

CITY OF CASCADE, IOWA
CITY COUNCIL MEETING AGENDA & PUBLIC NOTICE
Monday, September 30, 2024, 6:00 P.M
CITY HALL, 320 1ST AVE WEST

NOTICE: Notice is hereby given that the Cascade City Council will hold a meeting at 6:00 PM on Monday, September 30, 2024, at City Hall. Any visually or hearing-impaired person with special accessibility needs should contact the City Clerk at 563-852-3114.

Meetings are live streamed at www.cityofcascade.org and Facebook Live

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approve Agenda**
- 5. Public Comment (Limit 3 minutes per person-Agenda Items and Local Government Issues)**
- 6. Consent Agenda – Review and approve the following:**
 - 1. Minutes: City Council 9/3/24, 9/5/24, 9/9/24, 9/11/24, 9/19/24**
 - 2. September 30, 2024 Claims**
 - 3. Cascade Economic Development Corporation Minutes 08/28/24**
 - 4. FEH Design – Field Report Cascade Public Library 9/10/24**
- 7. Resolution #97-24 Resolution Approving Fire Department Volunteer Compensation for FY25**
- 8. Consideration of Ordinance #22-24 Correction of Library Trustee Terms (First Reading)**
- 9. Resolution #98-24 Resolution Approving Pay Application No. 5 for the Hwy 136 Project to Midwest Concrete, Inc. for \$473,663.51**
- 10. Resolution #99-24 Resolution Approving Temporary Employment for the City of Cascade**
- 11. Discussion on Feeding Stray Animals – Attracting Wild Animals to Town**
- 12. Information Only: Request for Proposal for Downtown Master Plan**
- 13. Reports – Police Chief and City Administrator**
- 14. Public Comment (Limit 3 Minutes per person-only items on this agenda)**
- 15. Adjournment**

September 3, 2024
Special City Council Meeting Minutes

The September 3, 2024 Special City Council meeting was called to order at 5:30PM by Mayor Steve Knepper. The Pledge of Allegiance was recited. Oliphant, Delaney, Weber, Hosch, and Gehl answered roll call.

Motion Delaney, second Oliphant to approve the agenda. Five ayes, motion carried.

Motion Gehl, second Weber to adjourn into Closed Session pursuant to Iowa Code 21.5 (1) (i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session - City Clerk Interviews. Roll call vote, five ayes, motion carried.

Motion Delaney, second Oliphant to reconvene into Open Session at 6:37 p.m. Roll call vote, five ayes, motion carried.

Motion Weber, second Oliphant to adjourn at 6:38 p.m.. Five ayes, motion carried.

Steve Knepper, Mayor

September 5, 2024
Special City Council Meeting Minutes

The September 5, 2024 Special City Council meeting was called to order at 5:30PM by Mayor Steve Knepper. The Pledge of Allegiance was recited. Oliphant, Delaney, Weber, Hosch, and Gehl answered roll call.

Motion Weber, second Oliphant to approve the agenda. Five ayes, motion carried.

Motion Delaney, second Oliphant to adjourn into Closed Session pursuant to Iowa Code 21.5 (1) (i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session - City Clerk Candidate Review. Roll call vote, five ayes, motion carried.

Motion Delaney, second Gehl to reconvene into Open Session at 6:47 p.m. Roll call vote, five ayes, motion carried.

Motion Weber, second Oliphant to adjourn at 6:48 p.m.. Five ayes, motion carried.

Steve Knepper, Mayor

September 9, 2024
City Council Meeting Minutes

The September 9, 2024 Regular City Council meeting was called to order at 6:00PM by Mayor Steve Knepper. The Pledge of Allegiance was recited. Delaney, Gehl, Hosch, Weber and Oliphant answered roll call.

Motion Hosch, second Weber to approve the agenda. Five Ayes. Motion carried.

S. Keyron McDermott asked the Council to adopt an ordinance that would require an every two year vote of approval/performance evaluation on the City Administrator.

Motion Oliphant, second Delaney to approve the consent agenda items: City Council Minutes 8/26/24, 9/9/24 Claims and August 2024 Financial Reports. Five Ayes. Motion carried.

The next regular Council meeting will be September 30, a special date.

Motion Oliphant, second Hosch to open the public hearing on the vacation of public right of way along Buchanan Street SW, just south of 5th Avenue SW. Roll call vote, five ayes, motion carried.

Kotter explained the past IDOT land that was transferred to the City and since Highway 136 is no longer on this corridor, that widening the street is not necessary.

Motion Delaney, second Oliphant to close the public hearing. Roll Call vote, five ayes, motion carried.

Motion Oliphant, second Hosch to suspend the three separate reading rule and adopt Ordinance #21-24 the Vacation of Buchanan Street SW at one meeting. Roll call vote, five ayes, motion carried.

Motion Delaney, second Oliphant to approve all three readings of Ordinance #21-24 the Vacation of a Portion of the Buchanan Street SW adjacent to 500, 505 and 506 Buchanan Street SW. Roll call vote, five ayes, motion carried.

Motion Delaney, second Oliphant to suspend the three separate reading rule and adopt Ordinance #19-24 Fence Ordinance at two meetings. Roll call vote, five ayes, motion carried.

Motion Oliphant, second Weber to approve the second and third readings of Ordinance #19-24 Fence Heights, Fence Posts and Fence Location. Roll call vote, five ayes, motion carried.

Motion Delaney, second Oliphant to suspend the three separate reading rule and adopt Ordinance #20-24 Correction of Election Terms of Office for City Council Members at two meetings. Roll call vote, five ayes, motion carried.

Motion Gehl, second Oliphant to approve the second and third readings of Ordinance #20-24 Correction of Election Terms of Office for City Council Members. Roll call vote, five ayes, motion carried.

Motion Gehl, second Hosch to approve Resolution #83-24 the order to remove the Encroachment of A Fence on DeLong St ROW Between Thomas and Washington Streets. Roll call vote, five ayes, motion carried.

Motion Delaney, second Oliphant to approve Resolution #87-24 Approval of Fall 2024 Earthwork and Gravel Installation at the Oak Hill Pickleball Courts. Roll call vote, five ayes, motion carried.

Motion Oliphant, second Gehl to approve Resolution #88-24 Approval to Proceed with Library Furniture Order (Pigott Not to Exceed \$195,000). Roll call vote, five ayes, motion carried.

Motion Oliphant, second Delaney to approve Resolution #94-24 Direction to Proceed with Urban Renewal Plan Amendment and TIF Tax Incentive for BLM Rentals at 1714 1st Avenue East Strip Mall Commercial Development (\$60,000). Roll call vote, five ayes, motion carried.

Motion Oliphant, second Weber to approve Resolution #90-24 Façade Grant 206 1st Ave W - Cascade Storage (\$2,906.33). Roll call vote, five ayes, motion carried.

Motion Delaney, second Oliphant to approve Resolution #91-24 Façade Grant 221 1st Ave W - Three B Properties LLC (\$20,000). Roll call vote, five ayes, motion carried.

Motion Oliphant, second Gehl to approve Resolution #92-24 Authorize Monica Recker As City Rep for the Library Project. Roll call vote, five ayes, motion carried.

Motion Delaney, second Oliphant to adjourn into Closed Session Adjourn into closed session pursuant to Iowa Code 21.5 (1) (i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session City Clerk and Interim City Administrator Appointment. Roll call vote, five ayes, motion carried.

Motion Oliphant, second Gehl to reconvene into Open Session at 7:04 p.m.

Motion Oliphant, second Delaney to approve Resolution #95-24 Appointment of Samantha Simon as City Clerk for \$28 per hour. Roll call vote, five ayes, motion carried.

