

**CITY OF CASCADE, IOWA  
COUNCIL MEETING AGENDA & PUBLIC NOTICE  
MONDAY, APRIL 25, 2022, 6:00 P.M.  
CITY HALL, 320 1<sup>ST</sup> AVE WEST**

NOTICE: Notice is hereby given that the Cascade City Council will hold a meeting at 6:00 PM on Monday, April 25, 2022, 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](http://www.cityofcascade.org) under city of Cascade tab and on Local Access Channel 18

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approve Agenda**
5. **Speakers from the Floor** (limit 2 minutes per person).
6. **Consent Agenda** – Review and approve the following:
  1. City Council Minutes 4/11/22, 4/18/22
  2. Library Board Minutes 4/5/22, 4/18/22
  3. Liquor License Renewal Grace’s Place
  4. Liquor License Need Consulting, LLC (Need Pizza ~ Wing Fest)
  5. Proclamation Clerk’s Week
7. **Presentation on Future City Debt Obligations for Streets and Library**
8. **Library Board Requests**
  1. **Consideration to Provide Funding for a Fundraising Consultant – Up to \$20,000**
  2. **Consideration to Provide Funding for FEH To Make Schematic Designs- Up to \$9,000**
  3. **Consideration to Negotiate Three Rights of First Refusal on Top Site**
  4. **Consideration to Give Permission to Apply for Grants Which Require Matching Funds**
9. **Presentation by Cascade Youth Baseball and Softball on Future Ball Diamond Needs**
10. **Discussion on Cascade Park View Homes Development – Community Support, Vacating ROW**
11. **Consideration to Proceed with Riverview Park Gazebo Design and Approval**
12. **Resolution 19-22 Approving Lifeguard Certification Reimbursement Policy**
13. **Resolution 20-22 Approving Designation of American Rescue Plan Funds**
14. **Resolution 21-22 Approving an Offer to Purchase of IDOT Land – NW Corner of Highways 136 and 151 \$12,000**
15. **Consideration to Allocate Funds for the Mural for 114 Fillmore Street - \$1397.12**
16. **Consideration to Approve Funding to Repair the Wellhouse Emergency Siren**
17. **Discussion on a Cascade Representative for Eastern Iowa Regional Housing Authority Board**
18. **Consideration to Approval of Purchase CC Chambers TV Screen, Bracket and Chromecast**

19. Discussion on Budget Amendments and Public Hearing
20. Consideration of Resolution 22-22 Transfer of Funds For FY22
21. Reports – Police Chief and City Administrator
22. Adjournment

April 11, 2022  
City Council Meeting Minutes

The April 11, 2022 Regular City Council meeting was called to order at 6:00PM by Mayor Steve Knepper. The Pledge of Allegiance was recited. Delaney, Kelchen, Oliphant, Hosch and Rausch answered roll call.

Motion Rausch, second Oliphant to approve the agenda. Motion carried.

Mayor Knepper asked if anyone from the floor would like to address the council. Shirley Keyron McDermott asked about a tree that had been removed on property adjacent to the City pool. Sue Knepper spoke about possible ways to handle the future vacancies on the City Council. Terri Wollenberg also spoke about the process on filling a vacancy on the City Council.

Council reviewed the items in the consent agenda including City Council Minutes 3/28/22, Park Board Minutes 4/4/22, March 2022 Reports, Fund Balances and revenue by fund as follows: Gen \$57,252.35, Spec Rev 119,856.93, Debt Svc 2,871.55, Water & Sewer 99,903.58, April Claims and Liquor License Renewal for Cascade Legion Post #528. Motion Oliphant, Second Delaney. Motion carried, all aye.

Library Board members Jacob Brindle and Monica Recker, along with Director Melissa Kane requested a special meeting with the City Council to go over the FEH Planning and Design Booklet and future plans for the library. A special joint meeting was set for Monday, April 18 at 5:00pm.

Resolution No 17-22 Approving the Buchanan Street Contract Documents. Clarification was made that change orders will be worked through in the field by staff and presented to the City Council as progress payment approvals are presented monthly. Motion Rausch, second Delaney. Motion carried unanimously by roll call vote.

Approve closing Pierce Street from 1<sup>st</sup> Avenue to 2<sup>nd</sup> Avenue, Saturday, May 14 from 9am to 8pm for the Chamber's Wings and Brew event. Motion Rausch, second Oliphant. Motion carried, all aye.

Patrick Leitzen requested the City Council further discuss and consider an ordinance allowing backyard chickens. After discussion the City Council will gather more information and add this to a future agenda.

Resolution No 18-22 Annual Appointments. At the request of the City Council the Mayor agreed to amend his Committee Appointment list on the Personnel, Insurance and Finance and Building Permits. The Mayor Pro Tem appointment was removed from this resolution. Motion Rausch, second Kelchen to approve the amended Resolution #18-22. Motion carried unanimously by roll call vote.

Mayor Knepper recommended his appointment of Bill Hosch for Mayor Pro Tem. No action was taken due to a lack of a motion or second.

The Council discussed the installation of a fence above the retaining wall along the east side of the river. After discussion and the need for more information, Motion Delaney, second Oliphant to carry the fence installation issue forward to a future meeting. All aye.

The City Council will hold a workshop to discuss upcoming projects after the discussion with the Library Board on April 18 at 5:00 p.m..

General liability insurance changes in coverage were discussed. Motion Kelchen, second Rausch to add the following coverages: increase the general umbrella to \$5M for \$869, increase the WWTP and swimming pool pollution limits to \$2M/\$4M for \$100 each, add the Loss of Benefits coverage for \$446 and add the Land Use endorsement for \$720. All aye.

Shirley Keyron McDermott presented an ordinance idea to limit the availability of funding programs such as TIF or Façade programs to only those who do not have any disputes with the City. Any person or business that has a dispute with the City would not be eligible to apply for such programs. The City Council took the idea under advisement.

Chief Heim stated he had nothing to report.

Interim Administrator Kotter stated that unless there was an objection that the entire City Council packet would be available on the City website. The Council supported that idea.

Motion Kelchen, second Hosch to adjourn the meeting at 7:45p.m. Motion carried.

Lisa A. Kotter, Interim City Administrator

Steven Knepper, Mayor

April 18, 2022  
Joint Special City Council and Library Board Meeting Minutes

The April 18, 2022 Special Joint City Council and Library Board meeting was called to order at 5:00PM by Mayor Steve Knepper. The Pledge of Allegiance was recited. Delaney, Kelchen, Oliphant, Hosch and Rausch answered roll call. The Library Board arrived at 6:00PM. Ludwig, Thomas, Recker and Brickley answered roll call.

Motion Kelchen, second Delaney to approve the agenda. Motion carried.

No public comment.

The City Council discussed various projects for the current and upcoming years for water, sewer, streets and parks. The Staff and Mayor presented a list of priority projects. The largest project which is scheduled for 2024 is the Hwy 136 reconstruction. The City's estimated responsibility is \$700K. The City may need to borrow the funds as no funds have been reserved for this project.

The Library Board joined at 6:00PM. Consultants Kevin Eipperle and Christy Monk from FEH reviewed the planning and design process for a new library. The Board would like to proceed to hire a fundraising consultant which would be up to \$20,000. They would also like to hire FEH to make more detailed renderings of the proposed new Library to be able to use for grant applications. This cost will be between \$5,000-\$9,000. The Board asked the City Council to contribute funds to assist with these two contracts. The Board would also like permission to apply for grant funds as most will require matching fund commitments. The Board also discussed priority sites for the new building and working to secure the properties with at least a right of first refusal. Interim Administrator Kotter reviewed the City's existing debt obligations and state laws that limit the amount of borrowed funds to be sure both groups understood the current limitations. The City Council will consider further action at their next regular meeting on Monday, April 25.

Kotter will also work on getting some further estimates for some of the projects identified by staff.

Motion Kelchen, second Rausch to adjourn the meeting at 7:45p.m. Motion carried.

Lisa A. Kotter, Interim City Administrator

Steven Knepper, Mayor

## Danielle Hartke

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**From:** Melissa Kane  
**Sent:** Friday, April 8, 2022 10:43 AM  
**To:** Amy Ludwig; Monica Recker; Ce Ann Brickley (ceannb@netins.net); Marie Thomas (newhome813@gmail.com); coachbrindle@gmail.com  
**Cc:** Danielle Hartke; City Administrator; localaccess@netins.net  
**Subject:** FW: Cascade Public Library Board of Trustees Minutes

Minutes from Monica are below. Thank you! Melissa

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**From:** Monica Recker <mnrecker@gmail.com>  
**Sent:** Friday, April 08, 2022 9:50 AM  
**To:** Melissa Kane <library@citycascade.com>; Danielle Hartke <clerk@citycascade.com>; Brad & Amy Ludwig <baludwig@netins.net>  
**Subject:** Cascade Public Library Board of Trustees Minutes

## Cascade Public Library Board of Trustees Minutes

Tuesday, April 5th, 2022

Cascade City Hall

Present: Kane, Brickley, Brindle, Ludwig, Thomas, Recker

1. Call to Order by Amy Ludwig at 4:30
2. Approval of Agenda made by Thomas, second by Brickley, motion carried.
3. Approval of Minutes from March 1, 2022 meeting motion made by Brickley, second by Brindle, motion carried.
4. Public Comment: None
5. Budget Report: The Board reviewed the March budget report noting that line 6373-Telephone/Internet was over \$489.98 due to purchase of the Hotspots. A balance of \$39,348.97 remains on the Revenue & Expense Report for this fiscal year. Kane said "we will proceed with caution" to stay within our budget.
6. Bills: After review the bills and seeing nothing out of the ordinary a motion was made by Recker, second by Thomas, motion was carried to pay bills.
7. Circulation Statistics: Library Director Kane was very pleased with the increase of Circulation Statistics in March. A grand total of 3760 materials was used in March compared to 2733 in February. The door count of patrons entering the Cascade Public Library was 977 in March, 2022 compared to 762 in February, 2022.
8. Old Business: Interim City Administrator Lisa Kotter and Mayor Steve Knepper were present at this meeting. The Board requested a meeting with City Council be placed on the Councils meeting on April 11th to discuss the future Cascade Public Library so that we can proceed with the new library and include FEH Design Kevin Eipperle to present the Planning and Design Booklet created by FEH for the future Cascade Public Library Project. Kane had a phone conversation with Board of Supervisor Jay Wickman and he encourage her to apply for a ARPA Grant for the future building. Kane also intends to reach out to the Jones County Supervisor for a grant. b. Other: Kane received \$134.99 from the children from Aquin for the Future Cascade Public Library.
9. New Business: a. Programming/Upcoming Events/Librarians Calendar: It's a full calendar for the Library in April. There are many Peep Show Creations now for everyone to enjoy. There will be Storytimes, Cup A Mug meetings, Book Discussions, after school craft sessions and more in April at the Library. c. Kane reported that she received a "Keep Iowa Beautiful" grant from Diamond Vogel for 2 gallons of paint to paint some areas in the Library. This project will be done in the fall. d. Kane included an article "Our Libraries Can't Save Us" for Board Education in this months meeting packet. The Board is Encourage to read it. e. Newsbank discussion is put on hold until May. f. Summer Reading Registration will begin in May.
10. Next Meeting May 4th, City Hall. Motion to adjourn at 5:20 by Recker, second by Thomas, motion carried.

