

**CITY OF CASCADE, IOWA  
COUNCIL MEETING AGENDA & PUBLIC NOTICE  
Monday, August 28, 2023, 6:00 P.M.  
CITY HALL, 320 1ST AVE WEST**

NOTICE: Notice is hereby given that the Cascade City Council will hold a meeting at 6:00 PM on Monday, August 28, 2023, at City Hall. Any visually or hearing-impaired person with special accessibility needs should contact the City Clerk at 563-852-3114.

Meetings are live streamed at [www.cityofcascade.org](http://www.cityofcascade.org) 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. Introduction of Sean Chambers - Director of Community and Business Promotion**
- 7. Consent Agenda - Review and approve the following:**
  - 1. Minutes: City Council 8/14/23, 8/21/23, 8/25/23 and Utility Board 8/15/23**
  - 2. August 28, 2023 Claims**
  - 3. Liquor Licenses**
    - a. Two Gingers September 16, 2023 (Outdoor Premises)**
    - b. Casey's General Store (Annual Renewal)**
- 8. Presentation from Austin Diller on Eagle Scout Project-Historic Audio Tour**
- 9. Consideration of Resolution #67-23 to Approval an Ambulance Study**
- 10. Consideration of Resolution #68-23 Approval to Complete Asphalt Work on 2<sup>nd</sup> Ave**
- 11. Consideration of Resolution #69-23 Approval of a Change Order to y<sup>d</sup> Avenue SE Construction**
- 12. Consideration of Resolution #66-23 Fees for Vacant Building Registration**
- 13. Consideration of Ordinance #11-23 Requirement of a Tracer Wire Box Bracket for Plastic Water Service Lines (Third and Final Reading)**
- 14. Consideration of Ordinance #10-23 Limitation on Garage or Rummage Sales (First of Three Readings)**
- 15. Consideration of Ordinance #12-23 Permits for Fences, Signs and Concrete**
  - a. Consideration to Approve Second and Third Readings at One Meeting**
- 16. Consideration of Ordinance #14-23 Trees**
  - a. Consideration to Approve Second and Third Readings at One Meeting**
- 17. Reports - Police Chief, Library Design Committee, City Administrator**
- 18. Public Comment (Limit 3 Minutes per person-only items on this agenda)**
- 19. Adjournment**

August 14, 2023  
City Council Meeting Minutes

The August 14, 2023 Regular City Council meeting was called to order at 6:00PM by Mayor Steve Knepper. The Pledge of Allegiance was recited. Delaney, Hosch, Kelchen, Oliphant and Rausch answered roll call.

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

No public comment.

Motion Kelchen, second Delaney to approve the consent agenda items: City Council Minutes 7/24/23, Library Board 8/1/23, Board of Adjustment 8/2/23; and August 14, 2023 claims, and July 2023 Financial Reports; Liquor Licenses: Hometown Days-American Legion(5-day), Comer Taproom(outdoor), Two Gingers(outdoor) and Moski's BBQ LLC-Renewal. All Ayes. Motion carried.

Motion Rausch, second by Oliphant to approve Ordinance #08-23 Vacant Building Registration (Third and Final Reading). Roll Call Vote. All Ayes. Motion carried.

Motion Delaney, second by Rausch to approve Ordinance #09-23 Street Naming (Third and Final Reading). Roll Call Vote. All Ayes. Motion carried.

Motion Oliphant, second Kelchen to approve Resolution #60-23 Approval of Water and Sewer Forgiveness Policy Changes. Roll Call Vote. All Ayes. Motion carried.

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

Motion Rausch, second Kelchen to approve Ordinance #12-23 Permits for Fences, Signs and Concrete (First Reading). Roll Call Vote. Four Ayes. Oliphant Nay. Motion carried.

Motion Kelchen, second Oliphant to Waive the Readings in Three Separate Meetings and Approve All Three Readings at One Meeting for Ordinance #13-23 Storm Water Discharge. Roll Call Vote. All Ayes. Motion carried.

Motion Kelchen, second Oliphant to approve Ordinance #13-23 Storm Water Discharge. Roll Call Vote. All Ayes. Motion carried.

Motion Kelchen, second Rausch to approve Ordinance #14-23 Trees (First Reading). Roll Call Vote. Four Ayes. Hosch Nay. Motion carried.

Chief Heim and Kotter provided additional information and staff updates.

Shirley McDermott spoke during public comment.

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

Kathy Goerd, City Clerk

Steven J. Knepper, Mayor

August 21, 2023  
Special City Council Meeting Minutes

The August 21, 2023 Special City Council meeting was called to order at 7:00AM by Mayor Steve Knepper. The Pledge of Allegiance was recited. Delaney, Hosch, Kelchen, Oliphant and Rausch answered roll call.

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

During public comment, Lee Ann Leytem spoke about her Public Access position with the City.

Motion Rausch, second Oliphant to adjourn into Closed Session Chapter 21.5 (i) To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session-Consideration of Candidates for the Community and Business Promotion Coordinator position. Roll Call vote. All Ayes. Motion carried.

Motion Kelchen, second Delaney to return to Open Session. Roll Call vote. All Ayes. Motion carried.

Motion Oliphant, second Delaney to approve Resolution #65-23 Hiring of a Community and Business Promotion Coordinator. Roll Call vote. All Ayes. Motion carried.

Motion Kelchen, second Oliphant to approve Resolution #66-23 Hiring Eastern Iowa Excavating to Complete Storm Sewer and Concrete Work on 2<sup>nd</sup> Avenue NE. Roll Call vote. All Ayes. Motion carried.

Motion Rausch, second Oliphant adjourn at 7:45am. All Ayes. Motion carried.

Kathy Goerd, City Clerk

Steven J. Knepper, Mayor

Meeting Minutes August 15, 2023  
Cascade Municipal Utilities Board

Chairman Gross called the August 2023 regular meeting of the Cascade Municipal Utilities Board of Trustees to order on the special day of Tuesday, August 15, 2023 at 5:15pm. Present were Trustees Barb Gross, Greg VanderLugt, Herb Manternach, Utility Manager Shontele Orr.

Motion Manternach, second VanderLugt to approve the meeting agenda. Motion carried 3-0.

There was a discussion about load shed due to extreme weather situations. More to come on this.

Motion Manternach, second by VanderLugt to approve the July 20, 2023 meeting minutes, July Financial Statements and Fund Balances, and the August bill list & claims for payment. Motion carried 3-0.

Under correspondence the board discussed the July plant summary & metrics and energy efficiency reports. Motion Manternach, second VanderLugt to approve correspondence. Motion carried 3-0.

Manager/Team Lead Report discussion regarding workload and upcoming training, projects, workload completed & closure of City Hall on the Friday of Hometown Days.