Motion Delaney, second Weber to approve Resolution #89-24 Appointment of Deanna McCusker as the Interim City Administrator at a bi-weekly salary of \$3,269.23. Roll call vote, five ayes, motion carried.

Motion Oliphant, second Gehl to approve Resolution # 93-24 Approval of Bank Signature Names (Knepper, McCusker and Simon). Roll call vote, five ayes, motion carried.

Motion Weber, second Oliphant to adjourn at 7:14 p.m. All ayes.

Lisa A. Kotter, City Administrator

Steven J. Knepper, Mayor

September 11, 2024
Special City Council Meeting Minutes

The September 11, 2024 Special City Council meeting was called to order at 7:00AM by Mayor Steve Knepper. Oliphant, Delaney, Weber (via telephone), and Hosch answered roll call. Gehl was excused.

Motion Oliphant, second Delaney to approve the agenda. All Ayes. Motion carried.

Motion Delaney, second Oliphant to approve the annual liquor license for 1891 Saloon and Eatery pending proof of Dram shop insurance. Roll Call vote, four ayes, motion carried.

Motion Oliphant, second Delaney to approve Resolution #96-24 City Administrator Kotter's final pay check as a full work week and vacation pay out. Roll call vote, four ayes, motion carried.

Motion Hosch, second Gehl adjourn at 7:04AM. All ayes, motion carried.

Lisa A. Kotter
City Administrator

Steve Knepper
Mayor

September 19, 2024
Special City Council Meeting Minutes

The September 19, 2024 Special City Council meeting was called to order at 7:00AM by Mayor Steve Knepper. Oliphant, Delaney, Weber (via telephone), Gehl (via telephone), and Hosch answered roll call.

Motion Oliphant, second Hosch to approve the agenda. All Ayes. Motion carried.

Motion Oliphant, second Delaney to approve Pay App No. 8 to FEH Design for \$399,026.96 for the Cascade Library Project. Roll Call vote, five ayes, motion carried.

Motion Oliphant, second Delaney to waive the meeting pay for this special meeting. All Ayes. Motion carried.

Motion Oliphant, second Hosch to adjourn at 7:02AM. All Ayes, motion carried.

Deanna McCusker
Interim City Administrator

Steve Knepper
Mayor

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
090624	ADVANTAGE ADMINISTRATORS	090624 BENEFITS PAID	90.00		14016329	9/12/24
091324	ADVANTAGE ADMINISTRATORS	091324 BENEFITS PAID	79.52		14016330	9/19/24
092024	ADVANTAGE ADMINISTRATORS	092024 BENEFITS PAID	160.82		14016328	9/26/24
12292022	ADVANTAGE ADMINISTRATORS	PSF BUY DOWNS				
13292	ADVANTAGE ADMINISTRATORS	MONTHLY SERVICE EXPENSE	60.90	391.24		
092624	AMERICAN LEGION POST 528	FY25 CONTRIBUTION		5,000.00		
2178869025	AT&T	ATT&T PHONE CHARGES		23.49		
1764	BLAZE PUBLICATIONS INC	FIRETRUCK AD		209.00		
S103989284.001	BROWN SUPPLY CO	HYDRANT EXTENSION		1,315.64		
09202024	CASCADE COMMUNICATIONS CO	PARK DEPOSIT REFUND	50.00			
09272024	CASCADE COMMUNICATIONS CO	SEPTEMBER 2024	940.97	990.97		
97-24	CASCADE FIRE DEPARTMENT	FY25 VOLUNTEER COMPENSATION		4,584.03		
192550	CASCADE LUMBER CO	UPS CHARGE		13.50		
08244036	CASCADE PIONEER	PUBLICATION FEES		197.30		
OCTOBER 24	CASCADE STORAGE LLC	OCTOBER 2024 EMS RENT		1,500.00		
50502	CHOSEN VALLEY TESTING	LIBRARY CONSTRUCTION MATERIALS	3,325.00			
50915	CHOSEN VALLEY TESTING	LIBRARY CONSTRUCTION MATERIALS	3,655.00			
51868	CHOSEN VALLEY TESTING	LIBRARY CONSTRUCTION MATERIALS	731.25	7,711.25		
278527	CJ COOPER & ASSOCIATES	LAB FEE		50.00		
09272024	COYLE CONCRETE CONST INC	POLK ST CURB & GUTTER		500.00		
3213	MICHAEL DELANEY	COMPUTER UPDATES/SETUP/RENEWAL		454.56		
63079	ELLIS IMPLEMENT & OUTDOOR LLC	BAD BOY MOWER SERVICE		215.23		
114627	FEH DESIGN	LIBRARY CONSTRUCTION ADMIN/FUR		7,768.00		
09272024	BEN FRASHER	BOOT ALLOWANCE-FRASHER		150.00		
PAY APP 08	GARLING CONSTRUCTION	LIBRARY PAY APP 08		399,029.96	66010	9/18/24
I00954307	GORDON FLESCH COMPANY INC	1/2 LEASE AGREEMENT	148.01			
IN14833221	GORDON FLESCH COMPANY INC	COPIER/PRINTER DEANNA OFFICE	21.66	169.67		
6862510	HAWKINS INC	CHLORINE CYLINDERS		50.00		
27529-1	HERB GREEN FORD INC	2017 POLICE EXPLORER OIL CHANG	187.90			
27643	HERB GREEN FORD INC	2018 FORD 150 MAINT	222.50	410.40		
6624	HOMETOWN PEST SOLUTIONS	CITY HALL-FALL INVADERS	150.00			
6625	HOMETOWN PEST SOLUTIONS	LIBRARY-FALL INVADERS	150.00			
6626	HOMETOWN PEST SOLUTIONS	EMS-FALL INVADERS	150.00			
6627	HOMETOWN PEST SOLUTIONS	FD-FALL INVADERS	150.00	600.00		
20344	INSURANCE ASSOCIATES INC	W/C AND GEN LIAB AUDIT		1,782.00		
09272024	IOWA DEPT OF NATURAL RESOURCES	ANNUAL WATER USE FEE CY2025		115.00		
PR20240906	IPERS	IPERS	3,119.28		14016325	9/20/24
PR20240912	IPERS	IPERS	3,074.88	6,194.16	14016325	9/20/24
PR20240912	IRS W/H	FED/FICA TAX		13,672.09	14016326	9/20/24
2409145-IN	J&R SUPPLY INC	50 METER COUPLINGS		825.00		
SEPT 2024	JONES COUNTY YOUTH COALITION	FY25 CONTRIBUTION		500.00		
24080272	KAT FM	24 CRIME NIGHT OUT		250.00		
KDST058924088106	KDST	24 CRIME NIGHT OUT		140.00		
09212024	KOPPES GAIL	PARK RENTAL REFUND		100.00		
SEPTEMBER 2024	KOTTER LISA	SEPTEMBER 2024		43.70		
218984	LYNCH DALLAS P.C.	CITY ADMIN CORRESPONDENCE	940.00			
218985	LYNCH DALLAS P.C.	CITY ADMN CORRESPONDENCE	20.00	960.00		
1647070	MADISON NATL LIFE INS CO, INC	OCTOBER 2024 PREMIUM		381.47		
09272024	MAQUOKETA VALLEY COOP	STREET LIGHTS	164.27			
092724-1	MAQUOKETA VALLEY COOP	SIGN HWY 151 & REITER RD	41.45	205.72		
SEPTEMBER 2024	MCALEER WATER CONDITIONIN	EMS WATER SOFTENER RENT		23.50		
AUGUST 24	MCDERMOTT OIL CO	AUGUST 24 CHARGES	1,711.29			
AUGUST 24 AMB	MCDERMOTT OIL CO	AUGUST 24 AMB	173.32	1,884.61		
091624	MERCY FAMILY PHARMACY	BRAUNS LENS		30.84		

