

**CITY OF CASCADE, IOWA
COUNCIL MEETING AGENDA & PUBLIC NOTICE
Monday, July 10, 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, July 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 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 6/26/23 and 6/30/23, Library Board 7/5/23
 2. July 10, 2023 Claims and June 2023 Financial Reports
 3. The Comer Taproom-5 Day Off Premise License July 26-30
7. Consideration of Resolution #58-23 Approval to Create a Full-Time, Jointly Funded Marketing, Promotion, Volunteer Coordination and Progress And Create an Ad-Hoc Hiring Committee
8. Discussion on the Funding and Service Agreement for the CEDC FY24
9. Consideration of Ordinance #08-23 Vacant Building Registration (First Reading)
10. Consideration on Resolution #59-23 Approval of Dubuque County Secondary Roads Agreement RCTP Funding for 2nd Ave NE (\$25,000)
11. Discussion to Proceed to Finalize Plans and Quotes for 2nd Ave NE Project
12. Consideration of Ordinance #09-23 Street Naming (First of Three Readings)
13. Discussion on Installation of Speed Feedback Equipment - Highway 136
14. Discussion on City Park Parking Lot Improvements At Time of Hwy 136 Reconstruction
15. Discussion on Change in Housing Units for 2012nd Ave SW and Street Bump Outs on Buchanan St
16. Discussion on Public Parking Lot West of 2012nd Ave SW Costs
17. Discussion on Current Resolution 81-14 Water and Sewer Forgiveness Policy Changes
18. Discussion on Adding the One Time Lawn Watering Forgiveness to New Construction
19. Discussion on Adding the Requirement of a Tracer Wire Box Bracket for Plastic Water Service Lines
20. Discussion on Duty to Trim Trees and Dangerous, Dead and Diseased Tree Ordinance Enforcement
21. Discussion on Park Rules Ordinance and Permission to Have Kegs of Beer
22. Reports - Police Chief, Library Design Committee, City Administrator
 1. June 2023 Police Report
23. Public Comment (Limit 3 Minutes per person-only items on this agenda)
24. Adjournment

June 26, 2023
City Council Meeting Minutes

The June 26, 2023 Regular City Council meeting was called to order at 6:00PM by Mayor Pro Tem Bill Hosch. The Pledge of Allegiance was recited. Delaney, Hosch, Kelchen, Oliphant (attended remotely from 6-7:30pm) and Rausch answered roll call. Excused: Mayor Knepper

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

Speakers from the floor: Shirley McDermott spoke about the cancer statistics in Iowa and the noise level at the recent Summer Pool Bash.

Motion Kelchen, second Delaney to approve the consent agenda items: City Council Minutes 6/12/23, Planning and Zoning Commission 6/1/23, Library Board 6/6/23 and Utility Board 6/14/23; June 26, 2023 claims with the exception of the Smart Communications check if or until proof of employment is confirmed. All Ayes. Motion carried.

Amy Ludwig was thanked and presented with a plaque in appreciation for her service on the Library Board.

Discussion took place on a future piece of playground equipment at Oak Hill Park. The neighborhood will be working on a fundraiser of \$60,000 from the community.

Motion Delaney, second Rausch to allow the neighborhood group to proceed with a fundraising campaign. Roll Call Vote. All Ayes. Motion carried.

The staff and Chamber created a community video that was entered into an IEDA statewide contest on how we promote our small businesses. There is online Facebook voting this week. If we make the finals, there will be an assignment the week of July 6. A panel of judges makes the final selection, and the winner gets a professionally painted mural in their City and statewide publicity.

Further discussion took place with the Chamber and CEDC on a possible joint Full-Time position that would combine duties such as Chamber Director, volunteer coordinator, promotion and marketing.

Motion Rausch, second Kelchen to allocate funds to be a Tier 2 sponsor in the upcoming KCRG's Our Town Visit in collaboration with CMU. Roll Call Vote. All Ayes. Motion carried.

Motion Delaney, second Kelchen to approve Resolution #53-23 Social Services Agreements FY24 to include the following allocations: Cascade Community Enhancement Committee \$1,000, Garden Club \$1,200, Lions Club \$9,400, Jones County Tourism \$117.90, ISU Jones County Extension \$300, American Legion \$5,000, Jones County Economic Development \$2,000, Cascade Hometown Days \$1,000, Rockin' on the River \$2,000, Jones County Youth Coalition \$500, Tri-County Historical Society \$5,000. Roll Call Vote. All Ayes. Motion carried.

Motion Rausch, second Kelchen to approve Ordinance #07-23 Vicious and Dangerous Animals and Maximum Allowable Dogs and Cats (Third and Final Reading). Roll Call Vote. Four Ayes, One Nay (Hosch). Motion carried.

Motion Rausch, second Oliphant to approve Resolution #55-23 Requesting School Transportation Fee Waivers for the Riverbend Subdivision from the Western Dubuque School District. Roll Call Vote. All Ayes. Motion carried.

The Council discussed Park Ridge Phase 3 Subdivision and the extension of Dillon Street SE between 7th Ave SE and 9th Ave SE. The City Council agreed that the street needs to be constructed. Before they would determine possible partial City funding, they requested that Maryville bid out the project and get actual costs for this section of a street with the full street construction and compare with the costs as it is currently designed with the partial turnaround or hammer head.

Motion Kelchen, second Rausch to approve Resolution #50-23 TIF Rebate for Riverbend and Callahan Construction (\$38,849.03). Roll Call Vote. All Ayes. Motion carried.

Motion Rausch, second Oliphant to approve Resolution #51-23 TIF Rebate Premium Plant Service (\$26,537.56). Roll Call Vote. All Ayes. Motion carried.

Motion Oliphant, second Delaney consideration of Resolution #52-23 TIF Rebate Centro (\$414.78). Roll Call Vote. All Ayes. Motion carried.

Discussion took place on the Private Building Located on City-Owned Land and 109 Polk Street NE. The City Council is agreeable to direct staff to negotiate the terms of the sale.

Motion Oliphant, second Delaney to approve Resolution #54-23 Set Public Hearing Date for Library Construction. Roll Call Vote. All Ayes. Motion carried.

Discussion took place on Businesses Providing an In-Kind Donation to the Library construction project.

Staff presented a draft Vacant Building Registration ordinance to address commercial and industrial buildings. This will be discussed again at the next City Council meeting.

Heim and Kotter provided staff updates.

Motion Kelchen, second Rausch adjourn at 8:31 pm. All Ayes. Motion carried.

Lisa A. Kotter, City Administrator

Steven J. Knepper, Mayor

June 30, 2023
Special City Council Meeting Minutes

The June 30, 2023 Special City Council meeting was called to order at 7:30AM by Mayor Steve Knepper. The Pledge of Allegiance was recited. Oliphant, Kelchen, Hosch and Rausch (via Telephone) answered roll call.
Excused: Delaney

Motion Kelchen, second Oliphant to approve the agenda. All ayes. Motion carried.

Motion Oliphant, second Kelchen to approve Resolution #56-23 Approval to Submit a State Recreational Trail Grant Application in the Amount of \$700,000. Roll Call vote. All ayes. Motion carried.

Motion Kelchen, second Hosch to approve Resolution #57-23 Approval of a Wber Construction Inc Contract for Demolition of Three City Buildings \$23,400 and a \$5,000 donation in return) Roll Call vote. All Ayes.
Motion carried.

Motion Kelchen, second Oliphant to adjourn the meeting at 7:42a.m. Motion carried.

Lisa A. Kotter, City Administrator

Steven J. Knepper, Mayor

Cascade Public Library Board of Trustees Minutes

July 5, 2023

Cascade City Hall Council Chambers

Meeting was called to order at 4:30 p.m..

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

1. Election of Library Board Officers: Monica Recker was nominated to be President of the Library Board by Marie Thomas. Jacob Brindle seconded the nomination. All were in favor. Marie Thomas was nominated to be Secretary of the Library Board by Jacob Brindle. John Howard seconded the nomination. All were in favor.
2. Call to Order: Monica Recker called the meeting to order at 4:30pm. Recker welcomed Howard to the Library Board.
3. Approval of the Agenda: Ce Ann Brickley motioned to approve the agenda. Jacob Brindle seconded approval of the agenda. All were in favor.
4. Approval of the Minutes of the June 6, 2023, Library Board Meeting: Marie Thomas motioned to approve the minutes from the June 6 meeting. Ce Ann Brickley seconded approval of the minutes. All approved of the minutes.
5. Public Comment: None
6. Budget Reports: Reports were discussed. As this is the end of the 2022/23 fiscal year, lines of the expense report were reviewed. Two that were over budget were discussed – line #6419 (software) and #6350 (building repair and maintenance). Melissa Kane will email the City Administrator and City Clerk for detailed reports on those lines and share with the library board. The Endowment fund was briefly discussed.
7. Bills: Bills for July and upcoming for August were discussed. Melissa noted that the Bridges/Overdrive/Libby bill would also be paid in August and was not reflected on the report of upcoming bills. This bill is \$800. Kane noted that we do frequently have more to pay in the summer, as we have renewals of subscription services occur more frequently in the summer. Also, summer is a heavy use time for the library, so we do tend to purchase more in that time. Thomas urged caution in coming months to avoid having to not be able to purchase at the end of the 23/24 fiscal year, and the need to keep this line at about \$1500 per month and to be aware of monthly expenditures that will be coming due in this line. Brickley asked whether amounts can be moved between lines if one line has more money than is used. We have been advised by the City Administrator that this is not something that can be done. The Library Books/DVDs/Subscriptions budget is \$8000 less than last year due to limited space in the current facility. Marie Thomas motioned to pay the bills; Jacob Brindle seconded the motion. All were in favor.
8. Circulation Statistics: All numbers have increased from the month of May. 3090 physical items were checked out. 4626 people were reported to use all different resources. This number is the total of digital resources and physical resources, along with reading the newspapers, using the Wi-Fi, playing board games, or with the toys in the children's section of the library. 1754 people came to the library in the month of June. Hotspots were discussed during this time as well. The library currently has 3 hot spots available. Kane reported that she is working with the Chief of Police Fred Heim to get one hotspot returned. She has also reached out to the person that has it and encouraged him to return it to any library in the state. The person has been made aware that checking out library

items and not returning them is considered theft of City property. Another of the hot spots is not working, and Kane is working with T-Mobile to fix the issue. If it is not fixable Kane has been advised it is no longer under warranty and can only be replaced at our expense. Kane reported that one other had stopped working earlier in the year but was covered by warranty. Kane will investigate other companies that offer hot spots to libraries for checkout, to see if any have devices that last longer. This will be further discussed at the August 1 meeting to replace hot spots that need to be replaced and adding additional hot spot(s) to the library for circulation. This is paid for out of our phone and internet budget.

9. 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. The next public meeting with FEH is on Friday, July 14 at 12:00pm at City Hall.
 - b. Summer Reading: Kane reported that there are 150 children that have signed up for Summer Reading this year. 190 people attended the Absolute Science “Hands on Science Stations” at the Cascade Community Park on Thursday, June 29.
10. New Business:
 - a. Programming/Upcoming Events/Librarians Calendar: The July 2023 programs were shared in the packet.
 - b. Library Director Continuing Education Report: Distributed in packet.
 - c. Friends of the Library Meeting: Wednesday, July 12 at 6:00pm at City Hall.
 - d. Holiday Hours/Closed Days/Closing Early Days: The following are agreed upon for the 2023/24 year: Hometown Days: Closed, Labor Day: Closed, Wednesday before Thanksgiving – closing at 5pm, Thanksgiving Day and Friday after Thanksgiving: Closed. Closed: December 24, December 25, and December 26. Closed December 31, and January 1. Closed Memorial Day. Closing early July 3 at 5:00pm. Closed July 4
11. Adjourn: Next meeting was scheduled for Tuesday, August 1 at 4:30pm at City Hall. Ce Ann Brickley motioned to adjourn; Marie Thomas seconded the motion to adjourn. All approved of the motion. The meeting adjourned at 5:35pm.

