in the amount of not more than two thousand five hundred dollars and not less than one thousand dollars. These damages shall be paid by the court imposing it to the state of Iowa, if the body in question is a state governmental body, or to the local government involved if the body in question is a local governmental body. A member of a governmental body found to have violated this chapter shall not be assessed such damages if that member proves that the member did any of the following:

(1) Voted against the closed session.

(2) Had good reason to believe and in good faith believed facts which, if true, would have indicated compliance with all the requirements of this chapter.

(3) Reasonably relied upon a decision of a court, a formal opinion of the Iowa public information board, a formal opinion of the attorney general, or the attorney for the governmental body, given in writing, or as memorialized in the minutes of the meeting at which a formal oral opinion was given, or an advisory opinion of the Iowa public information board, the attorney general or the attorney for the governmental body, given in writing.

b. Shall order the payment of all costs and reasonable attorney fees in the trial and appellate courts to any party successfully establishing a violation of this chapter. The costs and fees shall be paid by those members of the governmental body who are assessed damages under paragraph "a". If no such members exist because they have a lawful defense under that paragraph to the imposition of such damages, the costs and fees shall be paid to the successful party from the budget of the offending governmental body or its parent.

c. Shall void any action taken in violation of this chapter, if the suit for enforcement of this chapter is brought within six months of the violation and the court finds under the facts of the particular case that the public interest in the enforcement of the policy of this chapter outweighs the public interest in sustaining the validity of the action taken in the closed session. This paragraph shall not apply to an action taken regarding the issuance of bonds or other evidence of indebtedness of a governmental body if a public hearing, election or public sale has been held regarding the bonds or evidence of indebtedness.

d. Shall issue an order removing a member of a governmental body from office if that member has engaged in a prior violation of this chapter for which damages were assessed against the member during the member's term.

e. May issue a mandatory injunction punishable by civil contempt ordering the members of the offending governmental body to refrain for one year from any future violations of this chapter.

4. Ignorance of the legal requirements of this chapter shall be no defense to an enforcement proceeding brought under this section. A governmental body which is in doubt about the legality of closing a particular meeting is authorized to bring suit at the expense of that governmental body in the district court of the county of the governmental body's principal place of business to ascertain the propriety of any such action, or seek a formal opinion of the attorney general or an attorney for the governmental body.

### **21.7 Rules of conduct at meetings.**

The public may use cameras or recording devices at any open session. Nothing in this chapter shall prevent a governmental body from making and enforcing reasonable<sup>11</sup> rules for the conduct of its meetings to assure those

meetings are orderly, and free from interference or interruption by spectators.

### **21.8 Electronic meetings.**

1. A governmental body may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical and only if the governmental body complies with all of the following:

- a. The governmental body provides public access to the conversation of the meeting to the extent reasonably possible.
- b. The governmental body complies with section 21.4. For the purpose of this paragraph, the place of the meeting is the place from which the communication originates or where public access is provided to the conversation.
- c. Minutes are kept of the meeting. The minutes shall include a statement explaining why a meeting in person was impossible or impractical.

2. A meeting conducted in compliance with this section shall not be considered in violation of this chapter.

3. A meeting by electronic means may be conducted without complying with paragraph “a” of subsection 1 if conducted in accordance with all of the requirements for a closed session contained in section 21.5.

### **21.9 Employment conditions discussed.**

A meeting of a governmental body to discuss strategy in matters relating to employment conditions of employees of the governmental body who are not covered by a collective bargaining agreement under chapter 20 is exempt from this chapter. For the purpose of this section, “employment conditions” mean areas included in the scope of negotiations listed in section 20.9.

### **21.10 Information to be provided.**

The authority which appoints members of governmental bodies shall provide the members with information about this chapter and chapter 22. The appropriate commissioner of elections shall provide that information to members of elected governmental bodies.

### **21.11 Applicability to nonprofit corporations.**

This chapter applies to nonprofit corporations which are defined as governmental bodies subject to section 21.2, subsection 1, paragraph “f”, only when the meetings conducted by the nonprofit corporations relate to the conduct of pari-mutuel racing and wagering pursuant to chapter 99D.

Printed from the website on April 07, 2023 at 4:14pm.

## Iowa Open Meeting and Open Record Laws

County extension councils, as governmental bodies created by state statute in Chapter 176A and as a board of a tax-supported district, are required to follow Iowa Code Chapter 21 and 22, Iowa Open Meeting and Open Records laws. Council members should become familiar with these code sections.

The intent of the Open Meetings Law is to invite the public to watch government in action. The law states: that “the basis and rationale of governmental decisions, as well as those decisions themselves, are easily accessible to the people.” Where ambiguities exist, they should be resolved in favor of openness. [The Iowa 4-H Youth Development Committee Handbook \(4-H 113\)](#) addresses open meeting guidelines for 4-H committees.

Open meetings apply if a majority of council members are present discussing or taking action on any matters within the scope of their decision making power. Open meetings can be formal or informal and in person or by electronic means. Gatherings that include a majority of members for ministerial or social purposes (no business discussion occurs) are exempt from the open meeting law. Examples of exemptions would include funerals, graduation parties or community social events.

Council meeting agendas must provide sufficient detail for the public to know specific actions to be taken and matters to be discussed. The date, time, place and agenda must be posted at least 24 hours before the meeting in a public place. Public places include a public accessible bulletin board or at the building where the meeting will be held. In addition the agenda must be shared with the news media if they request it.

Minutes of meetings need to state the date, time and place, members present, action taken and results of each vote taken by the council. Minutes are public records and need to be shared with individuals upon request.

Members of the public can use cameras and recording devices at any open meeting session as long as they do not disrupt the meeting. The open meeting law does not entitle citizens to speak at the meetings. However, the council should establish reasonable rules of conduct to allow for citizen input and conducting the meeting in an orderly fashion.

There may be rare occasions where extension councils want or need to go into a closed session. Councils should contact their regional directors prior to taking any action toward going into a closed session. Specific reasons permissible for closed sessions are defined in the law.

When a closed session occurs, the council must publicly announce the reason for closing the meeting and record this in the minutes. Closed sessions require an affirmative public vote of either two-thirds of the members of the body or all of the members present at the meeting. Detailed minutes, attendance, all discussion and action taken in the closed session must be written and recorded. The minutes and recording are sealed and can only be opened under a court order. Discussion in a closed session must pertain to the reason cited. Any final action taken regarding the closed session must be taken in open session. A motion and vote on the closed session issue must be conducted in the open session.

The law also allows meetings to be conducted electronically “only in circumstances where such a meeting in person is impossible or impractical” and the meeting provides for public access and follows open meeting guidelines outlined. The minutes must contain a statement explaining why a meeting in person was not possible.

As a governmental body, all extension council records are subject to open records law according to Iowa Code Chapter 22. “Every person shall have the right to examine and copy a public record and to publish or otherwise disseminate a public record or the information contained in a public record”; however, Chapter 22 also outlines the process of accessing public records. Inquiries into public records should be made in writing, electronically, or by telephone. Written requests are the most helpful as they clarify the records sought. If you have a public record request, staff and extension councils should work closely with their regional director in responding to those requests.

Extension council members have a responsibility to follow the law. There are consequences, including fines, for violating the open meeting and open record laws.

## Board of Supervisors > Public Comment Policy

sample  
1

The Pottawattamie County Board of Supervisors welcomes public comment during most regular meetings. In general, individual Board members do not respond to public comment during a meeting or hearing. The following are guidelines for the public comment period during Board meetings. These guidelines may be amended by the Board at any time.

### **Public Comment Policy for the Pottawattamie County Board of Supervisors**

The Pottawattamie County Board of Supervisors welcomes public comment during most regular meetings. In general, individual Board members do not respond to public comment during a meeting or hearing. The following are guidelines for the public comment period during Board meetings. These guidelines may be amended by the Board at any time.

**Time:** The time for public comment at Board meetings will be toward the end of the meeting after the completion of the regular agenda items. The period of public comment is generally limited to no more than 30 minutes total for all speakers. Individual speakers must first state their names and addresses for the record prior to beginning to address the Board. Each individual speaker may speak up to 3 minutes. Our clerk will start the timer after the speaker's name and address has been provided, and speakers should conclude their remarks when time is called. If a large number of speakers are expected on a particular topic, the Board may limit or expand the total time for comment and/or may reduce the time allotted for each speaker and will announce this change in advance.

**Topics:** All comments should address a matter related to the Pottawattamie County Board of Supervisors. The Board requests that comments related to an individual matter be directed to the appropriate staff, and not shared at a public meeting where the disclosure could be defamatory or could violate applicable confidentiality requirements.

**Decorum:** Speakers will present their comments from the podium and are encouraged not to engage in personal attacks. The Board expects that each speaker will be courteous, modeling for our citizens how one can respectfully disagree with others' views. Speakers will address their comments to the entire Board and not to one individual Board member, a county employee, or the audience.

**Accommodations:** To ensure all citizens have an opportunity to speak, any person with a disability who needs accommodation to provide public comment is requested to contact the Board office at 712-328- 5644 at least 3 business days in advance of a meeting to request assistance. If a speaker addresses the Board in a language other than English and has an interpreter, the speaker will have 3 minutes to speak and the interpreter will have up to 3 additional minutes to translate the comments for the Board.

**Order of Speaking:** Individual speakers may sign up in person at Board meetings (on a form provided in the Board room) and will be called to speak in the order in which they sign up. As a courtesy to other citizens wishing to be heard, individual speakers should confine their remarks to a single topic.

**Recording:** Since recording is not required by the Iowa Code, the public comment portion of the Board meeting will not be recorded or streamed by the Board. Requiring speakers to state their names and addresses prior to addressing the Board raises legitimate privacy concerns. Further, this minimizes the chance for widespread dissemination of potentially defamatory and/or confidential information.

**Initial Notice:** The Board Chair will read the following statement before opening any public comment period:

*The Board will now allow up to 30 minutes for comments from the public. The Board will call speakers to the podium in the order in which they have signed up on the form provided. Each speaker is limited to no more than 3 minutes for speaking, must speak from the podium, and must first state his or her name and address for the record. Comments should be directed to the Board as a whole, and should refrain from personal attacks or from addressing individual employees or citizens. Comments should also be limited to one topic. Detailed information about the public comment policies is available upon request.*

Sample  
2

## Meeting Protocol and Rules of Decorum

In support of and respect for open, fair and informed decision-making process, the Board of Commissioners recognize that:

- Civil, respectful and courteous discourse and behavior are conducive to the democratic and harmonious airing of concerns and decision making; and
- Uncivil discourse and/or discourteous and inappropriate behavior have a negative impact on the character and productivity of the decision-making process.
- In an effort to preserve the intent of open government and maintain a positive environment for citizen input and Commission decision-making, the following Meeting Protocol and Rules of Decorum have been adopted.

Compliance with the meeting protocol is expected and appreciated. A printable version of the Meeting Protocol is available. We encourage citizens familiarize themselves with these protocols prior to offering public comment.

1. Public comment is encouraged and will continue to be listed as an agenda item at every regular County Commissioners meeting. The public comment period will be held near the beginning of the meeting.
2. The Chairman will open public comment by announcing the allotted time provided for the comment period and for individual speakers. Each individual wishing to be heard during the public comment period, will be given up to 3 minutes to make a comment.
3. Speaker names are called in numerical order. Please give your name and identify the item you will be addressing.
4. The public comment period will not be used to air personal grievances, make political endorsements or for political campaign purposes, nor discuss matters which are the subject of public hearings. Speakers shall address all comments to the Commissioners



as a whole and not to individual Commissioners. Discussions between speakers and members of the audience shall not be allowed.

5. This time is for receipt of public comment not debate. The Chairman or Commissioners will not enter into a dialogue with citizens. Questions from the Commissioners will be for clarification purposes only. Public comment will not be used as a time for problem solving or reacting to comments made but, rather, for hearing the citizens for informational purposes only.
6. The Board of Commissioners may assign staff to provide information requested by a speaker during the public comment period.
7. The Board of Commissioners may elect to defer public comment on specific issues that appear on the regular agenda until that specific item is addressed.
8. Anger, rudeness, ridicule, obscene or profane language, impatience and lack of respect for others and personal attacks are not acceptable behavior. Demonstrations in support or opposition to a speaker or idea are not permitted in the Commissioners Chambers. The Chairman is responsible for maintaining order. Failure to abide by this requirement may result in the forfeiture of the speaker's right to speak.

[vious](#)

[Next](#)



## **April 10, 2023 Agenda**

**To: Mayor, City Council and Staff**

**From: Lisa Kotter, City Administrator**

**Date: April 7, 2023**

**Re: S Keyron and Brad Staner Public Comment**

**This is a request to have a letter sent to the Department of Agriculture and an ordinance. I have explained to Shirley that it is not likely we are going to create an ordinance in an area of regulation most commonly regulated by the State and US government. I have the information on how to file a complaint if one thinks a violation of the law has occurred. Shirley will have two minutes to present. If the City Council wants to discuss this further, then direction can be given to staff to add it to a future agenda. If no direction is given then it will not be placed on an agenda. A form and draft letter is included in the packet.**

**Brad Staner has requested to speak under public comment to address previous comments made during City Council meetings about agricultural practices around the city and the Ag Gag law.**

# City of Cascade

320 1<sup>st</sup> Avenue W  
PO Box 400  
Cascade IA 52033  
563.852.3114

## AGENDA REQUEST

Name: S. Keyron McDermott \_\_\_\_\_

Address: 209 Tyler St. \_\_\_\_\_

Contact Number: 563-451-8523 \_\_\_\_\_

Council Meeting Date: Mon\_10 April 2023 \_\_\_\_\_  
(Return form by Noon Wednesday preceding Council Meeting)

Topic of Discussion: Toxins Used by City, Farmers

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Supporting Evidence: previously supplied to all members of Council by email.  
Please see letter to Iowa Dept. of Agriculture and other possible courses of action

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

Date: Mon 3 April 2023

1 April 2023  
209 Tyler St.  
Cascade, IA 52033

Mike Naig, Iowa Secretary of Agriculture  
Iowa Department of Agriculture  
502 E. 9<sup>th</sup> St.  
Des Moines, IA 50319

Dear Mr. Secretary:

In many ways, spring, the start of the growing season is the beginning of the toxin exposure season for Iowa citizens.

Reviewing the now well-documented history of Round-Up, we can fairly assert that the pesticide glyphosate was tested on human beings. Not instituting sufficient controls on new pesticides is tantamount to using humans as test subjects. This hasn't worked out well for either the humans or the manufacturers. Bayer, which bought Monsanto, has paid out more than \$12 billion in damages and there are over a 1,000 suits waiting to be filed. Glyphosate has been implicated in a diverse set of conditions—cancer, Parkinsons, Alzheimers, etc.

On the basis of the well-documented, court-tested history of glyphosate, we the Cascade City Council are reviewing our pesticide use in parks, playing fields and the pool. These areas are of course, primarily frequented by children. At the same time we respectfully request that the Iowa Department of Agriculture conduct a similar review with particular attention to the airborne airplane/helicopter application of fungicide.

Some of our residents on the edges of town have planted vegetation—trees and bushes—which aid in deterring the drift of pesticides onto adjacent properties. But since there is no such recourse is possible with air application and the action of the plane, actually *forces the toxin down to the ground*, we trust you will consider outlawing the practice or seriously curtailing it to weekdays, early morning and late day, times when wind speeds tend to be lower and there is less chance of drift. Times, too, when children are less likely to be playing baseball or swimming.

Thank you for considering our request,  
Cascade City Council Mayor and Members,

Steve Knepper, Mayor  
Michael Delaney,  
William Hosch,  
Andrew Kelchen,  
Megan Oliphant,  
Riley Rausch



## **April 10, 2023 Agenda**

**To: Mayor, City Council and Staff**

**From: Lisa Kotter, City Administrator**

**Date: April 7, 2023**

**Re: Kerper Public Comment – Taylor Street SE**

**Rick and Deb Kerper have requested to speak to the City Council on Taylor Street SE that is the side street to their property at 200 3<sup>rd</sup> Avenue SE. A part of this issue has been brought before the Planning and Zoning Commission in the past and no action has been recommended. I have included some past email information between Deanna and a Lynch Dallas attorney. I have also included information from Jake Deaver at MSA about the street.**

**Kerpers will have two minutes to present. If the City Council wants to discuss this further, then direction can be given to staff to add it to a future agenda. If no direction is given then it will not be placed on an agenda. A form and information from Kerpers, along with past City emails are included in the packet.**

# City of Cascade

320 1<sup>st</sup> Avenue W  
PO Box 400  
Cascade IA 52033  
563.852.3114

## AGENDA REQUEST

Name: Rick & Deb Kerper

Address: 200 3rd Ave SE

Contact Number: 563.852.3899

Council Meeting Date: 4.10.2023  
(Return form by Noon Wednesday preceding Council Meeting)

Topic of Discussion: Resolution with unmaintained street to allow new construction

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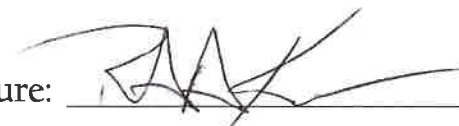
Supporting Information: see attached letter to city council members  
see attached pics of street

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Signature: 

Date: 4-4-23

Rick & Deb Kerper  
200 3rd Ave SE  
Cascade, IA 52033  
26 March 2023

To: Megan Oliphant [geesh@netins.net](mailto:geesh@netins.net)  
Bill Hosch [bhosch@hotmail.com](mailto:bhosch@hotmail.com)  
Mike Delaney [michaeldelaney086@gmail.com](mailto:michaeldelaney086@gmail.com)  
Andy Kelchen [kelchford@hotmail.com](mailto:kelchford@hotmail.com)  
Riley Rausch [rmrausch@netins.net](mailto:rmrausch@netins.net)

Re: That portion of Taylor Street between 3rd and 4th Ave

Once again, we are approaching the city to assist us with the portion of Taylor Street that runs between 3rd Ave SE and 4th Ave SE, past our house.