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
PR20240912	MISSION SQUARE RETIRE-#303939	ICMA PERCENTAGE		3,101.10	66009	9/20/24
008043-1	MSA PROFESSIONAL SERVICES	JOHNSON ST SW RECONSTRUCTION	9,885.64			
008962	MSA PROFESSIONAL SERVICES	JOHNSON ST SW RECONSTRUCTION	32,404.61			
008963	MSA PROFESSIONAL SERVICES	CITY ENGINEER	2,622.50			
093024	MSA PROFESSIONAL SERVICES	HWY 136 PROJECT	473,663.51	518,576.26		
RO 828	OTTING BODY SHOP	F-250 DRIVER DOOR REPAIR		378.97		
433-233198	PARTS AUTHORITY	GREASE	79.02			
433-233214	PARTS AUTHORITY	WASHER-GAL	4.99			
433-233636	PARTS AUTHORITY	SHOP	75.14	159.15		
SEPTEMBER 2024	JOE OR PEG REIFF	SEPT 2024 MONTHLY BLDG RENT		258.30		
0897-001030473	BFI WASTE SERVICES LLC	MONTHLY REPUBLIC SERVICE BILL		26,074.63		
091324	STANER BRAD	FUEL REIMBURSEMENT		30.00		
285057	STATE HYGIENIC LABORATORY	TESTING		166.50		
R201047620:02	THOMPSON TRUCK & TRAILER	PLOW STARTER		298.46		
PR20240906	TREAS STATE OF IOWA	STATE TAXES	897.78		14016324	9/20/24
PR20240912	TREAS STATE OF IOWA	STATE TAX	1,609.67	2,507.45	14016324	9/20/24
56511	TRI-STATE SHRED	EMS ON SITE SHREDED		54.95		
242550001370	WELLMARK BC/BS OF IA	OCTOBER INSURANCE PREMIUMS		10,948.05		
4042443	ZOLL WORLDWIDE HEADQUARTERS	AUTOPULSE BATTERY-EMS	2,186.38			
4044135	ZOLL WORLDWIDE HEADQUARTERS	MONITOR BATTERY	1,541.54	3,727.92		
Accounts Payable Total				1,024,724.07		
Invoices: Paid				424,835.10		
Invoices: Scheduled				599,888.97		
Payroll Checks				38,704.08		
Report Total				1,063,428.15		

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	98,781.86
016	PARTIAL SELF-FUND	391.24
110	ROAD USE TAX	9,885.59
323	HIGHWAY 136	515,953.76
370	LIBRARY CAPITAL PROJECT	414,509.21
600	WATER	16,382.28
610	SEWER	7,524.21

	TOTAL FUNDS	1,063,428.15

MINUTES – CASCADE ECONOMIC DEVELOPMENT CORPORATION

DATE: August 28, 2024

TIME: 12:00 P.M.

PLACE: Fidelity Bank

MEMBERS PRESENT: Brad Ludwig, Jim Conlin, Ken McDermott, Nick Callahan
Nicki Leytem, Collin Thines, Bill Hosch, Ryan Fritz,
Kyle Webber, Scott Casey

STAFF PRESENT: Holly McPherson, Matt Specht

OTHERS PRESENT: Jason White, Christie Remley, Derek Lumsden

CALL TO ORDER

President Ludwig called the meeting to order at 12:03 P.M.

APPROVAL OF MINUTES

Motion by Casey, second by Leytem to approve the Minutes of the July 24, 2024, meeting. Motion approved unanimously.

TREASURER'S REPORT

Thines provided the treasurers report since the last regular meeting on July 24, 2024.

- ECIA Contract payment in the amount of \$1,666.
- Locher & Davis PLC for tax return \$530.00.
- Deposit \$5,000 from Aureon Network Services
- Deposit \$500 from Aureon Network Services

The current checking account balance is \$23,168.92.

Outstanding bills –

- Request to make ECIA Contract payment in the amount of \$1,666 for July.
- Request to make second ½ of RE tax payments of \$2,428

Motion by McDermott, second by Callahan to approve the treasure's report and to pay the outstanding bills as noted above. The motion passed unanimously.

GDDC UPDATE

White provided information on air service being restored to Dubuque airport.

JONES COUNTY ED UPDATE

Anamosa CDBG project phase II is progressing. Two Brownfield assessments were completed. Working on goal setting with the city of Monticello.

CHAMBER UPDATE/REPORT

No update

MAQUOKETA VALLEY REC

Maintenance projects continue as weather allows. Fiber open house in September in Earlville.

SCHOOL UPDATE/REPORT

Continue to work on business tours. Career fair will be held in December.

CITY UPDATE/REPORT

Hwy 136 project is progressing nicely. The library is getting closed in.

WEBSITE DISCUSSION

Nothing new to report

ECIA UPDATE/REPORT

McPherson provided an update to the group regarding the sites and buildings on the Locationone site. She reached out to LOIS and found out that Skogman Realty listings were put on the site by the Cedar Rapids Metro Alliance and she is unable to make edits to that listing.

McPherson discussed the DRA grant. She attended the grant reception the night before and presented the committee with the check. She discussed getting a quote from MSA initially to write the grant. MSA provided her with the cost estimate. McPherson asked the group how they would like to move forward. It was decided that McPherson would provide an RFP at the next meeting and the board could solicit bids to decide who they would like to complete the downtown beautification plan.

ECIA CONTRACT

CEDC Members discussed the renewal of our annual contract with ECIA. CEDC members agreed that ECIA was a valuable part of our organization and there were some suggestions on how we could continue to leverage their involvement to benefit the CEDC and our community.

A motion was made by Casey and seconded by Ludwig to approve renewing our contract with ECIA for another year. Motion Carried

It was also suggested that the CEDC and ECIA meet sometime before our next contract renewal date to review the agreement and see if any updates or changes to the agreement should be considered.

AVAILABLE LAND & BUILDINGS

Discussion on the lots behind the laundry mat.

ELECTION OF OFFICERS

Motion by Casey, second by Leytem to approve Ken McDermott, President, Brad Ludwig, Vice President, Pat Recker, Treasurer, Nick Callahan, Secretary motion approved unanimously.

OTHER BUSINESS

The ECIA contract will be discussed at the next meeting.

ADJOURNMENT

Motion by Leytem to adjourn. The motion was approved unanimously.
The meeting was adjourned at 12:59.

Respectfully submitted,

Nick Callahan, Secretary

FIELD REPORT

DATE	10 September 2024	TIME	1:30PM-3:40PM
FEH PROJECT NUMBER	2021310		
PROJECT NAME	Cascade Public Library		
ADDRESS	108 2 nd Ave SW Cascade, IA 52033		
REPORTED BY	Christy Monk		
THOSE PRESENT	Christy Monk - FEH Design Michael Svatosch - Garling Construction Joe Johnson - Garling Construction Lisa Kotter - City of Cascade Monica Recker - City of Cascade		
WEATHER	Partly Sunny	TEMP.	76F
COPIES TO	Owner, Garling Construction, Delta 3 Engineering		

PURPOSE Visited the site to observe the general progress of construction and observe general conformance to the Contract Documents. This report shall not be construed as a complete tabulation of all items required for correction or for project completion. This report does not relieve the contractor of work specified in the Contract Documents, including Addendums and Change Orders.

OBSERVATIONS

The majority of the exterior masonry and siding have been installed. The shade structure masonry is not yet installed.

Spray foam insulation is complete. Windows are onsite, and partially installed.

The interior walls inside the library space have been framed. Mechanical, electrical, and plumbing rough-in are ongoing.

Some hold down brackets have been installed. These will all be installed; spray foam will be infilled where notched for the brackets.