Melissa Kane
Library Director

CLAIMS REPORT
Vendor Checks: 6/27/2023- 7/11/2023

CLAIMS

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK# DATE
06292023	ABSOLUTE SCIENCE	SCEINCE PERFORMANCE 6/29	375.00		
08012023	ABSOLUTE SCIENCE	SCIENCE PERFORMANCE 8/1	625.00	1,000.00	
0233692-IN	ACCO	STARK PANEL INFLUENT/EFFLUENT	1,010.85		
0233840-IN	ACCO	LIQUID CHLORINE SOLUTION	1,599.40		
0234055-IN	ACCO	DPD POWDER/TITRATIN REAGENT	107.34	2,717.59	
12292022	ADVANTAGE ADMINISTRATORS	PSF BUY DOWNS			
ASE-071	ALL STAR ENVIRONMENTAL	ASBESTOS REMOVAL-HOUSES/GARAGE		17,795.00	
2037529507	BAKER & TAYLOR BOOKS	1 PAPERBACK	20.85		
2037552119	BAKER & TAYLOR BOOKS	31 BOOKS/HARDCOVER & PAPERBACK	324.46		
2037577559	BAKER & TAYLOR BOOKS	11 PAPERBACK & HARDCOVER BOOKS	153.06	498.37	
4340	BECK CONSTRUCTION INC	YOUTH LEAGUE TRUCKING & LIME		2,172.43	
6346	BIBLIONIX	ACH RETURNED		1,530.00-	
06072023	BOOK LOOK	38 BOOKS		683.63	
850005695	BOUND TREE MEDICAL LLC	PEDIATRIC ELECTRODES	13.29		
85000625	BOUND TREE MEDICAL LLC	STYLETTE, CUFFED 10/BOX	13.96	27.25	
3127	BROTHERS MARKET INC	CONCESSIONS	28.23		
4360	BROTHERS MARKET INC	CONCESSIONS	28.95		
5306	BROTHERS MARKET INC	CONCESSIONS	26.47		
6283	BROTHERS MARKET INC	CONCESSIONS	8.58	92.23	
07012023	CASCADE COMMUNICATIONS CO	PHONE CHARGES		996.40	
161338	CASCADE LUMBER CO	POPCORN MACHINE RENTAL-LIBRARY	62.60		
161835	CASCADE LUMBER CO	POOL-SPRAYER	89.97	152.57	
05162007	CASCADE MUNICIPAL UTILITIES	DEP REFUND:S. SPEAR	70.00		
07152023	CASCADE MUNICIPAL UTILITIES	MONTHLY UTILITY BILLS	11,372.11	11,442.11	
06232899	CASCADE PIONEER	MIGHTY MAQUOKETA 2023		35.48	
5160942078-1	CINTAS CORPORATION	TRUCK KIT-POOL		270.00	
1904935	CITY LAUNDERING CO	UNIFORMS/SUPPLIES	132.37		
1907189	CITY LAUNDERING CO	UNIFORMS/SUPPLIES	99.64	232.01	
2860	MICHAEL DELANEY	MONTHLY COMPUTER SERVICE FEES		598.07	
7314721	DEMCO INC	ROLL CLEAR POLYPROPYLENE	82.74		
73222235	DEMCO INC	POLY COVERS	247.19	329.93	
1001256866	DOLLAR GENERAL-REGIONS 410526	POOL LYSOL BOUNTY		35.25	
IVC0000022065	ECIA	INSPECTION 320 1ST AVE W		1,228.94	
916477	EMS INDUSTRIAL INC	COMPRESSOR OIL		66.00	
113562	FEH DESIGN	LIBRARY DESIGN		23,433.03	
111504	HERITAGE PRINTING COMPANY	LAMINATING PAGES FOR STORYWALK		39.00	
503872396	HOOPLA	135 DIGITAL ITEMS		291.79	
20-2003	IOWA DEPT OF NATURAL RESOURCES	ANNUAL WATER SUPPLY FEE FY24		262.53	
07102023	JENNY BOGE	REFUND 3 PUBLIC LESSONS		135.00	
JULY2023	KOTTER LISA	MONLTY ADMIN REIMBURSEMENT		112.17	
20333074	LIME ROCK SPRINGS CO	POOL CONCESSIONS	293.63		
20333969	LIME ROCK SPRINGS CO	POOL CONCESSIONS	154.87	448.50	
06302023	MCDERMOTT OIL CO	JUNE FUEL CHARGES	1,582.56		
06302023-EMS	MCDERMOTT OIL CO	FUEL CHARGES	152.00	1,734.56	
503413	MICRO MARKETING LLC	BOOK-HAPPY LIFE I. BENTLEY	13.59		
503443	MICRO MARKETING LLC	RICH WATERS (UNCD)	33.99	47.58	
2815	MIDWEST PATCH	PARKVIEW ST/WELL SIGNS		73.75	
I1792	MM MECHANICAL	POOL BACKFLOW TESTING/PREVENTE		215.00	
560689	MYERS-COX	POOL CONCESSIONS	27.17		
561123	MYERS-COX	POOL CONCESSIONS	253.37	280.54	
7597	NORTHLAND SECURITIES INC	ANNUAL DISCLOSURE REPORT		1,500.00	
05914096-IN	PENWORTHY	11 PREBOUND ITEMS		201.09	
6904	PREMIER WINDOW CLEANING	SPRING WINDOW CLEANING		420.00	
32535583	QUILL CORP	MICKEY GEAR MINI STICKERS	6.79		

CLAIMS REPORT
Vendor Checks: 6/27/2023- 7/11/2023

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
32601862	QUILL CORP	TOILET TISSUE	68.29			
32717773	QUILL CORP	CODING LABELS/STAMP PAD	28.96	104.04		
0897-000994751	BFI WASTE SERVICES LLC	RESIDENTIAL RECYC/GRB & COMM		24,922.61		
4854	SCHOCKEMOEHLE LANDSCAPING INC	RIVERVIEW PARK SOD & LABOR		5,850.35		
TH-1248214	TELEGRAPH HERALD	1 YEAR RENEWAL		361.50		
3100124553	TEST AMERICA LABORATORIES INC	WASTE WATER TESTING		1,414.00		
50558	TRI-STATE SHRED	ON SITE SHREDDING SERVICES		49.95		
1304	WEBER CONSTRUCTION INC	YOUTH LEAGUE:FIELD WORK		2,115.00		
INV678986	WORLD TRADE PRESS	RENEWALS-SUBSCRIPTION BUNDLES		367.71		
				=====		
		Accounts Payable Total		103,222.96		
		Payroll Checks		30,242.48		
				=====		
		Report Total		133,465.44		
				=====		

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	73,146.71
016	PARTIAL SELF-FUND	
110	ROAD USE TAX	5,979.26
370	LIBRARY CAPITAL PROJECT	38,328.03
600	WATER	7,209.77
601	DEPOSITS-WATER/SEWER	70.00
610	SEWER	8,731.67

	TOTAL FUNDS	133,465.44

TREASURER'S REPORT
CALENDAR 6/2023, FISCAL 12/2023

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	418,263.72	96,589.31	158,489.89	.00	356,363.14
002 OLD ARPA DONT USE	139,395.60-	.00	.00	.00	139,395.60-
011 POLICE	79,416.25	347.26	.00	.00	79,763.51
012 FIRE TRUCK	287,771.84	1,258.31	.00	.00	289,030.15
013 RIVERVIEW PARK	9,770.92	42.72	.00	.00	9,813.64
014 FIRE EQUIPMENT	77,500.00	.00	.00	.00	77,500.00
015 PUBLIC WORKS TRUCK	43,491.64	190.17	.00	.00	43,681.81
016 PARTIAL SELF-FUND	42,203.68	75.40	792.20	.00	41,486.88
017 SWIMMING POOL	45,790.83	64.55	.00	.00	45,855.38
018 CABLE	6,644.60	29.05	.00	.00	6,673.65
019 PARKS/PLAYGROUND	21,237.21	92.86	.00	.00	21,330.07
020 STREET EQUIP	103,599.41	453.00	.00	.00	104,052.41
021 LIBRARY	247,491.83	592.28	.00	.00	248,084.11
022 1ST AVENUE	313,208.52	.99	.00	.00	313,209.51
023 1ST AVE BRIDGE	.00	.00	.00	.00	.00
024 TYLER BRIDGE	.00	.00	.00	.00	.00
025 TRAIL	43.37	.19	.00	.00	43.56
026 SIREN	2,301.51	10.06	.00	.00	2,311.57
027 BICENTENNIAL	4,793.94	20.96	.00	.00	4,814.90
028 AMBULANCE	178,115.64	778.83	.00	.00	178,894.47
110 ROAD USE TAX	186,435.53	36,834.80	22,705.32	9.97	200,574.98
111 ARP (AMERI RESUCUE PLAN	212,025.24	.00	.00	.00	212,025.24
112 EMPLOYEE BENEFITS	799.83-	2.06	.00	.00	797.77-
121 LOCAL OPTION	400,135.20	33,417.51	.00	.00	433,552.71
125 TAX INCREMENT FINANCING	198,498.25-	417.00	69,828.45	.00	267,909.70-
200 DEBT SERVICE	55,979.20	265.30	850.00	.00	55,394.50
220 SPECIAL ASSESSMENT	.00	.00	.00	.00	.00
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	9,250.00-	.00	.00	.00	9,250.00-
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	.00	.00	.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
370 LIBRARY CAPITAL PROJECT	287,299.62-	97.00	26,115.64	.00	313,318.26-
600 WATER	44,047.52	27,458.59	83,537.55	26.57	12,004.87-
601 DEPOSITS-WATER/SEWER	4,803.43	.00	.00	.00	4,803.43
603 WELL PUMP	53,699.55	234.81	.00	.00	53,934.36
604 2021A BOND	.00	.00	.00	.00	.00
605 2021A BOND SINKING	72,774.88	318.22	.00	.00	73,093.10
610 SEWER	385,636.18	67,621.50	489,093.57	23.46	35,812.43-
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
Report Total	3,342,058.22	267,212.73	851,412.62	60.00	2,757,918.33

BANK CASH REPORT
2023

BANK NAME FUND GL NAME	MAY CASH BALANCE	JUNE RECEIPTS	JUNE DISBURSMENTS	JUNE CASH BALANCE	OUTSTANDING TRANSACTIONS	JUN BANK BALANCE
OHNWARD CHECKING ACCT						
BANK OHNWARD CHECKING ACCT						1,424,769.02
001 CASH - GENERAL	293,422.24	96,128.60	158,590.38	230,960.46	29,546.13	
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	77,500.00	0.00	0.00	77,500.00		
015 CASH - PUBLIC WORKS TRUCK	0.00	0.00	0.00	0.00		
016 CASH - PARTIAL SELF-FUND	24,960.98	0.00	792.20	24,168.78		
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	112,038.55	0.00	0.00	112,038.55		
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	186,435.53	36,834.80	22,695.35	200,574.98	2,090.16	
111 ARPA CHECKING	212,025.24	0.00	0.00	212,025.24		
112 CASH - EMPLOYEE BENEFITS	799.83-	2.06	0.00	797.77-		
121 CASH - LOST	400,135.20	33,417.51	0.00	433,552.71		
125 CASH - TIF	198,498.25-	417.00	69,828.45	267,909.70-	30,518.56	
200 CASH - DEBT SERVICE	55,979.20	265.30	850.00	55,394.50		
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	9,250.00-	0.00	0.00	9,250.00-		
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	0.00	0.00	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	287,299.62-	97.00	26,115.64	313,318.26-	99.00	
600 CASH - WATER	41,727.97-	27,460.17	83,887.62	98,155.42-	2,210.59	
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	236,376.27	66,968.85	489,070.11	185,724.99-	3,207.97	
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		
OHNWARD CHECKING ACCT TOTALS	1,947,335.07	261,591.29	851,829.75	1,357,096.61	67,672.41	1,424,769.02