To assist, here is a brief history of our requests and issues with this portion of the Taylor Street:

- Before we purchased this property we asked the then city administrator if that portion of street could be closed and we would purchase it. He assured us that would be no problem. When we pursued that avenue through the proper channels of city government it was turned down.
- We again pursued conversation with a fact-finding mission with the zoning board in 2021. Even though the city attorney recommended the street be closed at that time, the meeting ended with nothing resolved.
- We have been working to get resolution with this street so we can move forward with plans to build a sizeable garage somewhere on the approximately 3 acres we own. The setbacks from the unmaintained portion of street on our property is a problem. We also need to know what the grade is supposed to be on the street to be able to know depth etc. for driveway. When we asked for this information, we were told nothing would ever be done with that street and there was no money in the budget to get us that information.
- This section of street remains unmaintained and is in such terrible shape that work will need to be done on it before we can put a driveway in. For instance, there is a sizable ditch that runs down on our house side that is getting deeper each rain. Despite this major hazard, there has been no repair even though the street remains open and accessible to vehicles and kids who ride bikes through (a potential lawsuit for the city).

On the other side of the street all the loose rock is washed down onto our property each time it rains. We mow on both sides of the street and cannot mow where that rock sits without damaging our lawn mower and possibly sending rock through our neighbor's window. We have asked the City to move the rock several times, and to please not move it with a payloader which would make ruts and tear up the ground, and nothing has been done.

With this history in mind we are asking for your assistance. We have our house side of the property surveyed and ready to make plans for our garage. However, the obstacles with the street and lack of information and willingness to find a solution is needlessly preventing us from making improvements on our property. Since the City does not appear to want to close this portion of the street or implement the funds to maintain it as a street, we would like the city to consider the possibility of turning it into an alley, which is what it essentially is now. By reassessing this portion as an alley, repairs could still be made but the expense to the city would be less. Then with the repairs allowable for an alley would make it useable and allow us to plan for a driveway. This adjustment would also make the setbacks a little more room for the building of a garage.

Thank You for your time. We look forward to working towards a resolution. Please contact Rick with any questions or comments (Rick's cell: 563.590.4796).





FROM  
Driveway



Leaf  
filled  
ditch



Pile  
where  
then  
runs  
to our  
property



Pile  
rock  
washed  
down  
to us





After  
rain

## Lisa Kotter

---

**From:** Lisa Kotter  
**Sent:** Friday, September 30, 2022 1:36 PM  
**To:** Rick Kerper  
**Subject:** Taylor St SE

Rick..We do not have funds budgeted to do any design work so please see the best answer we can give you without investing funds. Please let me know if you have any questions. Thanks, Lisa

Lisa A. Kotter  
City Administrator  
City of Cascade  
320 1<sup>st</sup> Ave W  
Cascade, IA 52033  
Mobile 563-320-1206  
Office 563-852-3114



*reply to  
elevation  
request.*

**From:** Jake Deaver <jdeaver@msa-ps.com>  
**To:** Lisa Kotter <admin@citycascade.com>  
**Subject:** RE: Taylor St SE

Hello Lisa. I have thought about this & discussed in the office with another engineer. Here are my thoughts:

- Without survey data & anticipated limits of construction, it is impossible to say what the future street grade might be in the event that the City reconstructs the street. I would assume the "street" would be reconstructed from Taylor Ave SE & 3<sup>rd</sup> Ave Se to Taylor Ave SE & 4<sup>th</sup> Ave SE to Polk St SE.
- We could likely utilized LiDAR data to avoid survey costs, but we would still need to put a couple thousand dollars' worth of effort in a preliminary design to lay out the street & roadway cross sections to get a handle on the grading.

Without putting the cost into a preliminary design, I offer the following:

- Grade of the street in front of the existing house will remain relatively unchanged.
- I would say that a potential roadway design for the reconstruction "south" of the existing driveway & barn will raise the street 1-2 ft above the existing grade around the corner @ 4<sup>th</sup> St SE.

The above is offered a purely hypothetical & offered for planning purposes only.

Best Regards, Jake



**Jake Deaver, PE** | Civil Engineer  
MSA Professional Services, Inc.  
(563) 584-2887 | [www.msa-ps.com](http://www.msa-ps.com)

**From:** Lisa Kotter <[admin@citycascade.com](mailto:admin@citycascade.com)>  
**Sent:** Thursday, September 15, 2022 3:50 PM





**Lisa Kotter**

---

**From:** Kyle Sounhein <KSounhein@lynchdallas.com>  
**Sent:** Thursday, October 21, 2021 3:07 PM  
**To:** cascadecity@netins.net  
**Subject:** RE: process to change a platted street to a platted alley

*City Attorney  
email  
chain*

Sounds good Deanna. I'll leave it to you all to discuss.

Kyle

Kyle A. Sounhein  
Attorney  
Lynch Dallas, P.C.  
526 Second Ave S.E.  
P.O. Box 2457  
Cedar Rapids, Iowa 52406-2457  
Phone: 319-365-9101, ext. 114  
Fax: 319-365-9512  
Email: [ksounhein@lynchdallas.com](mailto:ksounhein@lynchdallas.com)  
Website: [www.lynchdallas.com](http://www.lynchdallas.com)

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**From:** cascadecity@netins.net <cascadecity@netins.net>  
**Sent:** Thursday, October 21, 2021 3:07 PM  
**To:** Kyle Sounhein <KSounhein@lynchdallas.com>  
**Subject:** RE: process to change a platted street to a platted alley

This has been discussed 2 times prior and has never been approved. This the best access route to the farm field to the south. The other street goes by an elementary school and has a corner.

I don't see this getting approved again. And what if he sells his house and someone splits the big lot and it becomes 2 lots.

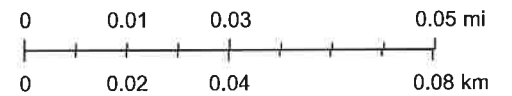
# ArcGIS Web Map



10/12/2021, 1:09:38 PM

 Tax Parcels

1:2,000



Esri, Inc., Dubuque County, Iowa

Web AppBuilder for ArcGIS  
© Dubuque County GIS

**Lisa Kotter**

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**From:** Kyle Sounhein <KSounhein@lynchdallas.com>  
**Sent:** Thursday, October 21, 2021 2:57 PM  
**To:** cascadecity@netins.net  
**Subject:** RE: process to change a platted street to a platted alley

Hi Deanna,

I had a call from Rich Kerper who I understand is one of the property owners and on the P&Z concerning this proposed vacation. Having discussed this further, with the understanding that they're just seeking to vacate Taylor street between 3<sup>rd</sup> and 4<sup>th</sup>, I would not have any objection to vacating and conveying that whole access to the Kerpers (and Garretts if necessary). I would not convert it to an alley.

You might at the same time, consider vacating that other portion I previously identified that would be an extension of Taylor Street south of 4<sup>th</sup> Ave and 5<sup>th</sup> Ave south of Polk to Takes. That would depend on whether this is a platted street, but it might be worth just cleaning up that whole area at the same time.

Kyle

Kyle A. Sounhein  
Attorney  
Lynch Dallas, P.C.  
526 Second Ave S.E.  
P.O. Box 2457  
Cedar Rapids, Iowa 52406-2457  
Phone: 319-365-9101, ext. 114  
Fax: 319-365-9512  
Email: [ksounhein@lynchdallas.com](mailto:ksounhein@lynchdallas.com)  
Website: [www.lynchdallas.com](http://www.lynchdallas.com)

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**From:** Kyle Sounhein  
**Sent:** Tuesday, October 12, 2021 1:06 PM

**To:** 'cascadecity@netins.net' <cascadecity@netins.net>  
**Subject:** RE: process to change a platted street to a platted alley

Hi Deanna,

In reviewing GIS on this, I don't think that this is a viable option to vacate or convert to an alley. There are too many parcels (both developed and undeveloped) that would lose public road access to their property.

GIS does show an undeveloped portion of Taylor Street SE moving southeast of the intersection of Taylor and 4<sup>th</sup> and then also an extension of 5<sup>th</sup> Avenue towards the River that appear to be part of the farm owned by Donald Takes that would be appropriate to vacate.

Kyle

Kyle A. Sounhein  
Attorney  
Lynch Dallas, P.C.  
526 Second Ave S.E.  
P.O. Box 2457  
Cedar Rapids, Iowa 52406-2457  
Phone: 319-365-9101, ext. 114  
Fax: 319-365-9512  
Email: [ksounhein@lynchdallas.com](mailto:ksounhein@lynchdallas.com)  
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**From:** [cascadecity@netins.net](mailto:cascadecity@netins.net) <cascadecity@netins.net>  
**Sent:** Monday, October 11, 2021 5:02 PM  
**To:** Kyle Sounhein <[KSounhein@lynchdallas.com](mailto:KSounhein@lynchdallas.com)>  
**Subject:** RE: process to change a platted street to a platted alley

This is a very unused street. If it is converted to an alley the width would go from 50' to 20'.

If there is a secondary access route to a farm field the most convenient and straight shot to the field could be adjusted to an alley, which wouldn't allow for farm equipment?

Thanks.

Deanna McCusker, MPA  
City Administrator  
City of Cascade  
320 1<sup>st</sup> Ave W  
Cascade, IA 52033  
(563) 852-3114  
[www.cityofcascade.org](http://www.cityofcascade.org)

**From:** Kyle Sounhein <[KSounhein@lynchdallas.com](mailto:KSounhein@lynchdallas.com)>  
**Sent:** Monday, October 11, 2021 12:40 PM  
**To:** [cascadecity@netins.net](mailto:cascadecity@netins.net)  
**Subject:** RE: process to change a platted street to a platted alley

Hi Deanna,

Thanks for your email. For the vacation of a part of a ROW, the process is the same whether it's the part or whole ROW. You just need to adequately describe what is being vacated. Then you run the vacation through the ordinance process to approve the vacation. If you are conveying you would do so at the same time. Typically its offered to the adjoining landowners, but this is not required. You'll need to make sure that the vacation does not make accessing someone's property impossible (e.g., if that road is the only public access to their property, you can't vacate it.).

As for the conversion of the street to alley, that would likely require a replat to the official plat. What is the underlying reason behind the request to street to alley? Right now, I'm thinking that a conversion is not necessary. I'm not finding anything directly on point to for the conversion, other than making changes to the official plat.

Kyle

Kyle A. Sounhein  
Attorney  
Lynch Dallas, P.C.  
526 Second Ave S.E.  
P.O. Box 2457  
Cedar Rapids, Iowa 52406-2457  
Phone: 319-365-9101, ext. 114  
Fax: 319-365-9512  
Email: [ksounhein@lynchdallas.com](mailto:ksounhein@lynchdallas.com)  
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intercepted by persons not participating in our communication. You have consented to receive communication from me via e-mail. If this method of communication is not acceptable to you, please advise me immediately. The sender specifically reserves the right to assert all appropriate claims of privilege.

**From:** [cascadecity@netins.net](mailto:cascadecity@netins.net) <[cascadecity@netins.net](mailto:cascadecity@netins.net)>

**Sent:** Friday, October 8, 2021 4:06 PM

**To:** Holly Corkery <[HCorkery@lynchdallas.com](mailto:HCorkery@lynchdallas.com)>; Steve Leidinger <[SLeidinger@lynchdallas.com](mailto:SLeidinger@lynchdallas.com)>; Kyle Sounhein <[KSounhein@lynchdallas.com](mailto:KSounhein@lynchdallas.com)>

**Subject:** process to change a platted street to a platted alley

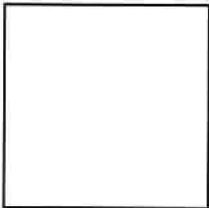
Happy Friday!!

Can you tell me the process to change a platted street to a platted alley and vacate some of the ROW? Is the process the same as totally vacating a street or alley?

The area I am referring to is on Taylor Street SE between 3<sup>rd</sup> Ave and 4<sup>th</sup> Ave.

Thanks.

Deanna McCusker, MPA  
City Administrator  
City of Cascade  
320 1<sup>st</sup> Ave W  
Cascade, IA 52033  
(563) 852-3114  
[www.cityofcascade.org](http://www.cityofcascade.org)



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March 27, 2023  
City Council Meeting Minutes

The March 27, 2023 Regular City Council meeting was called to order at 6:00PM by Mayor Steve Knepper. The Pledge of Allegiance was recited. Delaney, Hosch, Kelchen, Oliphant and Rausch answered roll call.

Motion Kelchen, second Rausch to approve the agenda. All Ayes. Motion carried.

Motion Rausch, second Oliphant to approve the consent agenda items including City Council Minutes 3/13/23, Park Board 3/6/23, Utility Board 3/10/23 and 3/17/23; March 27, 2023 Claims; and Liquor License-Need Consulting (5-Day May 19<sup>th</sup>-Wing Fest) and Biloani LLC (Renewal for Bent Rim). All Ayes. Motion carried.

Motion Kelchen, second Oliphant to approve Resolution #23-23 Accepting Langworthy Court As Right of Way. Roll Call vote. Four Ayes, One Nay (Hosch). Motion carried.

Motion Rausch, second Kelchen to approve Third and Final Reading of Ordinance #04-23 Rezoning Parkridge Subdivision from A-1 Agriculture to R-1 Single Family Residential. Roll Call vote. All Ayes. Motion carried.

Motion Delaney, second Oliphant to approve Third and Final Reading of Ordinance #03-23 Rezoning Parcels 1932126016 and 1932126004 from M-2 Heavy Industrial to C-1 Highway Commercial. Roll Call vote. All Ayes. Motion carried.

Motion Oliphant, second Delaney to Approve New Chamber Event-Road Closure, June 16<sup>th</sup>, 5-9pm. Roll Call vote. Four Ayes, Rausch abstain. Motion carried.

Kotter led discussion on updated property values and FY24 budget. The City Council is going to use the max levy listed in the publication notice and also levy for the full amount of the street debt.

Motion Oliphant, second Rausch to approve Resolution #29-23 Setting a Public Hearing for FY2024 Budget.

Delaney asked Chief Heim to provide a plan for the Part-Time Officers hours for FY24.

Motion Kelchen, second Delaney to adjourn at 6:54pm. All Ayes. Motion carried.

Kathy Goerdts, City Clerk

Steven J. Knepper, Mayor

**Park Board Meeting Minutes**  
**April 3, 2023**

The April 3, 2023 Cascade Park Board meeting was called to order by Board Member Rausch at 5:00 p.m.  
Board members present: Orr, Rausch, and McLees Excused: Manternach.  
Others present: Lisa Kotter and Daniel Charland

Motion Orr, second McLees to approve the agenda – all ayes, motion carried.

Motion McLees, second Orr to approve the March 6, 2023 Board minutes – all ayes, motion carried.

The Board went over the financial reports for the park and pool for March 2023. Motion Orr, second McLees to approve the financials - all ayes, motion carried.

Motion McLees, second Orr to approve the quote from Opening Specialists, Inc for \$3,449.24 to replace the two bathroom door frames at the City Park. All ayes, motion carried.

The Board was updated on the stairs for the pool slide, gazebo, and pool hiring.

Motion McLees, second Orr adjourn the meeting at 5:14 p.m. – all ayes, motion carried.

Respectfully submitted by Lisa A. Kotter, City Administrator



# Cascade Public Library Board of Trustees Minutes

## April 4, 2023

Present: Kane, Brindle, Ludwig, Brickley

Absent: Recker, Thomas

1. Meeting called to order at 4:00pm
2. Approval of the agenda: Jacob Brindle moved to approve; Ce Ann Brickley seconded. All voted to approve the agenda.
3. Approval of the minutes from the March 7, 2023, meeting: Ce Ann Brickley moved to approve the minutes; Jacob Brindle seconded. All voted to approve the minutes.
4. Public Comment: None
5. Budget Reports: All budget reports: Claims, Expense, Revenue, Endowment reviewed. There is a check from the 28E with Dubuque County Library Agency to be deposited in the amount of \$1831.20. Melissa Kane will submit it to the City Clerk after the meeting.
6. Claims/Bills: HOOPLA was discussed. For the rest of this fiscal year. We will keep the current limits imposed. \$1.99 per item, and 5 items per patron card until June 30. July 1 we will take off the \$1.99 per item limit and try to get some accurate data on usage so we know what to budget in the 2024/25 budget per month for HOOPLA services. There was also a grant that we had formerly received through Cascade Communications that is available to assist with paying for this type of digital service. Melissa will follow up with City Administrator Lisa Kotter on this.
7. Circulation Statistics: Total usage of all items is up from February from 2745 to 3487. Program participation is 471 for the month of March, versus 187 in February. Item check out in March is 2168 versus 1811 in February. Bridges/Overdrive usage is up 397 in March versus 362 in February. HOOPLA usage is down by 10 items, which may relate to reducing checkout limits from 6 to 5. 1001 people entered the library in March, versus 818 in February.
8. Old Business:
  - a. Future building project/subcommittee reports/Library Design Committee update: Melissa Kane had no new reports to submit with the meeting packet for this month. FEH gave Melissa an Interior 3D view to share, which was at this meeting, and available to look at in the library as well. The next Library Design Committee meeting will be Friday, April 14 at 12:00pm. The next Fundraising committee meeting will be Wednesday, April 26 at 6:00pm.
  - b. Other: Windows – Amy Ludwig will give Melissa contact information for professional window cleaning.
9. New Business:
  - a. Programming/Upcoming Events/Librarians Calendar: Highlights for April Programming include: Peep Dioramas available to view until Monday, April 10. Dubuque County Conservation will be at the Library on Thursday, April 13 at 4:00pm. A turtle, salamander, and possibly snake will be with the Conservationist at this program. Iowa' Lost History on the Titanic program will be on Thursday, April 20 at 2pm.

