

CITY OF CASCADE, IOWA
COUNCIL MEETING AGENDA & PUBLIC NOTICE
Monday, February 13, 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, February 13, 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 under city of Cascade tab and on Local Access Channel 18

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approve Agenda**
- 5. Speakers from the Floor** (limit 2 minutes per person)
- 6. Consent Agenda** – Review and approve the following:
 1. Minutes: City Council 1/23/23, CMU Utility Board 2/8/23, Library Board 2/1/23 and 2/7/23 , Park Board 2/6/23
 2. February 13, 2023 Claims and January 2023 Financial Reports
 3. Liquor License Renewals –
 - o Cascade Columbus Club
 - o Grace’s Place
- 7. Consideration of Resolution #09-23 Lynch Dallas Law Firm Contract and Fees**
- 8. Discussion on Water and Sewer Construction Project on 3rd Avenue SE from Taylor to Polk Streets**
- 9. Discussion on Storm Water Improvements – Claddagh Subdivision and Bridge Approach Sidewalk**
- 10. Consideration of Resolution #10-23 Personnel Policy Changes-Holidays and Vacation**
- 11. Consideration of Resolution #11-23 City Hall Computer Purchase (\$2,142.92)**
- 12. Discussion on FY24 Budget**
- 13. Reports – Police Chief, Library Design Committee, City Administrator**
 - 1. January Police Report**
- 14. Adjournment**

Meeting Minutes February 8, 2023
Cascade Municipal Utilities Board

Chairman Gross called the February 2023 regular meeting of the Cascade Municipal Board of Trustees to order on Wednesday, February 8th, 2023, at 5:15pm. Present were Trustees Barb Gross, Greg VanderLugt, Herb Manternach & Utility Manager Shontele Orr.

Motion Manternach, 2nd VanderLugt to approve the meeting agenda. Motion carried 3-0.

City Administrator Lisa Kotter discussed two zero percent interest revolving loan programs for the new Library. One would be through CIPCO (\$250,000) and one through Cascade Communications (\$360,000). In the case of the Cascade Communications loan, the Board was asked to consider allocating \$5,000 of their already approved pledge to the library project to the local match required with this program. If the City were approved for these two loans the total interest cost savings would be over \$300,000. Motion Gross, 2nd VanderLugt to support moving forward with these two programs. Motion carried 3-0.

The board discussed the newly written O&M plan, Emergency procedures & new written procedures.

Motion Manternach, 2nd VanderLugt to approve Resolution 170-23 – New O&M Emergency Plan. Motion carried 3-0 with roll call vote.

Motion Gross, 2nd Manternach to approve Resolution 171-23 – New O&M Requirement & Recommendation plan. Motion carried 3-0 with roll call vote.

Motion VanderLugt, 2nd Manternach to approve Resolution 172-23 – New O&M written procedures. Motion carried 3-0 with roll call vote.

The board discussed the upcoming operator resignation & new job posting for this position. Motion Manternach, 2nd VanderLugt to move forward with posting for a new EL and Ga Operator. Motion carried 3-0.

The board went over suggestions for a new pay bump strategy based on items learned and certified on. This bump would be added on top of the current hourly wage scale based on qualifications and training. Motion Gross, 2nd Manternach to move forward with this new strategy. Motion carried 3-0.

The board discussed suggestions made regarding the employee handbook section for time off and holiday pay. It was discussed to add two additional holidays and increase the speed of when vacation time can be used. This hand book is tied to the City of Cascade as well & this will also be presented to council at their next meeting. Motion Gross, 2nd VanderLugt to approve the suggested changes to the handbook for vacation time off and holiday pay. Motion carried 3-0.

The board went over a new job description for a new internal position called Team Lead. Motion VanderLugt, 2nd Manternach to approve this new position and move forward with posting for this internally. Motion carried 3-0.

Resolution 173-23 – Revised Operator and Team Lead pay scale. Motion Gross, 2nd Manternach to approve Resolution 173-23 revised operator and team lead pay scale effective with the next

payroll. Motion carried 3-0 with roll call vote.

There was a discussion regarding the 2023-2024 budget. Motion Gross, 2nd Manternach to approve the 2023-2024 CMU budget. Motion carried 3-0.

There was a motion by Manternach, 2nd by VanderLugt to approve the January 11th meeting minutes, January Financial Statements and Fund Balances, and the February bill list & claims for payment. Motion carried 3-0.

VENDOR NAME	Check Amount	VENDOR NAME	Check Amount
ADVANTAGE ADMINS (BUYDOWN)	608.30	MARY WRIGHT	40.00
AT&T	13.24	MCDERMOTT OIL CO.	473.01
BECK CONSTRUCTION	610.00	MISSION SQUARED	185.00
C J COOPER & ASSOCIATES	90.00	MISSION SQUARED	555.00
CASCADE COMMUNICATIONS COMPANY	101.96	MISSION SQUARED	185.00
CASCADE LUMBER CO	70.25	NICUSA - IOWA DIVISION	1,111.34
CASCADE MUNICIPAL UTILITIES	658.67	NORTHERN MUNICIPAL	587.26
CASCADE MUNICIPAL UTILITIES	937.18	PAT LYONS	20.00
CHRISTOPHER NALL	87.49	PAYROLL	8,551.53
CIPCO	11,738.00	PAYROLL	8,732.58
CLAYTON ENERGY CORPORATION	1,450.00	SIMECA	96,372.47
CLAYTON ENERGY CORPORATION	141,089.65	STUART C IRBY CO	26.22
COMELEC INTERNET SERVICES	45.00	T & R ELECTRIC	10,523.23
EFTPS	2,636.86	TERRI WOLLENBERG	450.00
EFTPS	2,395.02	TERRY DURIN COMPANY	108.00
GASSER FARM & HARDWARE LLC	601.59	THE PARADIGM ALLIANCE	1,207.71
GROEBNER & ASSOCIATES INC	6,238.87	TONY REITER	460.00
I.A.M.U.	641.04	TREASURER STATE OF IOWA	924.00
INFRASTRUCTURE TECHNOLOGY SOLUTIONS	207.00	TREASURER STATE OF IOWA	7,991.73
IOWA ONE CALL	13.50	USDI	175.00
IPERS	3,739.32	VISA	1,406.91
JACQUIE MANTERNACH	567.00	WELLMARK BC BS OF IOWA	3,670.41
JKP DESIGN LLC	949.00	WOODWARD COMMUNITY MEDIA	85.28
LISA RIDER	18.84		
MADISON NATIONAL LIFE INS CO	213.30	TOTAL	319,562.76

ELECTRIC REVENUE	\$169,895.62
GAS REVENUE	\$278,281.46

Under correspondence the board discussed the January plant summary and metrics & energy efficiency reports. Motion Manternach, 2nd by VanderLugt to approve the correspondence. Motion carried 3-0.

Under manager report: A discussion was held regarding winter workload, bucket truck fix and upcoming training & time off.

Gross adjourned the meeting at 6:24 pm on a motion from Manternach, 2nd by VanderLugt. Motion carried 3-0.

Secretary, Shontele Orr

Chairman, Barb Gross

**Cascade Public Library Board of Trustees Meeting
February 1, 2023, City Hall**

Present: KANE, BRINDLE, BRICKLEY, LUDWIG, THOMAS, RECKER

1. Budget meeting called to order by Ludwig at 4:40 pm
2. Motion to approve agenda by Recker, second Thomas, motion carried.
3. Library Budget 2023/2024 was discussed at this meeting. City Council will meet on Feb 9th to discuss the Cascade Library budget for the upcoming fiscal year. In question among other things will be the number of DVD's at the Library, how long they are in circulation etc. Kane will have the info ready for Council. The Board basically reviewed each line on the upcoming year and will be able to present their Budget Worksheet to Council. Kane will discuss with the City Clerk and City Administrator a few categories that some of the expenses will be placed in so we are on the same page as they are.
4. Motion to adjourn made by Brindle, second by Brickley, motion carries at 5:35pm.