Motion Manternach, second VanderLugt to adjourn meeting at 5:39pm. Motion carried 3-0.

| Vendor Name                         | Check Amount | Vendor Name                  | Check Amount      |
|-------------------------------------|--------------|------------------------------|-------------------|
| ADVANTAGE ADMINS (BUYDOWN)          | 60.00        | KGM                          | 872.85            |
| ADVANTAGE ADMINISTRATORS            | 43.50        | MADISON NATIONAL LIFE INS CO | 213.88            |
| AT&T                                | 20.40        | MCDERMOTT OIL CO.            | 10,588.42         |
| BECK CONSTRUCTION                   | 2,005.00     | TINA WAGNER                  | 345.00            |
| BLACK HILLS ENERGY                  | 1,500.00     | ANDY KNAPP                   | 375.00            |
| CASCADE COMMUNICATIONS COMPANY      | 101.04       | VICTORIA FAZEKAS             | 19.89             |
| CASCADE LUMBER CO                   | 23.74        | MIKE GEHL LAWN SERVICE       | 150.00            |
| CASCADE MUNICIPAL UTILITIES         | 895.11       | MISSION SQUARED              | 185.00            |
| CASCADE MUNICIPAL UTILITIES         | 535.08       | MISSION SQUARED              | 185.00            |
| CIPCO                               | 11,429.50    | MISSION SQUARED              | 185.00            |
| CITY OF CASCADE                     | 322.19       | NICUSA - IOWA DIVISION       | 986.70            |
| CLAYTON ENERGY CORPORATION          | 24,615.18    | ORR APPLIANCE                | 3,648.25          |
| COMELEC INTERNET SERVICES           | 45.00        | PAYROLL                      | 10,111.15         |
| DELANEY'S PC REPAIR & RECYCLE       | 83.56        | PAYROLL                      | 9,447.45          |
| EFTPS                               | 2,820.57     | PAYROLL                      | 9,697.89          |
| EFTPS                               | 2,679.75     | POSTMASTER                   | 5,000.00          |
| EFTPS                               | 49.50        | JAN DONOVAN                  | 350.00            |
| ENERGY ECONOMICS INC                | 1,988.07     | EARL KURT                    | 100.00            |
| FIRST SUPPLY LLC-DUBUQUE            | 755.03       | RAY NOONAN                   | 450.00            |
| GASSER FARM & HARDWARE LLC          | 278.86       | SCHNEIDER GEOSPATIAL         | 5,580.00          |
| GORDON FLESCH COMPANY               | 65.39        | SIMECA                       | 106,945.73        |
| GROEBNER & ASSOCIATES INC           | 3,578.89     | STUART C IRBY CO             | 5,312.39          |
| I.A.M.U.                            | 641.04       | TERRY DURIN COMPANY          | 15,142.92         |
| INFRASTRUCTURE TECHNOLOGY SOLUTIONS | 154.50       | TREASURER STATE OF IOWA      | 1,098.00          |
| IOWA ONE CALL                       | 33.30        | TREASURER STATE OF IOWA      | 5,458.02          |
| IOWA UTILITIES BOARD                | 26.25        | VISA                         | 997.71            |
| IOWA WATER MANAGEMENT CORP          | 150.00       | WELLMARK BC BS OF IOWA       | 4,268.74          |
| IPERS                               | 4,089.72     | WOODWARD COMMUNITY MEDIA     | 97.96             |
| JT CONCRETE CREATION LLC            | 1,200.00     | <b>Total:</b>                | <b>258,003.12</b> |

**ELECTRIC REVENUE** 176,771.37  
**GAS REVENUE** 40,623.81

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Secretary, Shontele Orr

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Chairman, Barb Gross

**CLAIMS REPORT**  
**Check Range: 8/16/2023- 8/29/2023**

| INVOICE#           | VENDOR NAME                   | INVOICE DESCRIPTION            | INVOICE AMT | VENDOR TOTAL | CHECK# | CHECK DATE |
|--------------------|-------------------------------|--------------------------------|-------------|--------------|--------|------------|
| 12292022           | ADVANTAGE ADMINISTRATORS      | PSF BUY DOWNS                  |             |              |        |            |
| 9141106809         | AIRGAS USA LLC                | OXYGEN                         | 244.36      |              |        |            |
| 9141106810         | AIRGAS USA LLC                | OXYGEN: VOL 635 FT3            | 306.66      | 551.02       |        |            |
| 08192023           | ANA CAREN MONCADA             | PAVILION DEPOSIT REFUND        |             | 50.00        |        |            |
| 040587             | AUTOMATIC SYSTEMS CO          | WASTEWATER:LEVEL TRANSDUCER    | 940.00      |              |        |            |
| 040590             | AUTOMATIC SYSTEMS CO          | UPS BACK UP SERVER:WATER       | 340.00      | 1,280.00     |        |            |
| 08132023           | BOB CARROLL                   | PAVILION DEPOSIT REFUND        |             | 50.00        |        |            |
| P60141             | BODENSTEINER IMPLEMENT CO     | SPINDLE FOR LAWN MOWER         |             | 215.98       |        |            |
| 85059245           | BOUND TREE MEDICAL LLC        | CURAPLEX/IV SOLUTION/SPLINT    | 832.66      |              |        |            |
| 85061938           | BOUND TREE MEDICAL LLC        | LINEN PAK:FITTED/PRIVACY SHEET | 491.97      | 1,324.63     |        |            |
| 08252023           | CASCADE LIONS CLUB            | FY24 CONTRIBUTION              |             | 9,297.50     |        |            |
| 851025             | CASCADE LUMBER CO             | BOLTS/ZIP TIES FOR NEW PARK SI | 16.12       |              |        |            |
| 851045             | CASCADE LUMBER CO             | WAFFERBOARD 4X8 FOR SIGNS      | 21.03       |              |        |            |
| 851235             | CASCADE LUMBER CO             | BATTERY FOR RIVERPARK RESTROOM | 6.99        | 44.14        |        |            |
| 1923115            | CITY LAUNDERING CO            | UNIFORMS/SUPPLIES              | 132.37      |              |        |            |
| 1925365            | CITY LAUNDERING CO            | UNIFORMS/SUPPLIES              | 99.64       | 232.01       |        |            |
| 7821               | CITY OF DUBUQUE               | WATER TEST #30673 PUBLIC       |             | 22.00        |        |            |
| IVC0109904         | COAST TO COAST SOLUTIONS      | SHIELD SHAPED STICKERS:POLICE  |             | 419.63       |        |            |
| 2874               | MICHAEL DELANEY               | IT SERVICE CALL/TONER/BACKUP   |             | 2,394.74     |        |            |
| 08252023           | GARDEN CLUB                   | FY24 CONTRIBUTION              |             | 1,200.00     |        |            |
| 27659              | GASSER FARM & HARDWARE LLC    | BULK BOLTS/WASHERS             | 9.56        |              |        |            |
| 27660              | GASSER FARM & HARDWARE LLC    | ARMOUR ALL CAR WASH            | 7.99        |              |        |            |
| 27773              | GASSER FARM & HARDWARE LLC    | CLEANING CLOTHES               | 27.98       | 45.53        |        |            |
| 08152023           | GEHL LAWN SERVICE             | WEED CONTROL AT NEW CITY PARK  |             | 200.00       |        |            |
| 6010               | GLOBAL ONE MANUFACTURING      | ATTACH BALL HITCH              |             | 14.40        |        |            |
| 3RDAVESE2023       | GRAVEL GRADING & EXCAV LLC    | 3RD AVE SE SEWER & WATER IMPRO |             | 120,068.00   |        |            |
| 6551260            | HAWKINS INC                   | CHLORINE CYLINDERS             | 40.00       |              |        |            |
| 6555402            | HAWKINS INC                   | CHLORINE CYLINDERS/LPC-5       | 2,975.84    | 3,015.84     |        |            |
| 10232023           | IA LEIN                       | IA LAW ENFORCEMENT TRAINING CO |             | 250.00       |        |            |
| 144443             | IMAGE TREND                   | EMS FIELD SITE LICENSE SUPPORT |             | 477.62       |        |            |
| 08262023           | JENNY RECKER                  | PAVILION CANC DEPOSIT REFUND   |             | 87.50        |        |            |
| 08122023           | JOYCE ZAPF                    | PAVILION DEPOSIT REFUND        |             | 50.00        |        |            |
| 08292023           | MAQUOKETA VALLEY COOP         | STREET LIGHT LOCATION 54320266 |             | 156.40       |        |            |
| 23-1582            | MCALLISTER ELECTRIC SVC INC   | WIRE, WIRENUTS & LABOR         |             | 539.52       |        |            |
| 2944               | MIDWEST PATCH                 | CONES/BARRICADES               |             | 865.00       |        |            |
| 172173             | MIDWEST RADAR & EQUIPMENT     | VEHICLE MAINTENANCE            |             | 120.00       |        |            |
| 562662             | MYERS-COX                     | POOL CONCESSIONS               | 262.04      |              |        |            |
| 563173             | MYERS-COX                     | POOL CONCESSIONS               | 810.15      |              |        |            |
| 564642             | MYERS-COX                     | POOL CONCESSIONS               | 40.94       | 1,113.13     |        |            |
| 433-221143         | PARTS AUTHORITY               | WIPER BLADE FOR F250 WORK TRUC |             | 17.50        |        |            |
| 21902              | PITTSBURG TANK & TOWER CO INC | TANK DIVE CLEAN OUT COMPLETION |             | 6,355.00     |        |            |
| 08172023           | REBEKAH DELANEY               | PAVILION DEPOSIT REFUND        |             | 50.00        |        |            |
| 23-REIFF SEPTEMBER | JOE OR PEG REIFF              | MONTHLY RENT & 70% PROPERTY TX |             | 1,007.50     |        |            |
| 08252023           | ROCKIN' ON THE RIVER          | FY24 CONTRIBUTION              |             | 2,000.00     |        |            |
| 08252023           | TRI COUNTY HISTORICAL SOC     | FY24 CONTRIBUTION              |             | 5,000.00     |        |            |
| 51260              | TRI-STATE SHRED               | ON SITE SHREDDING SERVICE      |             | 49.95        |        |            |
| 1368               | WEBER CONSTRUCTION INC        | DEMOLITION OF THREE CITY BUILD |             | 23,400.00    |        |            |
| 232260001686       | WELLMARK BC/BS OF IA          | SEPTEMBER PREMIUMS 2023        |             | 8,254.89     |        |            |

