

**CITY OF CASCADE, IOWA
COUNCIL MEETING AGENDA & PUBLIC NOTICE
Monday, August 14, 2023, 6:00 P.M.
CITY HALL, 320 1ST AVE WEST**

NOTICE: Notice is hereby given that the Cascade City Council will hold a meeting at 6:00 PM on Monday, August 14, 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.cirvofcascade.org and on Local Access Channel 18

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approve Agenda**
- 5. Public Comment (Limit 3 minutes per person-Agenda Items and Local Government Issues)**
- 6. Consent Agenda - Review and approve the following:**
 - 1. Minutes: City Council 7/24/23, Library Board 8/1/23, Board of Adjustment 8/2/23**
 - 2. August 14, 2023 Claims, July 2023 Financial Reports**
 - 3. Liquor Licenses-**
 - a. Hometown Days Aug 18-19 for American Legion (5-day), The Corner Taproom (outdoor premise), Two Gingers (outdoor premise)**
 - b. Moski's BBC LLC-Renewal**
- 7. Consideration of Ordinance #08-23 Vacant Building Registration (Third and Final Reading)**
- 8. Consideration of Ordinance #09-23 Street Naming (Third and Final Reading)**
- 9. Consideration of Resolution #60-23 Approval of Water and Sewer Forgiveness Policy Changes**
- 10. Consideration of Ordinance #11-23 Requirement of a Tracer Wire Box Bracket for Plastic Water Service Lines (Second of Three Readings)**
- 11. Consideration of Ordinance #10-23 Limitation on Garage or Rummage Sales (First of Three Readings)**
- 12. Consideration of Ordinance #12-23 Permits for Fences, Signs and Concrete**
 - a. Consideration to Approve All Three Readings at One Meeting**
- 13. Consideration of Ordinance #13-23 Storm Water Discharge**
 - a. Consideration to Approve All Three Readings at One Meeting**
- 14. Consideration of Ordinance #14-23 Trees**
 - a. Consideration to Approve All Three Readings at One Meeting**
- 15. Update on Library Bidding Process**
- 16. Update on Hiring Community and Business Promotion Coordinator**
- 17. Reports - Police Chief, Library Design Committee, City Administrator**
 - a. July 2023 Police Report**
- 18. Public Comment (Limit 3 Minutes per person-only items on this agenda)**
- 19. Adjournment**

July 24, 2023
City Council Meeting Minutes

The July 24, 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 Rausch, second Oliphant to approve the agenda. All Ayes. Motion carried.

No public comment.

Speakers from the floor: None.

Motion Oliphant, second Kelchen to approve the consent agenda items: City Council Minutes 7/10/23, Utility Board 7/20/23; and July 24, 2023 claims. All Ayes. Motion carried.

Motion Rausch, second Hosch to Open Public Hearing on Library Construction and Bidding. Roll Call Vote. All Ayes. Motion carried.

Kotter explained that this is the final review by the Council and that the consideration is to approve the plans and direct staff to solicit bids. If approved the timeline is that plans will be ready July 28, a pre-bid meeting on August 8 and bids will be due by September 7.

Motion Oliphant, second Delaney to Close Public Hearing. Roll Call Vote. All Ayes. Motion carried.

Motion Delaney, second Oliphant to approve Resolution #62-23 Approval of the Construction Plans and to Proceed to Publicly Bid the Public Library and Community Center Project. Roll Call Vote. All Ayes. Motion carried.

Motion Oliphant, second Rausch to approve Resolution #64-23 Amendment #2 FEH Design Contract for Civil Engineering. Roll Call Vote. All Ayes. Motion carried.

Motion Oliphant, second Kelchen to direct City staff to move ahead with IEDA Rural Child Care Planning Grant Application Submittal for Little Angels. All Ayes. Motion carried.

Motion Kelchen, second Oliphant to approve Resolution #63-23 Approval of Social Service Agreement Cascade Economic Development Corporation FY24 as revised. Roll Call Vote. All Ayes. Motion carried.

Motion Oliphant, second Kelchen to approve Ordinance #08-23 Vacant Building Registration (Second of Three Readings). Roll Call Vote. All Ayes. Motion carried.

Motion Rausch, second Delaney to approve Ordinance #09-23 Street Naming (Second of Three Readings). Roll Call Vote. All Ayes. Motion carried.

Discussion took place regarding the Approval of Water and Sewer Forgiveness Policy Changes. Staff will bring a Resolution for consideration at the next meeting.

Motion Kelchen, second Hosch to approve Ordinance #11-23 Requirement of a Tracer Wire Box Bracket for Plastic Water Service Lines (First of Three Readings). Roll Call Vote. All Ayes. Motion carried.

Discussion took place regarding Ordinance #10-23 Limitation of Garage or Rummage Sales. Staff will follow up on outstanding questions and will bring back the information for next council meeting.

Motion Delaney, second Hosch to approve Resolution #61-23 Approval of Library Wages FY2024. Roll Call Vote. All Ayes. Motion carried.

Discussion took place regarding the Community and Business Promotion Position Hiring, and Council agreed to have Oliphant and Delaney represent the Council for the interviews. Directed Staff to reach out to the Economic Development Group to inquire about a representative that may also participate with the Chamber's Representatives. Discussed limiting the number of candidates to four for interviews.

Chief Heim and Kotter provided additional information and staff updates.

No public comment.

Motion Rausch, second Kelchen adjourn at 7:26pm. All Ayes. Motion carried.

Kathy Goerd, City Clerk

Steven J. Knepper, Mayor

Cascade Public Library Board of Trustees Minutes August 1, 2023

Present: Kane, Brindle, Brickley, Howard, Thomas, Recker

1. Call to Order: Monica Recker called the meeting to order at 4:30pm at the Cascade City Hall.
2. Approval of the Agenda: Brindle motioned to approve the agenda. Thomas seconded approval of the agenda. All were in favor.
3. Approval of the Minutes of the July 5, 2023, Library Board Meeting: Recker noted that a correction needed to be made to the minutes. Kane will correct the minutes to reflect that line #6502 (Library books, resources, etc.) is \$25,000 and not \$20,000. This is \$3000 less than FY22-23, not \$8000 as previously recorded in the minutes. Thomas motioned to approve the minutes with the correction from the July 5 meeting. Brickley seconded approval of the minutes. All approved of the minutes.
4. Public Comment: None
5. Budget Reports: Recker asked about the Summer Reading Prize books. Kane reported that this year \$850 was spent on these books and last year \$1550 was spent. The Library Board has a question about the Library Reserve account. Kane will contact the City Administrator for an answer to that question and forward the email response to the Library Board. The Endowment Report was missing from the packet. Kane will obtain and forward by email to the Library Board members.
6. Bills: Library bills were reviewed. Brindle moved to pay the bills, seconded by Howard. All approved.
7. Circulation Statistics: Library statistics were reviewed.
8. Old Business:
 - a. FEH meeting minutes were included in the packet that goes over the meetings that have been held with FEH on the new library building. There were 2 sets of minutes from these meetings in the packet.
 - b. Summer Reading: Kane reported that 160 kids attended the FOAM party at the Cascade Community Park today. Kane will be reviewing the summer reading program with Joyce Kremer and discussing ways to change it for the next summer. Kane reported that they typically review after each summer and make changes to the program every year. Prizes this year will take the form of gift cards. Names will be drawn for the week after the last program, which is Wednesday, August 9. That will give all participants a chance to enter their names from the BINGO's they received throughout the summer.
 - c. Friends of the Library update: Minutes from the Annual Friends meeting were included in the packet. Thomas reported that 56 new members have joined the friends, and that the executive board met last week to discuss future plans for the group.
9. New Business:
 - a. Programming/Upcoming Events/Librarians Calendar: The August 2023 programs were shared in the packet. Kane also included some information that she had

gotten from other libraries that have had dogs for kids to read to. Trained therapy dogs are highly recommended by other libraries. Kane will speak with Ed Recker to see if he would be willing to bring his dog for this program, and if he knows of anyone else with certified therapy dogs that would be willing to participate.

- b. Library Director Continuing Education Report: Distributed in packet.
 - c. Library Board Code of Ordinance: According to the ordinance 5-1-4 states that Library Board members term of office is 6 years. This needs to be corrected, as their terms are 3 years in length. Also, ordinance 5-1-9, states that an annual report be made to the City Council in July. A report was made in May. In the future we can plan to make that report in July, and perhaps another report in January. Kane will follow up with the City Administrator to see if the May report will suffice, or if it is preferable that another report be made.
 - d. Closing Early for Groundbreaking: The Library will close at 5pm on Wednesday, October 4 for all staff to be able to attend the groundbreaking.
 - e. Other: Library Board members are required to participate in continuing education. The Iowa Library Trustee's Handbook produced by the State Library of Iowa is a good resource for this education. Library Board members will review Chapter 5 on Budgeting for the next meeting. This will be discussed at that meeting.
10. Adjourn: The next meeting will be held on Tuesday September 5, 2023, at 4:30pm at City Hall. Howard motioned to adjourn; Brindle seconded the motion. All approved.

Zoning Board of Adjustment Minutes
August 2, 2023

The August 2, 2023 Zoning Board of Adjustment meeting was called to order at 6:00 p.m. at the Cascade City Hall by Chairperson Hoffmann. Board members present were Linda Hoffmann, Merlin McDermott, Suzanne Otting, Clay Gavin and Ross Orr.