- b. HOOPLA: This was discussed earlier in the meeting. See the Claims/Bills minutes.
  - c. Other: Eunice Reisberg will attend the May 2 meeting at 4pm to present Library Board Education. Melissa Kane provided a draft report that will be presented to the City Council in May. This will be updated to reflect 6 months of data, and will include details on collection size, and some information on what is new in the library.
10. Adjourn: Next meeting will be May 2, 2023 at 4:00pm. Motion to adjourn by Ce Ann Brickley, seconded by Jacob Brindle. All approved. Meeting adjourned at 4:45pm

Minutes submitted by Melissa Kane

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
251980A	ABDO-SPOTLIGHT-MAGIC WAGON	BUG ENCYCLOPEDIA SET/FIELD GDE		172.42		
12292022	ADVANTAGE ADMINISTRATORS	PSF BUY DOWNS				
ASE-059	ALL STAR ENVIRONMENTAL	INSPECTION SVC:CITY HALL GARAG		2,000.00		
24137	AMERICAN LEGAL PUBLISHING	2023 S-1 SUPPLEMENTAL PAGES		1,097.42		
2037336754	BAKER & TAYLOR BOOKS	2 PAPERBACKS/1 HARDCOVER BOOKS	22.95			
2037352081	BAKER & TAYLOR BOOKS	7 HARDCOVER/1 PAPERBACK BOOKS	134.27	157.22		
84906767	BOUND TREE MEDICAL LLC	LINENS, ELECTRODES, CO2 DETECT		592.67		
04012023	CASCADE COMMUNICATIONS CO	TELEPHONE AND INTERNET CHARGES		949.48		
154828	CASCADE LUMBER CO	4 D BATTERIES:LOCATER FOR MAIN	24.98			
155309	CASCADE LUMBER CO	BATTERIES FOR BULL HORN-POLICE	6.49			
155582	CASCADE LUMBER CO	DISPENSER SEAL TAPE-WATER DEPT	24.58			
794625	CASCADE LUMBER CO	CITY HALL-FURNANCE FILTER	12.58			
795745	CASCADE LUMBER CO	YEARLY METAL WEEL#5 MAILING	25.60			
796180	CASCADE LUMBER CO	SPRAY COMPOUND & PRIMER-POOL	20.58	114.81		
03232899	CASCADE PIONEER	PUBLIATIONS:WEDDINGS/EVENT 23	125.00			
03234036	CASCADE PIONEER	CASCADE LEGAL FEES	239.90	364.90		
80825829	CENGAGE LEARNING	1 BOOK-THE CRANE HUSBAND-BARNH	27.74			
80847670	CENGAGE LEARNING	1 BOOK-NEVER NEVER	27.29			
80847879	CENGAGE LEARNING	1 BOOK-WEYWARD BY EMILIA HART	25.89	80.92		
1877137	CITY LAUNDERING CO	UNIFORMS/SUPPLIES		125.16		
212077	CJ COOPER & ASSOCIATES	RANDOM SELECT TESTING-SCHMIDT		45.00		
7277056	DEMCO INC	PIGEON DRAWSTRING BAGS X6		100.39		
IVC00021761	ECIA	INSPECTION SERVICE:C ELSKAMP		227.50		
268	ENGINEERED EQUIPMENT SOLUTIONS	BLOWER FILTER-WASTEWATER		478.41		
113286	FEH DESIGN	LIBRARY SCHEMATIC DESIGN/MISC		41,316.94		
287309338483C032723	FIRST NET-AT&T MOBILITY	2023 FRIST NET CELL PHONE BILL		597.47		
b59399	GASSER FARM & HARDWARE LLC	PREEN WEED-GARDEN CLUB		37.99		
25031	HERB GREEN FORD INC	OIL CHANGE-POLICE FORD 2017 EX	59.53			
25146	HERB GREEN FORD INC	OIL CHANGE-POLICE 2021 EXPLOR	48.40	107.93		
1101773	HERITAGE PRINTING COMPANY	LAMINATING 20 PGS:STORYWALK		41.00		
503441437	HOOPLA	142 DIGITAL ITEMS		296.66		
19919	INSURANCE ASSOCIATES INC	CYBER RENEWAL/SURPLUS LINES/PO	2,113.44			
19920	INSURANCE ASSOCIATES INC	2023 INSURANCE & WORK COMP FEE	139,029.00	141,142.44		
03312023	IOWA DEPT OF NATURAL RESOURCES	PERMIT STORM WATER DISCHARGE		700.00		
8672-2	KELLY TREE FARM LLC	2ND PYMT FOR 25 TREES-PARKS		2,395.00		
p-7158691-2	KERPS SERVICE CENTER INC	BALANCE OF AMB MAIN BILL		7.49		
ABRAHAM	KEVIN WOOD	PORTRAYAL OF ABRAHAM LINCOLN		375.00		
0102	KOTTER LISA	CAT GRANT TRIP:FOOD REIMBURSE		54.85		
03312023	MCDERMOTT OIL CO	DIESEL CHARGE-AMBULANCE	49.41			
03312023-1	MCDERMOTT OIL CO	GAS/DIESEL FUEL CHARGES	1,745.13	1,794.54		
915086	MICRO MARKETING LLC	1 HARDCOVER:PETER RABBIT		26.96		
2686	MIDWEST PATCH	STOP SIGN		123.00		
503335985	MIDWEST TAPE LLC	1 DVD: THE FABELMANS		22.49		
MMI150524	MODERN MARKETING INC	BACK THE BLUE KEYCHAINS	1,119.78			
MMI150587	MODERN MARKETING INC	BACK THE BLUE-WALL CALENDARS	883.98	2,003.76		
33596	MUNICIPAL PIPE TOOL CO LLC	JET/VAC SEWERS		11,756.25		
OUTREACH OCEAN	NATL MISSISSIPPI RIVER MUSEUM	PROGRAM COST:OCEAN ODYSSEY		476.40		
30817639	QUILL CORP	CRAYOLA WASH PAINT-YELLOW	6.63			
30849550	QUILL CORP	SPRSHAPE STICKERS SPARKLE	11.60			
31061912	QUILL CORP	8.5X11 CSTK PK 50:SMOKE GRY	17.09			
31076315	QUILL CORP	SPLS 67# COVER:BLACK CARDSTOCK	23.56	58.88		
0897-000987223	BFI WASTE SERVICES LLC	MARCH CHARGES:RECYCLE/GARBAGE		24,803.26		
T193093	ROEDER IMPLEMENT INC	LAWN MOWER BLADES		300.04		
MARCH 2023	CINDY STOLL	CLEANING SERVICES		420.00		

**CLAIMS REPORT**  
Vendor Checks: 3/29/2023- 4/11/2023

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
3100120164	TEST AMERICA LABORATORIES INC	WASTE WATER TESTING		1,890.00		
4134	THE IOWA CHILDREN'S MUSEUM	OUTREACH PROGRAM:CARDBOARD CIT		300.00		
310001	USA BLUE BOOK	CRIMPER TOOL;CLAMP;MEMBRANE		2,351.64		
04012023	VISA	MARCH VISA BILLS		2,011.68		
Accounts Payable Total				<u>241,917.97</u>		
Payroll Checks				18,992.26		
Report Total				<u>260,910.23</u>		

**CLAIMS REPORT**  
**CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	125,808.01
016	PARTIAL SELF-FUND	
021	LIBRARY	41,316.94
110	ROAD USE TAX	23,171.13
600	WATER	18,946.27
610	SEWER	51,667.88
-----		
	TOTAL FUNDS	260,910.23

**VISA CREDIT CARD BREAKDOWN**

**MARCH**

Employee:	L. Kotter	5-Mar GODADDY	\$	205.31	Library 360 email fee
		12-Mar Amazon	\$	21.36	Shut off valve for public works
		15-Mar Delaney's PC	\$	1,607.54	Toner cartridges for Admin & Clerk printers
		30-Mar Kardes-Monti	\$	<u>10.00</u>	Gas for CAT grant presentation in Des Moines
			\$	<b>1,844.21</b>	

K. Goerd

			\$	-	Purchase a black jacket for City of Cascade Embroidery
--	--	--	----	---	--

P. Gehl

			\$	-	Gas for trip for street sweeper
					Gas for trip for street sweeper
					Food for trip for street sweeper

F. Heim

15-Mar	Quartermaster	\$	<u>167.47</u>	police equipment/supplies
		\$	<b>167.47</b>	

**TOTAL \$ 2,011.68**

INVOICE #	DUE DATE	REFERENCE	NET	GL ACCOUNT #	GL ACCOUNT NAME	DIST ID
-----						
		727 AMERICAN LEGAL PUBLISHING				
24137	04/06/2023					
1		2023 S-1 SUPPLEMENTAL PAGES	1,097.42	001-620-6419	SOFTWARE	001
		INVOICE TOTAL	1,097.42			
		VENDOR TOTAL	1,097.42			
		15 BOUND TREE MEDICAL LLC				
84906767	04/06/2023					
1		LINENS, ELECTRODES, CO2 DETECT	592.67	001-160-6507	OPER SUPPLIES/MATERIALS	MI 001
		** ACH **	592.67		ACH	
		INVOICE TOTAL	592.67			
		VENDOR TOTAL	592.67			
		24 CITY LAUNDERING CO				
1877137	04/06/2023					
1		UNIFORMS/SUPPLIES	16.67	001-650-6507	OPER SUPPLIES/MATERIALS	MI 001
		** ACH **	16.67		ACH	
2		UNIFORMS/SUPPLIES	16.67	001-430-6507	MISC OPERATING SUPPLIES	001
		** ACH **	16.67		ACH	
3		UNIFORMS/SUPPLIES	30.60	001-210-6181	UNIFORM ALLOWANCE	001
		** ACH **	30.60		ACH	
4		UNIFORMS/SUPPLIES	30.61	610-815-6507	OPER SUPPLIES/MATERIALS	MI 610
		** ACH **	30.61		ACH	
5		UNIFORMS/SUPPLIES	30.61	600-810-6507	OPER SUPPLIES/MATERIALS	MI 600
		** ACH **	30.61		ACH	
		INVOICE TOTAL	125.16			
		VENDOR TOTAL	125.16			
		42 CASCADE LUMBER CO				
155582	04/06/2023					
1		DISPENSER SEAL TAPE-WATER DEPT	24.58	600-810-6507	OPER SUPPLIES/MATERIALS	MI 600
		INVOICE TOTAL	24.58			
		794625				
1	04/06/2023					
1		CITY HALL-FURNANCE FILTER	12.58	001-650-6507	OPER SUPPLIES/MATERIALS	MI 001
		INVOICE TOTAL	12.58			
		155309				
1	04/06/2023					
1		BATTERIES FOR BULL HORN-POLICE	6.49	001-110-6507	OPER SUPPLIES/MATERIALS	MI 001
		INVOICE TOTAL	6.49			
		795745				
1	04/06/2023					
1		YEARLY METAL WEEL#5 MAILING	25.60	600-810-6508	POSTAGE	600
		INVOICE TOTAL	25.60			

INVOICE # LINE	DUE DATE	REFERENCE	NET	GL ACCOUNT #	GL ACCOUNT NAME	DIST ID
-----						
42 CASCADE LUMBER CO						
795745	04/06/2023					
796180	04/06/2023					
1		SPRAY COMPOUND & PRIMER-POOL	20.58	001-460-6507	MIS OPERATING SUPPLIES	001
		INVOICE TOTAL	20.58			
154828						
1	04/06/2023	4 D BATTERIES:LOCATER FOR MAIN	24.98	600-810-6507	OPER SUPPLIES/MATERIALS MI 600	
		INVOICE TOTAL	24.98			
		VENDOR TOTAL	114.81			
230 CJ COOPER & ASSOCIATES						
212077	04/06/2023					
1		RANDOM SELECT TESTING-SCHMIDT	45.00	001-210-6490	PROFESSIONAL FEES	001
		** ACH **	45.00		ACH	
		INVOICE TOTAL	45.00			
		VENDOR TOTAL	45.00			
20 CASCADE PIONEER						
03232899	04/06/2023					
1		PUBLICATIONS:WEDDINGS/EVENT 23	125.00	001-620-6402	ADVERTISING AND PUBLICATION 001	
		** ACH **	125.00		ACH	
		INVOICE TOTAL	125.00			
03234036						
1	04/06/2023	CASCADE LEGAL FEES	239.90	001-620-6402	ADVERTISING AND PUBLICATION 001	
		** ACH **	239.90		ACH	
		INVOICE TOTAL	239.90			
		VENDOR TOTAL	364.90			
271 TEST AMERICA LABORATORIES INC						
3100120164	04/06/2023					
1		WASTE WATER TESTING	1,890.00	610-815-6490	PROFESSIONAL FEES	610
		** ACH **	1,890.00		ACH	
		INVOICE TOTAL	1,890.00			
		VENDOR TOTAL	1,890.00			
728 ENGINEERED EQUIPMENT SOLUTIONS						
268	04/06/2023					
1		BLOWER FILTER-WASTEWATER	478.41	610-815-6507	OPER SUPPLIES/MATERIALS MI 610	
		INVOICE TOTAL	478.41			
		VENDOR TOTAL	478.41			



INVOICE # LINE	DUE DATE	REFERENCE	NET	GL ACCOUNT #	GL ACCOUNT NAME	DIST ID
-----						
268	04/06/2023	728 ENGINEERED EQUIPMENT SOLUTIONS				
b59399	04/06/2023	556 GASSER FARM & HARDWARE LLC				
1		PREEN WEED-GARDEN CLUB	37.99	001-430-6507	MISC OPERATING SUPPLIES	001
		INVOICE TOTAL	37.99			
		VENDOR TOTAL	37.99			
2686	04/06/2023	119 MIDWEST PATCH				
1		STOP SIGN	123.00	110-210-6507	STREET SUPPLIES	110
		INVOICE TOTAL	123.00			
		VENDOR TOTAL	123.00			
25146	04/06/2023	101 HERB GREEN FORD INC				
1		OIL CHANGE-POLICE 2021 EXPLOR	48.40	001-110-6332	VEHICLE/RADIO MAINTENANCE	001
		INVOICE TOTAL	48.40			
25031	04/06/2023	101 HERB GREEN FORD INC				
1		OIL CHANGE-POLICE FORD 2017 EX	59.53	001-110-6332	VEHICLE/RADIO MAINTENANCE	001
		INVOICE TOTAL	59.53			
		VENDOR TOTAL	107.93			
8672-2	04/06/2023	TMP V 256 KELLY TREE FARM LLC				
1		2ND PYMT FOR 25 TREES-PARKS	2,395.00	001-430-6507	MISC OPERATING SUPPLIES	001
		INVOICE TOTAL	2,395.00			
		VENDOR TOTAL	2,395.00			
ASE-059	04/06/2023	TMP V 275 ALL STAR ENVIRONMENTAL				
1		INSPECTION SVC:CITY HALL GARAG	2,000.00	001-650-6490	PROFESSIONAL FEES	001
		INVOICE TOTAL	2,000.00			
		VENDOR TOTAL	2,000.00			
IVC00021761	04/06/2023	34 ECIA				
1		INSPECTION SERVICE:C ELSKAMP	227.50	001-650-6491	CONTRACT LABOR	001
		** ACH **	227.50		ACH	
		INVOICE TOTAL	227.50			
		VENDOR TOTAL	227.50			

INVOICE #	DUE DATE	REFERENCE	NET	GL ACCOUNT #	GL ACCOUNT NAME	DIST ID
<hr/>						
IVC00021761	04/06/2023	34 ECIA				
04012023	04/06/2023	18 CASCADE COMMUNICATIONS CO				
1		CITY HALL	219.00	001-650-6373	TELEPHONE/INTERNET	001
2		LIBRARY	54.83	001-410-6373	TELEPHONE/INTERNET	001
3		FIRE STATION	47.63	001-150-6373	TELEPHONE/INTERNET	001
4		WASTE WATER TREATMENT PLANT	142.49	610-815-6373	TELEPHONE/INTERNET	610
5		CASCADE EMS	104.33	001-160-6373	TELEPHONE/INTERNET	001
6		WATER TOWER/WELL HOUSE	294.66	600-810-6373	TELEPHONE/INTERNET	600
7		POLICE STATION	86.54	001-110-6373	TELEPHONE/INTERNET	001
		INVOICE TOTAL	949.48			
		VENDOR TOTAL	949.48			
MARCH 2023	04/06/2023	218 CINDY STOLL				
1		LIBRARY	120.00	001-410-6310	BUILDING REPAIR/MAINT	001
		** ACH **	120.00		ACH	
2		CITY HALL	150.00	001-650-6310	REPAIR & MAINT. OF BUILDING	001
		** ACH **	150.00		ACH	
3		COUNCIL ROOM	30.00	001-650-6310	REPAIR & MAINT. OF BUILDING	001
		** ACH **	30.00		ACH	
4		CITY OFFICES	60.00	001-650-6310	REPAIR & MAINT. OF BUILDING	001
		** ACH **	60.00		ACH	
5		EMS CENTER	60.00	001-160-6310	BUILDING REPAIR/MAINT	001
		** ACH **	60.00		ACH	
		INVOICE TOTAL	420.00			
		VENDOR TOTAL	420.00			
MMI150524	04/06/2023	290 MODERN MARKETING INC				
1		BACK THE BLUE KEYCHAINS	1,119.78	001-110-6507	OPER SUPPLIES/MATERIALS MI	001
		** ACH **	1,119.78		ACH	
		INVOICE TOTAL	1,119.78			
MMI150587	04/06/2023	290 MODERN MARKETING INC				
1		BACK THE BLUE-WALL CALENDARS	883.98	001-110-6507	OPER SUPPLIES/MATERIALS MI	001
		** ACH **	883.98		ACH	
		INVOICE TOTAL	883.98			
		VENDOR TOTAL	2,003.76			
T193093	04/06/2023	560 ROEDER IMPLEMENT INC				
1		LAWN MOWER BLADES	300.04	110-210-6350	REPAIR & MAINT EQUIPMENT	110
		INVOICE TOTAL	300.04			
		VENDOR TOTAL	300.04			

