

CITY OF CASCADE, IOWA
COUNCIL MEETING AGENDA & PUBLIC NOTICE
Monday, January 22, 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, January 22, 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 IFacebook 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 1/8/23, Library Board 1/10/24, Utility Board 1/10/24**
 - 2. January 22, 2024 Claims**
 - 3. Annual Liquor Renewal - McDermott Oil Co**
- 7. Consideration of Ordinance #01-24 Burning Ordinance -Recreational Burning and M-1, M-2 Only (Final Reading)**
- 8. Consideration of Resolution #08-24 Adoption of the Dubuque County Multi-Jurisdictional Local Hazard Mitigation Plan**
- 9. Consideration of Resolution #09-24 Adoption of the City of Cascade Procurement Policy**
- 10. Consideration of Resolution #10-24 Cascade Lumber Payment (\$4,000)**
- 11. Discussion on Vision Triangle Zoning Code Regulations - Corners of Street and Alleys**
- 12. Discussion on Upcoming Debt Issuance and Attendance at Dub County Board Meeting Feb 19**
- 13. Reports - Police Chief, Library Design Committee, City Administrator**
- 14. Public Comment (Limit 3 Minutes per person-only items on this agenda)**
- 15. Adjournment**

January 8, 2024
City Council Meeting Minutes

The January 8, 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, Oliphant and Rausch answered roll call.

Motion Rausch, second Gehl to approve the agenda. All Ayes. Motion carried.

No public comment.

Mayor Proclamation – Human Trafficking Prevention and Awareness Month.

Motion Oliphant, second Hosch to approve the consent agenda items: City Council Minutes 12/11/23 and 12/27/23, Park Board 12/4/23, Library Board 12/12/23, Utility Board 12/13/23; January 8, 2024 Claims and December 2023 Financial Reports; and Annual Liquor License Renewal for Cascade Columbus Club (KCs). All Ayes. Motion carried.

Motion Rausch, second Delaney to Open Public Hearing for Hwy 136 South Reconstruction. Roll Call vote. All Ayes. Motion Carried.

Discussion regarding Hwy 136 South Reconstruction.

Motion Rausch, second Oliphant to Close Public Hearing for Hwy 136 South Reconstruction. Roll Call vote. All Ayes. Motion Carried.

Motion Delaney, second Gehl to approve Resolution #4-24 to Approve and Confirm the Plans, Specs and Estimate for Hwy 136 South Reconstruction and Direct the Solicitation of Bids. Roll Call vote. All Ayes. Motion carried.

Motion Oliphant, second Rausch to Approve a Request to IDOT to Lower the Speed Limit on Hwy 136 South. Roll Call vote. All Ayes. Motion carried.

Presentation was given by Dustin Opatz from BerganKDV regarding FY23 Annual Audit.

Motion Rausch, second Oliphant to Receive the FY23 Annual Audit as Presented by BerganKDV. Roll Call vote. All Ayes. Motion carried.

Presentation was given by Jason White from Greater Dubuque Development Corporation.

Presentation was given by Brad Ludwig and Holly McPherson updating Council on the Cascade Economic Development Corporation.

Motion Delaney, second Rausch to approve Resolution #02-24 Annual Appointments. Roll Call vote. All Ayes. Motion carried.

Motion Oliphant, second Rausch to approve Resolution #05-24 Re-Appointment of Samie Simon to the Park Board. Roll Call vote. All Ayes. Motion carried.

Motion Rausch, second Oliphant to approve Resolution #03-24 Appointment of Official Newspaper. Roll Call vote. All Ayes. Motion carried.

Motion Rausch, second Oliphant to approve Resolution #01-24 Approve DA Davidson Engagement Letter for Library and Highway 136 GO Debt. Roll Call vote. All Ayes. Motion carried.

Motion Oliphant, second Gehl to approve Ordinance #02-24 No Parking on West Side of Tyler Street NE from 1st Avenue to 2nd Avenue NE and East Side of Lincoln St NE from 1st Avenue West to the Alley by the Jail (Previously numbered as #20-23) (Final Reading). Roll Call vote. All Ayes. Motion carried.

Motion Delaney, second Oliphant to approve Ordinance #01-24 Burning Ordinance – Recreational Burning Only (Second of Three Readings). Roll Call vote. All Ayes. Motion carried.

Motion Oliphant, second Rausch to approve Resolution #07-24 Reconsideration to Have Police Officers Inspect Snowy Sidewalks. Roll Call vote. All Ayes. Motion carried.

Motion Delaney, second Gehl to Set Council Meetings for the 2024 Calendar Year.

Budget Meeting for February is set for the 12th after regular Council Meeting.

Motion Hosch, second Rausch to adjourn at 7:41pm. All Ayes. Motion carried.

Kathy Goerdt, City Clerk

Steven J. Knepper

Cascade Public Library Board of Trustees Minutes

January 10, 2024

Cascade City Hall Council Chambers

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

Call to Order: Recker called the meeting to order at 4:00pm.

1. Call to Order: Recker called the meeting to order at 4:00pm.
2. Approval of the Agenda: Thomas motioned to approve the agenda, Brindle seconded. All approved.
3. Approval of the Minutes of the December 12, 2023 meeting: Howard moved to approve with the correction of part A of the minutes. Thomas seconded. All approved.
4. Public Comment: Brickley shared a letter John Noonan wanted read at the library board meeting. Thomas moved to have this letter included in the minutes. Brindle seconded. All approved. This letter is attached to the minutes.
5. Budget Reports: Howard had questions about the Professional Fees paid to FEH Design. This question will be referred to the City Administrator for an answer. Recker had a question about how often book covers are ordered. Kane will review past orders with DEMCO and share the answer with the library board by email prior to the next library board meeting.
6. Bills: Bills were reviewed. Thomas moved to pay the bills, Brickley seconded. All approved.
7. Circulation Statistics: Circulation statistics were reviewed. Recker suggested adding a program in December of 2024 to increase door count for the month of December. 3,180 items were checked out or used at the library in the month of December.
8. Future Building Project: A groundbreaking date will be established in March. More information on that will follow in the coming months.
9. Friends of the Library update: The annual meeting will occur on January 17, 2024 at 5:30pm. The logo for the Friends of the Library will be voted on. The Friends of the Library are continuing to develop fundraising ideas.
10. Programming/Upcoming Events/Librarians Calendar: Kane reported that the Soil Painting program has been moved to Wednesday, January 31 due to the school cancellation on Wednesday, January 10. Kane has set up a date with Ed, Chip, and Darice to come to the library on Monday, February 5 for annual Bring your kids to the library day.
11. Library Director Continuing Education Report: Kane shared a report on the continuing education she completed in the month of December.
12. AA Meetings at the Library: Kane developed a draft policy for meetings of non-profit, civic, cultural or educational groups to be held at the library. The policy will be redrafted with suggestions from the library board members. The AA group is welcome to meet at the library. Kane will communicate this to her contact there and establish with them the procedure for using the library for the group.
13. Other: BUNCO is being held to raise money for the Library Building project on Thursday, January 25 at the 528 from 7:00pm – 9:00pm.
14. Adjourn: Motion was made to adjourn at 4:40pm by Brindle. Seconded by Howard. Next meeting will be Tuesday, February 13, 2024 at 4:30pm.

Melissa Kane
Library Director

Meeting Minutes January 10, 2024
Cascade Municipal Utilities Board

Chairman Gross called the January 2024 regular meeting of the Cascade Municipal Utilities Board of Trustees to order on Wednesday, January 10, 2024 at 5:15pm. Present were Trustees Barb Gross, Greg VanderLugt, Herb Manternach, Utility Manager Shontele Orr and Team Lead Matt Cooksley.

Motion Manternach, second VanderLugt to approve the meeting agenda. Motion carried 3-0.

The board went over the 2022-2023 audit. Motion Gross, second Manternach to approve the 2022-2023 audit. Motion carried 3-0.

There was a discussion regarding the 2024-2025 budget process.

Motion VanderLugt, 2nd Manternach to approve the December 13th meeting minutes, December Financial Statements and Fund Balances, and the January bill list & claims for payment. Motion carried 3-0.

Under correspondence the board discussed the December plant summary & metrics and energy efficiency reports. Motion Manternach, second VanderLugt to approve correspondence. Motion carried 3-0.

Manager/Team Lead Report - discussion regarding past & future workload, back up snow helper, odorizer issue, year-end reports & OQ training and electric load.

Motion Manternach, second VanderLugt, to adjourn meeting at 6:10 pm. Motion carried 3-0.