**BANK CASH REPORT
2023**

BANK NAME FUND GL NAME	MAY CASH BALANCE	JUNE RECEIPTS	JUNE DISBURSMENTS	JUNE CASH BALANCE	OUTSTANDING TRANSACTIONS	JUN BANK BALANCE
OHNWARD MONEY MARKET ACCT						
BANK OHNWARD MONEY MARKET ACCT						1,400,821.72
001 CDS/INVESTMENTS - GENERAL	124,841.48	561.20	0.00	125,402.68		
011 CDS/INVESTMENTS - POLICE CAR	79,416.25	347.26	0.00	79,763.51		
012 CDS/INVESTMENTS - FIRE TRUCK	287,771.84	1,258.31	0.00	289,030.15		
013 CDS/INVESTMENTS - RIVERVIEW	9,770.92	42.72	0.00	9,813.64		
015 CDS/INVESTMENTS - TRUCK RSRV	43,491.64	190.17	0.00	43,681.81		
016 CDS/INVESTMENTS - PARTIAL SELF	17,242.70	75.40	0.00	17,318.10		
017 CDS/INVESTMENTS - SWIMMING	14,763.24	64.55	0.00	14,827.79		
018 CDS/INVESTMENTS - CABLE RSRV	6,644.60	29.05	0.00	6,673.65		
019 CDS/INVESTMENTS - PARKS	21,237.21	92.86	0.00	21,330.07		
020 CDS/INVESTMENTS - STREET EQUIP	103,599.41	453.00	0.00	104,052.41		
021 CDS/INVESTMENTS - LIBRARY RSRV	135,453.28	592.28	0.00	136,045.56		
022 CDS/INVESTMENTS - 1ST AVE RSRV	226.29	0.99	0.00	227.28		
024 CDS/INVESTMENTS - TYLER BRIDGE	0.00	0.00	0.00	0.00		
025 CDS/INVESTMENTS - TRAIL RSRV	43.37	0.19	0.00	43.56		
026 CDS/INVESTMENTS - SIREN RSRV	2,301.51	10.06	0.00	2,311.57		
027 CDS/INVESTMENTS - BICENTENNIAL	4,793.94	20.96	0.00	4,814.90		
028 CD/INVESTMENTS - AMBULANCE RES	178,115.64	778.83	0.00	178,894.47		
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	85,775.49	375.06	0.00	86,150.55		
601 CDS/INVESTMENTS - DEPOSITS	3,500.00	0.00	0.00	3,500.00		
603 CDS/INVESTMENTS - WELL PUMP	53,699.55	234.81	0.00	53,934.36		
605 CD's/INVESTMENTS-2021A SINKING	72,774.88	318.22	0.00	73,093.10		
610 CDS/INVESTMENTS - SEWER	149,259.91	652.65	0.00	149,912.56		
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		
OHNWARD MONEY MARKET ACCT TOTA	1,394,723.15	6,098.57	0.00	1,400,821.72	0.00	1,400,821.72
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	3,342,058.22	267,689.86	851,829.75	2,757,918.33	67,672.41	2,825,590.74

REVENUE & EXPENSE REPORT
CALENDAR 6/2023, FISCAL 12/2023

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	POLICE TOTAL	24,763.97	246,578.86	269,490.00	22,911.14
	EMERGENCY MANAGEMENT TOTAL	.00	199,153.92	205,200.00	6,046.08
	FLOOD CONTROL TOTAL	.00	490.00	500.00	10.00
	FIRE TOTAL	491.15	57,576.77	74,896.00	17,319.23
	AMBULANCE TOTAL	3,727.81	63,031.04	87,000.00	23,968.96
	ANIMAL CONTROL TOTAL	.00	.00	.00	.00
	PUBLIC SAFETY TOTAL	28,982.93	566,830.59	637,086.00	70,255.41
	ROADS, BRIDGES, SIDEWALKS TOTA	15,887.55	218,651.97	428,235.00	209,583.03
	STREET LIGHTING TOTAL	7,105.77	27,752.80	33,136.00	5,383.20
	SNOW REMOVAL TOTAL	1,114.00	33,481.47	48,918.00	15,436.53
	RECYCLING/GARBAGE TOTAL	25,340.86	295,321.72	279,200.00	16,121.72-
	PUBLIC WORKS TOTAL	49,448.18	575,207.96	789,489.00	214,281.04
	LIBRARY TOTAL	15,127.79	156,943.57	241,312.61	84,369.04
	PARKS TOTAL	16,163.60	283,423.93	299,112.00	15,688.07
	SWIMMING POOL TOTAL	38,003.43	171,841.62	182,640.00	10,798.38
	OTHER CULTURE/RECREATION TOTA	.00	.00	.00	.00
	CULTURE & RECREATION TOTAL	69,294.82	612,209.12	723,064.61	110,855.49
	COMMUNITY BEAUTIFICATION TOTA	.00	32,930.48	232,000.00	199,069.52
	TIF REVOLVING FUND TOTAL	69,828.45	107,741.09	126,798.00	19,056.91
	COMMUNITY & ECONOMIC DEV TOTA	69,828.45	140,671.57	358,798.00	218,126.43
	MAYOR/COUNCIL/CITY MGR TOTAL	1,552.05	6,688.06	8,600.00	1,911.94
	EXECUTIVE ADMINISTRATION TOTA	645.90	2,691.26	3,110.00	418.74
	CLERK/TREASURER/ADM TOTAL	17,429.36	163,702.01	197,064.00	33,361.99
	ELECTIONS TOTAL	.00	.00	.00	.00
	LEGAL SERVICES/ATTORNEY TOTAL	1,274.00	5,594.89	20,000.00	14,405.11
	CITY HALL/GENERAL BLDGS TOTAL	11,102.49	161,809.88	178,618.00	16,808.12
	CABLE ACCESS CHANNEL TOTAL	2,257.68	20,775.40	22,200.00	1,424.60
	GENERAL GOVERNMENT TOTAL	34,261.48	361,261.50	429,592.00	68,330.50
	AMBULANCE TOTAL	.00	.00	.00	.00
	ROADS, BRIDGES, SIDEWALKS TOTA	.00	138,675.00	138,675.00	.00
	DEBT SERVICES TOTAL	850.00	165,150.00	165,600.00	450.00
	DEBT SERVICE TOTAL	850.00	303,825.00	304,275.00	450.00
	ROADS, BRIDGES, SIDEWALKS TOTA	.00	9,250.00	20,000.00	10,750.00

REVENUE & EXPENSE REPORT
CALENDAR 6/2023, FISCAL 12/2023

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	LIBRARY TOTAL	26,115.64	324,194.14	501,800.00	177,605.86
	CAPITAL PROJECTS TOTAL	.00	.00	.00	.00
	CAPITAL PROJECTS TOTAL	<u>26,115.64</u>	<u>333,444.14</u>	<u>521,800.00</u>	<u>188,355.86</u>
	WATER TOTAL	83,537.55	381,140.44	424,770.00	43,629.56
	SEWER TOTAL	489,093.57	852,301.16	947,925.00	95,623.84
	LANDFILL/GARBAGE TOTAL	.00	.00	.00	.00
	ENTERPRISE FUNDS TOTAL	<u>572,631.12</u>	<u>1,233,441.60</u>	<u>1,372,695.00</u>	<u>139,253.40</u>
	TRANSFERS IN/OUT TOTAL	.00	890,130.96	1,108,230.00	218,099.04
	TRANSFER OUT TOTAL	<u>.00</u>	<u>890,130.96</u>	<u>1,108,230.00</u>	<u>218,099.04</u>
	TOTAL EXPENSES	<u><u>851,412.62</u></u>	<u><u>5,017,022.44</u></u>	<u><u>6,245,029.61</u></u>	<u><u>1,228,007.17</u></u>

REVENUE & EXPENSE REPORT
CALENDAR 6/2023, FISCAL 12/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	GENERAL TOTAL	158,489.89	1,806,744.39	2,301,138.00	494,393.61
	OLD ARPA DONT USE TOTAL	.00	139,395.60	.00	139,395.60-
	POLICE TOTAL	.00	.00	.00	.00
	FIRE TRUCK TOTAL	.00	.00	.00	.00
	RIVERVIEW PARK TOTAL	.00	.00	.00	.00
	FIRE EQUIPMENT TOTAL	.00	.00	.00	.00
	PUBLIC WORKS TRUCK TOTAL	.00	.00	.00	.00
	PARTIAL SELF-FUND TOTAL	792.20	23,202.89	30,000.00	6,797.11
	SWIMMING POOL TOTAL	.00	.00	.00	.00
	PARKS/PLAYGROUND TOTAL	.00	.00	.00	.00
	STREET EQUIP TOTAL	.00	.00	.00	.00
	LIBRARY TOTAL	.00	3,664.00	79,154.61	75,490.61
	1ST AVENUE TOTAL	.00	.00	.00	.00
	TRAIL TOTAL	.00	.00	.00	.00
	AMBULANCE TOTAL	.00	.00	.00	.00
	ROAD USE TAX TOTAL	22,705.32	242,874.45	338,939.00	96,064.55
	ARP (AMERI RESUCUE PLAN) TOTA	.00	59,558.32	385,500.00	325,941.68

REVENUE & EXPENSE REPORT
CALENDAR 6/2023, FISCAL 12/2023

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	EMPLOYEE BENEFITS TOTAL	.00	25,000.00	45,000.00	20,000.00
	LOCAL OPTION TOTAL	.00	369,461.34	369,461.00	.34-
	TAX INCREMENT FINANCING TOTAL	69,828.45	107,741.09	126,798.00	19,056.91
	DEBT SERVICE TOTAL	850.00	303,825.00	304,275.00	450.00
	LIBRARY PROJ TOTAL	.00	.00	.00	.00
	HOUSING REHAB TOTAL	.00	.00	.00	.00
	1ST AVE TRAIL PROJECT TOTAL	.00	.00	.00	.00
	STREET IMPROVEMENTS TOTAL	.00	9,250.00	20,000.00	10,750.00
	HIGHWAY 136 TOTAL	.00	.00	.00	.00
	WATER SYSTEM IMPROVEMENT TOTA	.00	.00	.00	.00
	WWTP IMPROVEMENT PROJECT TOTA	.00	.00	.00	.00
	TRAIL WATER MAIN REPLACEM TOTA	.00	.00	.00	.00
	MCKINLEY ST & 1ST AVE CUR TOTA	.00	.00	.00	.00
	SWIMMING POOL PROJECT TOTAL	.00	.00	.00	.00
	LIBRARY CAPITAL PROJECT TOTAL	26,115.64	324,194.14	501,800.00	177,605.86
	WATER TOTAL	83,537.55	385,720.44	430,870.00	45,149.56
	DEPOSITS-WATER/SEWER TOTAL	.00	420.00	500.00	80.00

REVENUE & EXPENSE REPORT
CALENDAR 6/2023, FISCAL 12/2023

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	WELL PUMP TOTAL	.00	.00	.00	.00
	2021A BOND TOTAL	.00	.00	.00	.00
	2021A BOND SINKING TOTAL	.00	.00	.00	.00
	SEWER TOTAL	489,093.57	1,215,970.78	1,311,594.00	95,623.22
	SEWER SINKING TOTAL	.00	.00	.00	.00
	GARBAGE TOTAL	.00	.00	.00	.00
	GARBAGE TRUCK TOTAL	.00	.00	.00	.00
	TOTAL EXPENSES BY FUND	<u>851,412.62</u>	<u>5,017,022.44</u>	<u>6,245,029.61</u>	<u>1,228,007.17</u>

REVENUE REPORT
CALENDAR 6/2023, FISCAL 12/2023

REVENUE (R FUNDS) Page 1

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	1,974,341.00	96,589.31	1,779,159.61	90.11	195,181.39
	OLD ARPA DONT USE TOTAL	.00	.00	.00	.00	.00
	POLICE TOTAL	8,500.00	347.26	9,188.50	108.10	688.50-
	FIRE TRUCK TOTAL	36,000.00	1,258.31	37,873.05	105.20	1,873.05-
	RIVERVIEW PARK TOTAL	250.00	42.72	279.85	111.94	29.85-
	FIRE EQUIPMENT TOTAL	10,000.00	.00	10,000.00	100.00	.00
	PUBLIC WORKS TRUCK TOTAL	5,900.00	190.17	6,184.15	104.82	284.15-
	PARTIAL SELF-FUND TOTAL	20,500.00	75.40	20,493.86	99.97	6.14
	SWIMMING POOL TOTAL	6,400.00	64.55	6,361.27	99.39	38.73
	CABLE TOTAL	200.00	29.05	190.34	95.17	9.66
	PARKS/PLAYGROUND TOTAL	500.00	92.86	608.25	121.65	108.25-
	STREET EQUIP TOTAL	32,000.00	453.00	32,598.08	101.87	598.08-
	LIBRARY TOTAL	13,500.00	592.28	103,463.16	766.39	89,963.16-
	1ST AVENUE TOTAL	6,000.00	.99	5,756.42	95.94	243.58
	TYLER BRIDGE TOTAL	.00	.00	.00	.00	.00
	TRAIL TOTAL	1.00	.19	18.13	1,813.00	17.13-
	SIREN TOTAL	40.00	10.06	77.61	194.03	37.61-

