

**NOTICE OF REGULAR COUNCIL MEETING
CUMMING CITY COUNCIL
July 22, 2024 – 6:00 PM
Cumming City Hall, 649 N. 44th St., Cumming, IA***

ROLL CALL

APPROVAL OF AGENDA as presented and/or amended

PUBLIC COMMENT

PUBLIC HEARING

CONSENT ITEMS

- A. Minutes from the July 8, 2024 Regular Council Meeting
- B. Payment of Bills
- C. July 2024 Building Permits
- D. May 2024 Hometown Pride Minutes
- E. Resolution 2024-29 Appointment of City Treasurer

BUSINESS ITEMS

- A. Resolution 2024-30 City Clerk Wage
- B. Resolution 2024-31 Orilla Road Maintenance-with City of Norwalk

REPORTS:

- A. Mayor
- B. Council
- C. Attorney
- D. City Administrator
- E. City Clerk

ADJOURN INTO WORKSESSION

WORKSESSION:

- A. Comprehensive Land Use and Capital Planning, Continued from June 24 Council meeting
- B. Community Visioning Program Application to Iowa Living Roadways continued from July 8, 2024

ADJOURNMENT

UPCOMING ITEMS

*The City of Cumming welcomes public participation. If unable to attend this meeting in person, online and phone participation are available below. For questions, please contact City Hall at 649 N 44th Street, 515-981-9214 or email at nonstot@cumming.iowa.gov

Join Zoom Meeting
<https://us02web.zoom.us/j/2382663968> Meeting ID: 238 266 3968

Council Communication: Council Meeting Items for July 22, 2024

SUBMITTED BY:

Rita Conner, City Administrator

SYNOPSIS:

The information below summarizes agenda items before Council for July 22, 2024.

CONSENT ITEMS

- J. Resolution 2024-29 Appointment of City Treasurer: The original resolution for this item was brought to City Council at the July 8 meeting and has now been modified for clarity. This resolution provides for the appointment of Donna Bahun as City Treasurer to provide an outside independent review of the monthly account reconciliations performed by staff.

BUSINESS ITEMS

- A. Resolution 2024-30 City Clerk/Finance Officer Wage: Proposing an hourly increase for City Clerk/Finance Officer from \$23.92 to \$24.25. The position will go to 35 hours per week, which is still part time in accordance with the Employee Handbook. During the FY 26 budget process, review will be conducted to propose the position to 40 hours per week, full time, with a commensurate wage.
- B. Resolution 2024-31 Orilla Road Maintenance-with City of Norwalk: The City of Norwalk has received bids for repair work on Orilla Road and is willing to include the City of Cumming's section of the road in the improvement project. This is a great opportunity for collaboration and best use of public funds.

TRACKING/FOLLOW UP FROM PRIOR COUNCIL MEETINGS

This section is intended to provide tracking on past agenda items, questions from elected officials during the meeting and upcoming items.

From 6-24-2024 Council meeting

- Review of the Future Land Use Map from the 2023 Comprehensive Plan for Council consensus on the current and planned growth boundaries. Intended to guide discussions with neighboring jurisdictions and to frame the priorities for capital projects and private sector investment
 - *We will revisit this in the July 22 Worksession*
- Review of Draft Capital Improvement Plan for Council to provide direction on priorities, allowing for optimum allocation of resources and strong financial planning for the next 10-15 years. This initial draft document is much more of an inventory at this stage, so please treat as a draft and in your review, note anything that may be missing or should be considered.

- *We will revisit this in the July 22 Worksession*
- Proposed City Initiated Rezoning: Property (4448 Cumming Ave, Bob & Kelly Perkins) <https://beacon.schneidercorp.com/Styles/OL/img/BeaconMapTip.png>. adjacent to the Middlebrook Agrihood Planned Unit Development (PUD) proposes rezoning to be compatible with the Agrihood Master Plan.
 - *To be updated at the July 22 meeting*
- City Administrator proposal on grass height for code enforcement: Seeking Council consideration for a modification of City Code Chapter 52, Section 52.04, Undeveloped Residential Areas, to require a mowed edge off the curb, but allowances for grass to be taller than 6" off outside the public realm. Properties would need to be free of noxious weeds and provide clear visibility for vehicles and pedestrians.
 - *To be updated at the July 22 meeting*

**OFFICIAL PUBLICATION
CITY OF CUMMING
Regular Council Meeting 07/08/2024
To be Approved at 07/22/2024 Meeting**

The regular City Council Meeting of the City of Cumming was held at Cumming City Hall 649 N. 44th St. on June 24, 2024 at 6:00PM. The meeting was called to order at 6:00 P.M. by Mayor Brent Highfill. Present at Roll Call: Thomas Cackler, Kathie Hungerford, Martin Squier, Charlie Ochanpaugh via Zoom and Larry Goode, Jr. Motion to approve agenda with the removal of item J under Consent Items motion by Cackler, seconded by Goode, Jr. Approved 5-0.