Monica Recker, Secretary Cascade Public Library Board of Trustees

# Proclamation

53rd ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK  
May 1 - May 7, 2022

*Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and*

*Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and*

*Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and*

*Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.*

*Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.*

*Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.*

*Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.*

*Now, Therefore, I, Steve Knepper, Mayor of Cascade, Iowa, do recognize the week of May 1 through May 7, 2022, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Danielle Hartke and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.*

*Dated this 25<sup>th</sup> day of April, 2022*

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*Steve Knepper, Mayor*

*Attest: \_\_\_\_\_*  
*Danielle Hartke, Clerk*



## **April 25, 2022 Agenda**

**To: Mayor, City Council and Staff**  
**From: Lisa Kotter, Interim City Administrator**  
**Date: April 22, 2022**  
**Re: Future Debt**

**I have been working with the City's Financial Advisor Nathan Summers from DA Davidson to get a clearer picture on our ability to borrow funds in the future for capital projects. We are looking at scenarios that makes some assumptions that we will review at the meeting on Monday night. I should have the spreadsheet prior to the City Council meeting and will email it when it is complete.**





## **April 25, 2022 Agenda**

**To: Mayor, City Council and Staff**  
**From: Lisa Kotter, Interim City Administrator**  
**Date: April 22, 2022**  
**Re: Future Library Planning**

**As you are aware we had the special meeting with the Library Board to discuss next steps in consideration for a future new library construction project. There are four items on the agenda for consideration.**

**The first two are financial considerations for the fundraising consultant and to hire FEH to do schematic designs. The estimate was that the fundraiser could be up to \$20,000 and the FEH next steps would be \$5,000 to \$9,000. My recommendation is that the City Council consider allocating a portion of these funds as their commitment and ask the Library Board to use some of their reserve or FY 22 funds.**

**Currently the Library has \$107,126.02 in reserves.**

**We also have consideration under the Transfers agenda item to transfer \$15,000 from the General Fund to the Library Reserves in FY22.**

**One area you could take funds if you want to contribute towards these two items, is from the Local Option Sales Tax or use General Fund dollars.**

**I also recommend considering that if you allocate a dollar amount that you also indicate a percent of the funds the City would cover. If you were going to split the cost, you could allocate up to \$15,000 or 50% whichever is less.**

**The next item would be if the Council wants to grant permission for staff to try and secure rights of first refusal for the lots in the top site. If you want to support that it would be appropriate to take action with that direction.**

**Finally, as you know the Board wants to be able to apply for grant funding. Many grants will require a City match. The Council could give the authority to apply for the grants, indicate a willingness to match funds without committing to a total dollar for the project and if there are specific resolutions that go with a grant, we can take each one as the Board submits the applications.**



City of  
CASCADE



## **April 25, 2022 Agenda**

**To: Mayor, City Council and Staff**

**From: Lisa Kotter, Interim City Administrator**

**Date: April 22, 2022**

**Re: Presentation from Youth Baseball and Softball**

I was contacted by Brian Callahan representing Youth Baseball and Softball. He explained that the group has ideas that they would like to share with the City Council and requested a chance to speak with the Council at this meeting.



## **April 25, 2022 Agenda**

**To: Mayor, City Council and Staff**  
**From: Lisa Kotter, Interim City Administrator**  
**Date: April 22, 2022**  
**Re: Cascade Park View Homes**

Enclosed in the packet is a memo from the owners of the four lots to the west of the Community Park. In the past was an attempt to rezone the lots from R1 Single Family to R2 Mixed Residential. That request failed and I have been working with the developer on a proposal that allows them to proceed with single family development of four homes.

The community did a housing assessment in 2019 that indicated there is a need for housing. The proposal outlines the program they would like to apply to which is due June 1. I have indicated that for this meeting it is a discussion and at the next meeting the Council can consider any action. The main difference for this program is that the developer is allowed to take advantage of grant funds if the City supports the project with letters and \$4,000 in commitment to alley way improvements. I have suggested that the alleyway would need to be improved by the developer as we do not have funding for that at this time. Once the alley is improved we would maintain as we do other right of way streets and alleys.

It is legal for lots to only abut alleys in the zoning code.

It is important for communities to consider a balanced approach to having housing for people of different income levels. While this is not in any way based on income it will be smaller more modest homes than some of the newer ones build more recently. The grant allows the final cost to be less which obviously brings down the market rate of the rent.

Please read though the proposal from the developer and they will be in attendance to answer any questions.

I also included a few pages from the housing needs assessment study conducted in Cascade in 2019 for your review which addresses opportunities like these.

Four new houses would also be a great addition to the tax base, schools and more.

Please see our detailed summary of our project, Cascade Park View Homes.

**Developers History of Site:**

In September of 2021, CR History House, LLC, purchased four single family lots located adjacent to the City Park off 6<sup>th</sup> Ave SW (Merrill's Add Lots 1, 2, 3 and 4) in Jones County. Prior to this purchase the developer applied for a zoning change and was denied. Due to the existing R1 zoning, we are allowed to construct single family homes on each of the four lots. Due to the need for market rate rental housing in Cascade based on the 2019 Cascade Housing study, we hope to build these four homes in the next 1 to 2 years. The project will be called Cascade Park View Homes.

**Developer:**

The entity that owns the real property.

Individuals:

Tyler McQuillen-General Manager at Rogers Concrete Construction. Has over 20 years of construction experience and is from and lives in Cascade.

Jason Rogers- Commercial Real Estate Broker for Q4 Real Estate/Ahmann Companies in Linn County. Has over 20 years of Real Estate and Development experience and is originally from Cascade.

**Cascade Park View Homes – Details:**

The four single family rental homes will have finished square footage between 1,100 SF and 1,250 SF. The homes will feature a 2-stall garage, walk out basement, 2+ bedrooms/2 baths on main level, and a balcony overlooking the City Park. The rents for these homes will be between \$1,150 - \$1,250 per month with all State and Local incentives. Without State and Local incentives, the rental rate would need to be 30+% higher for the developer to build, and there would be few renters at this rental rate, thus the developer wouldn't start construction. The homes should have an estimated value of \$225,000 to \$285,000.

Attached is a preliminary sketch of both front and rear elevations. Also, attached is the site plan.

**Developer Tax Credits and More:**

Iowa Economic Development offers a Workforce Housing Tax Credit program providing tax benefits to developers to provide housing in Iowa communities in need of housing.

Link: [Workforce Housing Tax Credit | Iowa Economic Development Authority \(iowaeda.com\)](https://www.iowaeda.com/workforce-housing-tax-credit)

Why does the Developer need State of Iowa Tax Credits and what is the benefit to the Developer, what is the benefit to the City and Community?

With the higher prices of materials the cost of construction has increased severely

over the past 24 to 36 months. This makes it a challenge for developers to build housing for renters without commanding significantly higher rents. In addition, higher interest rates, and other communities offering Property Tax Abatement and/or Tax Increment Financing (TIF) on projects make it impossible for developers to profit from building rental housing in less populated Iowa communities. If developers are not building due to these challenges it creates a shortage of rental housing units, thus unaffordable prices for renters, and a lack of an employment pool for local business. The Workforce Housing Tax Credits can help fill the gap for developers in less densely populated communities in Iowa. These State incentives provide the community housing, sales tax, property tax base due to new construction, a local labor pool, and higher quality of life.

The developer could receive up to 20% of total project cost and sales tax rebates from the program.

What support is needed from the community?

City and community support is needed for the program application. We would enter into a Development Agreement with the City of Cascade and as the developer, like other developments and subdivisions, would pay for the cost of improving the right of way alley. Due to the match requirement, we would ask the City to contribute \$4000 or \$1000 per dwelling unit (minimum required from State Workforce) from your Street Department funds. Once the construction of the alley is complete the City would maintain the right of way alley consistent with all other streets and alleys in the community.

The developer would also need letters from the Mayor, City Administrator and/or a City Council Member, a few business owners, and neighbors. The City has provided a recent report, the 2019 Cascade Housing study, showing the housing shortage in Cascade (NE Jones County) and this would be required to be awarded State funding.

What the program isn't...

This is not an income-based program and is market rent housing.

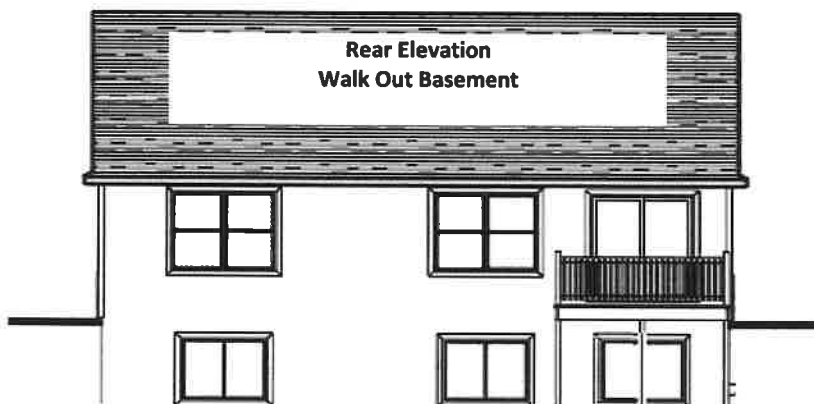
We appreciate your time and please let us know if you have any questions.