Respectively submitted
Monica Recker
Secretary

Cascade Public Library Board of Trustees Minutes February 7, 2023

Present: Kane, Brindle, Ludwig, Thomas, Recker, Kotter
Absent: Brickley

1. Meeting called to order by Ludwig at 4:30pm
2. Approval of agenda made by Thomas, second by Brindle, motion carries.
3. Approval of January 3rd minutes by Thomas, second by Brindle, motion carries.
4. Public Comment: None
5. Budget report: Budget reviewed by Board noting there is \$3948.96 left in this fiscal year to meet total budget allowance. Balance of &103,699.63 in Reserves Account, total of \$ 90,813.46 in revenue history report from 7/1/22-2/13/23, &8630.97 remains in CFGD Endowment Fund.
6. Bills: Bills reviewed , motion by Thomas, second by Recker, motion carries to pay bills.
7. Circulation Stats: Numbers up in most categories from 12/2022-1/2023.
8. Old Business: a. Future Bldg project/Subcommittee reports/ :library Design Committee update: FEH Design meeting on. Feb. 3rd revealed that the library redesigned somewhat so that it fits on the two lots with the current homes on them. Another row of parking for 10 vehicles was added and there will be angled parking on the street facing the amphitheater. The division wall in the community room was removed with approval of the Library Building Committee, light storage area was added to attic of meeting room with a price presented at the next meeting . Green space was sufficient at the site, a electronic sign will be presented at new meeting that will be at the entrance of the new building. b.Other: Lisa Kotter and the Library Board reviewed the entire upcoming budget to be presented to City Council on February 9. Book budget reduced by \$3000.
9. New Business: Programming:/librarians Calendar/upcoming events: Bunco Feb. 23rd, Feb 21 event for crafts at Corner Taproom with part of the proceeds going to Cascade's Next Chapter an upcoming Spa Day at Luna Spa in March-date to be announced. Diaper Slime event 70 children in. b. Kane was asked for a DVD Report by CC. Library will present 2023-2024 budget to CC on Feb 9th at 5:30pm.
10. Adjourn: Motion by Recker second by Thomas, motion carries. Next meeting March 7th, 6:30, City Hall.

Monica Recker
Secretary

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

CLAIMS REPORT
Check Range: 1/27/2023- 2/13/2023

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
7536722-00	3E ELECTRICAL ENGINEERING	GENERATOR MAINT		265.00		
INV1269307	ACCESS SYSTEMS	CONTRACT & COPY MACHINE FEES	309.76			
INV1312461	ACCESS SYSTEMS	COPY MACHINE FEE	169.06	478.82		
01272023	ADVANTAGE ADMINISTRATORS	PSF REIMBURSEMENTS-KOTTER	86.85		14016050	2/13/23
02022023	ADVANTAGE ADMINISTRATORS	PSF REIMBURSEMENTS-KOTTER	137.56		14016051	2/13/23
12292022	ADVANTAGE ADMINISTRATORS	PSF BUY DOWNS		224.41		
03012023	AMERICAN WATER WORKS ASSOC	REGION 1-AWWA OPERATOR MTG		75.00		
2176159889	AT&T	AT&T PHONE BILL-ONENET SERVICE		36.76		
2037167392	BAKER & TAYLOR BOOKS	MULTIPLE HARDCOVER & PAPERBACK	264.15			
2037175574	BAKER & TAYLOR BOOKS	MULTIPLE BOOKS-PAPERBACK & HAR	150.65			
2037202950	BAKER & TAYLOR BOOKS	MULTIPLE BOOKS	156.73	571.53		
546943	BARD MATERIALS	SAND FOR STREETS/SNOW		1,025.84		
01252023	BOOK LOOK	MULTIPLE BOOKS	316.80			
01252023-1	BOOK LOOK	MULTIPLE BOOKS	434.74			
122022	BOOK LOOK	BOOKS-QUANTITY OF 3	44.85	796.39		
84825401	BOUND TREE MEDICAL LLC	SYRINGE/SUCTIONS/IV SOLUTIONS		322.16		
125912	BROWN SUPPLY CO	REPAIR CLAMP	931.60			
125925	BROWN SUPPLY CO	CURB STOP	1,984.00			
125926	BROWN SUPPLY CO	SADDLE	492.00	3,407.60		
02012023	CASCADE COMMUNICATIONS CO	PHONE/INTERNET/VIDEO FEES		948.95		
01202023	CASCADE ECONOMIC DEVELOPMENT	ECIA PART TIME DIRECTOR		20,000.00		
2022REIMB	CASCADE FIRE DEPARTMENT	FD REIMBURSEMENTS-FINAL 2022		2,538.21		
151517	CASCADE LUMBER CO	EYE BOLT-WATER	1.39			
779700	CASCADE LUMBER CO	SHIPPING CHARGES-WATER BACT	12.48	13.87		
02132023	CASCADE MUNICIPAL UTILITIES	METER DEPOSIT REFUND-D. JAEGER	40.00			
02152023	CASCADE MUNICIPAL UTILITIES	UTILITY BILLS 02152023	11,919.08	11,959.08		
01234036	CASCADE PIONEER	PUBLICATION FEES		134.51		
79961455	CENGAGE LEARNING	PUBLISHERS SHOWCASE		27.74		
1853224	CITY LAUNDERING CO	UNIFORM SERVICE AND SUPPLIES	125.16			
1855632	CITY LAUNDERING CO	UNIFORM SERVICE/MISC SUPPLIES	94.55			
1858005	CITY LAUNDERING CO	UNIFORM SERVICE/MISC SUPPLIES	125.16	344.87		
5391	CITY OF DUBUQUE	75 TON SALT/SNOW		5,734.53		
01222023	CKENDALL CONSULTING LLC	BUDGET SPREADSHEET CREATION		450.00		
247267121	COMMAND SECURITY SOLUTIONS	ANNUAL OPEN/CLOSE REPORTING	120.48			
5100	COMMAND SECURITY SOLUTIONS	SECURITY SYSTEM UPGRADE	814.15	934.63		
7237302	DEMCO INC	DATE DUE SLIPS	136.86			
7246955	DEMCO INC	MULTI-DVD CASES& BOOKMARKS	50.41	187.27		
287309338483X0127202	FIRST NET-AT&T MOBILITY	CELL PHONE BILL	697.44			
DEC2022	FIRST NET-AT&T MOBILITY	CELL PHONE BILL	596.48	1,293.92		
01262023	FOOD NETWORK MAGAZINE	MAGAZINE RENEWAL		9.99		
23361	GASSER FARM & HARDWARE LLC	EMS-REPAIR DRAIN LINE	6.49			
23412	GASSER FARM & HARDWARE LLC	WATER DEPT TOWER-BOLTS/LUBRICA	20.65	27.14		
IN144079658	GORDON FLESCH COMPANY INC	1/2 COPY MACHINE FEES		98.85		
7910	GURNEY	VALUE COIL-WASTEWATER		1,095.00		
6379411	HAWKINS INC	CHLORINE CYLINDERS X5		50.00		
110165	HERITAGE PRINTING COMPANY	LAMINATING PAGES FOR STORYWALK		47.00		
503176364	HOOPLA	DIGITAL AUDIOBOOKS/MOVIES/TV		179.07		
29704	INFRASTRUCTURE TECHNOLOGY SOL	1/2 MONTHLY SUPPORT FEE		207.00		
19839	INSURANCE ASSOCIATES INC	INCREASE COVERAGE FOR EE THEFT		43.00		
12312022	IOWA DEPT OF PUBLIC SAFETY	ONLINE WARRANTS-QTRLY-POLICE		300.00		
PR20230113	IPERS	IPERS	3,489.20		14016040	1/27/23
PR20230119	IPERS	PROTECTIVE IPER	3,078.24	6,567.44	14016040	1/27/23
PR20230119	IRS W/H	FED/FICA TAX	5,456.78		14016041	1/27/23
PR20230202	IRS W/H	FED/FICA TAX	6,402.61	11,859.39	14016049	2/10/23

