

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: THE CITY COUNCIL OF CRESCO, IOWA
DATE OF MEETING: JULY 19, 2021
TIME AND PLACE OF MEETING: 5:30 P.M. CITY HALL, 130 N PARK PLACE

PUBLIC NOTICE IS HEREBY GIVEN THAT THE ABOVE MENTIONED GOVERNMENTAL BODY WILL MEET AT THE DATE, TIME AND PLACE SET OUT ABOVE. THE TENTATIVE AGENDA FOR SAID MEETING IS AS FOLLOWS:

ROLL CALL: BRENNO, McCONNELL, FORTUNE, BOUSKA, CARMAN

ACT ON THE CONSENT AGENDA: All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time council votes on the motion.

1. Approval of the Agenda
2. Approval of the Claims
3. Approval of Minutes from July 7, 2021
4. Approval of Street Closing Permit for a Portion of North Elm Street for the Norman Borlaug Harvest Fest August 28, 2021 and the Southside Parking Lot August 25-29, 2021
5. Approval of Street Closing Permit for Portions of North Elm Street, North Park Place, and South Park Place for the Cruise to Cresco on August 28, 2021
6. Approval of Parade Permit for Portions of 6th Ave W, 6th Ave, and North Elm Street for the Norman Borlaug Harvest Fest Parade on August 28, 2021
7. Approval of Street Closing Permit for a Portion of South Elm Street for the Cresco 100 Year Wrestling Meet & Greet Event on August 30, 2021
8. Approval of Class C Liquor License for Extended Outdoor Service Area to Barbara E. Holstrom d/b/a The Pub for August 27-30, 2021

STAFF REPORTS: There may be action taken on each of the items listed below.

1. Public Works
2. Police
3. Administration
4. Committee Updates

COMMENTS FROM AUDIENCE:

BUSINESS: There may be action taken on each of the items listed below.

1. Discuss Sump Pump Drainage Project Changes and Motion to Proceed
2. Resolution Approving Contract and Bond for Concrete Improvements Project, in and for, the City of Cresco
3. Set Public Hearing for Vacating a Portion of Fourth Avenue Southwest

4. **First Reading of Ordinance No. 491 Vacating a Portion of Fourth Avenue Southwest**
5. **Motion to Approve the Amendment to Appendix 1 of the Credit Card Policy**
6. **Recommendation of the Park Board to Reappoint Dale Ernst for a Term of Three Years Expiring 6/30/2024**

ADJOURN:

THIS NOTICE IS GIVEN AT THE DIRECTION OF THE MAYOR PURSUANT TO CHAPTER 21, CODE OF IOWA AND THE LOCAL RULES OF SAID GOVERNMENTAL BODY. POSTED JULY 16, 2021.

Mayor Bohle called the Cresco City Council meeting to order on July 7, 2021, at 5:30 pm. Council Members McConnell, Fortune, Bouska, and Carman were present. Council Member Brenno was absent.

Carman made the motion to approve the consent agenda which included approval of the agenda; claims; minutes from June 21, 2021 meeting; Special Class C Liquor License for extended outdoor service area to Atomic Pizza Pub LLC d/b/a Atomic Pizza Pub for July 17, 2021. Bouska seconded and it passed all ayes.

Police Chief Ruroden submitted the June Police report. The Fair went well last week with large crowds. The 4th of July also went pretty good. An Officer assisted the State Patrol on a STEP project on Highway 63 making 34 stops in three hours.

City Clerk Girolamo reported (a) the 6th Ave SW sanitary sewer repair project should be finished this week; (b) chip sealing will be starting and residents are reminded to be patient and not to drive around the flaggers through the hot oil; (c) the water tower inspection report was emailed to Council; (d) the yearend has been tied out and reports sent to the auditors. Auditors will be at City Hall next week; (e) Black Hills Energy is going to the IUB to request an increase in base rates of 13% residential and 29% non-residential.

Bouska reported the Howard County Economic Development met. There are many local celebrations planned in the next few months in Howard County. Elma is getting an EMS station. The Fair was very successful and the livestock auction set a new record.

Library Director Jordyn MacDonald reported on several summer library programming. The book sale will be at the Featherlite Center next week. WIFI will now be available 24/7 at the library.

Mayor Bohle asked for comments from the audience and there were none.

Quotes for four concrete projects including the library entryway, City Hall parking lot, City Hall sidewalk to be made ADA compliant, and Fire Station apron were reviewed. Only one was received from Mehmert Tiling for \$79,350.39. Bouska made the motion to accept the quote from Mehmert Tiling and award the contract. Fortune seconded and it passed all ayes.

Hotel/Motel Tax of \$4,011.28 was received this quarter with six applications received for \$10,000. Fortune made the motion to approve the recommendation of the Tourism Committee and award \$7,250 Hotel/Motel Tax Grants to: Cresco Police Department \$2,250 for Cresco's Night Out; 100th Anniversary Wrestling Committee \$1,000 for 100 years of CHS Wrestling Project; Cresco Public Library \$1,000 for Storywalk on Howard County Trail; Howard County Business & Tourism \$2,000 for marketing; Cresco Theatre \$1,000 for 80's Block Party. The request from Howard County Historical Society for the Kellow House project was declined but encouraged to reapply after they finalize their Beadle Park Log Cabin project. McConnell seconded and it passed all ayes.

Two quotes for the FY2022 Excavation Contract were analyzed. The request letter did not specify pricing for additional items so the original quotes were used for prices per hour: Mehmert Tiling \$90 Backhoe and \$160 Excavator; Skyline Construction \$90 Backhoe and \$150 Excavator. Carman made the motion to approve the quote from Skyline Construction and award the contract for FY22. Bouska seconded and it passed all ayes.

The Library is eligible to apply for a grant for the Storywalk Project. The City must pay the expenses initially and the grant will reimburse eligible expenses. The Library is applying for other grants and donations to pay the remainder of the project. Carman made the motion to approve the resolution authorizing the Cresco Public Library Director to sign documents and file necessary paperwork for the American Rescue Plan Act. Fortune seconded and it passed all ayes.