Others Present: Lisa Kotter and Rob McNally

Motion McDermott, second Orr to approve the agenda as presented. Motion carried, all ayes.

Motion Orr, second Otting to approve the minutes from May 4, 2023. Motion carried, all ayes.

Motion Gavin, second by Otting to open the public hearing for the McNally Solar Array at 601 1st Ave East at 6:02pm – all ayes.

Kotter and guest Rob McNally explained the project planned to install rook mounted solar panels.

Motion McDermott, second Gavin to close the public hearing. All ayes.

Motion Gavin, second McDermott to approve a special exception for the solar array at 601 1st Avenue

Motion by Hoffmann, second by Gavin to adjourn the meeting at 6:10 p.m. – all ayes.

Respectfully submitted,

Lisa A. Kotter
City Administrator

The claims and financial reports are not ready at packet time. They will be presented for approval prior to the meeting.



Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS
CASCADE POST #528, OF CASCADE IOWA	American Legion Post 528	(563) 590-4993

ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
105 Pierce Street Southwest		Cascade	Dubuque	52033

MAILING ADDRESS	CITY	STATE	ZIP
PO Box 6	Cascade	Iowa	52033

Contact Person

NAME	PHONE	EMAIL
Mike Weber	(563) 590-4993	mjweber1@bernardtel.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
BW0098010	Special Class C Retail Alcohol License	5 Day	Active

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Aug 17, 2023	Aug 21, 2023	

SUB-PERMITS
Special Class C Retail Alcohol License

Kathy Goerd

From: noreply@salesforce.com on behalf of IOWA ABD Licensing Support
<elaps@iowaabd.com>
Sent: Tuesday, August 8, 2023 8:36 AM
To: Kathy Goerd
Cc: licensingnotification@iowaabd.com
Subject: Application App-186501 Pending Dramshop Review

Hello,

Application Number App-186501 has been set to "Pending Dramshop Review" status and is currently awaiting verification from the Applicant's designated Insurance Company. Once that has happened, you will receive a notification indicating that this Application will be ready for your review.

Corp Name: Textile Brewery LLC

DBA: The Corner Taproom

License Number: LC0046749

Application Number: App-186501

Tentative Effective Date: 12/1/2022

License Type: Class C Retail Alcohol License (LC)

Application Type: Amendment

Amendment Type: Outdoor Service

Thank you.

Kathy Goerd

From: noreply@salesforce.com on behalf of IOWA ABD Licensing Support
<elaps@iowaabd.com>
Sent: Thursday, August 10, 2023 9:19 AM
To: Kathy Goerd
Cc: licensingnotification@iowaabd.com
Subject: Application App-186681 Pending Dramshop Review

Hello,

Application Number App-186681 has been set to "Pending Dramshop Review" status and is currently awaiting verification from the Applicant's designated Insurance Company. Once that has happened, you will receive a notification indicating that this Application will be ready for your review.

Corp Name: TGT LLC

DBA: Two Gingers' Tavern

License Number: LC0043034

Application Number: App-186681

Tentative Effective Date: 12/6/2022

License Type: Class C Retail Alcohol License (LC)

Application Type: Amendment

Amendment Type: Outdoor Service

Thank you.



Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
MOSKI'S BBQ LLC	Moski's BBQ LLC			
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
329 1ST AVE W		CASCADE	DUBUQUE	52033
MAILING ADDRESS	CITY	STATE	ZIP	
28425 STEGER RD	CASCADE	Iowa	520339762	

Contact Person

NAME	PHONE	EMAIL
SHAWNA MORRIS	3193250642	moskisbbq@gmail.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
BW0098202	Special Class C Retail Alcohol License	12 Month	Active

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Aug 4, 2023	Aug 3, 2024	

SUB-PERMITS

Special Class C Retail Alcohol License



August 14, 2023 Agenda

To: Mayor, City Council and Staff
From: Lisa Kotter, City Administrator
Date: August 11, 2023
Re: Vacant Building Registration

As we have discussed in the last few months and at the last meeting, the Council is looking to adopt a vacant building registration requirement. Our City law firm drafted the ordinance. The ordinance was drafted to only address commercial and industrial buildings. The Council can consider adding residential buildings as well. This is consideration for a third and final reading if the Council wishes to proceed.

ORDINANCE NO. 08-23

**AN ORDINANCE AMENDING TITLE VI (PHYSICAL ENVIRONMENT) OF THE
CODE OF ORDINANCES OF THE CITY OF CASCADE, IOWA**

WHEREAS, the City Council of the City of Cascade, Iowa, has determined it is necessary to amend Title VI (Physical Environment) of the Code of Ordinances of the City of Cascade, Iowa (“City Code”), to remove the City’s Restricted Residence District and to add a Vacant Building Registration

**THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
CASCADE, IOWA** as follows:

SECTION 1. TITLE VI CHAPTER 10. Title IV Chapter 10 of the City Code (Restricted Residence District) is hereby deleted in its entirety and replaced with the following:

**CHAPTER 10
VACANT BUILDING REGISTRATION**

6-10-1 Purpose

6-10-2 Definitions

6-10-3 Permit Required

6-10-4 Vacant Building Maintenance Requirements

6-10-5 Enforcement and Penalties

6-10-1 PURPOSE.

The purpose of this chapter is to identify and register vacant commercial and industrial buildings that may present a fire hazard, become an attractive nuisance, detract from private or public efforts to rehabilitate or maintain surrounding buildings, or present a hazard to the health, safety, and welfare of the public; to set forth the responsibilities of owners of vacant buildings and structures; and to encourage the rehabilitation of vacant buildings.

6-10-2 DEFINITIONS.

The following words, terms, and phrases, when used in this chapter, have the meanings ascribed to them in this section, unless the context of their usage clearly indicates a different meaning. All other terms defined elsewhere in this code shall be as defined therein.

1. “Accessory Building or Structure,” a subordinate building or structure located on the same lot as an existing principal building, which is incidental and subordinate to the principal building.

2. "Actively Marketed," a vacant commercial or industrial building that displays a "For Sale" sign prominently visible to the public, and the property is listed for sale for a reasonable price on the local multiple listing service by a licensed realtor. An asking price not greater than one hundred and fifty percent (150%) of the total assessed value, as determined by the county assessor, is presumptively a "reasonable price."

3. "Boarding or Boarded," the act of securing a building from unauthorized entry by attaching boards or similar rigid materials to doors and windows, for the purpose of preventing unauthorized entry (boarding), or the result thereof (boarded).

4. "Commercial Building," a building constructed for or intended to be used by one or more property users or employees engaged in work, for which compensation is intended to be received for goods, services, entertainment, or other fungible activities, or a building where commercial or personal storage is the principal use.

5. "Form of Display," Installation and display of goods, artifacts, historic photos, items of local interest, or other items arranged in and visible through first floor display windows, to avoid the appearance of vacancy.

6. "Industrial Building," a building constructed for or intended to be used for transforming materials or substances into new products, such as assembly of component parts, manufacturing of products, or blending of materials, and including such ancillary functions such as (but not limited to) administration, storage, and showrooms.

7. "Mixed-Use Building," a commercial building that also contains a residential function, where at least thirty (30) percent of the ground floor area is dedicated to commercial functions. A mixed-use building shall be considered the same as a commercial building for the purposes of this chapter.

8. "Owner," any person, in whose name a property is titled, and any person with a recorded contract interest in the property, and any person, agent, servicing company, firm, third party, or financial institution that has an interest in the property as a result of an assignment, sale, mortgage, transfer of a mortgage, or similar instrument, or having an agreement with any one of the above for the purpose of securing and/or managing the property.

9. "Principal Building," a building within which is conducted the principal function of the lot on which the building is located.

10. "Properly Maintained," A vacant building that is maintained in accordance with the requirements of this chapter.

11. "Secured," all accessible means of ingress and egress to a vacant structure, including but not limited to all exterior doorways and windows, are locked, boarded, or otherwise obstructed so as to prevent unauthorized entry.

12. "Vacant," a building or structure that is unoccupied or unused, or a building that does not contain a lawful commercial or industrial function that is open for business or is actively operated, with the exception of holidays and seasonal businesses, and also meets one or more of the following:

- a. The building is unsecured or is secured by means other than those used in the design of the building.
- b. The building is declared a dangerous building or otherwise unfit for occupancy, as determined by the City Administrator.
- c. The building is not in compliance with the building code, fire code, or property maintenance code adopted by the City.
- d. The building has or contains nuisance, property maintenance, health and safety, or zoning violations; or
- e. The building is not receiving all public utilities necessary for occupancy.

A building that is being used strictly for storage that otherwise meets the above requirements shall be considered to be vacant, unless storage is the principal function of the building and premises and if such storage is permitted under applicable zoning.

6-10-3 PERMIT REQUIRED.

1. Applicability. The owner of any principal building or structure that is vacant shall apply for a vacant building permit within one hundred and twenty (120) days of the building becoming vacant. Any accessory building or structure on the same lot with a vacant principal building is also considered to be vacant, regardless of any use or occupancy of the accessory building or structure.