CLAIMS REPORT
Check Range: 1/27/2023- 2/13/2023

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
2301196-IN	J&R SUPPLY INC	METER COUPLINGS-WATER		488.67		
12012022	JKP DESIGNS LLC	EMBROIDERY FEE		47.00		
65329	KERPS SERVICE CENTER INC	AMBULANCE MAINTENANCE		657.08		
DEC2022	KOTTER LISA	REIMBURSEMENTS	112.17			
JAN2023	KOTTER LISA	REIMBURSEMENTS	112.17			
NOV2022	KOTTER LISA	REIMBURSEMENTS	112.17			
OCT2022	KOTTER LISA	REIMBURSEMENTS	112.17	448.68		
63632	LIFE LINE BILLING SYSTEMS	ANNUAL LEADER SUPPORT-EMS		250.00		
203740	LYNCH DALLAS P.C.	PROFESSIONAL SERVICES-ADMIN	195.00			
204601	LYNCH DALLAS P.C.	ATTY FEES-PROF SERVICES-ADMIN	510.00			
204602	LYNCH DALLAS P.C.	ATTY FEES-GEN MATTERS-ADMIN	30.00	735.00		
1543739	MADISON NATL LIFE INS CO, INC	MARCH PREMIUMS		334.23		
02032023	MARY C R SCHMIDT	ERNEST MONEY FOR LOT PURCHASE		3,000.00	64815	2/03/23
01312023	MCDERMOTT OIL CO	FUEL/DIESEL CHARGES	2,468.12			
01312023-1	MCDERMOTT OIL CO	DIESEL CHARGE-AMBULANCE	38.30	2,506.42		
12312022	MERCY MEDICAL CENTER	GNP TRUE METRIX STRIPS-EMS		25.65		
0016723-IN	METROPOLITAN COMPOUNDS INC	GERMCLEAN WIPTES-CASES		1,081.33		
559298	MIDAMERICA BOOKS	MISC DISNEY MOVIES-DVDS		263.40		
502855022	MIDWEST TAPE LLC	DVDS-THOR/PAWS OF FURY	45.73			
502947481	MIDWEST TAPE LLC	DVDS:TOY STORY/HOTEL/RATATOUIL	46.97			
503041367	MIDWEST TAPE LLC	DVD: LYLE, LYLE, CROCODILE	23.24			
503122357	MIDWEST TAPE LLC	DVD: BLUEY/DON'T WORRY/TICKET	59.97			
503166500	MIDWEST TAPE LLC	DVD: PAW PATROL/HALLOWEEN	33.73			
503196869	MIDWEST TAPE LLC	DVDS	22.49			
503230730	MIDWEST TAPE LLC	DVD-TILL	22.49	254.62		
PR20230119	MISSION SQUARE RETIRE-#303939	ICMA	1,083.19		64797	1/27/23
PR20230202	MISSION SQUARE RETIRE-#303939	ICMA PERCENTAGE	1,083.19	2,166.38	64818	2/10/23
R00447040.0-10	MSA PROFESSIONAL SERVICES	JOHNSON ST RESCONSTRUCTION	6,225.60			
R00447052.0-11	MSA PROFESSIONAL SERVICES	BUCHANAN ST NW ALLEY RECONSTR	240.00			
R00447055.0-1	MSA PROFESSIONAL SERVICES	RIVERVIEW GAZEBO/DEV REVIEW SE	6,066.88	12,532.48		
0861616-IN	MUNICIPAL SUPPLY INC	SMART WATER METERS/SHIPPING		137.93		
14691	ORR APPLIANCE PLB, HTG & AIR	FURNANCE & PLUMBING-LIBRARY		529.50		
18330	PARTS AUTHORITY	PREMIUM GREASE-SHOP	87.80			
18515	PARTS AUTHORITY	LOADER/PLOW TRUCK DIESEL EX	23.80			
18546	PARTS AUTHORITY	OIL & FILTERS-PICKUP	64.56	176.16		
14399	REM ELECTRIC	TRAFFIC LIGHT/FIX CONNECTION		225.00		
0897-000982191	BFI WASTE SERVICES LLC	RECYCLE/GARBAGE/COMMERCIAL FEE	24,780.05			
0897-000982192	BFI WASTE SERVICES LLC	ADDITIONAL RECYCLE CONTAINER	359.87	25,139.92		
3074	RHINO INDUSTRIES INC	55 GAL DRUM-CHEMICALS-WASTEWTR		994.50		
61485	ROLLING HILLS VETERINARY	STRAY DOG KENNEL FEE		25.00		
11301	SCHMITZ JANITORIAL SUPPLY	SHOVEL AND HANDLE-SNOW		78.00		
249417	STATE HYGIENIC LABORATORY	WATER TESTING FEES		60.00		
JAN2023	CINDY STOLL	CLEANING SERVICES		420.00		
3100117883	TEST AMERICA LABORATORIES INC	WASTEWATER TESTING		1,480.00		
PR20230113	TREAS STATE OF IOWA	STATE TAXES	967.29		14016039	1/27/23
PR20230119	TREAS STATE OF IOWA	STATE TAX	795.78	1,763.07	14016039	1/27/23
DEC2022TAX	TREASURER STATE OF IOWA	DEC 2022 SALES TAX	1,142.11		14016048	1/27/23
DEC2022WETTAX	TREASURER STATE OF IOWA	DEC 2022 WET TAX	1,597.49	2,739.60	14016047	1/27/23
JAN2023	VISA	IT/USPS/SUPPLIES/UNIFORM ALLOW		604.85		

CLAIMS REPORT
Check Range: 1/27/2023- 2/13/2023

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
11302022	WATER ENVIRONMENT FEDERAT	RENEW WEF MEMBERSHIP-WATER		95.00		
		Accounts Payable Total		<u>131,514.44</u>		
		Invoices: Paid		28,320.29		
		Invoices: Scheduled		103,194.15		

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	81,115.72
016	PARTIAL SELF-FUND	224.41
110	ROAD USE TAX	13,502.56
111	ARP (AMERI RESUCUE PLAN)	6,465.60
370	LIBRARY CAPITAL PROJECT	3,000.00
600	WATER	13,589.03
601	DEPOSITS-WATER/SEWER	40.00
610	SEWER	13,577.12