Thanks,  
Jason and Tyler

# Cascade Park View Homes Presentation Elevations



Front Elevation



Rear Elevation  
Walk Out Basement

These are stock plans only.



## INTRODUCTION

East Central Intergovernmental Association (ECIA) has developed this study at the request of the City of Cascade, Iowa. The report uses a collection of data from a variety of sources to draw a picture of current housing conditions in the City of Cascade. The report then uses the information observed to identify trends and forecast future housing conditions in the community. The report concludes with a list of community priorities for the future and a brief description of some of the funding sources and assistance programs available to aid in implementing housing projects.

## KEY FINDINGS

**New Construction.** The report projects that Cascade will need housing for 280 additional households by 2040. With vacancy rates currently very low, almost all the housing for the 280 new households will be new construction.

**Population Growth.** Cascade's population has been growing steadily over the past twenty years. During that time natural population growth (births and deaths) has been flat. New population growth has been the result of in-migration.

**Commuting.** Commuting plays a major role Cascade and the surrounding regional housing market. Many people commute in and out of Cascade for work, but relatively few live and work in Cascade. People have many housing options in surrounding communities and rural areas and many are willing to drive up to thirty minutes to work.

**Housing Affordability.** Housing in Cascade is currently affordable for most people. Most people living in Cascade spend less than thirty percent of their income on housing. However, this is not true for many low-income families and many renters in Cascade who are spending more than half of their annual income on housing.

**Low Vacancy.** Vacancy rates for rental and owner-occupied housing units are currently very low in the City of Cascade. Low vacancy rates point to high demand for housing in Cascade, but mean that potential Cascade residents have limited options and may choose to look elsewhere if they can't find what they are looking for in Cascade.



*Duplex in Cascade*



## RENTAL HOUSING AFFORDABILITY

Staff estimated demand for different types of rental housing based on income current renters in Cascade. Census data shows that 30% of renting families in Cascade live below the federal poverty line. Staff grouped rental housing types into three categories: (1) Subsidized – housing that is restricted to less than 30% of area median income; (2) Affordable – Housing that is income restricted to between 30% and 80% of area median income; (3) Market rate – Housing that is not income restricted. Table 15 shows the projected number of units by type. This forecast is a planning level estimate that does not account for other factors such as family size that may determine whether a family needs housing assistance.

Table 15. Rental Housing Affordability

Type	Percent of Units	Number of Units
Subsidized	15%	13 Units
Affordable	15%	13 Units
Market Rate	70%	58 Units
<b>Total</b>		<b>84 Units</b>

## ANALYSIS SUMMARY

The information presented in this report has shown Cascade as a community with a growing population and an increasing demand for new housing. In recent years new housing units have been constructed in the city, but persistent low vacancy rates indicate that additional construction is needed. To meet future housing demand, this report projects that Cascade will need to build 280 new housing units over the next 20 years.

In addition to new construction, Cascade will also need to keep an eye on its older housing units, as about a quarter of the community's existing housing is pre-1940s construction. Maintaining and rehabbing older housing units will be necessary to sustain Cascade's supply of good quality housing units over the next 20 years.

The report also illustrates the important economic connections between Cascade and the surrounding region. In the report, regional economic ties are revealed through commuting patterns. Large numbers of workers commute into and out of Cascade for work, while relatively few live and work in Cascade. Commuter flow maps show that work and home locations are spread across the surrounding cities and rural areas.

For housing this means that demand for housing is in large part determined by regional economic conditions. So new jobs in Dubuque or Monticello could increase demand for housing in Cascade. This also means that people are probably not looking for a house exclusively in Cascade. People searching for housing that are willing to drive 20-30 minutes to work, have a large area to look in and a large number of housing options to choose from.

## PRIORITIES

Based on the information presented in this report and discussions with local representatives, staff have developed priority areas for the City of Cascade to focus on in future years. This section highlights four priority areas for future action.

### QUALITY OF LIFE

Quality of life is important for Cascade housing because of the high rate of commuting in the area. For people willing to commute twenty or thirty minutes to work, the possible search area for a home can be very large especially in rural areas where traffic is not a factor. Location of work determines the general area where a person may live, but the exact location within that region comes down to quality of life factors.

Shopping, indoor and outdoor recreation, and a vibrant downtown could provide opportunities for Cascade to differentiate itself from other communities in the area and attract more people to the community. Programs like Cascade Heart and Soul and Hometown Pride can help by engaging residents of the community and identifying the things that make Cascade unique. These groups can also help promote the city and help the community create strategies to build on existing assets.

Commuting data also illustrates Cascade's close ties to the surrounding region. People moving to the area for new jobs in a nearby community might choose to buy a house in Cascade. While Cascade is working to emphasize its unique aspects, it should also continue to collaborate with regional partners to help encourage growth in surrounding areas.

### ACTIVE RESIDENT RECRUITMENT

Efforts to improve the quality of the life in the community can be bolstered by efforts to promote the unique aspects of the community and encourage new people to move to the community. Many communities have established programs to encourage employers to the community, but few have implemented similar programs for residents. Potential resident Recruitment Strategies include:

- Organizing volunteers to welcome new people to the community.
- Working with local community organizations like the rotary club or groups to involve new residents and put their talents to use in the community.
- The city could provide financial incentives to encourage people to move to the community.
- Promote the positive aspects of living in a small community like Cascade vs living in a larger city.

### NEW CONSTRUCTION

Construction of new housing will be important for Cascade's future. New housing units will need to be constructed to meet the increased demand created by steady population growth and low vacancy rates. Cascade will need to continue to build more single-family and multi-family housing units to continue growing over the next twenty years. In recent years builders have constructed new units in Cascade each year steadily expanding the city's housing supply.

Moving forward, the city should examine the information contained in this report and determine if existing rates of new construction are meeting the future growth needs of the community. If the city wishes to encourage more new housing construction, it has a variety of options available. The State of Iowa has several programs to help cities construct more housing. Examples of state programs include

the Iowa Finance Authority's Workforce Housing Loan and Iowa Economic Development Authority's workforce housing tax credit program. The City also has the ability to use Tax Increment Financing (TIF) to finance housing related projects. Ultimately, many community-led housing projects combine a variety of funding sources and are the result of partnerships between the city, state government, private investors, and local economic development agencies.

## HOUSING AFFORDABILITY

Based on current home prices, the majority of households in Cascade could afford to purchase an entry level home. Many householders would also be able to afford an average market rate rental unit in the City as well. In many cases, buying a house may be the more affordable option, if the household has cash on hand for the down payment and can find financing. Housing affordability can be an issue for renters as around 45% of renters in the County are living below the federal poverty line. As the City's population grows housing may become less affordable. Increased demand could make housing more expensive and less affordable especially for Cascade lower income residents.

## AGE FRIENDLY HOUSING AND COMMUNITY

Demographic data shows that the Baby Boomers, which make up a large segment of the City's population, are now reaching retirement age. As this trend continues, older residents will make up a larger portion of the population, and as a result, Cascade will need to consider the needs of this population in future housing plans.

Survey data from AARP has shown that older people prefer to stay in their existing home and in their existing community as long as possible. Living independently at home is beneficial for the individual and the community. The longer seniors are able to live on their own the less they have to spend on nursing care, which keeps health care costs down and can help keep seniors out of poverty.

Age friendly home and community design are two keys to helping seniors live in their homes longer. Modifying existing homes will be the responsibility of the private property owner most of the time, but the city is directly responsible for things like transportation safety that make it easier for seniors to live independently. The AARP has created fact sheets for improving community livability for people of all ages. They are available at: <http://www.aarp.org/livable-communities/info-2014/livable-communities-fact-sheet-series.html>

## WORKFORCE HOUSING

The aging Baby Boomer population also signals an approaching period of accelerated renewal and change in the workforce as workers in the baby boomer generation are approaching retirement and employers need to find additional workers to fill their place. The increase in retirements presents a challenge for employers, who must now recruit new employees to replace retiring employees.

While challenging for employers, new worker employment presents an opportunity for a community like Cascade. Employers in Cascade and surrounding communities will be hiring and bringing new employees to the area. Attracting younger workers to live in City will be especially important. If Cascade is able to attract younger workers to live in the community, they may develop ties to the community and choose to live there long term.

Good quality rental housing may be a good way to attract younger workers. Younger workers have income coming in, but they may not have enough saved up for a down payment or may not have

enough credit history to get a mortgage. A young worker could rent for a few years, save up some money, develop ties to the community, and eventually choose to buy a house in Cascade.

A community that has a good resident workforce will be attractive to employers, as many employers want the ability to choose from a pool of good workers. Over time, a good workforce will attract new jobs, which will attract more workers creating a cycle of economic growth and development.

## HOUSING STOCK

A good portion of Cascade's housing stock is composed primarily of older single-family homes. The median year structure built for housing units is 1976 and about a quarter of the units in Cascade were built prior to 1940. Continued maintenance of existing housing stock will be important to the community's future. Even with accelerated new housing construction in the future, older units will still make a large portion of the area's housing stock for the foreseeable future. Most properties in the community are in good condition, but some older homes may not meet the needs and expectations of current buyers. Cascade can employ several strategies to ensure the continued quality of its housing stock.

- **Code Enforcement.** The city can address problem properties through the city code and the nuisance abatement process that detailed in Section 346.12 of the Iowa Code.
- **Rental inspection ordinance**
- **Non-Profits.** Organizations such as Habitat for Humanity can help households who would not normally be able to afford a home through new construction or rehabilitation.
- **External Funding.** The City may need to utilize external funding to implement some housing programs. Information on funding sources is located in the Funding section of this document.

In addition to maintaining the older housing stock, ensuring that the older stock meets the needs of today's families will also be an important priority for Cascade. Census data shows a decline in household size over the past several decades. Numerous factors have led to this decline including families having fewer children, and older population with fewer children living at home, and an increase in single person households.