**REVENUE REPORT
CALENDAR 6/2023, FISCAL 12/2023**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	BICENTENNIAL TOTAL	1,500.00	20.96	1,428.42	95.23	71.58
	AMBULANCE TOTAL	23,500.00	778.83	24,207.53	103.01	707.53-
	ROAD USE TAX TOTAL	333,000.00	36,834.80	340,686.45	102.31	7,686.45-
	ARP (AMERI RESUCUE PLAN) TOTA	174,119.00	.00	174,119.46	100.00	.46-
	EMPLOYEE BENEFITS TOTAL	918.00	2.06	880.69	95.94	37.31
	LOCAL OPTION TOTAL	429,650.00	33,417.51	385,844.12	89.80	43,805.88
	TAX INCREMENT FINANCING TOTAL	106,798.00	417.00	99,459.86	93.13	7,338.14
	DEBT SERVICE TOTAL	306,207.00	265.30	303,842.67	99.23	2,364.33
	LIBRARY PROJ TOTAL	.00	.00	.00	.00	.00
	HOUSING REHAB TOTAL	.00	.00	.00	.00	.00
	1ST AVE TRAIL PROJECT TOTAL	.00	.00	.00	.00	.00
	STREET IMPROVEMENTS TOTAL	255,314.00	.00	165,636.34	64.88	89,677.66
	HIGHWAY 136 TOTAL	.00	.00	.00	.00	.00
	WATER SYSTEM IMPROVEMENT TOTA	22.00	.00	13.10	59.55	8.90
	WWTP IMPROVEMENT PROJECT TOTA	358,669.62	.00	358,669.62	100.00	.00
	TRAIL WATER MAIN REPLACEM TOTA	.00	.00	.00	.00	.00
	MCKINLEY ST & 1ST AVE CUR TOTA	.00	.00	.00	.00	.00

REVENUE REPORT
CALENDAR 6/2023, FISCAL 12/2023

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	SWIMMING POOL PROJECT TOTAL	.00	.00	.00	.00	.00
	LIBRARY CAPITAL PROJECT TOTAL	5,000.00	97.00	10,875.88	217.52	5,875.88-
	WATER TOTAL	380,100.00	27,458.59	344,047.78	90.52	36,052.22
	DEPOSITS-WATER/SEWER TOTAL	.00	.00	.00	.00	.00
	WELL PUMP TOTAL	1,500.00	234.81	1,678.42	111.89	178.42-
	2021A BOND TOTAL	.00	.00	.00	.00	.00
	2021A BOND SINKING TOTAL	400.00	318.22	1,006.86	251.72	606.86-
	SEWER TOTAL	916,000.00	67,621.50	847,911.74	92.57	68,088.26
	SEWER SINKING TOTAL	.00	.00	.00	.00	.00
	GARBAGE TOTAL	.00	.00	.00	.00	.00
	GARBAGE TRUCK TOTAL	.00	.00	.00	.00	.00
	TOTAL REVENUE BY FUND	5,406,829.62	267,212.73	5,072,561.22	93.82	334,268.40

Lisa Kotter

From: Kathy Goerd
Sent: Wednesday, July 5, 2023 11:30 AM
To: Lisa Kotter
Subject: FW: Application App-184505 Ready for Review

To add for next Council Meeting.

Thx-Kathy

From: noreply@salesforce.com <noreply@salesforce.com> **On Behalf Of** IOWA ABD Licensing Support
Sent: Wednesday, July 5, 2023 10:13 AM
To: Kathy Goerd <clerk@citycascade.com>
Cc: licensingnotification@iowaabd.com
Subject: Application App-184505 Ready for Review

Hello,

Application Number App-184505 has been set to "Submitted to Local Authority" status and is currently ready for your review.

Corp Name: TEXTILE BREWERY, LLC

DBA: The Corner Taproom

License Number:

Application Number: App-184505

Tentative Effective Date: 7/26/2023

License Type: Class C Retail Alcohol License (LC)

Application Type: New

Amendment Type:

Thank you.



July 10, 2023 Agenda

To: Mayor, City Council and Staff
From: Lisa Kotter, City Administrator
Date: July 7, 2023
Re: Chamber Presentation-Joint Position

NEW SINCE THE JULY 26 COUNCIL MEETING

I still have the agenda items listed as two separate decisions. The first is whether the City Council intends to proceed with the approval of the full-time position. Along with this position creation, if the position is approved, is to approve an ad-hoc committee that would work on establishing a job description and take us through the hiring process, with a final recommendation being made to the City Council. While the person will be working for the City as proposed, I would recommend that due to the amount of funding coming from the Chamber that they be involved with the tasks listed above.

The second part of the decision would be to create an ad-hoc committee to help with the tasks associated with creating the position and hiring the person. I would suggest including two elected officials, two Chamber Board members and myself. The final hiring decision would be made by the City Council after the Committee made a recommendation. Resolution #58-23, includes both the position approval and the ad-hoc committee approval.

INFO FROM PREVIOUS MEETINGS

As you are aware, Hailey Rausch, Chamber Director, attended the last meeting to discuss an idea to join forces and create a full-time, co-funded position. If this position came to fruition, the Chamber Board has approved providing the City with funding in their budget for the portion of the original Chamber Director they funded and the marketing dollars which equals \$19,000. In addition, the proposal includes the City not providing the Chamber the \$8,000 that was provided in FY23. Therefore, the total contribution from those revenue sources is \$27,000. The funding that will come from the current TV18 Public Access Channel budget is \$20,349. The Chamber and Public Access funding totals \$46,349.

During the discussion that took place last time the idea was initiated that some funds be taken from the amount that the City contributes to the Cascade Economic Development Corporation. This is due to the type of work included in the position. The maximum amount mentioned was \$10,000 of the \$20,000

contributed each year for the past 7 years, a total of \$140,000. While this is not the only expense incurred by the CEDC, the contribution seems to be attributed to the Part Time role taken on by ECIA staff. The CEDC pays \$20,000 for that service annually, while the value of the agreement is shown as \$25,000. The difference of \$5,000 is stated as a contribution from ECIA. The CEDC and ECIA's annual contract is considered for renewal each July by the CEDC Board. The agreement has an addendum which lists the duties that ECIA shall perform for the CEDC. This contract and addendum are included in the packet.

In addition, the City has had a long standing relationship with ECIA as we belong to the COG of Central Unit of Government organized by ECIA. A council of governments (COG), also sometimes called a regional council, is a type of regional planning body that exists throughout the country. A COG is an association that consists of elected public officials who come from the major local governments within an urban or metropolitan area to work together on regional topics. I have included the list of funding we have provided to ECIA dating back to January 2014 when our g-Works software began. In review, we have paid our annual membership dues and hired them for other things such as pool fundraising, re-codification, housing study, grant writing, Keep Iowa Beautiful Match, and most recently building inspection services. These items would be in addition to the seven annual contracts with the CEDC. The CEDC Board met last week and discussed the idea. While they see value in the position, they do not believe that they will generate much benefit from the position. Therefore, their request is to contribute, or only be reduced by the City by \$2,500 per year for two years. In the update from their Board meeting last week, it was also stated that the CEDC Board is not interested in making any adjustments to the work completed by ECIA as might be impacted by a new position.

The discussion has been that the new position duties would include Chamber duties (most recently that expectation has been for 15 hours per week), and marketing, promotion, volunteerism, support in economic development, promotion of the downtown and business development and more. The funding for the Public Access Channel is currently 24 hours per week. Again, as discussed last time, this joint position was recommended by our Downtown Assessment team that visited in January as a way to strengthen the assets we have in Cascade. This is again for discussion only at this meeting. We can list it for possible action at the next meeting on July 10 or beyond if Council desires.

RESOLUTION #58-23

A RESOLUTION APPROVING THE CREATION OF A JOINTLY FUNDED FULL-TIME POSITION FOR MARKETING, PROMOTION, VOLUNTEER COORDINATION AND PROGRESS FOR THE CITY OF CASCADE, IOWA

Whereas, the City Council has been in discussions about creating a full-time position using the idea that came partly from the IEDA Downtown Assessment that suggested combining a number of part-time positions into one and focusing on Marketing, Promotion, Volunteer Coordination and Progress would be a positive change for Cascade, and;

Whereas, the Cascade Area Chamber of Commerce Board has met and approved contributing funding of \$19,000 of their annual budget towards this position and understands the City would allocate the \$8,000 it has given the Chamber in the past toward this position, and;

Whereas, the Cascade Communications Board has decided to no longer provide Cable TV services to its customers and therefore the City Council has discussed eliminating the part-time Public Access Cable Channel position effective ____, and;

Whereas, the City Council believes that taking the part-time work being done by a number of people would be more effectively performed, if combined into one position so as to market a full-time position with benefits, in hopes of recruiting a qualified employee, and;

Whereas, the City Council believes an Ad-Hoc Committee of five people to complete the hiring and selection recommendation process would be formed with the City Administrator, two elected officials and two Chamber of Commerce Board members, and;

Whereas, that while the position will be jointly funded, the new employee will be an employee of the City of Cascade and report to the City Administrator and that the Chamber of Commerce Board shall give feedback to the Administrator on duties, performance and priorities of the person as it relates to duties previously performed under the part-time Chamber Director position, and'

Now therefore be it resolved that the City Council of the City of Cascade authorizes the creation of this full-time position and authorizes the creation of the Ad-Hoc Hiring Committee to combine the tasks of a job description, advertising and final selection recommendation to the City Council at a salary of up to \$50,000 starting salary.

PASSED AND APPROVED this 10th day of July, 2023.

Steven J. Knepper, Mayor

ATTEST:

Kathy Goerdts, City Clerk



July 10, 2023 Agenda

To: Mayor, City Council and Staff
From: Lisa Kotter, City Administrator
Date: July 7, 2023
Re: CEDC Funding

Riley Rausch had further questions about the CEDC and those were sent via email to the CEDC Board on Wednesday. Those questions are included in the packet. As of packet time, there has been no reply yet. However, I did receive an email from Holly McPherson that she would be attending the Monday night meeting along with the ECIA Director Kelly Deutmeyer. I asked her if she was aware of the questions, and she said she had sent responses to the CEDC.

The funding for the CEDC is partially related to the joint position but is also somewhat separate. The Council will need to determine funding and enter into a service agreement with the CEDC if funds are provided. For the past seven years the City has contributed \$20,000 per year to the CEDC. The first suggestion was to still contribute but lower the amount to \$10,000. The CEDC had a Board meeting and returned with asking to have only a \$2,500 reduction, so that the contribution would be \$17,500. I would suggest another idea as a compromise. The Council could consider the Service Agreement at the next meeting in the amount of \$10,000 as a minimum contribution. Then have a potential for them to receive an additional \$5,000 in June 2024. This \$5,000 is a middle ground between getting \$10,000 or \$17,500 in total for FY24. Throughout the year the CEDC would report to the City Council on what has happened each month. The report would include things accomplish by the CEDC and tasks performed by the ECIA staff. I would also report on items City staff is doing to support the CEDC. Therefore, instead of judging this year based on contributions from past years, we would be aiming at contributing FY24 funds based on services received in FY24. The new state law expects the elected officials to be sure public funds being given to private entities are being used for services provided in that year. Since there is a question about the actual amount of work being done versus the value of that work, and a question as to what assistance staff can or should provide for work done by the CEDC, this would help clarify those questions. And finally, it would allow the CEDC to be guaranteed some funds and receive more depending on work performed.