Public Comment: Patrick Whalen is present with some concerns regarding the passing zone on G14 between N 29th and N 35th street. He is requesting that there are no passing zones along G14. Patrick Whalen and Darwin Large have submitted a bid for the lot located behind their houses on N Birch Ave. The process will take one year and nine months to complete, they will update as needed. Patrick shared concerns regarding communication from City Hall, the city clerk noted his concerns and are taking action to correct any issues that have occurred.

Public Hearings: None

Consent Items:

Motion made by Goode, Jr., seconded by Squier to approve Consent Items; Minutes from June 24, 2024 Regular Council Meeting, Payment of Bills, June 2024 Profit & Loss, June 2024 Balance Sheet, June 2024 Treasurer's Report, June 2024 Budget vs Actual Profit & Loss, June 2024 Sheriff's Report, Items related to Iowa Distilling Block Party Application, and Resolution 2024-28 Authorizing Wages for City Employee. Approved 5-0.

Payment of Bills:

Check	06/24/2024	Veenstra & Kimm Inc.	Building Permits May 2024	-1,711.41
Check	06/24/2024	N/Warren Town & C...	Minutes for 05.28.24	-99.20
Check	06/24/2024	MidAmerican Energy	June Invoice	-835.70
Check	06/27/2024	Elan Financial Service...	June Credit Card	-159.95
Check	06/27/2024	Warren County Econ...	Invoice 20279 - 24-25 Annual Investment	-1,500.00
Check	06/27/2024	Record Herald	Annual Subscription	-60.00
Check	07/02/2024	ICAP	2024-2025 Insurance	-10,166.00
Check	07/02/2024	City of Des Moines	Invoice 136307	-3,646.40
Check	07/08/2024	Wellmark Blue Cross...	July 2024	-790.27
Check	07/08/2024	Delta Dental of Iowa	July 2024	-43.02
Check	07/08/2024	Turnbull Tree Service...	Tree Trimming on G14/N 34th	-300.00
Check	07/08/2024	Mke Pedersen MCP, ...	July 2024 Invoice	-5,143.00
Check	07/08/2024	Scott Hensen	Plumbing 7.2.24	-150.00

Business Items:

- A. Matt Stoffel from PFC Financial Advisors, LLC was present, he provided an overview of projections for the City of Cumming. The projections provided will be used during upcoming comprehensive planning worksessions.
- B. Karen Johlas-Szalkowski is in attendance with a presentation regarding the Community Visioning program. She is the Field Coordinator for Southeast Iowa with the Trees Forever non-profit, she shared a presentation about Community Visioning, the program assists with design and planning for beautification of cities, this can look like additional trails, beautifying ditches, parks, entryway and wayfinding signs. They work with around 10 communities per year, it is a partnership with Iowa State University, Tree's Forever, Iowa Department of Transportation, and the Living Roadway Trust fund. Applications are due by September 1, 2024. The program assists with signs, traffic control, as well as working with a landscape architect. There is no upfront cost from the city, just a commitment to contribute \$2,000 towards a project. If a city is selected, there is a committee set up and it is a yearlong process from planning to final design with the assistance of interns and landscape architects. There will be a committee consistent of seven to ten people. There are also grants available through the Living Roadways Trust Fund that close in June, the city will plan to apply for grants next year.

Reports:

- A. Front Porch event on July 10, 2024. There will be three locations for the event.
- B. Thomas Cackler has suggested moving to YouTube livestreaming or more restrictions on Zoom, the city clerk will look into options to allow for a safer electronic meeting. Kathie Hungerford had a resident reach out about a missing street sign going north on N 35th.
- C. No Report
- D. City Administrator spoke on a need to bring back the discussion regarding no parking signs within the city limits. City administrator reported that there have been calls from residents regarding the condition of gravel roads located within city limits.
- E. City Clerk reports a need for updating accounting software and hardware for City Hall, will provide an update at a later day.

Adjourn:

Motion by Cackler, seconded by Ochanpaugh to adjourn the meeting at 7:45PM. Approved 5-0.