Bouska made the motion to approve the resolution authorizing the Mayor and City Clerk to enter into a Standard Professional Services Agreement with Callahan Municipal Consultants LLC. McConnell seconded and it passed all ayes.

Pat Callahan will meet with all Department Heads on July 19th at 3:00 pm for Capital Improvement Planning. The Council will meet with him in a worksession immediately following the regular 5:30 pm Council meeting on July 19, 2021. Everyone was reminded to make a list of potential projects.

Bouska made the motion to approve a request for sewer adjustment for water not entering the sanitary sewer system from Connie Bourassa for \$15.28. Fortune seconded and it passed all ayes.

Bouska made the motion to approve a Promissory Note for Connie Bourassa using the Revolving Loan Fund. Carman seconded and it passed all ayes.

Carman made the motion to approve the resolution authorizing the transfer of funds for FY 2022 (July Transfers). McConnell seconded and it passed all ayes.

Carman made the motion to approve the recommendation of the Planning and Zoning Commission to appoint Brady Norman, Annette Trachta, and Dean Lickteig for terms of three years expiring 6/30/2024. Fortune seconded and it passed all ayes.

City positions that will be up for election on November 2, 2021 are the Mayor (Mark Bohle), Council Ward 2 (Amy Bouska), and Council At-Large (Rich McConnell). The mayor is a two-year term and both council positions are four-year terms. The Affidavit of Candidacy with at least 25 eligible signatures for the nomination petition must be filed with the Howard County Auditor at the Courthouse between 8/23/21 and 9/16/21. Bohle and Bouska both stated they would not be running for re-election of their positions. Bohle encouraged candidates to learn about the duties and responsibilities of the positions. He also stated that the Mayor position takes a lot of time and includes traveling for meetings outside the city.

Fortune made the motion to add a Public Measure to the City Ballot to reduce the number of Library Board of Trustees from nine to seven members. Bouska seconded and it passed all ayes.

The Mayor questioned whether the City's Ordinance pertaining to Peddlers, Solicitors and Transient Merchants should be revised to disallow door-to-door sales. Council felt that as long as all requirements for the application process are met and fees are paid, the license should be approved to allow the sales.

Carman moved to adjourn the Council Meeting at 6:04 pm. Bouska seconded and it passed all ayes. The next regular Cresco City Council meeting will be July 19, 2021, at 5:30 pm at Cresco City Hall.

Mayor Mark Bohle

City Clerk Michelle Elton

Following is a list of claims approved for payment:

AHLERS&COONEY	Legal	388.00	KAY PARK REC	Equip	2,214.00
ALLIANT	Elect	13,249.07	KEYSTONE LAB	Analys	138.50
BEST SRVC	Srvc	69.99	KOHRN,NANCY	DpRef	30.70
BLACK HILLS	Gas	1,482.69	LEFF,CARRIE	Reimb	49.76
BOB'S ELEC	Srvc	380.83	LOSEE,BRANDON	DpRef	80.00
BODENSTEINER	Srvc	770.43	MEDIACOM	Phone	23.56
BOURASSA,CONNIE	RevLoan	500.00	MEHMERT TILING	Srvc	3,414.08
BROWN SUPPLY	Supp	360.00	MIRACLE REC	Equip	486.84
BRUENING REC	Srvc	35.00	NELSON MEDIA	Mktg	500.00
BRUENING ROCK	Chips	1,784.04	O'HENRY'S	Unif	41.00
BURKE,ANGELA	DpRef	80.00	PAYROLL		87,800.18
CAMBELL,ASHLEY	DpRef	80.00	PIPER SANDLER	Fee	1,000.00
CAMPSITE	LP	155.12	POSTMASTER	Postage	606.29
CARRICO	Chems	575.00	PRINCIPAL LIFE	Ins	103.75
CITY LAUNDERING	Srvc	1,223.49	RASMUSSEN,CHAD	DpRef	80.00
CITY OF CRESCO	Util	1,150.17	REESE,MICHELLE	DpRef	80.00
COAST TO COAST	Supp	260.54	ROSALES,RAY	DpRef	30.04
CONNIE'S CARPET	Srvc	503.68	RUFFRIDGE JOHNSON	Parts	658.30
CREATIVE PRODUCT	Supp	126.87	RUPPERT	Supp	752.42
CR CHAMBER	Tourism	1,000.00	SEBASTIAN,JOAN	DpRef	30.70
CR FIRE SAFETY	Srvc	412.45	SHERWIN-WILLIAMS	Parts	265.12
CR SHOPPER	Ad	212.90	SIMMERING-CORY	Codify	113.00
CR TPD	Notices	549.37	SOLAR PRO	Solar	5,926.81
CR VET CLINIC	Srvc	33.83	SOLUTIONS	Srvc	28.75
CROELL	Concr	119.00	STATE HYGIENIC	Analys	114.00
CULLIGAN	Srvc	84.59	TREAS,IA	Taxes	6,140.00
DALCO	Supp	728.61	TRUCK COUNTRY	Rprs	1,147.19
DANA,DANIEL	DpRef	20.45	US TREAS	Fees	75.15
DC COMM	Phone	18.95	VERIZON	Wireless	223.51
DELUXE ECHOSTAR	Movie	80.00	VISA	Equip	4,005.39
DIETZENBACH,KEVIN	DpRef	25.82	WILSON CUST TREE	Stumps	844.55
DRILLING,CAROL	DpRef	80.00	WILSON,MIKE	Movie	150.00
EITZEN TRUCK SHOP	Rprs	448.97	WINDRIDGE IMP	Parts	5.60
EMPL BENE SYS	Fees	240.00	WINDSTREAM	Phone	907.82
ENVIRON RES	Supp	139.30	ZIEGLER	Equip	663.77
ESR MODS	Fuel	390.00			
FARMERS WINN	Chems	300.00	GENERAL		89,631.40
FILLMORE CO JOUR	Ad	114.35	HOTEL/MOTEL TAX		2,000.00
FIRE SRVC	Trng	100.00	LOST PROJ		663.77
GILLETTE PEPSI	Concess	786.72	FIRE STATION BLDG		360.28
GOSCH'S	Srvc	1,244.15	CR COMM FIRE		15,489.52
GWORNS	Software	3,710.00	ROAD USE TAX		17,282.87
HANSON TIRE	Srvc	323.75	EMPLOYEE BENE		76.75
HAWKINS	Chems	4,093.66	REVOLVING LOAN		500.00
HERMANSON,BERNARD	DpRef	30.70	PARK TRUST		5,786.82
HOVEY,HAROLD	DpRef	80.00	WATER		24,009.15
HOW CO	ShrdLEC	6,556.44	WATER DEP		837.91
HULTENBERG,COURTNEY	DpRef	80.00	SEWER OP		10,878.20
IMOEHL,ZACH	DpRef	29.50	CAP IMPR		215.81
IA DNR	Fees	533.64	YARDWASTE		400.70
IA DOT	Oil	600.00			
IA ONE CALL	OneCalls	95.40	TOTAL FUNDS		168,133.18
JD FIN	Supp	1,964.93	Revenues 6/22-7/7/21		168,878.51