One of the steel column slab leave-outs was holding water; this should be drained to prevent rust. The leave-outs should be periodically verified to be dry to prevent deterioration.

The storm sewer will connect to the manhole differently than the drawings; this will be recorded on the record drawings.

The owner-provided fireplace mantle was onsite.

The box walk was conducted with the following results:

- Meeting Room 102 –
 - The power and data to the boxcast system in the southeast corner of the room (Door 102.1) should be eliminated.
 - The power and data to the television on the east wall should be raised to 72-inches AFF.
- Tech 114 – The power and data to the television on the south wall of Dir Office 113 should shift two stud cavities to the east.
- Study 115 – Power should be added to the east wall of the room (mirroring the outlet on west wall of study 116).
- Conference 117 –
 - The power and data to the television on the south wall should be raised to 60-inches AFF.
 - The thermostat on the south wall should shift west, but not behind the door.



View of the east wall and shade structure, looking south.



View of the exterior from the construction entrance at the southwest corner of the site, looking northeast.



View of Meeting Room 102, looking southwest. Exterior spray foam and windows are installed.



View in the clerestory, looking east towards the fireplace.



View of Adult Tower Seating 121 with, wood structure, windows, roof drains, and silo edge in the right foreground.



View of the director office (left), conference & study rooms, looking north from the clerestory.



Date: September 30, 2024
To: Mayor, City Council and Staff
RE: Fire Department Volunteer Compensation FY25
From: Deanna McCusker, City Administrator

The City annually budgets \$5,000 for volunteer compensation. The annual reimbursement for FY25 is \$4,584.03, which is the officer pay, expenses and mileage at 50% as shown on the supporting documentation.

RESOLUTION #97-24

**RESOLUTION APPROVING FIRE DEPARTMENT
VOLUNTEER COMPENSATION FOR FY25**

WHEREAS, the City Council of the City of Cascade, Iowa, has a Fire Department with volunteer staff; and,

WHEREAS, there are funds budgeted in FY25 for volunteer compensation; and,

WHEREAS, City Code 3-5-6 states that Members of the department shall be designated by rank and receive such compensation as shall be determined by resolution of the Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CASCADE, IOWA, as follows:

The City Council approves the reimbursements to the Fire Department for the volunteer compensation as listed in Exhibit A in the amount of \$4,584.03.

PASSED AND APPROVED this 30th day of September, 2024.

Steve Knepper, Mayor

ATTEST:

Samie Simon, City Clerk

Chief \$1,200.00
 Assistant Chief \$400.00
 Assistant Chief \$400.00
 Lieutenant \$200.00
 Lieutenant \$200.00
 Lieutenant \$200.00
 Training Officer \$100.00
 Training Officer \$100.00
 Training Officer \$100.00
 Secretary / Treas \$1,000.00
 \$3,900.00

Retirement Dinner 995.56
 County Meetings 432.84
 Mileage (list amount per mile)
 Plaques/Awards Fire fighter of year 54
 Parades 527.56
 dontations 100
 funerals 126.84
 fees for right ups for recognition of other departments 72

2308.8

total \$9,168.05
 50/50 amount \$4,584.03

Resolution 97-24 Exhibit A

Fire Fighters Training X-I Call HRS	Total	Milage	\$0.31	Total	total pay	
1	23	12	35		35	
2	20	12	32		32	
3						
4	141	38	179		179	
5	63	29	92	50	15.5	107.5
6	73.5	80	153.5		0	153.5
7	39.75	35	74.75		0	74.75
8	14.5	10	24.5		0	24.5
9	40.25	10	50.25			50.25
10	11	13	24		0	24
11			0		0	0
12	55.25	25	80.25	50	15.5	95.75
13			0		0	0
14	40.75	22	62.75		0	62.75
15	20	8	28			28
16	40.75	1	41.75		0	41.75
17	44	24	68	42	13.02	81.02
18	48.25	37	85.25	42	13.02	98.27
19	21.25		21.25		0	21.25
20	48.75	23	71.75			71.75
21	73.5	51	124.5			124.5
22	40.25	17	57.25		0	57.25
23	73	54	127		0	127
24	40.75	12	52.75		0	52.75
25	73	64	137	510	158.1	295.1
26	110.5	20	130.5	1692	524.52	655.02
27	46.75	43	89.75	54	16.74	106.49
28	73	89	162	40	12.4	174.4
29	60	34	94	20	6.2	100.2
30	42.5	43	85.5		0	85.5
Total		2184.25				2959.25

Resolution 97-24 Exhibit A



Date: September 26, 2024
To: Mayor, City Council and Staff
RE: Library Trustee Term Ordinance
From: Deanna McCusker, City Administrator

With the 2022 codification the library board term was changed from 3 to 6 years. The term was set at 3 years by public measure back in 1995 and can only be changed by another public measure, which was verified by our City Attorney. By approving this ordinance, it will restore the library trustee term to 3 years.

I have provided a copy of the approval from Dubuque County showing the successful vote to change from 6 to 3 years back in 1995.

ORDINANCE NO. 22-24

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CASCADE, IOWA,
TO CORRECT ERROR AND REVERT THE TERM OF LIBRARY TRUSTEES FROM SIX TO
THREE YEARS**

Whereas, in the City's recodification of January 24, 2022, City Code 5-1-4 Subsection 1 was changed, without the notice of the Library Board of Trustees, to reflect six-year terms for Library Trustees, instead of the three-year terms that had been approved by public measure in 1995; and,

Whereas, the recodification change to Chapter 5-1-4 Subsection 1 was void due to the absence of a public measure changing the term length; and,

Whereas, the City Council is required by law to correct the wording of the Code to reflect the original, pre-codification language of Chapter 5-1-4.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Cascade, Iowa, as follows:

Section 1. SECTION AMENDED. Chapter 5-1-4 of the Code of Ordinances of the City of Cascade, Iowa, shall be amended and the following adopted:

~~5-1-4 Term of Office. All appointments to the board shall be for six (6) years, except to fill vacancies.~~

5-1-4 Term of Office. All appointments to the board shall be for three (3) years, except to fill vacancies.

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

Section 3. 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 adjudged invalid or unconstitutional.

Section 4. This ordinance shall be effective after its final passage, approval and publication as required by law.

PASSED AND APPROVED this ____ day of _____, 2024.

Steve Knepper, Mayor

ATTEST:

Samie Simon, City Clerk

First Reading:

Second Reading:

Third Reading:

Publication:

Sent to American Legal:

CITY OF CASCADE

Mayor - two year term: Tim Stecklein received 202 votes and was declared elected; Roland Greenwood received 161 votes, John Murphy 178 votes.

Two members of the City Council - four year terms: William R. Donovan 417 votes, Bill T. Gehl received 331 votes and were declared elected; Vivian Clemen received 141 votes and twelve people received one vote each.

One member of the City Council - Two year unexpired term: Brian Schlemme received 488 votes and was declared elected. Vivian Clemen received 21 votes and four others received one vote each.

On the public measure: Shall the City of Cascade, Iowa change the term of office for library trustees from six (6) years to three (3) years. Effective date of proposition will be January 1, 1996. There were 373 yes votes and 122 no votes. The public measure was declared APPROVED.

578 votes were cast in Cascade. 1,177 eligible

CITY OF CENTRALIA

Mayor - two year term: Sandra Dean received 19 votes and was declared elected. Mike Siegert received nine votes. received 4 each, Mary Jo Herbst 2, and Pauly Jaeger one.

Five members of the City Council - two year terms: Paul Merges received 33, Judith Murphy 32, Verduš Petsche 34, Jean Wuertzer 35 and Terry Corbett received 17 votes and were declared elected. Sandra Dean received 13 votes.