INVOICE #	DUE DATE	REFERENCE	NET	GL ACCOUNT #	GL ACCOUNT NAME	DIST ID
T193093	04/06/2023	560 ROEDER IMPLEMENT INC				
33596	04/06/2023	78 MUNICIPAL PIPE TOOL CO LLC				
1		JET/VAC SEWERS	11,756.25	610-815-6446	SANITARY SEWERS	610
		** ACH **	11,756.25		ACH	
		INVOICE TOTAL	11,756.25			
		VENDOR TOTAL	11,756.25			
310001	04/06/2023	279 USA BLUE BOOK				
1		CRIMPER TOOL;CLAMP;MEMBRANE	2,351.64	610-815-6507	OPER SUPPLIES/MATERIALS MI	610
		** ACH **	2,351.64		ACH	
		INVOICE TOTAL	2,351.64			
		VENDOR TOTAL	2,351.64			
0897-000987223	04/06/2023	470 BFI WASTE SERVICES LLC				
1		RESIDENTIAL RECYCLING	6,105.00	001-290-6499	GARBAGE HAULER	001
		** ACH **	6,105.00		ACH	
2		RESIDENTIAL GARBAGE	8,670.00	001-290-6499	GARBAGE HAULER	001
		** ACH **	8,670.00		ACH	
3		COMMERCIAL GARBAGE	10,028.26	001-290-6499	GARBAGE HAULER	001
		** ACH **	10,028.26		ACH	
		INVOICE TOTAL	24,803.26			
		VENDOR TOTAL	24,803.26			
0102	04/06/2023	701 KOTTER LISA				
1		CAT GRANT TRIP:FOOD REIMBURSE	54.85	001-620-6240	TRAVEL TRAINING & CONFERENC	001
		** ACH **	54.85		ACH	
		INVOICE TOTAL	54.85			
		VENDOR TOTAL	54.85			
19920	04/06/2023	266 INSURANCE ASSOCIATES INC				
1		POLICE W/C	2,870.00	001-110-6160	WORKERS' COMPENSATION	001
		** ACH **	2,870.00		ACH	
2		CITY HALL W/C	1,613.00	001-620-6160	WORKERS' COMPENSATION	001
		** ACH **	1,613.00		ACH	
3		FIRE W/C	2,759.00	001-150-6160	WORKERS' COMPENSATION	001
		** ACH **	2,759.00		ACH	
4		EMS W/C	368.00	001-160-6160	WORKERS' COMPENSATION	001
		** ACH **	368.00		ACH	

INVOICE #	DUE DATE	REFERENCE	NET	GL ACCOUNT #	GL ACCOUNT NAME	DIST ID
-----						
19920	04/06/2023	266 INSURANCE ASSOCIATES INC				
5		LIBRARY W/C	153.00	001-410-6160	WORKERS' COMPENSATION	001
		** ACH **	153.00		ACH	
6		POOL W/C	1,338.00	001-460-6160	WORKERS' COMPENSATION	001
		** ACH **	1,338.00		ACH	
7		STREETS W/C	5,049.00	110-210-6160	WORKERS' COMPENSATION	110
		** ACH **	5,049.00		ACH	
8		WATER W/C	1,516.00	600-810-6160	WORKERS' COMPENSATION	600
		** ACH **	1,516.00		ACH	
9		SEWER W/C	1,629.00	610-815-6160	WORKERS' COMPENSATION	610
		** ACH **	1,629.00		ACH	
10		POLICE INSURANCE	9,315.44	001-110-6408	INSURANCE-GENERAL	001
		** ACH **	9,315.44		ACH	
11		FIRE INSURANCE	10,211.00	001-150-6408	INSURANCE-GENERAL	001
		** ACH **	10,211.00		ACH	
12		EMS INSURANCE	8,385.00	001-160-6408	INSURANCE-GENERAL	001
		** ACH **	8,385.00		ACH	
13		PARKS INSURANCE	5,335.00	001-430-6408	INSURANCE-GENERAL	001
		** ACH **	5,335.00		ACH	
14		CITY HALL INSURANCE	11,770.56	001-650-6408	INSURANCE	001
		** ACH **	11,770.56		ACH	
15		STREETS INSURANCE	15,499.00	110-210-6408	INSURANCE-GENERAL	110
		** ACH **	15,499.00		ACH	
16		WATER INSURANCE	13,542.00	600-810-6408	INSURANCE-GENERAL	600
		** ACH **	13,542.00		ACH	
17		SEWER INSURANCE	29,553.00	610-815-6408	INSURANCE-GENERAL	610
		** ACH **	29,553.00		ACH	
18		LIBRARY INSURANCE	5,335.00	001-410-6408	INSURANCE-GENERAL	001
		** ACH **	5,335.00		ACH	
19		POOL INSURANCE	12,788.00	001-460-6408	INSURANCE-GENERAL	001
		** ACH **	12,788.00		ACH	
		INVOICE TOTAL	139,029.00			
		VENDOR TOTAL	139,029.00			
p-7158691-2	04/06/2023	63 KERPS SERVICE CENTER INC				
1		BALANCE OF AMB MAIN BILL	7.49	001-160-6350	REPAIR & MAINT EQUIPMENT	001
		INVOICE TOTAL	7.49			
		VENDOR TOTAL	7.49			
19919	04/06/2023	266 INSURANCE ASSOCIATES INC				
1		CYBER RENEWAL/SURPLUS LINES/PO	2,113.44	001-650-6408	INSURANCE	001
		** ACH **	2,113.44		ACH	
		INVOICE TOTAL	2,113.44			
		VENDOR TOTAL	2,113.44			

INVOICE #	DUE DATE	REFERENCE	NET	GL ACCOUNT #	GL ACCOUNT NAME	DIST ID
-----						
19919	04/06/2023	266 INSURANCE ASSOCIATES INC				
03312023	04/06/2023	30 MCDERMOTT OIL CO				
1		DIESEL CHARGE-AMBULANCE	49.41	001-160-6331	FUEL	001
		INVOICE TOTAL	49.41			
03312023-1	04/06/2023					
1		GAS/DIESEL FUEL CHARGES	541.00	001-110-6331	FUEL	001
2		GAS/DIESEL FUEL CHARGES	327.38	001-150-6331	FUEL	001
3		GAS/DIESEL FUEL CHARGES	172.32	001-160-6331	FUEL	001
4		GAS/DIESEL FUEL CHARGES	19.69	001-430-6331	FUEL	001
5		GAS/DIESEL FUEL CHARGES	19.69	110-210-6331	FUEL	110
6		GAS/DIESEL FUEL CHARGES	292.37	600-810-6331	FUEL	600
7		GAS/DIESEL FUEL CHARGES	80.31	110-250-6331	FUEL	110
8		GAS/DIESEL FUEL CHARGES	292.37	610-815-6331	FUEL	610
		INVOICE TOTAL	1,745.13			
		VENDOR TOTAL	1,794.54			
287309338483C032723	04/06/2023	698 FIRST NET-AT&T MOBILITY				
1		2023 FRIST NET CELL PHONE BILL	55.57	001-210-6373	TELEPHONE/INTERNET	001
2		2023 FRIST NET CELL PHONE BILL	55.56	600-810-6373	TELEPHONE/INTERNET	600
3		2023 FRIST NET CELL PHONE BILL	55.56	610-815-6373	TELEPHONE/INTERNET	610
4		2023 FRIST NET CELL PHONE BILL	52.12	001-620-6499	REFUNDS/REIMBURSEMENTS TO CM	001
5		2023 FRIST NET CELL PHONE BILL	123.81	001-160-6373	TELEPHONE/INTERNET	001
6		2023 FRIST NET CELL PHONE BILL	254.85	001-110-6373	TELEPHONE/INTERNET	001
		INVOICE TOTAL	597.47			
		VENDOR TOTAL	597.47			
04012023	04/06/2023	490 VISA				
1		TONER FOR ADMIN & CLERK PRINTE	1,607.54	001-620-6506	OFFICE SUPPLIES	001
2		MARCH VISA BILLS	205.31	001-410-6507	MISC OPERATING SUPPLIES	001
3		SHUT OFF VALVE	21.36	600-810-6507	OPER SUPPLIES/MATERIALS MI	600
4		GAS FOR CAT GRANT	10.00	001-620-6507	OPERATING SUPPLIES	001
5		QUARTERMASTER	167.47	001-110-6507	OPER SUPPLIES/MATERIALS MI	001
		INVOICE TOTAL	2,011.68			
		VENDOR TOTAL	2,011.68			
		GRAND TOTAL	197,792.69			
		TOT ACH	185,777.43			

ACCOUNT NUMBER	ACCOUNT TITLE	DEBITS	CREDITS	NET
001-050-2020	ACCOUNTS PAYABLE	.00	112,714.60	112,714.60-
001-110-6160	WORKERS' COMPENSATION	2,870.00	.00	2,870.00
001-110-6331	FUEL	541.00	.00	541.00
001-110-6332	VEHICLE/RADIO MAINTENANCE	107.93	.00	107.93
001-110-6373	TELEPHONE/INTERNET	341.39	.00	341.39
001-110-6408	INSURANCE-GENERAL	9,315.44	.00	9,315.44
001-110-6507	OPER SUPPLIES/MATERIALS MISC.	2,177.72	.00	2,177.72
001-150-6160	WORKERS' COMPENSATION	2,759.00	.00	2,759.00
001-150-6331	FUEL	327.38	.00	327.38
001-150-6373	TELEPHONE/INTERNET	47.63	.00	47.63
001-150-6408	INSURANCE-GENERAL	10,211.00	.00	10,211.00
001-160-6160	WORKERS' COMPENSATION	368.00	.00	368.00
001-160-6310	BUILDING REPAIR/MAINT	60.00	.00	60.00
001-160-6331	FUEL	221.73	.00	221.73
001-160-6350	REPAIR & MAINT EQUIPMENT	7.49	.00	7.49
001-160-6373	TELEPHONE/INTERNET	228.14	.00	228.14
001-160-6408	INSURANCE-GENERAL	8,385.00	.00	8,385.00
001-160-6507	OPER SUPPLIES/MATERIALS MISC.	592.67	.00	592.67
001-210-6181	UNIFORM ALLOWANCE	30.60	.00	30.60
001-210-6373	TELEPHONE/INTERNET	55.57	.00	55.57
001-210-6490	PROFESSIONAL FEES	45.00	.00	45.00
001-290-6499	GARBAGE HAULER	24,803.26	.00	24,803.26
001-410-6160	WORKERS' COMPENSATION	153.00	.00	153.00
001-410-6310	BUILDING REPAIR/MAINT	120.00	.00	120.00
001-410-6373	TELEPHONE/INTERNET	54.83	.00	54.83
001-410-6408	INSURANCE-GENERAL	5,335.00	.00	5,335.00
001-410-6507	MISC OPERATING SUPPLIES	205.31	.00	205.31
001-430-6331	FUEL	19.69	.00	19.69
001-430-6408	INSURANCE-GENERAL	5,335.00	.00	5,335.00
001-430-6507	MISC OPERATING SUPPLIES	2,449.66	.00	2,449.66
001-460-6160	WORKERS' COMPENSATION	1,338.00	.00	1,338.00
001-460-6408	INSURANCE-GENERAL	12,788.00	.00	12,788.00
001-460-6507	MIS OPERATING SUPPLIES	20.58	.00	20.58
001-620-6160	WORKERS' COMPENSATION	1,613.00	.00	1,613.00
001-620-6240	TRAVEL TRAINING & CONFERENCE	54.85	.00	54.85
001-620-6402	ADVERTISING AND PUBLICATIONS	364.90	.00	364.90
001-620-6419	SOFTWARE	1,097.42	.00	1,097.42
001-620-6499	REFUNDS/REIMBURSEMENTS TO CMU	52.12	.00	52.12
001-620-6506	OFFICE SUPPLIES	1,607.54	.00	1,607.54
001-620-6507	OPERATING SUPPLIES	10.00	.00	10.00
001-650-6310	REPAIR & MAINT. OF BUILDINGS	240.00	.00	240.00
001-650-6373	TELEPHONE/INTERNET	219.00	.00	219.00
001-650-6408	INSURANCE	13,884.00	.00	13,884.00
001-650-6490	PROFESSIONAL FEES	2,000.00	.00	2,000.00
001-650-6491	CONTRACT LABOR	227.50	.00	227.50
001-650-6507	OPER SUPPLIES/MATERIALS MISC.	29.25	.00	29.25
110-050-2020	ACCOUNTS PAYABLE	.00	21,071.04	21,071.04-
110-210-6160	WORKERS' COMPENSATION	5,049.00	.00	5,049.00
110-210-6331	FUEL	19.69	.00	19.69
110-210-6350	REPAIR & MAINT EQUIPMENT	300.04	.00	300.04
110-210-6408	INSURANCE-GENERAL	15,499.00	.00	15,499.00
110-210-6507	STREET SUPPLIES	123.00	.00	123.00
110-250-6331	FUEL	80.31	.00	80.31
600-050-2020	ACCOUNTS PAYABLE	.00	15,827.72	15,827.72-

ACCOUNT NUMBER	ACCOUNT TITLE	DEBITS	CREDITS	NET
600-810-6160	WORKERS' COMPENSATION	1,516.00	.00	1,516.00
600-810-6331	FUEL	292.37	.00	292.37
600-810-6373	TELEPHONE/INTERNET	350.22	.00	350.22
600-810-6408	INSURANCE-GENERAL	13,542.00	.00	13,542.00
600-810-6507	OPER SUPPLIES/MATERIALS MISC.	101.53	.00	101.53
600-810-6508	POSTAGE	25.60	.00	25.60
610-050-2020	ACCOUNTS PAYABLE	.00	48,179.33	48,179.33-
610-815-6160	WORKERS' COMPENSATION	1,629.00	.00	1,629.00
610-815-6331	FUEL	292.37	.00	292.37
610-815-6373	TELEPHONE/INTERNET	198.05	.00	198.05
610-815-6408	INSURANCE-GENERAL	29,553.00	.00	29,553.00
610-815-6446	SANITARY SEWERS	11,756.25	.00	11,756.25
610-815-6490	PROFESSIONAL FEES	1,890.00	.00	1,890.00
610-815-6507	OPER SUPPLIES/MATERIALS MISC.	2,860.66	.00	2,860.66
TRANSACTION TOTALS		197,792.69	197,792.69	.00
FUND	NAME	DEBITS	CREDITS	
001	GENERAL	112,714.60	112,714.60	
110	ROAD USE TAX	21,071.04	21,071.04	
600	WATER	15,827.72	15,827.72	
610	SEWER	48,179.33	48,179.33	
TOTALS		197,792.69	197,792.69	

**CLAIMS REPORT**  
 Check Range: 4/11/2023- 4/11/2023

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
251980A	ABDO-SPOTLIGHT-MAGIC WAGON	BUG ENCYCLOPEDIA SET/FIELD GDE		172.42		
2037336754	BAKER & TAYLOR BOOKS	2 PAPERBACKS/1 HARDCOVER BOOKS	22.95			
2037352081	BAKER & TAYLOR BOOKS	7 HARDCOVER/1 PAPERBACK BOOKS	134.27	157.22		
80825829	CENGAGE LEARNING	1 BOOK-THE CRANE HUSBAND-BARNH	27.74			
80847670	CENGAGE LEARNING	1 BOOK-NEVER NEVER	27.29			
80847879	CENGAGE LEARNING	1 BOOK-WEYWARD BY EMILIA HART	25.89	80.92		
7277056	DEMCO INC	PIGEON DRAWSTRING BAGS X6		100.39		
113286	FEH DESIGN	LIBRARY SCHEMATIC DESIGN/MISC		41,316.94		
1101773	HERITAGE PRINTING COMPANY	LAMINATING 20 PGS:STORYWALK		41.00		
503441437	HOPLA	142 DIGITAL ITEMS		296.66		
ABRAHAM	KEVIN WOOD	PORTRAYAL OF ABRAHAM LINCOLN		375.00		
915086	MICRO MARKETING LLC	1 HARDCOVER:PETER RABBIT		26.96		
503335985	MIDWEST TAPE LLC	1 DVD: THE FABELMANS		22.49		
OUTREACH OCEAN	NATL MISSISSIPPI RIVER MUSEUM	PROGRAM COST:OCEAN ODYSSEY		476.40		
30817639	QUILL CORP	CRAYOLA WASH PAINT-YELLOW	6.63			
30849550	QUILL CORP	SPRSHAPE STICKERS SPARKLE	11.60			
31061912	QUILL CORP	8.5X11 CSTK PK 50:SMOKE GRY	17.09			
31076315	QUILL CORP	SPLS 67# COVER:BLACK CARDSTOCK	23.56	58.88		
4134	THE IOWA CHILDREN'S MUSEUM	OUTREACH PROGRAM:CARDBOARD CIT		300.00		
Accounts Payable Total				43,425.28		

