



A Place We Call Home

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CITY OF CASCADE, IOWA
PARK BOARD AGENDA & PUBLIC NOTICE
MONDAY, MARCH 6, 2023, 5:00PM AT
CASCADE CITY HALL, 320 1ST AVE W

1. Call Meeting to Order
2. Roll Call
3. Approve the Agenda
4. Public Comment
5. Approve Meeting Minutes from February 6, 2023
6. Month-End Financial Reports – February 2023
7. Slide Stairs Update
8. Pool Hiring
9. Pool Wages and Policies
10. Pool Admission Fees – Daily and Passes
11. Riverview Park Gazebo Update
12. 2024 Budget
13. Other Business
14. Adjournment

SHOP LOCAL, BUY LOCAL

Park Board Meeting Minutes
February 6, 2023

The February 6, 2023 Cascade Park Board meeting was called to order by Board Member Rausch at 5:00 p.m. Board members present: Orr, Rausch and Manternach. Sconsa and McLees were excused. Others present: Lisa Kotter

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

Motion Orr, second Manternach to elect Cookie Rausch as new Board Chair and Dagwood Manternach as the Vice-Chair – all ayes, motion carried.

Motion Manternach, second Orr to approve the December 5, 2022 Board minutes – all ayes, motion carried.

The Board went over the financial reports for the park and pool for December 2022 and January 2023. Motion Manternach, second Orr to approve the financials - all ayes, motion carried.

The Board was updated on the stairs for the pool slide. The state is requiring a permit and application for the project. Therefore, the order has not been placed.

The Pool Manager job is posted for the summer and applications are due February 15. Pool passes, lessons and staffing will be decided at the next Board meeting.

Kotter submitted an application for an Aureon internet provider grant for up to \$1,500 toward the costs of two iPads for the pool at the front counter and concessions.

The City Council approved a gazebo construction quote from B&L Manternach construction for \$104,600 and a donation from Bucky and Lisa Manternach for \$8,318. Completion is expected by June 30.

The Board discussed remaining funds for FY23 and will request the same amount of project funds of \$50,000. The hope is to focus on a dog park in FY24.

Motion by Orr, second by Manternach to adjourn the meeting at 5:55 p.m. – all ayes, motion carried.

Respectfully submitted by Lisa A. Kotter, City Administrator

G/L REVENUE HISTORY REPORT
FROM 02/2023 TO 2/2023

Park Crews

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 8/2023 TO 8/2023)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
001-430-4700	DONATIONS - PARK		
2/17/23	RM0022 TIM OTTING FAMILY	38 PARK DONATIONS	425.00
		MEMORIAL TREE W/PLAQUE-RIVERVI	
2/17/23	RM0022 LINDA DAVIS	39 PARK DONATIONS	1,000.00
		PAVILION DONATION-RIVER PARK	
2/17/23	RM0022 DAVID SADLER	40 PARK DONATIONS	1,000.00
		PAVILION DONATION-RIVERVIEW	
2/22/23	RM0024 RON RADLOFF MEMORIAL TRUST	46 PARK DONATIONS	1,000.00
		PAVILION DONATION-RIVERPARK	
2/22/23	RM0024 LYONS SERVICE CTR-PAVILION DON	48 PARK DONATIONS	1,000.00
		GAZEBO ADV-PARK PAV DONATION	
2/22/23	RM0024 LINDA HOFFMANN-TREE DONATION	49 PARK DONATIONS	325.00
		TREE DONATION-RIVERVIEW PARK	
2/22/23	RM0024 JOAN HOFFMANN-TREE DONATION	50 PARK DONATIONS	325.00
		JOAN HOFFMANN RIVERVIEW PARK	
2/27/23	RM0026 PAUL STANER-PAVILION DONATION	56 MISC REVENUES	10,000.00
		PAVILION DONATE-MEMORY OF JANE	
	ACCOUNT TOTAL		15,075.00
013-430-4300	INTEREST		
2/28/23	GL1005 OHNWARD BANK-FEB 2023 INTEREST	INTEREST SVGS 1	32.51
		ERROR CORRECT DATE	
	ACCOUNT TOTAL		32.51
019-430-4300	INTEREST		
2/28/23	GL1005 OHNWARD BANK-FEB 2023 INTEREST	INTEREST SVGS 1	70.66
		ERROR CORRECT DATE	
	ACCOUNT TOTAL		70.66
025-430-4300	INTEREST		
2/28/23	GL1005 OHNWARD BANK-FEB 2023 INTEREST	INTEREST SVGS 2	.09
		CORRECT DATE 02282023	
	ACCOUNT TOTAL		.09
	REPORT TOTAL		15,178.26

