

NOTICE AND CALL OF COUNCIL MEETING

Governmental Body:	The City Council of City of Orange City, Iowa
Date of Meeting:	March 4, 2024
Time of Meeting:	4:30 o'clock P.M.
Place of Meeting:	Council Chambers, City Hall, 125 Central Ave SE Orange City, Iowa

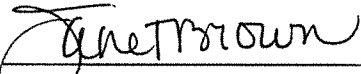
PUBLIC NOTICE IS HEREBY GIVEN that the above mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

1. Meeting called to order
2. Opening ceremonies
3. Approval of agenda
4. Citizen comments
5. Approval of minutes
6. Resolution of necessity for the 2024 City of Orange City Delaware Avenue and 2nd Street Reconstruction Project
 - Public hearing on proposed resolution of necessity
 - Resolution with respect to adopting resolution of necessity
 - Resolution directing preparation of detailed plans and specifications, form of contract and notice to bidders
 - Resolution ordering bids, approving plans, specifications and form of contract and related matters
7. Ordinance No. 848, establishing street grades for the 2024 City of Orange City Delaware Avenue and 2nd Street Reconstruction Project
8. Third reading of Ordinance No. 847, amending Chapter 136, Sidewalk Regulations

Council Meeting
March 4, 2024
Page 2

9. Beck Engineering Dutch front reimbursement
10. Special Event Permits
 - Orange City Arts Council OnStage
 - Chamber Easter Egg Hunt
11. Liquor license applications
12. Administrative reports
13. Council comments
14. Adjournment

This notice is given at the direction of the Mayor pursuant to Chapter 28A, Iowa Code, as amended, and the local rules of said governmental body.



Janet Brown, City Clerk of the
City of Orange City, Iowa

COUNCIL MEETING
AGENDA NOTES
March 4, 2024

1. The meeting will be called to order by Mayor Deb De Haan at 4:30 o'clock P.M.
2. Opening ceremonies. Pledge of Allegiance to our flag and a moment of silent prayer.
3. The agenda was prepared, posted and distributed in accordance with requirements of the Iowa Open Meeting Act.
4. This time is provided for citizen comments. It is suggested that if someone wishes to speak, we also ask for their residence. This time is intended for residents in the City limits.
5. The minutes of the February 19, 2024 council meeting is enclosed for your review. Exhibit 1
6. We will hold a public hearing to consider the proposed resolution of necessity for the 2024 Delaware Avenue and 2nd Street Reconstruction Project. Council will then consider the resolution of necessity, a resolution directing preparation of plans, and a resolution ordering bids, approving plans, specifications and form of contract. Bids will be opened March 28 at 10:30 A.M. and a public hearing will be held on April 1 at 4:30 P.M. on the plans, specifications, form of contract and estimate of costs.
7. Mark Nyhoff with Beck Engineering has prepared Ordinance No. 848, establishing street grades for the 2024 Delaware Ave and 2nd Street Reconstruction Project. Exhibit 2
8. This will be the third and final reading of proposed Ordinance No. 847, amending Chapter 136, Sidewalk Regulations. This ordinance will regulate the display of merchandise on sidewalks and sidewalk cafés in the downtown commercial area that will require maintaining a minimum 5' clearance for pedestrian traffic on the sidewalk. Exhibit 3
9. City Council previously approved the allowable max funds for the Beck Engineering new Dutch front. The estimated cost for the Dutch front was originally estimated at \$157,037.16 and included engineering fees. The City has received the final invoicing for the front with the cost being \$82,604.00 plus \$5,000.00 for design fees. With approval the reimbursement for the front would be \$41,302.00 plus an approved 5% engineering reimbursement of \$4,130.00, bringing the total City's reimbursement for the project to \$45,432.00.
10. We have received Special Event Permit Applications from Orange City Arts Council for their OnStage events this summer in the downtown park and from the Chamber for their annual Easter Egg Hunt on March 30 in the downtown park. Exhibit 4 & 5
11. We have received a renewal application for a Special Class C Retail Alcohol License (BW) from Holland Plaza Theater. We have also received an application for a new Class B Retail Alcohol License from Woudstra Meat Market/Highland Post. Everything is in order.

12. Administrative reports:

Scheduled Meetings:

March 18	Council Meeting, 4:30 P.M.
April 1	Special Budget Hearing, 4:15 P.M.
April 1	Council Meeting, 4:30 P.M.
April 15	Council Meeting, 4:30 P.M.
May 6	Council Meeting, 4:30 P.M.
May 20	Council Meeting, 4:30 P.M.