2. Exemptions. The owner of a vacant building may, in writing and prior to expiration of the one hundred and twenty (120)-day registration period, request an exemption from the requirements of this chapter, provided that the one or more of the following conditions exists:

- a. The building is under active construction/renovation and has a valid building permit, until the expiration of the longest running active building permit.
- b. The building has suffered fire damage, flood damage, damage caused by extreme weather conditions, or weakening of the structural integrity of the building resulting from an accident or other cause not of the owner's own making; provided that the owner will initiate renovation or demolition within one (1) year of the date the damage occurred and has provided a commitment to do so in writing.
- c. The building is actively marketed, as defined in this chapter; in which case the building may be exempted for a period of up to twelve (12) months from the start of vacancy, subject to the following:

- (1) The owner shall present proof of listing the property for sale to the City Administrator, according to the definitional requirements of "actively

marketed" in section 6-10-2-2, above. The City Administrator or his/her designee may request proof of continued compliance with this requirement at any time during the twelve (12) month period and may rescind the exemption if such proof is not provided.

(2) If the property is offered for sale, the City Administrator may deny this exemption if the listing price is one hundred fifty percent (150%) or greater than the assessed value of the real estate as determined by the County Assessor. However, if the owner provides either a certified appraisal or a licensed realtor's opinion of cost justifying the listing price, the exemption may be granted.

d. The owner of the building provides proof of imminent sale, rehabilitation, or otherwise lawful renovation or occupation of the building, which may occur during or after the ninety (90)-day registration period; however, to qualify for the exemption, the owner must also show that the sale, construction, or occupation will occur within one (1) year of becoming vacant. Proof shall be in the form of an executed real estate purchase agreement, construction contract, or other legally enforceable agreement or contract, any of which must remain in force until the sale, occupation, or project is complete.

e. Any commercial or industrial building or structure determined to be vital for purpose of economic development by the City Administrator.

f. Any vacant building owned by the City of Cascade.

g. An owner of a vacant building that does not qualify for an exemption under the above may request an exemption for a period of up to twelve (12) months from the provisions of this chapter by filing a written application with the City Administrator. The applicant shall present justification for the exemption and shall show proof that the need for the exemption is not due to action or inaction by the applicant or by any other party with control of the property. In determining whether a request for exemption should be granted, the City Administrator shall consider all of the following:

(1) The applicant's prior record as it pertains to the city's building code, fire code, property maintenance code, nuisance regulations, or other relevant city code violations;

(2) the amount of vacant property the applicant currently owns or controls within the City; and

(3) the length of time that the building for which the exception is sought has been vacant.

3. Application. The owner of a vacant building shall apply for a vacant building permit. A complete application shall include the following:

a. Name of the Owner and means of contacting the owner during business and non-business hours.

b. Name and contact information for any manager or other party responsible for the property other than the owner.

c. The names and addresses of all known contract and lien holders and any other party with an ownership interest in the vacant building.

d. Proof of insurance: one hundred thousand dollars (\$100,000) in general liability coverage, and fire and casualty coverage equal to no less than replacement value as determined by the insurance provider, or a minimum of fifty thousand dollars (\$50,000).

e. A Vacant Building Plan, as outlined below.

4. Vacant Building Plan. A plan for maintenance, disposal, or removal of the vacant building, in accordance with this chapter, shall accompany the permit application. The applicant shall select a Vacant Building Plan from one of the following three categories:

a. Demolition. If the vacant commercial or industrial building is to be demolished, the Vacant Building Plan shall include a proposed time frame for demolition, which shall not exceed nine (9) months in duration.

b. Secured Structure. If the vacant commercial or industrial building is expected to remain vacant, the Vacant Building Plan shall contain all of the following:

(1) A plan for fire alarm and fire protection, if required by the Fire Marshal.

(2) A plan of action to remedy any public nuisance existing in the building or on the property, within thirty (30) days of permit issuance.

(3) A lighting plan for the exterior of the building and property, walkways adjacent thereto, parking or loading areas, and nighttime illumination of areas and walkways of the building and property that may be vulnerable to vandalism or vagrancy, including a regular maintenance plan for all exterior lighting and illumination fixtures.

(4) A plan to secure the building. Boarding or other covering of windows and doors must comply with section 6-10-4-1 of this chapter.

(5) A plan to maintain the vacant commercial or industrial building and property in compliance with the Vacant Building Maintenance Standards set forth in section 6-10-4 of this chapter.

c. Rehabilitation. If the owner of the vacant building intends to return it to lawful occupancy or function, the Vacant Building Plan shall include a rehabilitation time frame for the building and property, which shall not exceed twelve (12) months. A valid building permit, or a written waiver from the City Administrator that a permit is not required, shall be obtained within three (3) months of the issuance of the Vacant Building Permit. The City Administrator may grant an extension of time upon receipt of a written statement from the owner detailing any unavoidable delays causing the need for the extension. The rehabilitation shall conform to all applicable laws and the owner shall obtain all required permits. The owner shall keep the building secured and in compliance with the Vacant Building Maintenance Standards as provided in section 6-10-4 of this chapter at all times during rehabilitation.

5. Fees. The City Council shall pass a resolution stating the amount of all fees and costs of all penalties.

a. Initial Fee. The initial fee is due at the time of initial registration of the vacant building.

b. Renewal Fee. The renewal fee is due one (1) year after issuance of the initial registration of the vacant building. The Resolution setting fees shall establish the renewal fee in an amount higher than the initial fee and shall require that the amount of the renewal fee increase each additional year a renewal is required, provided that the resolution may determine a maximum fee after a specified number of years have passed.

c. Refund.

(1) If the vacant building is occupied or otherwise brought into lawful use within three (3) months after issuance of the permit, eighty (80) percent of the fees paid for that year shall be refunded to the owner.

(2) If the vacant building is occupied or otherwise brought into lawful use more than three (3) months but less than six (6) months after issuance of the permit, fifty (50) percent of the fees paid for that year shall be refunded to the owner.

(3) No refund shall be granted if the vacant building is occupied or otherwise brought into lawful use six (6) months or more after issuance of the vacant building permit.

6. Requirements

a. Length of Registration. A registration permit shall be valid for one (1) year.

b. Renewal.

(1) If the building remains vacant on the date of expiration of the permit, the owner shall be granted a thirty (30) day grace period to renew the permit and pay required fees; however, the renewal year shall commence one day after expiration of the prior registration.

(2) The owner shall submit a new Vacant Building Plan at the time of renewal, unless the owner certifies in writing that there will be no change to the Vacant Building Plan already on file.

c. Consent to Entry. An applicant for a permit or for a renewal shall consent to the entry of the City Administrator, or his/her designee, at all reasonable hours and upon reasonable notice for the purpose of inspection. Refusal to consent to entry shall be a violation of this chapter. In addition to issuing a municipal infraction citation in the event of refusal, the City may file a complaint under oath to a court of competent jurisdiction requesting a warrant and shall complete the inspection upon issuance of a warrant by the court.

d. Consent to Emergency Inspections or Emergency Repairs. An applicant for a permit or for a renewal shall consent to the entry of the City Administrator, or his/her designee, if the City Administrator has reason to believe than an emergency exists with respect to the building or structure that creates, or tends to create, an imminent hazard to health, welfare, or safety of the public. If the City Administrator believes that such an emergency exists, then the City Administrator may enter the building to inspect the premises, without notifying the responsible party or obtaining a warrant. If the City Administrator finds an emergency situation exists that presents an imminent hazard to the health, welfare or safety of the general public, then the City Administrator may cause any reasonable action, including the employment of necessary labor and materials, to perform emergency repairs to alleviate the hazard. The owner shall pay costs incurred in the performance of emergency repairs; and if not paid by the owner, the City may place a lien against the property to recover the costs.

e. Cooperation by the Owner or Responsible Person. All owners holding a permit and responsible persons identified in a permit application shall cooperate with and facilitate inspections of the premises at reasonable times pursuant to reasonable notice. Obstructing a duly authorized inspection, including refusing entry or access to portions of the building subject to the permit, shall be a violation of this chapter. The owner shall notify the City Administrator within thirty (30) business days of any changes to the contact information of the owner or responsible person.

f. Continued Compliance. For the Vacant Building Permit to remain valid, the building or structure shall continuously comply with the filed Vacant Building Plan and the Vacant Building Maintenance Requirements of this chapter, below. Failure to maintain the building in accordance with this chapter shall be a violation of the City Code.

7. Process

a. Inspections.

(1) Upon receipt of a complete initial application or renewal application, including payment of required fees, the City Administrator or his/her designee shall schedule an inspection.

(2) The City Administrator or his/her designee shall prepare an inspection report, noting the condition of the property and any deficiencies from the requirements of this chapter. The owner shall receive a copy of the inspection report.

b. Vacant Building Permit. Upon a finding by the City Administrator that the vacant building is secure, is not hazardous, and does not present a public nuisance, the City Administrator shall issue a Vacant Building Permit.

c. If the Vacant Building Permit is denied, the City Administrator shall notify the applicant in writing of the deficiencies. The applicant shall be given a reasonable amount of time to correct deficiencies, which shall in no case extend beyond thirty (30) days, unless extended by the City Administrator. Failure to secure a valid permit shall be a violation of this chapter.

8. Appeals. Any determination of the City Administrator may be appealed to the City Council. A request for a hearing must be made in writing and delivered to the City Administrator within seven (7) working days from the date the determinations being appealed is communicated to the owner. If an appeal is not filed as set forth herein, it will be conclusively presumed that the City Administrator's determination is correct. The findings of the Council shall be conclusive.