	TOTAL FUNDS	131,514.44

CLAIMS REPORT
Vendor Checks: 1/01/2023- 1/31/2023

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
01062023	ADVANTAGE ADMINISTRATORS	PSF BUYDOWNS	7.78		14016042	1/06/23
01122023	ADVANTAGE ADMINISTRATORS	PSF BUY DOWNS	117.10		14016043	1/12/23
01192023	ADVANTAGE ADMINISTRATORS	PSF BUYDOWNS	230.41		14016044	1/19/23
01262023	ADVANTAGE ADMINISTRATORS	PSF BUY DOWNS	36.92		14016045	1/26/23
01262023-INV	ADVANTAGE ADMINISTRATORS	PSF BUY DOWNS	60.90	453.11	14016046	1/26/23
2176014353	AT&T	JAN AT&T PHONE BILL-CITY HALL		25.04	64798	1/23/23
2037071347	BAKER & TAYLOR BOOKS	MULTIPLE BOOKS 10/11/22	245.61		6060	1/09/23
2037099281	BAKER & TAYLOR BOOKS	MULTIPLE BOOKS 10/20/22	242.53		6060	1/09/23
2037107379	BAKER & TAYLOR BOOKS	MULTIPLE BOOKS 10/24/22	52.05		6060	1/09/23
2037128873	BAKER & TAYLOR BOOKS	MUTIPLE BOOKS 11/2/22	396.94		6060	1/09/23
2037134536	BAKER & TAYLOR BOOKS	MULTIPLE BOOKS 11/3/22	100.95		6060	1/09/23
2037138542	BAKER & TAYLOR BOOKS	MULTIPLE BOOKS 11/7/22	70.56		6060	1/09/23
2037141795	BAKER & TAYLOR BOOKS	MULTIPLE BOOKS 11/7/22	70.31		6060	1/09/23
2037144674	BAKER & TAYLOR BOOKS	MULTIPLE BOOKS 11/9/22	37.01	1,215.96	6060	1/09/23
545495	BARD MATERIALS	3/4" ROADSTONE/CLEAN ROCK		286.99	64780	1/09/23
7910	BERT GURNEY & ASSOCIATES	VALVE COIL-SEWER		1,095.00	64799	1/23/23
DEC 2022 INVOICE	CASCADE COMMUNICATIONS CO	WATER TOWER/WELL HOUSE		948.95	64781	1/09/23
149954	CASCADE LUMBER CO	LAVA BAR SOAP/RUBBER HOSE WASH	19.52		64782	1/09/23
769355	CASCADE LUMBER CO	UPS SHIPPING CHARGES	12.48		64782	1/09/23
769725	CASCADE LUMBER CO	NOZZLE FOR SHOP	9.29		64782	1/09/23
769865	CASCADE LUMBER CO	BUG SCREEN/WATER TOWER	3.55		64782	1/09/23
771770	CASCADE LUMBER CO	QUARTERLY NITRATE SAMPLE SHIP	12.75		64800	1/23/23
771940	CASCADE LUMBER CO	PAINT BRUSH-LIBRARY THERMOMETE	3.49		64800	1/23/23
772605	CASCADE LUMBER CO	TEFLON-WELL #5/#6	1.89		64800	1/23/23
773735	CASCADE LUMBER CO	HANDLE 44" SOLID SHANK-STREETS	18.99		64800	1/23/23
773935	CASCADE LUMBER CO	HANDLE MACH 14"-SHOP	7.99	89.95	64800	1/23/23
12224036	CASCADE PIONEER	LEGAL PUBLICATION FEES		203.82	6105	1/26/23
1843578	CITY LAUNDERING CO	UNIFORM SERVICE/SUPPLIES	125.16		6061	1/09/23
1845938	CITY LAUNDERING CO	UNIFORM SERVICE/SUPPLIES	94.55		6061	1/09/23
1848385	CITY LAUNDERING CO	UNIFORM SERVICE/SUPPLIES	125.16		6106	1/26/23
1850776	CITY LAUNDERING CO	UNIFORM SERVICES/SUUPPLIES	94.55	439.42	6106	1/26/23
PPL2	COLLEGE SUBSCRIPTION SERVICE	PEOPLE MAGAZINE RENEWAL		44.50	64783	1/09/23
247-26712	COMMAND SECURITY SOLUTIONS	1/2 ANNUAL ALARM SYSTEM		161.75	64784	1/09/23
2713	MICHAEL DELANEY	SERVICE CALLS/DIAGNOSTICS	750.88		6107	1/26/23
2745	MICHAEL DELANEY	SERVICE CALL/WINDOWS/PRINT ISS	336.86	1,087.74	6107	1/26/23
7233938	DEMCO INC	JACKET COVERS & BOOKBARKS		157.43	6062	1/09/23
178418	DUBUQUE FIRE EQUIPMENT INC	FIRE EXTINGUISHER MAINT-EMS		89.90	6063	1/09/23
22995	GASSER FARM & HARDWARE LLC	LYNCH PINS-PLOW TRUCK	3.16		64785	1/09/23
23017	GASSER FARM & HARDWARE LLC	ROTELLA OIL-SKID LOADER	96.99		64785	1/09/23
23066	GASSER FARM & HARDWARE LLC	ROTELLS 15W40 OIL-PLOW TRUCK	96.99		64801	1/23/23
23193	GASSER FARM & HARDWARE LLC	WIRE CONNECTOR	4.99	202.13	64801	1/23/23
IN14036199	GORDON FLESCH COMPANY INC	1/2 COPY MACHINE FEES		245.65	64802	1/23/23
IW-7091	GPM ENVIRONMENTAL SOLUTION LLC	SILICONE PUMP TUBING/SUCTION L		347.00	64803	1/23/23
122122	GRAVEL GRADING & EXCAV LLC	GAZEBO DEMO & CONCRETE		35,072.10	64786	1/09/23
6359623	HAWKINS INC	150 LB CHLORINE CYLINDERS	50.00		6064	1/09/23
6364506	HAWKINS INC	CHLORINE CYLINDER, LPC-5, DELD	1,636.28	1,686.28	6064	1/09/23
110332	HERITAGE PRINTING COMPANY	CHECK-CITY HALL		195.00	6108	1/26/23
503040197	HOOPLA	DIGITAL AUDIOBOOKS		229.83	6065	1/09/23
26971	IAMU	ISEP 1ST QTR 2023 SAFETY TRAIN		660.00	6109	1/26/23
29510	INFRASTRUCTURE TECHNOLOGY SOL	1/2 MONTHLY SUPPORT FEE		204.50	64787	1/09/23
01032023	IOWA DARE ASSOCIATION	2023 MEMBERSHIP DUES		100.00	64788	1/09/23
01092023	IOWA LIBRARY ASSOCIATION	2023 MEMBERSHIP DUES-LIBRARY		50.00	64789	1/09/23
PR20230113	IPERS	IPERS	3,489.20		14016040	1/27/23
PR20230119	IPERS	PROTECTIVE IPER	3,078.24	6,567.44	14016040	1/27/23