Lisa Kotter

From: Lisa Kotter
Sent: Wednesday, July 5, 2023 10:48 AM
To: Alan Besler; Bill Hosch; Brad Ludwig; chris@cascadecomm.com; Jesse Meyer; Jim Conlin; Ken McDermott; Nick Callahan; Nicki; Pat Recker; Scott Casey
Cc: Riley Rausch (cascadeseat4@gmail.com); Bill Hosch (cascadeseat2@gmail.com); Mike Delaney (cascadeseat3@gmail.com); Andy Kelchen (cascadeseat1@gmail.com); Steve Knepper (cascadeseat5@gmail.com); Megan Oliphant (cascadeseat6@gmail.com)
Subject: Questions for CEDC

Hello CEDC....Council member Riley Rausch is on vacation and asked that I send this to the CEDC Board prior to his return home. Please see below. If you have any questions, please let me know. Thanks, Lisa

Brad, Ken, and CEDC Board –

I appreciate you coming to our City Council meeting last week! The role you play in Cascade is invaluable and we wouldn't have had the growth or success we have had without you.

We had a lot of discussion and I appreciate all the info provided on June 26! I realized as I went back and rewatched the Council meeting, it's not always easy to be put on the spot or be able to answer all of my questions off the top of your head. I have a couple of follow ups and clarification questions that I was hoping you could answer via email prior to our next city council meeting on July 10th as we will likely make a decision that evening.

- Can you explain why the CEDC group was created, and, in your own words, what is your purpose/role within the City?
- During the council meeting, it was mentioned in the past that we have had Economic Development and the Chamber in a more combined role and that it didn't work. Can you elaborate on this? What didn't work?
- Can you explain what ECIA all does for the CEDC (specific tasks)? In looking at the contract and doing some research, I do not necessarily believe that they are following through with everything that they are contractually obligated to do. The reason for the scrutiny or questions about the contract is that as we allocate funds to certain areas, we want to be sure that investing an amount in any group, task, or person is the best investment of the tax dollars. We are not trying to cut from a group, it is more about either allocating money for groups like the CEDC and Chamber or keep some of the money and invest in the City person that can help serve the private group.
 - You mentioned the business meetings that ECIA has with Cascade employers, can you share what they have found/uncovered through those conversations? How does this information get reported to the CEDC so that it is useful? There may be things as a City we can do to solve the issues that our local employers are having. Going forward, can these findings be communicated with the city? Is there a list of who gets visited?
 - In their contract, ECIA is supposed to be writing up to 4 grants a year, but in past years they have not written that many. Can you elaborate on why they aren't writing 4 grants or if they are doing something in pace of writing grants? From my experience there are tons and tons of grants that we would qualify for. If they truly find only 1 or 2, couldn't we get a reduction in the annual contract fee? Maybe the contract could be lowered to the amount with an expectation of 2 grants and we pay more if we have 3 or 4 in a year.

- Why don't we utilize Greater Dubuque Economic Development? They come every year to Cascade, and this past year mentioned that they weren't included in the conversations that your Board has when a land sale or deal is involved.
- When you mentioned that you that you have contributed \$14,000 to various projects in Cascade, can you detail those projects and what was paid for with CEDC fund vs Grant funds?
- You mentioned concern about ECIA being on call to write a state proposal for a possible industrial site. Can you please provide a summary in the past five years of the proposals that ECIA has submitted to the State on behalf of Cascade.
- In our social services agreements, we now require the organizations to provide their financials and a detailed list of where the funds are being used. Can you provide your annual budget for the past two years and a current statement of assets?

Again, thank you for all that you guys do for the City of Cascade; we wouldn't be where we are without hardworking volunteers like yourselves!

-Riley

Lisa A. Kotter, City Administrator
City of Cascade
320 1st Avenue West
PO Box 400
Cascade, IA 52033
(563) 852-3114 Office
(563) 320-1206 Cell
cityofcascade.org



July 10, 2023 Agenda

To: Mayor, City Council and Staff
From: Lisa Kotter, City Administrator
Date: July 7, 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. I am still waiting on the answer to the question posed by Bill Hosch on the possible lease or sale amount loophole. Hopefully we have this answer by Monday night's meeting time. The ordinance was drafted to only address commercial and industrial buildings. The Council can consider adding residential buildings as well. This can be considered a first reading of three 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" or "For Lease" sign prominently visible to the public, and:

a. If for sale, the property is listed for sale on the local multiple listing service by a licensed realtor.

b. If for lease:

(1) The property is listed for lease on the local multiple listing service by a licensed realtor, which listing is maintained until at least forty percent (40%) of the gross floor area is leased; or

(2) The owner or manager maintains a "for lease" advertisement in a local newspaper of general circulation, at least weekly until at least forty percent (40%) of the gross floor area is leased; or

(3) The owner or manager maintains a "for lease" advertisement at least daily in no fewer than two (2) social media sites available to the general public that are commonly used in the local market for advertising items and properties for sale or lease, that is maintained until at least forty percent (40%) of the gross floor area is leased.

It shall be the responsibility of the owner to demonstrate that the property is actively marketed and shall provide proof of continued active marketing.

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 or lease 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 leasing, 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 lease, sale, construction, or occupation will occur within one (1) year of becoming vacant. Proof shall be in the form of an executed lease, 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 that 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 Goerd, City Clerk



July 10, 2023 Agenda

To: Mayor, City Council and Staff
From: Lisa Kotter, City Administrator
Date: July 7, 2023
Re: RCTP Funding Approval

The City was granted \$25,000 for the 2nd Ave NE Street project adjacent to the pool and legion parking lot. To accept the funding, the Council must enter into an agreement with Dubuque County. The agreement and Resolution #59-23 to approve are both in the City Council packet. I have also included two pictures of the work area.

In addition, we would ask for Council direction to start finalizing the plans and getting prices as this work will need to be completed after the pool closes in Fall 2023.

RESOLUTION #59-23

A RESOLUTION APPROVING A FY2024 DUBUQUE COUNTY SECONDARY ROADS AGREEMENT FOR A RCTP PROJECT FOR 2ND AVE NE AND \$25,000 IN FUNDS IN THE CITY OF CASCADE, IOWA

Whereas, City of Cascade requested funding from Dubuque County from the RCTP Program to assist in the reconstruction of 2nd Ave NE between Tyler and Jackson Streets, and;

Whereas, the Dubuque County supervisors generously allocated \$25,000 in funding towards the 2nd Avenue NE project, and;

Whereas, the agreement to detail the funding process is outlined in Exhibit A the FY2024 Dubuque County Secondary Roads Agreement for RCTP Project Agreement Between Dubuque County and City of Cascade.

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

The City Council approves the FY2024 Dubuque County Secondary Roads Agreement for RCTP Project Agreement Between Dubuque County and City of Cascade and authorizes the Mayor and Clerk to sign and execute the document.

PASSED, APPROVED AND ADOPTED this 10th day of July, 2023.






Steve Knepper, Mayor

ATTEST:

Kathy Goerd, City Clerk

**RCTP FY 2024
Project Map
City of Cascade
Dubuque County, Iowa**

Legend

-  Streets
-  AADT *
-  Corporate Limits
-  Parcels
-  FY 2024 RCTP Projects

Project Type: Resurfacing, Storm Sewer

Surrounding Land Use:
Residential, Commercial, Public
Swimming Pool and Ball Field

* AADT = Annual Average Daily
Traffic
Parenthesis () indicate an estimated
value. Other values based on Iowa
DOT traffic counts.
Source: Iowa Department of
Transportation

Aerial Imagery: 2021 National
Agriculture Imagery Program (NAIP)
Source: US Department of
Agriculture

0 100 200
Feet

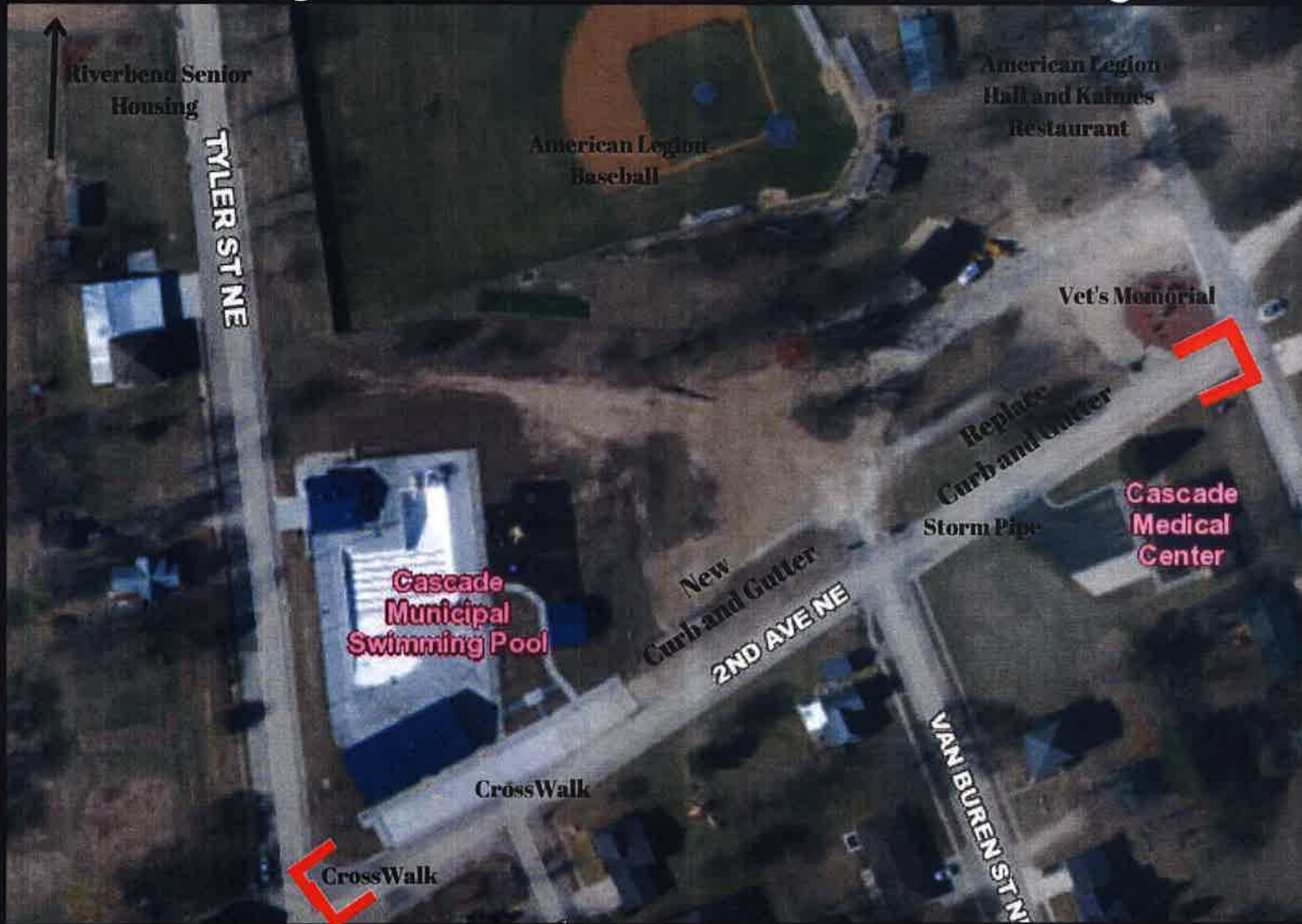


Map created by ECIA, 2023



CITY OF CASCADE

DUBUQUE COUNTY RCTP GRANT REQUEST



Agreement
Dubuque County Secondary Roads
Agreement for a
Rural County Transportation Program (RCTP) Project

RECIPIENT: The City of Cascade

PROJECT NO: DUBUQUE-RCTP- 2024-2

Dubuque County

AGREEMENT NO: DUBUQUE-RCTP-2024-2

This is an agreement between the City of Cascade (hereinafter referred to as RECIPIENT) and Dubuque County Secondary Roads (hereinafter referred to as the COUNTY)

Pursuant to the terms of this agreement, applicable statutes, administrative rules, and programming by Dubuque County and the City of Cascade, the County agrees to provide funding to the Recipient for the authorized and approved costs for eligible items associated with the development of the 2nd Avenue NE Resurfacing & Storm Sewer Project.

In consideration of the foregoing and the mutual promises contained in this agreement, the parties agree as follows:

1. The Recipient shall be the lead organization for carrying out the provisions of this agreement.
2. All notices required under this agreement shall be made in writing to the County and/or the Recipient's contact person.
 - a. The County's contact person shall be Russell Weber, Dubuque County Secondary Roads, Address: 1225 Seippel Rd. Ph: 563-557-7283. Email: Russell.Weber@dubuquecountyiowa.gov.
 - b. The Recipient's contact person shall be Lisa Kotter, City Administrator. Address: 320 1st Ave W, PO Box 400, Cascade, IA 52033. Ph: 563-852-3114. Email: admin@citycascade.com.