9. Sale or Transfer. The owner may sell or transfer the permit to a new owner, who shall be subject to the Vacant Building Plan and any other conditions imposed on the permit. The new owner shall notify the City of the transfer and provide contact information for the new owner and any new management or other person responsible for maintaining or operating the property within 30 days of the transfer. Failure to notify the City of a transfer as required shall be a violation of the City Code.

6-10-4. VACANT BUILDING MAINTENANCE REQUIREMENTS.

1. Maintenance Requirements. All buildings or structures subject to the application shall be adequately protected from intrusion by trespassers and pests, and from deterioration by the weather. The building must also comply with the approved Vacant Building Plan and the following Vacant Building Maintenance Standards:

a. Building Openings. Except for downtown buildings in the Z5, Central Business zoning district, all doors, windows, areaways, and other openings shall be weathertight and secured against entry by birds, vermin, and trespassers.

b. Waste Removal. All waste, debris, rubbish, and garbage shall be removed from the interior of the building or structure and surrounding premises, on an ongoing basis.

c. Roofs. The roof and flashings shall be sound and tight, not admit moisture, or have defects that could admit moisture, rain, or roof draining, and shall allow for sufficient drainage to prevent dampness or deterioration in the interior of the building. Where present, parapets shall be structurally sound and kept in good repair.

d. Drainage. The building storm drainage system shall be functional and installed in an approved manner and shall allow discharge in an approved manner.

e. Building Structure. The building shall be maintained in good repair and structurally sound. The building shall be maintained in a manner that does not pose a threat to public health, safety, or welfare.

f. Structural Members. The structural members shall be free of deterioration and capable of safely bearing imposed dead and live loads.

g. Foundation Walls. The foundation walls shall be maintained structurally sound so as not to pose a threat to the public health, safety, and welfare. The foundation shall be capable of supporting the load that normal use places upon it, and shall be free from open cracks and breaks, free from leaks, and be secure from entry and infiltration by vermin.

h. Exterior Walls. The exterior walls shall be free of holes, breaks, and loose or rotting materials. Exposed metal, wood, or other surfaces shall be protected from the

elements and against decay or rust by periodic applications of weather-coating materials, such as paint, stain, or similar surface treatment. Brick, stone, or other materials shall be maintained to be structurally secure.

i. Decorative Features and Appurtenances. The cornices, belt courses, corbels, terra cotta trim, decorative metal façade, wall facings and similar decorative features and appurtenances shall be safe, anchored, and in good repair. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather coating materials, such as paint, stain, or similar surface treatment.

j. Overhanging Extensions. All balconies, canopies, marquees, signs, awnings, stairways, fire escapes, standpipes, exhaust ducts, and similar features shall be in good repair, anchored, safe and sound. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather coating materials, such as paint or similar surface treatment.

k. Chimneys and Towers. Chimneys, cooling towers, smokestacks and similar features shall be structurally safe and in good repair. Exposed metal, wood, brick, stone, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather-coating materials.

l. Walkways. Public walkways shall be in good repair, shall be safe for pedestrian travel, and shall be free of snow and ice. Snow and ice removal shall be completed in accordance with the requirements of this City Code.

m. Accessory Building/Structures. Accessory buildings or structures such as garages, sheds, and fences shall be free from safety, health, and fire hazards, and shall be kept in good repair.

n. Exterior Premises. The surrounding premises upon which the structure or building is located shall be clean, safe, sanitary, free from waste, rubbish, garbage, excessive vegetation, and other nuisances; shall not be used for exterior storage; and shall not pose a threat to public health, safety, or welfare.

6-10-5. ENFORCEMENT AND PENALTIES.

1. Any violation of a provision of this chapter is a municipal infraction, as provided in section 1-3-2 of this City Code, for which the City may issue a citation. Each day that the violation continues shall constitute a separate violation.

2. Abatement of Violations. The issuance of a municipal infraction citation shall not preclude the City from instituting appropriate action to restrain, correct, or abate a violation, or to prevent illegal occupancy of a structure or premises, or to stop an illegal act, conduct business, or utilization of the structure or premises.

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. SEVERABILITY. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 4. EFFECTIVE DATE. This ordinance shall be effective after its passage and publication as required by law.

PASSED AND APPROVED this ___ day of _____ 2023.

Steve Knepper, Mayor

ATTEST:

Kathy Goerdts, City Clerk

First Reading: July 10, 2023

Second Reading: July 24, 2023

Third Reading:

Publication:

Sent to American Legal:



August 14, 2023 Agenda

To: Mayor, City Council and Staff

From: Lisa Kotter, City Administrator

Date: August 11, 2023

Re: Street Name Changing Ordinance

As we discussed when we approved the Street name for Parkview Street, it was suggested that the reference to how Street, Drive, or Avenue is chosen should be removed. This was recommended partly because the current code is incorrect and second as it was deemed unnecessary to have this guidance. The draft ordinance #09-23 in the packet removes this portion of the code. It is listed as a third and final reading if approved.

ORDINANCE NO. 09-23

AN ORDINANCE AMENDING TITLE VII (SPECIAL ORDINANCES) OF THE CODE OF ORDINANCES OF THE CITY OF CASCADE, IOWA

WHEREAS, the City Council of the City of Cascade, Iowa, has determined it is necessary to amend Title VII (Special Ordinances) of the Code of Ordinances of the City of Cascade, Iowa (“City Code”), to remove the description of how street names such as Street, Drive or Lane are chosen below

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CASCADE, IOWA as follows:

SECTION 1. TITLE VII CHAPTER 9 NAMING OF STREETS. Title VII Chapter 9, Section 1, Subsection 4 of the City Code is hereby deleted in its entirety.

7-9-1 NAMING NEW STREETS.

New streets shall be assigned names in accordance with the following:

~~4. In general, streets running east and west shall be named “streets”. Streets running north and south shall be named “avenues”. Streets that loop around and exit in the same direction as they enter shall be named “courts”. Streets that end in a cul-de-sac shall be named “lanes”.~~

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. SEVERABILITY. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 4. EFFECTIVE DATE. This ordinance shall be effective after its passage and publication as required by law.

PASSED AND APPROVED this 14th day of August 2023.

Steve Knepper, Mayor

ATTEST:

Kathy Goerd, City Clerk

First Reading July 10, 2023
Second Reading July 24, 2023
Third Reading
Publication
Sent to American Legal



August 14, 2023 Agenda

To: Mayor, City Council and Staff
From: Lisa Kotter, City Administrator
Date: August 11, 2023
Re: Water and Sewer Forgiveness

Included in the packet is a Resolution which is an updated version of Resolution #81-14 when the Council agreed to give some forgiveness for water and sewer bills.

The Section III is the added provision on new construction lawn watering which reads:

SECTION III: Each property owner that has a newly developed property may have a one-time 2 billing cycle forgiveness on the sewer portion of the bill that is excess of normal usage and is attributed to the watering of the lawn. If the property is not occupied during the first 60 days, then the amount forgiven will be usage in excess of 1,000 gallons. If the property owners have occupied the premise prior to the billing forgiveness request, and the amount of normal usage can be determined, than the excess lawn watering usage can be forgive immediately. If the property is newly occupied, the owner must pay the full sewer bill and will be given a credit when the utility has at least four months history to determine the amount of normal usage. This does not apply to additions or renovations to residential properties.

A reminder that previous forgiveness was issued when water did in fact go down the sewer which is not how the 2014 resolution was worded. Therefore, going forward we will enforce this the way it was intended.

RESOLUTION #60-23

**A RESOLUTION ADOPTING AN UPDATED WATER AND SEWER BILL
ADJUSTMENT POLICY FOR THE CITY OF CASCADE, IOWA**

WHEREAS, the City of Cascade provides water and sewer services to the citizens of Cascade; and,

WHEREAS, the City of Cascade previously adopted Resolution #81-14 outlining an adjustment policy for water and sewer bills; and,

WHEREAS, the sewer and water fees are calculated on the water usage; and,

WHEREAS, the Council has been presented with requests for a portion of a resident's water and sewer utility billings to be forgiven based on the position that not all of the water entered the sewer system or the excess water usage was due to an event outside the resident's control, such as a break or malfunction; and,

WHEREAS, the Council wants to encourage a property owner of a newly developed property an incentive to water and successfully install grass in their yard; and,

WHEREAS, the Council finds it to be necessary and appropriate to set forth a policy to which the Council and the Citizens may look to when considering a forgiveness request.

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

SECTION I: Each resident is allowed a **one-time** fifty (50) percent forgiveness on their water utility bill, not to exceed \$300. The adjustment will be calculated on the gallons in excess of their previous 12 month average.

SECTION II: Each resident is allowed a **one-time** hundred (100) percent forgiveness on their sewer utility bill, not to exceed \$300. The adjustment will be calculated on the gallons in excess of their 12 month average and only if the water did not go down the sewer system.

