

## **NOTICE AND CALL OF PUBLIC MEETING**

**GOVERNMENTAL BODY:** THE CITY COUNCIL OF CRESCO, IOWA  
**DATE OF MEETING:** NOVEMBER 2, 2020  
**TIME AND PLACE OF MEETING:** 7:00 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:** BRENNON, 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 October 19, 2020
4. Approval of Application for Tax Abatement under the Urban Revitalization Plan for Isaac Hover and Callie Mihm
5. Approval of Owner Occupied Housing Contractor Request for Final Payment #2 for \$6,358.00 for Tupy Construction

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

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

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

1. Resolution Authorizing Transfer of Funds for Early Redemption of General Obligation Capital Loan Notes, Series 2010
2. Resolution Authorizing the Change in Authorized Business Officer and Update the Cardholder Account for the Public Works Director Credit Card
3. Resolution Accepting the Annual Urban Renewal Report of the City of Cresco, Iowa for the Fiscal Year 2019-2020 and Directing the City Clerk to File the Report with the State of Iowa Department of Management
4. Resolution Approving and Adopting Policies for the City of Cresco
5. Discuss Health Insurance Renewal
6. Discuss Issues Regarding COVID-19 Pandemic

**COMMENTS FROM AUDIENCE:**  
**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 OCTOBER 30, 2020.**

Mayor Bohle called the Cresco City Council meeting to order on October 19, 2020, at 7:00 pm. Council Members Brenno, McConnell, Fortune, Bouska, and Carman were present. No council members were absent.

Carman made the motion to approve the consent agenda which included approval of the: agenda; claims; minutes of the October 5, 2020 meeting and worksession; street closing for portion of 2nd Street West on November 3, 2020 for the Cresco Fire Department Drive-Thru Pancake Supper; parade permit for portions of 3rd Ave and North Elm Street on November 27, 2020 for Santa's Holiday Parade; Tax Abatement under the Urban Revitalization Plan for Trevor Fouts; Tax Abatement under the Urban Revitalization Plan for Ryan and Miranda Smith. Bouska seconded and it passed all ayes.

Public Works Director Freidhof reported: (a) documents have been submitted to Zonolite Trust for reimbursement for the demolition of the scene shop; (b) Schwickerts Roofing submitted the annual facility summary report for the Theatre. Repairs of about \$1,125 will be made this year. Council agreed that in the future repairs up to \$1,000 can be made during the annual inspection to save a return trip charge; (c) all the wood chips have been hauled off site at the yardwaste facility. T&W Grinding is scheduled to grind only leaves this year; (d) EPA visit went well and a report should be received in 60 days; (e) we plan to replace seven more hydrants this fall; (f) yardwaste collections have been busy this week so residents are asked to be patient as it may take several days to get around town. Three more collection days are scheduled in the first three weeks of November.

City Clerk Girolamo reported (a) the Cresco Firefighter's Pancake Supper will be November 3<sup>rd</sup> with a drive-thru or delivery service within Cresco; (b) the Fire Committee will meet November 9, 2020 at 6:30 pm to do the budget; (c) Council committees will remain the same for now with Rich McConnell taking Steve McCarville's positions; (d) budget workpapers should be distributed this week with a deadline in early November.

Mayor Bohle reported the CIDC is planning a virtual banquet the week of November 21<sup>st</sup> but are still working out the details.

Bill Caffrey reported on the final revenue and expenditures for the year ended June 30, 2020 for the Parks and Fitness Center. This year COVID caused a reduction in revenues of \$65,000 in activity tickets, swimming lessons, rec fees, and daily admissions. Memberships are down about 50 from last year. Completed projects include the Kessel scoreboard, updated plumbing in East Park restrooms, Ash trees, painted Lodge interior, resurfaced gym floor, painted Fitness Center, air conditioner, front sidewalk, video cameras, floor scrubber, and upgraded LED lighting in all parks and Fitness Center. Over the past five years, the Fitness Center has an accumulated loss of \$114,664. They started on the East Park Bleacher Project today and the fundraiser is going really well.

Fortune reported the Theatre Commission met. There has been an increase in rentals of the Theatre providing a little extra revenue. These rentals are not live entertainment but groups utilizing the space for meetings and presentations. Extra precautions are taken for COVID with face coverings and social distancing. Theatre Manager Lickteig spent the day with Chris Nelson, former Chief Meteorologist with KIMT, filming an internet show called "Town to Town". This will be a good showcase of the Theatre and the City of Cresco. Movie sales have increased slightly but will remain closed on Mondays and Tuesdays due to low attendance. There will be no free movies this Holiday season because of COVID restrictions.

Library Director Kay reported the Library used the Theatre for a presentation and was thankful for the venue being available. The Library plans to open, with restrictions for COVID precautions, on November 2, 2020.

Hotel/Motel Tax of \$2,990.61 was received for tourism this quarter. Four applications requesting \$5,200 of grants were received. Brenno made the motion to approve the recommendation of the Cresco Tourism Advisory Committee to award Hotel/Motel Tax Grants to: Beadle Park Log Cabin Repairs \$1,200; Norman Borlaug Harvest Fest \$2,000; 2020 Santa Parade \$500. The Vernon Springs Welcome Sign was denied due to lack of funding. Fortune seconded and it passed all ayes.

Bouska made the motion to approve the resolution authorizing the redemption of outstanding General Obligation Capital Loan Notes, Series 2010, dated November 15, 2010. Carman seconded and it passed all ayes.

Mayor Bohle performed the third reading of proposed Ordinance No. 487 amending the Code of Ordinances of the City of Cresco, Iowa, by adding provisions pertaining to engine brakes and compression brakes: prohibited noises. Carman made the motion to approve the third reading. Bouska seconded and it passed all ayes. Carman made the motion to approve Ordinance No. 487. Bouska seconded and it passed all ayes.

Carman made the motion to approve the transfer from the Sewer Department to the Street Department for Adam Barnes. All pay and benefits will remain the same. Brenno seconded and it passed all ayes.