Looking to the future, the single-family home will continue to be the dominant housing type in Cascade for many years to come. However, the changes in household configuration will create increased demand for other housing types. The City has several options for accommodating smaller households including:

- **The City could zone for additional mid-sized owner-occupied units like townhouses and smaller single-family homes.** Mid-sized units provide workforce housing, but city zoning may exclude some of these units.
- **Residents may be looking to modify older homes to meet the needs of their specific household.** The city could evaluate its zoning code to allow for some changes in appropriate areas of the community. Possible changes include allowing for accessory dwelling housing units or dividing larger single-family homes into multiple units.
- **Rehabilitation of upper story apartments above downtown businesses is another way to create smaller housing units.** These units are attractive to tenants because of nearby shopping and restaurants, and increase community tax base by improving underutilized space in existing buildings.

## FUNDING

Funding and implementing housing projects can seem like a monumental task. The good news is that several funding sources and assistance programs are available to cities and to private entities through the State of Iowa and the Federal Government. The list below contains a brief description of some of the funding programs that are available to communities in Iowa.

**Community Development Block Grants** – provide assistance on a wide variety of projects, including low and moderate – income housing, prevention and elimination of slum and blight, and housing rehabilitation. In Iowa, the Iowa Economic Development Authority (IEDA) administers the federal CDBG program. <https://www.iowaeconomicdevelopment.com/Community>

**EIRHC Housing Trust Fund** – The Eastern Iowa Regional Housing Corporation Housing Trust Fund provides financing to expand housing opportunities for moderate, low, very low, and extremely low income families in Cedar, Clinton, Delaware, Dubuque, and Jackson Counties. <https://eirha.org/eirhc-htf/>

**Iowa Economic Development** – In addition to CDBG, IEDA offers several housing and economic assistance programs including tax credits and Main Street Iowa. <https://www.iowaeconomicdevelopment.com/Programs/Community>

**Iowa Finance Authority (IFA)** – the IFA offers a variety of programs including affordable rental, affordable home ownership, and economic development. For more information visit <http://www.iowafinanceauthority.gov/>

**U.S. Department of Agriculture Rural Development** – USDA offers several programs available for houses and apartments in rural communities. Loans for construction and rehabilitation of rental housing in rural areas, home repair loans and grants, and home loans for low income families. <https://www.rd.usda.gov/ia>

**Tax Increment Financing (TIF)** – Cities in Iowa have the option to use TIF to fund housing projects. However, when TIF is used for housing development, a percentage of the future tax increment revenues from the project must be used to provide housing assistance to low- and moderate-income families. <http://www.iowaeconomicdevelopment.com/CommunityDevelopment/TIF>

This list represents a small sample of available programs. The Iowa League of Cities offers a more comprehensive overview of housing funding resources at their website. <https://www.iowaleague.org/members/Pages/HousingAssistanceandResources.aspx>

With any funding source or assistance program, the recipient should do their due diligence, making sure that all parties involved are aware of all program requirements up front. This will help the city determine which programs are the best fit for the community, and will help ensure the long-term success of the projects implemented through the program.



## **April 25, 2022 Agenda**

**To: Mayor, City Council and Staff**  
**From: Lisa Kotter, Interim City Administrator**  
**Date: April 22, 2022**  
**Re: Riverview Park Gazebo**

As you are aware the Council has been planning to reconstruct the Gazebo at Riverview Park. As I understand it the last direction given by City Council was for MSA to determine what if any permitting would be needed depending on the type of structure and location decided on. Jake has summarized what the latest information is and what he is looking for in direction. This project, even without permitting, appears to be much higher than originally planned. There is some funding in the FY22 budget but not enough from Jake's recent discussion with me.

We are looking for Council direction on the placement of the gazebo which depending on your decision is a shorter or longer permitting process. We cannot give a confident estimate, but Jake did verbally tell me that we could be looking at \$150,000 to \$200,000. Please review the email attached and we can discuss the project at the meeting.

## City Administrator

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**From:** Jake Deaver <jdeaver@msa-ps.com>  
**Sent:** Thursday, April 21, 2022 4:04 PM  
**To:** City Administrator  
**Subject:** Riverview Park Shelter  
**Attachments:** Approved Site Plan Feb-2022.pdf; Existing Gazebo.pdf

Hello Lisa. Please find the USACE permitting clarification in the email below. A few items of note:

- The Council previously approved the attached site plan provided by Cascade Lumber (before MSA involvement).
  - The existing structure is approximately 16-ft by 16-ft. The proposed structure is roughly 19-ft by 32-ft (to accommodate three ADA picnic tables). So, the proposed structure is a little more than two times the footprint of the existing shelter.
  - However after the council meeting, there was confusion as to whether the proposed structure should align with existing concrete wall or the edge of the existing structure (the existing structure extends beyond the concrete flood wall into the floodplain approximately 24 inches).
  - We discussed further at a subsequent council meeting. The council wanted clarification if there would be major cost or time implications of building the proposed structure beyond the concrete wall into the floodplain. The design was put on hold until USACE clarification was received & we better understood the permitting, engineering & cost ramifications of the building placement.
- Permit Ramifications. It appears that there will not be major permit issues with constructing the proposed structure beyond the existing concrete flood wall similar to the existing gazebo (see email below from USACE). It appears that the standard joint DNR-USACE floodplain permit will suffice.
- Timeframe. The joint floodplain permit referenced in the USACE email below usually takes 3-4 months from start to finish. DNR website explicitly says that review can take up to 3 months.
- Engineering Cost. The engineering cost to complete the hydraulic model, fill out the application & respond to DNR-USACE question will be around \$2,500. We will need additional survey sections of the river bottom, which will cost around \$1,500. So total additional engineering of around \$5k.
- Construction Cost. It does not appear that there will be major construction cost increase associated with building the proposed structure beyond the existing concrete flood wall. In my opinion, it will definitely be more expensive, but should not be drastic. The design is not complete & we do not have any actual quantities yet, so I do not feel comfortable saying any more than it will be relatively more expensive, but not drastically.

I am looking for Council decision on the placement of the proposed structure. Are we okay with eating a few months on the floodplain permit & the additional costs? Does the City want me to proceed with design?

Best Regards, Jake

 **Jake Deaver, PE** | Civil Engineer  
MSA Professional Services, Inc.  
(563) 584-2887 | www.msa-ps.com

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**From:** Haring, Christopher P CIV USARMY CEERD-CHL (USA) <Christopher.P.Haring@usace.army.mil>  
**Sent:** Monday, April 11, 2022 10:25 AM  
**To:** Jake Deaver <jdeaver@msa-ps.com>  
**Cc:** City Administrator <admin@citycascade.com>; Phil Gehl (cascadepw@netins.net) <cascadepw@netins.net>  
**Subject:** RE: [Non-DoD Source] requirements for a 408

Hi Jake,



I rechecked with USACE-RID-Emergency Management and since there is no Section 408 required for non-Fed systems, the City is free to complete engineering and design based on your recommendations for the project. The main issue I see is the possibility of needing a floodplain permit for certain modifications to the floodway. Replacing the existing structural footprint in kind would not require additional floodplain permits. However, if you want to extend the edge of the new gazebo 36" beyond the wall the entire 32' extent, it probably will require a joint state and USACE floodplain permit. My best advice would be to place it so the riverside edge stays outside the floodplain to avoid permitting issues.

Let me know if you have any other questions. I will be traveling this week but will have email and cell phone access.

Thanks and have a great week!

Christopher Haring, PhD, P.G. CFM  
Clinton Flood Area Engineer  
Rock Island District  
US Army Corps of Engineers  
309-794-5885 (office)  
815-985-6372 (cell)

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**From:** Jake Deaver <[jdeaver@msa-ps.com](mailto:jdeaver@msa-ps.com)>  
**Sent:** Thursday, March 31, 2022 11:36 AM  
**To:** Haring, Christopher P CIV USARMY CEERD-CHL (USA) <[Christopher.P.Haring@usace.army.mil](mailto:Christopher.P.Haring@usace.army.mil)>  
**Cc:** City Administrator <[admin@citycascade.com](mailto:admin@citycascade.com)>; Phil Gehl ([cascadepw@netins.net](mailto:cascadepw@netins.net)) <[cascadepw@netins.net](mailto:cascadepw@netins.net)>  
**Subject:** [URL Verdict: Unknown]RE: [Non-DoD Source] requirements for a 408

Hello Chris. Any update on this?

Best Regards, Jake

 **Jake Deaver, PE** | Civil Engineer  
MSA Professional Services, Inc.  
(563) 584-2887 | [www.msa-ps.com](http://www.msa-ps.com)

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**From:** Jake Deaver  
**Sent:** Tuesday, March 15, 2022 10:18 AM  
**To:** 'Christopher.P.Haring@usace.army.mil' <[Christopher.P.Haring@usace.army.mil](mailto:Christopher.P.Haring@usace.army.mil)>  
**Cc:** 'City Administrator' <[admin@citycascade.com](mailto:admin@citycascade.com)>; Phil Gehl ([cascadepw@netins.net](mailto:cascadepw@netins.net)) <[cascadepw@netins.net](mailto:cascadepw@netins.net)>  
**Subject:** RE: [Non-DoD Source] requirements for a 408

Hello Chris. Thanks for the phone call last week to discuss potential USACE permit issues on the park shelter at Riverview Park in Cascade, Iowa. As we discussed, the City is pursuing demolition of the existing gazebo & construction of a new park structure. Please find the attached Location Map & Site Plan along with site photos from last fall. A few notes & comments:

- It appears that the regulatory floodway is up to the existing concrete wall at the park (downstream of the bridge), see attached FEMA firmette.
- The City is working with Cascade Lumber on the building drawings. Cascade Lumber drew the attached site plan.
- The existing structure is approximately 16' x 16', which will be demolished & removed including the existing stone foundation.
- The City is pursuing the construction of a 19' x 32' shelter at the same location as the existing structure.



- Barring permit considerations, the City would prefer to construct the new foundation wall & structure on a similar footprint to the existing structure (approximately 36" beyond the existing concrete wall). In other words, the 32-ft length of the structure would extend approximately 36" beyond the existing concrete wall. Whereas, the 16-ft length of the existing structure extends approximately 36" beyond the existing concrete wall.
- MSA is working with a structural engineer on the design of the new wall-foundation for the proposed structure. All those details are pending. I would be happy to forward the construction drawings & details to USACE for review. But first, I need to nail down the exact location of the proposed structure. This is where the permit considerations come into play.