SECTION III: Each property owner that has a newly developed property may have a one-time 2 billing cycle forgiveness on the sewer portion of the bill that is excess of normal usage and is attributed to the watering of the lawn. If the property is not occupied during the first 60 days, then the amount forgiven will be usage in excess of 1,000 gallons. If the property owners have occupied the premise prior to the billing forgiveness request, and the amount of normal usage can be determined, than the excess lawn watering usage can be forgive immediately. If the property is newly occupied, the owner must pay the full sewer bill and will be given a credit when the utility has at least four months history to determine the amount of normal usage. This does not apply to additions or renovations to residential properties.

SECTION IV: Forgiveness on both water and sewer utility bills is allowed only if it can be verified that the excess usage was due to a break or malfunction to a relative degree of certainty.

SECTION V: A water and/or sewer forgiveness request must be submitted in writing and include the reason for the excess usage and include any supporting documentation available and approved by the City Administrator.

PASSED AND APPROVED this 14th day of August, 2023.

Steven Knepper, Mayor

ATTEST:

Kathy Goerd, City Clerk



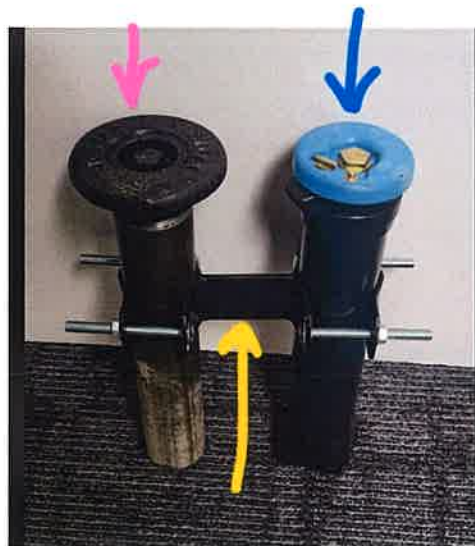
August 14, 2023 Agenda

To: Mayor, City Council and Staff
From: Lisa Kotter, City Administrator
Date: August 11, 2023
Re: Tracer Wire Box

After discussion at the last two meetings, I was directed to prepare the ordinance that will require a bracket be used when a tracer wire and tracer wire box is installed on plastic water service piping. The new ordinance is included in the packet with the two new sentences underlined. This would be the second of three readings.

INFO FROM EARLIER MEETINGS:

The Council will recall when it was requested that we change the ordinance to allow for plastic water service lines on the portion that is on private property, we required tracer wire and a tracer wire box. We have an illustration below that shows the pink arrowing pointing to the water curb stop, which is used to shut off water to the house. The blue arrow is pointing to the tracer wire box which is how the City staff can locate a plastic pipe as the tracer wire is connected to the blue capped box. We have discovered the bracket that the yellow arrow points to. By requiring this bracket, which retails for \$80, we can assure that everything stays connected. The brackets are not as common to find in stock at suppliers. Therefore, if the City Council is willing to support the staff recommendation to require the brackets, we could get them in stock and sell them to the builders. We have curb stops that have sunk below the surface by as much as 12 inches. It will be even easier for the tracer wire box to get moved around. Therefore, this bracket will help to keep the two secure and at the surface. If the Council is supportive, we would create a draft ordinance for review on July 24.



ORDINANCE #11-23

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF
CASCADE, IOWA, BY AMENDING**

**CHAPTER 6-3 UTILITIES-WATER SYSTEM SPECIFICALLY
WATER SERVICE PIPE 6-3-33**

NOW, THEREFORE, BE IT ENACTED, by the City Council of the City of Cascade, Iowa, as follows:

Section I. Section Modified. Title VI Physical Environment, Chapter 3 Utilities – Water System, of the Code of Ordinances of the City of Cascade, Iowa, is repealed and the following adopted in lieu thereof:

6-3-33 WATER SERVICE PIPE. Service pipe shall be Type K copper on the portion of the service within the City Right of Way and/or between the water main and the curb stop. On the section of the service outside of the City’s right of way from the curbs stop to the building, a property owner may install Type K Copper or a plastic CTS (Copper Tube Sizing) pipe. When a plastic pipe is installed, it is also required to install a tracer wire with #12 AWG Copper Clad Steel, High Strength with minimum 450lb break load, with minimum 30 mil HDPE insulation thickness. **In addition, when a tracer wire box is installed, a City supplied bracket shall also be required to make a solid connection between the curb stop and tracer wire box. The City will charge for the cost of the bracket.** All tracer wire must be installed to City specifications. The diameter shall be 3/4-inch minimum.

Section II. Severability Clause. If any section, provision or part of the ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section III. When Effective. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

PASSED, ADOPTED AND APPROVED this 24th day of July, 2023.

Steven J. Knepper, Mayor

ATTEST:

Kathy Goerd, City Clerk

First Reading: July 24, 2023

Second Reading:

Third Reading:

Publication:

Sent to American Legal:



August 14, 2023 Agenda

To: Mayor, City Council and Staff
From: Lisa Kotter, City Administrator
Date: August 11, 2023
Re: Garage and Yard Sale Ordinance

As Council is aware we discussed at a previous meeting creating an ordinance limiting the number of garage sales a property can have. Several communities have similar restrictions.

Included in the packet is a draft of an ordinance that will allow any house to have three per year that are no longer than three consecutive days, during daylight hours. I created this to be its own chapter in the Special Ordinances section as there was no other chapter it seemed to fit.

After the last meeting Council discussed the idea of a commercial property becoming the site of a frequent, ongoing rummage sale.

Our attorney has reviewed the ordinance and made a few changes to be sure if references a nuisance ordinance connection. He has not responded yet as of packet time on a way to address to commercial property issue. I will update the Council if I get more information by meeting time.

This would be the first of three readings.

ORDINANCE NO. 10-23

AN ORDINANCE CREATING TITLE VII (SPECIAL ORDINANCES) CHAPTER 17 YARD AND GARAGE SALES CHAPTER OF THE CODE OF ORDINANCES OF THE CITY OF CASCADE, IOWA

WHEREAS, the City Council of the City of Cascade, Iowa, has determined it is necessary to create Title VII (Special Ordinances) of the Code of Ordinances of the City of Cascade, Iowa ("City Code"), to create Chapter 17 Regulations on Yard and Garage Sales;

WHEREAS, the City Council is concerned that garage sales of residents can become ongoing, lengthy affairs which create continuing visual nuisances under the nuisance sections of these Ordinances.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CASCADE, IOWA as follows:

SECTION 1. TITLE VII CHAPTER 17. Title VII Chapter 17 of the City Code Yard and Garage Sales is created with the following:

7-17-1 Yard And Garage Sales:

a. Definitions: For the purpose of this section, the following terms shall have the meanings ascribed to them in this subsection:

(1) Garage or Yard Sale: Means and includes all general sales open to the public, conducted from or on a residential premises in any residential zone, for the purpose of disposing of personal property, including, but not limited to, all sales entitled garage, lawn, yard, attic, porch, room, back yard, patio, rummage, or moving sale. This definition shall not include a situation where ~~no more than five (5) specific items are held out for sale~~ and all advertisement of such sale specifically names those items to be sold and may include multi-family garage sales on one residential site.

(2) Personal Property: Property which is owned, utilized, and maintained by an individual or members of his or her residence and acquired in the normal course of living in or maintaining a residence. It does not include merchandise which was purchased for resale or obtained on consignment.

b. Hours Of Operation: Garage sales shall be limited in time to no more than the daylight hours of three (3) consecutive days. Following display of personal property for three consecutive days, said personal property shall no longer be displayed and shall be stored in compliance with the Code of Ordinances, outside the public view. A failure to observe the requirements of this section, or any other portion of this Chapter, shall be a municipal infraction. It shall further be considered a nuisance under Chapter 2, Section 3-2-1 of the Code of Ordinances.

c. Display Of Sale Property: Personal property offered for sale may be displayed within ~~the residence~~ in a residential garage, driveway, carport, and a rear yard and/or front yard, but only in such privately-owned areas. No personal property offered for sale at a garage sale shall be displayed in any public right-of-way. Only personal property shall be sold.

d. Number Of Garage Sales: No residence shall be the site of more than three (3) garage sales per calendar year. The owner and occupant of the residences whereon a joint the garage sale is located shall be deemed to jointly control the property for purposes of this section and shall be responsible for complying with this section.

BE IT FURTHER ORDAINED THAT THE FOLLOWING AMENDMENT IS MADE TO CHAPTER 2, NUISANCES, SECTION 3-2-1 OF THE CODE OF ORDINANCES:

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3-2-1 DEFINITIONS.

For use in this Ordinance, the following terms are defined:

1. NUISANCES DECLARED. The term "nuisance" means whatever is injurious to health, indecent, or unreasonably offensive to the senses or an obstacle to the free use of property, so as essentially to unreasonably interfere with the comfortable enjoyment of life or property. Nuisances shall include, but not be limited to, those activities and items hereinafter set forth in this section below:

...

New subsection:

xx. Any violation of Title VII, Chapter 17 concerning garage sales wherein a visual nuisance is created by said violation.

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SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. SEVERABILITY. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 4. EFFECTIVE DATE. This ordinance shall be effective after its passage and publication as required by law.

PASSED AND APPROVED this ___ day of _____ 2023.