STREET CLOSING/PARADE PERMIT

Application Date: 7/16/21 Name: Creslo Chamber of Commerce

Mail to Address: 101 2nd Ave SW Creslo, IA 52136

Phone Number: 563-547-3434

List Streets to Close or Parade Route: SEE ATTACHED - South Side Parking Lot for tent - North Elm St. from Highway 9 to 1st Ave

Reason for Closure: Norman Borlaug Harvest Fest

Event Date: 8/25/21 - 8/29/21 Time: (from) See attached (to) Varies

Signature of Applicant: [Signature] (Hillary Zidhkey)

INCLUDE A MAP MARKING THE STREET OR STREETS YOU WISH TO HAVE CLOSED AND THE INDEMNITY AND HOLD HARMLESS AGREEMENT

PARADE REGULATIONS ARE LISTED BELOW.

60.08 PARADES REGULATED. No person shall conduct or cause any parade on any street except as provided herein:

1. "Parade" Defined. "Parade" means any march or procession of persons or vehicles organized for marching or moving on the streets in an organized fashion or manner or any march or procession of persons or vehicles represented or advertised to the public as a parade.
2. Permit Required. No parade shall be conducted without first obtaining a written permit from the City Council. Such permit shall state the time and date for the parade to be held and the streets or general route therefor. Such written permit granted to the person organizing or sponsoring the parade shall be permission for all participants therein to parade when such participants have been invited by the permittee to participate therein. No fee shall be required for such permit. Permit forms are available at City Hall.
3. Parade Not a Street Obstruction. Any parade for which a permit has been issued as herein required, and the persons lawfully participating therein, shall not be deemed an obstruction of the streets notwithstanding the provisions of any other ordinance to the contrary.
4. Control by Police and Firefighters. Persons participating in any parade shall at all times be subject to the lawful orders and directions in the performance of their duties of law enforcement personnel and members of the Fire Department.

City Council
Date Approved: _____

Signature: _____

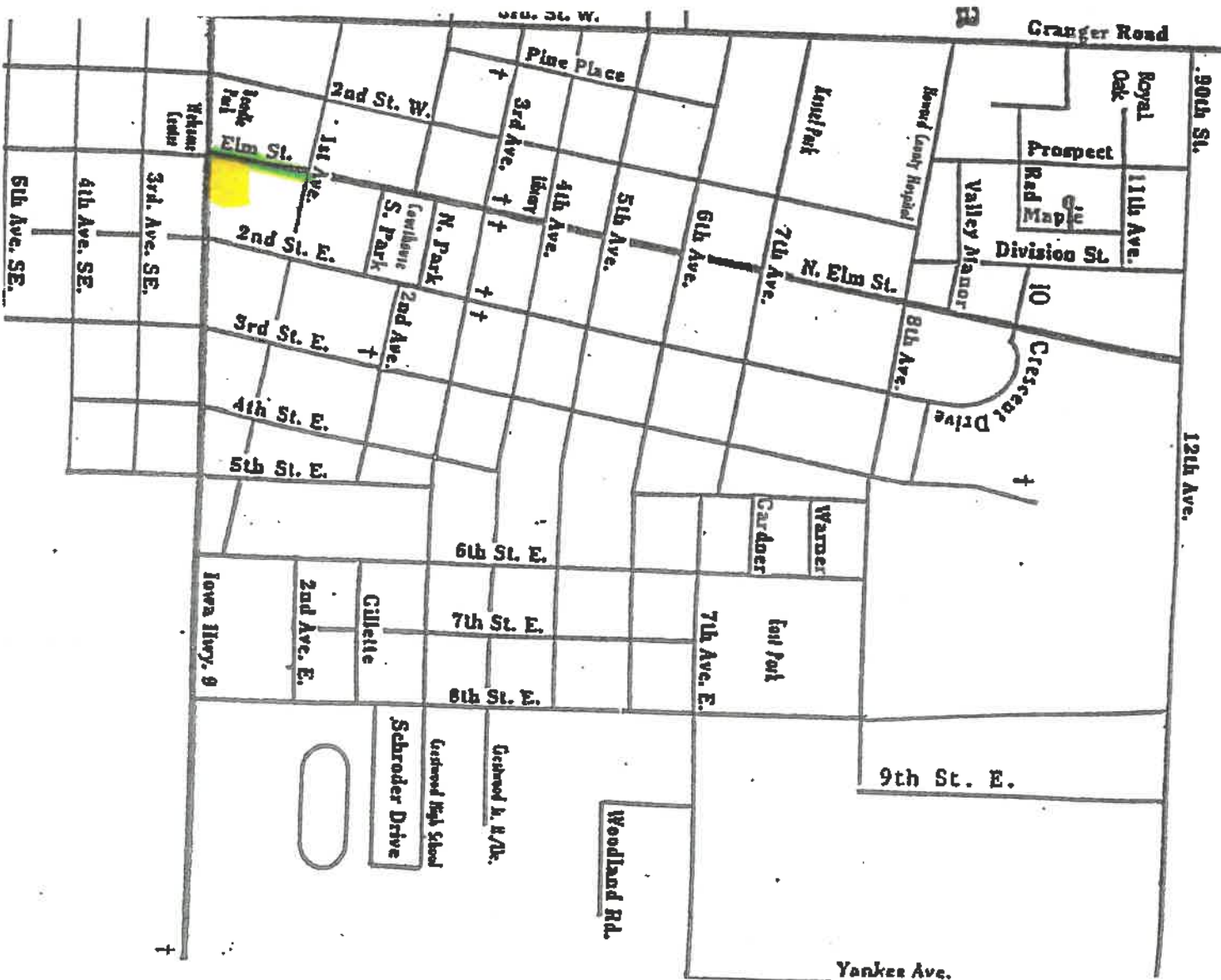
CC: Ambulance _____, Police Dept. _____, Fire Dept. _____, Street Dept. _____