If you would like additional information about an agenda item or another issue, that would help you or the Council as a whole, please feel free to let me know so I can either get it to you by email or by report at the meeting.

Earl Woudstra
City Office **712-707-4885**
Cell phone **712-737-7115**
Email **earlw@orangecityiowa.com**

Council Meeting
February 19, 2024

The City Council met in semi-monthly session pursuant to adjournment at 4:30 o'clock P.M. on February 19, 2024. A quorum was declared by Mayor Deb De Haan. The meeting was held in the Council Chambers, City Hall, 125 Central Ave SE, Orange City, Iowa.

Members Present: Council members Daryl Beltman, Olivia Chapman, Rod De Boer, Daron De Jong, and Bret Walinga

Members Absent: None

Staff: Earl Woudstra, Janet Brown, Kurt Frederes, Kent Anderson, Jim Pottebaum, and Matt Van Schouwen

Guests: Doug Calsbeek, Justin Jacobsma, Amy Schmidt, and Jennie Droog

Agenda: A motion was made by Council member Daron De Jong and duly seconded by Council member Olivia Chapman approving the tentative agenda as the official agenda. On call of the roll motion carried. The vote was as follows: AYES: Daron De Jong, Olivia Chapman, Daryl Beltman, Rod De Boer, Bret Walinga; NAYS: None.

Citizen Comments: This time was provided for citizen comments. Amy Schmidt, 1412 2nd Street SE, suggested the City consider putting a sidewalk along St. Paul Avenue to the roundabout for kids to get to the new elementary school. The existing road really has no shoulder and kids are walking along the side of the road. Earl responded the City has been considering that option.

Approval of Minutes: The minutes of the February 5, 2024 council meeting were presented. A motion was made by Council member Daryl Beltman and duly seconded by Council member Rod De Boer approving said minutes as published. On call of the roll motion carried. The vote was as follows: AYES: Daryl Beltman, Rod De Boer, Olivia Chapman, Daron De Jong, Bret Walinga; NAYS: None.

Fiscal Year 2022-2023 Comprehensive Annual Report: Justin Jacobsma with Williams and Company was present to review the fiscal year 2022-2023 Comprehensive Annual Report. A motion was made by Council member Rod De Boer and duly seconded by Council member Daron De Jong approving the fiscal year 2022-2023 Comprehensive Annual Report. On call of the roll motion carried. The vote was as follows: AYES: Rod De Boer, Daron De Jong, Daryl Beltman, Olivia Chapman, Bret Walinga; NAYS: None.

Financial Report: The monthly financial report for January 2024, representing cash balances for all funds was presented, whereupon it was therefore moved by Council member Daryl Beltman and duly seconded by Council member Olivia Chapman approving the monthly financial report as published. On call of the roll motion carried. The vote was as follows: AYES: Daryl Beltman, Olivia Chapman, Rod De Boer, Daron De Jong, Bret Walinga; NAYS: None.

Monthly Bills: A Summary of Warrants report listing bills from January 16, 2024 through February 19, 2024 was presented. A motion was made by Council member Daron De Jong and duly seconded by Council member Bret Walinga approving the monthly bills, subject to audit. On call of the roll motion carried. The vote was as follows: AYES: Daron De Jong, Bret Walinga, Daryl Beltman, Rod De Boer, Olivia Chapman; NAYS: None.

Resolution Setting Public Hearing for Proposed Property Tax Levy: A motion was made by Council member Bret Walinga and duly seconded by Council member Olivia Chapman adopting a resolution setting 4:15 o'clock P.M. on April 1, 2024 as the time for a public hearing to consider the proposed property tax levy of \$14.46. On call of the roll motion carried. The vote was as follows: AYES: Bret Walinga, Olivia Chapman, Daryl Beltman, Rod De Boer, Daron De Jong; NAYS: None. The resolution was assigned number 2-19-24-2090 and appears in the official resolution book.

Resolution Declaring an Official Intent Under Treasury Regulation 1.150-2 to Issue Debt to Reimburse the City for Certain Original Expenditures Paid in Connection with the 2024 Delaware Ave and 2nd Street Reconstruction Project: A motion was made by Council member Daryl Beltman and duly seconded by Council member Rod De Boer adopting a resolution declaring an official intent under Treasury Regulation 1.150-2 to issue debt to reimburse the City for certain original expenditures paid in connection with the 2024 Delaware Ave and 2nd Street Reconstruction Project. On call of the roll motion carried. The vote was as follows: AYES: Daryl

Beltman, Rod De Boer, Olivia Chapman, Daron De Jong, Bret Walinga; NAYS: None. The resolution was assigned number 2-19-24-2091 and appears in the official resolution book. Records are kept in Appendix 21.