Steve Knepper, Mayor

ATTEST:

Kathy Goerd, City Clerk

- First Reading
- Second Reading
- Third Reading
- Publication
- Sent to American Legal



August 14, 2023 Agenda

To: Mayor, City Council and Staff

From: Lisa Kotter, City Administrator

Date: August 11, 2023

Re: Ordinance - Building Permits -Fence, Concrete and Signs

Currently we have a number of places in our ordinance that refer to needing a permit to do concrete work on a sidewalk or in the right of way which would be a driveway approach. However, when I need to show someone a consolidated spot where it says you need a permit for any concrete work it isn't concise. In addition, we require a building permit for signs and fences and again it isn't in one spot with other building permits. I have drafted a new ordinance adding two sentences to be clear. I have also included in the packet two spots where permits are referenced and the Resolution we adopted with fees for this work. These three areas of work still go through my office and not to ECIA. Therefore, the fee is \$75. Since these are already permits we collect, I posted the agenda to allow a shorter approval process than three meetings if they Council wants to make that adjustment sooner.

ORDINANCE #12-23

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF
CASCADE, IOWA, BY AMENDING**

CHAPTER 6-12 BUILDING PERMITS

NOW, THEREFORE, BE IT ENACTED, by the City Council of the City of Cascade, Iowa, as follows:

SECTION 1. PURPOSE Title VI Physical Environment, Chapter 12 Building Permits of the Code of Ordinances of the City of Cascade, Iowa, is modified to include additional clarity on the types of permits required for construction and alterations completed in the City and to provide for better regulation of building, structure, fence, signage and concrete permits;

SECTION 2. SECTIONS AMENDED. The following sections are amended as follows with underlined language indicating new language.

CHAPTER 12 BUILDING PERMITS

6-12-1 PURPOSE.

The purpose of this Chapter is to provide the City Council notice of the type of structure, the kind of construction, the location of any structure to be erected or added within the corporation, the location of any structure on any specific lot within the corporation and to provide reasonable rules for the erection, reconstruction, altering and repair of all kinds of structures. **This chapter also covers permits for newly installed or replacement of concrete on walkways, sidewalks, stairs, driveways, driveway approaches and patios, and fences and signage.**

6-12-2 STRUCTURE DEFINED.

Anything constructed or erected with a fixed location on the ground that protrudes above the ground or surface level of a parcel of property. Structures include, but are not limited to, buildings, walls, fences, billboards, aboveground storage tanks, and similar uses.

6-12-3 PERMIT REQUIRED.

No structure shall be erected, reconstructed, altered or added to without first securing a permit from the City Council. **No fence, sign or concrete may be installed, constructed or reconstructed without a permit.**

6-12-4 APPLICATION.

All requests for a building permit shall be submitted to the City Clerk on forms supplied by the City and accompanied with the appropriate fee for such permit. **All fees are set by Resolution.**

Section II. Severability Clause. If any section, provision or part of the ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section III. When Effective. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

PASSED, ADOPTED AND APPROVED this 14th day of August, 2023.

Steven J. Knepper, Mayor

ATTEST:

Kathy Goerdts, City Clerk

First Reading:
Second Reading:
Third Reading:
Publication:
Sent to American Legal:

CHAPTER 6

STREET CUTS, EXCAVATIONS

6-6-1 Excavation Permit Required

6-6-2 Application for Permit

6-6-3 Permit Fees

6-6-4 Safety Measures

6-6-5 Backfilling and Restoration

6-6-6 Minimum Construction Standards

6-6-1 EXCAVATION PERMIT REQUIRED.

Excavating within the right-of-way of public streets and alleys, and of public grounds, and the cutting of surfacing or paving of the traveled way therein, shall not be done by any person, firm, association, or corporation without obtaining a permit from the City Clerk.

(Code of Iowa, Sec. 364.12(2))

6-6-2 APPLICATION FOR PERMIT.

No person shall commence excavation in any public street or public ground until that person has applied to the City Clerk for an excavation permit. Such application shall indicate the location of the excavation, the name and address of the applicant who is to do the work, the person responsible for the refilling of said excavation and restoration of the street or alley surface, whether public liability insurance is in force, and that the applicant has checked the underground map of all utilities, and other owners of underground facilities, and that the applicant has notified those persons or companies of the time that excavation will commence. The making of an application shall be deemed notice to the City of the plan to cut the street surfacing or pavements, and to obstruct the public way.

In an emergency, authorized persons or companies may commence excavations provided that they shall have made a reasonable effort to inform the City and the utilities whose underground utilities might be involved in any way, and those involved in the excavation shall make written application at the earliest practicable moment. The Clerk may provide on the form for the certification that the applicant has notified all utilities and other parties required by this Ordinance.

Utility companies are exempt from the permit application. They shall however comply with all other provision and shall post with the city a yearly bond in the amount of two hundred fifty dollars (\$250.00) to guarantee such compliance.

6-6-3 PERMIT FEES.

For streets or alleys with asphalt or concrete surface 7 years old or less, the bond/deposit shall be \$3,000.00. Upon restoration of the street surface said bond/deposit shall be returned to the applicant less any costs incurred by the city.

For streets or alleys with an asphalt or concrete surface over 7 years of age and for all other street surfaces the bond/deposit shall be \$250.00. Upon restoration of the street surface said bond/deposit shall be returned to the applicant less any costs incurred by the city.

Insurance Required. Each applicant shall file a certificate of insurance indicating that the applicant is carrying public liability insurance in effect for the duration of the permit covering the applicant and all agents and employees for the following minimum amounts:

Bodily Injury \$100,000.00 per person; \$250,000.00 per accident

Property Damage \$100,000.00 per accident.

All costs and expenses incident to the excavation shall be borne by the permit holder/property owner. The permit holder/owner shall indemnify the city from any loss or damage that may directly or indirectly be occasioned by such excavation.

6-6-4 SAFETY MEASURES.

Any person, firm, or corporation cutting a pavement or surfacing or excavating in the streets shall erect suitable barricades, maintain warning lights from sunset to sunrise each night, and take such other precautions as necessary for the safety of the public, whether vehicles or pedestrians. Vehicles, equipment, materials, excavated material, and similar items shall likewise be protected by lights and warning devices, such as traffic cones, flags, etc. Where traffic conditions warrant, the party excavating may be required to provide flagmen, if in the judgment of the Chief of Police the public safety requires it. Compliance with City Ordinances and regulations shall not be deemed to waive the requirements that the party excavating shall comply with all the requirements of the labor safety laws and the rules of the Iowa Department of Labor, nor shall any failure be deemed a responsibility of the City.

City immediately in the event the owner is unable to make necessary sidewalk improvements or to install or erect warnings and barricades as required by this chapter.

6-8-10 STANDARD SIDEWALK SPECIFICATIONS.

Sidewalks constructed, repaired, or replaced under the provisions of this chapter shall be of the following construction and meet the following standards:

1. Portland cement concrete shall be the only material used in the construction and repair of sidewalks unless otherwise authorized by the City Council.
2. Sidewalks shall be on one-course construction.
3. Concrete may be placed directly on compact and well-drained soil. Where soil is not well drained, a three (3) inch sub-base of compact, clean, coarse gravel, sand, or cinders shall be laid. The adequacy of the soil drainage is to be determined by the Superintendent of Public Works.
4. The sidewalk bed shall be graded to the established grade.
5. Residential sidewalks shall be at least four (4) feet wide, or match existing sidewalks, and four (4) inches thick, and each section shall be no more than four (4) feet in length. In the central business district, sidewalks shall extend from the property line to the curb unless the Council shall establish a different distance due to the circumstances. Each section shall be four (4) inches thick and no more than six (6) feet in length and width. All driveway areas shall not be less than six (6) inches in thickness.
6. Residential sidewalks shall be located with the inner edge (edge nearest the abutting private property) one (1) foot from the property line, unless the Council shall establish a different distance due to the circumstances.
7. The street edge of a sidewalk shall be at an elevation even with the curb at the curb or not less than one-half (1/2) inch above the curb for each foot between the curb and the sidewalk.
8. All sidewalks shall slope at least one-quarter (1/4) inch per foot toward the curb.
9. All sidewalks shall have a steel trowel finish followed by a "broom" or a "wood float" finish.
10. Ramps for the disabled. There shall not be less than two (2) curb cuts or ramps per lineal block which shall be located on or near the cross-walks at intersections. Each curb cut or ramp shall be at least thirty (30) inches wide, shall be sloped at not greater than one inch of rise per twelve (12) inches lineal distance, except that a slope no greater than one inch of rise per eight (8) inches lineal distance may be used where necessary, shall have a nonskid surface, and shall otherwise be so constructed as to allow reasonable access to the crosswalk for physically disabled persons using the sidewalk.

(Code of Iowa, Sec. 216C.9)

11. All sidewalk improvements on public property, whether performed by the owner of the abutting property or by the City, shall be performed under the supervision and inspection of the City Superintendent of Public Works, and in accordance with the standard sidewalk specifications set forth in this chapter.

6-8-11 PERMITS FOR CONSTRUCTION OR REMOVAL.

No person shall make any sidewalk improvements unless such person shall obtain a permit from the City Clerk. The permit shall state that the person will comply with the Ordinances of the City and with the specifications for sidewalks adopted by the City. The permit also shall state that the work will be done under the direction and approval of the City Superintendent of Public Works.

6-8-12 FAILURE TO OBTAIN PERMIT; REMEDIES.