1. North Elm Street (Hwy 9 to 1st Ave)

Saturday, September 18, 2019, 7am through Sunday, September 22, 2019, 7am
August 28, 2021 *August 29, 2021*

2. Southside parking lot (partial, along Hwy9)

Wednesday, September 18, 2019, 3pm through Sunday September 22, 2019 5pm
(Elm to Ace Hardware - Harvest Tent)
August 25, 2021 *August 29, 2021*



STREET CLOSING/PARADE PERMIT

Application Date: 7/6/21 Name: Creslo Chamber of Commerce

Mail to Address: 101 2nd Ave SW Creslo, IA 52136

Phone Number: 563-547-3434

List Streets to Close or Parade Route: 1st Ave to 3rd Ave of North Elm St,
West half block of North Park Place, & South Park
Place. (Please see map attached)

Reason for Closure: Cruise to Creslo during NBHF

Event Date: 8/28/21 Time: (from) 7am (to) 4:30 pm

Signature of Applicant:  (Hillary Zidlicky)

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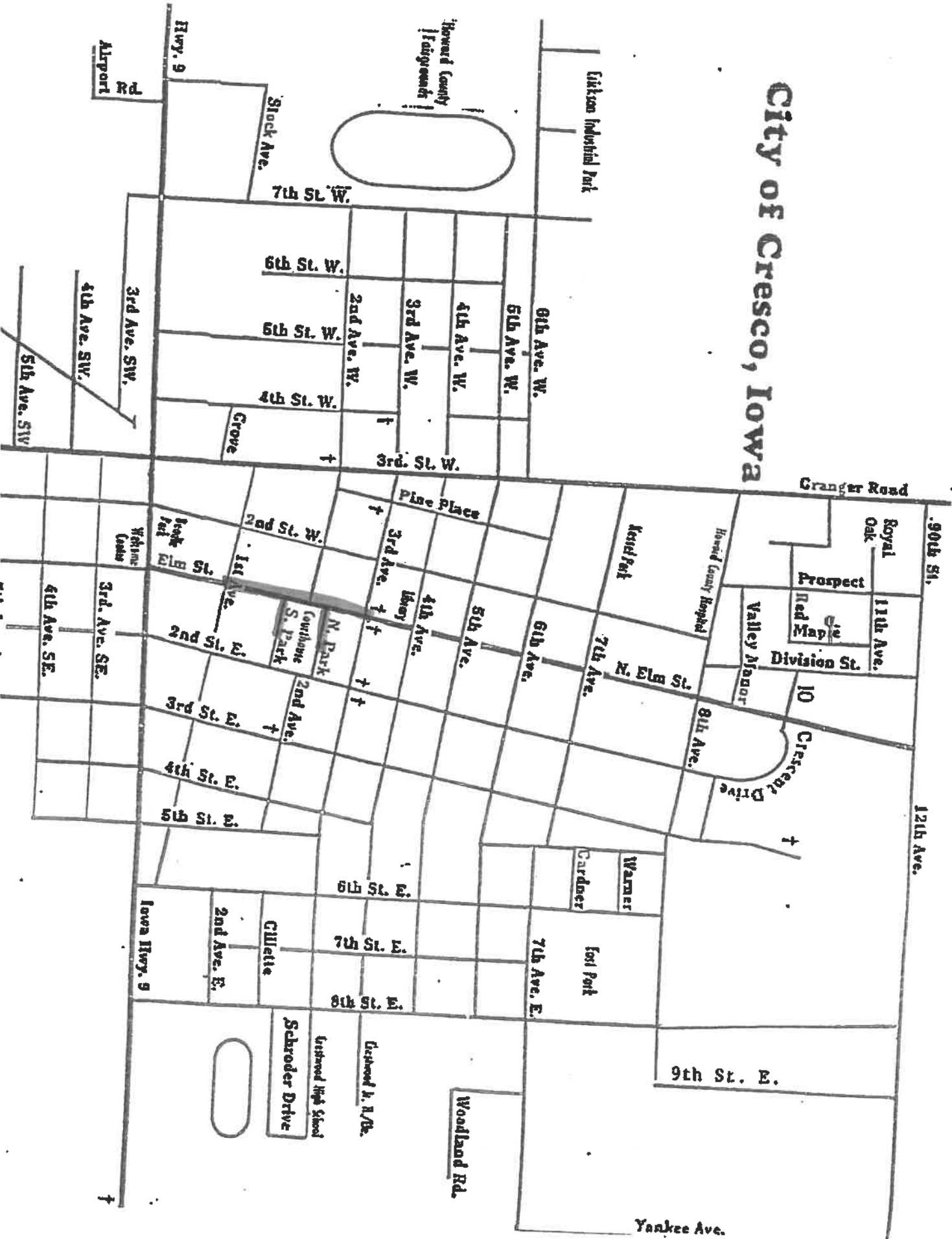
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City Council
Date Approved: _____

Signature: _____

CC: Ambulance _____, Police Dept. _____, Fire Dept. _____, Street Dept. _____

CITY OF CRESCO, IOWA



Howard County Jail

Jackson Industrial Park

Granger Road

90th St.