Second Reading of Ordinance No. 847, Amending Chapter 136, Sidewalk Regulations:

A motion was made by Council member Daron De Jong and duly seconded by Council member Bret Walinga approving the second reading of proposed Ordinance No. 847, an ordinance regulating the display of merchandise on sidewalks and sidewalk cafés in the downtown commercial area that will require maintaining a minimum 5' clearance for pedestrian traffic on the sidewalk. On call of the roll motion carried. The vote was as follows: AYES: Daron De Jong, Bret Walinga, Daryl Beltman, Olivia Chapman, Rod De Boer; NAYS: None.

Collective Bargaining Tentative Agreement: Earl reviewed the Collective Bargaining Tentative Agreement. The Council will act on the agreement once the union members have approved the agreement. No official action was taken.

Scheduled Meetings:

March 4	Council Meeting, 4:30 P.M.
March 18	Council Meeting, 4:30 P.M.
April 1	Special Budget Hearing, 4:15 P.M.
April 1	Council Meeting, 4:30 P.M.
April 15	Council Meeting, 4:30 P.M.
May 6	Council Meeting, 4:30 P.M.
May 20	Council Meeting, 4:30 P.M.

Oral reports: Earl shared an airport board meeting update; received notice of retirement from Duane Hulstein; Landsmeer Golf Course annual meeting on March 5; Prairie Winds Event Center Board reviewed the 2025 rates; the daycare taskforce will be doing some fund raising, they also met with the Crittenton Center employees for suggestions on operating a successful daycare.

Council Comments: The Mayor called for comments from members of the Council and none were heard.

Adjournment: No further business appearing it was therefore moved by Council member Olivia Chapman and duly seconded by Council member Bret Walinga to adjourn. On call of the roll motion carried. The vote was as follows: AYES: Olivia Chapman, Bret Walinga, Daryl Beltman, Rod De Boer, Daron De Jong; NAYS: None. Adjournment time was 5:13 o'clock P.M.

Deb De Haan, Mayor

ATTEST: _____
Janet Brown, City Clerk

ORDINANCE NO. 848**AN ORDINANCE ESTABLISHING THE STREET GRADES FOR THE 2024 CITY OF ORANGE CITY DELAWARE AVE. AND 2ND ST. RECONSTRUCTION PROJECT.**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ORANGE CITY, IOWA that:

All grades are established and described in feet and decimals of feet with respect to the horizontal plane known as the datum plane. The horizontal datum plane is Iowa Regional Coordinate System (NRCS) Zone 1 and the coordinate values are derived from the Iowa Department of Transportation's RTN network. The vertical datum plane is NAVD 88.

SECTION 1. The new grades and elevations of Delaware Avenue SW, from the intersection of 3rd Street SW to the intersection of 1st Street NW, totaling approximately 725 feet, are hereby established about the datum plane described:

The Centerline of Delaware Avenue SW from Station 1+00 to Station 8+25 as the centerline of Delaware Avenue SW stationing increases from south to north from Station 0+00 to 8+50.

<u>Station</u>	<u>Centerline Elevation</u>
1+00	1430.81
1+50	1431.31
2+00	1431.78
2+50	1432.47
3+00	1433.19
3+50	1433.91
4+00	1434.64
4+50	1435.09
5+00	1435.38
5+50	1435.78
6+00	1436.05
6+50	1435.40
7+00	1433.70
7+50	1431.58
8+00	1430.37
8+25	1429.96

SECTION 2. The new grades and elevations of 1st Street NW, from the intersection of Delaware Avenue SW to the intersection of Colorado Avenue SW, totaling approximately 430 feet, are hereby established about the datum plane described:

The Centerline of 1st Street NW from Station 21+00 to Station 25+30 as the centerline of 1st Street NW stationing increases from west to east from Station 20+00 to 26+00.

<u>Station</u>	<u>Centerline Elevation</u>
21+00	1429.97
21+50	1429.78
22+00	1429.58
22+50	1429.38
23+00	1429.18
23+50	1428.98
24+00	1428.78
24+28	1428.71
24+50	1428.78
25+00	1428.97
25+30	1429.14

SECTION 3. The new grades and elevations of 2nd Street SW, from the intersection of Delaware Avenue SW to the intersection of Colorado Avenue SW, totaling approximately 388 feet, are hereby established about the datum plane described:

The Centerline of 2nd Street SW from Station 11+00 to Station 14+88 as the centerline of 2nd Street SW stationing increases from west to east from Station 10+00 to 15+00.