- The Recipient shall be responsible for the development and completion of the following described project:

Description of Project Element	RCTP Aid Ceiling	% funding Participation
Resurfacing and storm sewer improvements on 2nd Avenue NE, from Tyler Street. to Jackson Street.	\$25,000	37.30%

- Eligible project costs for the project described in Section 3 of this agreement, listed above, which are incurred after the date of County approval shall be paid as follows:

RCTP Funds (Grant):	\$25,000
Local Contribution:	\$42,020
Project Total:	\$67,020

- The local contribution stated above should not include in kind and should include cash to the project.
- The Recipient understands and agrees that it shall be responsible for any cost overruns above the RCTP grant caps of \$25,000 or 37.30% of the total cost of the eligible item, whichever is smaller.
- Activities or costs eligible should follow statement of work set out in Application.
- The Recipient shall submit to the County, no later than thirty (30) days the Recipient's signature date on this agreement. Failure to do so by the Recipient may be considered a default under this agreement.
- If any part of this agreement is found to be void and unenforceable, the remaining provisions of this agreement shall remain in effect.
- It is the intent of both parties that no third-party beneficiaries be created by this agreement.
- This agreement shall be executed and delivered in two (2) or more copies, each of which so executed and delivered shall be deemed to be an original and shall constitute but one and the same instrument.

12. This agreement is not assignable without the prior written consent of the County.
13. The County reserves the right to inspect project activities and to audit claims for funding reimbursement. The purpose of the inspection or audit is to determine substantial compliance with the terms of this agreement.
14. The Recipient shall maintain all books, documents, papers, accounting records, reports, and other evidence pertaining to costs incurred for the project. The Recipient shall also make such materials available at all reasonable times during the construction period and for three (3) years from the date of final reimbursement, for inspection by the County. Copies of said materials shall be furnished by the Recipient if requested.
15. The Recipient may submit to the County periodic itemized claims for reimbursement for eligible project costs. Reimbursement claims shall include certification that all eligible project costs, for which reimbursement is requested, have been completed in substantial compliance with the terms of this agreement.
16. The County will reimburse the Recipient for properly documented and certified claims for eligible project costs. If, upon final audit or review, the County determines the Recipient has been overpaid, the Recipient shall reimburse the overpaid amount to the County.
17. Upon completion of the project described in this agreement, professionals from the Recipient, shall certify in writing to the County that the project activities were completed in substantial compliance with the plans and specifications set out in this agreement.
 - a. Final reimbursement of funds shall be made only after the County accepts the project as complete.
18. The Recipient agrees to indemnify, defend, and hold the County harmless from any action or liability arising out of development of the project or use of this project. This agreement to indemnify, defend and hold harmless applies to all aspects of the County's application review and approval process, and funding participation.
19. This agreement may be declared to be in default by the County if the County determines that the Recipient's application for funding contained inaccuracies, omissions, errors, or misrepresentations; or if the County determines that the project is not developed as described in the application.
20. If the Recipient fails to perform any obligation under this agreement, the County shall have the right, after first giving thirty (30) days written notice to the Recipient by certified mail return receipt requested, to declare any part or all of this agreement in default. The Recipient shall have thirty (30) days from date of mailing of the notice to cure the default. If the Recipient

cures the default, the Recipient shall notify County no later than five (5) days after cure or before the end of said thirty (30) day period given to cure the default. Within ten (10) working days of receipt of Recipient's notice of cure, the County shall issue either a notice of acceptance of cure or a notice of continued default.

21. In the event a default is not cured, the County may revoke funding commitments and/or seek repayment of funds loaned or granted by this agreement. By signing this agreement, the Recipient agrees to repay said funding if they are found to be in default. Repayment methods must be approved by the Dubuque County Board of Supervisors and may include cash repayment, installment repayments with negotiable interest rates, or other methods as approved by the Dubuque County Board of Supervisors.
22. In case of dispute concerning the terms of this agreement, the parties shall submit the matter to arbitration pursuant to Iowa Code Chapter 679A (2011). Either party has the right to submit the matter to arbitration after ten (10) day notice to the other party of their intent to seek arbitration. The written notice must include a precise statement of the disputed question. The County and the Recipient agree to be bound by the decision of the appointed arbitrator. Neither party may seek any remedy with the state or federal courts absent exhaustion of the provisions of this section for arbitration.
23. This agreement as set forth in sections 1 through 23 herein, including referenced exhibits, constitutes the entire agreement between the County and the Recipient concerning this project. Representations made before the signing of this agreement are not binding, and neither party has relied upon conflicting representations in entering into this agreement. Any change or alteration to the terms of this agreement must be made in the form of an addendum to this agreement. Said addendum shall become effective only upon written approval of the County and Recipient.

IN WITNESS WHEREOF, each of the parties hereto has executed Agreement No. DUBUQUE-RCTP-2024-2 as of the date shown opposite its signature below.

RECIPIENT: The City of Cascade

By: _____ Date: _____

Printed Name: _____

Title: _____

I, _____, certify that I am the City Clerk of the City of Cascade, and that _____, who signed said Agreement for and on behalf of the City of Cascade was duly authorized to execute the same by virtue of a formal Resolution duly passed and adopted by the Cascade City Council, on the _____ day of _____, 20__.

Signed: _____ Date: _____

Address: _____

COUNTY: Dubuque County

By: _____ Date: _____

Printed Name: _____

Chair Person, Dubuque County Board of Supervisors



July 7, 2023

Lisa Kotter
City Administrator
320 1st Ave W
PO Box 400
Cascade, IA 52033

Dear Lisa:

I am writing to inform the City of Cascade that the Dubuque County Board of Supervisors approved the city's application for Fiscal Year 2024 Rural County Transportation Program (RCTP) funds on July 5, 2023 in the amount of \$25,000 for the 2nd Avenue NE Resurfacing & Storm Sewer Project.

Enclosed is a draft funding agreement for your project. After the City has approved the agreement, please send two signed copies to the Dubuque County Engineer's office. You will receive a signed copy from County Engineer for your records.

This letter is not an authorization to begin work on the project. The City and County must approve a funding agreement prior to the disbursement of RCTP funds. No costs incurred before the County signs the funding agreement will be reimbursed.

The City will have two years from the day the funding agreement is approved by the county to complete the project and have it inspected by the Dubuque County Engineer. The City may request a one-year extension after two years upon approval by Dubuque County Board of Supervisors. If you have questions or concerns, please contact me at (563)-556-4166 or by email at cravada@ecia.org.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chandra Ravada', with a horizontal line underneath.

Chandra Ravada
Director of Transportation Department

Enclosures: RCTP Funding Agreement



July 10, 2023 Agenda

To: Mayor, City Council and Staff

From: Lisa Kotter, City Administrator

Date: July 7, 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 first reading.

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 Goerdt, City Clerk

First Reading
Second Reading
Third Reading
Publication



July 10, 2023 Agenda

To: Mayor, City Council and Staff
From: Lisa Kotter, City Administrator
Date: July 7, 2023
Re: Speed Feedback Equipment

A few weeks ago, I was approached by State DOT employees about the opportunity to get two free speed feedback devices which would be installed on Highway 136. The State pays for them and installs them. Once they are installed, we do take them over. I have included the specifications. The State staff indicated that the number of free ones is requested pretty quickly so I went ahead and requested the two. We can discuss them and be sure the City Council is supportive of this equipment. These are only used to indicate a speed to an approaching driver. They are not used for speeding citations.

Speed Feedback Sign Program

Intent of program

Install speed feedback signs to improve the safety and overall livability of Iowa's local communities. These signs are proven traffic calming devices that will be placed along state highways within a community. The Iowa Department of Transportation (DOT) will procure and install the signs at no cost to the city.

Speed management is a significant challenge for small cities in Iowa where the state highway through town serves a dual role. Outside of town, the roadway provides high-speed travel over long distances. But within the community, the same roadway accommodates local access, pedestrians of all ages, on-street parking, bicycles, and many other features unique to the character of a community. All of this presents both an enforcement challenge and a potential safety concern for the local residents.

A speed feedback sign measures the speed of approaching vehicles and displays the speed on a digital sign. Installing these signs:

1. Slows traffic through town
2. Improves safety especially for pedestrians and bicyclists
3. Enhances the environment or "livability" of the streets for residents and visitors
4. Reduces the need for constant police enforcement



Program eligibility

Incorporated cities with a population between 1,000 and 10,000 that are located along one or more state highways. Eligibility requirements may be relaxed in future years.

May 31, 2023

Program details

One speed feedback sign assembly may be approved for each state highway approach to the community. For example, if a city has one state highway that runs through town, then up to two assemblies may be approved, one for each direction. High-speed divided highways (Interstates and Freeways) are currently not eligible for this program.

The Iowa DOT will install a speed feedback sign assembly at each approved location. Each assembly will consist of a foundation, a pole, a speed feedback sign, a speed limit sign, a solar panel, and other hardware (similar to the image above). Sign assemblies will be installed in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and Iowa DOT standards.

No local funding or match is required. However, the local community is required to take ownership and maintenance responsibility of the sign assemblies once they are installed and operating. All equipment, including batteries, comes with a full 5-year warranty that will be transferred to the city upon installation. Labor costs are not included.

How to apply

Interested cities should contact their local DOT district office. If the city meets the eligibility requirements, an on-site meeting will be set up to jointly determine proposed speed feedback sign locations. Following the meeting, the city will complete and submit an "Application for Approval of Traffic Control Device" form. The Traffic Control Device Application form (modified for this program) can be obtained from the local District Dot office.

Selection process

Applications will be evaluated on a variety of measures including, but not limited to, funding availability, crash history, grouping of devices for efficient installation, and the date applications are received.

Cost

Speed feedback sign assemblies will be provided and installed by the Iowa DOT at no cost to the city. No local match is required. As an FYI, the equipment cost for the 12" sign is \$2,435, the 18" sign is \$3,906 and the average cost for footing/base/pole is around \$1,242. Labor to install is additional, but still not a city cost.

Ownership

The city will own each sign assembly and will agree to inspect, operate, maintain it as outlined in the Traffic Control Device Agreement. A 5-year warranty is included. Repairs are the city's responsibility.

Program's funding level

Approximately \$750,000 per year. Future program spending is contingent on available funding and program success. Initial installations are planned to begin in July 2023.

Application deadline

Ongoing.

For more information

Contact your Iowa DOT district office.