G/L EXPENSE HISTORY REPORT
FROM 02/2023 TO 2/2023

park exp

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 8/2023 TO 8/2023)			AMOUNT	
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE	CHECK NO REF/DESCRIPTION	
001-430-6310	BUILDING REPAIR/MAINT					
2/13/23	AP1896	STOLL CINDY	JAN2023		6161 CLEANING SERVICES-RESTROOM PK	30.00
		ACCOUNT TOTAL				30.00
001-430-6320	PARKS/EQUIP-REPAIR/MAINT					
2/28/23	AP1914	BODENSTEINER	P47994		64860 JOHN DEERE MOWER PARTS	283.58
		ACCOUNT TOTAL				283.58
001-430-6331	FUEL					
2/13/23	AP1896	MCDERMOTT OIL	01312023		64843 FUEL/DIESEL CHARGES-PARKS	87.43
		ACCOUNT TOTAL				87.43
001-430-6371	UTILITIES					
2/13/23	AP1896	CASCADE MUNICIPAL UTILITI	02152023		64828 PARK	293.84
2/28/23	AP1914	CASCADE MUNICIPAL UTILITI	03152023		64862 PARK CMU- DUE 03152023	218.12
		ACCOUNT TOTAL				511.96
001-430-6490	PROFESSIONAL FEES					
2/13/23	AP1896	MSA	R00447055.0-1		6155 REVIEW GAZEBO	4513.44
		ACCOUNT TOTAL				4,513.44
001-430-6507	MISC OPERATING SUPPLIES					
2/13/23	AP1896	CITY LAUNDERING	1853224		6144 UNIFORM SERVICE AND SUPPLIES	16.67
2/13/23	AP1896	CITY LAUNDERING	1855632		6144 UNIFORM SERVICE/MISC SUPPLIES	3.41
2/13/23	AP1896	CITY LAUNDERING	1858005		6144 UNIFORM SERVICE/MISC SUPPLIES	16.67
2/28/23	AP1914	CITY LAUNDERING	1860418		6177 UNIFORM SERVICES/MISC SUPPLIES	19.44
2/28/23	AP1914	CITY LAUNDERING	1862835		6177 UNIFORM SERVICES/MISC SUPPLIES	34.75
2/28/23	AP1914	CITY LAUNDERING	1865305		6177 UNIFORM SERVICE/MISC SUPPLIES	19.44
2/28/23	AP1914	CASCADE LUMBER	784480		64861 JD GREEN RUSTOLEUM-LAWN MOWER	7.79
		ACCOUNT TOTAL				118.17
					REPORT TOTAL	5,544.58

G/L REVENUE HISTORY REPORT
FROM 02/2023 TO 2/2023

pool revs

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 8/2023 TO 8/2023)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
001-460-4590	SWIMMING POOL ADMISSIONS		
2/17/23	RM0022 LINDA ASCHTGEN FAMILY+ PASS	33 SWIMMING POOL FAMILY + CAREGIVER POOL PASS	175.00
2/22/23	RM0024 GAIL SCHMIDT-POOL PASS INDIV	51 SWIMMING POOL IND. POOL PASS-GAIL SCHMIDT	85.00
	ACCOUNT TOTAL		----- 260.00
017-460-4300	INTEREST		
2/28/23	GL1005 OHNWARD BANK-FEB 2023 INTEREST	INTEREST SVGS 1 ERROR CORRECT DATE	32.28
	ACCOUNT TOTAL		----- 32.28
	REPORT TOTAL		=====
			292.28

G/L EXPENSE HISTORY REPORT
FROM 02/2023 TO 2/2023

pool expense

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 8/2023 TO 8/2023)			AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE	CHECK NO REF/DESCRIPTION
001-460-6371		UTILITIES			
2/13/23	AP1896	CASCADE MUNICIPAL UTILITI	02152023		64828 POOL 12.28
2/28/23	AP1914	CASCADE MUNICIPAL UTILITI	03152023		64862 POOL CMUTY BILL DUE 03152023 12.28
		ACCOUNT TOTAL			24.56
001-460-6727		CAPITAL EQUIPMENT			
2/15/23	AP1898	IOWA DEPT OF PUBLIC HEALT	FEB2023POOLSTEP		64852 POOL PERMIT FEE 250.00
		ACCOUNT TOTAL			250.00
				REPORT TOTAL	274.56