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

Carman made the motion to go into Closed Session pursuant to Iowa Code 21.5 (1) (c) to Discuss Potential Litigation Matters at 7:26 pm. Bouska seconded and it passed all ayes.

The closed session was adjourned at 7:33 pm with no formal action taken. Carman moved to adjourn the open Council Meeting at 7:34 pm. Fortune seconded and it passed all ayes. The next regular Cresco City Council meeting will be November 2, 2020, at 7:00 pm at Cresco City Hall.

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Mayor Mark Bohle

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City Clerk Michelle Girolamo

Following is a list of claims approved for payment:

AHLERS&COONEY	Legal	48.00	KWIK TRIP	Gas	4,129.82
ALLIANT	Elect	953.32	MEDIACOM	Phone	292.69
ALUM-LINE	Supp	79.82	MEHMERT TILING	Demo	19,893.63
ASSOC RURAL&SM	Trng	320.00	MIENERGY	Elect	6,159.03
BAKER&TAYLOR	Books	855.36	NORMAN,BRADY	Trng	222.00
BC/BS	Ins	723.05	NC LAB	Supp	147.65
BOB'S ELEC	Srvc	60.00	NE IA MOTORS	Rprs	413.02
BODENSTEINER	Parts	712.10	O'HENRY'S	Unif	90.20
BOOK PAGE	Subscr	30.00	PAYROLL		70,134.86
BRIGHT STAR	Rprs	1,818.49	POWERPLAN	Parts	323.52
BRUENING	Sand	5,506.45	RAYGUN	Books	43.93
CH MCGUINESS	Rprs	869.37	RHSHC	Srvc	72.00
CARGILL	Salt	11,758.50	RUPPERT	Supp	226.28
CENTER POINT LG PRT	Books	100.00	SAM'S	Supp	882.72
CITY LAUNDERING	Supp	118.22	SMI	Chips	2,200.00
CITY OF CRESCO	Ins	3,452.95	SPAHN&ROSE	Supp	267.02
CITY OF CRESCO	Util	24.54	STATE HYGIENIC	Analys	156.50
CONNIE'S CARPET	Srvc	432.96	TREAS, IA	Taxes	6,597.00
CORRIDOR TECH	Srvc	631.00	TRUENORTH	Ins	372.40
CR INS	Ins	209,902.00	UHC	Ins	26,907.40
CR SHOPPER	Ads	544.00	VISA	Trng	3,040.18
CR TPD	Notices	373.86	VOBR,RHONDA	Trng	19.99
DALCO	Supp	438.35	WALTON,TIMOTHY	Stumps	531.08
DELUXE ECHOSTAR	Movie	240.00	WILSON,MIKE	Movie	150.00
DOL/ELEVATOR	Fee	75.00	GENERAL		290,380.16
FAREWAY	Supp	89.38	FIRE STATION BLDG		4,938.87
GORDON FLESCH	Maint	200.86	EQUIP		28.69
GOSCH'S	Rprs	296.60	CR COMM FIRE		6,205.11
GRAPHICS	Supp	20.00	ROAD USE TAX		44,500.35
GROUP SRVC	Fee	212.75	EMPLOYEE BENE		7,179.75
H&S MOTORS	Rprs	273.30	SCENE SHOP		17,216.13
HANSON TIRE	Srvc	1,197.83	WATER		25,586.37
HAWKEYE SAN	GarbRc	49,838.15	SEWER OP		53,393.24
HOLSTROM'S	Supp	8.00	CAP IMPR		1.00
HOW CO	ShrdLEC	13,851.98	YARDWASTE		2,979.75
IA DOT	Supp	1,564.66	EXPENDITURES		452,409.42
KEYSTONE LAB	Analys	1,363.85	Revenues 10/6-10/19/20		985,319.99
KRIENER,MAKENZ	Mileage	151.80			

APPLICATION FOR TAX ABATEMENT UNDER THE  
URBAN REVITALIZATION PLAN FOR

CRESCO, IOWA

Date 10-22-2020

Prior Approval for  
Intended Improvements

Approval of Improvements  
Completed

Address of Property: 1228 Cambridge Ct Cresco Ia 52136

Legal Description: Block 2 + Lot 1 + Lot 2 of 2 + Lots 5, 6, 7  
Block 3 Websters fourth

Title Holder or Contract Buyer: Isaac Haver, Callie Mihm

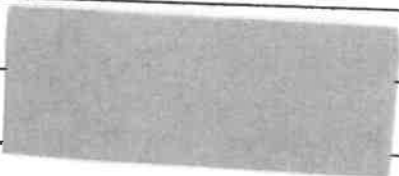
Address of Owner (if different than above):

Phone Number (to be reached during the day): 503-203-2949

Property Use:  Residential  Multi-Residential  Commercial

Nature of Improvements:  New Construction  Rehab/Addition  General Improvements

Specify:



Estimated or Actual Cost of Improvements:

Estimated or Actual Date of Completion: 3-1-2020

If applicable, the name(s) of the tenants (if different than the owner) that occupied the property on  
November 3, 2008: NA

Signed: [Signature]

Tax Exemption Schedule:

Residential: 100% exemption on the first \$75,000 of actual value added for 3 years.

Multi-Residential/Commercial: 100% exemption of actual value added for 3 years.

**CRESKO OWNER OCCUPIED HOUSING  
CONTRACTOR REQUEST FOR FINAL PAYMENT #2  
REHABILITATION CONTRACT**

Owner: Becky Dunn  
503 5<sup>th</sup> Ave. E  
Cresco, IA 52136

Contractor: Tupy Construction  
3179 Pole Line Rd.  
Cresco, IA 52136

Forgivable Loan #1

Date: October 21, 2020

**REHAB CONTRACT**

Base Rehab. Contract	\$4,792.00
Change Order #4	\$6,358.00
Change Order #	\$
Total Contract	\$11,150.00
	\$
Less 10% Retainage	\$
Less Previous Payments	\$
Amount Due	\$6,358.00

Total Funds Requested: \$6,358.00 (Rehab)

I have reviewed the request for payment and indicate approval of payment to Tupy Construction, 3179 Pole Line Rd., Cresco, IA 52136 in the amount of \$6,358.00, by the City. An inspection of the work specified in the Contract has been completed. All items for which payment is requested have been performed, and all materials used are acceptable.