Vendor Name	Check Amount	Vendor Name	Check Amount
ADVANTAGE ADMINS (BUYDOWN)	3,235.10	JPERS	4,157.34
ADVANTAGE ADMINSTRATORS	43.50	JASON FELDMANN	350.00
AT&T	14.74	JHOANA MARBAN	326.87
C J COOPER & ASSOCIATES	20.00	JUSTIN HOFFMANN	750.00
CASCADE COMMUNICATIONS COMPANY	102.48	KGM	4,238.77
CASCADE LUMBER CO	49.26	LINDA TAKES DAVIS	100.00
CASCADE MUNICIPAL UTILITIES	490.42	LUCY JONES	45.15
CASCADE MUNICIPAL UTILITIES	654.59	MADISON NATIONAL LIFE INS CO	217.13
CHRIS JOHNSTON	350.00	MCDERMOTT OIL CO.	314.97
CLAYTON ENERGY CORPORATION	50,395.50	MICHELLE CONLAN	232.56
COMELEC INTERNET SERVICES	45.00	MISSION SQARE RETIREMENT	185.00
COMMAND SECURITY SOLUTIONS	221.94	MISSION SQARE RETIREMENT	185.00
CUSTOM PRECAST COMPANY	160.50	NICUSA - IOWA DIVSION	1,030.68
DALE MESCHER	350.00	PAYROLL	9,566.31
DELANEY'S PC REPAIR & RECYCLE	167.50	PAYROLL	10,247.43
EFTPS	2,794.37	SIMECA	80,107.68
EFTPS	2,687.48	STEVE STOLL	25.00
FLETCHER-REINHARDT CO	761.31	STUART C IRBY CO	3,648.20
GASSER FARM & HARDWARE LLC	232.21	TREASURER STATE OF IOWA	1,120.00
GORDON FLESCH COMPANY	63.60	TREASURER STATE OF IOWA	4,950.39
HERB GREEN FORD	58,214.10	VISA	74.12
I.A.M.U.	3,200.00	WELLMARK BC BS OF IOWA	5,344.76
IOWA ONE CALL	23.40	WOODWARD COMMUNITY MEDIA	91.21
		Total	251,585.57

ELECTRIC REVENUE 148,115.12
GAS REVENUE 138,143.86

Secretary, Shontele Orr

Chairman, Barb Gross

CLAIMS REPORT
Vendor Checks: 1/10/2024- 1/23/2024

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
01052024	ADVANTAGE ADMINISTRATORS	BENEFITS PAID-STANER	131.46		14016209	1/11/24
01112024	ADVANTAGE ADMINISTRATORS	BENEFITS PAID-FRASHER	99.78		14016210	1/18/24
12292022	ADVANTAGE ADMINISTRATORS	PSF BUY DOWNS		231.24		
31093	AMERICAN LEGAL PUBLISHING	DECEMBER 2023 S-2 EDITING		308.00		
IN010854	AQUAFIX	QWIK ZYME & FOAM BUSTER		1,309.90		
2177750023	AT&T	DEC & JAN BILLS		56.71		
2023AUDIT	AUDITOR STATE OF IOWA	2023 AUDIT FEES		425.00		
909295	CASCADE LIONS CLUB	UPS SHIPPING CHARGES		84.10		
177990	CASCADE LUMBER CO	TORCH KIT/DE-ICER WINDSHIELD	43.28			
908385	CASCADE LUMBER CO	UPS SHIPPING CHARGES-MONTHLY	13.77			
908980	CASCADE LUMBER CO	SHOP TOWELS	44.69			
910380	CASCADE LUMBER CO	ICE SCRAPER-SEWER PLANT	22.49			
JAN2024	CASCADE LUMBER CO	TIF PAYMENT 3 OF 5/JAN 2024	4,000.00	4,124.23		
01282008	CASCADE MUNICIPAL UTILITIES	UTILITY DEPOSIT REFUND-BJHOWAR		70.00		
1970737	CITY LAUNDERING CO	UNIFORMS/SUPPLIES		73.71		
287309338483x112723	FIRST NET-AT&T MOBILITY	NOV 23 FIRST NET AT&T MOBILE	579.97			
287309338483x122723	FIRST NET-AT&T MOBILITY	DEC 2023 FIRST NET AT&T MOBILE	595.91	1,175.88		
30168	GASSER FARM & HARDWARE LLC	UNIVERSAL HYDROLIC	200.97			
30169	GASSER FARM & HARDWARE LLC	UNIVERSAL HYDROLIC	200.97	401.94		
IN14512837	GORDON FLESCH COMPANY INC	1/2 PRINTER/COPIER SERVICE FEE		63.59		
01142024	FRED HEIM	POLICE BOOT REIMBURSEMENT-HEIM		133.74		
29199	IAMU	JAN-MARCH 2024 QUARTERLY SAFET		706.00		
PR20240104	IRS W/H	FED/FICA TAX		6,337.02	14016207	1/12/24
215382	LYNCH DALLAS P.C.	EMAILS TO CITY ADMINISTRATOR	319.00			
215384	LYNCH DALLAS P.C.	CONFERNCE WITH CITY ADMINISTRA	442.00	761.00		
E00989	MACQUEEN EQUIPMENT	2016 ELGIN PELICAN STREET SWEE		175,000.00		
FEBRUARY 2024	MADISON NATL LIFE INS CO, INC	FEBRUARY 2024 PREMIUMS		416.39		
01082024	MAQUOKETA VALLEY COOP	LIGHTS LOCATION 54320266		151.89		
PR20240104	MISSION SQUARE RETIRE-#303939	ICMA PERCENTAGE		1,229.20	65498	1/12/24
000688	MSA PROFESSIONAL SERVICES	R00447055.00.100 CITY ENGINEER		2,789.06		
32160	PARTS AUTHORITY	SEALED BEAM-PLOW	36.30			
32252	PARTS AUTHORITY	FLUID-DIESEL EX	28.36			
32401	PARTS AUTHORITY	FLUID-DIESEL EX	28.36	93.02		
FEB 2024	JOE OR PEG REIFF	FEBRUARY BUILDING RENT		500.00		
0897-001010378	BFI WASTE SERVICES LLC	RESIDENTIAL		25,570.81		
270577	STATE HYGIENIC LABORATORY	TESTING		29.00		
DUE 01262024	VISA	VISA CC CHARGES		2,257.26		
240120001980	WELLMARK BC/BS OF IA	FEBRUARY 2024 INSURANCE		11,133.85		
		Accounts Payable Total		235,432.54		
		Invoices: Paid		7,797.46		
		Invoices: Scheduled		227,635.08		
		Payroll Checks		19,292.80		
		Report Total		254,725.34		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
001	GENERAL	53,403.90
016	PARTIAL SELF-FUND	231.24
110	ROAD USE TAX	179,541.39
125	TAX INCREMENT FINANCING	4,000.00
323	HIGHWAY 136	319.00
370	LIBRARY CAPITAL PROJECT	158.30
600	WATER	6,822.39
601	DEPOSITS-WATER/SEWER	70.00
610	SEWER	10,179.12

	TOTAL FUNDS	254,725.34

Tran Date	Merchant Name	Amount	MCC Description	Diverted From Cardholder Name
12/21/2023	Staples Inc	\$118.53	Stationery Office Supp Prntng And Wr	KATHY M GOERDT
12/19/2023	PIZZA RANCH - INDEPENDENC	\$12.02	Eating Places Restaurants	FRED HEIM
12/19/2023	DOLLAR GENERAL #17628	\$61.00	Variety Stores	PHIL GEHL
12/15/2023	USPS.COM POSTAL STORE	\$928.50	Postage Stamps	KATHY M GOERDT
12/15/2023	AMZN Mktp US*XU7BS1YA3	\$22.46	Book Stores	LISA ANN KOTTER
12/14/2023	SQ *IDEALIST ENTERPRISES	\$133.00	Miscellaneous General Merchandise	LISA ANN KOTTER
12/12/2023	AMZN MKTP US*EQ5E63S63	\$389.47	Book Stores	LISA ANN KOTTER
12/10/2023	Staples Inc	\$94.23	Stationery Office Supp Prntng And Wr	KATHY M GOERDT
12/9/2023	THE WEBSTAUANT STORE INC	\$59.88	Durable Goods Not Elsewhere Classified	KATHY M GOERDT
12/7/2023	DNH*GODADDY.COM	\$438.17	Computer Network/Information Services	LISA ANN KOTTER
		\$2,257.26		

Lisa Kotter

From: Kathy Goerdt
Sent: Friday, January 19, 2024 10:30 AM
To: Lisa Kotter
Subject: FW: License LE0002998 Renewal Notice Sent

From: noreply@salesforce.com <noreply@salesforce.com> **On Behalf Of** IOWA ABD Licensing Support
Sent: Friday, January 19, 2024 5:00 AM
To: Kathy Goerdt <clerk@citycascade.com>
Subject: License LE0002998 Renewal Notice Sent

Hello,

LE0002998 has been sent a Renewal Notice is now eligible for their renewal.

Corp Name: McDermott Oil Co.

DBA: McDermott Oil Co.

License Number: LE0002998

Application Number: App-171095

Tentative Effective Date:

Application Type: Renewal

Amendment Type:

Thank you,
The Iowa Alcoholic Beverages Division



January 22, 2024 Agenda

To: Mayor, City Council and Staff
From: Lisa Kotter, City Administrator
Date: January 19, 2024
Re: Burning Ordinance

At the last three meetings the Council discussed the current burning ordinance. The Council agreed to have the new ordinance drafted to eliminate a number of sections that are currently allowed. The sections to be eliminated are disaster rubbish, flare sticks, landscape waste and burn barrels.

Please note at the first reading, the Council added the ability to burn clean wood, such as pallets, in M-1 and M-2 Industrial zoned properties. I also added the language about calling County Dispatch.

Draft ordinance #01-24 is in the packet. This will be the final of three readings.