NEXT CITY COUNCIL MEETING: July 22, 2024 at 6:00PM at City Hall

Brent Highfill, Mayor

Attest: Nichole Onstot, City Clerk

City of Cumming Claims To Be Approved All Transactions

Type	Date	Num	Name	Memo	Amount
Check	07/10/2024		Iowa Concrete Leveli...	Concrete Leveling 3210 N Cattail Creek	-1,500.00
Check	07/10/2024		Combined Systems ...	Invoice 166439	-101.50
Liability Check	07/11/2024	To Print	United States Treasury	Q2 Employee Taxes	-3,889.99
Check	07/12/2024		Waste Connections	June 2024 Billing	-3,475.20
Check	07/12/2024		N/Warren Town & C...	Minutes for 6.10.24	-92.23
Check	07/12/2024		US Bank	Invoice 532667821	-199.70
Check	07/12/2024		City of Pella	laCMA SC Regional Meeting Lunch	-13.00
Paycheck	07/15/2024		Goode Jr, Larry		-288.44
Paycheck	07/15/2024		Highfill, Brent		-808.06
Paycheck	07/15/2024		Hungerford, Kathie		-304.45
Check	07/15/2024		Waste Solutions of Io...	Invoice 85548 & 78932	-258.00
Check	07/18/2024		Speck USA	Invoice 102241	-550.00
Check	07/18/2024		Speck USA	Invoice 102242	-5,700.00
Check	07/18/2024		Speck USA	Invoice 102435	-2,500.00
Paycheck	07/18/2024		Cackler, Thomas		-228.56
Paycheck	07/18/2024		Ochanpaugh, Charlie		-228.56
Paycheck	07/18/2024		Squier, Martin		-212.99
Liability Check	07/18/2024	To Print	Iowa Department of ...	Q2 City of Cumming	-1,004.88
Paycheck	07/18/2024		Onstot, Nichole		-1,164.92
Paycheck	07/18/2024		Conner, Rita		-2,596.77
Check	07/18/2024		IPERS	June 2024 IPERS	-1,399.65
Check	07/18/2024		Century Link	July 2024 AutoPay	-281.93
Check	07/18/2024		City of West Des Moi...	2024-2025	-9,915.00
Check	07/18/2024		Wes Christensen	Garbage Reimbursement May & June 2024	-32.00
Total					-36,745.83



Cumming Hometown Pride Meeting Minutes May 16, 2024

Attendance: Renee Highfill, Shaunda Murphy, Pat Whalen, Angela Cooper, Craig Olson, Rita Conner

1. Old Business

- A. Warren County Philanthropic Grant – Renee reported we did not get this grant
- B. New Bike Trail from HyVee Update –
 - a. Rita said we can work with Diligent on this project and they will put in the signs and benches. Trail will be 10 feet wide.
 - b. We will need a 1.5 foot x 2.5 foot pad for each of the 3 artwork pieces
 - i. We decided we want the 3 pieces along G-14 on south side of new bike trail. Can Diligent suggest locations?
 - ii. Reminder – Richards Construction put in previous artwork pieces
 - c. A larger pad will be needed for the benches. Need to decide how many benches and location. Can Diligent suggest locations?
 - d. Rita will discuss with Diligent and see if she can set up a meeting between them and HTP

2. New Business

- A. Front Porch Cumming – Dates for this in 2024 are: June 12, July 10, and August 14. Time 6-8 pm. Angela is working on flyer – will add Hosted By as well as reach out to HTP if interested in hosting. If no host volunteers we may do something in the City Park.
- B. Cumming Clean Up Day – Saturday June 1st from 9 am to 11 am. Need to put on Facebook and City of Cumming. Renee got supplies with the \$50 from Keep IA Beautiful.
- C. New projects – Rita discussed that the city would like HTP to come up with Welcome to Cumming roadway sign ideas to submit to the city council. Pat asked if the Council could give some guidance as to size, type, location. We discussed a possible sign that would tie in our artwork, slogan, Est. 1888, heart, etc. Rita will see if she can get us some feedback.
- D. Welcome Bags – no new residents. We will approach the new businesses to ask if they want to include something in our Welcome Bags. Pat will reach out to Wilson's Orchard, Renee said Hy-vee Fast & Fresh has something for the bag she will pick up, Shaunda – Caseys (when it opens). We also need Middlebrook Friday at Farm info to add to bags, Shaunda will contact.
- E. Sign w/City Businesses at N. 44th St & Cumming Rd. – Rita asked what we thought of the sign and if it should be preserved/moved or if it should go. Discussion around this but no decision.
- F. No other new business

With no other new business, meeting was adjourned.

