



A Place We Call Home

City of Cascade
320 1st Avenue West
P.O. Box 400
Cascade, Iowa 52033
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admin@citycascade.com

CITY OF CASCADE, IOWA
PARK BOARD AGENDA & PUBLIC NOTICE
MONDAY, OCTOBER 3, 2022, 5:00PM AT
CASCADE CITY HALL, 320 1ST AVE W

NOTICE: Notice is hereby given that the Cascade Park Board will hold a meeting
Monday, October 3, 2022 at 5:00pm at the Riverview Park

1. Call Meeting to Order
2. Roll Call
3. Approve the Agenda
4. Public Comment
5. Approve Meeting Minutes from September 6, 2022
6. Park and Pool Month-End Financial Reports – September 2022
7. Discussion on Use of City Hall Gym and Key Policy w Youth League
8. Tree Donations in Parks
9. Trunk Carving Riverview Park Update
10. Pool Committee Guidance for 2023
11. Park Bench, Pool Picture Contest and Gazebo Update
12. 2023 Park Shelter and Amphitheater Fees
13. Other Business
14. Adjournment

SHOP LOCAL, BUY LOCAL

Park Board Meeting Minutes
September 6, 2022

The September 6, 2022 Cascade Park Board meeting was called to order by Chairman Boffeli at 5:00 p.m at the Riverview Park. Board members Boffeli, Rausch, Orr and Sconsa were present. Manternach was excused.

Motion by Rausch, second by Orr to approve the agenda – all ayes.

Shirley Keyron McDermott discussed concerns about the noise coming from the pool specifically the music speakers. She would like the volume turned down.

Motion by Rausch, second by Orr to approve the meeting minutes from August 1, 2022 – all ayes.

The Board went over the financial reports for the park and pool for August 2022. Motion by Rausch, second by Sconsa to approve the financials - all ayes.

The board discussed the need to address the steps at the pool kiddie slide. A new set of stairs is #23,000. No action was taken.

The board discussed tree removal taking place in Riverview Park. It was decided to keep one of the trucks as the Mayor intends to donate the hiring of a sculpture. The Board's first choice is the one to the West of the Amphitheater or second is centered along the east west sidewalk.

The Board discussed the use of the gym, the sign-up procedures, issuance of keys and is inviting reps from the Basketball Youth Board to attend the next meeting.

The Board discussed FY 2023 capital projects: priorities were security cameras, bathroom doors, baseball outfield fence posts, and the pool slide steps.

Orr left at 5:25pm.

Motion by Rausch, second by Sconsa to adjourn the meeting at 5:57 p.m. – all ayes.

Respectfully submitted by Lisa A. Kotter, City Administrator

G/L REVENUE HISTORY REPORT
FROM 09/2022 TO 9/2022

*Park
Rev*

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 3/2023 TO 3/2023)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
001-430-4310	PAVILION RENTAL		
9/07/22	GL0831 CMU	UTILITY XFER CMU DEPOSIT 9/7	20.00
9/13/22	GL0827 CORNERSTONE CHURCH	PAVILION RENT CHURCH PAV RENTAL 9/24/22 Check Number 2156	20.00
	ACCOUNT TOTAL		40.00
		REPORT TOTAL	40.00

G/L EXPENSE HISTORY REPORT
FROM 09/2022 TO 9/2022



ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 3/2023 TO 3/2023)				
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE	CHECK NO REF/DESCRIPTION	AMOUNT
001-430-6310	BUILDING REPAIR/MAINT					
9/27/22	AP1802	STOLL CINDY		Aug 2022	5855 CLEANING SERVICES-PARKS	420.00
		ACCOUNT TOTAL				420.00
001-430-6320	PARKS/EQUIP-REPAIR/MAINT					
9/13/22	AP1794	GEHL LAWN		083022	64585 WEED CONTROL-PARKS	725.00
9/13/22	AP1795	PARTS AUTHORITY		11935	5786 STREET FLASHER & MOWER GREASE	73.10
9/27/22	AP1801	VISA		09012022	64632 MOWING SUPPLIES	76.19
		ACCOUNT TOTAL				874.29
001-430-6331	FUEL					
9/13/22	AP1794	CASEYS		090122	5776 PARK FUEL	26.57
9/13/22	AP1795	MCDERMOTT OIL		083122	64598 MONTHLY FUEL	209.86
		ACCOUNT TOTAL				236.43
001-430-6371	UTILITIES					
9/13/22	AP1794	CASCADE MUNICIPAL UTILITI		AUG BILLS	64580 PARK	317.03
		ACCOUNT TOTAL				317.03
001-430-6490	PROFESSIONAL FEES					
9/13/22	AP1795	MSA		R00447047	5784 GAZEBO DESIGN & ENGINEERING	1831.88
		ACCOUNT TOTAL				1,831.88
001-430-6507	MISC OPERATING SUPPLIES					
9/13/22	AP1794	CITY LAUNDERING		9/1/22	5779 PARK SUPPLIES	53.42
9/13/22	AP1795	MYERS-COX		540120	5785 GB BAGS FOR PARK	296.64
		ACCOUNT TOTAL				350.06
001-430-6727	CAPITAL EQUIPMENT					
9/27/22	AP1801	CASCADE HOMETOWN DAYS		200	64615 YELLOW FENCING	2500.00
		ACCOUNT TOTAL				2,500.00
					REPORT TOTAL	6,529.69