ORDINANCE #01-24

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF
CASCADE, IOWA, BY AMENDING**

**CHAPTER 6-4-8 UTILITIES - REFUSE COLLECTION -OPEN BURNING
RESTRICTED**

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

Section I. Section Modified. Title VI Physical Environment, Chapter 4 Utilities – Refuse Collection, Subsection 8 Open Burning Restricted of the Code of Ordinances of the City of Cascade, Iowa, is repealed and the following adopted in lieu thereof:

6-4-8 OPEN BURNING RESTRICTED. No person shall allow, cause or permit open burning of combustible materials where the products of combustion are emitted into the open air without passing through a chimney or stack, except that open burning is permitted in the following circumstances: (IAC, 567-23.2[455B] and 567-100.2)

~~1. Disaster Rubbish. The open burning of rubbish, including landscape waste, for the duration of the community disaster period in cases where an officially declared emergency condition exists. (IAC, 567-23.2[3a])~~

1. 2. Trees and Tree Trimmings. The open burning of trees and tree trimmings at a City-operated burning site by City employees only, provided such burning is conducted in compliance with the rules established by the State Department of Natural Resources. (IAC, 567-23.2[3b]) (Ord. 51-14, Passed September 8, 2014)

~~3. Flare Stacks. The open burning or flaring of waste gases, provided such open burning or flaring is conducted in compliance with applicable rules of the State Department of Natural Resources. (IAC, 567-23.2[3c])~~

~~4. Landscape Waste. (Grass, Leaves and Small Branches) The disposal by open burning of landscape waste originating on premises. All burning must be under constant visual supervision by the owner or owner representative and not create a nuisance to neighbor. The burning of landscape waste produced in clearing, grubbing and construction operations is not permitted. Rubber tires shall not be used to ignite the landscape waste. (IAC, 567-23.2[3d]) (Ord. 51-14, Passed September 8, 2014)~~

2. 5. Recreational Fires. Open fires for cooking, heating, recreation and ceremonies, provided they comply with the limits for emission of visible air contaminants established by the State Department of Natural Resources. (IAC, 567-23.2[3e])

~~6. Burn Barrels. The open burning of residential waste on the property where such waste is generated, at dwellings of four (4) units or less, provided it does not create a nuisance for nearby properties. (IAC, 567-23.2[3f] and 567-20.2[455B]) (Ord. 51-14, Passed September 8, 2014)~~

3. 7. Training Fires. Fires set for the purpose of bona fide training of public or industrial

employees in firefighting methods, provided that written notification is postmarked or delivered to the Director at least ten (10) working days before such action commences. All asphalt roofing and materials containing asbestos shall be removed prior to the training fire. (IAC, 567-23.2[3g])

4. Clean wood being burned to dispose of industrial waste, such as pallets, on property zoned M-1 Light Industrial or M-2 Heavy Industrial, which must be called in to Emergency Dispatch prior to the start of a fire.

5. 8. Variance. Any person wishing to conduct open burning of materials not permitted herein may make application for a variance to the Director. (IAC, 567-23.2[2])

Section II. Severability Clause. If any section, provision or part of the ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section III. When Effective. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

PASSED, ADOPTED AND APPROVED this 22nd day of January, 2024.

Steven J. Knepper, Mayor

ATTEST:

Kathy Goerdts, City Clerk

First Reading: December 11, 2023
Second Reading: January 8, 2024
Third Reading:
Publication:
Sent to American Legal:



January 22, 2024 Agenda

To: Mayor, City Council and Staff

From: Lisa Kotter, City Administrator

Date: January 19, 2024

Re: Dub County Multi-Jurisdictional Local Hazard Mitigation Plan

We have been working with the ECIA staff on getting the Cascade information included in the County's Local Hazard Mitigation Plan. We definitely want to be included in this plan. The main reason is that FEMA requires jurisdictions to identify mitigation actions in the approved plan before being eligible for FEMA hazard mitigation grant (HMGP) funds or Building Resilient Infrastructure & Communities (BRIC) grants. The entire plan is too large for the packet. I will email the elected officials the full plan separately. I have included the first chapter in the packet, which is a bit of a summary. I also included the two pages that list our potential projects. Resolution #08-24 is the document for council consideration.

RESOLUTION #08-24

RESOLUTION TO ADOPT THE DUBUQUE COUNTY MULTI-JURISDICTIONAL LOCAL HAZARD MITIGATION PLAN

Whereas, the City of Cascade recognizes the threat that natural hazards pose to people and property within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

Whereas, the U.S Congress passed the Disaster Mitigation Act of 2000 (“Disaster Mitigation Act”) emphasizing the need for pre-disaster mitigation of potential hazards;

Whereas, the Disaster Mitigation Act made available hazard mitigation grants to state and local governments; and

Whereas, an adopted Local Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

Whereas, the City of Cascade fully participated in the hazard mitigation planning process to prepare this Multi-Jurisdictional Local Hazard Mitigation Plan; and

Whereas, the Iowa Homeland Security and Emergency Management Department and the Federal Emergency Management Agency Region VII officials have reviewed the “Dubuque County Multi-Jurisdictional Local Hazard Mitigation Plan,” and approved it contingent upon this official adoption of the participating governing body; and

Whereas, the City of Cascade desires to comply with the requirements of the Disaster Mitigation Act and to augment its emergency planning efforts by formally adopting the Dubuque County Multi-Jurisdictional Local Hazard Mitigation Plan; and

Whereas, adoption by the governing body for the City of Cascade demonstrates the jurisdictions’ commitment to fulfilling the mitigation goals outlined in this Multi-Jurisdictional Local Hazard Mitigation Plan

Whereas, adoption of this legitimizes the plan and authorizes responsible agencies to carry out their responsibilities under the plan; and

Whereas, the Local Hazard Mitigation Plan Chapter 1, Introduction and Planning Process, is attached as Exhibit A and the full document is available in the office of the City Clerk.

Now, therefore, be it resolved, that the City of Cascade adopts the “Dubuque County Multi-Jurisdictional Local Hazard Mitigation Plan” as an official plan; and

Be it further resolved, the City of Cascade will submit this Adoption Resolution to the Iowa Homeland Security and Emergency Management Department and Federal Emergency Management Agency Region VII officials to enable the plan’s final approval.

PASSED AND APPROVED this 22nd day of January, 2024.

Steven Knepper, Mayor

ATTEST:

Kathy Goerdts, City Clerk



1 INTRODUCTION AND PLANNING PROCESS

1.1 Purpose

Dubuque County and its participating cities and public-school districts prepared this Multi-Jurisdictional Hazard Mitigation Plan update to guide hazard mitigation planning to better protect the people and property of the planning area from the effects of hazard events.

This plan demonstrates the jurisdictions' commitments to reducing risks from hazards and serves as a tool to help decision makers direct mitigation activities and resources. This plan was also developed to make Dubuque County and the participating jurisdictions eligible for certain federal grant programs, specifically the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Assistance (HMA) grants including the Hazard Mitigation Grant Program, Pre-Disaster Mitigation Program, and Flood Mitigation Assistance Program.

1.2 Background and Scope

Each year in the United States, disasters take the lives of hundreds of people and injure thousands more. Nationwide, taxpayers pay billions of dollars annually to help communities, organizations, businesses, and individuals recover from disasters. These monies only partially reflect the true cost of disasters, because additional expenses to insurance companies and nongovernmental organizations are not reimbursed by tax dollars. Many disasters are predictable, and much of the damage caused by these events can be alleviated or even eliminated.

Hazard mitigation is defined by FEMA as "any sustained action taken to reduce or eliminate long-term risk to human life and property from a hazard event." The results of a three-year, congressionally mandated independent study to assess future savings from mitigation activities provides evidence that mitigation activities are highly cost-effective. According to the *National Institute of Building Sciences' 2019* report, every \$1 in federal grants invested in mitigation can save up to \$6. Mitigation can:

- Protect public safety and prevent loss of life and injury.
- Build resilience to current and future disaster risks.
- Prevent damage to a community's economic, cultural, and environmental assets.
- Reduce operational downtime and speed up the recovery of government and business after disasters.
- Reduce the costs of disaster response and recovery, as well as the exposure to risk for first responders.
- Help achieve other community goals, such as protecting infrastructure, preserving open space, and boosting economic resilience.

Hazard mitigation planning is the process through which hazards that threaten communities are identified, likely impacts of those hazards are determined, mitigation goals are set, and

appropriate strategies to lessen impacts are determined, prioritized, and implemented. Dubuque County and the participating incorporated cities and public-school districts that participated in this plan update developed a Multi-Jurisdictional Hazard Mitigation Plan that was approved by FEMA on February 28, 2019 (hereafter referred to as the *2019 Dubuque County Hazard Mitigation Plan*). Therefore, this current planning effort serves to update the previous plan.

This plan documents the hazard mitigation planning process undertaken by the Dubuque County Hazard Mitigation Planning Committee (HMPC). It identifies relevant hazards and vulnerabilities in the planning area and sets forth an updated mitigation strategy to decrease vulnerability and increase resiliency and sustainability in Dubuque County.

The Dubuque County Multi-Jurisdictional Hazard Mitigation Plan is a multi-Jurisdictional plan that geographically covers the participating jurisdictions within Dubuque County's boundaries (hereinafter referred to as the planning area). The following jurisdictions officially participated in the planning process:

- Unincorporated Dubuque County
- City of Asbury
- City of Balltown
- City of Bankston
- City of Bernard
- City of Cascade
- City of Centralia
- City of Dubuque
- City of Durango
- City of Dyersville
- City of Epworth
- City of Farley
- City of Graf
- City of Holy Cross
- City of Luxemburg
- City of New Vienna
- City of Peosta
- City of Rickardsville
- City of Sageville
- City of Sherrill
- City of Worthington
- City of Zwingle
- Dubuque Community School District (DCSD)
- Northeast Iowa Community College (NICC)
- Western Dubuque Community School District (WDCSD)

This plan was prepared pursuant to the requirements of the Disaster Mitigation Act of 2000 (Public Law 106-390) and the implementing regulations set forth by the Interim Final Rule published in the *Federal Register* on February 26, 2002, (44 CFR §201.6) and finalized on October 31, 2007. (Hereafter, these requirements, and regulations will be referred to collectively as the Disaster Mitigation Act.) Additionally, this plan is prepared in accordance with the 2023 *Local Mitigation Planning Handbook* published by FEMA.

