



CITY OF CASCADÉ, IOWA
PARK BOARD AGENDA
MONDAY, FEBRUARY 5, 2024, 5:30PM AT
Cascade City Hall. 320 1st Ave West

1. Call Meeting to Order
2. Roll Call
3. Approve the Agenda
4. Public Comment
5. Approve Meeting Minutes from December 4, 2023
6. Month-End Financial Reports – December 2023 and January 2024
7. Pickleball Project Update
8. Approval of Advertising for 2024 Swimming Pool Staff and Wages
9. 2025 Budget Request
10. Adjournment

SHOP LOCAL, BUY LOCAL

**Park Board Meeting Minutes
December 4, 2023**

The December 4, 2023 Cascade Park Board meeting was called to order by Chairman Rausch at 5:00 p.m. at the Cascade City Hall.

Board members present: Rausch, Simon, McLees, Orr Absent: Manternach

Others present: Lisa Kotter, Cascade Future Fields and Recreation Inc Representatives, Pickleball Representatives

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

Motion Simon, second Orr to approve the November 14, 2023 Board minutes – all ayes, motion carried.

The Board went over the financial reports for the park and pool for November 2023. Motion McLees, second Simon to approve the financials - all ayes, motion carried.

The Board sent a notice to the neighbors adjacent to the proposed Pickleball corner of the park by Oak Hill. Questions were answered by the one adjacent property owner. This step being considered is only for two things: to recommend the future location of the Pickleball Courts if built in the future and to allow the Pickleball group to begin fundraising January 1. Funds would go through was given updates on Pickleball, Park Playground, and the dog park.

The Pickleball group is ready to start fundraising. Funds will go through the Cascade Enhancement Committee but that group requested to not receive funds until after January 1. Prior to any fundraising, the Board wants to invite the neighbors to park in Oak Hill to the next meeting in December for input. After that discussion, the Board will discuss making two recommendations to the City Council. One would be on a future location for the courts and the second would be to allow fundraising to take place.

Motion McLeese, second Orr to recommend to the City Council to allow the Pickleball group to fundraise for a future facility that would be located at the NE corner of the park by Oak Hill, all ayes, motion carried.

The Cascade Future Fields and Recreation group has been formed and has hired Hall and Hall to work on a concept plan for the Knuth Farmland locations between Tyler and Monroe Streets. The consultant fee is \$19,000.

Motion Simon, second Orr to recommend to the City Council the allocation of \$9,500 which is 50% the cost of the consulting firm- all ayes, motion carried.

Motion McLees, second Simon to increase all annual pool pass fees for 2024 by \$10 each, with the fees being \$90 Single, \$185 Family and \$210 Family plus a Caregiver-all ayes, motion carried.

Motion Simon, second Orr adjourn the meeting at 5:38 p.m. – all ayes, motion carried.

Respectfully submitted by

Lisa A. Kotter, City Administrator

G/L REVENUE HISTORY REP.ORT
FROM 12/2023 TO 112024

PARK

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 6/2024 TO 7/2024)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRITION	
001-430-4310	PAVILION RENTAL		
1/26/24	RM0175 LARGE PAV 7/28/24 D RECKER	488 PAVILION RENT LARGE PAVILION 7/28/24	50,00
	ACCOUNT TOTAL		50.00
001-430-4311	PAVILION DEPOSIT		
1/26/24	RM0175 LARGE PAV 7/28/24 D RECKER	488 PAVILION RENT LARGE PAVILION 7/28/24	50,00
	ACCOUNT TOTAL		50.00
001-430-4700	DONATIONS - PARK		
12/27/23	RM0164 CASCADE ENHANCEMENT COMMITTEE	471 PARK DONATIONS OAK HILL PLAYGROUND EQUIPMENT	31,598.62
12/27/23	RM0164 DNR TREE GRANT STATE OF IOWA	476 PARK DONATIONS DNR TREE GRANT-STATE OF IOWA	815.00
	ACCOUNT TOTAL		32,413.62
013-430-4300	INTEREST		
12/29/23	GL1351 OHNWARD BANK &TRUST	INTEREST SVGS 1	45.09
1/31/24	GL1371 OHNWARD BANK &TRUST	INTEREST SVGS 1	51.49
	ACCOUNT TOTAL		96.58
019-430-4300	INTEREST		
12/29/23	GL1351 OH ARD BANK &TRUST	INTEREST SVGS 1	98.00
1/31/24	GL1371 OH ARD BANK &TRUST	INTEREST SVGS 1	111.91
	ACCOUNT TOTAL		209.91
025-430-4300	INTEREST		
12/29/23	GL1351 OHNWARD BANK &TRUST	INTEREST SVGS 2	.20
1/31/24	GL1371 OHNWARD BANK & TRUST	INTEREST SVGS 2	.23
	ACCOUNT TOTAL		.43
	REPORT TOTAL		32,820.54