Next meeting – July 18, 2024 at 7:00 pm at City Hall

RESOLUTION 2024-29
City of Cumming

**APPOINTMENT OF A CITY TREASURER FOR OUTSIDE REVIEW
OF MONTHLY ACCOUNT RECONCILIATIONS**

WHEREAS, the City of Cumming, Iowa, employs a City Clerk, part time, to perform specific duties related to management of the City's financial accounts; and

WHEREAS, the duties include payment of claims that are billed to the City and the keeping of financial records, with a monthly reconciliation of internal accounts with the City's banking institution; and

WHEREAS, the appointment of an outside party to review monthly financial reconciliations can maximize internal controls and provide for optimum segregation of duties; and

WHEREAS, the City Council finds that the appointment of Donna Bahun is in the best interests of the City to provide the outside party review of monthly account reconciliations

THEREFORE, BE IT RESOLVED, that the Mayor is hereby authorized and directed to execute said resolution for the appointment of Donna Bahun as City Treasurer, for and on behalf of the City of Cumming, Iowa.

Passed and approved this 22nd Day of July, 2024.

Brent Highfill, Mayor

Attest: _____
Nichole Onstot, City Clerk

RESOLUTION 2024-30
City of Cumming

A RESOLUTION AUTHORIZING WAGES FOR CITY EMPLOYEE

Whereas, the City Council of the City of Cumming, Iowa as follows has deliberated and found that a wage increase for the City Clerk/Finance Officer of the City of Cumming shall be paid beginning July 22,2024 and;

Whereas, City Clerk/Finance Officer position will be 35 hours per week and \$24.25 per hour and;

<u>Employee Name</u>	<u>Position</u>	<u>Wage</u>
Nichole Onstot	City Clerk/Finance Officer	\$24.25

Whereas, the City Clerk/Finance Officer of the City of Cumming is hereby authorized to issue checks, less legally required or authorized deductions from the amount set out above, on the days of the payroll, and to make contributions to IPERS (if applicable), Social Security and Medicare, or other purposes required by law, maintain City records and financial reports, manage the operating budget including monthly reconciliation of accounts, monitor debt schedules, publications, information technology, and other duties as stated in the accompanying job description, all subject to audit and review of the City Council and;

Whereas, the FY 26 budget process will include a proposal for the position to go to 40 hours per week beginning January, 2025 with salary to commensurate.

Passed and approved this 22nd day of July, 2024.

Brent Highfill, Mayor

Attest:

Nichole Onstot, City Clerk/Finance Officer

POSITION DESCRIPTION

TITLE: City Clerk/Finance Officer

DEPARTMENT: City Administration

REPORTS TO: City Administrator

JOB RESPONSIBILITIES:

Accounting:

1. Preparation of bi-monthly Council claims
 - Opening mail and email, making up deposit slips, issuing receipts, taking the deposit to the bank or sending electronic deposits, entering information on appropriate spreadsheets, and scanning or printing documents into Laserfiche.
 - Enter all non-utility billing payments received into the general ledger.
 - Balance payments entered to the bank statement deposits.
2. Send out accounts receivable invoices.
3. Track CD maturity dates, call for interest rate quotes, change CDs as required.
4. Send tax exempt certificates to vendors.
5. Monthly bank reconciliation. This is for all bank accounts and the general ledger entries.
6. Preparation of annual budget materials with City Administrator, including data entry, year to year comparisons and other data collection.
7. Accounts payable.
 - Scan or print invoices into Laserfiche.
 - Prepare the monthly claims list for City Council approval and newspaper publication.
 - Pay various bills online and enter that information into the accounting system.
 - Issue checks after City Council approval when possible or before, if warranted, and then gain approval at the next meeting.
 - Prepare resolutions for pay requests.
 - Issue annual 1099s.
8. Prepare financial reports. This includes monthly reports for city council, data entry and reports for the Annual Budget, budget amendments, the Annual Financial Report, the Road Use Tax Report, the Debt Obligation Report, the Annual TIF Report, and TIF Certification.
9. Perform activities associated with the issuance and retirement of bonds. Maintain a register of all bonds and notes outstanding, record all payments or principal and interest and maintain debt service schedules.
10. Assist auditors in preparation of full annual and payroll audits.

Customer Service:

1. Take telephone calls, respond to messages, or forward messages to the appropriate person.
2. First respondent answering of the telephone.
3. First respondent open mail. Route mail to the appropriate person and respond to mail if needed.
4. Wait on customers, provide information.
5. Respond to customers' email inquiries
6. Sign for packages and deliveries
7. Coordinate sale of merchandise and facility rentals

Communication:

1. Communicate information to City Administrator, public and elected officials
2. Send out correspondence and other mailings as needed.
3. Manage email system and respond or forward when needed.
4. Update website and social media, work on City newsletter and email communications to the community
5. Report street light issues to utility companies.
6. Compose letters and reports.
7. Serve as a Notary Public

Payroll:

1. Process all required reporting. This includes: weekly tax payments for FICA; monthly reporting for IPERS; quarterly reporting and payment for state withholding; quarterly 941 report; quarterly state unemployment reporting; and annual reporting of W-2s along with the annual publication of total gross wages.
2. Process payments to IPERS.
3. Generate and distribute pay checks or direct deposit
4. Process employment forms for new and terminated employees.
5. Process COBRA forms and notifications.
6. Process required data notifications, forms, and reports.