While the Disaster Mitigation Act emphasized the need for mitigation plans and more coordinated mitigation planning and implementation efforts, the regulations established the requirements that local hazard mitigation plans must meet for a local jurisdiction to be eligible for certain federal disaster assistance and hazard mitigation funding under the Robert T. Stafford Disaster Relief and Emergency Act (Public Law 93-288).

Information in this plan will be used to help guide and coordinate mitigation activities and decisions for local land use policy in the future. Proactive mitigation planning will help reduce the cost of disaster response and recovery to communities and their residents by protecting critical community facilities, reducing liability exposure, and minimizing overall community

impacts and disruptions. The Dubuque County planning area has been affected by hazards in the past and the participating jurisdictions are therefore committed to reducing future impacts from hazard events and becoming eligible for mitigation-related federal funding.

1.3 Plan Organization

This Dubuque County Multi-Jurisdictional Hazard Mitigation Plan update is organized as follows:

- Executive Summary
- Chapter 1: Introduction and Planning Process
- Chapter 2: Planning Area Profile and Capabilities
- Chapter 3: Risk Assessment
- Chapter 4: Mitigation Strategy
- Chapter 5: Plan Implementation and Maintenance
- Appendices

This is the same general format that was used for the 2019 Dubuque County Hazard Mitigation Plan.

1.4 Planning Process

44 CFR Requirement 201.6(c)(1): [The plan shall document] the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.

In February 2023, Dubuque County contracted with ECIA to facilitate the update of the Dubuque County Multi-Jurisdictional Local Hazard Mitigation Plan. ECIA's role was to:

- Assist in establishing the Hazard Mitigation Planning Committee (HMPC) as defined by the Disaster Mitigation Act (DMA),
- Ensure the updated plan meets the DMA requirements as established by federal regulations and following FEMA's planning guidance,
- Facilitate the entire planning process,
- Identify the data requirements that HMPC participants could provide and conduct the research and documentation necessary to augment that data,
- Assist in facilitating the public input process,
- Produce the draft and final plan update documents, and
- Coordinate the Iowa Homeland Security and Emergency Management Department and FEMA plan reviews.

1.4.1 Multi-Jurisdictional Participation

44 CFR Requirement §201.6(a)(3): Multi-Jurisdictional plans may be accepted, as appropriate, as long as each jurisdiction has participated in the process and has officially adopted the plan.

Dubuque County invited the incorporated cities, public school districts, and various other stakeholders in mitigation planning (identified in Appendix B) to participate in the Dubuque County Multi-Jurisdictional Hazard Mitigation Plan update process. The jurisdictions that elected to participate in this plan are listed above in section 1.2. The DMA requires that each jurisdiction that participates in the planning process must officially adopt the multi-jurisdictional hazard mitigation plan. Each jurisdiction that chose to participate in the planning process and development of the plan was required to meet plan participation requirements defined at the first planning meeting, which includes the following:

- Designate a representative to serve on the HMPC;
- Participate in at least one of the three HMPC planning meetings by either direct representation or authorized representation;
- Provide data for and assist in the development of the updated risk assessment that describes how various hazards impact their jurisdiction;
- Provide data to describe current capabilities;
- Develop/update mitigation actions (at least one) specific to each jurisdiction;
- Provide comments on plan drafts as requested;
- Inform the public, local officials, and other interested parties about the planning process and provide opportunities for them to comment on the plan; and
- Formally adopt the mitigation plan.

All the jurisdictions listed as official participants in this plan met all these participation requirements. **Table 1.1** shows the representation of each participating jurisdiction at the planning meetings, provision of Data Collection Guides, and update/development of mitigation actions. Sign-in sheets are included in Appendix B: Planning Process Documentation.

Table 1.1. Jurisdictional Participation in Planning Process

Jurisdiction	Kick-off Meeting	Planning Meeting #2	Planning Meeting #3	Data Collection Guide	Status of Previous Actions	Mitigation Action Plans
Dubuque County	•	•	•	•	•	•
Asbury	•	•	•	•	•	•
Balltown	•		•	•	•	•
Bankston	•		•	•	•	•
Bernard	•		•	•	•	•
Cascade	•		•	•	•	•
Centralia	•			•	•	•
Dubuque	•	•	•	•	•	•
Durango	•		•	•	•	•
Dyersville	•	•		•	•	•
Epworth	•		•	•	•	•
Farley	•		•	•	•	•

Jurisdiction	Kick-off Meeting	Planning Meeting #2	Planning Meeting #3	Data Collection Guide	Status of Previous Actions	Mitigation Action Plans
Graf	•		•	•	•	•
Holy Cross	•		•	•	•	•
Luxemburg	•	•		•	•	•
New Vienna	•		•	•	•	•
Peosta	•		•	•	•	•
Rickardsville	•	•		•	•	•
Sageville	•	•	•	•	•	•
Sherrill	•	•		•	•	•
Worthington	•	•	•	•	•	•
Zwingle	•			•	•	•
Dubuque CSD	•	•	•	•	•	•
Western Dubuque CSD	•	•	•	•	•	•

1.4.2 The Planning Steps

ECIA and Dubuque County worked together to establish the framework and process for this planning effort using FEMA’s *Local Mitigation Planning Handbook* (March 2023). The plan update was completed utilizing the 9-task approach within a broad four-phase process:

- 1) Organize resources,
- 2) Assess risks,
- 3) Develop the mitigation plan, and
- 4) Implement the plan and monitor progress.

Into this process, ECIA integrated a detailed 10-step planning process adapted from FEMA’s Community Rating System (CRS) and Flood Mitigation Assistance programs.

Thus, the process used for this plan meets the funding eligibility requirements of the Hazard Mitigation Assistance grants and Community Rating System. **Table 1.2** shows how the process followed fits into FEMA’s original four-phase DMA process as well as the revised Nine Task Process outlined in the 2023 *Local Mitigation Planning Handbook* and the 10-step CRS process.

Table 1.2. Mitigation Planning Process Used to Develop the Dubuque County Multijurisdictional Local Hazard Mitigation Plan

Phase	Community Rating System (CRS) Planning Steps (Activity 510)	Local Mitigation Planning Handbook Tasks (44 CFR Part 201)
Phase I	Step 1. Organize	Task 1: Determine the Planning Area and Resources Task 2: Build the Planning Team 44 CFR 201.6(c)(1)
	Step 2. Involve the public	Task 3: Create an Outreach Strategy 44 CFR 201.6(b)(1)
	Step 3. Coordinate	Task 4: Review Community Capabilities 44 CFR 201.6(b)(2) & (3)
Phase II	Step 4. Assess the hazard	Task 5: Conduct a Risk Assessment 44 CFR 201.6(c)(2)(i) 44 CFR 201.6(c)(2)(ii) & (iii)
	Step 5. Assess the problem	

Phase III	Step 6. Set goals	Task 6: Develop a Mitigation Strategy 44 CFR 201.6(c)(3)(i); 44 CFR 201.6(c)(3)(ii); and 44 CFR 201.6(c)(3)(iii)
	Step 7. Review possible activities	
	Step 8. Draft an action plan	
Phase IV	Step 9. Adopt the plan	Task 8: Review and Adopt the Plan
	Step 10. Implement, evaluate, revise	Task 7: Keep the Plan Current
		Task 9: Create a Safe and Resilient Community 44 CFR 201.6(c)(4)

Phase I Organize Resources

Step 1: Organize the Planning Team (Handbook Tasks 1 & 2)

The planning process resulting in the preparation of this plan document officially began with an initial coordination conference call and survey review on July 10, 2023. Participants of the meeting included the Dubuque County Emergency Management Coordinator, ECIA Senior Planner and the ECIA Director of Special Programs. The purpose of this meeting was to determine the jurisdictions and other stakeholders that would be invited to participate on the HMPC (Step 1), set tentative planning meeting dates, identify GIS needs and resources, discuss the hazards to be included in the plan update and options for the flood risk assessment methodology, and develop an initial public participation strategy. Detailed meeting minutes are included in Appendix B.

After the initial coordination meeting, a formal kick-off planning email was sent on July 19, 2023 followed by two additional planning meetings held on August 30 and September 18, 2023. A complete list of all representatives of the agencies and organizations that participated on the Dubuque County HMPC is provided in Appendix B.

The HMPC communicated during the planning process with a combination of face-to-face meetings, survey platforms, phone interviews, and email correspondence. The meeting schedule and topics are listed in **Table 1.3**.