May 31, 2023



July 10, 2023 Agenda

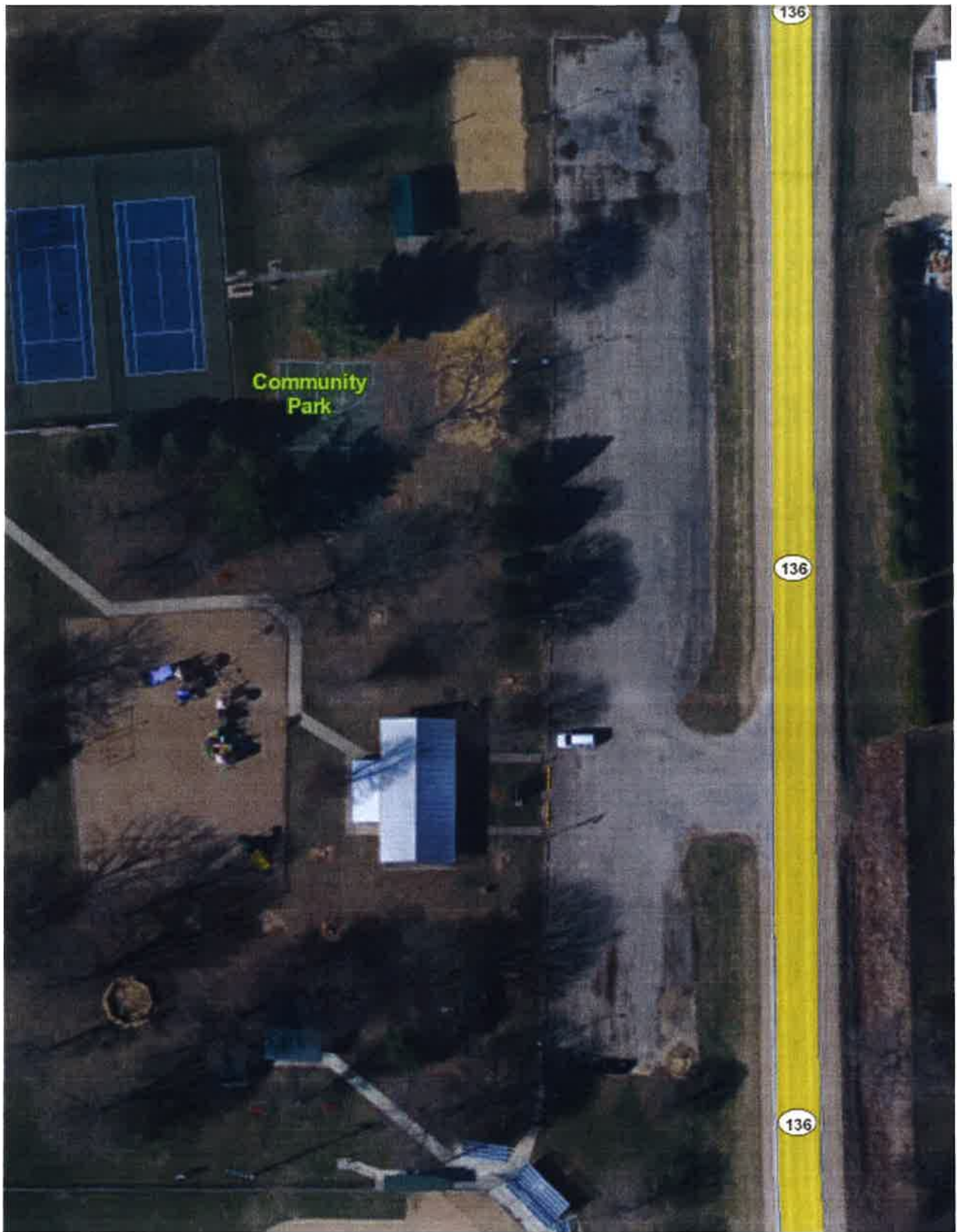
To: Mayor, City Council and Staff

From: Lisa Kotter, City Administrator

Date: July 7, 2023

Re: New City Park Parking Lot Reconstruction

City staff and MSA did to a pre walk through of the Highway 136 project two weeks ago. At that meeting and on a few occasions before, it has come up as to whether we should consider resurfacing the park parking lot. The condition of the lot is very poor. The highway project does not include millings so we cannot move those over to the lot. We have IDOT staff coming this upcoming week to walk the full project in final preparation to let the project in early 2024. Therefore, we would like to get City Council initial input on getting this done at the same time as the highway. We believe the likely cheapest option is around \$100,000. This meetings discussion would not be a commitment but more do we want to bid the work to get a likely better price if done in conjunction with the larger project. See the aerial of the park and parking lot in the packet.





July 10, 2023 Agenda

To: Mayor, City Council and Staff

From: Lisa Kotter, City Administrator

Date: July 7, 2023

Re: Iowa Main Street Investments Changes

Developer Brian Bock contacted me about the building being renovated at 201 2nd Ave SW. The commitment in the State of Iowa Downtown Housing grant application was to create 10 one-bedroom apartments on the 2nd and 3rd floors. Each would be 500-600 square feet. The developers would like to change the 2nd and 3rd floor units to 6 one-bedroom apartments and 2 two-bedroom apartments. The two bedrooms would be close to 1,000 square feet. After starting the renovation, it was found that the basement would convert well to two studio apartments. Each of these studios would be 800-900 square feet. With these changes there would still be the same number of units, but two extra beds. The State has been contacted and is supportive of the change, as long as the City is also supportive. Besides our approval of that change, the City would need to be flexible with the sidewalk along Buchanan Street on the East side of the building. The basement would be divided into two units, one north and one south. The south one can have the egress window facing the alley on the south. However, the one on the northern unit must be facing the east side and come into the sidewalk space. Our thought is that we would request an allowance for two bump outs into the sidewalk ROW to accommodate the egress area. The sidewalk would need to have a curve in two places at these egress windows and be in a street bump out. We have more investigation to do about the building and State code but first want to get input from the City Council. If we are to proceed further with planning for this idea, we want to be sure that this is a general concept the Council can support. The egress would have a decorative railing around it for the safety of those walking on the curved sidewalk. I could not determine the exact locations of the windows but have included some photos to give the Council a general idea.









July 10, 2023 Agenda

To: Mayor, City Council and Staff

From: Lisa Kotter, City Administrator

Date: July 7, 2023

Re: Public Parking Adjacent to 201 2nd Ave SW

As part of our last urban renewal amendment in Fall 2022, we added the lot to the east of the old brewery housing development for future public parking. That lot is now ready for sale at a price of \$175,000 which includes demolition of the deteriorated house. A picture of the house is included. The proposal from Iowa Main Street Investments is a 70-30 split. They will retain the barn at the back or south and include it with some type of future renovation project. The City would purchase and own the public lot for public parking at 70% or \$122,000. These funds, along with the cost to pave the lot, can be charged to the TIF. They will proceed to purchase the lot but want assurance that the City intends to add these costs to the TIF and fund its portion and own the Northern portion.

THE CITY PORTION



5,342.1 Sq Feet
Measuremen

THE DEVELOPER PORTION







July 10, 2023 Agenda

To: Mayor, City Council and Staff

From: Lisa Kotter, City Administrator

Date: July 7, 2023

Re: Water and Sewer Forgiveness

Included in the packet is a Resolution from 2014 when the Council agreed to give some forgiveness for water and sewer bills. I have been told that the sewer forgiveness was given even in situations where it did go down the sewer which is not how the policy is worded. I would like to review this policy with the Council and see if we want to update anything. We can also add the lawn watering option to this as well.

RESOLUTION 81-14

**A RESOLUTION ADOPTING A 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 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 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: 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 IV: 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.

PASSED AND APPROVED this 10th day of November, 2014.

Mike Henry, Mayor

ATTEST:

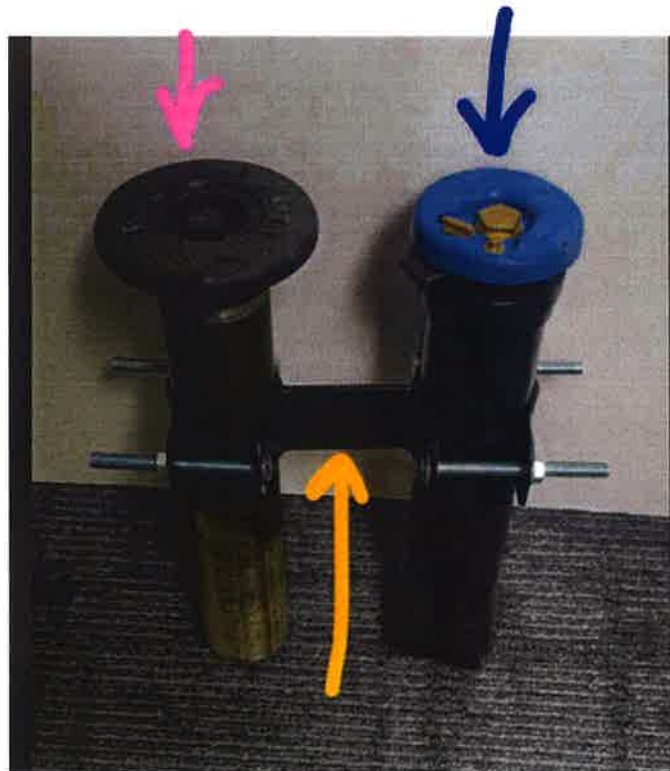
Danielle Hartke CMC, City Clerk



July 10, 2023 Agenda

To: Mayor, City Council and Staff
From: Lisa Kotter, City Administrator
Date: July 7, 2023
Re: Tracer Wire Box

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 arrow 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.





July 10, 2023 Agenda

To: Mayor, City Council and Staff

From: Lisa Kotter, City Administrator

Date: July 7, 2023

Re: Dying and Dead Trees Considered Dangerous and Duty to Trim

We currently have an ordinance that gives the City permission to inspect diseased and dead trees and when necessary, declare these a nuisance and have them removed from public or private property. While we were walking the Highway 136 reconstruction project area, we noticed several trees seriously impacted by the Emerald Ash Borer disease that should be removed. As the Council is aware, the City has removed dozens of similar trees in our two parks for the same reason. We do not want to work around these trees that will only be more damaged and dangerous when construction begins. It is the staff's recommendation that we utilize Bill McCarthy's services, as the City has in the past, and confirm the condition of trees in Cascade. If he deems them to be beyond a point of healthy return, we will follow City Ordinance 7-11-5 and 7-11-6(2). This section of the code is included in the packet. Staff also discussed that we need to look beyond just the construction area, as there are several similar diseased trees that should be declared a nuisance. The ordinance allows the City to notify the owner with a set amount of time to get the tree removed. If it is not done, the City can then have the work ordered and completed and the fees assessed to the owner's property tax bill. We recognize that tree services are in high demand with a longer than normal wait time. We would suggest that if the owner has a signed contract for service to remove the tree, then we would need to allocate more time than the Code currently calls for prior to the City taking action to remove.

The second portion of the ordinance that we would like to begin enforcing more regularly is the duty to trim tree limbs above sidewalks and street right of way areas. The height limitation is that over a street, the tree must be trimmed to the height of at least 15 feet and above a sidewalk it must be at least 8 feet. We have several instances where limbs hang much lower than this and cars or people are hitting the low hanging pieces. The intent is to contact the property owners and ask them to trim the branches that do not comply.

These two items are for discussion and to confirm that the Council supports stricter enforcement of these two sections of City code. Also included in the packet are a number of trees that are relevant to the above discussion

CHAPTER 11

TREES

7-11-1 Definition

7-11-2 Planting Prohibited

7-11-3 Duty to Trim Trees

7-11-4 Trimming Trees to be Supervised

7-11-5 Disease Control

7-11-6 Inspection and Removal

7-11-1 DEFINITION.

For use in this chapter, "parking" means that part of the street, avenue or highway in the City not covered by sidewalk and lying between the lot line and the curb line; or, on unpaved streets, that part of the street, avenue or highway lying between the lot line and that portion of the street usually traveled by vehicular traffic.

7-11-2 PLANTING PROHIBITED.

No person shall plant any tree or shrub in any parking or street.

7-11-3 DUTY TO TRIM TREES.

The owner or agent of the abutting property shall keep the trees currently on, or overhanging the street, trimmed so that all branches will be at least fifteen (15) feet above the surface of the street and eight (8) feet above the sidewalks. If the abutting property owner fails to trim the trees, the City may serve notice on the abutting property owner requiring that such action be taken within five (5) days. If such action is not taken within that time, the City may perform the required action and assess the costs against the abutting property for collection in the same manner as a property tax.

(Code of Iowa, Sec. 364.12[2c, d & e])

7-11-4 TRIMMING TREES TO BE SUPERVISED.

Except as allowed in Section 150.03, it is unlawful for any person to trim or cut any tree in a street or public place unless the work is done under the supervision of the City.

7-11-5 DISEASE CONTROL.

Any dead, diseased or damaged tree or shrub which may harbor serious insect or disease pests or disease injurious to other trees is hereby declared to be a nuisance.