Whenever any sidewalk improvements are made that do not conform to the provisions of this chapter and with the specifications, or when any sidewalk improvements are made without a permit, the Mayor shall serve notice to obtain a permit upon the property owner and upon the contractor doing the work. If the sidewalk is in the course of construction, the notice shall order the work to stop until a permit is obtained and the work is corrected to comply with the specifications. If the sidewalk work has been completed, the owner shall obtain a permit immediately and perform any needed corrections within five (5) days from receipt of the permit. If the owner fails to comply with this notice, the Mayor shall have the work completed and the costs assessed to the property owner as provided in this chapter.

6-8-13 INSPECTION AND APPROVAL.

Upon final completion, the Superintendent of Public Works shall inspect the work and may order corrections if the work does not meet specifications. When the work does meet all requirements of this chapter, the specifications, and the permit, the Superintendent of Public Works shall indicate this on both copies of the permit.

6-8-14 BARRICADES AND WARNING LIGHTS.

37

Proper warning lights and barricades shall be placed to protect persons from materials, equipment, and dangerous



August 14, 2023 Agenda

To: Mayor, City Council and Staff
From: Lisa Kotter, City Administrator
Date: August 11, 2023
Re: Ordinance – Stormwater Discharge

The City adopted an ordinance back in 2017 that added that any storm water discharge from things like roofs or impervious surfaces must have any outlet set at least 10 feet back from a common property line. We enforce that on private neighbor lots and City Right of Way. This is done do the water disseminates in yards and on private property versus the City having more flow in the storm sewer system.

I have included the 2017 ordinance. I have also included the American Legal online version that you codified in 2021 in which the language is absent/missing. This makes the online version silent and I advise we continue this practice for stormwater enforcement and readopt the code. Since this is another code that we already have in practice, I posted the agenda so that the Council can adopt this quicker than three meetings if that is desirable. I have also added language that this applies to a common lot line along City Right of way. While the City is a neighboring property in a roadway, it makes it clearer.

ORDINANCE NO. 13-23

AN ORDINANCE AMENDING TITLE VI (PHYSICAL ENVIRONMENT) CHAPTER 6 UTILITIES-SANITARY SYSTEM OF THE CODE OF ORDINANCES OF THE CITY OF CASCADE, IOWA

WHEREAS, the City Council of the City of Cascade, Iowa, has determined it is necessary to amend Title VI (Physical Environment) of the Code of Ordinances of the City of Cascade, Iowa (“City Code”), Regulations on Use of Public Sewers.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CASCADE, IOWA as follows:

SECTION 1. TITLE VI CHAPTER 6. Title VI Chapter 6 of the City Code Utilities-Sanitary System, Use of Public Sewers is amended to include the following underlined code:

6-2-5 USE OF THE PUBLIC SEWERS.

1a. Storm water conducted from roofs or other impervious areas shall be dispersed entirely upon the grounds of the owner of the contributing property or it shall be drained or conducted into ditches, storm drains or gutters where available on public property or easements legally useable for that purpose, or into public streams. No storm water shall be purposely directed onto a neighboring property **and any outlet must be at least ten (10) feet from the common property line with any abutting owner or City right of way.**

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. SEVERABILITY. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 4. EFFECTIVE DATE. This ordinance shall be effective after its passage and publication as required by law.

PASSED AND APPROVED this 28th day of August, 2023.

Steve Knepper, Mayor

ATTEST:

Kathy Goerd, City Clerk

First Reading
Second Reading
Third Reading
Publication
Sent to American Legal

6-2-5 USE OF THE PUBLIC SEWERS.

Current Ordinance- Line missing from the end of 1(a)

1. Storm Water. No person shall discharge or cause to be discharged any storm water, surface water, groundwater, roof run-off, sub-surface drainage, uncontaminated cooling water, or unpolluted industrial process waters to any sanitary sewer. Storm water and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as combined sewers or storm sewers, or to a natural outlet approved by the Superintendent. Industrial cooling water or unpolluted process waters may be discharged on approval of the Superintendent, to a storm sewer, combined sewer, or natural outlet.

a. Storm water conducted from roofs or other impervious areas shall be dispersed entirely upon the grounds of the owner of the contributing property or it shall be drained or conducted into ditches, storm drains or gutters where available on public property or easements legally useable for that purpose, or into public streams. No storm water shall be purposely directed onto a neighboring property.

b. No person shall discharge or cause to be discharged any storm water, surface water, groundwater, roof run-off, sub-surface drainage, including interior and exterior foundation drains, downspouts, uncontaminated cooling water or unpolluted industrial process waters to any sanitary sewer or combined sewer.

c. Storm water and all other unpolluted water shall be discharged to a storm sewer, except that unpolluted cooling or process water shall only be so discharged upon approval by the Superintendent. The Superintendent may also approve discharge of unpolluted water into a natural outlet or a combined sewer, provided the discharge complies with applicable state and federal regulations.

d. The City Engineer is authorized to grant an exemption from the provisions of this section to permit the connection of downspouts into a combined sewer or to permit any water to be discharged into a combined sewer after written application is made for an exemption. A written permit shall be issued granting the exemption if, in the opinion of the City Engineer:

(1) A reasonably available absorption area is not present for the water;

(2) Allowing the downspout to discharge onto the ground, sidewalk, street or alley will create a hazardous or unsatisfactory condition or the failure to permit the discharge of water as applied for would create a hazardous or unsatisfactory condition; or

(3) Disconnection from the sewer would require major structural alteration.

(1999 Code, § 97.01) Penalty, see § 53.99

2. Illegally Discharged Storm Water.

a. In the event it is determined that storm-water, surface water, water from downspouts or any water is illegally discharged into any sanitary sewer or combined sewer in violation of Chapter 97.01, the city shall serve a written notice upon the person responsible for the illegal discharge, the owner of the property, and any tenant occupying the property ordering the removal of the illegal connection or discharge. The notice shall be signed by the City Engineer or an authorized representative and shall allow 15 calendar days for the removal of the illegal connection or discharge. Said notice will be served by certified mail, return receipt requested, or by personal service, upon the responsible person, owner and tenant. The notice shall provide for a right to a hearing before the City Council on the order to remove. Any person requesting a hearing before the City Council must submit a written request to the City Administrator within 15 calendar days after receipt of the order to remove. Failure to submit said request within 15 calendar days after receipt of the order to remove shall constitute a waiver of the right to a hearing and the right to any appeal. The removal of the illegal connection or discharge requires the disconnection of any pipe carrying the prohibited discharge to the sewer system either at ground level or underground and the capping or blocking of the remaining pipe so as to prevent any water from entering the sewer system. The City shall have the prerogative to inspect and approve any removal.

(1) In the event the owner does not remove the illegal connection or discharge and does not receive an exemption, the owner shall be charged a surcharge based on roof area as set forth in the following schedule:

Roof Area	Monthly Surcharge
Less than 3,000 square feet	\$15
3,000 square feet to 4,999 square feet	\$30
5,000 square feet to 9,999 square feet	\$50
10,000 square feet and up	\$100

(2) There shall be one surcharge per property, regardless of the number of downspout connections. The City Engineer shall provide the Clerk with a current list of buildings with downspout connections. The surcharge shall be part of the sewer service bill and collected in the same manner.

(3) Nothing in this section shall preclude or abridge such other legal rights the City may have to enjoin or deter illegal storm water discharge. In the event that any person in violation of this section fails to comply with the terms of this section

ORDINANCE NO. 5-17

AN ORDINANCE AMENDING CHAPTER 97 OF THE CODE OF ORDINANCES OF THE CITY OF CASCADE, IOWA

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CASCADE, IOWA:

Section 1. Purpose. The purpose of this Ordinance is to amend Chapter 97 to set forth additional regulations and penalties for private persons causing excessive storm water runoff.

Section 2. Amendment. The Code of Ordinances of the City of Cascade, Iowa is amended by amending Chapter 97.01 to read:

97.01 STORM WATER. No person shall discharge or cause to be discharged any storm water, surface water, groundwater, roof run-off, sub-surface drainage, uncontaminated cooling water, or unpolluted industrial process waters to any sanitary sewer. Storm water and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as combined sewers or storm sewers, or to a natural outlet approved by the Superintendent. Industrial cooling water or unpolluted process waters may be discharged on approval of the Superintendent, to a storm sewer, combined sewer, or natural outlet.

(A) Stormwater conducted from roofs or other impervious areas shall be dispersed entirely upon the grounds of the owner of the contributing property or it shall be drained or conducted into ditches, storm drains or gutters where available on public property or easements legally useable for that purpose, or into public streams. No stormwater shall be purposely directed onto a neighboring property and any outlet must be at least ten (10) feet from the common property line with any abutting owner.

(B) No person shall discharge or cause to be discharged any stormwater, surface water, groundwater, roof run-off, sub-surface drainage, including interior and exterior foundation drains, downspouts, uncontaminated cooling water or unpolluted industrial process waters to any sanitary sewer or combined sewer.

(C) Stormwater and all other unpolluted water shall be discharged to a storm sewer, except that unpolluted cooling or process water shall only be so discharged upon approval by the Council. The City may also approve discharge of unpolluted water into a natural outlet or a combined sewer, provided the discharge complies with applicable state and federal regulations.