Table 1.3. Schedule of HMPC Meetings

Meeting	Topic	Date
Informational Meeting	General overview of planning process/requirements and schedule.	July 10, 2023
Kick-off Meeting /Survey Sent	Introduction to DMA, the planning process, hazard identification and public input strategy. Distribution of data collection guide to jurisdictions. Preliminary hazard data. Discussion of compiled GIS data for critical facility inventory.	July 19, 2023
Planning Meeting #2	Review of draft Risk Assessment, update plan goals, instructions to update status of previous mitigation actions	August 30, 2023
Planning Meeting #3	Development of new mitigation actions, mitigation action planning and prioritization. Determine process to monitor, evaluate, and update plan.	September 28, 2023

During the kick-off meeting ECIA presented information on the scope and purpose of the plan, participation requirements of HMPC members, and the proposed project work plan and schedule. Plans for public involvement (Step 2) and coordination with other agencies and departments (Step 3) were discussed. ECIA also introduced hazard identification requirements and data needs. The HMPC discussed potential hazards as well as past events and impacts and refined the identified hazards to be relevant to Dubuque County. The hazard ranking methodology utilized by Iowa Homeland Security and Emergency Management Department in the State Hazard Mitigation Plan was introduced and preliminary information was presented for each hazard identified.

Participants were given the ECIA Data Collection Guide to facilitate the collection of information needed to support the plan, such as data on historic hazard events, values at risk, and current capabilities. Each participating jurisdiction completed and returned the worksheets in the Data Collection Guide to ECIA. ECIA integrated this information into the plan, supporting the development of Chapters 2 and 3.

Step 2: Plan for Public Involvement (Handbook Task 3)

44 CFR Requirement 201.6(b): An open public involvement process is essential to the development of an effective plan. In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process shall include: (1) an opportunity for the public to comment on the plan during the drafting stage and prior to plan approval.

At the kick-off meeting, the HMPC discussed options for soliciting public input on the mitigation plan. To provide an opportunity for the public to comment during the drafting stage, the committee determined that the most effective method would be dissemination of a survey. The survey was announced via email to all county supervisors and appropriate personnel, city administrators, managers, clerks, mayors, and councils.

The survey was developed specific to the Dubuque County Mitigation Plan and provided a brief plan summary as well as a questionnaire to capture public and stakeholder input. The survey was made available online as well as in hard copy at the Dubuque County Courthouse, local city halls, and local fire stations. A copy of the survey is provided in Appendix B.

Committee members distributed the survey to members of the public and key stakeholders in their own jurisdiction. In all, 55 surveys were completed.

The survey asked the public and stakeholders to indicate their opinion on the likelihood for each hazard to impact their jurisdiction. They were asked to rate the probability of each hazard profiled in this plan as 1-unlikely, 2-occasional, 3-likely, and 4-highly likely. The summary results of this question are ranked from highest to lowest rounded weighted average and are provided in **Figure 1.1**.

Figure 1.1. Survey Results—Probability of Hazards

Hazard	Unlikely	Occasionally	Likely	Highly Likely	Rounded Weighted Average
Severe Winter Storm	1	11	11	28	3.29
Thunderstorm/Lightning/Hail	2	8	14	27	3.29
Tornado/Windstorm	3	11	13	24	3.14
Extreme Heat	6	18	9	18	2.76
Flash Flood	8	14	11	18	2.76
Drought	5	18	15	13	2.71
Transportation Incident	13	10	14	14	2.57
River Flooding	16	9	11	15	2.49
Hazardous Materials	15	19	10	7	2.18
Human Disease	13	23	9	6	2.16
Grass/Wildland Fire	13	24	10	4	2.10
Infrastructure Failure	18	20	6	7	2.04
Sinkholes	24	17	7	3	1.78
Animal/Plant/Crop Disease	23	21	6	1	1.71
Expansive Soils	30	13	5	3	1.63
Terrorism	37	7	4	3	1.47
Radiological Incident	44	4	2	1	1.22
Dam/Levee Failure	44	7	0	0	1.14
Landslide	46	5	0	0	1.10

Source: SurveyMonkey Results/ECIA, 2023.

The survey also asked the public and stakeholders to indicate their opinion on the potential magnitude of each hazard on their jurisdiction. They were asked to rate the probability of each hazard profiled in this plan as 1-negligible, 2-limited, 3-critical, and 4-catastrophic. The summary results of this question are ranked from highest to lowest weighted rounded average, provided in **Figure 1.2**.

Figure 1.2. Survey Results—Magnitude of Hazards

	Probability	Magnitude	Warning		CPRI
			Time	Duration	
Tornado/Windstorm	4	3	3	3	3.45
Thunderstorm/Lightning/Hail	4	2	3	2	3.05
Severe Winter Storm	4	2	1	3	2.85
Flash Flood	3	2	4	2	2.75
Drought	3	2	1	4	2.5
Transportation Incident	3	1	4	2	2.45
Extreme Heat	3	2	1	3	2.4
Hazardous Materials	2	2	4	3	2.4
Infrastructure Failure	2	2	4	3	2.4
River Flooding	3	1	1	4	2.2
Human Disease	2	2	1	4	2.05
Grass/Wildland Fire	2	1	4	1	1.9
Radiological Incident	1	1	4	4	1.75
Terrorism	1	1	4	4	1.75
Landslide	1	1	4	1	1.45
Sinkholes	1	1	4	1	1.45
Animal/Plant/Crop Disease	1	1	1	4	1.3
Dam/Levee Failure	1	1	1	4	1.3
Expansive Soils	1	1	1	4	1.3

Source: SurveyMonkey Results

The public was also given an opportunity to provide input on the final draft of the complete plan. The entire plan draft was made available on the County’s website as a PDF document. In addition, hard copies were made available at the Dubuque County Courthouse and the Epworth City Hall.

Dubuque County announced the availability of the entire final draft plan and the two-week final public comment period on the County website. A copy of the announcement is provided in Appendix B. The final public comment period was from November 1 - 30, 2023. Five comments were received and incorporated into the final plan.

The HMPC invited other targeted stakeholders to comment on the draft plan via an e-mail letter, which is described in greater detail in Step 3: Coordinate with Other Departments and Agencies. Minor comments were received and incorporated.

Step 3: Coordinate with Other Departments and Agencies and Incorporate Existing Information (Handbook Task 3)

44 CFR Requirement 201.6(b): An open public involvement process is essential to the development of an effective plan. In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process shall include: (2) An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia and other private and non-profit interests to be involved in the planning process. (3) Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.

There are numerous organizations whose goals and interests' interface with hazard mitigation in Dubuque County. Coordination with these organizations and other community planning efforts is vital to the success of this plan. Dubuque County invited neighboring counties, other local, state, and federal departments, and agencies as well as institutions of higher learning to the second planning meeting to learn about the hazard mitigation plan update initiative. In addition, the HMPC developed a list of additional stakeholders involved in hazard mitigation activities, to invite by e-mail letter to review and comment on the final draft of the Dubuque County Multi-Jurisdictional Hazard Mitigation Plan prior to submittal to the State and FEMA. The stakeholders that were invited to comment on the final plan draft included in **Table 1.4**.

Table 1.4. Stakeholder Involvement

Stakeholder	Type	Provided Data for Risk Assessment	Invited to Comment on Final Draft
Iowa State University, Iowa Flood Center	Academia		X
Clayton County Emergency Management	Adjacent County		X
Jackson County Emergency Management	Adjacent County		X
Jones County Emergency Management	Adjacent County		X
Delaware County Emergency Management	Adjacent County		X
Grant County, Wisconsin Emergency Management	Adjacent County		X
Jo Daviess County, Illinois Emergency Management	Adjacent County		X
Environmental Protection Agency	Federal Agency		X
Federal Emergency Management Agency	Federal Agency		X
National Weather Service	Federal Agency		X
U.S. Army Corps of Engineers	Federal Agency		X
U.S. Geological Survey	Federal Agency		X
East Central Intergovernmental Association	Regional Planning		X
Iowa Department of Agriculture and Land Stewardship	State Agency		X
Iowa Department of Natural Resources	State Agency	X	X
Iowa Homeland Security and Emergency Management	State Agency	X	X

Several additional stakeholder agencies were contacted to obtain data in preparation of the

Risk Assessment. This included contact with specific representatives of stakeholder agencies, as well as accessing stakeholder data that has been made available to the public via the internet.

Integration of Other Data, Reports, Studies, and Plans

In addition, input was solicited from many other agencies and organizations that provided information but were not able to attend planning meetings. As part of the coordination with other agencies, the HMPC collected and reviewed existing technical data, reports, and plans. These included:

- Iowa Hazard Mitigation Plan (September 2018);
- Dubuque County Hazard Mitigation Plan (February 2019);
- Iowa Watershed Approach, Bee Branch Watershed Flood Mitigation Project, and Bee Branch Healthy Homes Resiliency Program (BBHHRP);
- National Flood Insurance Program Policy and Loss data;
- Flood Insurance Rate Maps for all of Dubuque County;
- Iowa Department of Natural Resources, Dam Safety Program Inventory of Dams for Dubuque County, available inundation maps;
- National Inventory of Dams
- National Levee Inventory levee protected areas
- Wildland/Urban Interface and Intermix areas from the SILVIS Lab, Department of Forest Ecology and Management, University of Wisconsin;
- Various local plans such as Comprehensive Plans, Economic Development Plans, Capital Improvement Plans, etc. For a complete list of local plans that were reviewed and incorporated, see Chapter 2;
- US Department of Agriculture's (USDA) Risk Management Agency Crop Insurance Statistics.

This information was used in the development of the hazard identification, vulnerability assessment, and capability assessment and in the formation of goals, objectives, and mitigation actions. These sources, as well as additional sources of information are documented throughout the plan and in Appendix A, References.