Meetings:

1. Prepare meeting packets for City Council and other meetings as may be required. This includes scheduling some meetings, compiling the agenda with input, converting all documents to electronic format, placing the packet on the web for access, placing the link on the City's website.
2. Post or publish public notices as required. Examples are: agendas, public hearing notices, ordinances, and others as needed.
3. Attend City Council meetings and other meetings as may be required.
4. Record, type, publish, and distribute minutes of meetings.

Documentation:

1. Maintain official records of the City of Cumming. Examples are: minute books, resolution book, ordinance book, personnel files, zoning map, general community maps, and others.
2. Write resolutions and ordinances as needed.
3. Send ordinances in for codification. Distribute updates to other books.
4. Manage paper files. This involves filing information correctly, weeding out unneeded information, and boxing up information to be archived.
5. Manage electronic files. This involves determining file structure and procedures to print or scan documents into the computer system as electronic files, contacting software providers for programs and updates as needed, making needed adjustments to the computer hardware to allow capture, use of, and back-up of electronic files, implement new areas to use electronic files to reduce use of paper, and more.
6. Draft various forms as needed. These may be paper or electronic. If electronic, see what business processes may be written to make the handling of this form more efficient.
7. Record official documents at the Warren County Recorder's office.
8. Administer the property and liability insurance policies and renewals
9. Sign or attest signatures on official documents.

Other Duties:

1. Order or purchase city supplies as needed.
2. Ensure that cash handling procedures are followed and secure.
3. Operate all office equipment: phone, copier, printer, fax, computers, and more. Some of the software used: Word, Excel, Publisher, Power Point, Outlook, Windows, Internet Explorer, Quick Books, Box, Laserfiche. See that the computer information is backed up and secure.
4. Recommend office equipment and software updates or changes.
5. Manage census process.
6. Assist with annexation process as directed
7. Manage list of boards, commissions, and committees. Track terms and see that appointments are made as needed.
8. In the event of a natural disaster, assist the City Administrator and Mayor to operate the Incident Command process; see that the city clerk's office can function; make contact with residents, other agencies, and contractors; start documentation of all activity including city resources used, resources donated, expenses, and staff time; work with agencies to file documentation needed for assistance.
9. Distribute and receive election forms for citizens and the Warren County Auditor's office.
10. See to required postings of employment posters at all locations.
11. Attend training sessions to keep current with regulations and software.
12. Issue peddler's, transient merchant, and solicitor's permits.
13. Be aware of all city policies as listed in the City of Cumming's Personnel Policy Manual or as may be updated. This manual will be updated as needed. All updates become effective once adopted by the Cumming City Council.

EQUIPMENT USED: Automobile, computers, multi-line office telephone system, calculator, multi-function printers/copiers/fax machines, large scanner, tablets, smart phone, TV, radio, meter reading equipment, paper cutter, microwave, stapler, shovel.

QUALIFICATIONS:

- A. Education – High School Graduate or equivalent required. Some college with office or accounting emphasis and Iowa's Municipal Professional's Institute and Academy training preferred.
- B. Experience – Experience in an office environment required, with governmental office experience preferred. Microsoft Office and accounting knowledge preferred.
- C. Licenses/Certifications/Endorsements– Must hold a valid driver's license. Must be bondable.
- D. Special Abilities - Must have good organizational skills; must be a self-starter; have good communication skills to interact with staff, elected officials, and citizens; have good writing ability; and the ability to manage numerous processes at the same time.
- E. Physical Requirements – Must be able to lift objects weighing in excess of 50 pounds on an occasional basis and carry, push or pull them up to 10 feet unassisted; must be able to stand, sit, listen, and watch for extended periods of time.
- F. Must have the ability to prioritize, plan and schedule a variety of activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen's expectations under time deadlines.

RESOLUTION 2024-31
City of Cumming

WHEREAS, Orilla Road is a shared maintenance responsibility for the Cities of Cumming, Norwalk and West Des Moines; and

WHEREAS, the City of Norwalk has received a bid from Denco Highway Construction Corporation to conduct cleaning and crack sealing on Orilla Ave; and

WHEREAS, the City of Cumming portion of the \$51,061.17 project total is \$3,961.77 for work to be completed on 3,300 ft of Orilla Road located within the Cumming city limits; and

WHEREAS, the amount of \$3,961.00 will be paid from the City's Road Use taxes to the City of Norwalk upon completion and acceptance of work performed.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Cumming, Iowa, as follows:

Participation in the Orilla Road project in the amount of \$3,961.77 is hereby approved.