**CLAIMS REPORT**  
Check Range: 8/16/2023- 8/29/2023

| INVOICE#    | VENDOR NAME            | INVOICE DESCRIPTION    | INVOICE AMT | VENDOR TOTAL      | CHECK# | CHECK DATE |
|-------------|------------------------|------------------------|-------------|-------------------|--------|------------|
| 7855-747397 | WESCO RECEIVABLES CORP | PARKS LIGHT FIXTURES   |             | 647.88            |        |            |
|             |                        | Accounts Payable Total |             | <u>190,867.31</u> |        |            |

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

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| FUND  | NAME                    | AMOUNT     |
|-------|-------------------------|------------|
| 001   | GENERAL                 | 46,234.45  |
| 016   | PARTIAL SELF-FUND       |            |
| 110   | ROAD USE TAX            | 2,530.41   |
| 370   | LIBRARY CAPITAL PROJECT | 19,900.00  |
| 600   | WATER                   | 67,951.36  |
| 610   | SEWER                   | 54,251.09  |
| ----- |                         |            |
|       | TOTAL FUNDS             | 190,867.31 |





## **August 28, 2023 Agenda**

**To: Mayor, City Council and Staff**  
**From: Lisa Kotter, City Administrator**  
**Date: August 25, 2023**  
**Re: Austin Diller Eagle Scout**

**Austin will be attending the meeting and presenting his Eagle Scout project. He is going to create an audio history of Cascade so people can take a self-guided tour. His application is included in the packet.**

## Project Description and Benefit

Briefly describe your project

My project is to create an audio history tour of Cascade with the intent of preserving and promoting the historical significance of Cascade. The audio history tour will serve as a way to show Cascades History to the wider public, and those visiting our town.

I plan on including stories and experiences of local residents. The project will include historical stories that showcase the town's unique past. I will be researching the town's history through documents and interviews and will compile them to make a "podcast" style audio tour.

The primary goal of my project is to make sure that the history of Cascade can be passed through generations that have shorter attention spans and use technology everyday. With everything going digital, history that is generally written down on paper is being forgotten about or lost. By creating an audio history podcast, we are trying to provide information in a way that is engaging for younger audiences.

### ***Include images on an additional document.***

Tell how your project will be helpful to the beneficiary. Why is it needed?

There are multiple benefits to this project. One of these benefits is to give a way for long time Cascade families to share their memories and contribute to the preservation of Cascades History. By creating a digital copy of their stories and our town's history, their stories are recorded for future generations to enjoy.

Another benefit is that the tour will serve as an educational resource for the wider public allowing others to think about looking at the history of a smaller town in their area. By sharing the history of Cascade and encouraging the public to have their story told, my project will give local residents appreciation for how far Cascade has come from its conception.

When do you plan to begin carrying out your project?

September 2023

When do you think your project will be completed?

Summer 2024

## Contact Information

*Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to each other. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.*

### Eagle Scout Candidate

|                                      |               |                                      |            |
|--------------------------------------|---------------|--------------------------------------|------------|
| Name: AUSTIN DEE DILLER              |               | Birth date: 03/01/2007               |            |
| Email Address: ausdill0301@gmail.com |               | BSA PID number: 129139477            |            |
| Address: 1200 7th ave SE             | City: Cascade | State: IA                            | Zip: 52033 |
| Preferred telephone(s): 563-235-3488 |               | Life Board of Review date: 8/31/2022 |            |

### Current Unit Information

|   |                                 |
|---|---------------------------------|
| Check One: <input checked="" type="radio"/> Troop <input type="radio"/> Crew <input type="radio"/> Ship | Unit Number: 29                 |
| Name of District: Dubuque   | Name of Council: Northeast Iowa |

### Unit Leader Check One: Scoutmaster Crew Advisor Skipper

|                                      |               |                                      |            |
|--------------------------------------|---------------|--------------------------------------|------------|
| Name: William Kramer                 |               | Preferred telephone(s): 563-580-4906 |            |
| Address: 600 1st ave W               | City: Cascade | State: IA                            | Zip: 52033 |
| Email Address: Wkramer75@hotmail.com |               |                                      |            |

### Unit Committee Chair

|                                       |               |                                      |            |
|---------------------------------------|---------------|--------------------------------------|------------|
| Name: Patrick Diller                  |               | Preferred telephone(s): 563-235-3662 |            |
| Address: 1200 7th ave SE              | City: Cascade | State: IA                            | Zip: 52033 |
| Email Address: pdiller81173@gmail.com |               |                                      |            |

### Unit Advancement Coordinator *(If your unit has one)*

|                                       |               |                                      |            |
|---------------------------------------|---------------|--------------------------------------|------------|
| Name: Patrick Diller                  |               | Preferred telephone(s): 563-235-3662 |            |
| Address: 1200- 7th ave SE             | City: Cascade | State: IA                            | Zip: 52033 |
| Email Address: pdiller81173@gmail.com |               |                                      |            |