Phase 2 Assess Risk (Handbook Task 5)

Step 4: Assess the Hazard: Identify and Profile Hazards

ECIA assisted the HMPC in a process to identify the hazards that have impacted or could impact communities in Dubuque County. At the kick-off meeting, the HMPC examined the history of disaster declarations in Dubuque County, the list of hazards considered in the 2018 Iowa State Hazard Mitigation Plan, and the hazards identified in the previous hazard mitigation plan. The committee then worked through this list of all potential hazards that could affect the planning area. They discussed past hazard events, types of damage, and where additional information might be found. The committee identified 19 natural and human-caused hazards that have the potential to impact the planning area. Additional information on the hazard identification process and which hazards were identified for each jurisdiction is provided in Chapter 3.

During the kick-off meeting, the HMPC discussed past events and impacts on a county-wide basis to contribute to the risk assessment update. After the kick-off meeting, each jurisdiction completed a Data Collection Guide, including information on previous hazard events in their community. Utilizing the information from the Data Collection Guides as well as existing plans, studies, reports, and technical information as well as information available through internet research and GIS analysis, a profile was developed for each hazard identified. More information on the methodology and resources used to identify and profile the hazards can be found in Chapter 3.

Step 5: Assess the Problem: Identify Assets and Estimate Losses

Assets for each jurisdiction were identified through a combination of several resources. The Dubuque County GIS Department and Assessor's Office provided access to datasets with parcel and building data as well as corporate boundaries, school district boundaries, and other available GIS layers. Population data was obtained from the U.S. Census Bureau. The critical facility inventory was compiled from data layers available from Dubuque County. Methodologies and results of the critical facility analysis are provided in Chapter 3 and Appendix E.

Additional assets such as historic, cultural, and economic assets as well as specific vulnerable populations and structures were obtained from a variety of sources as described in Chapter 3.

The HMPC also analyzed development since the last plan update and future development trends from data provided by each jurisdiction on the Data Collection Guide as well as data available from the U.S. Census Bureau and obtained from jurisdictions through other planning mechanisms such as Comprehensive Plans and Future Development Plans.

After profiling the hazards that could affect Dubuque County and identifying assets, the HMPC collected information to describe the likely impacts of future hazard events on the participating jurisdictions. For each hazard, there is a discussion regarding future development as well as climate change impacts regarding how vulnerability to that specific hazard might be impacted in the future.

Existing mitigation capabilities were also considered in developing loss estimates. This assessment consisted of identifying the existing mitigation capabilities of participating jurisdictions. This involved collecting information about existing government programs, policies, regulations, ordinances, and plans that mitigate or could be used to mitigate risk from hazards. Participating jurisdictions collected information on their regulatory, personnel, fiscal, and technical capabilities, as well as previous and ongoing mitigation initiatives. This information is included in Chapter 2 Planning Area Profile and Capabilities.

Specific capabilities such as participation in the National Flood Insurance Program as well as designation as Fire Wise Communities or Storm Ready Communities and placement of storm sirens are incorporated in the vulnerability analysis discussions, where applicable.

Taking into consideration the vulnerability and capability assessments, and where sufficient information was available, a variety of methods was used to estimate losses for each profiled hazard. For geographic hazards such as river flooding, dam failure, levee failure, and hazardous materials (fixed facilities) specific assets/areas at risk and loss estimates were determined through GIS analysis. For other hazards such as weather-related hazards, loss estimates were developed based on statistical analysis of historic events. For some human-caused hazards, loss estimates were scenario-based. The methodologies for each loss estimate are described in detail in Chapter 3. Within each hazard section, the text provides details on how the hazard varies by jurisdiction, where applicable. In addition, at the conclusion of each hazard section, a summary table indicates the specific probability, magnitude, warning time, and duration rating of the hazard for each jurisdiction is provided to show how the hazard varies. Where applicable, introductory text preceding the table highlights noted variables.

Results of the preliminary risk assessment were presented at Meeting #2 and the Draft Risk Assessment (Chapter 3) was provided to the HMPC for review and comment. Several comments, corrections, and suggestions were provided to ECIA and incorporated into the risk assessment as appropriate.

Phase 3 Develop the Mitigation Plan (Handbook Task 6)

Step 6: Set Goals

ECIA facilitated a discussion session with the HMPC during Meeting #2 to review and update goals. Common categories of mitigation goals were presented as well as the 2018 State Hazard Mitigation Plan goals.

This planning effort is an update to an existing hazard mitigation plan. As a result, the goals from the *2019 Dubuque County Hazard Mitigation Plan* were reviewed.

The validated goals for this plan update are provided below:

- Goal 1: Increase capabilities within Dubuque County entities to mitigate the effects of hazards by enhancing existing or designing and adopting new policies that will reduce damaging effects of hazards.

- Goal 2: Protect the most vulnerable populations, buildings, and critical facilities within Dubuque County through the implementation of cost effective and technically feasible mitigation projects.
- Goal 3: Improve the level of responder, government, business and citizen awareness and preparedness for disasters.
- Goal 4: Develop programs to assure that response agencies, governments, educational institutions, and local businesses can operate during times of disaster.

Step 7: Review Possible Activities

At meeting #2, a handout of previous actions was provided to all jurisdictions with instructions to provide updates for each action. Jurisdictions were encouraged to maintain a focused approach and continue forward only those actions that are aimed at implementing long-term solutions to prevent losses from hazards. The focus of Meeting #3 was to update the mitigation strategy by discussing relevant new actions considered necessary because of the updated risk assessment. The HMPC reviewed the following: plan goals, previous actions from the 2019 plan, key issues from the risk assessment, Iowa Homeland Security and Emergency Management’s HMA funding priorities, public opinion survey results on types of actions desired, and FEMA’s Mitigation Action Ideas publication.

The group discussed the types of mitigation actions/projects that could be done by the jurisdictions in Dubuque County. Consideration was given to the analysis results provided in the risk assessment and the anticipated success for each project type. Projects relating to emergency response were discussed, but participants were encouraged to focus on long-term mitigation solutions since response-related mitigation actions occur on a routine basis as requirements of other plans. Complex projects that would necessitate the use of large numbers of county resources were also discussed. This opportunity to discuss a broad range of mitigation alternatives allowed the jurisdictions to understand the overall priorities of the committee and to allow for discussion of the types of projects most beneficial to each jurisdiction. As part of this discussion, consideration was given to the potential cost of each project in relation to the anticipated future cost savings.

The jurisdictions were also provided instructions for completing the Mitigation Action Plan for each continuing and newly developed action. A modified form of the STAPLEE prioritization tool was also provided to assist jurisdictions in determining the prioritization that should be assigned to each action. To provide a current, comprehensive, and consistent prioritization approach, all continuing and new actions were evaluated using the modified STAPLEE prioritization tool for the plan update. The details from the Action Plan for each Continuing and New action are provided in Chapter 4. The completed and deleted actions are provided in Appendix C. Chapter 4 provides additional details regarding the process undertaken to refine the mitigation strategy to make Dubuque County and its jurisdictions more disaster resistant.

Step 8: Draft an Action Plan

A complete draft of the plan was made available online and in hard copy for review and comment by the public, other agencies and interested stakeholders. This review period

was from November 1 – 30, 2023. Methods for inviting interested parties and the public to review and comment on the plan were discussed in Steps 2 and 3, and materials are provided in Appendix B. Comments were integrated into a final draft for submittal to the Iowa Homeland Security and Emergency Management Division and FEMA.

Phase 4 Implement the Plan and Monitor Progress

Step 9: Adopt the Plan (Handbook Task 8)

To secure buy-in and officially implement the plan, the governing bodies of each participating jurisdiction adopted the plan. Scanned copies of resolutions of adoption are included in Appendix D of this plan.

Step 10: Implement, Evaluate, and Revise the Plan (Handbook Tasks 7 & 9)

The HMPC developed and agreed upon an overall strategy for plan implementation and for monitoring and maintaining the plan over time during Meeting #3. This strategy is described in Chapter 5, Plan Maintenance Process.

2024 Action ID	Action Summary	Action Status (Completed, Delete, Continue In-Progress, Continue Not Started, New)	Action Status Update	Goal Referenced	Priority
Bernard - 10	Identify a location for public shelter in the event of a hazard or disaster, and stock it to ensure adequate for use as a shelter	Continue - In-Progress	Ongoing	2	H
Bernard-11	Prepare for flash flooding through physical diversion, maintenance, and other activities to reduce water collection load	Continue - Not Started		2	H
Bernard - 12	Maintain NFIP membership and meet all program requirements.	Continue In-Progress	Ongoing	1	M
Bernard - 13	Maintain, enhance, or install GIS System to better track critical facilities and vulnerable populations as well as respond to emergencies.	Continue In-Progress	Continued enhancements on GPS System will help to save lives. Updating address and adding new homes and locations.	2	M
Bernard - 14	Purchase backup generators and install hookups to provide electricity for the water supply and the main pumping station in the event of a power outage.	Continue In-Progress	Currently the Generate for the City of Bernard is set up when the power fails it will run the Water and sewer system and provide power to the City Office and Water building	2	M
Bernard - 15	Continue to make Emergency Medical Services building available in the event of a hazardous weather.	Continue In-Progress	City and Fire department can give citizens a place to stay if needed in an emergency and will allow the needed facilities	2	M
Bernard-16	Create and maintain call down list of all critical personnel.	Continue In-Progress	Work with Bernard Fire & Rescue to maintain warning and sirens	3	M
Bernard - 17	Maintain procedure to backup all critical data to prevent loss in the event of hazard.	Continue In-Progress	City files backup and stored off premises.	3	M
Cascade -1	Provide backup power generators and wiring for critical facilities.	Continue In-Progress	We will continue to do.	2	M
Cascade-2	Purchase or elevate structures, add lift stations, increase/reinforce culvert size, and add curb and gutter to streets in areas in flood zones with severe and repetitive flood damage to prevent reoccurrence.	Continue In-Progress	We have sane some items and will continue	2	L
Cascade-3	Obtain NOAA weather radios for every home in Dubuque County.	Continue Not Started	Have not started due to funding	2	M
Cascade - 4	Purchase barricades and signage as deemed necessary to better communicate information.	Continue Not Started	As funding permits	2	M
Cascade - 5	Continue to improve public awareness of hazardous weather through newsletters, public notices, strolling signs, etc.	Continue In-Progress	Continue to look for ways to improve	3	H
Cascade - 6	Continue to add needed infrastructure to mitigate flood damage.	Continue In-Progress	Continue to work on as budget allows.	2	H
Cascade - 7	Consider building a tornado safe room for all new construction.	Continue In-Progress	when funding available.	2	M