G/L EXPENSE HISTORY REPORT
FROM 12/2023 TO 12/2023

PARK

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 6/2024 TO 6/2024)			AMOUNT	
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE	CHECK NO REF/DESCRIPTION	
001-430-6050		BOARD MEMBERS COMPENSATION				
12/29/23	PR0668				PR DT: 12/21/23	705.00
		ACCOUNT TOTAL				705.00
001-430-6110		FICA/MEDICARE				
12/29/23	PR0668				PR DT: 12/21/23	53.94
		ACCOUNT TOTAL				53.94
001-430-6310		BUILDING REPAIR/MAINT				
12/12/23	AP2061	SERVICEMASTER BY KELCHEN	74624		65465 CLEAN BATHROOM AFTER INTL FIRE	2038.61
		ACCOUNT TOTAL				2,038.61
001-430-6331		FUEL				
12/12/23	AP2061	MCDERMOTT OIL	11302023		65455 FUEL/DIESEL CHARGES	39.00
		ACCOUNT TOTAL				39.00
001-430-6371		UTILITIES				
12/12/23	AP2061	CASCADE MUNICIPAL UTILITI	DEC2023		65445 CITY UTILITY BILLS DUE DEC2023	246.70
		ACCOUNT TOTAL				246.70
001-430-6507		MISC OPERATING SUPPLIES				
12/12/23	AP2061	CITY LAUNDERING	1955131		7111 UNIFORMS/SUPPLIES	17.83
12/12/23	AP2061	CITY LAUNDERING	1957370		7111 UNIFORMS/SUPPLIES	3.65
12/12/23	AP2061	CITY LAUNDERING	1959629		7111 UNIFORMS/SUPPLIES	17.83
12/12/23	AP2061	CASCADE LUMBER	171088		65444 SKIDSTEER AUGER RENTAL-TREES	50.00
12/27/23	AP2063	CITY LAUNDERING	1961849		7154 UNIFORMS/SUPPLIES	3.65
		ACCOUNT TOTAL				92.96
001-430-6701		PARK IMPROVEMENTS				
12/27/23	AP2063	COMMERCIAL RECREATION SPE	0023331-01		65487 LAST 1/2 PLAYGROUND EQUIPMENT	31598.62
12/27/23	AP2063	VISA	12262023		65496 PARK GARBAGE CANS	1569.80
		ACCOUNT TOTAL				33,168.42
					REPORT TOTAL	36,344.63

G/L EXPENSE HISTORY REPORT
 FROM 01/2024 TO 1/2024

PAYM

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 7/2024 TO 7/2024)			AMOUNT	
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE	CHECK NO REF/DESCRIPTION	
001-430-6371	UTILITIES					
1/09/24	AP2074	CASCADE MUNICIPAL UTILITI	01152024		65505 CITY UTILITY BILL DUE 01152024	264.90
		ACCOUNT TOTAL				----- 264.90
001-430-6507	MISC OPERATING SUPPLIES					
1/09/24	AP2074	CITY LAUNDERING	1964083		7177 UNIFORMS/SUPPLIES	17.83
1/09/24	AP2074	CITY LAUNDERING	1966277		7177 UNIFORMS/SUPPLIES	7.01
1/09/24	AP2074	CITY LAUNDERING	1968500		7177 UNIFORMS/SUPPLIES	23.47
1/23/24	AP2076	CITY LAUNDERING	1970737		7197 UNIFORMS/SUPPLIES	7.01
		ACCOUNT TOTAL				----- 55.32
001-430-6701	PARK IMPROVEMENTS					
1/09/24	AP2074	CASCADE FUTURE FIELDS & R	120548		65503 1/2 HALL & HALL ENGINEER BILL	5637.25
		ACCOUNT TOTAL				----- 5,637.25
					REPORT TOTAL	=====
						5,957.47