On the Public Measure: Shall the City of Centralia



Date: September 30, 2024
To: Mayor, City Council and Staff
RE: IA 136/Johnson Street Pay Application #5
From: Deanna McCusker, City Administrator

Pay Application #5 represents payment on 61% of the project. According to the engineer, the project is on schedule but he is hoping that the street will be open prior to November 1st, which is the substantial completion date. It all depends on the progress over the next few weeks. The road will stay closed until the work is completed, per the project bid and contract. To date, we have received reimbursement for Pay App 1 and 2 only. We are still waiting for reimbursement for Pay App 3 and 4 for \$231,292.80 and then this Pay App once the reimbursement is submitted. The majority of the remaining project costs will be paving and sidewalks which is a DOT expense. The bulk of the city part of the project has been completed with the infrastructure.

RESOLUTION NO. 98-24

A RESOLUTION APPROVING PAY APPLICATION NO. 5 FOR THE IA 136/JOHNSON STREET RECONSTRUCTION PROJECT IN THE CITY OF CASCADE, IOWA

WHEREAS, Midwest Concrete, Inc., Peosta, Iowa, was awarded the IA 136/Johnson Street Reconstruction Project by the City Council at its regular meeting on February 12, 2024 by Resolution 15-24 in the amount of \$1,645,872.30; and,

WHEREAS, the project engineer has tabulated the project costs through September 20, 2024 for the IA 136/Johnson Street Reconstruction Project; and,

WHEREAS, the contract engineer does recommend approval of Pay Application No. 5 for the project in the amount of \$473,663.51, with a balance to finish including retainage of \$642,323.32.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CASCADE, IOWA, that:

Section 1. That Payment No. 5, IA 136/Johnson Street Reconstruction Project, dated September 30, 2024 in the amount of \$473,663.51 is made part of this resolution.

Section 2. That the City Council accepts and approves Contractor's Application for Payment No. 5 as presented.

Section 3. That the Mayor is hereby authorized and directed to execute Payment No. 5 on behalf of the City of Cascade and the City Clerk shall issue payment upon approval by the City Council and execution by the Mayor.

PASSED AND APPROVED this 30th day of September, 2024.

Steve Knepper, Mayor

ATTEST:

Samie Simon, City Clerk



September 30, 2024

Honorable Mayor Knepper and City Council
City of Cascade
320 1st Ave W
Cascade, IA 52033

Re: Contractor's Application for Payment No. 5
IA 136/Johnson Street Reconstruction Project
MSA Project No. 00447040

Dear Mayor Knepper and City Council:

Attached please find three (3) originals of the Contractor's Application for Payment No.5 for the IA 136/Johnson Street Reconstruction Project.

Requested payment by Midwest Concrete, Inc. is in the amount of **\$473,663.51**. The requested payment by the Contractor during this pay period is to pay for subdrain, geogrid, subbase, and concrete pavement.

It is our recommendation that the City Council approve Pay Application No.5 for Midwest Concrete, Inc. at the next regular Council meeting.

Please do not hesitate to contact me with any questions or comments regarding the information presented herein.

Sincerely,
MSA Professional Services, Inc.

A handwritten signature in blue ink, appearing to read "Cody Lawler", with a long horizontal flourish extending to the right.

Cody Lawler, PE
Engineer - MSA Dubuque

File

400 Ice Harbor Drive
Suite 110
Dubuque, IA 52001

P (563) 582-3973
TF (888) 869-1214
F (563) 582-4020

www.msa-ps.com



ENGINEERS' JOINT CONTRACT
BOARDS' COMMITTEE

Contractor's Application for Payment No. 5

To (Owner): City of Cascade
320 1st Ave. W
Cascade, Iowa 52033

Application Period: 8/17/24-9/20/24
Application Date: 9/30/2024

From (Contractor): MIDWEST CONCRETE, INC.
Consultant Engineer: MSA Professional Services, Inc.

Contractor Address: 9835 Midwest Lane
Peosta, Iowa 52068
Engineer's Project No.: 00447040



Number	Approved Change Orders		Deductions
	Additions		
1	\$292,931.00		\$292,931.00
2	\$74,530.00		\$44,435.00
3	\$5,886.10		\$0.00
4	\$68,785.00		\$76,385.00
TOTALS	\$442,132.10		\$413,751.00
NET CHANGE BY CHANGE ORDERS			\$28,381.10

1. ORIGINAL CONTRACT PRICE..... \$ 1,654,872.30

2. Net change by Change Orders..... \$ 28,381.10

3. Current Contract Price (Line 1 ± 2)..... \$ 1,683,253.40

4. TOTAL COMPLETED AND STORED TO DATE (Column F or I total on Progress Estimates)..... \$ 1,070,930.08

5. RETAINAGE:

a. 3% X \$1,070,930.08 Work Completed..... \$ 30,000.00

b. 0% X 50.00 Stored Material..... \$ 0.00

c. Total Retainage (Line 5.a + Line 5.b)..... \$ 30,000.00

6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ 1,040,930.08

7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 557,266.57

8. AMOUNT DUE THIS APPLICATION..... \$ 473,663.51

9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)..... \$ 642,323.32


Contractor's Certification
The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.


Payment of: \$ 473,663.51
(Line 8 or other - attach explanation of the other amount)

is recommended by:  (Engineer) 9/24/24 (Date)

Payment of: \$ 473,663.51
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) _____ (Date)

Approved by: _____ Funding or Financing Entity (if applicable) _____ (Date)

Contractor Signature
By:  Date: 9/24/24

Progress Estimate

Contractor's Application for Payment No. 5

Application Period: 8/17/24-9/20/24
 Application Date: 9/20/2024

Bid Item No.	Item Code	Item Description	Contract Information			Work Completed to Date			Value of Work Installed to Date	Total Estimated Quantity Installed	Materiality Presumably Stored (net in F)	Total Completed and Stored to Date (G + H)	% (I/B)	Balance to Finish (B - I)
			Item Quantity	Unit Price	Total Value of Item (\$)	Estimated Quantities Installed this Pay Period	Value of Work Installed this Pay Period	Estimated Quantities Installed this Pay Period						
To (Owner): City of Cascade 300 1st Ave. W Cascade, Iowa 52003 Project: ICC PAVEMENT-REPLACE IA 136 From (Contractor): MIDWEST CONCRETE, INC. Consultant Engineer: MSA Professional Services, Inc. Contractor Address: 9835 Midwest Lane Peosia, Iowa 52068 Project No: STPN-136-2(02)-21-53 No.: 465294														
DIVISION 2 TOTALS \$11,000.00 \$4,270.50 \$205,213.50 95.0% \$10,073.00														
DIVISION 3 8001 2435-0140148 Manhole, Storm Sewer, SW-401, 48IN 8002 2435-0140160 Manhole, Storm Sewer, SW-401, 60IN 8003 2435-0140172 Manhole, Storm Sewer, SW-401, 72IN 8004 2435-0250100 Inlets, SW-501 8005 2435-0250300 Inlets, SW-503 8006 2435-0250500 Inlets, SW-505 8007 2435-0250600 Inlets, SW-512, 36IN 8008 2435-0251236 Manhole, Adjustment, Minor 8009 2435-0260010 Connection to Existing Manhole 8010 2435-02700010 Subdrain, Longitudinal (Shoulder) 4IN Dia 8011 2435-028212034 Subdrain Outlet, DR-303 8012 2435-028212034 Subdrain Outlet, DR-303 8013 2435-0114210 Storm Sewer Gravity Main, Trench, Reinforced Concrete Pipe (RCP), 2000D (Class III), 12IN 8014 2435-0114215 Storm Sewer Gravity Main, Trench, Reinforced Concrete Pipe (RCP), 2000D (Class III), 15IN 8015 2435-0114218 Storm Sewer Gravity Main, Trench, Reinforced Concrete Pipe (RCP), 2000D (Class III), 18IN 8016 2435-0114221 Storm Sewer Gravity Main, Trench, Reinforced Concrete Pipe (RCP), 2000D (Class III), 21IN 8017 2435-0114224 Storm Sewer Gravity Main, Trench, Reinforced Concrete Pipe (RCP), 2000D (Class III), 24IN 8018 2435-0114230 Storm Sewer Gravity Main, Trench, Reinforced Concrete Pipe (RCP), 2000D (Class III), 30IN 8019 2435-0114236 Storm Sewer Gravity Main, Trench, Reinforced Concrete Pipe (RCP), 2000D (Class III), 36IN 8020 2435-0200016 Remove Storm Sewer Pipe Less Than or Equal to 36IN DIVISION 3 TOTALS \$392,931.00														
CHANGE ORDERS CO2 39 2504-0114008 Sanitary Sewer Gravity Main, Trench, Reinforced Concrete Pipe (RCP), 2000D (Class III), 12IN 40 2504-0114010 Sanitary Sewer Gravity Main, Trench, Reinforced Concrete Pipe (RCP), 2000D (Class III), 15IN 8021 2504-0114012 Sanitary Sewer Gravity Main, Trench, Reinforced Concrete Pipe (RCP), 2000D (Class III), 18IN 8022 2599-9999021 Extra Traffic Control Signage 8023 2599-9999021 Extra Traffic Control Signage DIVISION 3 TOTALS \$22,345.00														
CHANGE ORDER TOTALS \$22,345.00														
CONTRACT TOTALS \$1,078,930.08 \$1,078,930.08 61.6% \$512,323.72														