2024 Action ID	Action Summary	Action Status (Completed, Delete, Continue In- Progress, Continue Not Started, New)	Action Status Update	Goal Referenced	Priority
Cascade - 8	Maintain NFIP membership and meet all program requirements.	Continue In-Progress	The community remains a member in good standing with the NFIP	1	M
Cascade - 9	Maintain, enhance, or install GIS System to better track critical facilities and vulnerable populations as well as respond to emergencies.	Continue Not Started	Will implement in July 2017 and continue forward	2	M
Cascade - 10	Continue to contact Dyersville and other communities to monitor flood levels upstream; obtain stream gauges for Cascade	Continue In-Progress	Ongoing	2	M
Cascade - 11	Continue to enforce floodplain management ordinances	Continue In-Progress	Continue	1	H
Cascade - 12	Create and maintain call down list of all critical personnel.	Continue In-Progress	Reviewed annually	3	M
Cascade - 13	Pursue application for future FEMA and State Funding for flood buyouts.	Continue In-Progress	Will use when and if needed.	1	M
Cascade - 14	Continue to maintain and operate current outdoor weather warning system.	Continue In-Progress	Inspect annually	2	M
Cascade - 15	Continue training weather spotters through Cascade Fire Department.	Continue In-Progress	Train new people	4	H
Cascade - 16	Install electrical distribution lines underground.	Continue In-Progress	There were overhead electric lines throughout the community. There is an underground project in progress to bury all overhead electric lines.	2	H
Cascade - 17	Pursue active maintenance in checking storm sewer system for debris.	Continue In-Progress	Ongoing	2	H
Cascade - 18	Rebuild or upgrade floodgates and culverts to prevent flooding.	Continue In-Progress	Made improvements in 2015	3	M
Cascade - 19	Maintain procedure to backup all critical data to prevent loss in the event of hazard.	Continue In-Progress	Daily on working back-ups	3	M
Centralia - 1	Provide backup power generators and wiring for critical facilities.	Continue In-Progress		2	M
Centralia - 2	Continue to maintain existing outdoor warning siren systems and ensure appropriate coverage for population.	Continue In-Progress		2	H
Centralia - 3	Obtain NOAA weather radios for every home in Dubuque County.	Continue Not Started		2	M
Centralia - 4	Purchase barricades and signage as deemed necessary to better communicate information.	Continue In-Progress		2	M
Centralia - 5	Train personnel as weather spotters.	Continue In-Progress		4	M



January 22, 2024 Agenda

To: Mayor, City Council and Staff
From: Lisa Kotter, City Administrator
Date: January 19, 2024
Re: Procurement Policy

We are preparing to submit documents to make a draw on the \$600K Downtown Housing grant for the old Brewery Building being renovated by Brian Bock and the Iowa Main Street Investment group. As a part of the requirement, we are required to have an adopted procurement policy. This is due partly to the fact that the funds came from the Federal government, through the state. To avoid not having the proper language we have used the sample given to us by the State. The adopting Resolution #09-24 and the policy are both included in the packet for consideration.

RESOLUTION #09-24

**A RESOLUTION ADOPTING A CITY OF CASCADE PROCUREMENT POLICY FOR
THE CITY OF CASCADE, IOWA**

WHEREAS, the City makes purchases as a part of its regular business after the City Council has allocated funds in the form of an annual budget, and;

WHEREAS, the City Council wants to have clear expectations on how staff is to make these purchases, and;

WHEREAS, the City Council believes the best way to assure consistent purchases is to have a written Procurement policy; and,

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Cascade, Iowa, approves a City of Cascade Procurement Policy, which is attached as Exhibit A.

PASSED, APPROVED AND ADOPTED this 22nd day of January, 2024.

Steve Knepper, Mayor

ATTEST:

Kathy Goerdts, City Clerk

CITY OF CASCADE

Procurement Policy

Definitions

- **2 CFR Part 200** - Establishes uniform administrative requirements, cost principles, and audit requirements for Federal awards to non-federal entities.
 - Found here: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>
- **Conflict of interest** - a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.
- **Noncompetitive procurement** - Purchase of property, goods, and/or services, where a competitive method of procurement is not utilized. Noncompetitive procurement can only be awarded if one or more of the situations detailed under Section 4(C)(i) apply.
- **Procurement** - the act of obtaining or purchasing goods or services, typically for business purposes.

1. ***Introduction and Purpose.***

In keeping with its commitment to maintain the highest standards of conduct and ethics, City of Cascade (“Cascade”) has adopted this Procurement Policy (the “Policy”) to ensure that goods and services purchased by Cascade are obtained in a cost-effective manner and in compliance with applicable federal and state laws.

The acquisition processes described in this Policy apply to all government-funded purchases made by Cascade’s employees, directors, officers, or agents (together, “Cascade Purchasers”). Purchases may also be subject to prior funding source approval and additional requirements imposed by grants or contracts. Program directors are responsible for reviewing any such additional requirements and ensuring that contractors and vendors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

2. ***Code of Conduct.***

- A. Cascade Purchasers shall not participate in the selection, award, or administration of a contract if they have a real or apparent conflict of interest. Such a conflict arises when:
 - i. The Cascade Purchaser, any immediate family member (spouse, child, parent, parent-in-law, sibling, or sibling-in-law) partner, or an organization that employs, or is about to employ, any of the above has a direct or indirect financial or other interest in or will receive a tangible personal benefit from a firm or individual considered for the contract award.
 - ii. An “organizational conflict of interest” is created because of a relationship Cascade has with a parent, affiliate, or subsidiary organization that is involved in the transaction such that Cascade is or appears to be unable to be impartial in conducting a procurement action involving the related organization.

- B. Cascade Purchasers shall not solicit or accept gifts, money, gratuities, favors, or anything of monetary value, except unsolicited items or services of nominal value (no greater than \$20) from vendors, prospective vendors, parties to subcontracts, or any other person or entity that receives, or may receive, compensation for providing goods or performing services for Cascade.
- C. All Cascade Purchasers shall review and comply with Cascade's procedures for disclosing, reviewing, and addressing actual and potential conflicts of interest.

3. Procurement Requirements and Considerations.

- A. Competition. All procurements shall be conducted in a manner that provides, to the maximum extent practical, full, and open competition. Procurements shall:
 - i. Avoid noncompetitive practices that may restrict or eliminate competition, including but not limited to:
 - a. Unreasonable qualification requirements.
 - b. Unnecessary experience and excessive bonding requirements.
 - c. Noncompetitive pricing practices between firms or affiliated companies.
 - d. Noncompetitive contracts to consultants on retainer contracts.
 - e. Organizational conflicts of interest.
 - f. Specifying "brand name" only instead of allowing "an equal" product.
 - g. Arbitrary actions.
 - ii. Not intentionally split a single purchase into two or more separate purchases to avoid dollar thresholds that require more formal procurement methods.
 - iii. Exclude contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for a proposal from competing for such procurement.
 - iv. Include in any prequalified list an adequate number of current, qualified vendors, firms, or products.
 - v. Not preclude potential bidders from qualifying during the solicitation period.
 - vi. Not use any geographic preferences (state, local or tribal) in the evaluation of bids or proposals, except where expressly mandated or encouraged by applicable federal statutes.
- B. Profit. For noncompetitive procurements (or when cost analysis is used), profit must be negotiated as a separate element of the procurement price.
 - i. To establish a fair and reasonable profit, consider: complexity of work performed, risk borne by contractor, contractor's investment, amount of subcontracting, quality of contractor's record and past performance, and industry profit rates in surrounding geographical area for similar work.