G/L REVENUE HISTORY REPORT
 FROM 12/2023 TO 1/2024

POOL

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 6/2024 TO 7/2024)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
001-460-4590	SWIMMING POOL ADMISSIONS		
12/12/23	GL1345 POOL PASSES	SWIMMING POOL	1,235.00
12/15/23	RM0155 FAMILY POOL PASS-A, RICHARD	437 SWIMMING POOL	185.00
12/15/23	RM0155 FAMILY+CAREGIVER POOL PASS-HUN	438 SWIMMING POOL	210.00
		FAM+GIVER POOL PASS-T. HUNT	
12/15/23	RM0155 INDIVIDUAL POOL PASS-K.STANER	439 SWIMMING POOL	95.00
		INDIVIDUAL POOL PASS-K. STANER	
12/15/23	RM0155 FAMILY+CAREGIVER POOL PASS-FAG	440 SWIMMING POOL	210.00
		FAM+CAREGIVER POOL PASS-FAGAN	
12/22/23	GL1348 POOL PASSES-CC PYMT CMU	SWIMMING POOL	395.00
12/27/23	RM0164 2 FAMILY POOL PASSES	469 SWIMMING POOL	370.00
		TWO FAMILY POOL PASSES	
12/27/23	RM0164 FAMILY PASS PLUS CAREGIVER	470 SWIMMING POOL	210.00
		FAMILY PLUS CAREGIVER	
12/27/23	RM0164 (3) FAMILY POOL PASSES	472 SWIMMING POOL	555.00
		FAMILY PASS X3	
12/27/23	RM0164 INDIVIDUAL POOL PASS	475 SWIMMING POOL	95.00
		INDIVIDUAL POOL PASS	
	ACCOUNT TOTAL		----- 3,560.00
017-460-4300	INTEREST		
12/29/23	GL1351 OHNWARD BANK & TRUST	INTEREST SVGS 1	68.13
1/31/24	GL1371 OHNWARD BANK & TRUST	INTEREST SVGS 1	77.79
	ACCOUNT TOTAL		----- 145.92
	REPORT TOTAL		=====
			3,705.92

GIL EXPENSE HISTORY REPORT
FROM 12/2023 TO 12/2023

POOL

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 6/2024 TO 6/2024)			AMOUNT	
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE	CHECK NO REF/DESCRIPTION	
001-460-6240		TRAVEL TRAINING & CONFERENCE				
12/27/23	AP2063	IOWA PARKS & RECREATION	DUBUQUE		65493 CPO SCHOOL REGISTRATION	360.00
		ACCOUNT TOTAL				360.00
001-460-6371		UTILITIES				
12/12/23	AP2061	CASCADE MUNICIPAL UTILITI		DEC2023	65445 CITY UTILITY BILLS DUE DEC2023	12.46
		ACCOUNT TOTAL				12.46
001-460-6507		MIS OPERATING SUPPLIES				
12/27/23	AP2063	TEAM LABORATORY CHEMICAL	INV0039039		65495 POOL CLARIFIER/PAINT CLEANER	913.00
		ACCOUNT TOTAL				913.00
					REPORT TOTAL	1,285.46

G/L EXPENSE HISTORY REPORT
 FROM 01/2024 TO 1/2024



ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 7/2024 TO 7/2024)			AMOUNT	
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE	CHECK NO REF/DESCRIPTION	
001-460-6371		UTILITIES				
1/09/24	AP2074	CASCADE MUNICIPAL UTILITI	01152024		65505 CITY UTILITY BILL DUE 01152024	12.37
		ACCOUNT TOTAL				12.37
001-460-6507		MIS OPERATING SUPPLIES				
1/09/24	AP2074	ACCESS GRANTED SYSTEMS	0051		65499 POOL SOFTWARE ANNUAL CHARGE	366.00
		ACCOUNT TOTAL				366.00
					REPORT TOTAL	378.37

	FY-2 TOTAL ACTUAL	FY23 TOTAL ACTUAL	FY24 ORIGINAL JPPET	YTD As of 12-31-23	CHANGE FOR ANALYSIS	FY 24ADJ BUDGET	FY25 NBV? BUDGET
001-460-6010 SALARIES	75,551.05	98,482.98	93,000	59,829.58		93,000	
001-460-6020 WAGES - PART TIME	288.08	156.00	-	407.81		-	
001-460-6040 WAGES - OVERTIME	651.76	2925	-	-		-	
001 110 FICA, MEDICARE	5,851.52	7,548.26	1,115	4,608.23		1,115	
001-460-6130 JPERS	-	-	-	-		-	
001-460-6131 CAP EMPLOY	-	-	-	-		-	
001-460-6150 GROUP INSURANCE	-	-	-	-		-	
001-460-6160 WORKERS' COMPENSATION	1,513.00	2,173.00	1,100	-		1,500	
001-460-6240 TRAVEL TRAINING & CONFERENCE	5,235.82	4,185.00	3,500	3,760.00		3,500	
001-460-6310 REPAIR & MAINT. OF BUILDINGS	200.96	430.57	500	2,241.51		500	
001-460-6331 FUEL	112.12	-	-	-		-	
001-460-6371 UTILITIES	4,032.56	10,014.30	13,000	5,502.61		13,000	
001-460-6313 TELEPHONE EXPENSE	319.34	179.95	250	101.98		250	
001 02 ADVERTISING AND PUBLICATIONS	-	-	300	-		300	
001-460-6100 INSURANCE-GENERAL	11,740.92	13,199.00	14,375	-		14,375	
001-460-6408 SALES TAX	-	-	-	-		-	
001-460-6420 SWIMMING	-	-	500	-		500	
001-460-6458 MISCELLANEOUS	-	460.00	-	305.00		-	
001-460-6490 PROFESSIONAL FEES	1,143.00	1,629.08	400	407.60		400	
001-460-6507 DISPOSABLE SUPPLIES	11,556.93	16,414.02	10,000	5,339.52		9,000	
001-460-6514 POOL CONCESSIONS	11,056.61	15,077.06	10,000	5,549.37		10,000	
001-460-6727 CAPITAL EQUIPMENT	1,111.75	1,863.15	10,000	-		10,000	
SITTING POOL TOTAL	132,599.06	111,841.62	163,000	91,059.21	-	163,440	-