(D) The City Engineer is authorized to grant an exemption from the provisions of this section to permit the connection of downspouts into a combined sewer or to permit any water to be discharged into a combined sewer after written application is made for an exemption. A written permit shall be issued granting the exemption if, in the opinion of the City Engineer:

- (1) A reasonably available absorption area is not present for the water;
 - (2) Allowing the downspout to discharge onto the ground, sidewalk, street or alley will create a hazardous or unsatisfactory condition or the failure to permit the discharge of water as applied for would create a hazardous or unsatisfactory condition; or
 - (3) Disconnection from the sewer would require major structural alteration.
- (1999 Code, § 97.01) Penalty, see § 53.99

Section 3. Amendment. The Code of Ordinances of the City of Cascade, Iowa is amended by adding a new subsection of Chapter 97 to read:

97.01A ILLEGALLY DISCHARGED STORMWATER.

(A) In the event it is determined that storm-water, surface water, water from downspouts or any water is illegally discharged into any sanitary sewer or combined sewer in violation of Chapter 97.01, the city shall serve a written notice upon the person responsible for the illegal discharge, the owner of the property, and any tenant occupying the property ordering the removal of the illegal connection or discharge. The notice shall be signed by the City Engineer or an authorized representative and shall allow 15 calendar days for the removal of the illegal connection or discharge. Said notice will be served by certified mail, return receipt requested, or by personal service, upon the responsible person, owner and tenant. The notice shall provide for a right to a hearing before the City Council on the order to remove. Any person requesting a hearing before the City Council must submit a written request to the City Administrator within 15 calendar days after receipt of the order to remove. Failure to submit said request within 15 calendar days after receipt of the order to remove shall constitute a waiver of the right to a hearing and the right to any appeal. The removal of the illegal connection or discharge requires the disconnection of any pipe carrying the prohibited discharge to the sewer system either at ground level or underground and the capping or blocking of the remaining pipe so as to prevent any water from entering the sewer system. The City shall have the prerogative to inspect and approve any removal.

(B) (1) In the event the owner does not remove the illegal connection or discharge and does not receive an exemption, the owner shall be charged a surcharge based on roof area as set forth in the following schedule:

Roof Area	Monthly Surcharge
Less than 3,000 square feet	\$15
3,000 square feet to 4,999 square feet	\$30
5,000 square feet to 9,999 square feet	\$50
10,000 square feet and up	\$100

(2) There shall be one surcharge per property, regardless of the number of downspout connections. The City Engineer shall provide the Clerk with a current list of

buildings with downspout connections. The surcharge shall be part of the sewer service bill and collected in the same manner.

(3) Nothing in this section shall preclude or abridge such other legal rights the City may have to enjoin or deter illegal stormwater discharge. In the event that any person in violation of this section fails to comply with the terms of this section after notice provided for herein and following any requested hearing as provided for herein, the City may file an action in the District Court to obtain injunction against continued violation and any other appropriate relief allowed by law.

Section 4. Repealer. All other sections of this Ordinance in conflict with these provisions shall be repealed.

Section 5. Severability. If any section, provisions or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall have no effect on the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 6. Effective Date. This Ordinance shall be in full force and effect from and after its adoption and publication as provided by law.

PASSED AND APPROVED THIS 21st DAY OF JULY, 2017



Marcus Behnken, Mayor

ATTEST:



Danielle Hartke City Clerk CMC, CFO

Adopted:

1st Reading 6/26/17
2nd Reading 7/10/17
3rd Reading 7/24/17

published 8/23/17



August 14, 2023 Agenda

To: Mayor, City Council and Staff
From: Lisa Kotter, City Administrator
Date: August 11, 2023
Re: Tree Ordinance

As you know we have discussed being stronger on enforcing the dead and diseased tree removal ordinance. I was preparing to begin sending some letters and noticed that the only reason the current ordinance allows us to order a private tree removed is when it is a danger to another tree. There is no reference to structure, property and the public. I have added this for consideration. I have also added a section to address the current state of how busy tree service companies are. If the owner has contracted with a company in the two weeks and the company is unable to provide service in the 14 days, they can ask for a one-time extension to the 14, up to 90. In order to start getting the trees addressed sooner, I posted the agenda that you could adopt this without the three separate readings. You could adopt it in one or two, if the Council is willing to go shorter.

ORDINANCE NO. 14-23

AN ORDINANCE AMENDING TITLE VII (SPECIAL ORDINANCES) CHAPTER 7 TREES OF THE CODE OF ORDINANCES OF THE CITY OF CASCADE, IOWA

WHEREAS, the City Council of the City of Cascade, Iowa, has determined it is necessary to amend Title VII (Special Ordinances) of the Code of Ordinances of the City of Cascade, Iowa ("City Code"), Regulations on Trees.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CASCADE, IOWA as follows:

SECTION 1. TITLE VII CHAPTER 7. Title VII Chapter 7 of the City Code Trees is amended to include the following underlined code:

7-11-6 INSPECTION AND REMOVAL.

The Council shall inspect or cause to be inspected any trees or shrubs in the City reported or suspected to be infected with or damaged by any disease or insect or disease pests, and such trees and shrubs shall be subject to removal as follows:

1. Removal from City Property. If it is determined that any such condition exists on any public property, including the strip between the curb and the lot line of private property, and that danger to other trees, **property, structures or the general public** within the City is imminent, the Council shall immediately cause such condition to be corrected by treatment or removal so as to destroy or prevent as fully as possible the spread of the disease or the insect or disease pests. The Council may also order the removal of any trees on the streets of the City which interfere with the making of improvements or with travel thereon.

2. Removal from Private Property. If it is determined with reasonable certainty that any such condition exists on private property and that the danger to other trees, **property, structures or the general public** within the City is imminent, the Council shall immediately notify by certified mail the owner, occupant or person in charge of such property to correct such condition by treatment or removal within fourteen (14) days of said notification. If such owner, occupant or person in charge of said property fails to comply within fourteen (14) days of receipt of notice, the Council may cause the nuisance to be removed and the cost assessed against the property. **A property owner may make a written request to the City Administrator for a one-time extension to the 14 day removal requirement, for up to three months, if they have a contract for work approved and the contractor confirms that the work cannot be completed within the 14 day timeframe.**

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. SEVERABILITY. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 4. EFFECTIVE DATE. This ordinance shall be effective after its passage and publication as required by law.

PASSED AND APPROVED this 28th day of August, 2023.

Steve Knepper, Mayor

ATTEST:

Kathy Goerd, City Clerk

First Reading
Second Reading
Third Reading
Publication
Sent to American Legal



August 14, 2023 Agenda

To: Mayor, City Council and Staff
From: Lisa Kotter, City Administrator
Date: August 11, 2023
Re: Updates

We had a pre-bid meeting on Tuesday. There were six general contractors in attendance. There are around four more that have taken out plans. Two called to say while they were not attending, they did plan to submit a bid. We went through the plans and walked the site. There will be two addendums posted to anyone that took out plans on August 14 and 28. Bids are due September 7.

We had 8 applicants for the new Community and Business Promotion Coordinator. After a thorough review by the selection team, we have selected four to interview on Tuesday. As part of the process, we will have a community tour, computer exercises at City Hall, written exercises prior to the interview, turning in media work they have done in their past, personality assessments, a public speaking event and an interview. If we are prepared to make an offer, we will likely want to schedule a special CC and Chamber Board meeting prior to the August 28th regular meeting.

CASCADE

MONTHLY INCIDENT COUNT REPORT Statistics from Reported Date: 7/1/2023 12:00:00AM to 7/31/2023 11:59:00PM

Case Report

POLICE DEPARTMENT

[IMPORTED]: ASSAULT: ON OTHER: 1 2%

[IMPORTED] : DRIVER LICENSE VIOLATION-CITATION: 3 6%

[IMPORTED] : SPEED WARNING: 1 2%

[IMPORTED] : SPEEDING CITATION: 1 2%

[IMPORTED] : WARRANT SERVICE: 2 4%

Grand Total: 15.09% Total # of Incident Types Reported: 8

Field Interview POLICE DEPARTMENT**ANIMAL COMPLAINT: 1 2%****ANIMAL NOISE COMPLAINT: 2 4%****ASSIST AMBULANCE: 2 4%****ASSIST CITIZEN: 1 2%****ASSIST CITY: 2 4%****ASSIST DUBUQUE COUNTY: 2 4%****ASSIST MOTORIST: 1 2%****ATTEMPT TO LOCATE: 1 2%****COMMUNITY SERVICE: 2 4%****CRIMINAL MISCHIEF: 1 2%****DISTURBANCE: 1 2%****EXPIRED REGISTRATION- WARNING: 1 2%****FIRE-VEHICLE: 1 2%****INFORMATIONAL REPORT: 1 2%****JCERT CALL OUT: 1 2%****ONE WAY VIOLATION: 1 2%****PRESENTATION/SCHOOL: DE: 1 2%****RECORDS CHECK: 1 2%****REGISTRATION VIOLATION: 1 2%****SPECIAL ASSIGNMENT: 3 6%****SPEED WARNING: 11 21%****SQUEALING TIRES: 1 2%**

Field Interview POLICE DEPARTMENT

SUSPICIOUS ACTIVITY: 1 2%

SUSPICIOUS PERSON: 1 2%

TRAFFIC CONTROL: 1 2%

VANDALISM: 2 4%

WELFARE CHECK: 1 2%

Grand Total: 84.91% Total # of Activity Types Reported: 45