<u>Station</u>	<u>Centerline Elevation</u>
11+00	1435.11
11+23	1434.83
11+50	1435.00
12+00	1435.36
12+50	1435.72
13+00	1436.08
13+50	1436.63
14+00	1437.33
14+27	1434.45
14+50	1437.36
14+88	1437.02

SECTION 4. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 5. SEVERABILITY CLAUSE. 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 6. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as required by law.

PASSED AND APPROVED this ____ day of _____, 2024.

Mayor

ATTEST:

City Clerk

01764823-1\10303-136

First reading: March 4, 2024

Second reading:

Third reading:

I certify that the foregoing was published as Ordinance No. 848 on the ____ day of _____, 2024.

City Clerk

ORDINANCE NO. 847

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF ORANGE CITY, IOWA, BY AMENDING CHAPTER 136, SIDEWALK REGULATIONS.

BE IT ENACTED by the City Council of the City of Orange City, Iowa:

SECTION 1. The Code of Ordinances of the City of Orange City, Iowa, Chapter 136, Sidewalk Regulations, is amended by the additions to Sub-Section 136.01(9,10,11,and 12,), deleting Sub-Section 136.17, changing Sub-Section 136.18 to 136.17, and by adding Sub-Sections 136.18, 136.19, 136.20, 136.21, 136.22, and 136.23 is amended by adding the following wording:

136.01 DEFINITIONS.

9. "Pedestrian" means any person traveling on foot or by wheelchair.

10. "Restaurant" means a business whose primary function is the service of food to customers, and which meets the following criteria:

A. Prepares meals on the premises and provides meal service to each floor of the premises which is open to the public while the kitchen is open; and has a food service menu from which customers may order;

B. Has one staff person whose primary duty is the preparation of food and another staff person whose primary duty is to serve food to customers;

C. Has a kitchen separate from the bar equipped with any of the following: a stove, a griddle, a grill or broiler, and a food refrigeration unit;

D. Operates the restaurant service during at least sixty percent (60%) of the hours that the business is open to the public; and

E. Holds itself out to be a restaurant and advertises itself as a restaurant if it advertises. In addition, the term, "restaurant" includes a café, cafeteria, coffee shop, delicatessen, ice cream shop, lunchroom or tearoom whether or not any such business satisfies the criteria set out above for a restaurant.

11. "Retail Sales" means the sale by a merchant of goods and merchandise permitted to be sold in the General Commercial District, in the area of the sidewalk directly adjacent to a building in which the same merchant operates a business where the same or similar goods and merchandise are sold.

12. "Sidewalk café" means an outdoor area located temporarily on a public sidewalk contiguous with any side of a building wherein a restaurant is located in the General Commercial District and where food, beverages, or both from such restaurant are taken for consumption by persons sitting or standing at tables in that area.

136.18 RESTRICTIONS ON SMOKING AND ALCOHOLIC BEVERAGES.

1. Smoking tobacco or using an electronic smoking device is prohibited.

2. Alcoholic beverages may be served with a valid alcoholic beverage control license, approved City Service Area Extension license, and in accordance with state and local alcoholic beverage control laws, provided the following additional requirements are met:

A. Patron entrance to and egress from the service area extension shall be controlled by staff of the establishment, who shall continuously monitor the dining area during times alcoholic beverages are being sold or consumed, and

B. No alcoholic beverages may be sold or served to patrons later than 11:00 p.m., and

C. Patrons shall not be permitted to consume any beverages that were not purchased on the premises.

136.19 USABLE SIDEWALK AREA.

1. Retail Sales and Sidewalk cafés shall be positioned on the sidewalk no greater than 8'(feet) from the adjacent business/building in a manner that allows a minimum five (5) foot-wide clearance for pedestrian traffic on the sidewalk.

2. No tables, chairs or benches shall be placed in street corner areas defined by building lines extended to the street, or closer than ten (10) feet from an alley.

3. A sidewalk café may not utilize or include any public amenities such as benches, seats, tables or trash receptacles.

136.20 DAYS AND HOURS OF OPERATION.

1. All Retail Sales and Sidewalk cafés areas may be operated and used from April 1 through October 31 of each year, subject to snowfall, and during special events when such use is specifically approved in advance by the Orange City Council.