Park Board March 6, 2023 Agenda

**To: Park Board Members
From: Lisa Kotter, City Administrator
Date: March 4, 2023
Re: 2023 Pool Wages**

As you know we have been discussing pool wages. Last year lifeguards made \$11 to start and 25 cents for every year they returned. I would recommend we raise the base to \$11.25 and keep the 25 cents per year. In addition, I would recommend we begin paying \$22 per hour for the swimming lessons. With regard to the concession stand, employees were making the same 25 cents per year increase but starting pay was \$8.00. I would recommend that go to \$8.25.

After meeting with Davis, Pool manager, we are going to suggest hiring two assistant managers, last year we had three. However, we would like to add one or two lead guards that would be in charge if no manager is on duty. We have four people interested in the assistant manager or lead positions. Assistants were \$13. I would suggest \$13.25 for the assistants and \$12.25 for the lead guards.

I would recommend we continue with the incentive plan we had last year.

PROPOSED 2023 POOL EMPLOYEE WAGES

<u>Position</u>	
Pool Manager	730 per week
Assistant Manager	13.25 per hr
1 st Year Guard	11.25 per hr
2 nd year Guard	11.50 per hr
3 rd year Guard	11.75 per hr (.25 bump each yr worked)
Concession Stand	8.025 per hr (.25 bump each yr worked)
Swim Instructors	\$22.00 per hr
Lead Guard	\$12.25 per hr

\$25 bonus for each pool party worked (Lifeguards Only)

\$25 bonus for working the last 3 weekends (weekends after school starts) for all workers

\$100 bonus at season end for perfect work season (no strikes!)

ACCOUNT NUMBER		FY21 TOTAL ACTUAL	FY22 TOTAL ACTUAL	FY 23 ORIGINAL BUDGET	YTD as of 1-31-23	PROPOSED CHANGE FOR AMEND	FY 23 ADJ BUDGET	FY 23 NEW BUDGET
001-950-4300	INTEREST	10,748.11	11,188.87	11,000	19,450.24	18,000	29,000	29,000
001-950-4306	GYM KEY DEPOSIT	1,350.00	600	-	150.00	150	150	150
001-160-4310	AMB MEETING RM RENT	0	290	300	50.00		300	700
001-430-4310	PAVILION RENTAL	410	490	700	215.00		700	500
001-950-4310	RENTS AND LEASES	0	0	-	-		-	-
				-	-		-	-
	USE OF MONEY & PROPERTY	12,508.11	12,568.87	12,000	19,865.24	18,150.00	30,150.00	30,350
001-410-4400	FEDERAL GRANTS	0	600					
001-950-4400	FEDERAL GRANTS	55,352.33	581.41	5,000	-	-	5,000	-
001-950-4440	STATE GRANTS	162,837.88	5,611.60	200,000	-	(200,000)	-	700,000
001-410-4441	OPEN ACCESS/ENRICH IOWA	2,976.90	3,813.75	-	3,300.49	3,300	3,300	3,300
001-950-4441	STATE DISASTER GRANT-COVID	0	0	-	-		-	-
001-410-4443	LIBRARY DBQ & JONES CNTY 28E	6,697.70	5,625.80	-	3,964.00	5,764	5,764	5,700
001-950-4464	COMM/IND PROP TAX REPLACEMENT	22,101.40	21,305.08	22,730	12,560.22	(50)	22,680	22,730
	OTHER STATE GRANTS/REIMB TOTAL	249,966	37,538	227,730	19,825	(190,986)	36,744	731,730
001-410-4470	LIBRARY GRANT	250	5,000.00	500	-		500	500
001-160-4475	TOWNSHIP CONTRIBUTIONS	12,076.03	31,072.40	10,500	18,026.17	11,000	21,500	24,000
	LOCAL GRANTS/REIMBURSE TOTAL	12,326.03	36,072.40	11,000	18,026.17	11,000	22,000	24,500
001-160-4500	AMBULANCE SERVICE CHARGES	77,416.66	97,600.06	95,000	46,759.37		95,000	100,000
001-290-4500	GARBAGE CHARGES/FEES	169,751.33	183,710.81	197,000	109,705.05	(10,000)	187,000	197,000
001-950-4500	CABLE ADS/SPONSORS/DUBBING	625	600	600	300.00		600	600
001-290-4516	RECYCLING CHARGES/FEES	91,146.88	105,047.00	110,000	61,646.79	(6,000)	104,000	110,000
001-210-4560	SALES TAXES COLLECTED	0	0	-	-		-	-
001-290-4560	SALES TAXES COLLECTED	0	0	-	-		-	-