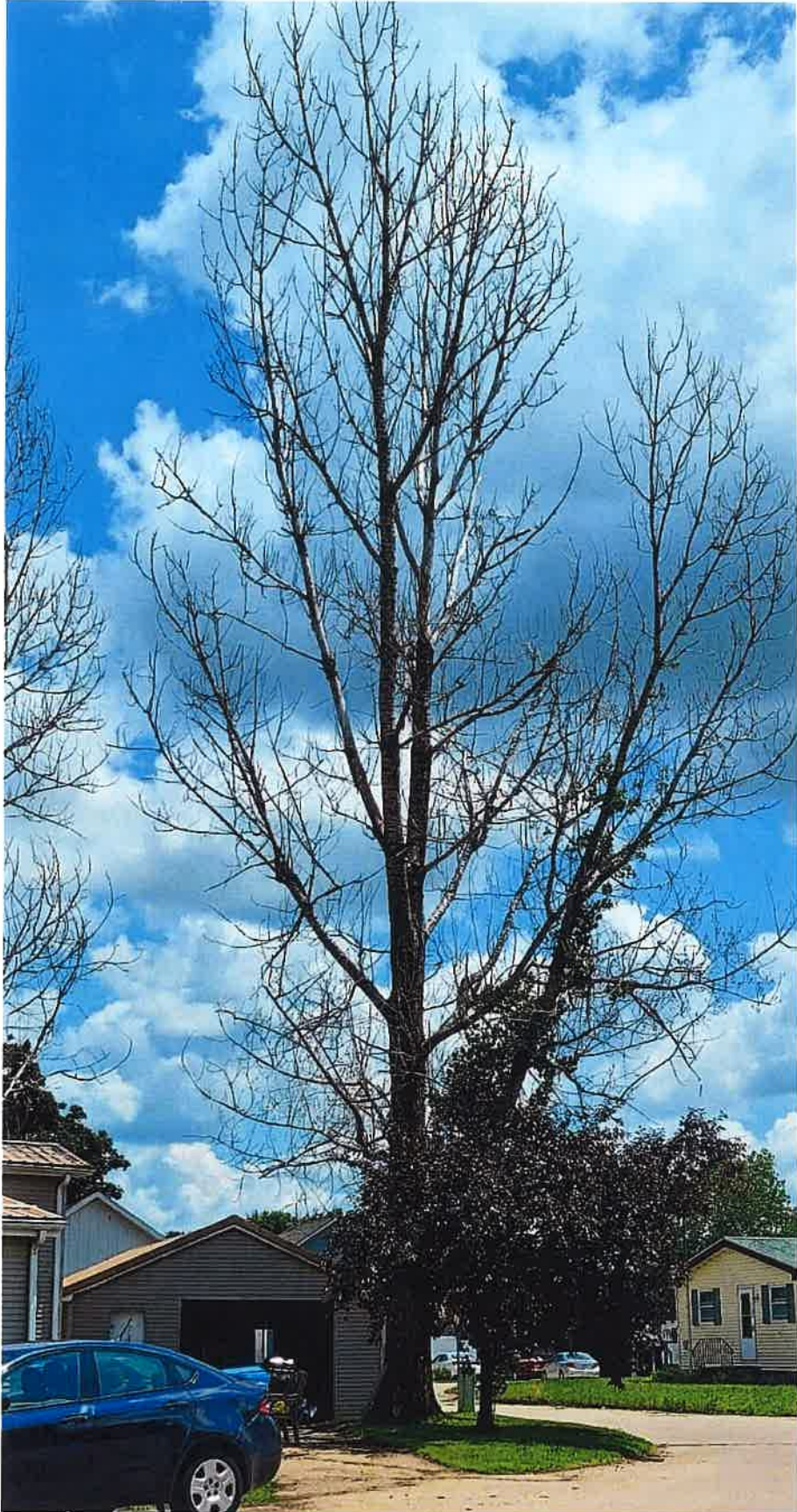
7-11-6 INSPECTION AND REMOVAL.

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:

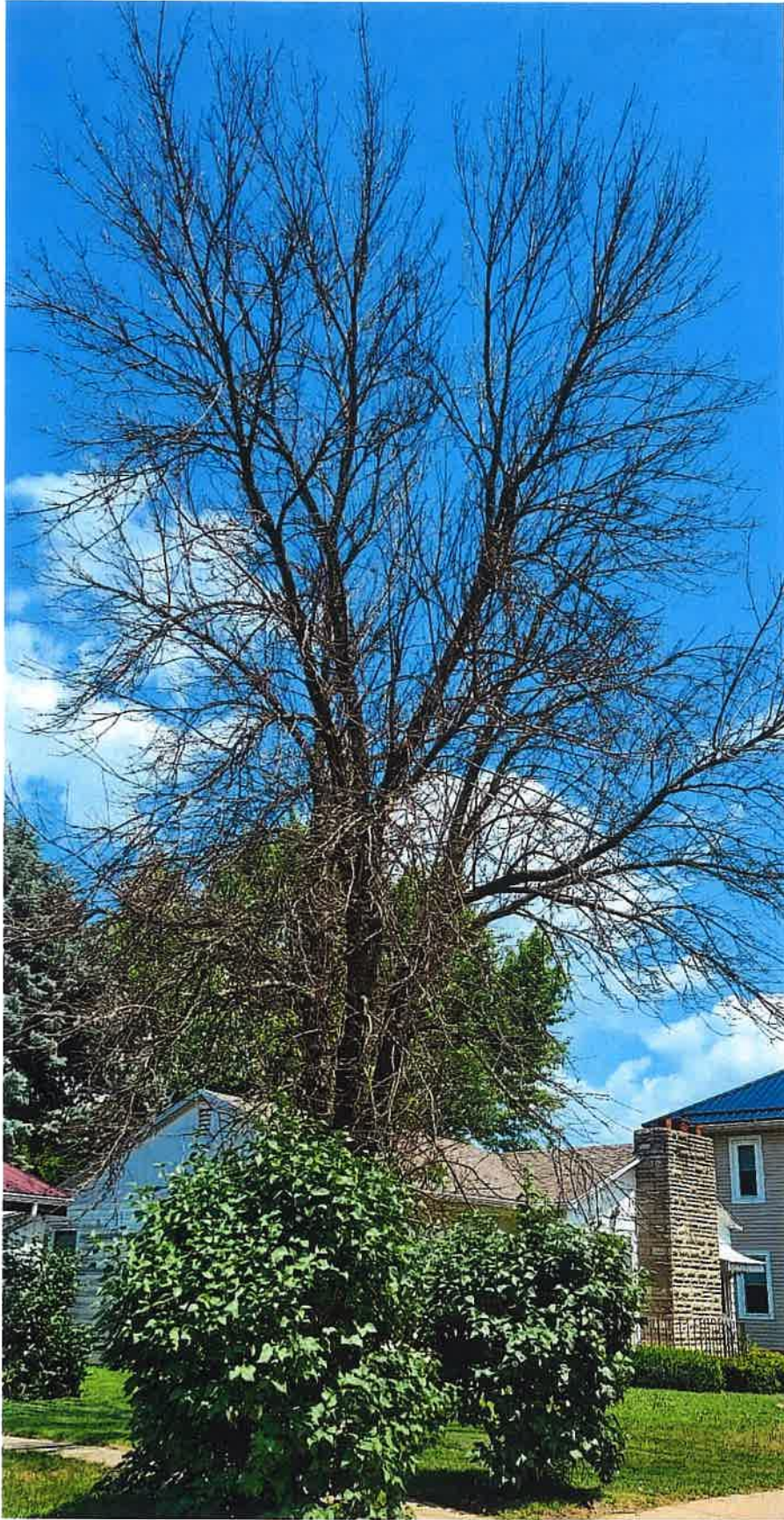
1. **Removal from City Property.** If it is determined that any such condition exists on any public property, including the strip between the curb and the lot line of private property, and that danger to other trees within the City is imminent, the Council shall immediately cause such condition to be 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 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.

(Code of Iowa, Sec. 364.12[3b & h])











July 10, 2023 Agenda

To: Mayor, City Council and Staff
From: Lisa Kotter, City Administrator
Date: July 7, 2023
Re: Beer Kegs

I was asked to place this item on the agenda for discussion. Currently City ordinance does not allow kegs of beer at City Parks. At a recent public event, a keg was brought in by a group of people legally old enough to consume alcohol. They were asked to remove the keg from the park due to this ordinance. Chief Heim explained that the background and reason for the ordinance is that it is more difficult to monitor the amount of alcohol consumed from a keg, than it is when someone brings in a cooler of cans. I have had other people comment that it doesn't seem to be different when there isn't a limit of the number of cans. This is for discussion only as to what the Council's input is on this section of the code.

CHAPTER 16

PARK REGULATIONS

7-16-1 Purpose

7-16-2 Motor Vehicles

7-16-3 Camping Prohibited

7-16-4 Animals

7-16-5 Parks Closed

7-16-6 Keg Beer Prohibited

7-16-7 Littering Prohibited

7-16-8 Glass Bottles Prohibited

7-16-9 Fires Prohibited

7-16-1 PURPOSE.

The purpose of this chapter is to provide for the regulation of use of municipal parks in the City.

7-16-2 MOTOR VEHICLES.

The maximum speed limit for all motor vehicles is ten (10) miles per hour in all parks in the City. No motorized vehicles are permitted to drive or park on the grass.

7-16-3 CAMPING PROHIBITED.

Camping in municipal parks is prohibited at all times.

7-16-4 ANIMALS.

Horses are prohibited at all times. Household pets are to be kept on leashes at all times while in the park and shall not be permitted to bother or interfere with the use and enjoyment of the parks by other persons.

7-16-5 PARKS CLOSED.

No person shall enter or remain within any park between the hours of eleven o'clock (11:00) p.m. and daybreak.

7-16-6 KEG BEER PROHIBITED.

Keg beer is prohibited at all times.

7-16-7 LITTERING PROHIBITED.

It is unlawful for any person to place or cause to be placed any garbage, trash or litter of any matter in the parks except in containers or receptacles specifically marked for such garbage, trash or litter.

7-16-8 GLASS BOTTLES PROHIBITED.

Glass beverage containers are prohibited.

7-16-9 FIRES AND CAMP FIRES PROHIBITED.

It is unlawful for any person to knowingly cause a fire to start in any container or trash receptacle specifically used for garbage, trash, or litter disposal. No person shall bring into the park any contained fire pit for the use of burning or causing to burn any materials for use as a camp fire. It is unlawful for any person to create a fire pit in the park for use as a camp fire or burning any material. Park grills shall only be utilized for preparing to cook food for consumption and only by using charcoal and shall not be used to burn or cause to be burned any materials for use as a camp fire.

CASCADE

MONTHLY INCIDENT COUNT REPORT Statistics from Reported Date: 6/1/2023 12:00:00AM to 6/30/2023 11:59:00PM

Case Report POLICE DEPARTMENT

[IMPORTED] : ALCOHOL OFFENSES: 4 7%

[IMPORTED] : CRIMINAL MISCHIEF: 1 2%

[IMPORTED] : DRIVER LICENSE VIOLATION-CITATION: 5 8%

[IMPORTED] : DRIVER LICENSE VIOLATION-WARNING: 1 2%

[IMPORTED] : DRIVING WHILE SUSPENDED/ REVOKED/BARRED: 1 2%

[IMPORTED] : EXPIRED REGISTRATION- CITATION: 1 2%

[IMPORTED] : FAIL TO PROVE SECURITY AGAINST LIABILITY: 1 2%

[IMPORTED] : SPEED WARNING: 1 2%

[IMPORTED] : SPEEDING CITATION: 2 3%

Grand Total: 28.33% Total # of Incident Types Reported: 17

Field Interview

POLICE DEPARTMENT

ACCIDENT: 1 2%

ALARM: 2 3%

ANIMAL AT LARGE: 1 2%

ASSIST AMBULANCE: 4 7%

ASSIST CITY: 1 2%

ASSIST DUBUQUE COUNTY: 3 5%

ASSIST EPWORTH POLICE: 1 2%

ASSIST FIRE DEPARTMENT: 1 2%

ASSIST JONES COUNTY: 1 2%

ASSIST MONTICELLO POLICE DEPARTMENT: 1 2%

EQUIPMENT VIOLATION-WARNING: 1 2%

FAIL TO PROVE SECURITY AGAINST LIABILITY: 1 2%

HARASSMENT/THREATS: 1 2%

INFORMATIONAL REPORT: 6 10%

LOST/MISSING PROPERTY: 1 2%

PRESENTATION/SCHOOL: DE: 2 3%

RECORDS CHECK: 1 2%

REQUEST FOR EXTRA PATROL: 1 2%

SEX OFFENSES (NO FORCE): 1 2%

SEX OFFENSES:NON-FORCIBLE STATUTORY RAPE: 1 2%

SPEED WARNING: 6 10%

STOP SIGN-WARNING: 1 2%

Field Interview POLICE DEPARTMENT

TRAFFIC COMPLAINT: 1 2%

VANDALISM: 1 2%

VEHICLE UNLOCK: 2 3%

Grand Total: 71.67% Total # of Activity Types Reported: 43