\_\_\_\_\_  
Owner Date

\_\_\_\_\_  
CDBG Administrator Date

I, the undersigned, acknowledge the authorization of the above payment.

Michelle Gustafson  
City Authorization

11-2-2020  
Date

I, the undersigned, acknowledge the receipt of the above payment.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

**RESOLUTION NUMBER \_\_\_\_\_**

**RESOLUTION AUTHORIZING TRANSFER OF FUNDS FOR EARLY  
REDEMPTION OF GO CAPITAL LOAN NOTES, SERIES 2010**

WHEREAS, the City of Cresco will be redeeming the outstanding General Obligation Capital Loan Notes, Series 2010, dated November 15, 2010 on November 23, 2020; and

WHEREAS, the City Council has elected to transfer money from #022 Local Option Sales Tax Project Fund, #602 Water Project Fund, and #620 Capital Improvement Fund to #200 Debt Service Fund annually for the repayment of debt issued in 2013 for various projects; and

WHEREAS, the transfer of funds scheduled for debt repayment for fiscal years 2022, 2023, and 2024 will be done in November 2020 to be used for the redemption of the 2010 debt; and

WHEREAS, these transfers will be reflected when the Budget for fiscal year ending June 30, 2021 is amended prior to yearend.

BE IT RESOLVED, by the City Council of the City of Cresco, Iowa, that the City Clerk be directed by the Mayor and the City Council to record the following transfers in November 2020:

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
#022 LOST Project Fund	#200 Debt Service Fund	\$42,380
#602 Water Project Fund	#200 Debt Service Fund	\$21,190
#620 Capital Improvement Fund	#200 Debt Service Fund	\$42,380

PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor Mark Bohle

ATTEST:

\_\_\_\_\_  
City Clerk Michelle Girolamo

RESOLUTION NUMBER \_\_\_\_\_

RESOLUTION AUTHORIZING THE CHANGE IN AUTHORIZED BUSINESS OFFICER AND UPDATE THE CARDHOLDER ACCOUNT FOR THE PUBLIC WORKS DIRECTOR CREDIT CARD

WHEREAS, the City of Cresco has a Visa Credit Card in the name of the City of Cresco with Rodney Freidhof, Public Works Director, listed as the Authorized Business Officer; and

WHEREAS, Rodney Freidhof will be retiring and the new Public Works Director, Nathan A. Widell should now be listed as the Authorized Business Officer; and

WHEREAS, the credit card is available for business purposes for the City of Cresco employees; and

WHEREAS, the City has a credit limit of \$10,000 on this Visa credit card and \$2,000 on the Police Visa credit card.

THEREFORE, Council Person \_\_\_\_\_ moved the adoption of the foregoing Resolution Authorizing the change of the Authorized Business Officer from Public Works Director, Rodney Freidhof to Public Works Director, Nathan A. Widell and to execute the application to modify the Cardholder Accounts accordingly. The total Company Credit Line should remain at \$12,000 for the two combined credit cards. Council Person \_\_\_\_\_ seconded said motion. A roll call vote was requested by the Mayor and said roll call vote resulted as follows:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Thereupon, the Mayor declared said Resolution duly passed and announced that the application to change of the Authorized Business Officer from Public Works Director, Rodney Freidhof to Public Works Director, Nathan A. Widell and to execute the application to modify the Cardholder Accounts on behalf of the City of Cresco is approved and that Public Works Director Nathan A. Widell is authorized to execute the agreement on behalf of the City of Cresco.

PASSED AND APPROVED THIS 2<sup>ND</sup> DAY OF NOVEMBER, 2020.

BY: \_\_\_\_\_  
Mayor Mark Bohle

ATTEST: \_\_\_\_\_  
City Clerk Michelle Girolamo



RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION ACCEPTING THE ANNUAL URBAN RENEWAL REPORT OF  
THE CITY OF CRESCO, IOWA FOR THE FISCAL YEAR 2019-2020 AND  
DIRECTING THE CITY CLERK TO FILE THE REPORT WITH THE STATE OF IOWA  
DEPARTMENT OF MANAGEMENT**

BE IT RESOLVED, by the City Council of the City of Cresco, Iowa:

That the Fiscal Year 2019-2020 Annual Urban Renewal Report is approved as presented to the Council.

The City Clerk is directed to forward the above report to the State of Iowa Department of Management in accordance with the instructions therein and certify that the Council approved the report on the day indicated below. The Clerk shall file the City's copy in the files of the Clerk's Office.

This resolution is effective upon its passage and approval in accordance with the law.

Council Member \_\_\_\_\_ moved the adoption of the foregoing resolution and Council Member \_\_\_\_\_ seconded said motion. Thereupon the Mayor called for a roll call vote and the following council members voted in favor of the foregoing Resolution:

\_\_\_\_\_  
The following council members voted against the adoption of the foregoing resolution:

PASSED AND APPROVED THIS 2<sup>nd</sup> DAY OF NOVEMBER, 2020.