		FY22 TOTAL ACTUAL	FY23 TOTAL ACTUAL	FY24 ORIGIN. BUDGET	rTD as of 12-31-23	CHANGE FOR FISCAL YEAR	FY24 ADJ BUDGET	FY 25 NET BUDGET
001-460-475	SWIMMING LESSONS	32,210.00	45,000.00	30,000	570,000		30,000	30,000
001-460-451W	SWIMMING POOL CROSSING	15,264.95	17,900.00	17,000	10,292.53		17,000	17,000
001-460-4590	SWIMMING POOL ADMISSIONS	49,311.28	59,574.18	10,000	15,353.26		50,000	52,300

		FY22 TOTAL ACTUAL	FY 23 TOTAL ACTUAL	FY 24 ORIGIN <u>U</u> BUDGET	YTD as of 12-31-23	CILAGE FOR ANFED	FY 24 ADJ BUDGET	FY 25 NEW BIJGET
001-430-6010	SAALARIES	-	-	-	-		-	-
001-H0-6020	WAGES-PART TIME	-	-	-	-		-	-
001-430	WAGES - OVERTIME	-	-	-	-		-	-
001-430-6050	BOARD MEMBERS COMPENSATION	630.01	661.00	950	105.49		950	
001-B0-6110	FICA & MEDICARE	48.21	50.49	50	53.94		50	
001-430-6130	[PERS	-	-	-	-		-	-
001-B0-601	CAPITAL	-	-	-	-		-	-
001-430-6150	GROSS INSURANCE	-	-	-	-		-	-
001-430-6160	WORKERS' COMPENSATION	-	-	-	-		-	-
001-B0-6310	BUILDING REPAIR & MAINT	2,468.10	2,740.87	8,000	7,077.85		8,000	
001-430-620	PARKS EQUIP-REPAIR & MAINT	4,117.36	4,333.05	3,000	876.99		3,000	
001-430-6331	FUEL	1,032.77	2,037.50	2,000	792.90		2,000	
001-430-6371	UTILITIES	3,560.74	300.00	3,500	1,137.50		3,500	
001-430-6373	TELEPHONE & INTERNET	-	3,133.77	-	1,799.30		-	-
001-430-6408	INSURANCE-OPER. U.	4,361.92	-	3,600	-		3,600	
001-430-6425	DONATIONS-PARK	-	5,335.00	-	-		-	-
001-H0-&S.90	PROFESSIONAL FEES	7,177.80	-	-	-		-	-
001-430-6507	MISC OPERATING SUPPLIES	1,654.42	35,174.69	1,000	1,610.00		1,000	
001-430-6701	PARK IMPROVEMENTS	23,110.20	2,445.00	50,000	2,117.57		50,000	
001-430-6727	CAPITAL EQUIPMENT	1,512.51	188,378.00	2,000	2,936.20		2,000	
	PARKS TOTAL	49,843.62	283,423.93	74,100	93,152.47	-	74,100	-



Park Board

February 5, 2024 Agenda

To: Park Board Members
From: Lisa Kotter, City Administrator
Date: February 2, 2024
Re: 2024 Pool Wages and Swim Lessons

Wages

The Pool Manager position was \$730 per week and I recommend \$750 this year. Assistants were \$13.25 in 2023. I would suggest \$13.50 for the assistants and if we determine a lead guard is appropriate it would be \$12.25 for the lead guards.

Last year lifeguards made \$11.25 to start and 25 cents for every year they returned. I would recommend we raise the base to \$11.50 and keep the 25 cents per year. In addition, I would recommend we continue to pay \$22 per hour for the private swimming lessons.

With regard to the concession stand, employees were making the same 25 cents per year increase but starting pay was \$8.25. I would recommend that increase to \$8.50.

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

Lessons

Since I am not recommending increasing the hourly pay for a private lesson, I will recommend those stay at \$70 for 15min and \$100 for 30min. The public lessons are currently \$45, and I recommend them increasing to \$47 to help cover the \$0.25 per hour raise.