Exception: All Retail Sales, Sidewalk cafés, and Service Area Extension areas shall be removed from the sidewalk the 3rd week of May due to Tulip Festival.

2. All Retail Sales and Sidewalk cafés areas be operated each day only between the hours of 7:00 a.m. and 11:00 p.m., and at such times during special events as are approved by the Orange City Council.

136.21 TABLES AND CHAIRS, LOCATION AND REQUIREMENTS OF FURNITURE.

1. All tables and chairs for the Sidewalk café area shall be only set within the designated area and it shall be the responsibility of the owner/representative of the application holder to ensure tables, chairs, and other dining furniture do not encroach upon any part of the sidewalk not designated on his or her application.

2. All outdoor dining furniture, including tables, chairs, umbrellas, barriers, propane heaters, and authorized accessory items, shall be readily movable. Readily movable shall mean that no object as stated above, which is part of the sidewalk café, shall be leaded, cemented, nailed, bolted, power riveted, screwed-in or affixed, even in a temporary manner, to either the public way on which the sidewalk café is placed, to the building, or to any other structure which the sidewalk café abuts. Umbrellas must be secured with a minimum base of not less than sixty (60) pounds.

3. Accessory devices for the comfort of patrons, such as fans and propane heaters, may be used at sidewalk cafés locations, provided, however, that any such devices, cables, or wiring are installed and operated in a safe and responsible manner in compliance with applicable codes.

136.22 DELINEATING SIDEWALK CAFÉS.

Sidewalk cafés shall be delineated by barriers at least thirty-two (32) inches in height separating patrons from the pedestrian traffic and barriers may consist of planters, fencing, or other sturdy material that physically separates the Sidewalk café from the adjoining right-of-way. Barriers shall comply with what is set forth in the current version of the Americans with Disabilities Accessibility Guidelines. Barriers shall be placed so as not to obstruct the required Clear Way.

136.23 INSURANCE.

Retail Stores and Sidewalk café owners must agree in writing to (a) indemnify and hold harmless the City, its officers, agents, and employees for, from, and against, any liability for damages arising out of the placement of tables, chairs, benches, or any of them, in the public right-of-way, and for all claims, losses, and damages, including payment of attorney fees, arising from the applicant's use of the public right-of-way, or which are caused in whole or in part by any act or omission of the applicant, its agents, or employees and (b) have, maintain, and furnish proof to the City of a policy providing commercial general liability insurance coverage in the amount of \$1,000,000 per occurrence with the City endorsed on the policy as an additional insured.

SECTION 2. REPEALER. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any section, provision or part thereof not adjudges invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed and approved this _____ day of _____, 2024.

Deb De Haan, Mayor

ATTEST:

Janet Brown, City Clerk

First Reading: February 5, 2024

Second Reading:

Third Reading:

I certify that the foregoing was published as Ordinance No. 847 on the _____ day of _____, 2024.

City Clerk



SPECIAL EVENT PERMIT APPLICATION

(Must be turned in at least 60 days prior to event)

A Special Event Permit is required from the City of Orange City for any special activity that requires exclusive use of city streets, sidewalks, parks, and requires special assistance of a city department, or is likely to have a large impact on traffic. **(Excludes Tulip Festival and RAGBRAI)**

1. General Information.

- Organization/Person Requesting: Orange City Arts Council
- Name of Event: OnStage
- Contact Name: Emie Andrulewich, Director
- Mailing Address for Contact: 509 8th St SE, Orange City, IA 51041
- Contact Phone Number: office 712-707-4510 , cell 712-539-9529
- Email: info@orangecityarts.org
- Address of Event: Windmill Park, Orange City
- Estimate of Number of Participants:
 1-100 101-200 x 201-300 301-500 > 500
- Attach map of event location, set-up, and/or route.

2. Type of Event:

- Carnival Walk, Run, Bicycle Event Fireworks
 x Concert Neighborhood/Block or Private Party
 Other: _____

***The above events require City Council approval, which could take 30 days to obtain.**

3. Date of Event:

Date Set Up: June 5 Date Taken Down: Aug 14
 Date(s) Held: 6/5, 6/12, 6/19, 6/26, 7/3, 7/17, 7/24, 7/31, 8/7, 8/14 Time(s) Held: 7:30 PM

4. Brief Description of Event: Free music concerts at the band shell in Windmill Park on Wednesday evenings

Applicant Signature: 

City Official Signature: _____

4. Additional permits required when event includes:

_____ Sale of Alcoholic Beverages

- The Application for a temporary liquor license must be reported to the City Clerk's Office and approved by the City Council. (This process could take 60 days)
- Requires temporary liquor license from the Iowa Beverage Division. Apply on-line at www.iowaabd.com.