\_\_\_\_\_  
Mayor Mark Bohle

ATTEST: \_\_\_\_\_  
City Clerk Michelle Girolamo

Annual Urban Renewal Report, Fiscal Year 2019 - 2020

**Levy Authority Summary**

Local Government Name: CRESCO  
 Local Government Number: 45G421

**Active Urban Renewal Areas**

CRESCO URBAN RENEWAL

<b>U.R. #</b>	<b># of Tif Taxing Districts</b>
45010	12

**TIF Debt Outstanding:**

0

**TIF Sp. Rev. Fund Cash Balance**

as of 07-01-2019:

0                      0

**Amount of 07-01-2019 Cash Balance  
Restricted for LMI**

TIF Revenue:

0

TIF Sp. Revenue Fund Interest:

0

Property Tax Replacement Claims

0

Asset Sales & Loan Repayments:

0

**Total Revenue:**

0

Rebate Expenditures:

0

Non-Rebate Expenditures:

0

Returned to County Treasurer:

0

**Total Expenditures:**

0

**TIF Sp. Rev. Fund Cash Balance**

as of 06-30-2020:

0                      0

**Amount of 06-30-2020 Cash Balance  
Restricted for LMI**

**Year-End Outstanding TIF  
Obligations, Net of TIF Special  
Revenue Fund Balance:**

0

**Urban Renewal Area Data Collection**

Local Government Name: CRESCO (45G421)  
 Urban Renewal Area: CRESCO URBAN RENEWAL  
 UR Area Number: 45010

UR Area Creation Date: 09/2004

This plan is intended to stabilize, revitalize and improve the community through blight removal and by encouraging economic development and providing opportunities for creating a vital, dynamic and competitive commercial development area.

UR Area Purpose:

**Tax Districts within this Urban Renewal Area**

	Base No.	Increment No.	Increment Value Used
VERNON SPRINGS TWP/HOW-WINN SCH/AMEND#3 PROJ. 2004/UR TIF INCR	450079	450080	0
CRESCO CITY/HOW WINN SCH/COMM. AMEND#3 PROJECT 2002/UR TIF INCR	450081	450082	0
CRESCO CITY/HOW WINN SCH/COMM. AMEND #4 PROJECT 2004/UR TIF INCR	450083	450084	0
CRESCO CITY/HOW-WINN SCH/INDUSTRIAL PROJECT 1987/UR TIF INCR	450085	450086	0
CRESCO CITY/HOW-WINN SCH/INDUSTRIAL PROJECT 1993/UR TIF INCR	450087	450088	0
CRESCO CITY/HOW-WINN SCH/BUSINESS PROJECT 1992/UR TIF INCR	450089	450090	0
CRESCO CITY AG/HOW-WINN SCH/BUSINESS PROJECT 1992/UR TIF INCR	450091	450092	0
CRESCO CITY/HOW-WINN SCH/BUSINESS PROJECT 1987/UR TIF INCR	450093	450094	0
CRESCO CITY AG/HOW-WINN SCH/INDUSTRIAL PROJECT 1993/UR TIF INCR	450095	450096	0
CRESCO CITY AG/HOW-WINN SCH/INDUSTRIAL PROJECT 1987/UR TIF INCR	450097	450098	0
CRESCO CITY/HOW-WINN SCH/PLANTPEDDLER PROJECT 2001/UR TIF INCR	450099	450100	0
CRESCO CITY AG/HOW WINN SCH/COMM. AMEND#3 PROJ. 2002/UR TIF INCR	450101	450102	0

**Urban Renewal Area Value by Class - 1/1/2018 for FY 2020**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	147,700	1,301,970	25,337,011	11,458,030	0	-5,556	38,698,272	0	38,698,272
Taxable	82,908	741,058	22,803,313	10,312,227	0	-5,556	34,278,295	0	34,278,295
Homestead Credits									11

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2019:**

0

**Amount of 07-01-2019 Cash Balance Restricted for LMI**

TIF Revenue: 0  
 TIF Sp. Revenue Fund Interest: 0  
 Property Tax Replacement Claims: 0  
 Asset Sales & Loan Repayments: 0  
**Total Revenue: 0**

Rebate Expenditures: 0  
 Non-Rebate Expenditures: 0  
 Returned to County Treasurer: 0  
**Total Expenditures: 0**

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2020:**

0

**Amount of 06-30-2020 Cash Balance Restricted for LMI**

**TIF Taxing District Data Collection**

Local Government Name: CRESCO (45G421)  
 Urban Renewal Area: CRESCO URBAN RENEWAL (45010)  
 TIF Taxing District Name: VERNON SPRINGS TWP/HOW-WINN SCH/AMEND#3 PROJ. 2004/UR TIF INCR  
 TIF Taxing District Inc. Number: 450080  
 TIF Taxing District Base Year: 2004  
 FY TIF Revenue First Received: 2007  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2026

	UR Designation
Slum	No
Blighted	09/2004
Economic Development	09/2004

**TIF Taxing District Value by Class - 1/1/2018 for FY 2020**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	33,830	0	0	33,830	0	33,830
Taxable	0	0	0	30,447	0	0	30,447	0	30,447
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	27,810	6,020	0	6,020	141

FY 2020 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: CRESCO (45G421)  
 Urban Renewal Area: CRESCO URBAN RENEWAL (45010)  
 TIF Taxing District Name: CRESCO CITY/HOW WINN SCH/COMM. AMEND#3 PROJECT 2002/UR TIF INCR  
 TIF Taxing District Inc. Number: 450082  
 TIF Taxing District Base Year: 2002  
 FY TIF Revenue First Received: 2005  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2024

	UR Designation
Slum	No
Blighted	10/2002
Economic Development	10/2002

**TIF Taxing District Value by Class - 1/1/2018 for FY 2020**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	6,270	200,110	683,250	0	0	889,630	0	889,630
Taxable	0	3,569	180,099	614,925	0	0	798,593	0	798,593
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	573,740	315,890	0	315,890	10,304

FY 2020 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: CRESCO (45G421)  
 Urban Renewal Area: CRESCO URBAN RENEWAL (45010)  
 TIF Taxing District Name: CRESCO CITY/HOW WINN SCH/COMM. AMEND #4 PROJECT 2004/UR TIF INCR  
 TIF Taxing District Inc. Number: 450084  
 TIF Taxing District Base Year: 2004  
 FY TIF Revenue First Received: 2007  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2026

	UR Designation
Slum	No
Blighted	09/2004
Economic Development	09/2004

**TIF Taxing District Value by Class - 1/1/2018 for FY 2020**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	623,080	1,560,900	869,540	0	-5,556	3,060,066	0	3,060,066
Taxable	0	354,647	1,404,810	782,586	0	-5,556	2,545,564	0	2,545,564
Homestead Credits									5