12th Ave.

Royal Oak
Prospect
Map
Division St.

Valley Manor

Howard County Hospital

Kendall Park

N. Elm St.

10
Crescent Drive

Warner

Cardner

East Park

9th St. E.

Yankee Ave.

Woodland Rd.

Lehigh R.R./D.

Lehigh High School
Schroeder Drive

Cluette

Iowa Hwy. 9

3rd Ave. SW
4th Ave. SW
5th Ave. SW

Alport

Stack Ave.

7th St. W.

6th St. W.

5th St. W.

4th St. W.

Grove

3rd St. W.

Pine Place

2nd St. W.

White Oak

1st St. W.

2nd St. E.

1st St. E.

3rd St. E.

4th St. E.

5th St. E.

6th St. E.

7th St. E.

8th St. E.

2nd Ave. E.

3rd Ave. SE
4th Ave. SE

STREET CLOSING/PARADE PERMIT

Application Date: 5/20/21 Name: Creslo Chamber of Commerce

Mail to Address: 101 2nd Ave SW Creslo, IA 52136

Phone Number: 563-547-3434

List Streets to Close or Parade Route: 6th Ave W, 6th Ave, North Elm St. Starting at the fairgrounds and ending at 1st Ave

Reason for Closure: NORMAN BORLAUG Harvest Fest Parade

Event Date: 8/28/21 Time: (from) 2:30 pm (to) 6 pm

Signature of Applicant:  (Hillary Zidlicky)

INCLUDE A MAP MARKING THE STREET OR STREETS YOU WISH TO HAVE CLOSED AND THE INDEMNITY AND HOLD HARMLESS AGREEMENT

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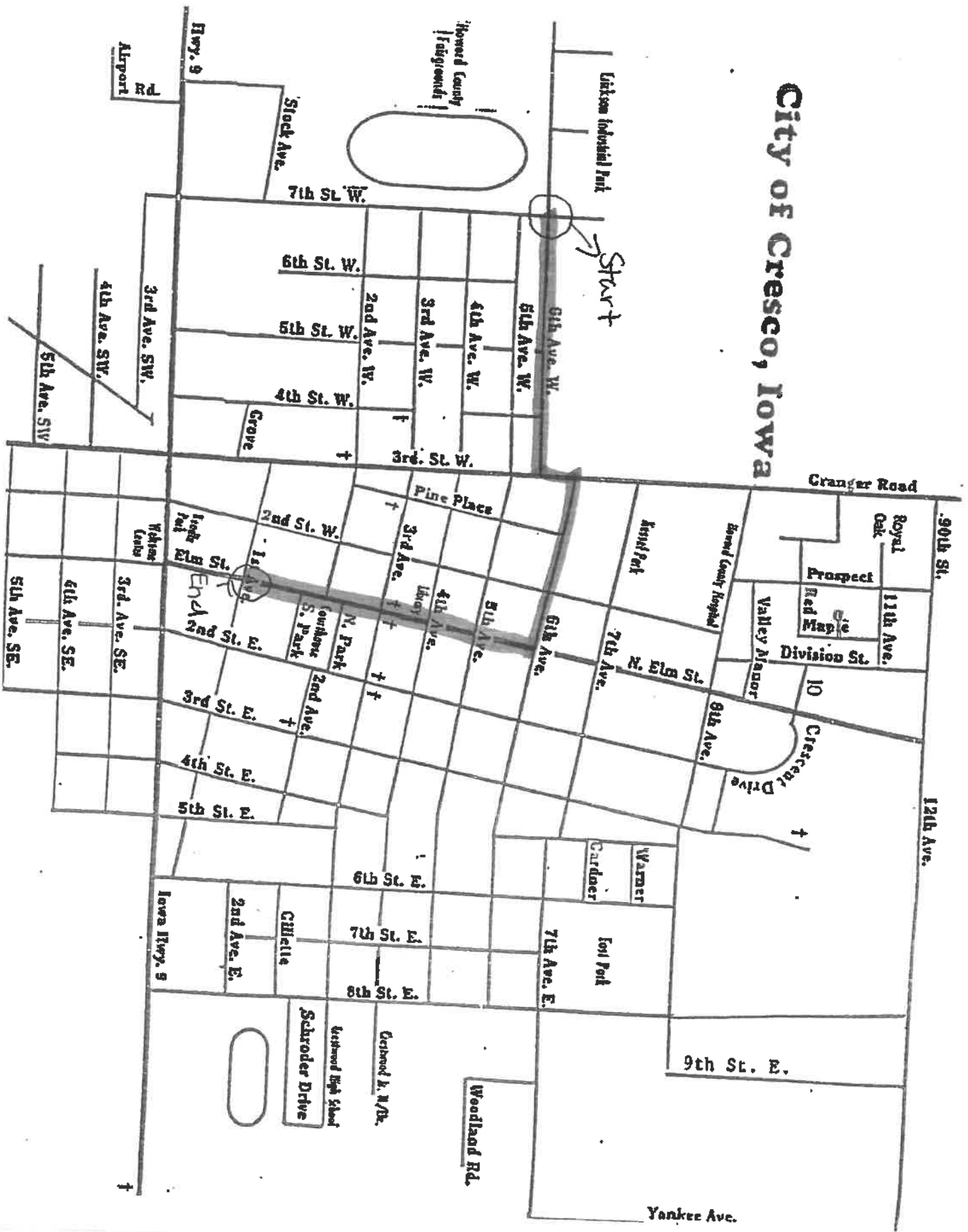
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City Council
Date Approved: _____

Signature: _____

CC: Ambulance____, Police Dept.____, Fire Dept.____, Street Dept.____

City of Cresco, Iowa



STREET CLOSING/PARADE PERMIT

Application Date: 7/16/21 Name: Creslo Area Chamber of Commerce

Mail to Address: 101 2nd Ave SW Creslo, IA 52136

Phone Number: 563-547-3434

List Streets to Close or Parade Route: South Elm St. off street parking on West Side of Street from Highway 9 to end of Chamber Building (SEE ATTACHED)