Before we finalize the location of the structure and the structural engineering, I wanted to check on USACE permit considerations. A couple questions:

1. Do you anticipate any permit considerations for the proposed structure at either location? Either location meaning:
  - a. In line with the existing concrete wall, or
  - b. On a similar footprint as existing foundation & extended approximately 36" beyond the existing concrete wall.
2. If the City elects to build the proposed structure on a similar footprint to the existing gazebo (approximately 36" beyond the existing concrete wall), do you expect additional permit considerations or reviews beyond the permit considerations for the construction of a shelter inside the existing concrete wall.

Please let me know if you have any question or concerns.

Best Regards, Jake



**Jake Deaver, PE** | Civil Engineer  
MSA Professional Services, Inc.  
(563) 584-2887 | [www.msa-ps.com](http://www.msa-ps.com)

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**From:** Haring, Christopher P CIV USARMY CEERD-CHL (USA) <[Christopher.P.Haring@usace.army.mil](mailto:Christopher.P.Haring@usace.army.mil)>  
**Sent:** Thursday, December 9, 2021 3:04 PM  
**To:** [cascadecity@netins.net](mailto:cascadecity@netins.net)  
**Subject:** RE: [Non-DoD Source] requirements for a 408

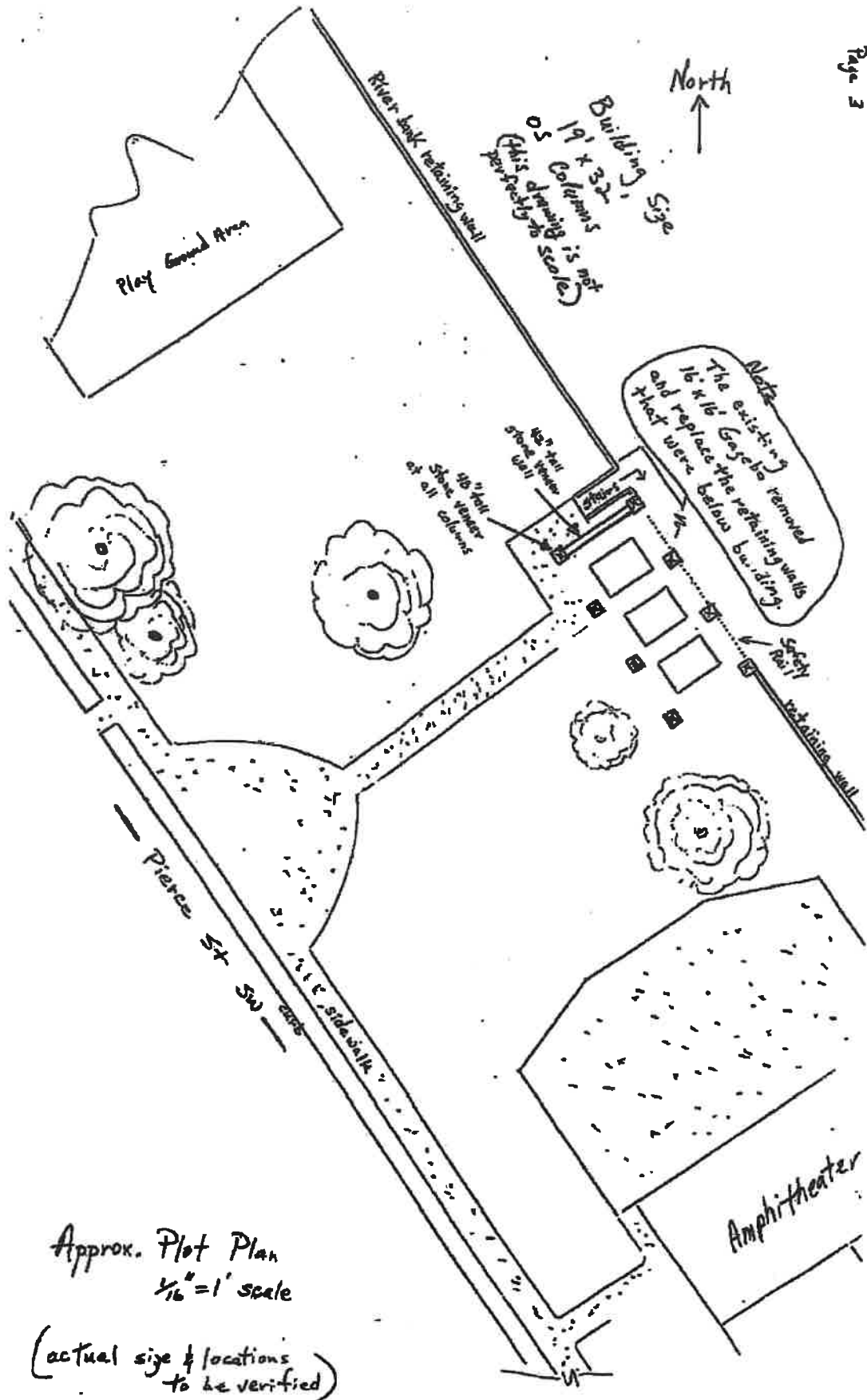
Hi Deanna,

Good news for you! I rechecked and there is no formal 408 required. We do encourage preliminary drawings be submitted to the FAE (that's me) so we can make sure there are no anticipated impacts to performance. Generally, we will review and likely consult with other Rock Island District team members if there are any specific questions. For example, maybe there is a question about backfill material and proper compaction that a Geotechnical engineer would be best to answer. So, no formal process is required, however you/we want to make sure the levee integrity is not compromised so providing as detailed of information as possible is the best path forward.

Let me know what questions you may have and we can discuss more.

Thanks and have a great rest of the week and weekend!

Christopher Haring, PhD, P.G. CFM  
Research Physical Scientist  
River Engineering Branch  
Coastal and Hydraulics Lab  
Engineer Research and Development Center  
309-794-5885 (office)



Approx. Plot Plan  
1/16" = 1' scale

(actual size & locations to be verified)







city of  
CASCADE



## April 25, 2022 Agenda

**To: Mayor, City Council and Staff**

**From: Lisa Kotter, Interim City Administrator**

**Date: April 22, 2022**

**Re: Resolution 19-22 Lifeguard Certification Reimbursement**

Back in 2013 the City Council adopted a Resolution that approved an amount that the City would reimburse the swimming pool lifeguards when they took their certification classes. As you may recall it has become more difficult lately to attract certified lifeguards and water safety instructors. The practice and original intent was to reimburse the employees the full amount. The costs are now exceeding the amount designated in the 2013 resolution. The recommendation is that we not include a dollar amount in the new resolution as each class has a different amount. We would be sure to collect proof of the class cost and that the fees have already been paid prior to reimbursing the guards. In addition, the reimbursement does not occur until the end of the summer to assure that we are only reimbursing those who complete their commitment to work the full summer.

**RESOLUTION NO. 19-22**

**ESTABLISHING A REIMBURSEMENT POLICY FOR LIFEGUARD  
CERTIFICATION OR RE-CERTIFICATION AND WATER SAFETY INSTRUCTOR  
CERTIFICATION**

WHEREAS, the City of Cascade owns and operates the Cascade Municipal Swimming Pool; and

WHEREAS, certified lifeguards and swimming lesson instructors are needed in order to safely and efficiently operate the Cascade Municipal Swimming Pool; and

WHEREAS, an employee is required to obtain their Red Cross Lifeguard Certification or Re-Certification and Water Safety Instructor Certification in order to be employed as a lifeguard at the Cascade Municipal Swimming Pool.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Cascade, Iowa that the City of Cascade hereby establishes a policy to reimburse Cascade Municipal Swimming Pool employees for the cost of Red Cross Lifeguard certification or re-certification class and Water Safety Instructor class associated fees according to the following:

All reimbursements will be in the amount of the actual class fees and will be paid at the end of the swimming season if the employee has satisfactorily completed a season of employment at the Cascade Municipal Swimming Pool and after the completion of a reimbursement application including all requested documentation and proof of payment.

PASSED AND APPROVED this 25<sup>th</sup> day of April, 2022

\_\_\_\_\_  
Steven Knepper, Mayor

Attest:

\_\_\_\_\_  
Danielle Hartke City Clerk CMC, CFO



City of  
CASCADE



## April 25, 2022 Agenda

**To: Mayor, City Council and Staff**

**From: Lisa Kotter, Interim City Administrator**

**Date: April 22, 2022**

**Re: Resolution 20-22 ARPA Funds**

**This resolution is to memorialize the City's intention on how we plan to spend the funds we receive. I was told that in past discussion the City intended to use the first half for Buchanan Street Alley this summer. The second half was to be allocated for Hwy 136 reconstruction. Danielle is continuing to complete the necessary reports and keep us compliant with the program.**



**RESOLUTION NO. 20-22**

**A RESOLUTION APPROVING THE DESIGNATION OF SLFRF FUNDS FOR THE CITY OF CASCADE**

WHEREAS, the City of Cascade, Iowa, is considered a Non Entitled Unit (NEU) for the State and Local Fiscal Recovery Funds Program (SLFRF American Rescue Plan funds); and

WHEREAS the City of Cascade received \$173,538.06 in August 2021 and is expected to receive an additional \$173,538.05 in August 2022, for a total of \$347,076.11; and

WHEREAS, the US Federal Government is recommending NEU units that will receive less than \$10 million dollars use the Standard Revenue Loss Allowance for reporting purposes. The City of Cascade is not required to calculate revenue losses to use this reporting option; and

WHEREAS, the funds categorized as Standard Revenue Loss Allowance can be spent on any lawful government service activity and especially on any of the Four Key Eligible Use Categories as designated in the ARPA legislation, of which, the fourth is Water, Sewer, and Broadband Infrastructure; and

WHEREAS, the City of Cascade has until December 31, 2024 to obligate these funds to project(s) and until December 31, 2026 to spend these funds on the project(s); and

WHEREAS, as of this date Cascade City Council intends to use these funds for the infrastructure replacement and street surface replacement on Buchanan Street NW Alley and infrastructure replacement and street surface replacement on Hwy 136S, however this Resolution does not impede the City from modifying this planned purpose prior to December 31, 2024.

NOW, THEREFORE, BE IT RESOLVED, by the city council of the City of Cascade, Iowa, that city staff are directed to submit required annual reporting by using the Standard Revenue Loss Allowance for NEU Units and the Mayor and City Clerk are hereby authorized to execute this Resolution of approval.

PASSED AND APPROVED this 25<sup>th</sup> day of April, 2022.