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	2,144,060	921,562	0	921,562	30,062

FY 2020 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: CRESCO (45G421)  
 Urban Renewal Area: CRESCO URBAN RENEWAL (45010)  
 TIF Taxing District Name: CRESCO CITY/HOW-WINN SCH/INDUSTRIAL PROJECT 1987/UR TIF INCR  
 TIF Taxing District Inc. Number: 450086  
 TIF Taxing District Base Year: 1987  
 FY TIF Revenue First Received: 1990  
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	12/1987
Economic Development	12/1987

**TIF Taxing District Value by Class - 1/1/2018 for FY 2020**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	7,142,060	0	0	7,142,060	0	7,142,060
Taxable	0	0	0	6,427,854	0	0	6,427,854	0	6,427,854
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	3,775,425	3,366,635	0	3,366,635	109,821

FY 2020 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: CRESCO (45G421)  
 Urban Renewal Area: CRESCO URBAN RENEWAL (45010)  
 TIF Taxing District Name: CRESCO CITY/HOW-WINN SCH/INDUSTRIAL PROJECT 1993/UR TIF INCR  
 TIF Taxing District Inc. Number: 450088

TIF Taxing District Base Year:	1993	Slum	UR Designation
FY TIF Revenue First Received:	1996	Blighted	No
Subject to a Statutory end date?	No	Economic Development	08/1994
			08/1994

**TIF Taxing District Value by Class - 1/1/2018 for FY 2020**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	2,270,050	0	0	2,270,050	0	2,270,050
Taxable	0	0	0	2,043,045	0	0	2,043,045	0	2,043,045
Homestead Credits									0

Fiscal Year 2020	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
	47,620	2,043,045	0	2,043,045	66,645

FY 2020 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: CRESCO (45G421)  
 Urban Renewal Area: CRESCO URBAN RENEWAL (45010)  
 TIF Taxing District Name: CRESCO CITY/HOW-WINN SCH/BUSINESS PROJECT 1992/UR TIF INCR  
 TIF Taxing District Inc. Number: 450090

TIF Taxing District Base Year:	1992	Slum	UR Designation
FY TIF Revenue First Received:	1995	Blighted	No
Subject to a Statutory end date?	No	Economic Development	10/1992
			10/1992

**TIF Taxing District Value by Class - 1/1/2018 for FY 2020**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	415,440	5,706,680	357,510	0	0	6,479,630	0	6,479,630
Taxable	0	236,460	5,136,012	321,759	0	0	5,694,231	0	5,694,231
Homestead Credits									3

Fiscal Year 2020	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
	2,170,920	4,308,710	0	4,308,710	140,551

FY 2020 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: CRESCO (45G421)  
 Urban Renewal Area: CRESCO URBAN RENEWAL (45010)  
 TIF Taxing District Name: CRESCO CITY AG/HOW-WINN SCH/BUSINESS PROJECT 1992/UR TIF INCR  
 TIF Taxing District Inc. Number: 450092

TIF Taxing District Base Year: 1992  
 FY TIF Revenue First Received: 1995  
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	10/1992
Economic Development	10/1992

**TIF Taxing District Value by Class - 1/1/2018 for FY 2020**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	2,130	0	0	0	0	0	2,130	0	2,130
Taxable	1,196	0	0	0	0	0	1,196	0	1,196
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	9,890	0	0	0	0

FY 2020 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: CRESCO (45G421)  
 Urban Renewal Area: CRESCO URBAN RENEWAL (45010)  
 TIF Taxing District Name: CRESCO CITY/HOW-WINN SCH/BUSINESS PROJECT 1987/UR TIF INCR  
 TIF Taxing District Inc. Number: 450094

TIF Taxing District Base Year: 1987  
 FY TIF Revenue First Received: 1990  
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	12/1987
Economic Development	12/1987

**TIF Taxing District Value by Class - 1/1/2018 for FY 2020**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	257,180	14,893,291	101,790	0	0	15,699,276	0	15,699,276
Taxable	0	146,382	13,403,965	91,611	0	0	13,977,226	0	13,977,226
Homestead Credits									3

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	5,060,305	10,638,971	0	10,638,971	347,047

FY 2020 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: CRESCO (45G421)  
 Urban Renewal Area: CRESCO URBAN RENEWAL (45010)  
 TIF Taxing District Name: CRESCO CITY AG/HOW-WINN SCH/INDUSTRIAL PROJECT 1993/UR TIF INCR  
 TIF Taxing District Inc. Number: 450096

TIF Taxing District Base Year: 1993  
 FY TIF Revenue First Received: 1996  
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	08/1994
Economic Development	08/1994

**TIF Taxing District Value by Class - 1/1/2018 for FY 2020**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	71,130	0	0	0	0	0	71,130	0	71,130
Taxable	39,927	0	0	0	0	0	39,927	0	39,927
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	31,700	39,430	0	39,430	871

FY 2020 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: CRESCO (45G421)  
 Urban Renewal Area: CRESCO URBAN RENEWAL (45010)  
 TIF Taxing District Name: CRESCO CITY AG/HOW-WINN SCH/INDUSTRIAL PROJECT 1987/UR TIF INCR  
 TIF Taxing District Inc. Number: 450098

TIF Taxing District Base Year: 1987  
 FY TIF Revenue First Received: 1990  
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	12/1987
Economic Development	12/1987

**TIF Taxing District Value by Class - 1/1/2018 for FY 2020**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	10,890	0	0	0	0	0	10,890	0	10,890
Taxable	6,113	0	0	0	0	0	6,113	0	6,113
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	5,980	4,910	0	4,910	108

FY 2020 TIF Revenue Received: 0



**TIF Taxing District Data Collection**

Local Government Name: CRESCO (45G421)  
 Urban Renewal Area: CRESCO URBAN RENEWAL (45010)  
 TIF Taxing District Name: CRESCO CITY/HOW-WINN SCH/PLANTPEDDLER PROJECT 2001/UR TIF INCR  
 TIF Taxing District Inc. Number: 450100  
 TIF Taxing District Base Year: 2001  
 FY TIF Revenue First Received: 2005  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2023