G/L REVENUE HISTORY REPORT
FROM 09/2022 TO 9/2022

**POOL
REV**

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 3/2023 TO 3/2023)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
001-460-4580	SWIMMING POOL CONCESSIONS		
9/14/22	GL0826 SWIM POOL DEPOSIT	SWIMMING POOL POOL DEPOSIT 9/14	143.00
	ACCOUNT TOTAL		----- 143.00
001-460-4590	SWIMMING POOL ADMISSIONS		
9/14/22	GL0826 SWIM POOL DEPOSIT	SWIMMING POOL POOL DEPOSIT 9/14	97.65
	ACCOUNT TOTAL		----- 97.65
001-460-4799	MISCELLANEOUS REVENUES		
9/14/22	GL0826 POOL - START UP CASH	SWIMMING POOL POOL START UP CASH	200.00
	ACCOUNT TOTAL		----- 200.00
	REPORT TOTAL		=====
			440.65

G/L EXPENSE HISTORY REPORT
FROM 09/2022 TO 9/2022

**POOL
EXP**

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 3/2023 TO 3/2023)	PO NUMBER INVOICE	CHECK NO REF/DESCRIPTION	
DATE JRNL	NAME/OTHER REFERENCE				
001-460-6010	SALARIES				
9/09/22 PR0469				PR DT: 9/01/22	4722.63
9/23/22 PR0475				PR DT: 9/15/22	1950.00
ACCOUNT TOTAL					6,672.63
001-460-6110	FICA/MEDICARE				
9/09/22 PR0469				PR DT: 9/01/22	361.28
9/23/22 PR0475				PR DT: 9/15/22	149.24
ACCOUNT TOTAL					510.52
001-460-6240	TRAVEL TRAINING & CONFERENCE				
9/13/22 AP1795	TAYLOR LYONS	2022		64603 2022 WSI REIMBURSEMENT	180.00 T
9/13/22 AP1795	LILY KEENLANCE	2022		64593 2022 WSI REIMBURSEMENT	180.00 T
9/13/22 AP1795	ANNA CONLIN	2022		64573 2022 WSI REIMBURSEMENT	180.00 T
9/13/22 AP1795	KIRSTEN KREMER	2022		64591 2022 RED CROSS CERT	200.00 T
9/13/22 AP1795	ABIGAIL WRIGHT	2022		64570 2022 RED CROSS CERT	250.00 T
9/13/22 AP1795	MOLLY ROLING	2022		64600 2022 RED CROSS CERT	250.00 T
9/13/22 AP1795	GRACE KNEPPER	2022		64587 2022 WSI & RED CROSS CERT	430.00 T
				2022 RED CROSS CERT	
9/13/22 AP1795	DAVIS MANTERNACH	2022		64582 2022 WSI & RED CROSS CERT	430.00 T
9/13/22 AP1795	LACIE COOK	2022		64592 2022 RED CROSS CERT & WSI	430.00 T
9/27/22 AP1801	JENNIFER RHOMBERG	2022	LGFEES	64625 REIMBURSE LG FEES	300.00 T
9/27/22 AP1801	ANNA CONLIN	2022	042922	64612 REIMBURSE LG FEES	200.00 T
ACCOUNT TOTAL					3,030.00
001-460-6371	UTILITIES				
9/13/22 AP1794	CASCADE MUNICIPAL UTILITI		AUG BILLS	64580 POOL	8665.28
ACCOUNT TOTAL					8,665.28
001-460-6373	TELEPHONE/INTERNET				
9/13/22 AP1794	CASCADE COMMUNICATIONS		090122	64578 SWIMMING POOL	49.07
ACCOUNT TOTAL					49.07
001-460-6490	PROFESSIONAL FEES				
9/13/22 AP1794	WATER & RESOURCE RECOVERY		3582	64604 WATER TESTING-POOL	20.00
ACCOUNT TOTAL					20.00
001-460-6507	MIS OPERATING SUPPLIES				
9/13/22 AP1794	ACCO		0225382	5773 DIVING BOARD REFINISH KIT	105.27
9/13/22 AP1794	ACCO		0225606	5773 CHLORINE	1083.40
9/13/22 AP1794	CASCADE LUMBER		138611	64579 POOL TRASH BAGS	22.99
9/13/22 AP1794	CINTAS CORPORATION		5120763157	5778 POOL - AED PADS	162.58
9/27/22 AP1801	ACCO		226337	5837 PLUGS FOR POOL	122.57