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Steven Knepper, Mayor

ATTEST:

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Danielle Hartke City Clerk CMC, CFO



## **April 25, 2022 Agenda**

**To: Mayor, City Council and Staff**

**From: Lisa Kotter, Interim City Administrator**

**Date: April 22, 2022**

**Re: Resolution 21-22 IDOT Land at Exit 75 of Hwy 151**

As you are aware we have been given an opportunity to by the Iowa DOT to purchase a 1.6 acre parcel of land on the Northwest corner of 151 and 136. If the City Council would like to purchase the land we are required to offer the IDOT established Fair Market Value of \$12,000. The DOT will not consider an offer that is lower. Once we make the offer and if it accepted, the City would go through the paperwork to deed the land to the City. The packet includes the letter, map and description of the parcel. I have prepared a Resolution for your consideration. My recommendation is for the funds to come from Local Option Sales Tax and authorize a transfer from LOST to the General Fund as we do not yet spend funds directly from LOST, we only transfer. Currently the only funding coming from LOST is to Debt Service for the Pool Bonds. The costs would be charged to a new account Road Capital Improvements 001-210-6799.

There is a billboard on the property that I am investigating the City's options if we were to take ownership. I have included some preliminary info I have received. If we end up owning it, we can look into this further and may have an opportunity for lease revenue. See the email and offer to purchase document in the packet.



**RESOLUTION NO. 21-22**

**CONSIDERATION TO OFFER THE IOWA DEPARTMENT OF  
TRANSPORTATION \$12,000 TO PURCHASE A PARCEL OF LAND AT THE  
NORTHWEST CORNER OF HIGHWAYS 136 AND 151**

WHEREAS, the Iowa Department of Transportation has provided an opportunity for the City of Cascade to present an offer to purchase for a 1.638 parcel of land at the Northwest corner of Highways 151 and 136 (IDOT Project #NHS-151- 4(58)—19-53, Parcel #115), and;

WHEREAS, the City must submit this offer no later than April 27, 2022 to be considered by IDOT; and

WHEREAS, the City must offer the fair market appraised price of \$12,000 in order for the offer to be considered by IDOT; and

WHEREAS, the City Council believes it is in the City's best interest to own this land and be able to better determine the appropriate development of the land in the future.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Cascade, Iowa that the Council directs the Mayor, City Administrator and City Clerk to submit the appropriate offer to purchase documents and funds to the Iowa Department of Transportation for the parcel shown in Exhibit A of this Resolution for consideration .

PASSED AND APPROVED this 25<sup>th</sup> day of April, 2022

\_\_\_\_\_  
Steven Knepper, Mayor

Attest:

\_\_\_\_\_  
Danielle Hartke City Clerk CMC, CFO

RESERVED FOR COUNTY RECORDER'S USE

Number: 202200001253  
 Recorded: 1/24/2022 at 9:23:29.0 AM  
 County Recording Fee: \$12.00  
 Iowa E-Filing Fee: \$3.22  
 Combined Fee: \$15.22  
 Revenue Tax:  
**JOHN MURPHY RECORDER**  
 Dubuque County, Iowa

INDEX LEGEND	
LOCATION:	Vacant Land Rte 151 On-Ramp Cascade
REQUESTOR:	IOWA DEPT. OF TRANSPORTATION:
PROPRIETOR:	IOWA DEPT. OF TRANSPORTATION:
SURVEYOR:	JOHN S. BOLINE, PLS
SURVEY COMPANY:	HR GREEN, INC.
DATE OF FIELD WORK:	08/21/2021
DATE & DRAWN BY:	JSB - 07/08/2021

RETURN TO:



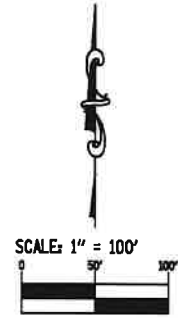
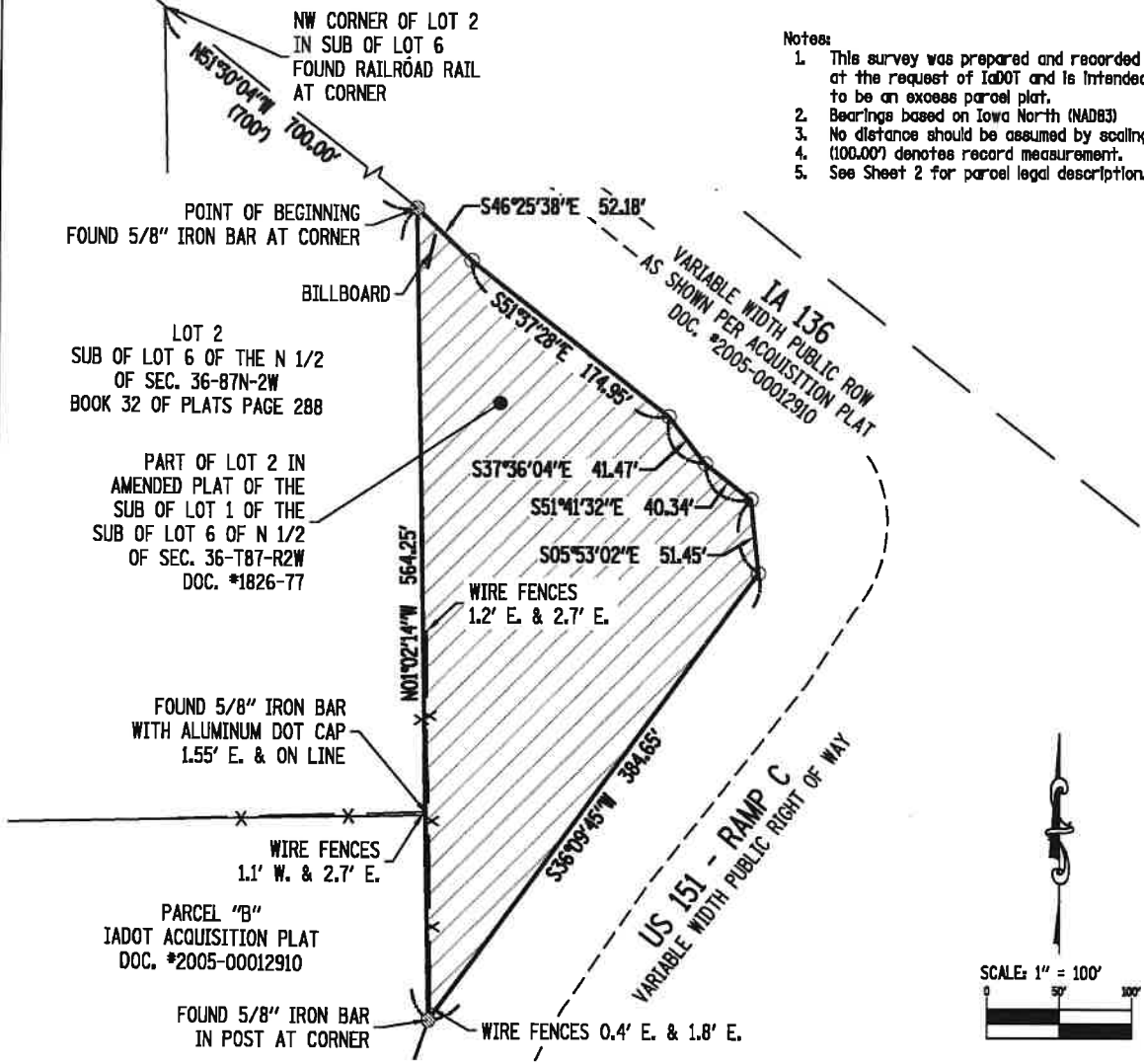
HR GREEN, INC.  
 5525 MERLE HAY ROAD  
 JOHNSTON, IOWA 50131  
 PHONE 515-278-2913

PLAT OF SURVEY  
 EXHIBIT "A"

COUNTY Dubuque STATE CONTROL NO. 01-00 ORIG. PROJECT NO. NHS-151-4(58)-19-53  
 STATE PARCEL NO. 115 SECTION 36 TOWNSHIP 87N RANGE 2W EXCESS 1.64 +/- AC.  
 ACQUIRED FROM: Ronald Manternach, ET UX SOLD TO: \_\_\_\_\_  
 COUNTY AUDITOR PARCEL DESIGNATION N/A

Notes:

1. This survey was prepared and recorded at the request of IADOT and is intended to be an excess parcel plat.
2. Bearings based on Iowa North (NAD83)
3. No distance should be assumed by scaling.
4. (100.00') denotes record measurement.
5. See Sheet 2 for parcel legal description.



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision, and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

*John S. Boline*  
 01/19/2022  
 John S. Boline License No. 25403 Date  
 My license renewal date is December 31, 2022  
 Pages or sheets covered by this seal: 1-2

LEGEND	
●	FOUND MONUMENT
○	SET 5/8" REBAR W/ ORANGE CAP #25403
(100.0')	RECORD MEASUREMENT
	AREA 1.64± AC. 71,337± SQ. FT.



SMARTER | SIMPLER | CUSTOMER DRIVEN

[www.iowadot.gov](http://www.iowadot.gov)

**Right of Way Bureau - Property Management**  
800 Lincoln Way, North Annex, Ames, IA 50010  
Email: [sandy.sells@iowadot.us](mailto:sandy.sells@iowadot.us)

March 30, 2022

When corresponding, refer to:  
Dubuque County  
Project: NHS-151-4(58)--19-53  
Parcel No. 115

Deanna McCusker, City Administrator  
City of Cascade  
320 1<sup>st</sup> Ave W, PO BOX 400  
Cascade, IA 52033

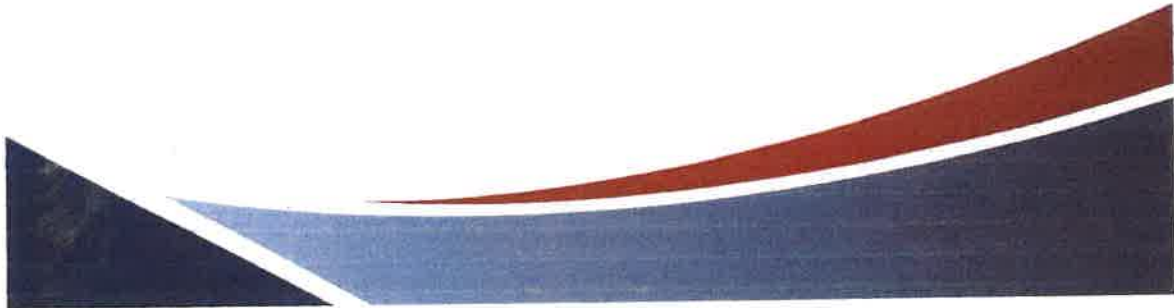
Dear Deanna McCusker:

On behalf of the State of Iowa, the Iowa Department of Transportation intends to offer for sale the below described real estate.