	UR Designation
Slum	No
Blighted	10/2002
Economic Development	10/2002

**TIF Taxing District Value by Class - 1/1/2018 for FY 2020**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	2,976,030	0	0	0	2,976,030	0	2,976,030
Taxable	0	0	2,678,427	0	0	0	2,678,427	0	2,678,427
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	4,090	2,678,427	0	2,678,427	87,371

FY 2020 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: CRESCO (45G421)  
 Urban Renewal Area: CRESCO URBAN RENEWAL (45010)  
 TIF Taxing District Name: CRESCO CITY AG/HOW WINN SCH/COMM. AMEND#3 PROJ. 2002/UR TIF INCR  
 TIF Taxing District Inc. Number: 450102  
 TIF Taxing District Base Year: 2002  
 FY TIF Revenue First Received: 2005  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2024

	UR Designation
Slum	No
Blighted	10/2002
Economic Development	10/2002

**TIF Taxing District Value by Class - 1/1/2018 for FY 2020**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	63,550	0	0	0	0	0	63,550	0	63,550
Taxable	35,672	0	0	0	0	0	35,672	0	35,672
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	32,680	30,870	0	30,870	682

FY 2020 TIF Revenue Received: 0

RESOLUTION NUMBER \_\_\_\_\_

**RESOLUTION APPROVING AND ADOPTING POLICIES  
FOR THE CITY OF CRESCO**

WHEREAS, the City of Cresco hereby adopts the following Policies attached and dated November 2, 2020:

Credit Card Policy

Conflict of Interest Policy

Telephone Use Policy

Electronic Communication Policy

Social Media Policy

Record Retention Policy

NOW, THEREFORE, BE IT RESOLVED THAT the above dated policies are approved and adopted effective November 2, 2020.

Council Person \_\_\_\_\_ moved the adoption of the foregoing Resolution and Council Person \_\_\_\_\_ seconded said Motion. Following discussion, a roll call vote was requested by Mayor and said roll call resulted as follows:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Thereupon, the Mayor declared said Resolution duly passed and announced that the policies for the City of Cresco are approved and adopted.

PASSED AND APPROVED THIS 2<sup>ND</sup> DAY OF NOVEMBER, 2020.

BY: \_\_\_\_\_  
Mayor Mark Bohle

ATTEST: \_\_\_\_\_  
City Clerk Michelle Girolamo

# City of Cresco

## CREDIT CARD POLICY

### I. CARDS ISSUED

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
- 1 issued to Public Works Director Nathan Widell

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 Cynthia Kay

The City has three (3) Sam's Club cardholders. Each cardholder listed below will be issued an individual card under the City's business account with Sam's Club.

- 1 issued to Fitness Center Director Rick McCarville
- 1 issued to Pool Manager Wendy Bohr
- 1 issued to Theatre Manager Wendy Lickteig

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 and all purchases will be suspended prior to issuance of the employee's final paycheck.

### II. CREDIT LIMITS

**The Visa credit limit is \$2,000.00 for the Police Chief and \$10,000.00 for the Public Works Director.**

**The Mastercard credit limit for the Library Director is \$12,500.00.**

**The Sam's Club Account combined Credit Limit is \$10,000.00.**

### 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 1<sup>st</sup> 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.

# City of Cresco

## CONFLICT OF INTEREST POLICY

### PURPOSE

The Conflict of Interest Policy has been developed to define what acts may constitute an actual or a potential conflict of interest and prohibit such acts from occurring in the best interest of preserving the integrity of the City of Cresco.

### PROVISIONS

- 1. Personal Financial Interests.** City officials, commission members, board members, committee members, employees and professional consultants should avoid participating financially, directly or indirectly, in any business enterprise which might influence, or be thought to influence, their official decisions or actions. In making judgments regarding such participation, they should consider whether their financial interest in any such business enterprise which has, or may have, a business relationship with the City represents a substantial portion of their net worth or a substantial portion of the ownership of such business enterprise.
- 2. Gratuities.** City officials, commission members, board members, committee members, employees, and professional consultants and the members of their immediate families, should avoid the acceptance of any payments, gifts, favors, special discounts, or other benefits of value greater than \$3 or promises thereof, or any hospitality or entertainment which might be regarded as placing them under some actual or apparent obligation to a third party dealing or desiring to deal with the City.
- 3. Outside Affiliations.** No employee of the City shall hold any position with any other business enterprise or governmental body which would conflict with, or might reasonably be likely to conflict with, the proper performance of his or her civic duties or responsibilities or which might tend to influence his or her impartial judgment with respect to dealings between the City and such other business enterprise or governmental body without full and complete disclosure thereof to his or her appointing authority.
- 4. In General.** It is the policy of the City of Cresco, that city officials, commission members, board members, committee members, employees and professional consultants shall not use their official position or knowledge gained therein in such a manner that a conflict would develop between the City's interest and their personal affairs. These individuals shall avoid any conflict between their personal and outside interests and the interests of the City and shall avoid any conduct which might adversely affect, or appear to affect, the exercise of their official judgment.
- 5. Disclosure.** If at any time a city official, commission member, board member, or employee of the City, or a member of their immediate family, finds that he or she has or is considering the assumption of a financial interest or outside relationship which reasonably might involve a conflict of interest with the City or with respect to which he or she is in doubt as to whether it does or might conceivably conflict with official duties under this Policy Statement, it shall be his or her duty to make timely disclosure of the facts relating to the appointing authority. Under such circumstances, except as otherwise instructed by the City at the full disclosure of the facts, the individual should refrain from exercising responsibility in any matter concerning the City which might reasonably be considered to be affected by self-interest.
- 6. Violation.** If at any time a city official, commission member, board member, or employee of the City or a member of their immediate family is found to have violated the provision of this policy, that person may be subject to discipline as determined by the City Council in accordance with the state law.