\* CURRENT CLAIMS

LIBRARY

Amy Ludwig



**TREASURER'S REPORT**  
**CALENDAR 3/2023, FISCAL 9/2023**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	348,441.40	103,547.39	217,596.72	.00	234,392.07
002 OLD ARPA DONT USE	139,395.60-	.00	.00	.00	139,395.60-
011 POLICE	71,454.47	7,295.24	.00	.00	78,749.71
012 FIRE TRUCK	254,286.73	31,069.83	.00	.00	285,356.56
013 RIVERVIEW PARK	9,652.59	36.32	.00	.00	9,688.91
014 FIRE EQUIPMENT	67,500.00	10,000.00	.00	.00	77,500.00
015 PUBLIC WORKS TRUCK	37,964.92	5,161.69	.00	.00	43,126.61
016 PARTIAL SELF-FUND	35,236.37	20,064.10	4,409.23	.00	50,891.24
017 SWIMMING POOL	40,612.04	5,054.88	.00	.00	45,666.92
018 CABLE	6,564.13	24.70	.00	.00	6,588.83
019 PARKS/PLAYGROUND	20,980.01	78.95	.00	.00	21,058.96
020 STREET EQUIP	72,344.75	30,385.14	.00	.00	102,729.89
021 LIBRARY	234,477.39	10,503.57	.00	.00	244,980.96
022 1ST AVENUE	313,205.78	.84	.00	.00	313,206.62
023 1ST AVE BRIDGE	.00	.00	.00	.00	.00
024 TYLER BRIDGE	.00	.10	.00	.00	.10
025 TRAIL	25.72	8.51	.00	.00	34.23
026 SIREN	2,262.34	12.91	.00	.00	2,275.25
027 BICENTENNIAL	3,429.49	664.77	.00	.00	4,094.26
028 AMBULANCE	156,651.06	20,319.79	.00	.00	176,970.85
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GENERAL FUNDS:	1,535,693.59	244,228.73	222,005.95	.00	1,557,916.37
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110 ROAD USE TAX	162,105.21	23,828.66	16,903.15	10.56	169,041.28
111 ARP (AMERI RESUCUE PLAN	225,788.05	.00	13,762.81	.00	212,025.24
112 EMPLOYEE BENEFITS	23,889.46	29.85	25,000.00	.00	1,080.69-
121 LOCAL OPTION	681,838.06	31,382.14	369,461.34	.00	343,758.86
125 TAX INCREMENT FINANCING	235,243.90-	3,332.65	.00	.00	231,911.25-
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SPECIAL REVENUES:	858,376.88	58,573.30	425,127.30	10.56	491,833.44
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200 DEBT SERVICE	82,139.53	207,774.38	.00	.00	289,913.91
220 SPECIAL ASSESSMENT	.00	.00	.00	.00	.00
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DEBT SERVICE TOTALS	82,139.53	207,774.38	.00	.00	289,913.91
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300 LIBRARY PROJ	.00	.00	.00	.00	.00
310 HOUSING REHAB	13,603.74	.00	.00	.00	13,603.74
312 1ST AVE TRAIL PROJECT	9,990.32	.00	.00	.00	9,990.32
322 STREET IMPROVEMENTS	165,636.34-	165,636.34	.00	.00	.00
323 HIGHWAY 136	88,676.19	.00	.00	.00	88,676.19
360 WATER SYSTEM IMPROVEMEN	713.63	.00	.00	.00	713.63
363 WWTP IMPROVEMENT PROJEC	358,669.62-	358,669.62	.00	.00	.00
364 TRAIL WATER MAIN REPLAC	.00	.00	.00	.00	.00
365 MCKINLEY ST & 1ST AVE C	.00	.00	.00	.00	.00
366 SWIMMING POOL PROJECT	.00	.00	.00	.00	.00
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CAPITAL PROJECTS TOT	411,322.08-	524,305.96	.00	.00	112,983.88
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370 LIBRARY CAPITAL PROJECT	55,691.95-	.00	5,000.00	.00	60,691.95-
600 WATER	67,634.82	19,892.05	30,091.01	23.26	57,459.12
601 DEPOSITS-WATER/SEWER	4,803.43	.00	.00	.00	4,803.43
603 WELL PUMP	52,902.74	272.61	.00	.00	53,175.35

**TREASURER'S REPORT**  
**CALENDAR 3/2023, FISCAL 9/2023**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
604 2021A BOND	.00	.00	.00	.00	.00
605 2021A BOND SINKING	72,440.40	.00	.00	.00	72,440.40
610 SEWER	656,903.98	50,371.36	391,467.69	706.18	316,513.83
611 SEWER SINKING	567,136.00	.00	.00	.00	567,136.00
620 GARBAGE	.00	.00	.00	.00	.00
621 GARBAGE TRUCK	.00	.00	.00	.00	.00
ENTERPRISE FUNDS:	1,366,129.42	70,536.02	426,558.70	729.44	1,010,836.18
GRAND TOTAL:	3,431,017.34	1,105,418.39	1,073,691.95	740.00	3,463,483.78
Report Total	3,431,017.34	1,105,418.39	1,073,691.95	740.00	3,463,483.78

# BANK CASH REPORT 2023

BANK NAME FUND GL	FEBRUARY CASH BALANCE	MARCH RECEIPTS	MARCH DISBURSMENTS	MARCH CASH BALANCE	OUTSTANDING TRANSACTIONS	MAR BANK BALANCE
OHNWARD CHECKING ACCT						
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BANK OHNWARD CHECKING ACCT						2,193,559.73
001 CASH - GENERAL	225,154.21	103,070.24	217,596.72	110,627.73	4,728.74	
002 CASH- ARP COVID 19 GRANT	139,395.60-	0.00	0.00	139,395.60-		
011 CASH - POLICE	0.00	0.00	0.00	0.00		
012 CASH - FIRE	0.00	0.00	0.00	0.00		
013 CASH - RIVERVIEW PARK	0.00	0.00	0.00	0.00		
014 CASH - FIRE EQUIPMENT	67,500.00	10,000.00	0.00	77,500.00		
015 CASH - PUBLIC WORKS TRUCK	0.00	0.00	0.00	0.00		
016 CASH - PARTIAL SELF-FUND	18,202.49	20,000.00	4,409.23	33,793.26		
017 CASH - SWIMMING POOL	31,027.59	0.00	0.00	31,027.59		
018 CASH - CABLE	0.00	0.00	0.00	0.00		
019 CASH - PARKS/PLAYGROUND	0.00	0.00	0.00	0.00		
020 CASH - STREET EQUIP	0.00	0.00	0.00	0.00		
021 CASH - LIBRARY	110,664.55	0.00	0.00	110,664.55		
022 CASH - 1ST AVENUE	312,982.23	0.00	0.00	312,982.23		
023 CASH - 1ST AVE BRIDGE	0.00	0.00	0.00	0.00		
024 CASH - TYLER BRIDGE	0.00	0.00	0.00	0.00		
025 CASH - TRAIL	0.00	0.00	0.00	0.00		
026 CASH - SIREN	0.00	0.00	0.00	0.00		
027 CASH - BICENTENNIAL	0.00	0.00	0.00	0.00		
028 CASH - AMBULANCE	0.00	0.00	0.00	0.00		
110 CASH - ROAD USE TAX	162,105.21	23,828.66	16,892.59	169,041.28		
111 ARPA CHECKING	225,788.05	0.00	13,762.81	212,025.24		
112 CASH - EMPLOYEE BENEFITS	23,889.46	29.85	25,000.00	1,080.69-		
121 CASH - LOST	681,838.06	31,382.14	369,461.34	343,758.86		
125 CASH - TIF	235,243.90-	3,332.65	0.00	231,911.25-		
200 CASH - DEBT SERVICE	82,139.53	207,774.38	0.00	289,913.91		
220 CASH - SPECIAL ASSESSMENT	0.00	0.00	0.00	0.00		
310 CASH - HOUSING REHAB	13,603.74	0.00	0.00	13,603.74		
312 CASH - 1ST AVE TRAIL PROJECT	9,990.32	0.00	0.00	9,990.32		
322 CASH - STREET IMPROVEMENTS	165,636.34-	165,636.34	0.00	0.00		
323 CASH - HIGHWAY 136	88,676.19	0.00	0.00	88,676.19		
360 CASH - WATER SYS IMPROVEMENT	713.63	0.00	0.00	713.63		
363 CASH - WWTP IMPROVEMENT PROJ	358,669.62-	358,669.62	0.00	0.00		
364 CASH - TRAIL WATER MAIN REPLAC	0.00	0.00	0.00	0.00		
365 CASH - MCKINLEY ST & 1ST AVE	0.00	0.00	0.00	0.00		
366 CASH - SWIMMING POOL PROJ	0.00	0.00	0.00	0.00		
370 CASH - LIBRARY CAP PROJECT	56,291.95-	0.00	5,000.00	61,291.95-		
600 CASH - WATER	15,743.74-	19,792.97	31,767.75	27,718.52-	75.00	
601 CASH - DEPOSITS	1,303.43	0.00	0.00	1,303.43		
603 CASH - WELL PUMP	0.00	0.00	0.00	0.00		
604 CASH - 2021A BOND	0.00	0.00	0.00	0.00		
605 CASH - 2021A BOND SINKING	0.00	0.00	0.00	0.00		
610 CASH - SEWER	509,451.70	49,916.47	390,861.51	168,506.66	729.60	
611 CASH - SEWER SINKING	567,136.00	0.00	0.00	567,136.00		
620 CASH - GARBAGE	0.00	0.00	0.00	0.00		
621 CASH - GARBAGE TRUCK	0.00	0.00	0.00	0.00		
DEPOSITS					440.22	
TRANSFER-OUT					108,600.00-	
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OHNWARD CHECKING ACCT TOTALS	2,161,185.24	993,433.32	1,074,751.95	2,079,866.61	113,693.12	2,193,559.73

**BANK CASH REPORT**  
2023

BANK NAME FUND GL NAME	FEBRUARY CASH BALANCE	MARCH RECEIPTS	MARCH DISBURSMENTS	MARCH CASH BALANCE	OUTSTANDING TRANSACTIONS	MAR BANK BALANCE
OHNWARD MONEY MARKET ACCT						
BANK OHNWARD MONEY MARKET ACCT						1,274,417.17
001 CDS/INVESTMENTS - GENERAL	123,287.19	477.15	0.00	123,764.34		
011 CDS/INVESTMENTS - POLICE CAR	71,454.47	7,295.24	0.00	78,749.71		
012 CDS/INVESTMENTS - FIRE TRUCK	254,286.73	31,069.83	0.00	285,356.56		
013 CDS/INVESTMENTS - RIVERVIEW	9,652.59	36.32	0.00	9,688.91		
015 CDS/INVESTMENTS - TRUCK RSRV	37,964.92	5,161.69	0.00	43,126.61		
016 CDS/INVESTMENTS - PARTIAL SELF	17,033.88	64.10	0.00	17,097.98		
017 CDS/INVESTMENTS - SWIMMING	9,584.45	5,054.88	0.00	14,639.33		
018 CDS/INVESTMENTS - CABLE RSRV	6,564.13	24.70	0.00	6,588.83		
019 CDS/INVESTMENTS - PARKS	20,980.01	78.95	0.00	21,058.96		
020 CDS/INVESTMENTS - STREET EQUIP	72,344.75	30,385.14	0.00	102,729.89		
021 CDS/INVESTMENTS - LIBRARY RSRV	123,812.84	10,503.57	0.00	134,316.41		
022 CDS/INVESTMENTS - 1ST AVE RSRV	223.55	0.84	0.00	224.39		
024 CDS/INVESTMENTS - TYLER BRIDGE	0.00	0.10	0.00	0.10		
025 CDS/INVESTMENTS - TRAIL RSRV	25.72	8.51	0.00	34.23		
026 CDS/INVESTMENTS - SIREN RSRV	2,262.34	12.91	0.00	2,275.25		
027 CDS/INVESTMENTS - BICENTENNIAL	3,429.49	664.77	0.00	4,094.26		
028 CD/INVESTMENTS - AMBULANCE RES	156,651.06	20,319.79	0.00	176,970.85		
110 CDS/INVESTMENTS - ROAD USE TAX	0.00	0.00	0.00	0.00		
112 CDS/INVESTMENTS - EMPLOYEE BEN	0.00	0.00	0.00	0.00		
125 CDS/INVESTMENTS - TIF	0.00	0.00	0.00	0.00		
200 CDS/INVESTMENTS - DEBT SERVICE	0.00	0.00	0.00	0.00		
600 CDS/INVESTMENTS - WATER	83,378.56	1,799.08	0.00	85,177.64		
601 CDS/INVESTMENTS - DEPOSITS	3,500.00	0.00	0.00	3,500.00		
603 CDS/INVESTMENTS - WELL PUMP	52,902.74	272.61	0.00	53,175.35		
605 CD's/INVESTMENTS-2021A SINKING	72,440.40	0.00	0.00	72,440.40		
610 CDS/INVESTMENTS - SEWER	147,452.28	554.89	0.00	148,007.17		
611 CDS/INVESTMENTS - SEWER SINKIN	0.00	0.00	0.00	0.00		
620 CDS/INVESTMENTS - GARBAGE	0.00	0.00	0.00	0.00		
621 CDS/INVESTMENTS - GARBAGE TRK	0.00	0.00	0.00	0.00		
TRANSFER-IN					108,600.00	
OHNWARD MONEY MARKET ACCT TOTA	1,269,232.10	113,785.07	0.00	1,383,017.17	108,600.00-	1,274,417.17
OHNWARD BANK CD						
BANK OHNWARD BANK CD						
019 CD - PARKS	0.00	0.00	0.00	0.00		
021 CD - LIBRARY	0.00	0.00	0.00	0.00		
022 CD - 1ST AVE	0.00	0.00	0.00	0.00		
600 CD - WATER	0.00	0.00	0.00	0.00		
OHNWARD BANK CD TOTALS	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OF ALL BANKS	3,430,417.34	1,107,218.39	1,074,751.95	3,462,883.78	5,093.12	3,467,976.90

**REVENUE & EXPENSE REPORT**  
**CALENDAR 3/2023, FISCAL 9/2023**

**PCT OF FISCAL YTD 75.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	POLICE TOTAL	14,609.11	172,194.18	247,779.00	75,584.82
	EMERGENCY MANAGEMENT TOTAL	13,762.81	199,153.92	1,000.00	198,153.92-
	FLOOD CONTROL TOTAL	.00	490.00	500.00	10.00
	FIRE TOTAL	635.19	40,922.96	52,258.00	11,335.04
	AMBULANCE TOTAL	2,877.18	46,061.58	74,200.00	28,138.42
	ANIMAL CONTROL TOTAL	.00	.00	.00	.00
	<b>PUBLIC SAFETY TOTAL</b>	<b>31,884.29</b>	<b>458,822.64</b>	<b>375,737.00</b>	<b>83,085.64-</b>
	ROADS, BRIDGES, SIDEWALKS TOTA	9,235.94	151,122.10	421,735.00	270,612.90
	STREET LIGHTING TOTAL	932.72	19,563.18	31,236.00	11,672.82
	SNOW REMOVAL TOTAL	2,885.34	32,118.56	45,918.00	13,799.44
	RECYCLING/GARBAGE TOTAL	25,200.34	220,007.13	274,200.00	54,192.87
	<b>PUBLIC WORKS TOTAL</b>	<b>38,254.34</b>	<b>422,810.97</b>	<b>773,089.00</b>	<b>350,278.03</b>
	LIBRARY TOTAL	9,372.86	118,140.65	167,583.00	49,442.35
	PARKS TOTAL	14,870.91	135,472.03	70,100.00	65,372.03-
	SWIMMING POOL TOTAL	693.95	111,695.49	124,091.00	12,395.51
	OTHER CULTURE/RECREATION TOTA	.00	.00	.00	.00
	<b>CULTURE &amp; RECREATION TOTAL</b>	<b>24,937.72</b>	<b>365,308.17</b>	<b>361,774.00</b>	<b>3,534.17-</b>
	COMMUNITY BEAUTIFICATION TOTA	.00	32,930.48	232,000.00	199,069.52
	TIF REVOLVING FUND TOTAL	.00	35,576.64	108,798.00	73,221.36
	<b>COMMUNITY &amp; ECONOMIC DEV TOTA</b>	<b>.00</b>	<b>68,507.12</b>	<b>340,798.00</b>	<b>272,290.88</b>
	MAYOR/COUNCIL/CITY MGR TOTAL	2,033.52	5,136.01	8,600.00	3,463.99
	EXECUTIVE ADMINISTRATION TOTA	753.55	2,045.36	3,110.00	1,064.64
	CLERK/TREASURER/ADM TOTAL	20,481.82	114,159.74	160,996.00	46,836.26
	ELECTIONS TOTAL	.00	.00	.00	.00
	LEGAL SERVICES/ATTORNEY TOTAL	317.89	3,348.89	10,000.00	6,651.11
	CITY HALL/GENERAL BLDGS TOTAL	5,428.66	126,950.36	146,618.00	19,667.64
	CABLE ACCESS CHANNEL TOTAL	1,580.12	15,507.48	21,089.00	5,581.52
	<b>GENERAL GOVERNMENT TOTAL</b>	<b>30,595.56</b>	<b>267,147.84</b>	<b>350,413.00</b>	<b>83,265.16</b>
	AMBULANCE TOTAL	.00	.00	.00	.00
	ROADS, BRIDGES, SIDEWALKS TOTA	.00	6,837.50	138,675.00	131,837.50
	DEBT SERVICES TOTAL	.00	24,775.00	165,600.00	140,825.00
	<b>DEBT SERVICE TOTAL</b>	<b>.00</b>	<b>31,612.50</b>	<b>304,275.00</b>	<b>272,662.50</b>
	ROADS, BRIDGES, SIDEWALKS TOTA	.00	.00	20,000.00	20,000.00

**REVENUE & EXPENSE REPORT**  
**CALENDAR 3/2023, FISCAL 9/2023**

**PCT OF FISCAL YTD 75.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	LIBRARY TOTAL	5,000.00	63,094.80	.00	63,094.80-
	CAPITAL PROJECTS TOTAL	.00	.00	.00	.00
	CAPITAL PROJECTS TOTAL	5,000.00	63,094.80	20,000.00	43,094.80-
	WATER TOTAL	25,091.01	221,318.87	364,888.00	143,569.13
	SEWER TOTAL	27,798.07	274,304.11	927,725.00	653,420.89
	LANDFILL/GARBAGE TOTAL	.00	.00	.00	.00
	ENTERPRISE FUNDS TOTAL	52,889.08	495,622.98	1,292,613.00	796,990.02
	TRANSFERS IN/OUT TOTAL	890,130.96	890,130.96	573,925.00	316,205.96-
	TRANSFER OUT TOTAL	890,130.96	890,130.96	573,925.00	316,205.96-
	TOTAL EXPENSES	1,073,691.95	3,063,057.98	4,392,624.00	1,329,566.02