### Project Beneficiary *(Name of religious institution, school or community)*

|                        |               |                                      |            |
|------------------------|---------------|--------------------------------------|------------|
| Name: City of Cascade  |               | Preferred telephone(s): 563-235-3662 |            |
| Address: 320 1st ave W | City: Cascade | State: IA                            | Zip: 52033 |
| Email Address:         |               |                                      |            |

### Project Beneficiary Representative *(Name of contact person for the project beneficiary)*

|                                |               |                                      |            |
|--------------------------------|---------------|--------------------------------------|------------|
| Name: Lisa Kotter (City admin) |               | Preferred telephone(s): 563-852-3114 |            |
| Address: 320 1st ave W         | City: Cascade | State: IA                            | Zip: 52033 |
| Email Address:                 |               |                                      |            |

### Your Council Service Center

|  |               |                                      |            |
|--|---------------|--------------------------------------|------------|
| Contact Name: Nettie Elliott               |               | Preferred telephone(s): 563-556-4343 |            |
| Address: 10601 Military Rd                 | City: Dubuque | State: IA                            | Zip: 52004 |
| Email Address: nettie.elliott@scouting.org |               |                                      |            |

### Council or District Project Approval Representative

*(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)*

|                |       |                         |      |
|----------------|-------|-------------------------|------|
| Name:          |       | Preferred telephone(s): |      |
| Address:       | City: | State:                  | Zip: |
| Email Address: |       |                         |      |

### Project Coach

*(Your council or district project approval representative may help you learn who this will be.)*

|                |       |                         |      |
|----------------|-------|-------------------------|------|
| Name:          |       | Preferred telephone(s): |      |
| Address:       | City: | State:                  | Zip: |
| Email Address: |       |                         |      |



## Giving Leadership

Approximately how many people will be needed to help on your project?

Where will you recruit them (unit members, friends, neighbors, family, others)?

I would recruit from Troop 29 and some friends to help with editing. The Troop would help on research. I will present at the city council meeting and hang up flyers in high traffic areas in Cascade for people to call me about stories. For the main podcast narration, I would like to write a letter to Gary Dolphin who is the voice of the Hawkeyes and a Cascade native. If he is not able to, I would look into theater or speech people from my school because they are used to speaking and have good diction.

What do you think will be most difficult about leading them?

Trying to combine, organize, and focus the younger Scouts on the tasks I need them to complete.

## Materials

*Materials are things that become part of the finished project, such as lumber, nails and paint.*

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, use basic dimensions such as 2x4 or 4x4.

Since this is an audio project, all materials are also tools I need so I put all of them there.

**Supplies** *Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies and garbage bags.*

What types of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Flash drives/Memory storage  
pen/paper/pencil to make notes

Batteries

cleaning supplies (for microphones, etc. for sanitizing them between users)

Labels/Markers to identify flash drives, documents, etc.

**Tools**

*Include tools, and also equipment, that will be borrowed, rented, or purchased.*

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

Audio Recording Equipment - Microphone, Mic Stand, batteries for Mics, way to store recordings  
 Audio recording/editing software  
 Transcription Tool  
 Mapping software  
 Podcast storage space (online)  
 Document to digital conversions

**Other Needs**

*Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc..*

What other needs do you think you might encounter?

Transportation  
 Collaborate with Museum, Library, School, and Local Government  
 Promotion of Podcast when complete

**Permits and Permissions**

*Note that property owners should obtain and pay for permits.*

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

Release forms/consent documents to use peoples voices and stories  
 Access to town historical documents



## Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated materials, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter your estimated expenses below  
(include sales tax if applicable)

|                     |  |             |
|---------------------|--|-------------|
| Materials:          |  | 0           |
| Supplies:           |  | 50          |
| Tools:              |  | 1000        |
| Other:              |  | 200         |
| <b>Total Costs:</b> |  | <b>1250</b> |

**Fundraising:** Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

Brothers Market "Round Up" Campaign  
Sponsorships of Podcast with acknowledgements in Podcast  
T-shirts/Merchandise Promoting project (work with Cascade Customs)  
Talk with Radio station about using production equipment

## Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient. If you have more than 10 phases, attach a separate page with your continued phase list.

|    |  |
|----|--|
| 1  | Planning and Research                                      |
| 2  | Gather Content (People with stories, Historical Documents) |
| 3  | Fundraise/Purchase Equipment                               |
| 4  | Recording/editing of podcast                               |
| 5  | Re-record, test and modify as needed                       |
| 6  | Promote Podcast/Release Podcast                            |
| 7  |  |
| 8  |  |
| 9  |  |
| 10 |  |

## Logistics

How will you handle transportation of materials, supplies, tools, and helpers?

I will coordinate transportation using my vehicle or Adults with Vehicles. I will go to pick up materials and talk to people at a location most convenient for them.

## Safety Issues

*The Guide to Safe Scouting is an important resource in considering safety issues.*

Describe the hazards and safety concerns of which you and your helpers should be aware.

Read the "[Age Guidelines for Tool Usage](#)" at Scouting.org

Transportation Safety Concerns - Crashes/Accidents - Ensure drivers are safe, make sure people in car are seat-belted, every driver should have valid full license. Make sure everyone has emergency numbers with them.

Personal Safety - ensure 2 deep leadership. Each team has a first aid kit with them. No Scout should enter a house without an adult with them. Buddy system will be used. Consent forms will be needed.

Electronic Safety - Fire hazards, make sure that everything isn't plugged into one outlet. Monitor equipment that it stays in good working order. Only use when weather permitting. Only let trained people use the hardware.

## Project Planning

*You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.*

List some action steps you will take to prepare your project plan. For example, "Complete a more detailed set of drawings."

Discuss Project with City Hall and Town Council for their approval

Initial Research - Plan Route and list historical areas that I want to hit

Promote Tour to get stories and information from townspeople

Finalize equipment list and identify fundraising opportunities for equipment

Create more detailed outline of scripts from research

Get and Train volunteers

Get Permits and consent forms

Determine where/how to host podcast

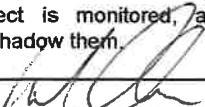
Detailed Schedule



Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally.

|   |  |  |  |
|---|--|--|--|
| <b>Candidate's Promise*</b>   |  | <i>Sign below before you seek the other approvals for your proposal.</i> |  |
| On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chose as beneficiary. |  |  |  |
| Signed _____  |  | Date _____   |  |

\* Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project has been approved.

|   |  |  |  |
|---|--|--|--|
| <b>Unit Leader Approval*</b>  |  | <b>Unit Committee Approval*</b>  |  |
| I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow them. |  | This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal. |  |
| Signed   |  | Signed _____   |  |
| Date 8/6/23   |  | Date _____   |  |
| Name (Printed) William Kramer   |  | Name (Printed) Patrick S. Dillerf  |  |

|  |  |  |  |
|--|--|--|--|
| <b>Beneficiary Approval*</b>   |  | <b>Council or District Approval</b>  |  |
| This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) to which we have agreed. We understand any fund raising the Scout conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required. |  | I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the <i>Guide to Advancement</i> , No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and share it with the designated project coach. |  |
| Our Eagle Candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."   |  |  |  |
| Yes _____ No _____   |  |  |  |
| Signed _____   |  | Signed _____   |  |
| Date _____   |  | Date _____   |  |
| Name (Printed) _____   |  | Name (Printed) _____   |  |

\* While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (\*). Council or district approval, however, must come after the others.