ACCOUNT NUMBER		FY21 TOTAL ACTUAL	FY22 TOTAL ACTUAL	FY 23 ORIGINAL BUDGET	YTD as of 1-31-23	PROPOSED CHANGE FOR AMEND	FY 23 ADJ BUDGET	FY 23 NEW BUDGET
001-460-4560	SALES TAXES COLLECTED	-8.75	0	7,000	-	(7,000)	-	7,000
001-950-4560	SALES TAXES COLLECTED	5,600.24	8,227.72	321,618	3,415.99	(314,000)	7,618	200
001-210-4570	STREET/SIDEWALK/CURB REPAIR CH	4,653.00	600	3,000	-	(2,500)	500	1,000
001-460-4575	SWIMMING LESSONS	16,782.00	32,210.00	30,000	12,905.00		30,000	30,000
001-460-4580	SWIMMING POOL CONCESSIONS	5,930.76	15,264.95	14,000	7,474.80		14,000	17,000
001-460-4590	SWIMMING POOL ADMISSIONS	16,150.61	49,311.28	50,000	11,681.55		50,000	50,000
	CHARGES FOR SERVICES TOTAL	388,047.73	492,571.82	828,218	253,888.55	(329,500)	488,718	512,800
001-110-4700	DONATIONS - POLICE	0	35	100	1,600.00	1,500	1,600	1,500
001-160-4700	DONATION	0	10	100	-		100	100
001-410-4700	DONATIONS - LIBRARY	11.05	134.99	5,000	5,621.68	622	5,622	5,000
001-430-4700	DONATIONS - PARK	0	7,246.00	-	30,000.00	43,000	43,000	3,000
001-950-4705	CONTRIBUTIONS/DONATIONS	200	250	11,950	-		11,950	-
001-150-4710	FARM BOARD - FIRE INS & UTILIT	10,614.47	8,363.23	14,000	7,622.81		14,000	15,500
001-160-4710	REIMBURSEMENTS	0	0	-	435.96	436	436	20,000
001-460-4710	REIMBURSEMENTS	0	0	100	-		100	-
001-950-4711	UTILITY SHARE-WAGES/INSUR/LINE	4,553.07	3,075.02	4,000	1,604.48		4,000	4,000
001-410-4715	REFUNDS/REBATES	0	304	-	-		-	-
001-510-4715	REFUNDS/REBATES	0	2,440.22	-	-		-	-
001-950-4735	GAS TAX REFUND	3,970.12	4,479.37	4,500	-		4,500	4,500
001-410-4765	LIBRARY MISC FEES	126.45	253.15	200	-		200	200
001-110-4770	COURT & PARKING FINES	110	298.31	400	-		400	200
001-110-4799	MISCELLANEOUS REVENUES	12,987.71	747	1,000	1,650.79	651	1,651	1,000
001-210-4799	MISCELLANEOUS REVENUES	0	13,851.80	500	250.00		500	500
001-290-4799	MISCELLANEOUS REVENUES	0	0	-	-		-	-
001-460-4799	MISCELLANEOUS REVENUES	0	205.95	100	700.00	600	700	-
001-950-4799	MISCELLANEOUS REVENUES	8,439.79	2,554.06	5,000	6,849.26	1,849	6,849	5,000
	MISCELLANEOUS TOTAL	41,012.66	44,248.10	46,950	56,334.98	48,658	95,608	60,500