Passed and approved this 22nd day of July, 2024.

Brent Highfill, Mayor

Attest:

Nichole Onstot, City Clerk

City of Norwalk

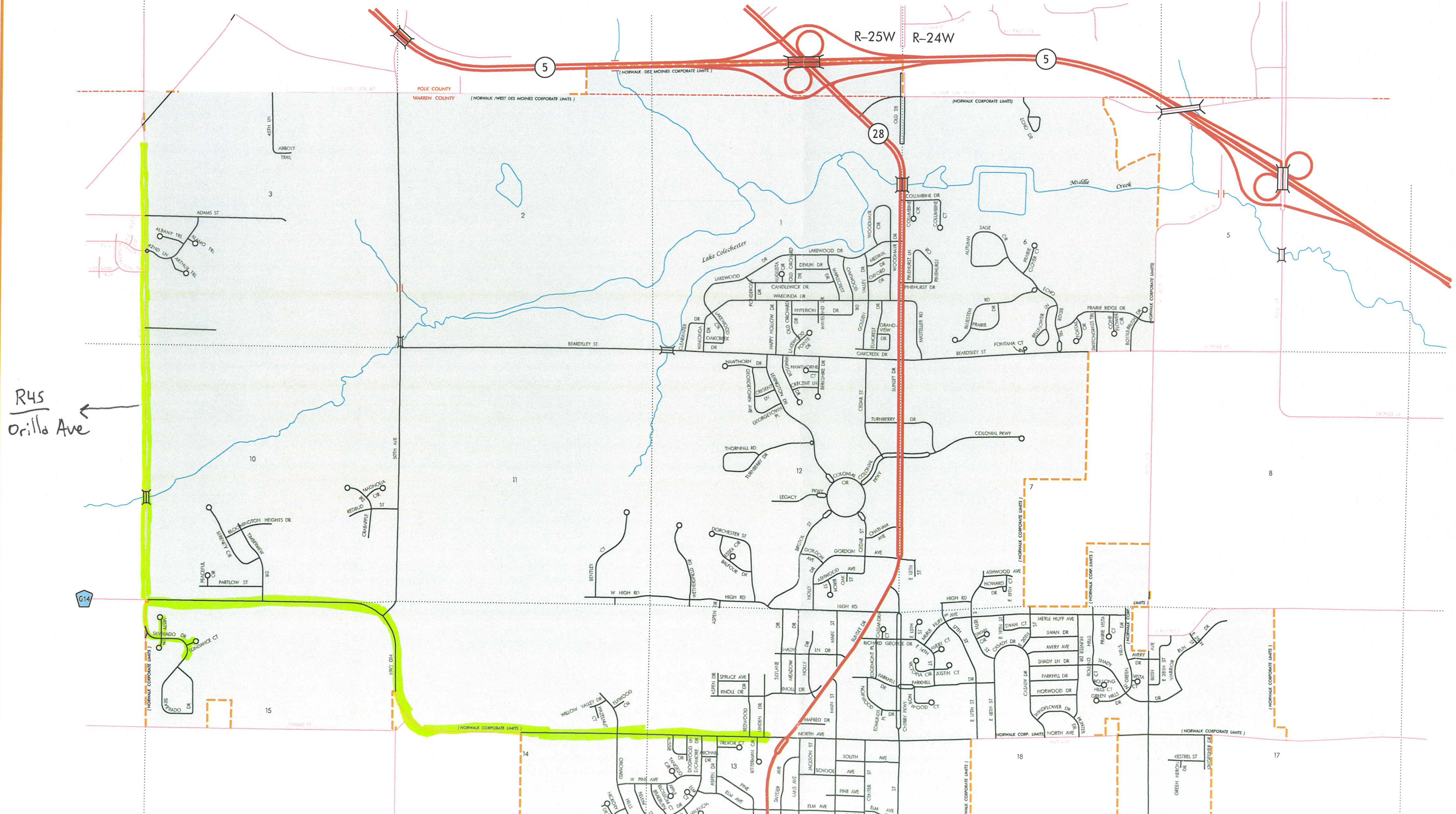
34

35

36

31

32



R45
Orilla Ave

R-25W R-24W

5

5

28

G14

15

14

13

18

17



What is Visioning?

Community Visioning is a process that encourages visionary and yet strategic thinking about transportation improvements. The centerpiece of this process is the development of conceptual plans that graphically illustrate the vision of the community for an improved transportation system. Participants in the program will:

- Identify and prioritize community needs based on participatory community assessments
- Develop community vision concept plans for transportation projects
- Identify potential funding sources for implementing concept plans
- Initiate the first phase of project development

What support is provided?