## **August 28, 2023 Agenda**

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

**From: Lisa Kotter, City Administrator**

**Date: August 25, 2023**

**Re: Resolution for Ambulance Study**

The City received a DRA grant to help pay for consultants to help evaluate the ambulance service. The total fee is \$19,500 and the grant is \$16,264. The grant funding must be spent by next Spring in order to be allowed to apply for DRA funding in the next cycle. The consulting firm is called Iowa EMS Consultants. They will look at the service and help come up with recommendations for the future of the service. The Resolution allows staff to engage the firm and begin the study right away. The proposal is included in the packet.

**RESOLUTION #67-23**

**A RESOLUTION AUTHORIZING THE APPROVAL OF A CONTRACT WITH IOWA EMS CONSULTANTS TO CONDUCT A STUDY OF THE CASCADE EMERGENCY MEDICAL SERVICES IN THE CITY OF CASCADE, IOWA**

WHEREAS, the City has received a DRA Grant in the amount of \$16,264 to assist in the cost associated with hiring a consultant to evaluate the EMS Service in Cascade, and;

WHEREAS, the total cost of the consultant is \$19,500, since the DRA grant is providing funds in the amount of \$16,264, the City will need to contribute the remaining \$3,236.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Cascade, Iowa, approves hiring Iowa EMS Consultants in the amount of \$19,500.

PASSED, APPROVED AND ADOPTED this 28<sup>th</sup> day of August, 2023.

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

ATTEST:

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

# CITY OF CASCADE, IOWA

Proposal for the study of Emergency Medical Services

August 11th, 2023



**IOWA E.M.S. CONSULTANTS**

Robert Hall - 712-310-0996

Scot McDonough - 712-660-8731

Iowa EMS Consultants, hereinafter referred to as “**IEC**”, will offer professional services in regards to the review of Cascade, Iowa’s, hereinafter referred to as “**City**”, current and future EMS Services.

This will be done in two phases. All info obtained by IEC during phase one shall be made available to the city of Cascade, Iowa at any time. To make an honest assessment, some names will not be shared with anyone outside of IEC. This allows the interviewee to speak with us openly and honestly.

## **Phase I -**

IEC shall have in person meetings, if possible, with the following community stakeholders:

Individually:

- Mayor
- City Council Members
- City Administrator, Lisa Kotter
- City Clerk
- Current Medical Director
- Director of Emergency Department of local receiving hospital
- Local Law Enforcement
- Entire Staff of Cascade EMS Department including as many volunteers as possible
- Township Trustees from all townships in service area
- Cascade Chamber of Commerce
- As many service organizations as we can meet with. For example, Rotary, Lions, Knights of Columbus, Eagles, Elks, etc.

Report findings of **Phase I** to Lisa Kotter, City Administrator

## **Phase II**

Iowa EMS Consultants shall analyze all information gathered in Phase I of the EMS study and include best actionable recommendations for the implementation of a feasible EMS Service in Cascade, IA.

All options shall be costed out and presented.

IEC shall provide all factors associated with the costing of each option presented to the city council. This will include estimated costs in association with estimated revenues in regard to each level of service.

Revenue projections are *estimated* from call volume findings from Phase I and from information obtained from Ambulance Billing Services of Iowa.

IEC shall make a final presentation to the city council.

IEC shall provide guidance for the successful implementation of whichever option the City chooses for a smooth transition to a municipal based service.

After our complimentary 40 hours of transitional consultation, any further consultation needed or requested will be \$150/hr.

The cost of services rendered for Phase I and Phase II is \$19,500.00

Terms of acceptance:

\$9,750.00 payable at signing of contract

\$9,750.00 payable at completion when presented to the City Council

This project shall be completed by March 2024.

---

City of Cascade, IA Date

---

Iowa EMS Consultants Date

## Professional references

Dan Sicard  
Fire Chief  
City of Grinnell, Iowa  
(641) 236-6108

Justin James  
Fire Chief  
City of Council Bluffs, Iowa  
(712) 328-4646

Steve Hergenreter  
Fire Chief  
City of Fort Dodge, Iowa  
(515) 576-1031

Bill Fish  
Former Carroll County EMS Director (retired)  
[Billfish4@hotmail.com](mailto:Billfish4@hotmail.com)



## August 28, 2023 Agenda

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

**From: Lisa Kotter, City Administrator**

**Date: August 25, 2023**

**Re: 2<sup>nd</sup> Ave NE Asphalt**

The City received a grant from the County with RCTP funds. The Council previously approved hiring Eastern Iowa Excavating to complete the storm sewer improvement and concrete work. The last step was to get a quote for asphalt. The City received two quotes. The lowest price was from River City Paving in the amount of \$36,289. The work will be completed this Fall to not interfere with pool operations in the Spring. The work is on 2<sup>nd</sup> Avenue NE from Tyler to Jackson Street.

**RESOLUTION #68-23**

**RESOLUTION AWARDING WORK FOR THE 2nd AVENUE NE  
ASPHALT WORK**

WHEREAS, the City received grant funding from RCTP Dubuque County to complete work on 2<sup>nd</sup> Avenue NE; and,

WHEREAS, due to the location of the project being in and around the City's pool and American Legion baseball field and the fact that grant funding is involved, the City would like to complete this work immediately after the closing of the pool; and,

WHEREAS, the City has hired Eastern Iowa Excavating to complete the storm water and concrete improvements; and,

WHEREAS, the City solicited two quotes for the asphalt and the low price was from River City Paving in the amount of \$36,289.

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

Section I. The quote for the project on 2nd Avenue NE from River City Paving in the amount of \$36,289 is approved.

PASSED AND APPROVED this 28<sup>th</sup> day of August, 2023.

\_\_\_\_\_  
Steven Knepper, Mayor

ATTEST:

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





**RIVER CITY PAVING**  
 DIVISION OF MATHY CONSTRUCTION  
 P.O. BOX 1460  
 DUBUQUE, IA 52004-1430  
 PHONE (608) 568-3840 FAX (866) 924-1570  
**PROPOSAL/CONTRACT**



|                    |                    |                |
|--------------------|--------------------|----------------|
| PROPOSAL NUMBER: 0 | RCP JOB NUMBER : 0 | DATE: 08/23/23 |
|--------------------|--------------------|----------------|

**Billing Information**

|   |  |
|---|--|
| CITY OF CASCADE IA.<br>320 1ST AVE WEST<br>CASCADE IOWA 0 52033<br><br>Attn: PHIL | PHONE # 563-852-3114<br>FAX #<br>EMAIL : -     |
|   | EMPLOYER FEDERAL ID OR SOCIAL SECURITY NUMBER: |

**Job Information**

|  |  |
|--|--|
| JOB/OWNER (S) NAME:<br>CITY OF CASCADE IA. 2nd AVE N.E | JOB ADDRESS:<br>2nd AVE NE. AT JACKSON ST & TYLER ST |
| JOB CITY/LOCATION:<br>CASCADE                          | COUNTY: Dubuque PLANT NO.: 47                        |

( WRITE IT DOWN - VERBAL OR WRITTEN TERMS AND CONDITIONS NOT CONTAINED HEREIN ARE NOT BINDING )  
 River City Paving (" CONTRACTOR ") proposes as follows:

**Type of Work:** \*\*\* STREET - PAVING \*\*\* Approx : 1,855 S.Y.

MILL HEADERS AT EACH END OF JOB. MILL ALONG CURB AND GUTTER. CLEAN STREET  
 APPLY TACK COAT PRIOR TO PAVING.