Date: September 30, 2024
To: Mayor, City Council and Staff
RE: Temporary Employment
From: Deanna McCusker, City Administrator

It is vital that we continue to have available an experienced person to assist with training the new city clerk and to keep all operations flowing to meet all the necessary deadlines. The individual who is assisting with this training and workflow needs to be compensated fairly for the time spent, which is largely spent in the evenings and weekends. The hourly wage of \$42.00 is approximately 1.5 times the hourly wage of the previous city clerk. Adding 1 hour of travel time each day worked is easier than submitting mileage reimbursements. The temporary employment period will run from September 2024 to January 2025. At that time the situation will be re-evaluated and if needed, will continue for a period of time mutually agreed upon by all parties.

The initial temporary employment timeframe will allow for the assistance with calendar year end, quarter end, reports that are due in December and running of W-2s and 1099s.

I would recommend that city council approve this temporary employment to provide the best learning experience for the new city clerk and to ensure that the operations of city hall continue.

RESOLUTION NO. 99-24

**A RESOLUTION APPROVING TEMPORARY EMPLOYMENT FOR
THE CITY OF CASCADE**

WHEREAS, the City Council desires to assist the new City Clerk with becoming adequately trained on the job duties and processes of the office of City Clerk; and,

WHEREAS, there are individuals who are experienced in the position of City Clerk that can provide effective training for the new clerk.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Cascade, Iowa, does hereby approve a \$42.00 per hour salary for hours worked on an as-needed basis. In addition, the individual will add travel time, up to 1 hour per day on the days worked, in lieu of submitting reimbursement for mileage.

This temporary employment period will extend from September 2024 to January 2025. At that time, the temporary employment will be re-evaluated and continue if needed.

PASSED, APPROVED AND ADOPTED this 30th day of September, 2024.

Steve Knepper, Mayor

ATTEST:

Samie Simon, City Clerk



Date: September 30, 2024
To: Mayor, City Council and Staff
RE: Feeding Stray Animals
From: Deanna McCusker, City Administrator

There have been feral cats in the city that individuals have been feeding on a regular basis. With individuals putting food out for the feral cats, it is attracting wild animals, such as skunks, racoons and opossums to neighborhoods. City Hall and the Police Department have received many phone calls and emails regarding wild animals at residents, specifically on the west side of town. Live traps have been set and many of these animals have been caught and taken care of. But these wild animals are becoming too comfortable with people, even coming out in the daytime.

The City of Clinton passed an ordinance prior to 2019 prohibiting the feeding of stray cats. The also attempted a trap-neuter-release program, but that didn't take off and now they have reverted back to prohibiting the feeding of stray cats.

Having a situation that causes wild animals to frequently come into the city, even during the day may lead to health concerns, safety concerns. This warrants a discussion and a possible resolution.

Here is the Clinton Code, which I wrote, along with a Committee of Council Members:

§ 91.19 FEEDING OF STRAY ANIMALS.

It shall be unlawful for any resident to provide food to stray animals or to otherwise feed, harbor, or care for animals other than dogs, cats and ferrets owned by the resident, or to provide food for stray animals in excess of what is required to care for animals owned by the resident. This prohibition does not preclude licensed veterinarians and the Human Society from assisting with city initiatives to trap, neuter and release animals in accordance with best practices for animal management and to take reasonable measures to alleviate hoarding cases.



Date: September 26, 2024
To: Mayor, City Council and Staff
RE: Notice for Requests for Proposals for Downtown Master Plan
From: Deanna McCusker, City Administrator

As you probably remember the CEDC applied for a Downtown Master Plan grant from the DRA and was awarded \$28,000. They are planning on making available to bidders the Request for Proposals next week. This is for information only. But if there suggestions I can pass along prior to the proposal going out.

Once proposals are received following the deadline, the City will be involved in reviewing those received. The city will also be involved in the process of the planning.

**NOTICE FOR REQUESTS FOR PROPOSALS FOR
A DOWNTOWN MASTER PLAN**

September 23, 2024

The Cascade Economic Development Corporation (CEDC) in partnership with the

CEDC of Cascade (hereinafter called the CEDC) will receive such proposals in

the office of and via email addressed to:

Holly McPherson, CEDC Staff
7600 Commerce Park
Dubuque, Iowa 52002

Hmcpherson@ecia.org

RE: The CEDC of Cascade Downtown Master Plan– RFP 2024

The Request for Proposal (RFP) contains the instructions governing the proposals to be submitted and the material to be included mandatory requirements that must be met to be eligible for consideration, and other requirements that each proposal must meet.

Proposals shall be submitted via email in .pdf format that allows for printing in hard copy in 8½x11 booklet format.

Respondents are requested to submit their proposal via email. COPIES OF THE PROPOSAL WILL BE RECEIVED UP TO THE HOUR OF 3:00 PM Central Time, OCTOBER 30, 2024.

The proposal must contain the signature of a duly authorized officer or agent of the Respondent's company empowered with the right to bind the Respondent.

Copies of the Strategic Plan Request for Proposals (RFP) Document is available from the CEDC website at: <https://www.CEDCofcascade.org/> or by contacting the point of contact: Holly McPherson, hmcpherson@ecia.org.

The CEDC reserves the right to reject any or all proposals. The CEDC reserves the right to disqualify incomplete proposals, waive minor defects as it deems applicable in the written proposals, request additional information from any respondent, change or modify the scope of the project at any time without penalty, negotiate terms with one or more of the respondents, reject any or all proposals without penalty and take any steps necessary to act the CEDC's best interest. Bids/proposals will not be considered for award if received after the official closing date and time.