# City of Cresco

## TELEPHONE USE POLICY

### PURPOSE

The Telephone Use Policy has been developed to define what acts may constitute proper use of office telephones and personal cell phone devices during work hours.

### POLICY

Personal use of office telephones for long distance or toll calls is prohibited. Employees may use City office telephones to make local personal calls, or their own private cellular telephones, during work hours of a reasonable duration and frequency; when they do not interfere with the performance of the City's business; if it is not related to any illegal, discriminatory, or harassing behavior or business; if it would not cause the City public embarrassment and does not compromise City security or confidential information. The City reserves the right, in its sole discretion, to define what is a reasonable or permissible personal use. Families and friends should be encouraged to call employees only when urgent or necessary; and such calls must be kept to a minimum. Employees are requested to make personal calls or use personal cell phone devices, when necessary, during their breaks or meal periods.

The use of a personal cell phone for work purposes brings the device under the requirements of public records per Chapter 22 of the Code of Iowa. The public has the right to examine and copy a public record and to publish or otherwise disseminate a public record or the information contained in a public record. By choosing to use a personal cell phone, the employee agrees to make available all phone records if required by law. This may require that the phone be turned over to the City of Cresco to access the records or signing any needed releases to access information through your phone service provider.

To assure effective telephone communications with callers to the City, employees should always identify themselves to the caller and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

### CELL PHONE REIMBURSEMENT

The City of Cresco provides a personal cell phone reimbursement of \$20.00 per month to each of the following: Public Works employees, Public Works Director, Parks Director, and Fitness Center Director. These are provided to make the employees more accessible. This reimbursement is run through payroll. The reimbursement is available to these employees as they do not spend the majority of their time near a landline phone. To provide call-log information, the Police Department accesses calls thru dispatch and their radios which are paid for by the City; therefore, the police are not provided a personal cell phone reimbursement.

# City of Cresco

## ELECTRONIC COMMUNICATION POLICY

### PURPOSE

The Electronic Communication Policy has been developed to provide guidelines regarding the use of the internet and e-mail services by employees of the City of Cresco. The City encourages the use of e-mail and Internet services by authorized and trained employees when such use improves the employee's effectiveness or efficiency. These services are financed by the City of Cresco to support the access and exchange of information. As such, employees shall use these services responsibly and in full compliance with this policy.

### PRIVACY

Under routine circumstances, the City will not monitor employee e-mail messages or Internet usage logs. However, the City reserves the right to do so without prior notification to employees. Employees who use the e-mail and Internet systems cannot assume the systems afford them any level of confidentiality or privacy. As City-owned resources, the e-mail and Internet systems are subject to assessment and inspection by the Mayor and department supervisor or other personnel authorized by same. Employees should therefore not assume electronic communications are totally private and should transmit highly sensitive or confidential information in other ways. Such assessments and inspections may be undertaken when there is a legitimate purpose to do so, including, but not limited to, the following:

1. For the transfer of messages and files from one employee account to another employee account.
2. When there is evidence of, or suspicion of, use of the e-mail or Internet access systems in violation of this policy or any City policy.
3. When there is evidence of, or suspicion of, a breach of the security of the e-mail or Internet access systems.
4. To assist in the investigation of a crime.
5. When required by law to do so.

### SECURITY

Generally, e-mail and Internet access systems are not secure. Employees using these systems should assume their messages can be intercepted and monitored by unauthorized persons.

Each employee is directly responsible for any and all activity occurring under his or her e-mail name or Internet account. If an employee suspects the security of his or her e-mail or Internet account has been breached, he or she shall notify a supervisor as soon as reasonably possible.

### PUBLIC INFORMATION

E-mail (both internal and external via the Internet) is considered to be a public record and may be subject to public disclosure in accordance with applicable law.

### ELECTRONIC RECORDS RETENTION

Employees have the obligation to review their e-mail on an annual basis and delete all messages no longer needed or required to be retained as official business. This includes all Inbox, Sent, and Deleted Items as well as other electronic folders.

## **ACCEPTABLE USE GUIDELINES**

Employees shall use the e-mail and Internet access systems only for the purpose of conducting the business of the City, except as noted in the following section. While using the e-mail and Internet access systems, employees shall follow established e-mail and Internet customs, rules and guidelines. For example:

1. Employees shall use the e-mail and Internet access systems for lawful purposes only.
2. Transmission of, or access to, material (text or images) that could be construed as harassing, threatening, obscene, sexist, racist, slanderous, fraudulent, or unethical is prohibited.
3. Transmission of documents in violation of copyright laws is prohibited.
4. Use of the e-mail or Internet access systems for commercial purposes or for personal profit is prohibited.
5. Intentionally disrupting the City's e-mail or Internet systems, or the systems of any other entity, by the distribution of a computer virus, worm, or other malicious file, or by overloading a system, is prohibited.
6. Unauthorized access to another Internet system via the City's systems is prohibited.
7. Downloading e-mail attachments or other files at a PC not having an active virus detection program running is prohibited.
8. Opening a message from an unknown source is strongly discouraged (such messages often contain computer viruses and should be deleted immediately).
9. Downloading software in violation of a software license agreement is prohibited.
10. Use of the e-mail or Internet access systems for gaming, political activity, fund raising, and religious promotion is prohibited.
11. Use of the e-mail or Internet access systems to "surf" cyberspace; roam the World Wide Web; engage in on-line forums, chat rooms, newsgroups, and visiting popular sites of personal interest is prohibited.
12. Employees shall properly identify themselves when sending e-mail or when using any Internet service, and shall clearly distinguish between personal opinion and City policy.
13. Employees shall not engage in unauthorized transactions which may incur a cost.
14. Employees shall respect the privacy of others.
15. Employees shall not send, or contrive to send, or retransmit anonymous messages or publicize proprietary or confidential information.
16. Employees shall not subscribe to mail lists or list servers that are not related to official business or to professional enhancement in support of a mission.

## **PERSONAL USE**

Personal use is on personal time (hours not charged to the City) and must not interfere with business or normal work activities, and not adversely affect performance of the employee, surrounding employees, the organization, or business functions.