T = TEMPORARY VENDOR

G/L EXPENSE HISTORY REPORT
FROM 09/2022 TO 9/2022

**POOL
 EXP**

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 3/2023 TO 3/2023)		
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE
				CHECK NO
				REF/DESCRIPTION

001-460-6507 MIS OPERATING SUPPLIES

ACCOUNT TOTAL

 1,496.81

001-460-6514 POOL CONCESSIONS

9/13/22	AP1794	BROTHERS	857		64576 POOL WATER	17.96
9/13/22	AP1794	BROTHERS	9823		64576 POOL WATER	11.98
9/13/22	AP1794	KOTTER LISA		REIMBURSEMENTS	5782 STAFF MEETING REIMBURSEMENT	116.00
9/13/22	AP1794	LIME ROCK SPRINGS CO	20300125		64594 DRINKS FOR POOL CONCESSIONS	123.00
9/13/22	AP1795	MYERS-COX	539451		5785 POOL CONCESSIONS	518.86
9/13/22	AP1795	SCHWAN'S HOME SERVICE	1303527775		64602 POOL CONCESSIONS	57.45
9/13/22	AP1795	SCHWAN'S HOME SERVICE	442838625		64602 POOL CONCESSIONS	123.61
9/13/22	AP1795	SCHWAN'S HOME SERVICE	2186303703		64602 POOL CONCESSIONS	28.98

ACCOUNT TOTAL

 997.84

REPORT TOTAL

=====

21,442.15



Park Board

October 3, 2022 Agenda

To: Park Board Members

From: Lisa Kotter, City Administrator

Date: October 3, 2022

Re: Agenda Items

Gym Use

The reps from the Board will be in attendance. The rules are in the packet. They did inform us that the League has a list of the keys they issue and plan to get us the list after times are assigned.

Donations for Trees

We received a call for a tree donation at Riverview Park and with the large volume of trees coming down due to Ash Borer I think it would be great to start a program that pays for the tree and a memorial plaque at the base. This would help us be more aggressive on replacement after we cannot afford to pay for the same number that are coming down.

Carving

The tree we left up is by the Amphitheater. The Carver did come to visit the park.

Pool Committee

I would recommend we give some guidance to the Committee prior to them meeting as it relates to the things like lifeguard pay, swimming lesson, pool passes, etc.

Shelter and Amphitheater Fees

I am recommending review of fees and consideration to increase them for January 2023. When you consider the cost of extra supplies, garbage removal the current fees do not even cover the costs.

Monticello was the only fees I could find.

Shelter Information & Reservations

Please call Village Hall to book a shelter at (608) 938-4383



Lions Shelter

(kitchen NOT included)

Size: 18' x 25' – Includes 9 picnic tables, has pull down sides

Fee: \$50/day



Pool Shelter

Size: 18' x 36' – Includes 9 picnic tables

Fee: \$50/day



Lake Montesian Shelter

Size: 1200 square feet
Includes: 10 picnic tables

Fee: \$75/day



Montesian Garden Wedding Gazebo

Size: 544 square feet

Must provide own seating – holds up to 50 chairs

Fee: \$75/day – all proceeds go to the Montesian Community Garden Club

Cascade Memorial Hall Gymnasium
Rules & Regulations – Revised October 2021

The Cascade City Council makes the Cascade Memorial Hall Gymnasium available to area nonprofit groups and organizations for uses under the following terms and conditions:

1. Gym Use & Hours Available: The Cascade Memorial Hall Gym has been set up for basketball, dance, volleyball and other gym type activities. All other uses must be approved by the Cascade Park Board, which meets the first Monday of each month at 5:00 p.m. Contact the City Clerk at 852-3114 to be placed on the Park Board agenda for a special use to be considered. The Gym may be used between the hours of 6:00 AM to 11:00 PM.
2. Adult Supervision: All persons under 18 years of age are required to be supervised by an adult at all times. Adults supervising preschoolers shall not exceed a maximum of six preschoolers to one adult. Horseplay will not be tolerated at any time, especially in the restrooms and the lobby area such as bouncing basketballs, tossing pop bottles, playing with the water fountain, etc. The person checking out the gym key is responsible for supervision (and any damages.)
3. Keys: Members or coaches of the Youth League or other organizations will be issued a key once the **Key Refundable Deposit of \$300.00** has been received and form received. Only adults of the groups and organizations who have made arrangements to use the gymnasium may checkout a key from the City Clerk's office. Kids are not to be given the gym key to open up the gym. **Keys require a \$150.00 refundable deposit.** The key deposit will be forfeited in the event the key is lost or not returned by date indicated below, if the gym, restroom, and lobby facilities are left messy and dirty, or to cover any damages as a result of the group or organization's usage.
4. Reservation of the Gym: The gym is reserved annually on the following days for the Cascade Youth League: Monday 4-6pm, Tuesday 5-9pm and Wednesday 4-6pm. The gym is also reserved on Thursday 7:00-10:00pm for Men's League. The gym is reserved on a first-come, first serve basis for any time other than what is reserved. Reservations will now be made online via the City of Cascade website (cityofcascade.org) Each group will submit a form to request a key for the season, pay deposit to City Hall & then will be able to request all dates needed on the new online Gym Calendar. **Please note – if you no longer need a time that has been slotted for your organization, please ensure you remove / delete the time to allow others to sign up for that slot.**
5. Payment: Use of the gym is free for area nonprofit Cascade groups, organizations, and non-revenue generating events. For all other uses the gym rental fee is \$20.00 per hour payable to the City of Cascade. Payment must be made prior to gym use and issuance of a gym key.
6. Dry Mop the Gym Floor: After each practice, game or event, the gym floor shall be dry mopped. Dust, sand, etc. shall be swept and disposed of in the garbage can. It is each coach, key holder or adult supervisor's responsibility to assist in keeping the floor clean.
7. Check Facility: Gym, bathrooms and lobby must be inspected for trash, debris, spills, messes etc upon entering & exiting. All trash and debris must be picked up prior to exiting the building and all spills or messes must be cleaned up. A mop and other

supplies are available in the closet located across from the restrooms (the key issued opens this closet).

8. Lock-up: All lights must be turned off and all doors shut and locked. The gym, lobby, and restrooms shall be left in a clean condition.
9. Tobacco, Alcohol & Chewing Gum Prohibited: The use of alcohol, tobacco and chewing gum is strictly prohibited anywhere in the City Hall building and on the Memorial Hall Building grounds.
10. Concessions: Sale of food and beverages for tournaments is permitted with prior approval and only in the lobby area. Food and beverages are not allowed in the gym. Clean up of trash and debris in and around the facility is the responsibility of the person issued the key for the event.
11. Accidents and Injuries: All persons using the gym and facilities do so at their own risk. This includes all spectators of events. The City of Cascade is not responsible for injuries or accidents of any manner.
12. Banned: The City of Cascade reserves the right to ban any individual, group or organization that fails to abide by these rules and regulations.
13. Damages: If damages exceed the key deposit, the organization and/or responsible person will be held liable for the additional cost. They will be banned from use of the gym until the additional cost of the damages is settled. Future policing is guaranteed.

CITY HALL GYM APPLICATION:

Person in Charge: _____

Address _____

Phone Number _____

Email address _____

Non Profit Group: (NA or Fill in Group Name): _____

Private Use: (NA or Date and Hours Needed): _____

I have read the rules above & understand the responsibility:

Name _____

Signature _____

Date Signed _____

FOR OFFICE USE ONLY:

Key Issued: _____

Date Returned: _____

Date Deposit Returned: _____

Check #: _____

#1 – Fill out Form to sign up for rental

#2 – Pay deposit to City Hall for Key

#3 – Fill in Dates/Times Requested (any instructions for this?)

#4 – How to delete dates if they no longer need the space/time

LIFE IS COOL BY THE POOL PICTURE CONTEST



TO WRAP UP THE SWIMMING SEASON WE
ARE ASKING POOL VISITORS TO EMAIL US THEIR FAVORITE
2022 PICTURE TAKEN AT THE CASCADE POOL

THE MAYOR AND CITY COUNCIL WILL EACH PICK THEIR FAVORITE PICTURES.