CLAIMS REPORT
Vendor Checks: 1/01/2023- 1/31/2023

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
PR20230105	IRS W/H	FED/FICA TAX	6,575.35		14016036	1/13/23
PR20230119	IRS W/H	FED/FICA TAX	5,456.78	12,032.13	14016041	1/27/23
64293	KERPS SERVICE CENTER INC	F250-4 TIRES	777.14		64804	1/23/23
65078	KERPS SERVICE CENTER INC	TIRES-STREET SWEEPER	162.50	939.64	64804	1/23/23
IN205598	KIESLER POLICE SUPPLY	AMMUNITION-POLICE		378.77	6110	1/26/23
203739	LYNCH DALLAS P.C.	ATTY FEES-GENERAL MATTERS	360.00		64805	1/23/23
203741	LYNCH DALLAS P.C.	ATTY FEES-ZONING	90.00	450.00	64805	1/23/23
1538343	MADISON NATL LIFE INS CO, INC	FEB PREMIUMS		334.23	64806	1/23/23
011023	MAQUOKETA VALLEY COOP	STREET LIGHT LOCATION 32591002		160.29	6111	1/26/23
12312022	MCDERMOTT OIL CO	SNOW	2,118.22		64807	1/23/23
12312022-EMS	MCDERMOTT OIL CO	DEC 2022 EMS FUEL	231.78		64807	1/23/23
256820	MCDERMOTT OIL CO	OIL-HYSYN F632 SYNTHETIC	249.60	2,599.60	64807	1/23/23
90626664	MCMASTER-CARR SUPPLY CO	SS WIRE CLOTH/MESH SCREEN		82.40	64808	1/23/23
456090	MEDICAL ASSOCIATES CLINIC PC	IMMUNIZATION-GUDENKAUF-EMS		170.00	64809	1/23/23
906699	MICRO MARKETING LLC	HARD COVER-SURVIVE CALL OF WIL	19.96		6066	1/09/23
907795	MICRO MARKETING LLC	HARD COVER BOOK-LITTLE OWL LOV	21.19		6066	1/09/23
908352	MICRO MARKETING LLC	CD'S	32.99	74.14	6066	1/09/23
PR20230105	MISSION SQUARE RETIRE-#303939	ICMA PERCENTAGE	1,083.19		64794	1/13/23
PR20230119	MISSION SQUARE RETIRE-#303939	ICMA	1,083.19	2,166.38	64797	1/27/23
3945	MR LOCK & KEY-VACUUM CTR	GYM KEYS X 10		61.25	64810	1/23/23
R00447040.0-9	MSA PROFESSIONAL SERVICES	JOHNSON ST RECONSTRUCTION	3,931.25		6067	1/09/23
R00447047.0-13	MSA PROFESSIONAL SERVICES	RIVERVIEW GAZEBO REVIEW	5,437.50	9,368.75	6067	1/09/23
0859680-IN	MUNICIPAL SUPPLY INC	WATER METERS AND FREIGHT		68.00	64811	1/23/23
721133348-01	ORIENTAL TRADING	PROGRAMMING SUPPLIES/CRAFTS		181.49	64790	1/09/23
3274	OUTDOOR RECREATION PRODUCTS	PARK BENCH X 15		27,743.00	64791	1/09/23
17425	PARTS AUTHORITY	OIL FILTER-SKID LOADER	9.19		6068	1/09/23
17426	PARTS AUTHORITY	WASHER FLUID-SHOP	14.08		6068	1/09/23
17431	PARTS AUTHORITY	AIR FILTER-SKID LOADER	44.41		6068	1/09/23
17571	PARTS AUTHORITY	OIL FILTER-PLOW TRUCK	37.27		6112	1/26/23
17915	PARTS AUTHORITY	OIL AND FILTER-MARTY F250	65.75	170.70	6112	1/26/23
29172823	QUILL CORP	FALL & XMAS CUTOUTS/CLINGS		78.84	6069	1/09/23
22INV1105	RACOM CORPORATION	POLICE FORD ACCESSORIES		13,096.07	6070	1/09/23
23-REIFF FEB	JOE OR PEG REIFF	LEASE PAYMENT-EMS		500.00	64812	1/23/23
0897-000979661	BFI WASTE SERVICES LLC	COMMERCIAL CHARGES		24,720.85	6071	1/09/23
247747	STATE HYGIENIC LABORATORY	WATER TESTING LAB BILL		54.00	6113	1/26/23
DEC2022	CINDY STOLL	CLEANING SERVICES-LIBRARY		420.00	6072	1/09/23
3100116916	TEST AMERICA LABORATORIES INC	WASTE WATER TESTING		1,184.00	6073	1/09/23
PR20230113	TREAS STATE OF IOWA	STATE TAXES	967.29		14016039	1/27/23
PR20230119	TREAS STATE OF IOWA	STATE TAX	795.78	1,763.07	14016039	1/27/23
DEC2022TAX	TREASURER STATE OF IOWA	DEC 2022 SALES TAX	1,142.11		14016048	1/27/23
DEC2022WETTAX	TREASURER STATE OF IOWA	DEC 2022 WET TAX	1,597.49		14016047	1/27/23
NOV 2022 SALES TAX	TREASURER STATE OF IOWA	NOV 2022 SALES TAX	976.38		14016037	1/03/23
NOV WET TAX	TREASURER STATE OF IOWA	NOV 2022 WET TAX	1,342.99	5,058.97	14016038	1/03/23
48609	TRI-STATE SHRED	SHREDDING SVC-EMS		49.95	64813	1/23/23
220757	USA BLUE BOOK	NITRILE GLOVES-SEWER		154.31	6114	1/26/23
011012023	VISA	TONER-CITY HALL PRINTERS		1,200.08	64814	1/23/23
1221	WEBER CONSTRUCTION INC	EMERGENCY WATER MAIN BREAK		1,100.00	6074	1/09/23
223460028698	WELLMARK BC/BS OF IA	JAN PREMIUMS	8,254.89		6075	1/09/23
230120001851	WELLMARK BC/BS OF IA	FEB PREMIUMS	8,386.80	16,641.69	6115	1/26/23

CLAIMS REPORT
Vendor Checks: 1/01/2023- 1/31/2023

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
3628972	ZOLL WORLDWIDE HEADQUARTERS	CHILD CUFFS		178.64	64792	1/09/23
		Accounts Payable Total		<u>175,040.73</u>		
		Payroll Checks		34,388.20		
		Report Total		<u>209,428.93</u>		

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	148,002.99
016	PARTIAL SELF-FUND	453.11
110	ROAD USE TAX	17,350.00
111	ARP (AMERI RESUCUE PLAN)	3,931.25
125	TAX INCREMENT FINANCING	562.50
600	WATER	19,593.13
610	SEWER	19,535.95

	TOTAL FUNDS	209,428.93

Kathy Goerd

From: noreply@salesforce.com on behalf of IOWA ABD Licensing Support
<elaps@iowaabd.com>
Sent: Thursday, December 29, 2022 5:01 AM
To: Kathy Goerd
Subject: License LC0028356 Renewal Notice Sent

Hello,

LC0028356 has been sent a Renewal Notice is now eligible for their renewal.

Corp Name: Cascade Columbus Club, Inc.

DBA: Cascade Columbus Club

License Number: LC0028356

Application Number: App-155334

Effective Date: 3/10/2022

License Type: Class C Retail Alcohol License (LC)

Application Type: Renewal

Amendment Type:

Thank you.

Kathy Goerd

From: noreply@salesforce.com on behalf of IOWA ABD Licensing Support
<elaps@iowaabd.com>
Sent: Thursday, January 12, 2023 5:23 AM
To: Kathy Goerd
Subject: License BW0096673 Renewal Notice Sent

Hello,

BW0096673 has been sent a Renewal Notice is now eligible for their renewal.

Corp Name: Karla Strang

DBA: Grace's Place

License Number: BW0096673

Application Number: App-157303

Effective Date: 3/24/2022

License Type: Special Class C Retail Alcohol License (BW)

Application Type: Renewal

Amendment Type:

Thank you.



February 13, 2023 Agenda

To: Mayor, City Council and Staff

From: Lisa Kotter, City Administrator

Date: February 10, 2023

Re: Lynch Dallas Contract

Lynch Dallas handles the City's legal matters other than TIF. I am pleased with the work they have done. I appreciate using a large firm that has numerous attorneys that specialize in the various areas we need help. They have requested a contract with the City and are doing a three-phase approach to increases for their hourly fees. I can attest that their current rates and even increased proposal is lower than what I have seen from other firms. I think the request is reasonable. See the attached Resolution and draft contract in the packet.

RESOLUTION #09-23

A RESOLUTION CONTRACTING WITH LYNCH DALLAS P.C. FOR LEGAL SERVICES

Whereas, City of Cascade has needs to have occasional representation for legal services with attorneys specializing in municipal law, and;

Whereas, Lynch Dallas, a full-service municipal law firm has been representing the City with legal matters for numerous years, and;

Whereas, the hourly fees charged by Lynch Dallas have not increased in many years, and;

Whereas, the City Council has determined that a three-year, phased-in, hourly increase being proposed by the firm is reasonable.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Cascade, Iowa, approves the contract with Lynch Dallas P.C., attached as Exhibit A, and directs the Mayor and Clerk to execute the document.