**Employees may use the e-mail and Internet access systems for personal use provided that such use:**

1. Is incidental and infrequent.
2. Does not interfere with the job performance of the employee or the employee's coworkers.
3. Does not generate a direct cost to the City.
4. Does not interfere with or burden the e-mail or Internet access systems.
5. Does not consume large system resources or storage capacity or otherwise deplete system resources available for business activity.
6. Is in compliance with all other sections of this policy.



Employees using the City's account to access these services represent the City during their use, and such use should reflect ethical behavior and appropriate use of city resources.

Examples of acceptable personal use include

1. Personal conversation incident to a business-oriented e-mail message.
2. Infrequent transmission of brief, personal e-mail messages.
3. Infrequent access to a web-based e-mail service to transmit personal e-mail messages.

## **VIOLATIONS**

The use of the City's e-mail and Internet access systems is a privilege afforded to authorized users. This privilege may be revoked at any time for violations of this policy. The Mayor and department supervisor or a designee will evaluate said violations of this policy or misuse of City equipment to the Mayor. Employees found to have violated this policy, or to have engaged in illegal or unethical practices, will be subject to disciplinary action, up to and including termination and criminal prosecution.

The City expressly reserves the right, without prior notice, to alter and update this policy from time to time. Any changes will be communicated to employees and it is the employee's obligation to review the revised policy.

## **DISCLAIMERS**

A wide variety of information exists on the Internet. Some persons may find part of that information to be offensive or otherwise objectionable. Employees should be aware the City has no control over and can, therefore, not be responsible for the information on the Internet other than what we as an organization place there.

# City of Cresco

## SOCIAL MEDIA POLICY

### PURPOSE

This policy sets forth guidelines for the establishment and use by the City of Cresco of social media sites as a means of conveying City of Cresco information to the public. The intended purpose behind the use of City of Cresco social media sites is to disseminate information from the City, about the City, to the public in a civil and unbiased manner.

The City of Cresco has an overriding interest and expectation in deciding what is “spoken” on behalf of the City on City social media sites. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitations, City’s website, blogs, wikis, content hosting sites such as Flickr and YouTube, and social networking sites such as Facebook, LinkedIn, and Twitter. This policy is in addition to, and complements, any existing or future City of Cresco policies regarding the use of technology, computers, smart phones, e-mail and the Internet.

### GENERAL POLICY

1. The establishment and use by any City Department of City social media sites are subject to approval by the City Council, Mayor, City Clerk or his/her designees. All City of Cresco social media sites shall be administered by the Department Supervisor or his/her designees.
2. City social media sites shall make clear that they are maintained by the City of Cresco. The City logo or branding shall be used on all social media accounts to confirm authenticity of the site. City social media accounts will only join a group or become a fan of a page if it is related to official City business, services, and events.
3. Wherever possible, City social media sites should link back to the official City of Cresco website for forms, documents, online services, and other information necessary to conduct business with the City of Cresco.
4. The Department Supervisor or his/her designees will monitor content on City social media sites to ensure adherence to both the social media policy and the interest and goals of the City of Cresco.
5. Users of all City social media shall adhere to applicable federal, state and local laws, regulations and policies.
6. The City reserves the right to restrict or remove any content that is deemed in violation of the City of Cresco social media policy or any applicable law. Any content removed based on these guidelines must be retained by the Department Supervisor or his/her designees for a reasonable period of time, including the time, date and identity of the poster, when available.
7. The City of Cresco’s website at <https://www.cityofcresco.com> will remain the city’s primary and predominate Internet presence.
8. Freedom of Information Act and e-discovery laws and policies apply to social media content and therefore content must be able to be managed, stored and retrieved to comply with these laws.
9. City of Cresco social media sites are subject to State of Iowa Public records laws. Any content maintained in a social media format that is related to City business, including a list of subscribers and posted communication, is a public record. The Department maintaining the site is responsible for responding completely and accurately to any public records request for public records on social media. Content related to City business shall be maintained in an accessible format pursuant to City policy and practice so that it can be produced in response to a request. Whenever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.
10. Employees representing the City of Cresco via social media accounts must conduct themselves at all times as a representative of the City of Cresco. Employees that fail to conduct themselves in an appropriate manner could result in disciplinary action.

## COMMENT POLICY

1. A comment posted by a member of the public on any City of Cresco social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the City of Cresco, nor do such comments necessarily reflect the opinions or policies of the City of Cresco.
2. Comments containing any of the following inappropriate forms of content shall not be permitted on City of Cresco social media sites and are subject to removal and/ or restriction by the Department Supervisor or his/her designees.
  - a. Comments not relate to the original topic;
  - b. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status or mental or physical disability;
  - c. Defamatory or personal attacks of any kind;
  - d. Profane, obscene, threatening, or harassing language to any person or organization;
  - e. Comments in support of, or in opposition to, any political campaigns or ballot measures;
  - f. Solicitation of commerce, including but not limited to advertising of any business or product for sale;
  - g. Conduct in violation of any federal, state of local law;
  - h. Encouragement of illegal activity;
  - i. Information that may tend to compromise the safety or security of the public or public systems; or
  - j. Content that violates a legal ownership interest, such as a copyright, of any party.
3. The City of Cresco reserves the right to deny access to City of Cresco social media sites for any individual who violates the City of Cresco Social Media Policy, at any time without prior notice. The City reserves the right to restrict or remove any content that is deemed in violation of the social medial policy or applicable law.
4. The following verbiage can be used to warn individuals about their content: "Your recent post is in violation of the City of Cresco Social Media Policy. Please refrain from posting inappropriate content in the future. If you do not refrain from posting such content, we will block you from this forum. Thank you for understanding."
5. Departments shall monitor their social media sites for comments requesting responses from the City and for usage in violation of this policy.
6. Department Supervisor or their designees, shall determine how employees must identify themselves when participating in the social media forum.

These guidelines must be displayed to users or made available by hyperlink.