Reason for Closure: Creslo 100 Wrestling Meets: Greet Event

Event Date: 8/30/21 Time: (from) 12 pm (to) 10 pm

Signature of Applicant:  (Hillary Zidlicky)

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City Council

Date Approved: _____

Signature: _____

CC: Ambulance____, Police Dept____, Fire Dept____, Street Dept____

- Off Street parking only

City of Cresco, Iowa



Services <https://directory.iowa.gov/service/index?_ga=1.101492737.1604613096.1488473035&ia_slv=1625663988339>

Agencies <https://directory.iowa.gov/?ia_slv=1625663988339>

Social <https://directory.iowa.gov/social/index?ia_slv=1625663988339>

<https://www.iowa.gov/search/google?ia_slv=1625663988339>

License Application (LC0042026)

Applicant

Name of Legal Entity : Barbara E. Holstrom

Name of Business(DBA) : The Pub

Address of Premises : 110 N. Elm St.

City : Cresco

County : Howard

Zip : 52136

Business : (563) 547-2516

Mailing Address: 108A N. Elm St.

City : Cresco

State : Iowa

Zip : 52136

Contact Person

Name : Jim Holstrom

Phone : [REDACTED]

Email : [REDACTED]

License Information

License Number : LC0042026

License/Permit Type : Class C Liquor License

Term : 12 Month

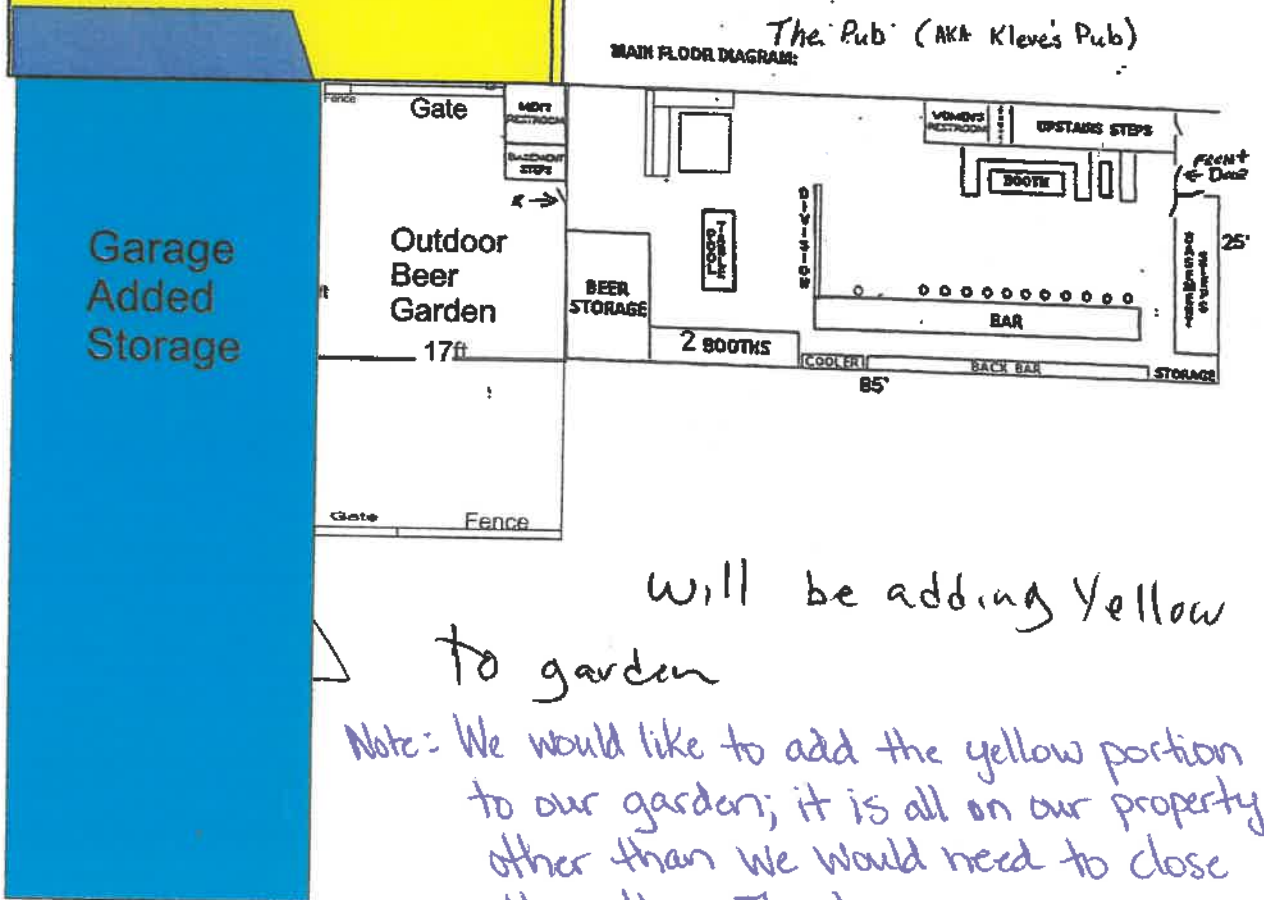
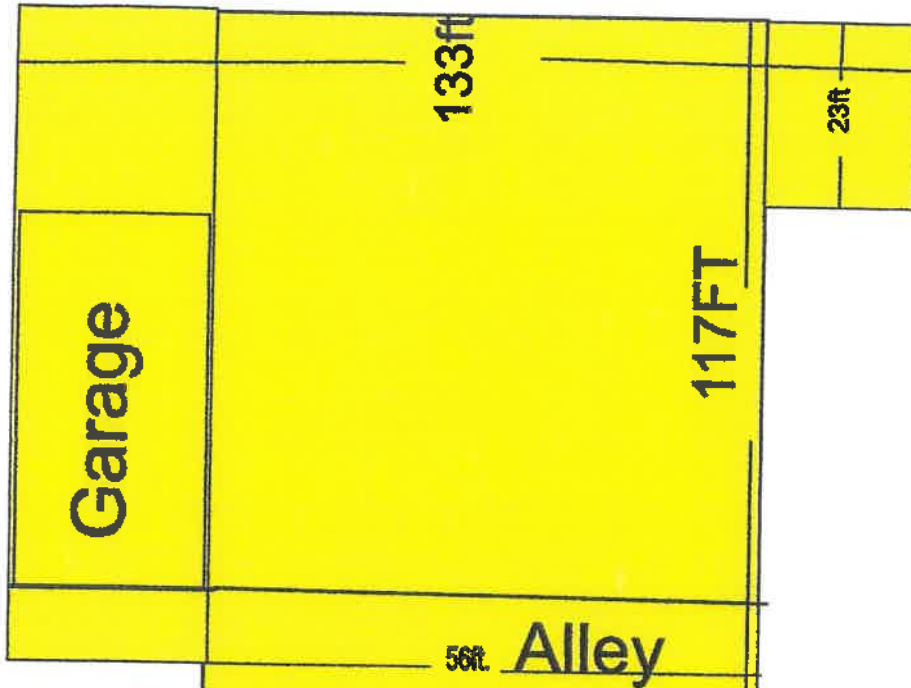
Effective Date : 2020-09-15