**REVENUE & EXPENSE REPORT**  
**CALENDAR 3/2023, FISCAL 9/2023**

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	GENERAL TOTAL	217,596.72	1,279,585.42	1,868,974.00	589,388.58
	OLD ARPA DONT USE TOTAL	.00	139,395.60	.00	139,395.60-
	PARTIAL SELF-FUND TOTAL	4,409.23	13,578.41	.00	13,578.41-
	LIBRARY TOTAL	.00	5,038.00	.00	5,038.00-
	ROAD USE TAX TOTAL	16,903.15	176,864.35	331,039.00	154,174.65
	ARP (AMERI RESUCUE PLAN) TOTA	13,762.81	59,558.32	181,500.00	121,941.68
	EMPLOYEE BENEFITS TOTAL	25,000.00	25,000.00	45,000.00	20,000.00
	LOCAL OPTION TOTAL	369,461.34	369,461.34	228,825.00	140,636.34-
	TAX INCREMENT FINANCING TOTAL	.00	35,576.64	108,798.00	73,221.36
	DEBT SERVICE TOTAL	.00	31,612.50	304,275.00	272,662.50
	STREET IMPROVEMENTS TOTAL	.00	.00	20,000.00	20,000.00
	LIBRARY CAPITAL PROJECT TOTAL	5,000.00	63,094.80	.00	63,094.80-
	WATER TOTAL	30,091.01	225,898.87	371,188.00	145,289.13
	DEPOSITS-WATER/SEWER TOTAL	.00	420.00	300.00	120.00-
	SEWER TOTAL	391,467.69	637,973.73	932,725.00	294,751.27
	TOTAL EXPENSES BY FUND	<u>1,073,691.95</u>	<u>3,063,057.98</u>	<u>4,392,624.00</u>	<u>1,329,566.02</u>

**REVENUE & EXPENSE REPORT**  
**CALENDAR 3/2023, FISCAL 9/2023**

**PCT OF FISCAL YTD 75.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	GENERAL TOTAL	103,547.39	1,128,499.57	2,222,292.00	1,093,792.43
	POLICE TOTAL	7,295.24	8,174.70	.00	8,174.70-
	FIRE TRUCK TOTAL	31,069.83	34,199.46	.00	34,199.46-
	RIVERVIEW PARK TOTAL	36.32	155.12	.00	155.12-
	FIRE EQUIPMENT TOTAL	10,000.00	10,000.00	.00	10,000.00-
	PUBLIC WORKS TRUCK TOTAL	5,161.69	5,628.95	.00	5,628.95-
	PARTIAL SELF-FUND TOTAL	20,064.10	20,273.74	.00	20,273.74-
	SWIMMING POOL TOTAL	5,054.88	6,172.81	.00	6,172.81-
	CABLE TOTAL	24.70	105.52	.00	105.52-
	PARKS/PLAYGROUND TOTAL	78.95	337.14	.00	337.14-
	STREET EQUIP TOTAL	30,385.14	31,275.56	.00	31,275.56-
	LIBRARY TOTAL	10,503.57	101,734.01	.00	101,734.01-
	1ST AVENUE TOTAL	.84	5,753.53	.00	5,753.53-
	TYLER BRIDGE TOTAL	.10	.10	.00	.10-
	TRAIL TOTAL	8.51	8.80	.00	8.80-
	SIREN TOTAL	12.91	41.29	.00	41.29-
	BICENTENNIAL TOTAL	664.77	707.78	.00	707.78-



**REVENUE & EXPENSE REPORT**  
**CALENDAR 3/2023, FISCAL 9/2023**

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	AMBULANCE TOTAL	20,319.79	22,283.91	.00	22,283.91-
	ROAD USE TAX TOTAL	23,828.66	243,161.89	333,000.00	89,838.11
	ARP (AMERI RESUCUE PLAN) TOTA	.00	174,119.46	176,500.00	2,380.54
	EMPLOYEE BENEFITS TOTAL	29.85	597.77	1,348.00	750.23
	LOCAL OPTION TOTAL	31,382.14	296,050.27	566,650.00	270,599.73
	TAX INCREMENT FINANCING TOTAL	3,332.65	63,293.86	106,798.00	43,504.14
	DEBT SERVICE TOTAL	207,774.38	266,149.58	330,618.00	64,468.42
	STREET IMPROVEMENTS TOTAL	165,636.34	165,636.34	20,000.00	145,636.34-
	WATER SYSTEM IMPROVEMENT TOTA	.00	13.10	.00	13.10-
	WWTP IMPROVEMENT PROJECT TOTA	358,669.62	358,669.62	.00	358,669.62-
	LIBRARY CAPITAL PROJECT TOTAL	.00	2,402.85	.00	2,402.85-
	WATER TOTAL	19,892.05	253,771.48	379,100.00	125,328.52
	WELL PUMP TOTAL	272.61	919.41	200.00	719.41-
	2021A BOND SINKING TOTAL	.00	354.16	.00	354.16-
	SEWER TOTAL	50,371.36	621,580.43	962,300.00	340,719.57
	TOTAL REVENUE BY FUND	<u><u>1,105,418.39</u></u>	<u><u>3,822,072.21</u></u>	<u><u>5,098,806.00</u></u>	<u><u>1,276,733.79</u></u>

*MARCH to sign*

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
02242023	ADVANTAGE ADMINISTRATORS	PSF REIMBURSEMENT-FRASHER	46.00		14016061	3/02/23
03032023	ADVANTAGE ADMINISTRATORS	PSF REIMBURSEMENT-STANER	75.00		14016062	3/09/23
03102023	ADVANTAGE ADMINISTRATORS	PSF REIMBURSEMENT-FRASHER	140.77		14016066	3/28/23
03162023	ADVANTAGE ADMINISTRATORS	PSF REIMBURSEMENT-STANER	56.00		14016067	3/28/23
03242023	ADVANTAGE ADMINISTRATORS	PSF REIMBURSEMENT-KOTTER	4,091.46		14016073	3/30/23
APRIL 2023	ADVANTAGE ADMINISTRATORS	APRIL 2023 ADMIN SERVICE FEE	60.90	4,470.13	14016068	3/28/23
93433	ALL FLAGS LLC	US AND IOWA FLAGS-CITY HALL		206.91	64902	3/28/23
05-23	ALLEN RIES	REFUND BUILDING PERMIT FEE		75.00	64903	3/28/23
23513	AMERICAN LEGAL PUBLISHING	CODE CONVERSION & WEB HOSTING		1,045.00	64875	3/14/23
03012023	AMERICAN LIBRARY ASSOC	ALA MEMBERSHIP DUES-LIBRARY		155.00	64876	3/14/23
2176305109	AT&T	AT&T BILL-03012023-CITY HALL		24.47	64904	3/28/23
2037228326	BAKER & TAYLOR BOOKS	17 BOOKS	181.79		6204	3/14/23
2037251136	BAKER & TAYLOR BOOKS	9 BOOKS	116.92		6204	3/14/23
2037268683	BAKER & TAYLOR BOOKS	7 BOOKS	75.63		6204	3/14/23
2037294647	BAKER & TAYLOR BOOKS	4 BOOKS	36.56	410.90	6204	3/14/23
84869227	BOUND TREE MEDICAL LLC	SODIUM CHLORIDE IRRIGATION		86.28	6205	3/14/23
2023 POOL	CAMP COURAGEOUS OF IOWA	POOL RENTAL-LIFEGUARD LESSONS		600.00	64905	3/28/23
02/07/2023D	CARNEGIE-STOUT PUBLIC LIBRARY	5 DISC CLEANED		5.25	64877	3/14/23
MARCH012023	CASCADE COMMUNICATIONS CO	WATER TOWER/WELL HOUSE		983.66	64878	3/14/23
153841	CASCADE LUMBER CO	PRO GRIP GLOVE	36.48		64879	3/14/23
154016	CASCADE LUMBER CO	SEWER-TEFLON 1/2 X 260"	3.78		64906	3/28/23
785215	CASCADE LUMBER CO	SEWER PLANT-VALVE 3/4 BALL FIP	19.99		64879	3/14/23
787075	CASCADE LUMBER CO	SHIPPING CHARGES-WATER BACTERI	12.48	72.73	64879	3/14/23
04152023	CASCADE MUNICIPAL UTILITIES	SEWER	9,613.16		64908	3/28/23
2300	CASCADE MUNICIPAL UTILITIES	1/2 CREDIT CARD FEES	5,947.25	15,560.41	64908	3/28/23
02232899	CASCADE PIONEER	PUBLICATION/ADVERTISING FEES	351.00		6206	3/14/23
02234036	CASCADE PIONEER	PUBLICATION FEES-JAN & FEB	354.92	705.92	6206	3/14/23
80570615	CENGAGE LEARNING	BOOK-IT STARTS WITH US	26.59		6207	3/14/23
80648618	CENGAGE LEARNING	KATE MANNINIG-G. MTN	27.74	54.33	6207	3/14/23
1867663	CITY LAUNDERING CO	UNIFORMS SERVICE/MISC SUPPLIES	125.16		6208	3/14/23
1870049	CITY LAUNDERING CO	UNIFORM SERVICE/MISC SUPPLIES	94.55		6208	3/14/23
1872418	CITY LAUNDERING CO	UNIFORM SERVICE/MISC SUPPLIES	125.16		6237	3/28/23
1874767	CITY LAUNDERING CO	UNIFORM SERVICE/MISC SUPPLIES	94.55	439.42	6237	3/28/23
PP#2	EASTERN IOWA EXCAVATING LLC	BUCHANAN ST NW-ALLEY RECONSTRU		9,084.66	64880	3/14/23
256	ENGINEERED EQUIPMENT SOLUTIONS	OIL-QUANTITY 12		708.60	64909	3/28/23
287309338483X0227202	FIRST NET-AT&T MOBILITY	FEB 2023 FIRST NET INVOICE		497.44	64881	3/14/23
13580513-00	FIRST SUPPLY LLC-DUBUQUE	POOL-BRADLEY S24-038WE20		692.64	64882	3/14/23
5462256	BEN FRASHER	WORK BOOT REIMBURSEMENT		179.99	6209	3/14/23
24018	GASSER FARM & HARDWARE LLC	SEWER PLANT-3/4 NIPPLE		.99	64883	3/14/23
IN14119099	GORDON FLESCH COMPANY INC	1/2 COPY FEES 3/7 - 4/6		57.90	64884	3/14/23
6412620	HAWKINS INC	CHLORINE CYLINDERS/LPC-5	3,300.40		6210	3/14/23
6422408	HAWKINS INC	CHLORINE CYLINDERS X4	40.00	3,340.40	6238	3/28/23
110711	HERITAGE PRINTING COMPANY	NOTARY STAMP-POLICE CHIEF		25.00	6211	3/14/23
50312100	HOOPLA	114 DIGITAL ITEMS		283.54	6212	3/14/23
29930	INFRASTRUCTURE TECHNOLOGY SOL	1/2 MONTHLY SUPPORT FEE		209.00	64885	3/14/23
03142023	IOWA DEPT OF NATURAL RESOURCES	CONSTRUCTION PERMIT:3RD AVE SE	100.00		64897	3/14/23
03142023-1	IOWA DEPT OF NATURAL RESOURCES	WATER SUPPLY PERMIT:3RD AVE SE	100.00		64898	3/14/23
03312023	IOWA DEPT OF NATURAL RESOURCES	WWTP STORM WATER PERMIT #1		200.00	64920	3/31/23
200671-285767	IOWA DEPT OF PUBLIC HEALTH	2023 POOL & SPA REGISTRATION		70.00	64910	3/28/23
PR20230310	IPERS	PROTECTIVE IPER	3,145.58		14016064	3/24/23
PR20230316	IPERS	PROTECTIVE IPER	3,128.29		14016064	3/24/23
PR20230331	IPERS	IPERS	62.92	6,336.79	14016069	3/29/23
PR20230302	IRS W/H	FED/FICA TAX	5,936.92		14016060	3/10/23
PR20230316	IRS W/H	FED/FICA TAX	5,576.12		14016065	3/24/23

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
PR20230331	IRS W/H	FED/FICA TAX	298.62	11,811.66	14016070	3/29/23
394	KAMMILLER TREE SERVICE	ASH REMOVALS & STUMPS X15 TRIM	11,000.00		64887	3/14/23
395	KAMMILLER TREE SERVICE	LIBRARY LOTS-TREE REMOVALS	5,000.00		64887	3/14/23
395-1	KAMMILLER TREE SERVICE	REMOVAL OF ASH TREE	500.00	16,500.00	64911	3/28/23
65914	KERPS SERVICE CENTER INC	2016 F450 AMBULANCE SERVICE		317.21	64912	3/28/23
MARCH 2023	KOTTER LISA	LOCAL TRAVEL REIMBURSEMENT	112.17		6239	3/28/23
STAPLES35554	KOTTER LISA	REIMBURSEMENT:FOIL SEAL PAPER	13.99	126.16	6239	3/28/23
205366	LYNCH DALLAS P.C.	ATTY FEES-CONSULT LANGWORTHY C	167.89		64888	3/14/23
205367	LYNCH DALLAS P.C.	ATTY FEES-ZONING QUESTION	15.00		64888	3/14/23
205368	LYNCH DALLAS P.C.	ATTY FEES-ABANDONED PROPERTY	135.00	317.89	64888	3/14/23
APRIL 2023	MADISON NATL LIFE INS CO, INC	APRIL 2023 PREMIUMS		334.23	64889	3/14/23
FY24	MAQUOKETA RIVER WATERSHED	FY24 WATERSHED MGMT PLAN		3,610.00	64890	3/14/23
03082023	MAQUOKETA VALLEY COOP	STREET LIGHT LOCATION 32591002		157.72	6240	3/28/23
02282023	MCDERMOTT OIL CO	GAS/DIESEL FUEL CHARGES	1,912.34		64891	3/14/23
02282023AMB	MCDERMOTT OIL CO	DIESEL CHARGE-AMBULANCE	223.69	2,136.03	64891	3/14/23
98110	MENARDS	BOUNTY HAND TOWELS-SHOP		28.16	64913	3/28/23
0016724-IN	METROPOLITAN COMPOUNDS INC	GERMCLEAN WIPES-CASE		540.67	64892	3/14/23
913139	MICRO MARKETING LLC	CD CASE-SYCAMORE CIRCLE		38.95	6213	3/14/23
PR20230302	MISSION SQUARE RETIRE-#303939	ICMA PERCENTAGE	1,083.19		64874	3/10/23
PR20230316	MISSION SQUARE RETIRE-#303939	ICMA PERCENTAGE	1,083.19	2,166.38	64901	3/24/23
4190	MR LOCK & KEY-VACUUM CTR	3 NEW LIBRARY KEYS		15.00	64893	3/14/23
R00447040.0-11	MSA PROFESSIONAL SERVICES	JOHNSON ST RECONSTRUCTION	3,718.15		6241	3/28/23
R00447052.0-12	MSA PROFESSIONAL SERVICES	TOPO REVIEW-BUCH ST ALLEY	960.00		6241	3/28/23
R00447055.0-2	MSA PROFESSIONAL SERVICES	3RD AVE SEWER & WATER SURVEY	9,587.95	14,266.10	6241	3/28/23
722944778-01	ORIENTAL TRADING	STORY WALK PRIZES		58.96	64894	3/14/23
03222023	ORR SHONTELE	REIMBURSE;TOILET PAPER/GARBAGE		44.46	6242	3/28/23
19542	PARTS AUTHORITY	OIL & AIR FILTER-MOWER	38.97		6214	3/14/23
20373	PARTS AUTHORITY	MOTOR TREATMENT FOR SNOWBLOWER	8.36	47.33	6243	3/28/23
05878325-IN	PENWORTHY	8 LIBRARY BOOKS		162.64	6215	3/14/23
30188958	QUILL CORP	WRAPH BABY RED	16.59		6216	3/14/23
30213170	QUILL CORP	COPY PAPER	41.99		6216	3/14/23
30225823	QUILL CORP	6 PACKS OF STICKER SETS	36.90		6216	3/14/23
30350130	QUILL CORP	RING VIEW BINDER	2.36	97.84	6216	3/14/23
23-REIFF APRIL	JOE OR PEG REIFF	APRIL RENT & 70% PROPERTY TAX		958.50	64914	3/28/23
0897-0009884626	BFI WASTE SERVICES LLC	COMMERICAL GARBAGE		24,769.68	6217	3/14/23
3097	RHINO INDUSTRIES INC	55 GALLON DRUM X2-WASTEWATER		1,989.00	6218	3/14/23
2022CLERK	SALLY HINRICHSEN	ASSIST WITH VACANT CLERK WORK		506.25	64915	3/28/23
251224	STATE HYGIENIC LABORATORY	WATER TESTING LAB FEES		27.00	6219	3/14/23
FEB 2023	CINDY STOLL	CLEANING SERVICES-LIBRARY		420.00	6220	3/14/23
3100118946	TEST AMERICA LABORATORIES INC	WASTE WATER TESTING		1,184.00	6221	3/14/23
PR20230310	TREAS STATE OF IOWA	STATE TAXES	873.54		14016063	3/24/23
PR20230316	TREAS STATE OF IOWA	STATE TAX	815.00	1,688.54	14016063	3/24/23
FEB 2023	TREASURER STATE OF IOWA	FEB 2023 SALES TAX	1,081.03		14016071	3/20/23
FEB 2023 WET TAX	TREASURER STATE OF IOWA	FEB 2023 WET TAX	1,457.21	2,538.24	14016072	3/20/23
49202	TRI-STATE SHRED	SHREDDING SERVICE-EMS		49.95	64895	3/14/23
222596	USA BLUE BOOK	HACH SAMPLE/1000 PACK		322.55	6244	3/28/23
03012023	VISA	ADMIN & CLERK PC'S		4,908.17	64896	3/14/23

**CLAIMS REPORT**  
**Vendor Checks: 3/01/2023- 3/31/2023**

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
230720002034	WELLMARK BC/BS OF IA	APRIL 2023 PREMIUMS		8,254.89	6245	3/28/23
		Accounts Payable Total		<u>146,976.52</u>		
		Payroll Checks		35,844.47		
		Report Total		<u>182,820.99</u>		

**CLAIMS REPORT**  
**CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	95,596.74
016	PARTIAL SELF-FUND	4,409.23
110	ROAD USE TAX	11,893.03
111	ARP (AMERI RESUCUE PLAN)	13,762.81
370	LIBRARY CAPITAL PROJECT	5,000.00
600	WATER	25,067.68
610	SEWER	27,091.50
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	TOTAL FUNDS	182,820.99



## **April 10, 2023 Agenda**

**To: Mayor, City Council and Staff**  
**From: Lisa Kotter, City Administrator**  
**Date: April 7, 2023**  
**Re: Ambulance Fees**