**THE FEE SIMPLE TITLE GRANTED IS TO LAND DESCRIBED AS FOLLOWS:**

That part of the Lot 2 in the amended Plat of the Subdivision of Lot 1 of the Subdivision of Lot 6 of the North Half of Section 36, Township 87 North, Range 2 West of the Fifth Principal Meridian, being an Official Plat in and forming a part of Dubuque County, Iowa as shown on Acquisition Plat, Exhibit "A", Plat 1 of 1, which by this reference is made a part hereof, more particularly described as follows:

Beginning at the Northwest corner of said Lot 2; thence South 46 degrees 25 minutes 38 seconds East, 52.18 feet; thence South 51 degrees 37 minutes 28 seconds East, 174.95 feet; thence South 37 degrees 36 minutes 04 seconds East, 41.47 feet; thence South 51 degrees 41 minutes 32 seconds East, 40.34 feet; thence South 05 degrees 53 minutes 02 seconds East, 51.45 feet; thence South 36 degrees 09 minutes 45 seconds West, 384.65 feet to the East line of Parcel "B" per IADOT Acquisition Plat Document No. 2005-12910; thence North 01 degrees 02 minutes 14 seconds West along the East line of said Parcel "B" and the East line of Lot 2 in the Subdivision of Lot 6 of the North Half of said Section 36, 564.25 feet to the Point of Beginning, containing 1.638 acres, more or less.



After notice is given to the person from whom it was purchased or condemned for highway purposes, and to the present owner of the adjacent land from which the parcel was originally purchased or condemned for highway purposes, (if applicable), and before it is offered for sale to the general public, it is the practice of the Iowa Department of Transportation to allow the local school district, the county, and, if located within the limits of a city, the city, the opportunity to be heard and make offers on the property for a period of thirty (30) days. Fair market value for this tract has been established at \$12,000.00. An offer which equals **or exceeds** fair market values and any other offer received will be given preference. If no offers are received within thirty (30) days from the date of this letter which equal or exceed the fair market value of the land, the property will be disposed of by the Iowa Department of Transportation by other means.

Please contact Sandy Sells by phone at (515)-239-1731 or email at [sandy.sells@iowadot.us](mailto:sandy.sells@iowadot.us) if you have any questions or concerns.

Sincerely,

Sandy Sells  
Property Manager

sjs  
Enclosure

cc:

**IOWADOT**  
RIGHT OF WAY BUREAU

County: Dubuque  
Proj.#: NHSN-151-4(58)--19-53  
Parcel No.: 115

**OFFER TO BUY**

I herewith submit an unconditional offer of \$ \_\_\_\_\_ (minimum acceptable offer is the approved fair market appraised value of **\$12,000.00**) to the Iowa Department of Transportation (hereinafter known as Department) for the purchase of the following land:

See attached for Legal description

I herewith enclose a CHECK or MONEY ORDER (the Department will NOT accept CASH) for the full amount of the offer made payable to the Iowa Department of Transportation. Should the Department not accept the bid or offer, the amount will be returned by mail.

I accept title by State Patent. I agree to accept the State Patent without an Abstract of Title, and am aware that the land is being sold in accord with the provisions of and subject to the limitations of Section 306.22 through and including 306.25 of the Code of Iowa. "Any sale of land as authorized therein shall be upon the conditions that the tract, parcel or piece of land so sold shall not be used in any manner so as to interfere with the use of the highway, or to the material damage of the adjacent owner, and shall be subject to the right of all utility associations, companies, or corporations to continue in possession of a right of way in use at the time of such sale."

I accept the following covenants and agree that they shall run with the land and be binding upon me and my heirs and assigns:

1. Direct access between the above-described parcel of land and IA 136 and US 151 will be prohibited.
2. Sale of the above-described parcel is subject to all easements of record
3. The State retains the right of entry thereon for the purpose of constructing and maintaining the right of way fence. The fence shall be maintained for vehicle access control purposes only. The State will be held blameless and without liability for fencing private property or maintaining the same. The buyer may pasture against said fence at their own peril and the State will be held blameless and without liability for fencing private property or maintaining the same to restrain livestock.
4. These provisions run with the land and are binding upon buyers, their heirs, successors, and assigns.

The Iowa Department of Transportation reserves the right to waive any technicalities and to reject any or all bids or offers.

I certify that I have inspected this property to my complete and total satisfaction and that I am fully aware of all conditions of the property and the terms and conditions under which it is being offered for sale. I understand that the property is being sold as is with no warranties of any nature either expressed or implied. I therefore submit a bid, as shown above, for the property.

If my offer is accepted by the Department, please issue the Patent to:

**Please print your name, or names, using one of the formats listed below:**

- 1) John J. Doe
- 2) John J. Doe and Mary Ann Doe, as tenants in common
- 3) John J. Doe and Mary Ann Doe as joint tenants with full rights of survivorship and not as tenants in common
- 4) Any business name

(PLEASE PRINT OR TYPE)

\_\_\_\_\_

Please print or type the **EXACT** name or names the bidder wishes to appear on Patent

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed or typed names of signatories

\_\_\_\_\_  
City, State Zip Code

**X** Signed: \_\_\_\_\_

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

THE FEE SIMPLE TITLE GRANTED IS TO LAND DESCRIBED AS FOLLOWS:

That part of the Lot 2 in the amended Plat of the Subdivision of Lot 1 of the Subdivision of Lot 6 of the North Half of Section 36, Township 87 North, Range 2 West of the Fifth Principal Meridian, being an Official Plat in and forming a part of Dubuque County, Iowa as shown on Acquisition Plat, Exhibit "A", Plat 1 of 1, which by this reference is made a part hereof, more particularly described as follows:

Beginning at the Northwest corner of said Lot 2; thence South 46 degrees 25 minutes 38 seconds East, 52.18 feet; thence South 51 degrees 37 minutes 28 seconds East, 174.95 feet; thence South 37 degrees 36 minutes 04 seconds East, 41.47 feet; thence South 51 degrees 41 minutes 32 seconds East, 40.34 feet; thence South 05 degrees 53 minutes 02 seconds East, 51.45 feet; thence South 36 degrees 09 minutes 45 seconds West, 384.65 feet to the East line of Parcel "B" per IaDOT Acquisition Plat Document No. 2005-12910; thence North 01 degrees 02 minutes 14 seconds West along the East line of said Parcel "B" and the East line of Lot 2 in the Subdivision of Lot 6 of the North Half of said Section 36, 564.25 feet to the Point of Beginning, containing 1.638 acres, more or less.

## City Administrator

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**From:** Christian, Brent <Brent.Christian@iowadot.us>  
**Sent:** Friday, April 22, 2022 11:22 AM  
**To:** City Administrator  
**Cc:** Sells, Sandy; Glasnapp, Brooks  
**Subject:** RE: Project NHS-151-4(58)--19-53, Parcel No 115  
**Attachments:** Permit 31-5136.pdf; Permit 31-5137.pdf

Lisa:

In 1986, we issued permits 31-5136 & 31-5137 to Frank Hardie Advertising to erect the existing billboard. In April of 1999, Frank Hardie transferred the permits to Lamar Advertising. Currently the billboard structure is owned by Lamar and the active/current permits (31-5136 & 31-5137) are held in the name of Lamar. Attached are copies of the existing permits. We require a permit for each sign face.

Lamar does not have a lease with the State of Iowa to have a sign on the subject property.

After the sale..... if the city enters into a lease agreement with Lamar, Lamar can continue to maintain the sign with the existing permits. If Lamar decides to transfer the permits to the City of Cascade, then the city can continue to maintain the sign with the existing permits. Since Lamar holds the permits for the sign, Lamar has the ability to transfer or cancel the permits. The landowner does not have the ability to transfer or cancel the permits.

If Lamar cancels the permits, the City of Cascade can submit new permit applications for the sign location, however there are no guarantees the state can issue new permits because we can not confirm the sign location is considered "conforming" at the present time.

Since the sign is "visible" to a state highway, the sign is subject to control by the state, and state permits are required for the billboard to exist.

I hope this information is helpful. Let me know if you have further questions.



Brent Christian  
RIGHT OF WAY AGENT  
OFFICE OF TRAFFIC AND SAFETY – ADVERTISING MANAGEMENT

*Iowa Department of Transportation, 800 Lincoln Way, Ames Iowa 50010*

[iowadot.gov](http://iowadot.gov)

 Iowa Department of Transportation

Office: 515-239-1673 FAX: 515-239-1891 E-mail: [brent.christian@iowadot.us](mailto:brent.christian@iowadot.us)

[www.iowadot.gov/iowaroadsigns](http://www.iowadot.gov/iowaroadsigns)

**PLEASE NOTE – MY EMAIL ADDRESS HAS CHANGED, PLEASE UPDATE YOUR RECORDS**

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**From:** Christian, Brent  
**Sent:** Friday, April 22, 2022 7:47 AM  
**To:** City Administrator <admin@citycascade.com>; Sells, Sandy <SANDY.SELLS@iowadot.us>  
**Subject:** RE: Project NHS-151-4(58)--19-53, Parcel No 115

Thanks Lisa. I will review this and get a response to you this morning.





## April 25, 2022 Agenda

**To: Mayor, City Council and Staff**  
**From: Lisa Kotter, Interim City Administrator**  
**Date: April 22, 2022**  
**Re: Funds to Hang Mural**

As you are aware there was a mural, see the picture below, that was painted to be placed on the Cascade Communications Building at 114 Fillmore Street. Although this had not previously come before the City Council the \$3,000 funds for the mural painting was approved on April 11, 2022. The City is not able to hang this mural with the equipment we have and so we have gotten a price from Big River Sign Company in the amount of \$1397.12. The mural is currently in four pieces and being stored in the CMU Warehouse. We can keep the pieces in the warehouse or City Council can consider allocating the funds to hang it on the wall as it was intended. I would ask that in the future when we allocate funds that the motion include where the Council intends for the funds to come from. My suggestion in this case is for the funds to come from Community Beautification Account 011-510-6413.