PAVE STREET WITH HOT MIX ASPHALT COMPACTED TO AN AVERAGE THICKNESS  
 OF 2.5" INCHES IN TWO LIFTS 1" INCH LEVELING AND 1.5" INCHES SURFACE.

- FIXTRUE - ADJUSTMENTS
- MANHOLES - \$ 650.00 EACH
- WATERVALES - \$ 450.00 EACH

**SPECIAL CONDITIONS :**

- 1) Should any soft or unstable base or subgrade conditions become evident during construction the owner will be contacted and any additional undercutting or stabilization would be at an additional cost.
- 2) Excavation of soft/inferior subgrade of base charged extra at \$16.00 per C. Y
- 3) Additional Base (if needed) charged extra at \$12.50 per ton.
- 4) River City Paving cannot guarantee water will drain with less than 1% fall.
- 5) Owner to do landscaping along edges of the new pavement.

**Thank you for allowing us to quote this work.**

The undersigned ("PURCHASER") agrees to pay CONTRACTOR the total price of **\$ 36,289.00** and/or the unit prices specified above for the labor and materials specified above which payment shall be due upon completion of each stage of work. PURCHASER acknowledges that the specifications, conditions, and price quotes specified above are satisfactory and hereby accepted.

Acceptance of this Proposal includes acceptance of all the Terms And Conditions on Page 2.

CONTRACTOR:  
River City Paving

PURCHASER:  
I have read and understand the terms and conditions on both pages of this contract. PURCHASER hereby acknowledges receipt of the Iowa Department of Commerce Right to Cure Law brochure, if applicable.

By: Steve Schroeder

By: \_\_\_\_\_

Print Name: Steve Schroeder

Print Name: \_\_\_\_\_

Date: 23-Aug-23

Date of acceptance \_\_\_\_\_

**NOTE:** This proposal shall be automatically cancelled if written acceptance has not been received by the CONTRACTOR on or before 5:00 p.m. September 22, 2023, the Cancellation Date and/or at the time before performance of the work hereunder upon CONTRACTOR'S determination that there is inadequate assurance of payment. By my signature herein I authorize CONTRACTOR to review personal or business Credit Reports to evaluate financial readiness to pay amounts set forth in the Proposal/Contract. AFTER SIGNING, PLEASE RETAIN ON COPY AND FORWARD A COPY TO OUR OFFICE ON OR BEFORE THE CANCELLATION DATE

**2<sup>nd</sup> Avenue Northeast from Tyler Street to Jackson Street**

Mill headers at each end of job.  
Mill along curb and gutter clean.  
Clean street.  
Apply tack coat prior to paving.

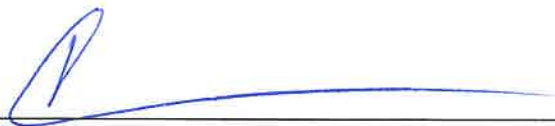
Pave street with hot mix asphalt compacted to an average thickness of 2.5 inches in two lifts 1 inch leveling and 1.5-inch surface. Asphalt must be compacted with a rubber compactor and steel compactor for proper compaction.

During project contractor must remove manholes and any water valve boxes, and return them after paving with a cement collar.

Work must be completed this Fall 2023.

\$ 39860<sup>00</sup>

Name of Company: Kluesner Construction Inc

Signature: 

Date: 8-25-2023



## August 28, 2023 Agenda

**To: Mayor, City Council and Staff**  
**From: Lisa Kotter, City Administrator**  
**Date: August 25, 2023**  
**Re: 3<sup>rd</sup> Ave SE Change Order**

The City hired Gravel Grading and Excavating to complete the water and sewer improvements on 3<sup>rd</sup> Avenue SE from Taylor to Polk Streets. The original price was \$103,439. There were a few changes that had to be made in the field. The changes were the following:

- Unplanned sewer service at 216 Polk St SE (Presbyterian Church) that we were unaware of prior to digging. Cost change = \$4,180
- Sewer service at 213 Taylor St SE (Smith Residence) was 8" pipe (not 4"). Cost change = \$320
- We decided to rebuild more of the intersection at Taylor St SE & 3<sup>rd</sup> Ave SE to improve drainage & replace failing asphalt, which required additional core-out, pavement removal, curb & asphalt pavement. Cost change = \$10,830.80
- We underestimated the amount of sidewalk removal & replacement required. The Contractor did not overrun the quantity, MSA just had a low figure in the quote sheet. Cost change = \$1,711.50

**The final payment is in the claims to be paid for this meeting. Since the original resolution called out the original amount, we have created this Resolution that will clarify the payment which is higher.**

**RESOLUTION #69-23**

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

WHEREAS, the City Council directed City staff to solicit quotes for a new water main and sewer main replacement on 3<sup>rd</sup> Avenue SE between Polk and Taylor Streets and Gravel Grading and Excavating was the low quote at \$103,439, and;

WHEREAS, while the City and Gravel crews were completing the work there were a number of unplanned items or necessary changes, and;

WHEREAS, the changes needed were the following: (1) Unplanned sewer service at 216 Polk St SE (Presbyterian Church) that we were unaware of prior to digging. Cost change = \$4,180, (2) Sewer service at 213 Taylor St SE (Smith Residence) was 8" pipe (not 4"). Cost change = \$320, (3) We decided to rebuild more of the intersection at Taylor St SE & 3<sup>rd</sup> Ave SE to improve drainage & replace failing asphalt, which required additional core-out, pavement removal, curb & asphalt pavement. Cost change = \$10,830.80 and (4) We underestimated the amount of sidewalk removal & replacement required. The Contractor did not overrun the quantity, MSA just had a low figure in the quote sheet. Cost change = \$1,711.50; and,

WHEREAS, the additional work listed about totals \$16,629; and,

WHEREAS, the new line item totals are attached as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Cascade, Iowa, approves the changes to the original amount with Gravel Grading & Excavating as follows: Original Amount \$103,439, changes of \$16,629 and a new total of \$120,068 to install water and sewer on 3<sup>rd</sup> Avenue SE and authorizes this payment.

PASSED, APPROVED AND ADOPTED this 28<sup>th</sup> day of August, 2023.

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

ATTEST:

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

| <b>Sewer, Water &amp; Street-Roadway Cost Splits<br/>3rd Ave SE Sewer &amp; Water Improvements<br/>City of Cascade, Dubuque County, Iowa</b> |   |            |              |                   |                     |
|--|---|------------|--------------|-------------------|---------------------|
| <b>Item No.</b>  | <b>Item</b>                                     | <b>Qty</b> | <b>Units</b> | <b>Unit Price</b> | <b>Total Price</b>  |
| 2.01   | Topsoil, On-Site                                | 55         | CY           | \$10.00           | \$550.00            |
| 4.01   | Sanitary Sewer, PVC, 10-Inch                    | 190        | LF           | \$68.00           | \$12,920.00         |
| 4.02   | Sanitary Sewer Service, 4-Inch                  | 41         | LF           | \$60.00           | \$2,460.00          |
| 4.03   | Sanitary Sewer Service Assembly, 4-Inch         | 2          | EA           | \$1,720.00        | \$3,440.00          |
| 5.01   | Water Main, PVC, 6-Inch                         | 328        | LF           | \$38.90           | \$12,759.20         |
| 5.02   | Connect to Existing Water Main                  | 3          | EA           | \$1,500.00        | \$4,500.00          |
| 5.03   | Fittings  | 445        | LBS          | \$22.00           | \$9,790.00          |
| 5.04   | Water Service, Copper, 3-4-Inch                 | 41         | LF           | \$42.00           | \$1,722.00          |
| 5.05   | Water Service (Trenchless), Copper, 3/4-Inch    | 41         | LF           | \$31.00           | \$1,271.00          |
| 5.06   | Water Service Corporation, 3/4-Inch             | 2          | EA           | \$300.00          | \$600.00            |
| 5.07   | Water Service Curb Stop & Box, 3/4-Inch         | 2          | EA           | \$250.00          | \$500.00            |
| 5.08   | Gate Valve & Box, 6-Inch                        | 3          | EA           | \$2,200.00        | \$6,600.00          |
| 5.09   | Fire Hydrant Asembly                            | 1          | EA           | \$1,000.00        | \$1,000.00          |
| 6.01   | Manhole, SW-301                                 | 1          | EA           | \$6,900.00        | \$6,900.00          |
| 6.02   | Remove Manhole                                  | 1          | EA           | \$1,200.00        | \$1,200.00          |
| 7.01   | PCC Curb & Gutter, 30-Inch                      | 99.6       | LF           | \$45.00           | \$4,482.00          |
| 7.02   | PCC Driveway, 6-Inch                            | 20.2       | SY           | \$95.00           | \$1,919.00          |
| 7.03   | HMA Patch, 4-Inch                               | 468.6      | SY           | \$65.00           | \$30,459.00         |
| 7.04   | PCC Sidewalk, 6-Inch                            | 184        | SF           | \$10.50           | \$1,932.00          |
| 7.05   | Detectable Warnings                             | 23         | SF           | \$45.00           | \$1,035.00          |
| 8.01   | Temporary Traffic Control                       | 1          | LS           | \$1,200.00        | \$1,200.00          |
| 9.01   | Hydraulic Seeding, Type 1                       | 300        | SY           | \$3.00            | \$900.00            |
| 11.0   | Mobilization                                    | 1          | LS           | \$6,500.00        | \$6,500.00          |
| CO#1   | Sanitary Sewer Service, 4-Inch (w/o RectorSeal) | 26         | LF           | \$45.00           | \$1,170.00          |
| CO#1   | Sanitary Sewer Service, 8-Inch                  | 20         | LF           | \$76.00           | \$1,520.00          |
| CO#1   | Sanitary Sewer Service Assembly, 8-Inch         | 1          | EA           | \$1,483.00        | \$1,483.00          |
| CO#2   | Overexcavation (Core-Out)                       | 27.6       | TON          | \$45.50           | \$1,255.80          |
| <b>Construction Total:</b>   |   |            |              |                   | <b>\$120,068.00</b> |

|  |             |
|--|-------------|
| Water System Improvements:                     | \$56,893.05 |
| Sanitary Sewer Collection System Improvements: | \$51,919.15 |
| Street & Roadway Improvements:                 | \$11,255.80 |

APRIL 6

| Construction Quotation for<br>3rd Ave SE Sewer & Water Improvements<br>City of Cascade, Dubuque County, Iowa |  |     |       |                  |                     |
|--|--|-----|-------|------------------|---------------------|
| Item No.   | Item   | Qty | Units | Unit Price       | Total Price         |
| 2.01   | Topsoll, On-Site                             | 55  | CY    | 10 <sup>00</sup> | 550 <sup>00</sup>   |
| 4.01   | Sanitary Sewer, PVC, 10-Inch                 | 193 | LF    | 68.00            | 13124.00            |
| 4.02   | Sanitary Sewer Service, 4-Inch               | 50  | LF    | 60.00            | 3000.00             |
| 4.03   | Sanitary Sewer Service Assembly, 4-Inch      | 2   | EA    | 1720.00          | 3,440.00            |
| 5.01   | Water Main, PVC, 6-Inch                      | 335 | LF    | 38.90            | 13031.50            |
| 5.02   | Connect to Existing Water Main               | 3   | EA    | 1500.00          | 4500.00             |
| 5.03   | Fittings                                     | 445 | LBS   | 22.00            | 9790.00             |
| 5.04   | Water Service, Copper, 3-4-Inch              | 41  | LF    | 42.00            | 1722.00             |
| 5.05   | Water Service (Trenchless), Copper, 3/4-Inch | 41  | LF    | 31.00            | 1271.00             |
| 5.06   | Water Service Corporation, 3/4-Inch          | 2   | EA    | 300.00           | 600.00              |
| 5.07   | Water Service Curb Stop & Box, 3/4-Inch      | 2   | EA    | 250.00           | 500.00              |
| 5.08   | Gate Valve & Box, 6-Inch                     | 3   | EA    | 2200.00          | 6600.00             |
| 5.09   | Fire Hydrant Assembly                        | 1   | EA    | 1000.00          | 1000.00             |
| 6.01   | Manhole, SW-301                              | 1   | EA    | 6900.00          | 6900.00             |
| 6.02   | Remove Manhole                               | 1   | EA    | 1200.00          | 1200.00             |
| 7.01   | PCC Curb & Gutter, 30-Inch                   | 60  | LF    | 45.00            | 2700.00             |
| 7.02   | PCC Driveway, 6-Inch                         | 28  | SY    | 95.00            | 2660.00             |
| 7.03   | HMA Patch, 4-Inch                            | 323 | SY    | 65.00            | 20995.00            |
| 7.04   | PCC Sidewalk, 6-Inch                         | 21  | SF    | 10.50            | 220.50              |
| 7.05   | Detectable Warnings                          | 23  | SF    | 45.00            | 1035.00             |
| 8.01   | Temporary Traffic Control                    | 1   | LS    | 1200.00          | 1200.00             |
| 9.01   | Hydraulic Seeding, Type 1                    | 300 | SY    | 3.00             | 900.00              |
| 11.0   | Mobilization                                 | 1   | LS    | 6500.00          | 6500.00             |
| <b>Construction Total:</b>   |  |     |       |                  | <b>\$103,439.00</b> |

All measures need to be taken to ensure that the adjacent pavement, curb & gutter and sidewalk (unless marked for removal) are protected from damage during construction including, but not limited to, equipment with rubber tires or tracks, use of wood planks to track heavy equipment among other practices, etc.

Contractor shall provide Certificate of Insurance with City & MSA listed as additional insured.

Work shall be complete by ~~June 30, 2023~~ **AUGUST 15, 2023 TAB**

A non-mandatory pre-quote conference will be held at City Hall on Wednesday, March 29th at 10:00 am.

Please submit sealed construction quotes by **Noon on Thursday, April 6th** to the following location:

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

Quotes will be initially considered at the Council meeting on Monday, April 10th at 6 pm at City Hall.

**Bidder Contact Information:**

Name: GRAVEL GRADING + EXC Phone: 563-542-6610  
Address: P.O. Box 298 Email: tgravel@netins.net  
CASCADE IA 52033



## August 28, 2023 Agenda

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

**From: Lisa Kotter, City Administrator**

**Date: August 25, 2023**

**Re: Vacant Building Registration Annual Fee**

The Council has now adopted the vacant building registration ordinance. The last step is to establish the fee associated with an annual permit. I have prepared a resolution for consideration.

**RESOLUTION #66-23**

**RESOLUTION ESTABLISHING  
A VACANT BUILDING REGISTRATION PERMIT FEE**

WHEREAS, the City adopted ordinance #08-23 establishing a vacant building registration; and,

WHEREAS, section 6-10-3 (5) of the ordinance states that permit fees shall be established by resolution of the City Council ; and.