Trees Forever field coordinators provide structured facilitation of the visioning process. Landscape architecture consultants collaborate with design interns to provide design assistance under the direction of ISU. ISU also provides research-based community assessments and directs transportation plan development by consultants. Iowa DOT provides review and technical assistance for transportation enhancement concept planning.

What products does the community receive?

A webpage is created for each community and linked to existing community websites and social media. During the visioning process, program reports, meeting announcements, and pictures are posted to keep everyone informed and involved. At the end of the visioning process, the community will receive a series of display boards that include conceptual drawings and images illustrating the transportation plan. Implementation strategies will be developed and communicated in an 8½ by 11-inch feasibility study. All products will be available electronically after the process is completed on the program website in order to facilitate grant writing and community development needs.

What contribution is expected from the community?

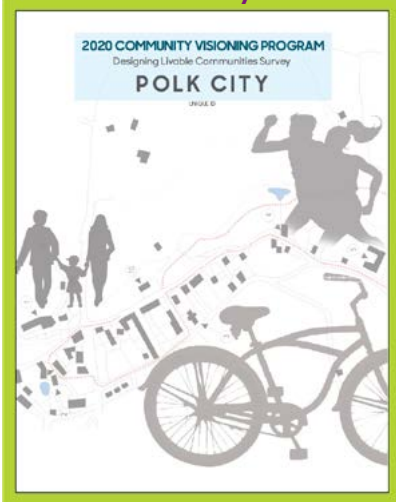
Communities selected for Community Visioning agree in writing to commit \$2,000 toward implementation of a project proposed through the visioning process. A steering committee that represents the community, including a local government partner, is required to attend a day-long workshop at the beginning of the process and an annual meeting at the end. The steering committee works closely with the Trees Forever field coordinator to plan and advertise meetings and workshops during the process. The committee maintains an active role in fostering meaningful community participation by involving others in the community assessments and goal setting and by keeping the media informed of program developments, committee activities and other information regarding the process.



How do we engage community residents?

Public participation is the key to identifying the needs and desires of a community. Community visioning program staff engage client community residents using a variety of methods to ensure a more inclusive public process.

Survey



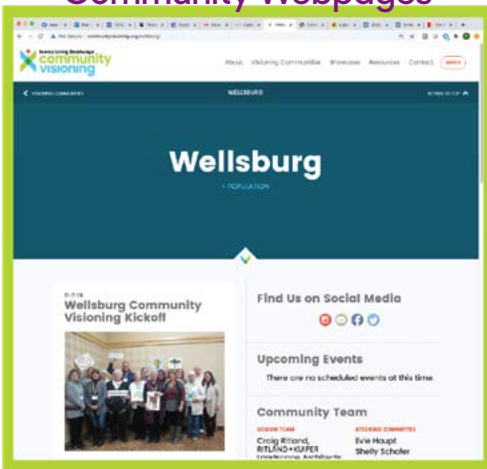
In larger communities, we send random-sample surveys to 300 households to better understand how residents use the local transportation system.

Community Installations



Community installations give residents flexibility to view design proposals and provide feedback when it is convenient for them and bring attention to potential project sites.

Community Webpages



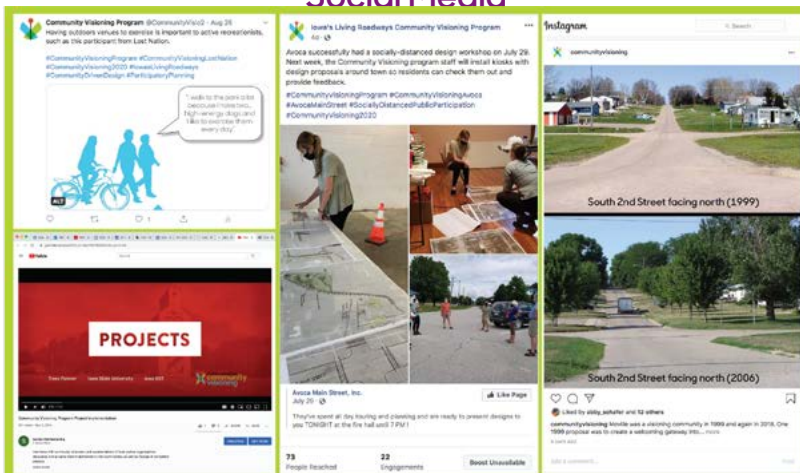
All communities have their own webpage on the Community Visioning website, where residents can access meeting information, design proposals, and eventually final products.