TABLE OF CONTENT

TITLE	PAGE
SECTION 1: INTRODUCTION AND BACKGROUND	3
1.1 INTRODUCTION & BACKGROUND	
1.2 PURPOSE	
SECTION 2: SCOPE OF SERVICES	3
SECTION 3: PROPOSAL REQUIREMENTS & SUBMISSION	4
3.1 PROPOSAL FORMAT	
3.3 INSTRUCTIONS FOR SUBMITTING PROPOSALS	
3.3 GENERAL INFORMATION	
SECTION 4: TIMELINE FOR SELECTION PROCESS	8
SECTION 5: EVALUATION CRITERIA AND SELECTION PROCESS	8
SECTION 6: AWARD OF CONTRACT	9

Section I – Introduction and Background

1.1 INTRODUCTION AND BACKGROUND:

Cascade Economic Development Corporation (CEDC), a nonprofit corporation, was formed in 1988 to further the economic development of the city of Cascade as well as the immediate surrounding area and to promote and assist the growth and development of business challenges, including both small and large businesses. *The Cascade Economic Development Corporation’s mission is to foster, encourage, promote and aid business retention, expansion and attraction to improve the quality of life in the Cascade community*

Cascade recently had a downtown assessment conducted by Iowa Economic Development Authority (IEDA). This was paid for out of a DRA grant. Out of that assessment, unfortunately, as the Downtown Assessment Team met with various focus groups, including the youth of the community, they heard that downtown is: “dirty, dull, bland, lifeless, lacks shade, and you walk it and you’re done with nothing to see.” Fortunately, the IEDA team sees many opportunities to build upon the compact, walkable nature of downtown Cascade to make it the vibrant, thriving, and fun downtown the community desires. Per their report, the team feels like THIS is Cascade’s time. The community has seen recent improvements and new businesses and many people are interested in making a difference in the downtown. As a result of this study, the CEDC would like to work with a 3rd party to develop a downtown beautification/revitalization plan. They would like to take the steps necessary to make the downtown a walkable, shaded area to attract not only the locals, but the many tourists for years to come.

- 1.2 PURPOSE:** The project's goal is to establish a Master Plan for Downtown Cascade. The resulting plan must provide the necessary resources to guide future decision-making and positively impact the community effectively. Relevant information from existing plans/studies, like the recent Iowa Economic Development Authority’s (IEDA’s) Downtown Assessment, will be used when applicable throughout this process. The plan will also include the necessary resources for the Economic Development Authority and the CEDC to apply for additional funding assistance for Downtown improvements identified in the plan.

Responding firms should have significant experience conducting strategic planning processes involving employees and local governments.

Section 2: Scope of Services

The project shall include, but is not limited to, the following activities:

- 2.1 CEDC and the City of Cascade**—Coordination between the CEDC and the City of Cascade is critical to developing and implementing the Downtown Cascade plan. The

consultant is responsible for facilitating two meetings during the planning process:

- Project Kickoff Meeting—This joint meeting will kick off the project before the first public stakeholder meeting. It will cover the project's scope, schedule, and expectations and review feedback from the IEDA Downtown Assessment.
- Draft Master Plan Review Meeting—The second joint meeting, held online before the Draft Plan Open House, will focus on reviewing, discussing, and revising the Draft Master Plan Concept and Draft Action Plan for Implementation.

- 2.2 *Public Stakeholder Meetings*** - Organize at least two public stakeholder meetings related to the Cascade Downtown Master Plan. These meetings will involve public participation, document feedback, and compile objectives, policies, and goals derived from public input. The meetings will also identify groups or individuals participating in workgroups or committees formed to support Downtown planning efforts.
- 2.3 Community Workshop**—Facilitate a Community Workshop to identify issues, opportunities, and goals for Downtown Cascade. The workshop will review the IEDA Downtown Assessment and assess existing conditions.
- 2.4 Draft Master Plan Open House**—The second public meeting, organized as an open house, will allow community members to review and provide feedback on the development concept and Action Plan for Implementation related to the Downtown Master Plan.
- 2.5 *Issues & Opportunities***—Analyze issues and opportunities specific to Downtown Cascade and build on public meeting discussions, detailed feedback, and goals identified in the IEDA Downtown Assessment.
- 2.6 *Downtown Character Element*** – Develop objectives, policies, and programs that highlight Downtown Cascade's unique characteristics and qualities, ensuring the district's heritage and growth are preserved and celebrated.
- 2.7 *Existing Conditions Analysis***—Conduct an in-depth analysis of issues related to Downtown Cascade, including the pedestrian environment, public infrastructure, utilities, parking, local access, traffic flow, historical significance, land use patterns, and surrounding conditions.
- 2.8 *Economic Analysis*** – Assess Downtown Cascade's current market and business opportunities using ESRI Business Analyst's online tools and reports.
- 2.9 *Reinvestment Concept***—Create a Reinvestment Concept outlining recommended improvements to key areas, such as intersections, signage, streetscapes, building facades, public spaces, urban design, management, and community engagement. The concept will also suggest preferred future land uses by block or lot.
- 2.10 *Action/Implementation Plan***—Develop an Action/Implementation Plan detailing how to

achieve the goals of the Downtown Cascade plan. The Plan will include a list of programs, specific actions, potential land development regulation changes, ordinances, and a 10-year improvement schedule.

Section 3: Proposal Requirements and Submission

Consultants who submit a proposal may be asked to present it to the selection committee. The CEDC reserves the right, at its sole discretion, to reject any and all proposals. Any contract awarded for services shall not become effective until approved by the Cascade CEDC Council.

Proposals should provide a straightforward and concise description of the Respondent's capabilities to satisfy the requirements of the RFP. It should explain the work to be performed, how the work will be accomplished, and the expected results. Emphasis should be placed on completeness and clarity of content. Responses of excessive length are discouraged. To be considered, all proposals must contain the following information with an emphasis on adding value to the CEDC. Proposals not addressing the following items may be considered non-responsive.

3.1 PROPOSAL FORMAT: Each proposal should be organized to clearly address the following requirements, as a minimum:

3.1.1 Availability, credentials, and related experience:

a. List the full name, address, telephone number, and email address of your firm and, if applicable, of the office from which the services are to be provided. Designate the person to serve as project manager and key staff that will be assigned to this project. Include specific information on the staff's experience with public sector strategic plans.

Provide information on specific experiences that have resulted in successful outcomes in conducting strategic plans and making presentations to public bodies. List the name or names of the persons in your firm authorized to negotiate the proposed contract associated with this RFP.

b. Provide an overview of your firm's services and experience in performing Strategic Plans. Promotional material should NOT be included.

c. Explain in detail how the project manager and key staff will be assigned to this project. Identify the availability of the project manager and key staff to address any questions or concerns as well as to attend meetings to present the findings to key CEDC of Cascade staff.

d. Has litigation ever been filed against your firm? If so, explain in detail. Is there litigation against your firm currently in progress? If so, explain in detail.

3.1.2 Statement of Methods and Procedures:

- a. Provide a statement describing the Scope of Work as you understand it and provide a detailed breakdown and description of the specific steps, services, methods, and study products that will be employed to gather the data, analyze the findings, develop recommendations, and coordinate implementation as requested. Firms may elect to include in this section any innovative methods or concepts that might be beneficial to the CEDC as long as the minimum requirements are met.

3.1.3 Structure and Content of Work Product:

- a. Describe the way in which the work product will be structured and presented upon completion.

3.1.4 Project Time Table:

- a. Provide the anticipated start and completion date for the project and estimated dates for the fulfillment of each work phase and task. This proposed project timetable will be used as the basis for the project timetable to be included in the project contract. The CEDC anticipates that the successful consultant will be able to begin this project on or December 1, 2024.
- b. Describe techniques your firm would use to keep the Executive Team abreast of the progress of the project and how your firm will meet the proposed timeline.

3.1.5 References:

- a. All proposals should include a list of names, addresses and telephone numbers of at least five (5) references of the same or larger size and complexity as the CEDC who will attest to the successful completion and implementation of a strategic plan by your firm during the past five (5) years.