ACCOUNT NUMBER		FY21 TOTAL ACTUAL	FY22 TOTAL ACTUAL	FY 23 ORIGINAL BUDGET	YTD as of 1-31-23	PROPOSED CHANGE FOR AMEND	FY 23 ADJ BUDGET	FY 23 NEW BUDGET
001-430-6010	SALARIES	-	-	-	-		-	-
001-430-6020	WAGES - PART TIME	-	-	-	-		-	-
001-430-6040	WAGES - OVERTIME	-	-	-	-		-	-
001-430-6050	BOARD MEMBERS COMPENSATION	375.00	630.00	650	660.00	300	950	950
001-430-6110	FICA/MEDICARE	28.69	48.21	50	50.49		50	50
001-430-6130	IPERS	-	-	-	-		-	-
001-430-6131	CA PENSION	-	-	-	-		-	-
001-430-6150	GROUP INSURANCE	-	-	-	-		-	-
001-430-6160	WORKERS' COMPENSATION	-	-	-	-		-	-
001-430-6310	BUILDING REPAIR/MAINT	3,320.60	2,468.10	8,000	1,850.00		8,000	8,000
001-430-6320	PARKS/EQUIP-REPAIR/MAINT	1,825.06	4,117.36	3,000	1,014.29		3,000	3,000
001-430-6331	FUEL	609.90	1,032.37	800	1,434.07	1,000	1,800	2,000
001-430-6371	UTILITIES	3,001.92	3,560.74	3,300	1,902.07		3,300	3,500
001-430-6373	TELEPHONE/INTERNET	-	-	-	-		-	-
001-430-6408	INSURANCE-GENERAL	3,239.00	4,361.92	3,500	-		3,500	3,600
001-430-6425	DONATIONS - PARK	-	-	-	-		-	-
001-430-6490	PROFESSIONAL FEES	-	7,147.80	-	27,553.75	36,000	36,000	-
001-430-6507	MISC OPERATING SUPPLIES	1,271.01	1,654.42	800	3,214.89	5,000	5,800	1,000
001-430-6701	PARK IMPROVEMENTS	31,650.79	23,310.20	50,000	69,765.31	125,000	175,000	50,000
001-430-6727	CAPITAL EQUIPMENT	4,526.07	1,512.50	-	7,611.67	7,612	7,612	2,000
	PARKS TOTAL	49,848.04	49,843.62	70,100	115,056.54	174,911.67	245,011.67	74,100.00

ACCOUNT NUMBER		FY21 TOTAL ACTUAL	FY22 TOTAL ACTUAL	FY 23 ORIGINAL BUDGET	YTD as of 1-31-23	PROPOSED CHANGE FOR AMEND	FY 23 ADJ BUDGET	FY 23 NEW BUDGET
001-460-6010	SALARIES	28,609.96	75,551.05	72,000	75,456.82	18,000	90,000	93,000
001-460-6020	WAGES - PART TIME	-	288.08	-	156.00		-	-
001-460-6040	WAGES - OVERTIME	-	651.76	-	29.25		-	-
001-460-6110	FICA/MEDICARE	2,188.66	5,851.52	5,508	5,786.70	1,300	6,808	7,115
001-460-6130	IPERS	-	-	-	-		-	-
001-460-6131	CA PENSION	-	-	-	-		-	-
001-460-6150	GROUP INSURANCE	-	-	-	361.00	361	361	-
001-460-6160	WORKERS' COMPENSATION	338.00	1,513.00	1,400	835.00		1,400	1,500
001-460-6240	TRAVEL TRAINING & CONFERENCE	2,000.00	5,235.82	3,500	3,195.00		3,500	3,500
001-460-6310	REPAIR & MAINT. OF BUILDINGS	366.09	2,002.96	500	26.00		500	500
001-460-6331	FUEL	-	112.72	-	-		-	-
001-460-6371	UTILITIES	1,152.36	4,032.56	4,000	9,951.60	9,000	13,000	13,000
001-460-6373	TELEPHONE/INTERNET	65.67	319.34	180	110.04		180	250
001-460-6402	ADVERTISING AND PUBLICATIONS	292.75	-	300	-		300	300
001-460-6408	INSURANCE-GENERAL	9,659.00	11,740.92	8,800	-		8,800	14,375
001-460-6418	SALES TAX	-	-	-	-		-	-
001-460-6428	SWIM TEAM	500.00	-	500	-		500	500
001-460-6458	MISC EXPENSE	-	-	-	-		-	-
001-460-6490	PROFESSIONAL FEES	403.00	1,903.00	403	353.00	1,800	2,203	400
001-460-6507	MIS OPERATING SUPPLIES	10,012.31	11,556.93	7,000	5,476.40		7,000	9,000
001-460-6514	POOL CONCESSIONS	3,980.15	11,081.65	10,000	7,377.02		10,000	10,000
001-460-6727	CAPITAL EQUIPMENT	925.94	757.75	10,000	1,613.15	19,000	29,000	10,000
	SWIMMING POOL TOTAL	60,493.89	132,599.06	124,091	110,726.98	49,461	173,552	163,440