PASSED, APPROVED AND ADOPTED this 13th day of February, 2023.

Steve Knepper, Mayor

ATTEST:

Kathy Goerdts, City Clerk

CONTRACT FOR LEGAL SERVICES

IT IS AGREED between the City of Cascade, Iowa (“City”), and Lynch Dallas, P.C. (“Attorneys”), as follows:

1. **LEGAL SERVICES.** Lynch Dallas, P.C. will serve as City Attorney and will provide legal services on an as-needed basis.

2. **EXPENSES.** In addition to payment for fees, the City shall reimburse Attorneys for reasonable expenses incurred on behalf of the City, including but not limited to computer-aided legal research, federal mileage rate for travel, cost of securing records or documents, photographs, hospital records, medical reports, medical examinations, filing fees, court costs, depositions, expert witness fees, and other reasonable expenses incurred by Attorneys for the City. In the case of very large expenses, the City may be required to pay said expenses directly or in advance. Any unpaid expense will be billed periodically by Attorneys and will be paid by City upon billing. Any unused expense money advanced to Attorneys by the City shall be refunded to the City.

Reimbursement of Expenses

Filing Fees	Actual Cost
Postage	Actual Cost
Mileage	Federal Rate (IRS)
Online Research (Westlaw®)	\$40.00/search (not to exceed one charge per research project)
Color Copies	\$0.60/page

3. **FEES.** Effective as of the date of this Contract for Legal Services, the City shall pay Attorneys for fees at the following hourly rates through June 30, 2023:

Shareholders	\$165.00
Associates	\$145.00
Paralegals/Legal Assistants	\$100.00

Effective July 1, 2023, the City shall pay Attorneys for fees at the following hourly rates:

Shareholders	\$185.00
Associates	\$175.00
Paralegals/Legal Assistants	\$115.00

Effective July 1, 2024, the City shall pay Attorneys for fees at the following hourly rates:

Shareholders	\$200.00
Associates	\$185.00
Paralegals/Legal Assistants	\$125.00

The City shall be billed an attorney’s usual hourly rate for travel time, plus reimbursement for mileage at the federal rate, as set forth above.

4. **BILLING.** The City shall be billed monthly for fees and expenses incurred in the previous month. Attorneys shall bill in increments of .1 (one-tenth) of an hour, and each entry shall be separately accounted and described. It is the City’s responsibility to ask questions if a bill requires clarification. Bills shall be paid within thirty (30) days of receipt.

5. **PLACE OF PAYMENT.** All sums due shall be paid at Attorneys' office, Lynch Dallas, P.C., P.O. Box 2457, 526 Second Avenue SE, Cedar Rapids, Iowa 52406-2457.

6. **COMMUNICATION.** Consistent with the City's desire to balance the efficient control of legal expenses with the need for the City's politically elected to leaders to be kept aware of important developments, Attorneys shall use reasonable best efforts to ensure the City Administrator, Mayor, and the City Council are appropriately informed of ongoing matters and questions are answered promptly. The City's point of contact with the authority to authorize legal work and advice shall be the City Administrator unless or until additional authorization is provided by City Council.

7. **CONTINUING CONTRACT; RATE ADJUSTMENT.** This Contract shall continue in full force and effect without action of the parties. Considering the ongoing nature of this Contract, it may be necessary for Attorneys to periodically adjust hourly rates and/or expenses to account for changing market conditions. Attorneys shall submit hourly rate and/or expense adjustments to the City in writing on or before January 1 of the year during which the adjusted hourly rates and/or expenses will take effect, with such adjusted hourly rates and/or expenses to automatically take effect on July 1st of said year.

8. **DISCHARGE OR WITHDRAWAL.** The City shall have the right to terminate Attorneys at any time. The City will, however, still owe Attorneys any money due at the time the City gives notice of that decision including but not limited to advanced costs and the recoverable hourly rate noted above already expended on the City's behalf pursuant to this Contract. Attorneys have the right to withdraw from representing the City if: (a) the City insists upon pursuing an objective Attorneys deems to be imprudent; (b) the City makes representation unreasonably difficult or unethical; (c) the City fails to disclose information after being asked to do so or discloses false information; (d) the City fails to cooperate in pursuing its matters; (e) the City fails to pay fees or expenses when due; or (f) other good cause for withdrawal exists. Attorneys do not waive their right to withdraw even where they continue to represent the City after an event permitting withdrawal.

9. **RECORDS.** At the City's request upon termination, any documents furnished by the City will be returned promptly upon receipt of payment for outstanding fees and charges. Attorneys' files, including attorney work product, pertaining to the above referenced representation will be retained by Attorneys. For various reasons, including the minimization of unnecessary storage expenses, Attorneys reserve the right to dispose of any documents or other material retained by Attorneys following termination of this engagement in accordance with applicable industry standards.

10. **GENERAL PROVISIONS.** This Contract replaces all prior agreements between the parties and contains the entire agreement of the parties. This Contract shall not be amended except by a written instrument duly signed by the City and Attorneys. Paragraph headings are for convenience of reference and shall not limit or affect the meaning of this Agreement. Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine, or neuter gender according to the context.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

CITY OF CASCADE, IOWA

Dated the _____ day of February, 2023

By: Steve Knepper, Mayor

Attest:

Kathy Goerdts, City Clerk

LYNCH DALLAS, P.C.

Dated the _____ day of February, 2023

By: Holly A. Corkery, Shareholder



February 13, 2023 Agenda

To: Mayor, City Council and Staff

From: Lisa Kotter, City Administrator

Date: February 10, 2023

Re: 3rd Avenue SE Water and Sewer Project

We have a smaller scale project that involves installation of new water and sewer in the 3rd Ave SE block between Taylor and Polk. This project is most critical to water as it ties two dead ends and creates a needed loop. There is also a small amount of sewer main to be replaced as long as we are in the area. City Engineer Jake Deaver has done a cost estimate and we going to get documents ready to quote the job for this Spring. Once we have prices we will bring this back to the City Council for consideration. This is an informational agenda item only. See the attached estimate and site map. As this is a smaller project funding is available in the FY23 budget.