THE TOP 6 WILL BE PUT ON FACEBOOK IN OCTOBER FOR A
COMMUNITY VOTE TO DETERMINE THE TOP THREE.

PICTURE ENTRY DEADLINE
SEPTEMBER 30 AT 4PM

2 ENTRIES PER HOUSEHOLD MAX

EMAIL YOUR
PICTURE
TO [CLERK@
CITYCASCADE.COM](mailto:CLERK@CITYCASCADE.COM)

FIRST PLACE - 2023 FAMILY POOL PASS

SECOND PLACE - \$100 OFF 2023 POOL PASS

THIRD PLACE - \$50 OFF 2023 POOL PASS

THE CITY HAS THE RIGHT TO USE ALL SUBMITTED
PICTURES IN COMMUNITY MARKETING





A Place We Call Home

City of Cascade

PO Box 400

Cascade IA, 52033

563.852.3114

cascadeclerk@netins.net

Date Requested _____

___ \$20.00 *Community Park Large Pavilion* with electricity, centrally located in the park

___ \$10.00 *Community Park Medium Pavilion* with electricity, located near the volleyball court

___ \$10.00 *Pool Pavilion* with electricity

___ \$10.00 *Riverview Park Pavilion* with electricity

Return payment along with this agreement to the City Clerk to guarantee reservation. Make check payable to the City of Cascade.

No refunds will be issued; if your plans change due to an emergency you may choose a different date to reserve.

I, the renter am responsible for cleaning up any messes created in, and reporting any damages to, the park area, playground area, bathrooms, pavilion and amphitheater created by anyone in my party. If messes or damages are found to be the result of my party, a \$50 charge may be incurred and/or result in being banned from future reservations at the discretion of the Cascade Park Board and/or Cascade City Council.

I will abide by the Park Regulations of the Cascade Code of Ordinances.

I hold harmless the City of Cascade against any and all claims, demands, suits, losses, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the City of Cascade, it's elected and appointed officials, and employees, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of the renting party and/or in any way connected or associated with this agreement. Furthermore, I agree to indemnify the City of Cascade for any claim, judgment, and cost brought against the City of Cascade as a result of the use of this facility.

I hereby agree to the conditions in regards to renting the pavilion

Applicant Name (Please Print)

Address

Phone Number

Signature

TITLE VII SPECIAL ORDINANCES

CHAPTER 16 PARK REGULATIONS

- | | |
|---------------------------|---------------------------------|
| 7-16-1 Purpose | 7-16-6 Keg Beer Prohibited |
| 7-16-2 Motor Vehicles | 7-16-7 Littering Prohibited |
| 7-16-3 Camping Prohibited | 7-16-8 Glass Bottles Prohibited |
| 7-16-4 Animals | 17-16-9 Fires Prohibited |
| 7-16-5 Parks Closed | |

7-16-1 PURPOSE. The purpose of this chapter is to provide for the regulation of use of municipal parks in the City.

7-16-2 MOTOR VEHICLES. The maximum speed limit for all motor vehicles is ten (10) miles per hour in all parks in the City. No motorized vehicles are permitted to drive or park on the grass.

7-16-3 CAMPING PROHIBITED. Camping in municipal parks is prohibited at all times.

7-16-4 ANIMALS. Horses are prohibited at all times. Household pets are to be kept on leashes at all times while in the park and shall not be permitted to bother or interfere with the use and enjoyment of the parks by other persons.

7-16-5 PARKS CLOSED. No person shall enter or remain within any park between the hours of eleven o'clock (11:00) p.m. and daybreak.

7-16-6 KEG BEER PROHIBITED. Keg beer is prohibited at all times.

7-16-7 LITTERING PROHIBITED. It is unlawful for any person to place or cause to be placed any garbage, trash or litter of any matter in the parks except in containers or receptacles specifically marked for such garbage, trash or litter.

7-16-8 GLASS BOTTLES PROHIBITED. Glass beverage containers are prohibited.

7-16-9 FIRES AND CAMP FIRES PROHIBITED. It is unlawful for any person to knowingly cause a fire to start in any container or trash receptacle specifically used for garbage, trash, or litter disposal. No person shall bring into the park any contained fire pit for the use of burning or causing to burn any materials for use as a camp fire. It is unlawful for any person to create a fire pit in the park for use as a camp fire or burning any material. Park grills shall only be utilized for preparing to cook food for consumption and only by using charcoal and shall not be used to burn or cause to be burned any materials for use as a camp fire.