WHEREAS, the ordinance states that 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.

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

Section I. That the initial vacant building fee shall be \$250 and that each renewal therefore increases by \$50 additional per year. For example: the first renewal, one year after the initial permit, shall be \$300, the second renewal shall be \$350 etc. and continue increasing by \$50 each year.

PASSED AND APPROVED this 28<sup>th</sup> day of August, 2023.

\_\_\_\_\_  
Steven Knepper, Mayor

ATTEST:

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





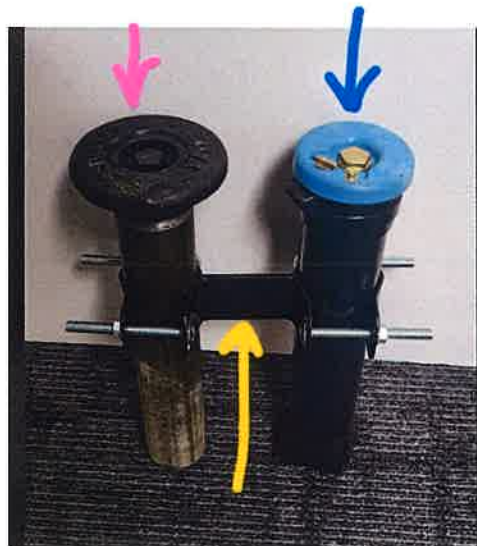
## August 28, 2023 Agenda

To: Mayor, City Council and Staff  
From: Lisa Kotter, City Administrator  
Date: August 25, 2023  
Re: Tracer Wire Box

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

### INFO FROM EARLIER MEETINGS:

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



**ORDINANCE #11-23**

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

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

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

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

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

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

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

PASSED, ADOPTED AND APPROVED this 28<sup>th</sup> day of August, 2023.

\_\_\_\_\_  
Steven J. Knepper, Mayor

ATTEST:

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

First Reading: July 24, 2023

Second Reading: August 14, 2023

Third Reading:

Publication:

Sent to American Legal:



## **August 28, 2023 Agenda**

**To: Mayor, City Council and Staff**  
**From: Lisa Kotter, City Administrator**  
**Date: August 25, 2023**  
**Re: Garage and Yard Sale Ordinance**

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

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

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

Our attorney has reviewed the ordinance and made a few changes to be sure it references a nuisance ordinance connection. He has also added a paragraph that someone cannot just pick up and move their residential goods to sell at a commercial property.

This would be the first of three readings.

**ORDINANCE NO. 10-23**

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

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

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

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

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

7-17-1 Yard And Garage Sales:

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

(1) Garage or Yard Sale: Means and includes all general sales open to the public, conducted from or on a residential premises in any residential zone, for the purpose of disposing of personal property, including, but not limited to, all sales entitled garage, lawn, yard, attic, porch, room, back yard, patio, rummage, or moving sale. This definition shall not include a situation where more than five (5) specific items are held out for sale and may include multi-family garage sales on one residential site.

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

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

c. Display Of Sale Property: Personal property offered for sale may be displayed within in a residential garage, driveway, carport, and a rear yard and/or front yard, but only in such

privately-owned areas. No personal property offered for sale at a garage sale shall be displayed in any public right-of-way. Only personal property shall be sold.

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

e. It shall further be prohibited for any person to conduct sale of items regulated by this Chapter by relocating merchandise from residential zoning to property any other zoning classification for the purpose of avoiding application of this Chapter, unless said property to which the items are transported is zoned for commercial sale of said items, and said items are sold inside a licensed commercial business establishment under an agreement with the premises owner for consignment sale of said items.

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

**3-2-1 DEFINITIONS.**

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

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

...

New subsection:

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

**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 25<sup>th</sup> day of September, 2023.

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Steve Knepper, Mayor

ATTEST:

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Kathy Goerd, City Clerk

First Reading  
Second Reading  
Third Reading  
Publication  
Sent to American Legal



## **August 28, 2023 Agenda**

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

**From: Lisa Kotter, City Administrator**

**Date: August 25, 2023**

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

Currently we have a number of places in our ordinance that refer to needing a permit to do concrete work on a sidewalk or in the right of way which would be a driveway approach. However, when I need to show someone a consolidated spot where it says you need a permit for any concrete work it isn't concise. In addition, we require a building permit for signs and fences and again it isn't in one spot with other building permits. I have drafted the new ordinance adding two sentences to be clear. I have also included in the packet two spots where permits are referenced and the Resolution we adopted with fees for this work. These three areas of work still go through my office and not to ECIA. Therefore, the fee is \$75. At the last meeting the Council approved the first reading, I have posted the agenda so if Council is willing, it can be approved in final form at his meeting. This would mean a vote to have the second and third reading be at the same meeting.

**ORDINANCE #12-23**

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

**CHAPTER 6-12 BUILDING PERMITS**

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

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

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

**CHAPTER 12 BUILDING PERMITS**

**6-12-1 PURPOSE.**

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

**6-12-2 STRUCTURE DEFINED.**

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

**6-12-3 PERMIT REQUIRED.**

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

**6-12-4 APPLICATION.**

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



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

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

PASSED, ADOPTED AND APPROVED this 28<sup>th</sup> day of August, 2023.

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Steven J. Knepper, Mayor

ATTEST:

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Kathy Goerdts, City Clerk

First Reading: August 14, 2023

Second Reading:

Third Reading:

Publication:

Sent to American Legal:



## August 28, 2023 Agenda

**To: Mayor, City Council and Staff**  
**From: Lisa Kotter, City Administrator**  
**Date: August 25, 2023**  
**Re: Tree Ordinance**

As you know we have discussed being stronger on enforcing the dead and diseased tree removal ordinance. I was preparing to begin sending some letters and noticed that the only reason the current ordinance allows us to order a private tree removed is when it is a danger to another tree. There was no reference to structure, property and the public. After discussion at the last meeting, the owner has 60 days to get the tree down and 30 days to secure a contract. If the contractor is unable to provide service in the 60 days, the property owner can ask for a one-time extension to the 60, up to 150 total. In order to start getting the trees addressed sooner, I posted the agenda that you could adopt this without the three separate readings. You could adopt it in one or two, if the Council is willing to go shorter.

ORDINANCE NO. 14-23

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

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

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

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

**7-11-6 INSPECTION AND REMOVAL.**

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

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

2. Removal from Private Property. If it is determined with reasonable certainty that any such condition exists on private property and that the danger to other trees, property, structures or the general public within the City is imminent, the Council shall immediately notify by certified mail the owner, occupant or person in charge of such property to correct such condition by treatment or removal within sixty days (60) ~~fourteen (14)~~ days of said notification. An owner must also show that a contract to remove the tree has been obtained within thirty (30) days of the notification. If such owner, occupant or person in charge of said property fails to comply within ~~sixty (60) fourteen (14)~~ days of receipt of notice, the Council may cause the nuisance to be removed and the cost assessed against the property. A property owner may make a written request to the City Administrator for a one-time extension to the 60-day removal requirement, for up to an additional ninety (90) days or five months total, if they have a contract for work approved and the contractor confirms that the work cannot be completed within the 60-day timeframe.

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

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

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

PASSED AND APPROVED this 28<sup>th</sup> day of August, 2023.

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

ATTEST:

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

First Reading August 14, 2023  
Second Reading  
Third Reading  
Publication  
Sent to American Legal