**The Council discussed ambulance fees during the February budget reviews. I have some additional information. First, the basis of the recommended increases we reviewed last time was based on the federal Medicare and Medicaid increases. The second thing that makes the increase look larger than it really is, is that the current system we have is a base fee and then the disposable charges are added. The recommended rates in the green column changes the mechanism used to charge. This increased fee would be called a base rate and a bundled rate. Therefore, we would not be charging for individual items used on a call such as oxygen, IVs and more. I would recommend that we consider this as it is easier on volunteers and avoids missing certain items used. The ambulance fees are an ordinance. I would recommend that the Council direct staff to create a draft ordinance to set new fees as the last increase was in 2014. Included is the current fees ordinance and the recommendations from LifeQuest that does our City ambulance billing.**

## Cascade Volunteer EMS Service Rate Survey

Service	Dallas County EMS	Sioux City Fire Rescue	Panora EMS	Stuart Rescue Unit	Asbury Fire Department	Cascade Volunteer EMS Service	Average	Recommended Rate
<b>Description</b>								
BLS - Resident	\$ 735	\$ 830	\$ 875	\$ 865	\$ 625	\$ 450	\$ 786	\$ 800
BLS - Non Resident	\$ 865	\$ 830	\$ 875	\$ 865	\$ 700	\$ 525	\$ 827	\$ 800
ALS - Resident	\$ 970	\$ 940	\$ 1,000	\$ 970	\$ 740	\$ 500	\$ 924	\$ 950
ALS - Non Resident	\$ 1,070	\$ 940	\$ 1,000	\$ 970	\$ 825	\$ 600	\$ 961	\$ 950
ALS2 - Resident	\$ 1,015	\$ 1,000	\$ 1,100	\$ 1,015	\$ 950	\$ 600	\$ 1,016	\$ 1,000
ALS2 - Non Resident	\$ 1,197	\$ 1,000	\$ 1,100	\$ 1,015	\$ 1,000	\$ 675	\$ 998	\$ 1,000
BLS On Scene Care - Resident	\$ 305	\$ 186	\$ 325	\$ 200	\$ 200	\$ 110	\$ 243	\$ 300
BLS On Scene Care - Non Resident	\$ 305	\$ 186	\$ 325	\$ 200	\$ 230	\$ 110	\$ 249	\$ 300
ALS On Scene Care - Resident	\$ 405	\$ 328	\$ 425	\$ 405	\$ 425	\$ 250	\$ 398	\$ 450
ALS On Scene Care - Non Resident	\$ 405	\$ 328	\$ 425	\$ 405	\$ 465	\$ 300	\$ 406	\$ 450
Mileage - Resident	\$ 18	\$ 13	\$ 20	\$ 18	\$ 15	\$ 11	\$ 16	\$ 17
Mileage - Non Resident	\$ 18	\$ 13	\$ 20	\$ 18	\$ 15	\$ 11	\$ 17	\$ 17

NC = Service does not have this charge

Recommendations include bundled prices




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Authorization of Recommended Rates / Date

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Printed Name / Title

# LifeQuest Services

## Client Rate Review for Base Rate & Mileage Only Billing

### Average Disposable Charges By Base Rate HCPCS Code

#### CASCADE VOLUNTEER EMS SERVICE

Charge Description	HCPCS	Unbundled Rate	Average Disposable Charge	Average Bundled Rate
<b>Advanced Life Support, Emergency Transport, Level 1 (ALS 1 - Emergency) (A0427)</b>				
ALS1 EMERG BASE RATE - RESIDEN	A0427	\$500.00	\$62.94	\$562.94
ALS1 EMERG BASE RATE - NONRES	A0427	\$600.00	\$62.94	\$662.94
<b>Advanced Life Support, Level 2 (ALS 2)(A0433)</b>				
ALS2 BASE RATE - RESIDENT	A0433	\$600.00	\$247.91	\$847.91
ALS2 BASE RATE - NONRESIDENT	A0433	\$675.00	\$247.91	\$922.91
<b>Advanced Life Support, Non-Emergency Transport, Level 1 (ALS 1) (A0426)</b>				
ALS1 NONEMERG BASE RATE - RES	A0426	\$500.00	\$42.66	\$542.66
ALS1 NONEMER BASE RATE -NONRES	A0426	\$600.00	\$42.66	\$642.66
<b>Ambulance Response and Treatment, No Transport (A0998)</b>				
ON SCENE CARE BLS	A0998	\$110.00	\$15.75	\$125.75
ON SCENE CARE BLS NONRES	A0998	\$110.00	\$15.75	\$125.75
ON SCENE CARE ALS RESIDENT	A0998	\$250.00	\$15.75	\$265.75
ON SCENE CARE ALS NONRES	A0998	\$300.00	\$15.75	\$315.75
RESPONSE FEE NO TREAT NO TRANS	A0998	\$110.00	\$15.75	\$125.75
<b>Basic Life Support, Emergency Transport (BLS-Emergency) (A0429)</b>				
BLS EMERGENCY BASE RATE -RES	A0429	\$450.00	\$41.80	\$491.80
BLS EMERGENCY BASE RATE -NONR	A0429	\$525.00	\$41.80	\$566.80
<b>Basic Life Support, Non-Emergency Transport, (BLS) (A0428)</b>				
BLS NONEMER BASE RATE -RES	A0428	\$450.00	\$24.09	\$474.09
BLS NONEMER BASE RATE -NON RES	A0428	\$525.00	\$24.09	\$549.09
<b>Ground Mileage, per statute mile (A0425)</b>				
MILEAGE RESIDENT	A0425	\$11.00	\$0.00	\$11.00
MILEAGE NON RESIDENT	A0425	\$11.50	\$0.00	\$11.50
MILEAGE NONEMERGENCY RESIDENT	A0425	\$11.00	\$0.00	\$11.00
MILEAGE NONEMERGENCY NONRES	A0425	\$11.50	\$0.00	\$11.50
MILEAGE RESIDENT	A0425	\$11.00	\$0.00	\$11.00
MILEAGE NON RESIDENT	A0425	\$11.50	\$0.00	\$11.50
MILEAGE NONEMERGENCY RESIDENT	A0425	\$11.00	\$0.00	\$11.00
MILEAGE NONEMERGENCY NONRES	A0425	\$11.50	\$0.00	\$11.50

Note: Average Bundled Rate combines the Unbundled Rate with an average of all non-Base Rate or Mileage Charges on calls billed with this Base Rate HCPCS with a Date of Service on or after 01/01/2013.



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## CHAPTER 14

### EMERGENCY MEDICAL SERVICE

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*Cascade Code*

- 3-14-1 Establishment and Purpose
- 3-14-2 Organization
- 3-14-3 Approval by Council
- 3-14-4 Operations and Training
- 3-14-5 Care of Vehicles and Equipment
- 3-14-6 Injury and Liability Insurance
- 3-14-7 Mutual Aid
- 3-14-8 Fees and Records
- 3-14-9 Charges for Services
- 3-14-10 Explanation of Charges
- 3-14-11 Ambulance Fund
- 3-14-12 Payment of Fees
- 3-14-13 Contract with Townships

#### **3-14-1 ESTABLISHMENT AND PURPOSE.**

A municipal volunteer emergency medical service of the City of Cascade is hereby established to provide emergency medical and ambulance services in the City of Cascade and to area townships.

#### **3-14-2 ORGANIZATION.**

The emergency medical service shall consist of a Director and such other officers and personnel as may be recommended by the Director and authorized by the Council. All personnel of the emergency medical service shall be trained in emergency medical procedures and protocols.

#### **3-14-3 APPROVAL BY COUNCIL.**

All personnel of the emergency medical service and all stipends paid to them shall be approved by the Cascade City Council.

#### **3-14-4 OPERATIONS AND TRAINING.**

The emergency medical service shall be under the direction, deployment and oversight of the Director. Ongoing training and qualifying of emergency medical service personnel shall also be the duty and responsibility of the Director.

#### **3-14-5 CARE OF VEHICLES AND EQUIPMENT.**

The care and maintenance of the vehicles and equipment of the emergency medical service shall be the direct responsibility of the Director.

#### **3-14-6 INJURY AND LIABILITY INSURANCE.**

The Council shall contract to insure the City against liability for worker's compensation and against statutory liability for the costs of hospitalization, nursing, and medical attention for ambulance personnel injured in the performance of their duties with the emergency medical service. All emergency medical service personnel shall be covered by the contract. The Council shall also contract to insure against liability of the City and emergency medical service personnel for injuries, death or property damage arising out of and resulting from performance of emergency medical services within or outside the corporate limits of the City.

#### **3-14-7 MUTUAL AID.**

Subject to approval by resolution of the City Council, the emergency medical service may enter into mutual aid agreements with other legally constituted EMS services. Copies of any such agreements shall be filed with the Clerk.

#### **3-14-8 FEES AND RECORDS.**

It shall be the responsibility of the Director to bill the fees and charges of the emergency medical service and maintain a set of books and the records of the emergency medical service.

#### **3-14-9 CHARGES FOR SERVICE.**

Fees/Charges	Resident	Non-Resident
1. BLS (Basic Life Support) Rate	\$450.00	\$525.00
2. ALS1 (Advanced Life Support) Rate	\$500.00	\$600.00
3. ALS2 (Advance Life Support) Rate	\$600.00	\$675.00
4. BLS on Scene Care	\$110.00	\$110.00
5. ALS on Scene Care	\$250.00	\$300.00
6. Mileage	\$11.00/mile	\$11.50/mile
7. Oxygen	\$50.00	\$50.00
8. Spinal Immobilization	\$100.00	\$100.00
9. Supplies	At Cost	At Cost

*(Ord. 45-13, Passed January 13, 2014)*

**3-14-10 EXPLANATION OF CHARGES.**

The following is an explanation of the above fees and charges, and when the fees and charges will be charged:

1. BLS is Basic Life Support and the BLS fee is charged when basic treatment is given and patient is transported.
2. ALS is Advanced Life Support and the ALS1 fee is charged when it is medically necessary or an assessment by an advanced life support provider is given, one or more ALS interventions is performed, and the patient is transported.
3. The ALS2 fee is charged when it is medically necessary to administer at least three different medications by intravenous push/bolus or continuous infusion or proved one or more of the following ALS procedures – manual defibrillation/cardioversion, endotracheal intubation, central venous line, cardiac pacing, chest compression, surgical airway, and intraosseous line.
4. BLS on Scene Care is charged when the emergency medical service responds to a call, provides basic treatment, and the patient refuses transport and/or is simply not transported.
5. ALS on Scene Care is charged when the emergency medical service responds to a call, provides treatment including an ALS assessment or at least one ALS intervention.
6. Mileage is based on loaded miles traveled from pickup of patient to arrival at the destination. Any portion of a mile will be billed as a complete mile.

**3-14-11 AMBULANCE FUND.**

All monies received by the City as payment for emergency medical services shall be credited to the Ambulance Fund. Such fees collected and other emergency medical service revenues shall be used exclusively for the operation, maintenance, and administration of the emergency medical service, including but not limited to personnel, equipment, maintenance, oversight, and expenditures related to billing and collections. Expenditures from the Ambulance Fund shall be made by appropriation of the City Council.

**3-14-12 PAYMENT OF FEES.**

The City Council may contract with third party billing and collection services to facilitate the billing and collection of monies owed to the City for emergency medical services. The City may bring suit in the name of the City against any person upon failure of such person to pay for the provision of emergency medical service when such service has been rendered by the emergency medical service. Any such civil action shall be in addition to other remedies available by law or in equity. Nothing in this Chapter shall authorize the City, its officials, or personnel, to refuse or delay emergency medical service to any person for the reason that such person has not paid for emergency medical service or owes for previous emergency medical service.

**3-14-13 CONTRACT WITH TOWNSHIPS.**

The City Council shall have the authority under Chapter 28E of the Code of Iowa to contract with area Townships for the purpose of extending and providing emergency medical service to the Townships.



## **April 10, 2023 Agenda**

**To: Mayor, City Council and Staff**  
**From: Lisa Kotter, City Administrator**  
**Date: April 7, 2023**  
**Re: Carpet Bids**

**Staff solicited quotes for City Hall carpet. We received two quotes from Cascade Lumber and Hosch Interiors. The lowest price was from Hosch in the amount of \$5,723.59. As a double check, Bill Hosch, is allowed to receive this award for two reasons: one is it under the threshold of \$6,000 and two, even if it wasn't, we can award it to an elected official as long as we advertised and allowed others to provide a quote. There is a resolution and the quote sheets in the packet for City Council consideration.**

**RESOLUTION #30-23**

**A RESOLUTION AUTHORIZING THE APPROVAL OF HIRING HOSCH INTERIORS TO INSTALL CARPET IN THE CITY HALL OFFICES IN THE CITY OF CASCADE**

WHEREAS, the City Council and Cascade Municipal Utility Board have determined that the current carpet is worn beyond repair in the City Hall and Utility Offices, and;

WHEREAS, the City accepted quotes for the replacement of the carpet and received two quotes, and;

WHEREAS, the City and Utility will split the cost of the project 50%-50%; and,

WHEREAS, the low quote was from Hosch Interiors in the amount of \$5,723.59; and,

WHEREAS, the quote sheets are attached as Exhibits A and B.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Cascade, Iowa, approves the hiring of Hosch Interiors in the amount of \$5,723.59 to install new carpet in the City Hall and Utility Offices and authorizes City staff to arrange for the work to be completed.

PASSED, APPROVED AND ADOPTED this 10<sup>th</sup> day of April, 2023.

\_\_\_\_\_  
Steve Knepper, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Goerd, City Clerk

**Bid Title: CITY HALL OFFICE FLOOR PROJECT**

**Resolution #30-23**

**Exhibit A**

See attached Specification Sheet

Work must be completed on June 16, 2023 and billed by June 30, 2023

**Location:** City Hall Office Space, 320 1<sup>st</sup> Ave West, Cascade IA 52033

**Bid Deadline:** **Thursday, April 6<sup>th</sup> at 12:00pm.**

**Submittal Info:** Sealed bids will be accepted at Cascade City Hall  
320 1<sup>st</sup> Ave W, P.O. Box 400, Cascade, Iowa 52033  
Mark on Outside of City Hall Office Floor Project

**Bid Award:** City Council Meeting – April 10 at 6:00 p.m. and Utility Board -April 12 at 5:15pm

**Contact Person:** Lisa A. Kotter, 563-852-3114  
E-Mail: [admin@citycascade.com](mailto:admin@citycascade.com)

**Business Hours:** M-F, 8:30am – 4:30pm

**Insurance:** Contractor Awarded Bid Must Provide a Certificate of Insurance with the City as an Additional Insured

Name of Company: Hosch Interiors Phone Number: 563-599-1636

Address: 106 Pierce St SW, Cascade, IA 52033-0091 Email: bhosch@gmail.com

List Three Commercial Projects Completed and a Reference

<u>Fidelity Bank &amp; Trust</u>	<u>Alan Besler</u>	<u>563-852-3245</u>
Name of Project 1	Contact Name	Contact Number
<u>Cascade Dental</u>	<u>Steve Bradley/Bailey OBrien</u>	<u>563-852-7390</u>
Name of Project 2	Contact Name	Contact Number
<u>Maidrite/Grace's Place</u>	<u>Pat Orr</u>	<u>563-495-2211</u>
Name of Project 3	Contact Name	Contact Number

Acknowledgement that bid includes carpet specified in the bid details BH (initials)

Acknowledgement that work can be completed by June 16, 2023 BH (initials)

The quantity of square yards of carpet yards (including 40 sq <sup>ft.</sup> yds extra) 128.04 yards

The quantity of linear feet of cove base. 344 feet

Bid Price \$ 5,723.59

Bill Houl  
Signature

3/31/2023  
Date

**The City reserves the right to reject any and all bids.**

**Bid Title: CITY HALL OFFICE FLOOR PROJECT**

**Resolution #30-23  
Exhibit B**

See attached Specification Sheet  
Work must be completed on June 16, 2023 and billed by June 30, 2023

**Location:** City Hall Office Space, 320 1<sup>st</sup> Ave West, Cascade IA 52033

**Bid Deadline:** **Thursday, April 6<sup>th</sup> at 12:00pm.**

**Submittal Info:** Sealed bids will be accepted at Cascade City Hall  
320 1<sup>st</sup> Ave W, P.O. Box 400, Cascade, Iowa 52033  
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**Bid Award:** City Council Meeting – April 10 at 6:00 p.m. and Utility Board -April 12 at 5:15pm

**Contact Person:** Lisa A. Kotter, 563-852-3114  
E-Mail: [admin@citycascade.com](mailto:admin@citycascade.com)

**Business Hours:** M-F, 8:30am – 4:30pm

**Insurance:** Contractor Awarded Bid Must Provide a Certificate of Insurance with the City as an Additional Insured

Name of Company: CASCADE LUMBER CO. Phone Number: 563-852-3232

Address: 1000 1<sup>ST</sup> AVE E CASCADE IA 52033 Email: [jdneyhaus@cascade-mfg-co.com](mailto:jdneyhaus@cascade-mfg-co.com)

**List Three Commercial Projects Completed and a Reference**

Name of Project 1	Contact Name	Contact Number
Webber Metals	Kathy Hoffman	563-852-7122
Name of Project 2	Contact Name	Contact Number
Anamosa Court House	Whitney Hein	319-462-2282
Name of Project 3	Contact Name	Contact Number
St. Matthias Church		

Acknowledgement that bid includes carpet specified in the bid details JN (initials)

Acknowledgement that work can be completed by June 16, 2023 JN (initials)

The quantity of square yards of carpet yards (including 40 sq yds extra) 128.04 yards

The quantity of linear feet of cove base. 360 feet

Bid Price \$ 6412<sup>03</sup>

Signature Jeff Neuhous

4-3-23  
Date

***The City reserves the right to reject any and all bids.***



## **April 10, 2023 Agenda**

**To: Mayor, City Council and Staff**

**From: Lisa Kotter, City Administrator**

**Date: April 7, 2023**

**Re: 3<sup>rd</sup> Avenue SE Water and Sewer Project**

**As Council is aware staff solicited quotes to complete a new water main and sewer main replacement project. The price is higher than the original estimate because the price we had was two years old and I chose not to spend funds to pay MSA to update the price. Gravel also indicated this price is being able to complete the project by August 15 instead of June 30. As you will recall I suggested the date of June 30 for budgetary purposes but there is no harm in giving the extra six weeks to save the \$5,000. I did speak with Chad Demmer from Eastern Iowa as he was the next lowest price. He was understanding and good with us proceeding with Gravel even though Eater Iowa indicated they would complete the work by June 30. The City has received DNR approval for both water and sewer. There will be enough funds in the two budgets to complete the work, especially if it spans over two fiscal years. There is a Resolution, bid tab and plan overview prepared for Council consideration.**

**RESOLUTION #31-23**

**A RESOLUTION AUTHORIZING THE APPROVAL OF GRAVEL GRADING & EXCAVATING FOR THE 3<sup>RD</sup> AVENUE WATER AND SEWER PROJECT IN THE CITY OF CASCADE**

WHEREAS, the City Council directed City staff to solicit quotes for a new water main and sewer main replacement on 3<sup>rd</sup> Avenue SE between Polk and Taylor Streets, and;

WHEREAS, the City accepted quotes and received three quotes, and;

WHEREAS, the low quote was from Gravel Grading & Excavating in the amount of \$103,439; and,

WHEREAS, the split will be \$55,358.75 Water and \$48,080.25 Sewer; and,

WHEREAS, the bid tab is attached as Exhibits A.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Cascade, Iowa, approves the hiring of Gravel Grading & Excavating in the amount of \$103,439 to install water and sewer on 3<sup>rd</sup> Avenue SE and authorizes City staff to arrange for the work to be completed.