Big River Sign Co.  
 3067 Cedar Crest Court, Dubuque, IA, 52003  
 sales@bigriversignco.com  
 (563) 582-5612  
 Fax : (563) 582-5902

License #: State of IA C004593  
 http://www.bigriversignco.com



# Quote 8474

Cascade Falls Wall Mural - Frame & Installation  
 (Fasteners through Faces)

SALES REP INFO  
 Michael A Barden  
 mike@bigriversignco.com  
 (563) 581-9300

QUOTE DATE  
 04/19/2022  
 QUOTE EXPIRY DATE  
 05/04/2022

TERMS  
 Payment Upon  
 Receipt of Invoice

ORDERED BY  
 City of Cascade Iowa  
 320 1st Ave W.  
 Cascade, IA, 52033

CONTACT INFO  
 Shontele Orr  
 cmuoffice@netins.net  
 +1 563-852-3614

About this Quote: Custom Painted 8' x 16' Wall Mural Installed to West Elevation of Cascade Municipal Utilities Warehouse Along River

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)
1	<b>Custom Mural Frame</b> Mounting Frame to Consist of Pressure Treated 2" x 4" Studs Mounted to Building Wall To Support Perimeter and Interior Surfaces of Painted 8' x 16' Mural. Mural Attached to Wooden Frame Using Fasteners (Screws) Through the faces Into the Support Structure. Some Fasteners May be Visible. 2" x 4" x 8' PT Stringer	1	Each	\$677.12	\$677.12
2	<b>Installation - On Site</b> Hourly Field Installation Installation - 2 PERSON	6	Hr	\$120.00	\$720.00

This estimate good for 15 days. Any sign permit fees or shipping fees will be added to final invoice. Visa/MC/AMEX/Discover accepted.

Shipping: \$0  
 Misc. Charges: \$0  
 Subtotal: \$1,397.12  
 Sales Tax (7%): \$0  
 Total: \$1,397.12

SIGNATURE:

DATE:



## **April 25, 2022 Agenda**

**To: Mayor, City Council and Staff**  
**From: Lisa Kotter, Interim City Administrator**  
**Date: April 22, 2022**  
**Re: Siren Repairs**

I wanted to make the City Council aware that currently one of our three weather sirens is not functioning. It is the one on the east side of town at the Well House. We have been working to repair it. The Public Works crew is working with Blue Valley Public Safety to do more diagnostic testing. We hope it can be fixed through this means but if not, it will have to be taken down and repaired in Blue Valley's shop. The FY22 budget only contains \$1,000 for sirens. Therefore, if a more major repair is needed, we will exceed the dollar amount. The Council can either take this as information or if more comfortable make a motion to direct the needed repairs.



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## **April 25, 2022 Agenda**

**To: Mayor, City Council and Staff**  
**From: Lisa Kotter, Interim City Administrator**  
**Date: April 22, 2022**  
**Re: Housing Authority Board**

The Mayor has been asked to consider appointing someone for the Eastern Iowa Regional Housing Authority Board. The person appointed at a minimum would attend one annual meeting. It is also possible that they would be nominated to the full Board that meets six times per year. We are looking for anyone who is interested so that the Mayor can make a recommendation for appointment. This can be a citizen of the community. They are looking for people interested housing, do not have rental properties that are in their program and willing to attend the meetings. Please see the letter and email.

## City Administrator

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**From:** Michelle Schnier <MSchnier@ecia.org>  
**Sent:** Tuesday, April 12, 2022 1:56 PM  
**To:** City Administrator  
**Subject:** RE: [EXTERNAL] Housing Authority Board

Hi Lisa. The City of Cascade has not had anyone serve as a Commissioner to the Housing Authority Board since May 2008 when Michelle Knepper served. Generally cities will appoint an individual to serve as a Commissioner for a two year period, they do have the choice, however, to leave the term end date open. This would mean they would appoint them on a certain date and not give a term end date. The Commissioners would attend one meeting per year which is the annual meeting in November. At this meeting, the Commissioners appoint the board. If appointed to the board, they would then attend 6 meetings (every other month).

If you need anything further feel free to contact me. And congratulations on your new position!

*Michelle Schnier*

Director of Housing and Support Services  
East Central Intergovernmental Association/Eastern Iowa Regional Housing Authority IA126  
7600 Commerce Park  
Dubuque, IA 52002  
563-556-4166  
563-690-5730 (direct)  
563-556-0348 (fax)

*Never regret a day in your life: good days give happiness, bad days give experience, worst days give lessons, and best days give memories*

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**From:** City Administrator <admin@citycascade.com>  
**Sent:** Tuesday, April 12, 2022 10:01 AM  
**To:** Michelle Schnier <MSchnier@ecia.org>  
**Subject:** [EXTERNAL] Housing Authority Board

Hello Michelle..the Mayor received your letter about the vacancies on the Board...I am in new in Cascade and Steve is new as Mayor. Can you please let me know who was on the Board in the past from Cascade and when their term expired.? I wasn't clear by your letter...what do you mean by an open ended term date....how long is the term they are appointed to? Any extra info is appreciated and we will plan to get you names in the near future. Thanks, Lisa

Lisa A. Kotter  
Interim City Administrator



April 8, 2022

Steve Knepper, Mayor  
City of Cascade  
204 Garfield St NW  
Cascade, IA 52033

Dear Mayor Knepper:

According to our records the individual(s) listed below have a term that will be or has expired on the Eastern Iowa Regional Housing Authority Board:

<u>Commissioner</u>	<u>Term Expiration</u>
Vacant	
Vacant	

The EIRHA by-laws state that each member city or county of EIRHA shall be represented by two commissioners. Therefore, the City Council or the Board of Supervisors should take action to reappoint/appoint commissioners to the EIRHA Board. These appointments can have open ended term end dates.

The Commissioners shall be appointees made by each city and county. We recommend that you appoint individuals who are interested in housing, do not have rental properties on our program, and who are willing to attend up to six board meetings per year in Dubuque.

Please complete and return the enclosed resolution and have the appointed commissioner(s) sign and return the "Oath of a Commissioner" form. Also enclosed is an information sheet that will need to be completed and returned.

Thank you for your time and cooperation regarding this matter. Should you have any questions, I can be reached at 563-556-4166 or 1-800-942-4648 or [mschnier@ecia.org](mailto:mschnier@ecia.org).

Sincerely,

A handwritten signature in blue ink that reads "Michelle Schnier".

Michelle Schnier  
Director of Housing and Support Services

Enc.



## **April 25, 2022 Agenda**

**To: Mayor, City Council and Staff**  
**From: Lisa Kotter, Interim City Administrator**  
**Date: April 22, 2022**  
**Re: City Council Chambers TV Screen**

As you are aware at the April 11, 2022 we planned to discuss the idea of a large TV on the wall of the Chambers to all for documents and visuals to be on display during meetings. Mike Delaney has researched a TV, TV mount and Chromecast.

**75" Class F30 Series LED 4K UHD Smart Fire TV \$800**  
**Full Motion TV Wall Mount for 47–84" TVs - Black \$65**  
**Google - Chromecast Streaming Media Player - Charcoal \$33**

**I would recommend the funds come from Clerk, Treasurer Office Equipment 001-620-6727 which has \$1,000 budget and unused.**



## **April 25, 2022 Agenda**

**To: Mayor, City Council and Staff**

**From: Lisa Kotter, Interim City Administrator**

**Date: April 22, 2022**

**Re: FY 22 Budget Amendments**

In the past you have approved the publication of a public hearing for Budget Amendments at this second April meeting so that there is enough time to hold the hearing at the second meeting in May and get it turned in to the State prior to May 31. I want to discuss our meeting schedule for the month of May so we have enough time from public hearing publication until the meeting which is required to be not less than 10 and not more than 20 before the hearing. We could do a short special meeting to review the proposed amendments and set the hearing date or change one the regular dates. I am not yet prepared to propose the amendments which is why it is not on this coming agenda.





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## April 25, 2022 Agenda

**To: Mayor, City Council and Staff**  
**From: Lisa Kotter, Interim City Administrator**  
**Date: April 22, 2022**  
**Re: Transfers of Funds for FY 22, Resolution 22-22**

In the past you have made all the transfers at a June City Council meeting. Due to the change in Administrators and my need to analyze the budget for possible amendments, I am asking for Council consideration at this meeting. The majority of the transfers are just as they were planned for Fiscal FY 22. I have excluded a few as follows:

**Not transferring Park Reserves to the General Fund for \$20,000 which was intended for the Gazebo since we have not had definitive plans yet.**

**Not transferring Highway 136 funds to the General Fund which were intended for the Parking Lot and Walking Trail until we see how funds are looking prior to the end of the Fiscal Year.**

**The Resolution is in the packet with an exhibit that shows all the transfers.**

**RESOLUTION #22-22**

**A RESOLUTION AUTHORIZING THE CITY CLERK TO TRANSFER FUNDS FOR FISCAL YEAR 2022 FOR THE DEBT LEVY AND OTHER INTERNAL TRANSFERS FOR THE CITY OF CASCADE, IOWA**

**WHEREAS**, the City Council adopted the Fiscal Year 2022 budget with a number of transfers to allocate funds for the Debt obligations and between various funds; and

**WHEREAS**, the City Council desires to direct the City Clerk to perform these transfers prior to final budget amendments are considered in May, 2022; and

**WHEREAS**, a summary of the planned transfers is attached as Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Cascade, Iowa, that:

Section I. That the City Council approves the transfers to pay the debt requirements of the City of Cascade, Iowa.

Section II. That the City Council approves the transfers to move funds internally between various City Funds.

Section III. That the City Clerk is hereby authorized and directed to execute these transfers listed in Exhibit A on behalf of the City of Cascade, Iowa.

PASSED AND APPROVED this 25<sup>th</sup> day of April, 2022.

\_\_\_\_\_  
Steve Knepper, Mayor

ATTEST:

\_\_\_\_\_  
Danielle Hartke, City Clerk CMC, CFO