Expiration Date : 2021-09-14

Sub-Permits/Privileges : Outdoor Service

* Amendment for temporary service from August 27 - August 30, 2021 *

Status of Business**Business Type : Sole Proprietor****Ownership****Barbara Holstrom****City : Cresco****State : Iowa****Zip : 52136****Position : Owner****% of ownership : 100****U.S. Citizen : Yes****James Holstrom****City : Cresco****State : Iowa****Zip : 52136****Position : Owner****% of ownership :****U.S. Citizen : Yes****Insurance Company Information****Insurance Company : Illinois Casualty Co****Policy Effective Date : 2020-09-15****Policy Expiration : 2021-09-15****Bond Effective :****Dram Cancel Date :****Outdoor Service Effective : 2021-08-27****Outdoor Service Expiration : 2021-08-30****Temp Transfer Effective Date :**



July 15, 2021

In July 2019, Rod put together estimates for 5 problem areas in town where the sump pump drains into the street and runs for a long way before entering the nearest catch basin for the storm sewer. This was causing a slippery, green discharge in the streets all year. He had estimated the cost to be \$34,675.50 which the Council had approved moving forward with correcting the problems.

We completed three of them for a cost of \$16,796 in September 2019. The other two had some other issues so they were delayed.

The one on Vernon Road will not be done because they were able to route their drainage out the back which then drains into the new drainage system by the Bowling Alley. This had been estimated to cost \$7,000.

We added one on 11th Ave E & 8th St E to alleviate drainage problems from several houses plus will be better for the City's drainage in the future. This one cost \$2,535.39 in April 2021.

The last issue identified was for Cambridge Street and estimated to cost \$11,000. We revised the project and did part of the project by installing pipe and an intake on Charleston Court for \$5,643. To address the rest of the issues from Cambridge and some new properties, Mehmert Tiling is installing tile and connecting to our storm sewer. Shawn Saltou and Aaron Wemark are paying for almost all of this themselves. Shawn Saltou will need to route his drainage farther to connect to the tile so he is requesting that the City help by paying \$2,500 to help with that cost. This will save the City about \$2,800 from the original estimated project.

Mehmert Tiling is doing the work for Saltou and Wemarks and the portion already done for the City.

Does the City want to agree to pay \$2,500 for the revised project and approve Mehmert Tiling to proceed?

RESOLUTION NUMBER _____

RESOLUTION APPROVING CONTRACT AND BOND FOR THE CONCRETE IMPROVEMENTS PROJECT, IN AND FOR THE CITY OF CRESCO, IOWA

Council Member _____ introduced the following Resolution and moved its adoption. Council Member _____ seconded the motion to adopt. The roll was called and the vote was as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Whereupon, the Mayor declared the following Resolution duly adopted:

RESOLUTION APPROVING CONTRACT AND BOND FOR THE CONCRETE IMPROVEMENTS PROJECT, IN AND FOR THE CITY OF CRESCO, IOWA

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRESCO, IOWA:

That the construction contract and bond executed for the Concrete Improvements Project, in and for the City of Cresco, Iowa, as described in the plans and specifications and which have been signed by the Mayor and Clerk on behalf of the City and proof of insurance coverage be and the same are hereby approved as follows:

Contractor _____ of _____

Date of Contract: _____

Bond Surety: _____

Date of Bond: _____

PASSED AND APPROVED, this ____ day of _____, 2021.

Mayor Mark Bohle

City Clerk Michelle Elton

CONTRACT

This contract, made as of the 19th day of July 2021, by and between the Cresco, IA, hereinafter called the Owner, and Mehmet Tiling Inc. hereinafter called the Contractor.

WITNESSETH:

That whereas the Owner intends to have constructed Concrete Improvements hereinafter called the Project, in accordance with the Plans, Specifications, Addenda and other Contract Documents prepared by WHKS & Co., Consulting Engineers and Planners, Rochester, MN.

Now, therefore, the Owner and Contractor for the considerations hereinafter set forth, agree as follows:

The Contractor agrees to furnish all the necessary labor, materials, equipment, tools and services necessary to perform and complete in an acceptable manner all work required for the construction of the Project, in strict compliance with the Contract Documents.

The Owner agrees to pay, and the Contractor agrees to accept, in full payment for the performance of this contract, the contract amount of: Seventy nine thousand three hundred fifty Dollars 39 and 100 (\$ 79,350.39) in accordance with the provisions of the Contract Documents.

This Contract and all of the covenants hereof shall insure to the benefit of and be binding upon the Owner and the Contractor respectively and his/her partners, successors, assigns and legal representatives. Neither the Owner nor the Contractor shall have the right to assign, transfer or sublet his interest or obligations hereunder without written consent of the other party.

IN WITNESS WHEREOF, the parties have made and executed this contract the day and year first written.