3.1.6 Cost of Services:

- a. Provide a detailed not-to exceed cost estimate for all work to be performed. The breakdown should include, at a minimum, the following for each task to be performed: the timeline for completion, the estimated number of hours for completion, and the not-to exceed cost for that task. Do not include the cost of “additional services” outside the scope of work in response to this proposal.

3.2 INSTRUCTIONS FOR SUBMITTING PROPOSALS

3.2.1 Submission of Proposals: Proposals will be received until 3:00 PM (CT) on October 30, 2024. All proposals must be submitted via email with the following information in the Subject line:

The CEDC of Cascade Downtown Master Plan– RFP 2024

To be considered, consultants must submit a complete response to the RFP.

The proposal must be signed by an official authorized to bind the Consultant to its provisions. Quotations must include a statement as to the period during which the quotation remains valid, which must be at least ninety (90) days.

Emailed proposals must be received by Holly McPherson at hmcpherson@ecia.org no later than the time specified. Proposals shall be submitted via email in .pdf format that allows for printing in hard copy in 8½x11 booklet format. An email will be sent confirming receipt of the proposal within 24 hours or by **3:00 p.m. (CT) on October 30, 2024.**

NO LATE SUBMITTALS WILL BE ACCEPTED.

Proposals may be withdrawn or modified by email resubmission in full prior to the proposal submission deadline.

If it becomes necessary to revise any part of this RFP, an addendum will be provided to all Respondents who have been placed on the official list with the Holly McPherson at hmcpherson@ecia.org.

The CEDC reserves the right to accept or reject all or any part of any proposal, waive informalities and award the contract to the best consultant who will serve the interests of the CEDC.

3.3 GENERAL INFORMATION

3.3.1 Questions, Inquiries and Clarifications:

- a. Any questions or other inquiries concerning this RFP must be submitted via email by October 23, 2024, to Holly McPherson (Point of contract), e-mail: hmcpherson@ecia.org. Written questions and inquiries will be answered via e-mail.
- b. Clarifications and additional information, if any, will be posted as addendums on the CEDC website at <https://www.CEDCofcascade.org/>. It is the responsibility of the prospective proposer to check the website for updates.

3.3.2 Proprietary Information: Trade secrets or proprietary information submitted by any Respondent in connection with this solicitation will not be subject to disclosure under the Iowa Freedom of Information Act; however, **the offeror must invoke the protections of this section PRIOR to or upon submission of the data or other materials and must clearly identify the data or other materials to be protected and state the reasons why protection is necessary.**

3.3.3 Confidentiality: All proposals and material submitted become the property of the CEDC. All proposal information, including detailed price and cost information, shall be held in confidence during the evaluation process and before the Notice of Intent to Award is issued. Thereafter, proposals shall

become disclosed as a matter of public record.

3.3.4 Joint ventures shall not be allowed with this RFP.

3.3.5 Conflict of Interest: Each proposal shall include a statement indicating whether the firm or any persons working on the contract has a possible conflict of interest and, if so, the specific nature of the conflict. The CEDC of Cascade reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the proposing firm. The CEDC's determination regarding conflict(s) of interest shall be final.

3.3.6 Limitations: This request for Proposals does not commit the CEDC to award a contract, pay any costs incurred in preparation for travel to the CEDC, to present a proposal to this request, or to procure or contract for services. All proposals submitted in response to this Request for Proposal become the property of the CEDC. The CEDC reserves the right to accept or reject any or all proposals received or to cancel this Request for Proposal in part or in its entirety. After proposals are reviewed, the CEDC will select the proposal that is deemed in the best interest of the organization.

Section 4: Timeline for Selection Process

Downtown Master Plan Timeline	
Date	Activity
October 1, 2024	Release of RFP
October 23, 2024	Clarification Submission Deadline.
October 30, 2024	Proposals Due
October 30, 2024 – November 15, 2024	Evaluation of Proposals
The week of November 21, 2024	Award of Contract/CEDC/City Approval
December 1, 2024	Work Begins (or as soon as possible after the contract is signed).
April 30, 2024	Completion of Work and Final Report

Section 5: Evaluation Criteria and Selection Process

The CEDC will use all facts, information, and data available to finalize its evaluation of the RFP's. Failure of the Respondent to provide any information requested in this RFP may result in disqualification of the proposal. The sole objective will be to recommend the award of a contract to the Respondent whose proposal is most responsive and most advantageous to the needs and goals of the CEDC.

Proposals will be evaluated with respect to the completeness of data provided, support for all claims made, overall approach taken in the proposal, and response to interview questions if interviews are conducted. The technical evaluation and ranking of proposals shall be accomplished utilizing the following criteria:

- Previous background and experience relevant to this RFP, including services provided to similar type and sized clients. (15 points possible)
- Experience designing and implementing the downtown master planning process, engaging stakeholders and developing a robust, actionable plan. (15 points possible)
- Thoroughness of material submitted, including the proposed work plan and type of service provided. (15 points possible)
- Consultant's conceptual approach and process related to the scope of work as well as the ability to manage and coordinate the project effectively with the CEDC. (15 points possible)
- Consultant's understanding of the needs of public and business engagement and proposing solutions to address those needs (15 points possible)
- Qualifications of project staff, including internal staff and/or staff that may be involved in duties being outsourced. (15 points possible)
- Cost of services proposed. Fee proposals should outline fees for each discrete element of the classification and compensation study and categories of direct expenses that are not included within the fee proposal and an estimated budget for these expenses. (15 points possible)
- Projected time frame, from beginning to a prompt project completion date. (15 points possible)
- References. References should be from projects similar in nature. (15 points possible)

TOTAL POINTS POSSIBLE 135

Section 6: Award of Contract

Each Respondent submitting a proposal in response to this RFP will be notified via email as to acceptance or rejection of their proposal. The CEDC plans to release such letters within **ninety (90) days** of the proposed submission date. The CEDC may delay this action if it is deemed to be in the best interest of the CEDC.

The contract will be awarded to the best qualified according to the bid/proposal criteria and a written award letter will be issued.

1. The award of a bid/proposal requires formal approval by the CEDC council.

Contract(s) may be negotiated with Respondent(s) whose proposal is selected by the CEDC, considering cost as well as other factors based on the criteria described above, all as solely determined by the CEDC. Award of contract may be made without discussion or opportunity for oral presentation after proposals are received. Proposals should, therefore, be submitted initially on the most favorable terms, from both price and technical standpoints.

The CEDC reserves the right to reject any and all proposals and to waive any informality in proposals received, to accept or reject any or all of the items in the proposals, and to award the contract in whole or in part if it is deemed in the best interest of the CEDC.

No proposal will be accepted from, nor will a contract be awarded to, any Respondent who is deemed to be irresponsible or unreliable by the CEDC.

Taxes – The CEDC, is exempt from any and all taxes.

Non-Iowa Corporations – Unless waived by the CEDC, before or at the time that the contract is awarded to a corporation domiciled outside the State of Iowa, such corporation shall obtain authorization to do business in the State of Iowa and appoint an agent for service of process.

Such corporations must furnish the CEDC with a certificate from the State of Iowa to the effect that a certificate of authority to do business in the State of Iowa has been issued by the office and is still valid. There shall also be procured from the Iowa Secretary of State a certified copy of the designation of place of business and appointment of agent for service of process or a letter from the Iowa Secretary of State that such designation of place of business and agent for service of process has been made.

The laws of the State of Iowa shall govern the contract (herein referred to as the Contract) executed between the successful bidder and the CEDC and any interpretations or constructions thereof. Further, the place of performance and transaction of business shall be deemed to be in the State of Iowa, and in the event of litigation, the exclusive venue and place of jurisdiction shall be the State of Iowa.