PASSED, APPROVED AND ADOPTED this 10<sup>th</sup> day of April, 2023.

\_\_\_\_\_  
Steve Knepper, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Goerd, City Clerk



**Construction Quote Tabulation for  
3rd Ave SE Sewer & Water Improvements  
City of Cascade, Dubuque County, Iowa**

Item No.	Item	Qty	Units	Gravel Grading & Excavating		Eastern Iowa Excavating & Concrete		Connolly Construction	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
2.01	Topsoil, On-Site	55	CY	\$10.00	\$550.00	\$18.85	\$1,036.75	\$40.40	\$2,222.00
4.01	Sanitary Sewer, PVC, 10-Inch	193	LF	\$68.00	\$13,124.00	\$66.65	\$12,863.45	\$80.90	\$15,613.70
4.02	Sanitary Sewer Service, 4-Inch	50	LF	\$60.00	\$3,000.00	\$112.85	\$5,642.50	\$64.20	\$3,210.00
4.03	Sanitary Sewer Service Assembly, 4-Inch	2	EA	\$1,720.00	\$3,440.00	\$630.00	\$1,260.00	\$1,350.00	\$2,700.00
5.01	Water Main, PVC, 6-Inch	335	LF	\$38.90	\$13,031.50	\$48.00	\$16,080.00	\$63.00	\$21,105.00
5.02	Connect to Existing Water Main	3	EA	\$1,500.00	\$4,500.00	\$2,950.00	\$8,850.00	\$2,265.00	\$6,795.00
5.03	Fittings	445	LBS	\$22.00	\$9,790.00	\$7.65	\$3,404.25	\$10.15	\$4,516.75
5.04	Water Service, Copper, 3-4-Inch	41	LF	\$42.00	\$1,722.00	\$32.50	\$1,332.50	\$32.50	\$1,332.50
5.05	Water Service (Trenchless), Copper, 3/4-Inch	41	LF	\$31.00	\$1,271.00	\$61.25	\$2,511.25	\$64.10	\$2,628.10
5.06	Water Service Corporation, 3/4-Inch	2	EA	\$300.00	\$600.00	\$385.00	\$770.00	\$362.00	\$724.00
5.07	Water Service Curb Stop & Box, 3/4-Inch	2	EA	\$250.00	\$500.00	\$175.00	\$350.00	\$240.00	\$480.00
5.08	Gate Valve & Box, 6-Inch	3	EA	\$2,200.00	\$6,600.00	\$1,150.00	\$3,450.00	\$2,210.00	\$6,630.00
5.09	Fire Hydrant Assembly	1	EA	\$1,000.00	\$1,000.00	\$5,125.00	\$5,125.00	\$4,685.00	\$4,685.00
6.01	Manhole, SW-301	1	EA	\$6,900.00	\$6,900.00	\$6,500.00	\$6,500.00	\$6,630.00	\$6,630.00
6.02	Remove Manhole	1	EA	\$1,200.00	\$1,200.00	\$725.00	\$725.00	\$1,155.00	\$1,155.00
7.01	PCC Curb & Gutter, 30-Inch	60	LF	\$45.00	\$2,700.00	\$56.00	\$3,360.00	\$55.65	\$3,339.00
7.02	PCC Driveway, 6-Inch	28	SY	\$95.00	\$2,660.00	\$95.25	\$2,667.00	\$124.00	\$3,472.00
7.03	HMA Patch, 4-Inch	323	SY	\$65.00	\$20,995.00	\$65.00	\$20,995.00	\$63.95	\$20,655.85
7.04	PCC Sidewalk, 6-Inch	21	SF	\$10.50	\$220.50	\$82.50	\$1,732.50	\$87.30	\$1,833.30
7.05	Detectable Warnings	23	SF	\$45.00	\$1,035.00	\$55.00	\$1,265.00	\$68.00	\$1,564.00
8.01	Temporary Traffic Control	1	LS	\$1,200.00	\$1,200.00	\$2,700.00	\$2,700.00	\$2,910.00	\$2,910.00
9.01	Hydraulic Seeding, Type 1	300	SY	\$3.00	\$900.00	\$4.50	\$1,350.00	\$8.00	\$2,400.00
11.0	Mobilization	1	LS	\$6,500.00	\$6,500.00	\$4,500.00	\$4,500.00	\$21,115.00	\$21,115.00
				<b>Total:</b>	<b>\$103,439.00</b>	<b>Total:</b>	<b>\$108,470.20</b>	<b>Total:</b>	<b>\$137,716.20</b>

Water:	\$55,358.75	Water:	\$61,054.33	Water:	\$79,606.16
Sewer:	\$48,080.25	Sewer:	\$47,415.88	Sewer:	\$58,110.04
Total:	\$103,439.00	Total:	\$108,470.20	Total:	\$137,716.20





## **April 10, 2023 Agenda**

**To: Mayor, City Council and Staff**

**From: Lisa Kotter, City Administrator**

**Date: April 7, 2023**

**Re: NE Corner Bridge Work**

**The NE Corner of the 1<sup>st</sup> Avenue bridge has sustained some deterioration that includes broken storm water pipe and concrete. It is in need of repair and is not the type of project that can be quoted out. It will be a time and materials job. Staff is recommending hiring Eastern Iowa Excavating to complete the project. The costs will come from the storm water budget. A resolution is prepared for consideration.**

**RESOLUTION #32-23**

**A RESOLUTION AUTHORIZING THE APPROVAL OF HIRING EASTERN IOWA EXCAVATING TO MAKE REPAIRS ON THE NE CORNER OF THE 1<sup>ST</sup> AVENUE BRIDGE IN THE CITY OF CASCADE**

WHEREAS, the NE Corner of the 1<sup>st</sup> Avenue bridge has storm water infrastructure and concrete that has deteriorated, and;

WHEREAS, the work will be a job that is time and materials versus a quoted price, and;

WHEREAS, the City needs to complete the work prior to more damage being done to the infrastructure; and,

WHEREAS, Eastern Iowa Excavating is able to complete this work.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Cascade, Iowa, approves the hiring of Eastern Iowa Excavating to make the necessary repairs to the NE Corner of 1<sup>st</sup> Avenue bridge and authorizes City staff to arrange for the work to be completed.

PASSED, APPROVED AND ADOPTED this 10<sup>th</sup> day of April, 2023.

\_\_\_\_\_  
Steve Knepper, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Goerdts, City Clerk



## **April 10, 2023 Agenda**

**To: Mayor, City Council and Staff**  
**From: Lisa Kotter, City Administrator**  
**Date: April 7, 2023**  
**Re: Youth Practice Ballfield**

**As the City Council is aware the youth group came before the City to look for extra field options. The group is aware that a large, new facility is not going to be completed in the near future. The youth baseball board approached me again about a temporary field on the levee land south of the silo. I applied to the DNR for permission to do this work, to be sure that approval was addressed not knowing if they would say yes or no. I received the approval this week as long as I go through the permit process locally. The group is now asking if the Park Board/City would pay for half of the cost of excavating and lime. The plan is to remove 1 foot of dirt and replace it with lime. The estimate for the material is \$7,000 and the excavating could be almost double that at time and materials rates, or around \$6,000. Since we have a city council meeting Monday at 6pm, the Park Board is going to have a special meeting on Monday at 5pm. This would also need to go before the Utility Board and they meet on Wednesday. Attached is a resolution, map and the DNR letter for the Council's consideration.**

**RESOLUTION #34-23**

**A RESOLUTION REGARDING THE CREATION OF A YOUTH PRACTICE  
BALLFIELD ON THE LEVEE LAND ALONG PIERCE STREET IN THE CITY OF  
CASCADE**

WHEREAS, the youth softball and baseball teams do not have enough practice locations in the community, and;

WHEREAS, a new four-field complex will not occur in the near future, and;

WHEREAS, the City received approval from the Iowa DNR to create a practice field on the levee land east of Pierce Street as long as no structure are erected; and,

WHEREAS, the Youth Board has asked the City Council to allocate half the funds it will cost to excavate and install lime in the area for one practice field as shown on Exhibit A.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Cascade, Iowa, will allow the construction of one practice youth field on the levee land east of Pierce Street and allocate up to \$6,500 toward the cost of excavating and lime. This is contingent on approval from the Cascade Municipal Utility as the Utility is the technical owner of the land, although it is titled in the name of the City.

PASSED, APPROVED AND ADOPTED this 10<sup>th</sup> day of April, 2023.

\_\_\_\_\_  
Steve Knepper, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Goerdts, City Clerk

# EXHIBIT





4/6/2023

CITY OF CASCADE  
C/O LISA KOTTER  
320 1ST AVE W, PO BOX 400  
CASCADE, IA 52033-7721

Project Description: Other Structures, Obstructions, Fill, Spoil, Deposits: This is a just a place to throw balls and have practice. No infrastructure added. They want to dig out 1 foot of the earth and lay limestone in that hole so the elevation doesn't actually change. It would be enough space for two fields. There will be no limestone stored on site, just placed there as the area the kids would practice on. ; Other: Total is 13000 square feet square times two and the contractor estimated that this would be 900 tons of limestone per field. No elevation would be raised.; (North Fork Maquoketa River)

Project Latitude / Longitude Location(s): Other Structures, Obstructions, Fill, Spoil, Deposits 42.2963/-91.0103; Dubuque County  
Other 42.2963/-91.0103; Dubuque County

*Iowa DNR Project ID Number: 2023-0413*

Dear Lisa Kotter:

This letter is in response to your Flood Plain Development Permit application to the Iowa DNR Flood Plain and Dam Safety Section (Department) concerning the above referenced project.

The project is in the Special Flood Hazard Area of the North Fork Maquoketa River, as shown in the Dubuque, Dubuque County, Iowa Flood Insurance Rate Maps published by the Federal Emergency Management Agency. The current effective FIRM shows that the submitted work referenced above is within the 100 year flood plain but outside of the delineated Floodway.

Cascade has a flood plain management ordinance that is approved by this Department. The approval of the ordinance empowers the City to permit certain types of flood plain development in lieu of this Department. We have reviewed the project and would not object if the City grants a local flood plain permit provided that: No fill or excess spoil is placed within the delineated floodway.

In closing, the project does require a DNR flood plain permit which can be satisfied by the issuance of the local flood plain development permit from Cascade. If you have not yet done so, please contact the following local Flood Plain Manager for assistance in applying for the local flood plain permit:

- Cascade: Lisa Kotter, 320 1st Ave W, PO Box 400, Cascade, IA, 52033-7721, [admin@citycascade.com](mailto:admin@citycascade.com), 563-852-3114

You may download additional copies, or verify the Iowa DNR Flood Plain and Dam Safety Section (Department) official response document(s) for this project at the Iowa DNR Flood Plain PERMT website using the tracking number above. (PERMT Website Address: <https://programs.iowadnr.gov/permt/>).

No land or water, under the jurisdiction of the State of Iowa, is involved in the project area; therefore, a Sovereign



Lands Construction Permit pursuant to Chapter 461A of the Iowa Code will not be required for this project.

The applicant/permittee is responsible for complying with all other local, state, and federal statutes, ordinances, rules, and permit requirements applicable to the construction, operation, and maintenance of the approved works. Approval through the Corps of Engineers Section 404 Permit Program may be required for this project. The Corps of Engineers will contact you separately regarding their approval. Questions can be directed to the Corps by phone at 309-794-5057 or by email at [iowaregulatory@usace.army.mil](mailto:iowaregulatory@usace.army.mil).

Please contact me by phone at 319-777-2147 or by email at [payam.agsaee@dnr.iowa.gov](mailto:payam.agsaee@dnr.iowa.gov) with any questions.

Sincerely,

Payam Aghsaee  
Digitally signed by  
Payam Aghsaee  
Date: 2023.04.06  
DN: cn=Payam Aghsaee, o=Iowa DNR

Payam Aghsaee

Iowa DNR, Flood Plain Management and Dam Safety Section

CC: Lisa Kotter; City of Cascade, 320 1st Ave W, PO Box 400, Cascade, IA, 52033-7721, [admin@citycascade.com](mailto:admin@citycascade.com)



## **April 10, 2023 Agenda**

**To: Mayor, City Council and Staff**  
**From: Lisa Kotter, City Administrator**  
**Date: April 7, 2023**  
**Re: Buchanan Street Sewer**

**Staff is working with the Iowa Main Street Investment group of the reconstruction of the old brewery building. The project needs sewer piped to the basement level which is at a significantly lower elevation than the north/front of the building. The current sewer is connected off 2<sup>nd</sup> Avenue on the North side. There is no sewer on Buchanan Street at this time. The request of the developer is to install a long 6-inch lateral from the intersection at 3<sup>rd</sup> Ave. This is not a common practice. However, it is unique in that they already have sewer abutting their property. We would prefer a sewer main be installed North on Buchanan and then stub a short service near the alley. As a compromise to the two choices, staff is proposing we have them install the main and the City pay the cost of the two manholes. If there is an extra cost for the 8-inch pipe vs 6-inch pipe, the City could also pay that. This would need to be a plan amendment to the urban Renewal Plan if we want to charge it to TIF but we plan to amend it anyway as we plan to charge a portion of staff time to the TIF. The trench work and road repairs would cost the same to the developer either scenario so they would pay that part. If the Council is willing to entertain this partnership, there is a resolution and map of the area for review.**

**RESOLUTION #33-23**

**A RESOLUTION REGARDING THE INSTALLATION OF A SEWER MAIN AND LATERAL ON BUCHANAN STREET SW FROM 3<sup>RD</sup> AVENUE NORTH TO THE NEXT ALLEY AND A SERVICE TO THE IOWA MAIN STREET INVESTMENT GROUP BUILDING IN THE CITY OF CASCADE**

WHEREAS, the development of the old brewery building at 201 2<sup>nd</sup> Avenue SW is in need of a sewer service on the south side of the building, and;

WHEREAS, the current sewer service is on the north side of the building and is at a much higher elevation that will not serve the basement, and;

WHEREAS, the City desires to have an 8-inch sewer main installed on Buchanan Street from 3<sup>rd</sup> Avenue to the next northern alley instead of a long 6-inch service; and,

WHEREAS, the developer will be paying to trench and repair the road for the installation of the pipe regardless of the size.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Cascade, Iowa, will require the installation of a sewer main on Buchanan Street instead of a lateral, and directs staff to prepare an Urban Renewal Plan to allow the City to consider the use of TIF funds to pay for the cost of the two manholes and the extra pipe size costs for the north south pipe. In addition, the developer will pay for the cost to install the infrastructure, repair the street and the cost of a north south 6-inch pipe and full cost of installing the service from the new main.

PASSED, APPROVED AND ADOPTED this 10<sup>th</sup> day of April, 2023.

\_\_\_\_\_  
Steve Knepper, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Goerd, City Clerk

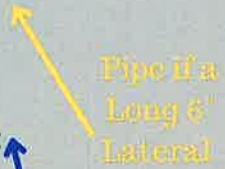
# CITY OF CASCADE SEWER BUCHANAN STREET



Existing  
Manhole



New  
Manholes



Pipe if a  
Long 6"  
Lateral

92

Pipe if 8"  
New Main



Pipe if  
Short  
Lateral



# CASCADE

MONTHLY INCIDENT COUNT REPORT Statistics from Reported Date: 3/1/2023 12:00:00AM to 3/31/2023 11:59:00PM

## Case Report

[IMPORTED] : ANIMAL COMPLAINT-INJURED/SICK: 1 2%

[IMPORTED] : OWI-ALCOHOL RELATED: 1 2%

Grand Total: 4.88% Total # of Incident Types Reported: 2

## Field Interview

ACCIDENT-MOTOR VEHICLE: ON OTHER: 1 2%

ACCIDENT-PROPERTY DAMAGE: 1 2%

ALARM-BUSINESS: 1 2%

ASSIST AMBULANCE: 8 20%

ASSIST DUBUQUE COUNTY: 1 2%

ASSIST DYERSVILLE POLICE: 1 2%

ASSIST MONTICELLO POLICE DEPARTMENT: 1 2%

D.A.R.E. PRESENTATION: 12 29%

FRAUD & DECEIT: BY SCAM: 1 2%

INFORMATIONAL REPORT: 3 7%

KEEP THE PEACE: 1 2%

RECORDS CHECK: 2 5%

SPEED WARNING: 4 10%

Field Interview

THEFT: 1 2%

WELFARE CHECK: 1 2%

Grand Total: 95.12% Total # of Activity Types Reported: 39