Focus Groups



We conduct focus groups with a variety of user types, including parents, youth, older adults, people with mobility issues, and active recreationists, to identify factors that affect transportation use in communities.

Social Media



We engage the public on a variety of social media platforms, including Facebook, Instagram, Twitter, and YouTube.

Who should participate?

Iowa communities eligible for the Iowa's Living Roadways Community Visioning Program must have populations under 10,000 residents. Priority is given to communities that lack planning resources within the city government. Volunteers, government representatives and interest groups of all kinds are strongly encouraged to work in cooperation with one another for successful completion of the visioning process.

Communities that are interested in making enhancements connected to surface transportation may benefit from the Community Visioning Program. The Federal Highway Administration (FHWA) defines surface transportation as all elements of the intermodal transportation system excluding aviation and including water. To qualify for federal funding, enhancements must meet one of the following needs:

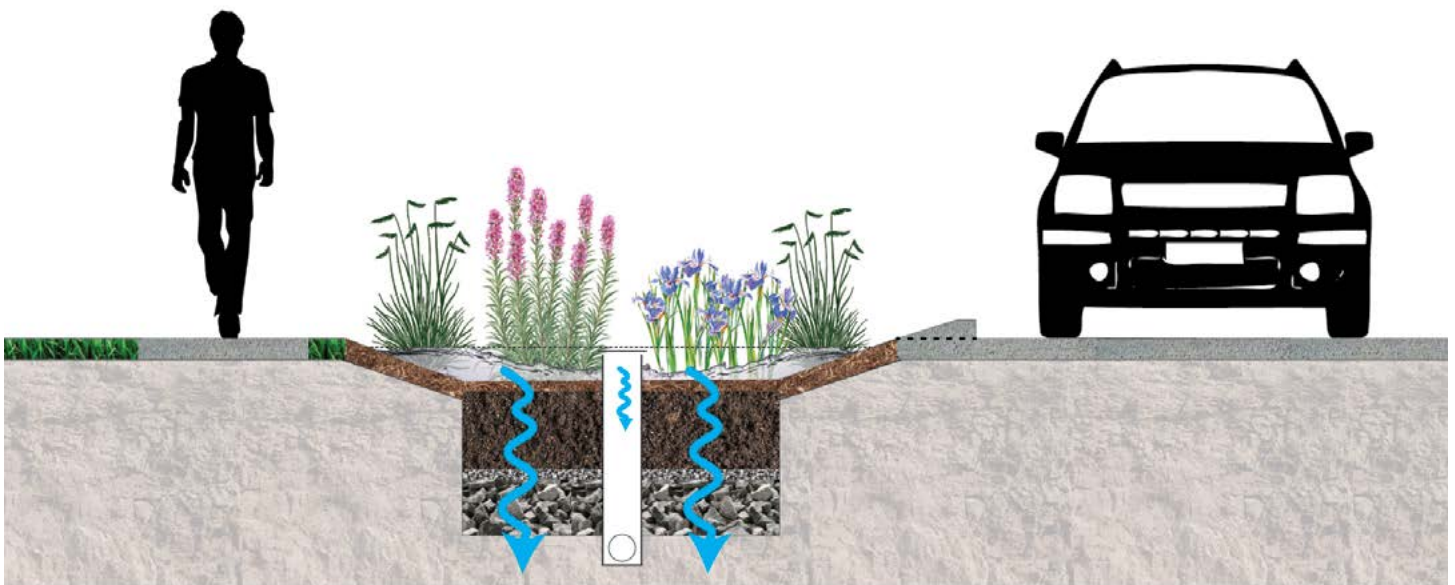
- Provide facilities for pedestrians and bicycles
- Provide safety and educational activities for pedestrians and bicyclists
- Acquire scenic easements and scenic or historic sites
- Beautify routes
- Preserve historic sites and routes
- Rehabilitate and operate historic transportation buildings, structures or facilities
- Convert unused rail corridors to trails
- Address other transportation enhancement needs as defined by FHWA

More information about federally-funded transportation enhancements can be found at the Federal Highway Administration's Transportation Alternatives webpage at https://www.fhwa.dot.gov/environment/transportation_alternatives/.

More information regarding the Community Visioning Program and examples of enhancement projects in past visioning communities are available at www.communityvisioning.org, under the heading "Showcase." **Access the online by clicking "Apply."**

Deadline

Completed applications are due **by September 1**. Selections will be announced by the end of September.





Steering Committee List

Provide your full committee list below. We require **8** committee members at the time of submission. Feel free to provide additional committee members if needed.

	First Name	Last Name	Occupation	Mailing Address	E-mail Address	Phone Number
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						