Conceptual Opinion of Probable Construction Cost¹

3rd Ave SE Sewer & Water Improvements

City of Cascade, Dubuque County, Iowa

MSA Project No. 00447050

Revised: 11/2/2021

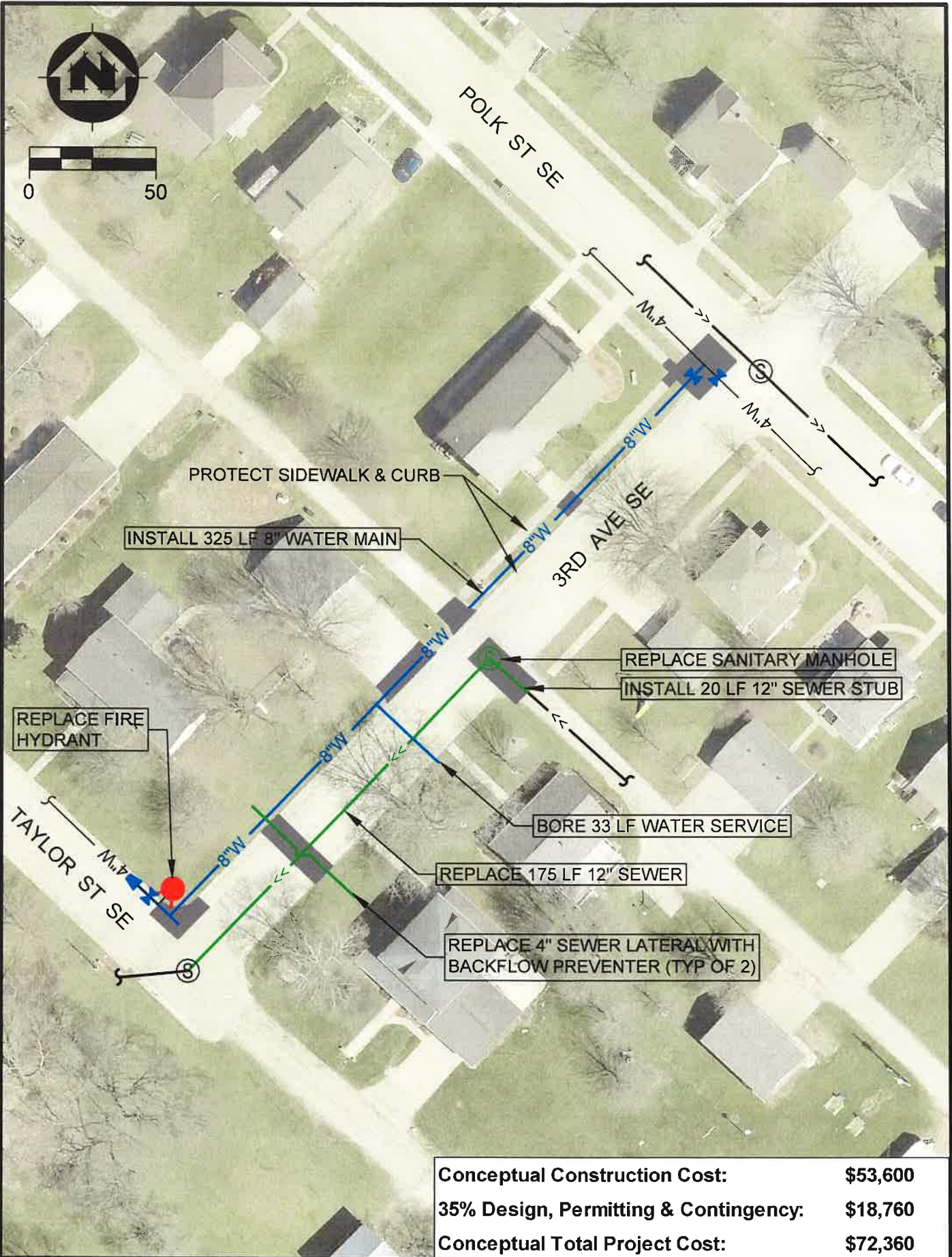
Item Description	Quantity	Unit	Unit Cost	Total Cost
Mobilization, Bonds & Insurance	1	LS	\$2,500	\$2,500
Asphalt Pavement, Remove & Replace	126	SY	\$45	\$5,670
PCC Driveway, Remove & Replace	30	SY	\$45	\$1,350
ADA Curb Ramp, Remove & Replace	1	EA	\$1,500	\$1,500
PCC Curb & Gutter, 30-Inch	65	LF	\$24	\$1,560
Water Main, PVC, 8-Inch ²	325	LF	\$30	\$9,750
Gate Valve & Box, 8-Inch	3	EA	\$1,900	\$5,700
Water Service (Trenchless), Copper, 3/4-Inch	33	LF	\$36	\$1,188
Water Service Tap, 3/4-Inch	1	EA	\$750	\$750
Water Service Curb Stop & Box, 3/4-Inch	1	EA	\$500	\$500
Fire Hydrant, Remove & Replace ³	1	EA	\$1,500	\$1,500
Connect to Existing Water Main	2	EA	\$1,500	\$3,000
Sanitary Manhole, Remove & Replace	1	EA	\$4,500	\$4,500
Sanitary Sewer Main, 12-Inch	190	LF	\$44	\$8,360
Sanitary Sewer Lateral & Backflow, 4-Inch	80	LF	\$32	\$2,560
Topsoil, Onsite	100	CY	\$10	\$1,000
Hydraulic Seeding	500	SY	\$4.50	\$2,250
Construction Cost Opinion:				\$53,600

¹Conceptual opinion of probable construction cost is for budgetary & planning purposes and is not a guarantee of project costs. Conceptual design & opinion of probable construction cost was created utilizing publically available aerial imagery & assessor information. A topographic survey was not completed. Project scope, quantities & estimated costs are subject to change.

²The conceptual design and opinion of cost assumes that the proposed water main can be installed behind the existing curb within the existing ROW in order to avoid roadway disturbance and the associated reconstruction costs.

³City will provide fire hydrant.





Conceptual Construction Cost:	\$53,600
35% Design, Permitting & Contingency:	\$18,760
Conceptual Total Project Cost:	\$72,360



3RD AVE SE SEWER & WATER IMPROVEMENTS
CITY OF CASCADE, DUBUQUE COUNTY, IOWA

CONCEPTUAL DESIGN

REQUEST NO.
00447050
SHEET
E1



February 13, 2023 Agenda

To: Mayor, City Council and Staff

From: Lisa Kotter, City Administrator

Date: February 10, 2023

Re: Claddagh Subdivision Catch Basins and NE Corner Bridge Approach

The staff is collecting quotes from contractors to get prices on catch basin, curb and gutter and asphalt patching work in the Claddagh Court area. In addition, we will be meeting with a few of the contractors on the NE Approach to the Bridge. In that case the storm pipe has broken due to settling and the sidewalk has therefore been undermined. See the attached quote sheet and map for Claddagh area work. This is an informational agenda item, and we will bring back prices to City Council for consideration.

Quote Title: City of Cascade Catch Basin, Curb Gutter and Asphalt Spot Replacement (See attached map and catch basin specifications)

THE CITY INTENDS TO COMPLETE THIS WORK

Location #1: Replace Top of Structure with SW #505 and 30 feet Curb Gutter and Asphalt

Location #2: Replace Top of Structure with SW #501 and 28 feet Curb Gutter and Asphalt

Location #3: Replace Top of Structure with SW #501 and 27 feet Curb Gutter and Asphalt

Location #7: Replace 15’x26’ patch of asphalt between structures 2 and 3

THE CITY WILL ALSO COMPLETE THESE THREE ITEMS IF BUDGETED FUNDS ALLOW

Location #4: Replace Top of Structure with SW #501 and 26 feet Curb Gutter and Asphalt

Location #5: 30 feet Curb and Gutter and Asphalt

Location #6: Replace Top of Structure with SW #501 and 29 feet Curb Gutter and Asphalt

Replace the top of each box with new casting. Replace curb and gutter to the nearest joint. Please provide a per foot price for Curb and Gutter in the event the estimated lengths are not exact. All yards, landscape, grass must be returned to previous condition and include seeding. The length of all Curb and Gutter and Asphalt is approximate and should be reviewed by the contractor. All work must be completed in accordance with standard SUDAS Specifications. Work must be completed on June 30, 2023

Location: Clauddagh Subdivision, Cascade IA

Non-Mandatory Pre-Bid Meeting: Thursday, February 16 at 10:00am, Meet at City Hall

Quote Deadline: Thursday, February 23rd at 1.00pm.
Submittal Info: Sealed quotes will be accepted at Cascade City Hall
320 1st Ave W, P.O. Box 400, Cascade, Iowa 52033
Mark on Outside of Envelope Catch Basin, Concrete Quotes
Quote Award: City Council Meeting – Monday, February 27th at 6:00pm.