_____ Sale of Food Products

- Mobile Food and Beverage Vendors require a separate license from the City
- The applicant selling pursuant to this permit shall comply with all applicable State food and health rules and regulations.

☒ Sound Equipment

- If the event includes music, a live band, or noise of any kind a request for a Sound Equipment Permit must be made. See attached form.

_____ Fireworks

5. Please check any of the following boxes that apply to this event.

_____ Portable restrooms – recommended based on duration/people attending.

☒ using a park, sidewalk or street surrounding a park.

_____ using any public area.

_____ using any portion of a public trail.

_____ there will be alcoholic beverages sold/served.

_____ there will be a fee/charge to take part in this event.

If you checked any of the boxes above, please give a brief description: We will be using the Bandshell and surrounding grassy area near the bandshell for the audience. There may be some use of the park pavilion for our sponsors to pass out free food and water. The parking area behind the bandshell will need to be reserved for the use of loading in and out by the performers and of OC Arts staff and or Sponsors.

Insurance Requirements: For all events, an Insurance Certificate is required in the amount of \$1,000,000.00, for liability coverage.

PLEASE NOTE: The request form must be returned to Janet Brown at the City Clerk's Office, 125 Central Ave. SE, at least 60 days prior to the event or the event will be denied. If you have any questions, please contact us at 712-707-4885.



SPECIAL EVENT PERMIT APPLICATION

(Must be turned in at least 60 days prior to event)

A Special Event Permit is required from the City of Orange City for any special activity that requires exclusive use of city streets, sidewalks, parks, and requires special assistance of a city department, or is likely to have a large impact on traffic. **(Excludes Tulip Festival and RAGBRAI)**

1. General Information.

- Organization/Person Requesting: OC Chamber of Commerce
- Name of Event: Easter Egg Hunt
- Contact Name: Mike Hofman
- Mailing Address for Contact: 509 8th St SE Orange City, IA 51041
- Contact Phone Number: 712-707-4510
- Email: occhmbr@gmail.com
- Address of Event: Windmill Park
- Estimate of Number of Participants:

1-100
 101-200
 201-300
 X 301-500
 > 500
- Attach map of event location, set-up, and/or route.

2. Type of Event:

- Carnival
 Walk, Run, Bicycle Event
 Fireworks
- Concert
 Neighborhood/Block or Private Party
- X Other:
Community Easter Egg Hunt in Windmill Park

***The above events require City Council approval, which could take 30 days to obtain.**

3. Date of Event:

Date Set Up: 3/30/24
 Date(s) Held: 3/30/24

Date Taken Down: 3/30/24
 Time(s) Held: 6am - 12noon

4. Brief Description of Event: Easter Egg hunt in Windmill park

Applicant Signature: Mike Hofman

Digitally signed by Mike Hofman
Date: 2024.02.20 10:52:21 -0600

City Official Signature: _____

4. Additional permits required when event includes:

_____ Sale of Alcoholic Beverages

- The Application for a temporary liquor license must be reported to the City Clerk's Office and approved by the City Council. (This process could take 60 days)
- Requires temporary liquor license from the Iowa Beverage Division. Apply on-line at www.iowaabd.com.

_____ Sale of Food Products

- Mobile Food and Beverage Vendors require a separate license from the City
- The applicant selling pursuant to this permit shall comply with all applicable State food and health rules and regulations.

☒ _____ Sound Equipment

- If the event includes music, a live band, or noise of any kind a request for a Sound Equipment Permit must be made. See attached form.

_____ Fireworks

5. Please check any of the following boxes that apply to this event.

_____ Portable restrooms – recommended based on duration/people attending.

☒ _____ using a park, sidewalk or street surrounding a park.

☒ _____ using any public area.

_____ using any portion of a public trail.

_____ there will be alcoholic beverages sold/served.

_____ there will be a fee/charge to take part in this event.

If you checked any of the boxes above, please give a brief description: Using park for the hunt

Insurance Requirements: For all events, an Insurance Certificate is required in the amount of \$1,000,000.00, for liability coverage.

PLEASE NOTE: The request form must be returned to Janet Brown at the City Clerk's Office, 125 Central Ave. SE, at least 60 days prior to the event or the event will be denied. If you have any questions, please contact us at 712-707-4885.