Mehmet Tiling Inc
Contractor

[Signature]
By

Lime Springs, IA
City State

City of Cresco
Owner

ATTEST:

By

City Clerk

Cresco IA
City State

ORDINANCE NO. 491

AN ORDINANCE VACATING A PORTION OF FOURTH AVENUE SOUTHWEST

BE IT ENACTED by the City Council of the City of Cresco, Iowa, as follows:

SECTION 1. The portion of Fourth Avenue Southwest located in the irregular survey of the East Half (E ½) of the Northeast Quarter (NE ¼) of Section 27, Township 99 North, Range 11 West of the 5th P.M. in Howard County, Iowa, lying Westerly of Vernon Road and Easterly of Lot Four (4), Cresco Business Park Addition to the City of Cresco, Howard County, Iowa is hereby vacated and closed from public use.

SECTION 2. The Council may by resolution convey the portion of street described above to abutting property owners in a manner directed by the City Council.

SECTION 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 5. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

PASSED THIS ____ DAY OF _____, 2021.

Mayor Mark Bohle

ATTEST: _____
City Clerk Michelle Elton

1st Reading _____ 2nd Reading _____ 3rd Reading _____

I certify that the foregoing was published as Ordinance No. 491 on the _____ day of _____, 2021.

City Clerk Michelle Elton

City of Cresco

CREDIT CARD POLICY

APPENDIX 1

CARDS ISSUED & CREDIT LIMITS

The City has two (2) Visa cardholders. Each cardholder listed below will be issued an individual card under the City's business account with TCM Bank, N.A.

- 1 issued to Police Chief Timothy Ruroden – credit limit \$2,000.00
- 1 issued to Public Works Director Nathan Widell – credit limit \$10,000.00
- 1 issued to Park Manager Jamie Hackman – credit limit \$4,000.00

The City has one (1) Mastercard cardholder. Each cardholder listed below will be issued an individual card under the City's business account with CardMemberServices / CUSB Bank.

- 1 issued to Library Director Jordyn MacDonald – credit limit \$4,000.00

The City has two (2) Sam's Club cardholders. Each cardholder listed below will be issued an individual card under the City's business account with Sam's Club with a combined credit limit of \$4,000.00.

- 1 issued to Pool Manager Wendy Bohr – combined credit limit \$4,000.00
- 1 issued to Theatre Manager Wendy Lickteig – combined credit limit \$4,000.00

If the employee to whom the card is issued ceases to be an employee of the City or no longer holds the position listed above, the card shall be returned to the City Clerk's office.

DATE APPROVED BY COUNCIL: _____

BY: _____
Mayor Mark Bohle

ATTEST: _____
City Clerk Michelle Elton

City of Cresco

CREDIT CARD POLICY

I. CARDS ISSUED

See Appendix 1.

II. CREDIT LIMITS

See Appendix 1.

III. USES

1. Purchases requiring immediate payment when the City is unable to issue a check for the purchase.
2. Meal expenses when on City business (no alcoholic beverage expenses may be included). Original detailed receipt(s) must be returned to City Hall. See employee handbook for maximum meal allowances.
3. Employee training and/or travel expenses including lodging when applicable.
4. On-line purchases requiring a credit card when no other payment or billing option is available. (on-line purchases may require prior approval for non-budgeted items.)
5. Emergency vehicle maintenance.

IV. EMPLOYEE RESPONSIBILITIES

1. Only authorized employees of the City of Cresco may use a municipal credit card. The credit card must be signed out by the employee, signing and dating the form, and verified by City Hall staff. The card should be returned immediately after use and verified by City Hall staff.
2. Ensure that the credit card is used in compliance with the City's purchasing policies.
3. Personal use of a "City of Cresco" credit card is strictly **PROHIBITED**.
4. The employee using the credit card must submit all receipts to City Hall **within ten (10) days of purchase**. The receipt should include documentation detailing the goods or services purchased, cost, date of purchase, department or expense item to be charged, and signature of employee making the purchase in order to provide adequate audit trail information. If original detailed receipts are not turned in, the City will not be responsible for those charges on the credit card. **Failure to submit receipts within the required ten days will be reported to the City Council and may result in loss of use of the card.**
5. Above said receipts must be submitted to City Hall to reconcile against the monthly credit card statement. The City will reconcile and make payment per credit card agreements, of all outstanding amounts for the preceding month. Preparation for payment, to be completed in a timely fashion will be done through the City Clerk's office. Each department will be responsible for reviewing the individual receipts and submitting them for payment by the 1st of the month. The total will be paid in full each month. The amount of any item without accompanying receipt shall be reimbursed to the City by the employee.
6. Purchases made by the City are exempt from state and local sales tax. Employee should inform vendor of this when making purchase. Sales tax exemption forms are available from the Deputy Clerk.
7. The employee signing out the card is responsible for its protection and custody and shall immediately notify the Cresco City Hall if the card is lost or stolen.
8. The credit card may not be used for cash advances or any other type of purchase not permitted by the City of Cresco.

9. **Misuse of the credit card, failure to secure or failure to report stolen or missing credit card immediately upon discovery, could result in disciplinary action towards employee and possible employment termination. Employees would not be held responsible for any fraudulent charges to the credit card after it has been reported missing or stolen. In addition, late charges incurred as a result of not turning in receipts in the required time frame will be the responsibility of the employee.**

V. REWARD POINTS

For City issued credit cards that earn reward points, the reward points shall be redeemed by the individual to whom the card is issued for the following purposes:

1. Cash or Credit to be applied to the outstanding card balance.

If cash or credit to be applied to the outstanding balance is not available for credit card reward points, the points may be redeemed for gift cards or merchandise provided that they are used for public purposes.

The City Clerk will be responsible for redeeming credit cards reward points and tracking their use, to be reviewed by the City's auditor annually.

VI. STORE CARDS (i.e. Kwik Star)

Existing operations include the issuance of certain types of credit cards affiliated with a specific retail or wholesale business. Departments that have these cards will be subject to the same standards as for those who hold a bank issued major credit card.