Contact Persons: Lisa A. Kotter, or Phil Gehl, Public Works Director 563-852-3114
E-Mail: admin@citycascade.com

Business Hours: M-F, 8:30am – 4:30pm

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

Name of Company: _____ Phone Number: _____

Address: _____ Email: _____

Quote Amount for Three Structures at Locations #1, #2, #3 (Two SW-501 and One SW-505)
\$ _____

Quote for Asphalt Patch Per Ton \$ _____

Per Linear Foot Price for Curb and Gutter \$ _____

Quote Amount for Two Structures at Locations #4, #6 (Two SW-501) \$ _____

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

CITY OF CASCADE

Quotes Due
Thurs., Feb 23
1:00pm



**QUOTES FOR CATCH BASIN, CURB GUTTER,
ASPHALT PATCH**



February 13, 2023 Agenda

To: Mayor, City Council and Staff
From: Lisa Kotter, City Administrator
Date: February 10, 2023
Re: Personnel Policy Changes Holiday and Vacation

The Personnel Committee met today and is recommending two changes to the Personnel Policy. In addition, we will be working on a complete update to the handbook this Spring after we get through the budget process and CAT Grant Presentation in March. The recommendation is to add two holidays to the City’s current nine holiday list. In addition, the vacation schedule is escalated to a shorter number of years to achieve two to five weeks of time off. The CMU Board also approved these changes on February 8. A Resolution is prepared for consideration to make this change.

Current holidays:

- | | | |
|---------------------|-------------------------------|-----------------------|
| 1. New Year's Day | 4. Labor Day | 7. Christmas Eve Day |
| 2. Memorial Day | 5. Thanksgiving Day | 8. Christmas Day |
| 3. Independence Day | 6. Day after Thanksgiving Day | 9. New Years Eve Day. |

Adding Veterans Day & Martin Luther King Day

Current Vacation Schedule:

- | | |
|--|---|
| - 5 Days after completing 1-year of service. | 20 Days after completing 12-years of service. |
| - 10 Days after completing 2-years of service. | - 25 Days after completing 21-years of service. |
| - 15 Days after completing 6-years of service. | |

Proposed Change:

10 days upon hire (90-day probationary period before being able to use any)

15 days after 3 years of service

20 days after 6 years of service

25 days after 10 years of service

RESOLUTION #10-23

**A RESOLUTION AUTHORIZING A REVISION TO THE
CITY OF CASCADE & CASCADE MUNICIPAL UTILITIES
EMPLOYEE PERSONNEL POLICY-
VACATION AND HOLIDAYS**

WHEREAS, the City Council of the City of Cascade has a personnel policy which includes holidays and vacation time off; and,

WHEREAS, the policy has been the same for at least the last decade; and,

WHEREAS, the benefits provided to employees in the workplace hav changed over the past years; and,

WHEREAS, the City Council is willing to increase the holiday and vacation benefit to be more competitive in today's workplace.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cascade that the Personnel Policy is amended as follows:

Holidays Will Now Also Include Veteran's Day and Martin Luther King Day

Vacation Time Off Schedule Will Now Be:

10 days upon hire (90-day probationary period before being able to use any) 15

days after 3 years of service

20 days after 6 years of service

25 days after 10 years of service

ADOPTED and APPROVED this 25th day of July, 2022.

Steven Knepper, Mayor

Kathy Goerdt, Clerk



February 13, 2023 Agenda

To: Mayor, City Council and Staff
From: Lisa Kotter, City Administrator
Date: February 10, 2023
Re: City Hall Computers

I have been discussed with Mike Delaney the frequency with which my computer locks up and how often it slows down to a level that is disruptive to my workday and productivity. Mike informed me that my computer is the oldest one of our computers. I also would like to have a laptop that is capable of handling the workload I need it to, which the one I have is not. We are going to assign mine to the City Council Chambers as it will have less use. Kathy's laptop is her main computer and that will be assigned to me. Then the proposal for consideration is to purchase two new desktops that will be placed at our two workstations in the office. Finally, I would have a larger monitor as I prefer one versus two. The total cost is \$2,142.92 and would be coming from the \$5,000 budgeted in Clerk Administrator Capital Equipment Account which has nothing spent from it yet.

RESOLUTION #11-23

**A RESOLUTION APPROVING THE PURCHASE OF
CITY HALL COMPUTER EQUIPMENT**

Whereas, City of Cascade has computers to assist the City Administrator and City Clerk to complete their daily tasks, and;

Whereas, the current computer used by the Administrator is the oldest in the office fleet and is beginning to fail, and the Clerk's laptop computer will be transferred to the Administrator to use for off-site work and be replaced with a Desktop, and;

Whereas, City funds were budgeted in Fiscal Year 2023 for the purchase of Capital Equipment in the Clerk Administrator section of the budget in the amount of \$5,000, and;

Whereas, the City's IT consultant Delaney's PC & Mac has quoted the price to purchase two new desktops and one new monitor in the amount of \$2,142.92 attached as Exhibit A, and;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Cascade, Iowa, approves the purchase of two new desktops and one monitor in the amount of \$2,142.92.

PASSED, APPROVED AND ADOPTED this 13th day of February, 2023.

Steve Knepper, Mayor

ATTEST:

Kathy Goerdts, City Clerk

Delaneys PC & Mac

116 Monroe St SE
 Cascade IA 52033
 Phone: 563-663-9142

office@delaneyspcmac.com

Resolution #11-23

Exhibit A

Quote

DATE	2/9/2023
INVOICE #	2764
CUSTOMER ID	3833
DUE DATE	2/24/2023

BILL TO
 City Cascade

DESCRIPTION	TAXED	AMOUNT
2 Dell tower 12th gen i7-12700 windows 11 Pro 16GB ram 512 GB M.2 drive		1,919.98
1 27" Monitor		149.99

Subtotal	2,069.97
Taxable	-
Tax rate	7.000%
Tax due	-
Check/Cash	\$2,069.97
Process Fee	\$72.95
TOTAL	\$ 2,142.92

- OTHER COMMENTS**
- Total payment due in 15 days
 - Please include the invoice number on your check
 - Recommend Virus Scan every 6-12 months
 - Remove dust/dirt from computer every 6-12 months

Make all checks payable to
Delaneys PC & Mac

If you have any questions about this invoice, please contact
 Michael Delaney 563-663-9142 or Email: office@delaneyspcmac.com
Finance charge of 3% added to balance remaining after 30 days
Thank You For Your Business!

CASCADE

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

Case Report

[IMPORTED] : DOMESTIC ASSAULT: 1 3%

[IMPORTED] : DRUG EQUIPMENT VIOLATIONS: 1 3%

[IMPORTED] : EXPIRED REGISTRATION- CITATION: 1 3%

[IMPORTED] : SPEED WARNING: 1 3%

[IMPORTED] : TRAFFIC COMPLAINT: 1 3%

[IMPORTED] : WEAPON LAW VIOLATIONS: 1 3%

Grand Total: 18.18% Total # of Incident Types Reported: 6

Field Interview

ACCIDENT: 1 3%

ANIMAL AT LARGE: 1 3%

ANIMAL NOISE COMPLAINT: 1 3%

ASSIST AMBULANCE: 1 3%

ASSIST CITY: 1 3%

ASSIST DUBUQUE COUNTY: 4 12%

ASSIST FIRE DEPARTMENT: 1 3%

ASSIST JONES COUNTY: 3 9%

D.A.R.E. PRESENTATION: 6 18%

DISTURBANCE: 1 3%

INFORMATIONAL REPORT: 1 3%

REGISTRATION VIOLATION-WARNING: 1 3%

SPEED WARNING: 2 6%

TRESPASS: 2 6%

WELFARE CHECK: 1 3%

Grand Total: 81.82% Total # of Activity Types Reported: 27