- ii. Cascade may not use either the cost plus a percentage of cost, or percentage of construction cost methods of contracting.
- C. Minority Owned, Women Owned, and Small Business Vendors. Cascade is committed to taking all necessary affirmative steps to assure that minority business, women's business enterprises and labor surplus area firms ("MWSB Vendors") are used whenever possible. Such steps include:
 - i. Placing qualified MWSB Vendors on solicitation lists;
 - ii. Soliciting MWSB Vendors whenever they are potential sources;
 - iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by MWSB Vendors;
 - iv. Establishing delivery schedules, where requirement permits, which encourage participation by MWSB Vendors;
 - v. Using services and assistance, as appropriate, of such organizations as Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - vi. Requiring the prime contractor, if subcontracts used, to take affirmative steps listed in paragraphs (i) through (v) of this section.
- D. Minimum Bonding Requirements. For construction or facility improvement contracts or subcontracts exceeding the Simple Acquisition Threshold (\$250,000), the requirements for bonding shall, at a minimum, be as follows:
 - i. A bid guarantee from each bidder is equivalent to 5% of the bid price.
 - ii. A performance bond on the part of the contractor is for 100% of the contract price.
 - iii. A payment bond on the part of the contractor is for 100% of the contract price.
 - iv. All bonds required in this section are obtained from companies holding certificates of authority as acceptable sureties pursuant to the surety requirements for companies doing business with the United States (31 CFR Part 223).
- E. Solicitations. All solicitations shall incorporate a clear and accurate description of the technical requirements for products or services to be procured. Descriptions:
 - i. Must not contain features which unduly restrict competition.
 - ii. May include a statement of the qualitative nature of the material, product, or service to be procured.
 - iii. When necessary, must set forth minimum essential characteristics and standards necessary to satisfy its intended use.

- iv. Must avoid detailed product specifications if possible.
 - v. May use a “brand name or equivalent” description to define performance or other salient requirements when impractical or uneconomical to make a clear and accurate description of technical requirements. Specific named brand features required to be met must be clearly stated.
 - vi. Identify all requirements which offerors must fulfill and all other factors to be used in evaluating bids and proposals.
- F. Considerations. Cascade Purchasers should consider taking the following actions when procuring goods and services:
- i. Conduct a lease vs. purchase analysis, when appropriate, including for property and large equipment.
 - ii. Consolidate or break out procurements to obtain a more economical purchase, if possible.
 - iii. Use value engineering clauses to offer reasonable opportunities for cost reductions in construction contracts for projects of sufficient size.
 - iv. Use time and materials contracts only if no other contract is suitable and the contract includes a ceiling price that the contractor exceeds at their own risk. If such contract is negotiated and awarded, Cascade must assert a high degree of oversight to obtain reasonable assurance that contractor using efficient methods and effective cost controls.

4. ***Procurement Methods.***

- A. All procurements. All procurements made under this policy shall:
- i. Be necessary, at a reasonable cost, documented, not prohibited by law or the applicable funding source, and made in accordance with this Policy.
 - ii. Avoid acquiring unnecessary or duplicative items.
 - iii. Engage responsible vendors who possess the ability to perform successfully under the terms and conditions of a proposed procurement. Cascade Purchasers shall consider: vendor integrity and qualifications, public policy compliance, past performance record, financial and technical resources, key personnel, and other factors that will provide the best overall value and are deemed to serve the best interests of Cascade.
- B. Standard Methods. For transactions meeting the specifications set forth in Appendix 1, Cascade Purchasers shall follow the applicable procurement method set forth therein.
- C. Exceptions to Standard Methods.

- i. *Noncompetitive Procurement.* Procurement by solicitation of a proposal from a single source may only be used if at least one of the following apply and is adequately documented:
 - a. The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (refer to Appendix I);
 - b. Item is only available from a single source;
 - c. Public exigency or emergency will not permit any delay;
 - d. Federal awarding agency or pass-through expressly authorizes a noncompetitive procurement in response to a Cascade request; or
 - e. After soliciting a number of sources, competition is determined inadequate.

5. ***Procurement Procedures.*** See Appendix 2 for Cascade Procurement Procedures.

6. ***Contract Provisions.*** All Cascade procurement contracts shall contain the applicable contract provisions contained in Appendix II to 2 CFR Part 200 – Contract Provisions for Non-Federal Entity.

7. ***Documentation.***

A. Debarment. Cascade shall either:

- i. Confirm and document that the vendor is not excluded from doing business with the federal government (see www.sam.gov/SAM/) before entering into a contract; or
- ii. Obtain a signed Debarment Certificate substantially in the form of Appendix 3.

B. Lobbying Certificate. Cascade shall obtain signed Lobbying Certificates substantially in the form of Appendix 4 for procurements > \$100,000.

C. Records. Cascade shall maintain records sufficient to detail history of each procurement transaction. These records must include, but are not limited to:

- i. A description and supporting documentation showing rationale for procurement method (e.g., cost estimates);
- ii. Selection of contract type;
- iii. Written price or rate quotations (such as catalog price, online price, email or written quote), if applicable;
- iv. Copies of advertisements, requests for proposals, bid sheets or bid proposal packets;
- v. Reasons for vendor selection or rejection, including relevant panel or committee records, rejection letters and award letter; and
- vi. The basis for the contract price.

8. ***Compliance with this Policy.*** Program directors shall maintain oversight to ensure that contractors and vendors perform in accordance with the terms, conditions, and specifications of contracts

or purchase orders. Violations of this policy may result in disciplinary action, up to and including termination.

**Adopted By Resolution #09-24
January 22, 2024**

Appendix 1

Standard Methods of Procurement

Recommend adding approval authority requirements for each threshold (i.e., Micro-purchases require approval from Project Manager, Small Purchase approved by Department Head, Sealed bids require committee approval, etc.)

Type	Threshold	Method
<i>Micro-purchase</i>	$\leq \$10,000$	<ul style="list-style-type: none"> - Price must be reasonable - Periodically distribute purchases equitably among qualified vendors
<i>Small Purchase</i>	$\$10,000.01 \leq \$250,000$	<ul style="list-style-type: none"> - Obtain written price or rate quotations from at least two qualified vendors - Example documentation: catalog price, online price, email, or written quote
<i>Sealed Bids</i>	$> \$250,000$	<p>Pre-Solicitation</p> <ul style="list-style-type: none"> - Conduct cost or price analysis <p>Solicitation</p> <ul style="list-style-type: none"> - Publicly advertise invitation for bids - Include specifications or information sufficient for bidders to respond - Provide adequate time to respond - Solicit a sufficient number of bids <p>Bid Review/Selection</p> <ul style="list-style-type: none"> - Open bids at time and place set forth in invite - Award to lowest responsive and responsible bidder - May reject bids for sound, documented reason - Award written, fixed price contract
<i>Competitive Proposals</i>	$> \$250,000$	<p>Pre-Solicitation</p> <ul style="list-style-type: none"> - Conduct cost or price analysis <p>Solicitation</p> <ul style="list-style-type: none"> - Publicly advertise request for proposals - Identify all evaluation factors and their relative importance - Solicit bids from at least two vendors <p>Proposal Review/Selection Committee as defined by Appendix 2</p> <ul style="list-style-type: none"> - Consider all proposals to maximum extent practical - Use written method to conduct technical evaluations of the proposals - Award contract to bidder with most advantageous proposal, considering price and other factors as defined by Appendix 5 rubric - Award fixed price or cost-reimbursement contract

Appendix 2
Cascade Procurement Procedures

- A. New Contract/Purchase Order
1. Cascade Purchaser determines the applicable and appropriate procurement method.
 - a. If micro-purchase or small purchase methods are appropriate, conduct procurement as outlined in the Policy and retain appropriate documentation of quotes and vendor selection, etc. If prior approval is required for the purchase, refer to step 2.
 - b. If sealed or competitive bid methods are required, complete steps 2 through 5.
 2. If funding source approval is required, work with the City Clerk or City Administrator to obtain. Depending on the procurement method used, Cascade Purchaser completes Bid Form and submits to the City Administrator as part of the approval process.
 3. Cascade Purchaser, in consultation with accounting and legal departments as needed, formalizes the bid packet and submits it to the City Administrator to post to Cascade's City website for prospective vendors to access after completing a short registration.
 4. Depending on company thresholds or minimum requirements set for approval, Cascade Purchaser either makes the procurement decision or presents all bid responses to the appropriate committee or personnel.
 5. If a purchasing committee is involved, it makes a recommendation on awarding the bid to the CFO. Bid award is reviewed and a final decision made by the CFO.

Appendix 3

Certification Regarding Contract Provisions for Non-Federal Entity Contracts Under Federal Awards Appendix II of 2 CFR Part 200

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts more than \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be

required to compute the wages of every mechanic and laborer based on a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Name of Vendor, Contractor, or Subgrantee: _____

Signature: _____

Name of Authorized Signatory: _____

Title: _____

Date: _____

Appendix 4
“44 C.F.R. PART 18 APPENDIX A – CERTIFICATION REGARDING LOBBYING”
Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature of Contractor’s Authorized Official

Name and Title of Contractor’s Authorized Official

Date

Appendix 5
Example RFP Decision Rubric

Architectural Design Services		Category Weight	Weight
Category 1	Deliverables	20	
	Adequacy, clarity and completeness of response		10
	Project plan - technical approach to the project		10
Category 2	Price	30	
	Total proposal cost		25
	Additional cost factors		5
Category 3	Capacity	20	
	Number of employees dedicated to project		5
	Past performance on similar size projects		10
	Financial stability		5
Category 4	Company Expertise	30	
	Expertise level of project members		10
	Experience on related projects		10
	Has firm shown innovative designs on past projects		10
TOTAL		100	

Instructions:

Step 1: Add factors in the decision in column B

Make sure you copy formulas if you add rows.

Step 2: Change weights so that they add to 100 (see below cat weight column)

This forces you to understand how important these elements are to you relative to each other.

Step 3: Fill out areas with scores from 1-10

Note for negatives, reverse your thinking (so a high score on negative like risk means it's not risky).

Use category weight subtotals to help guide your weighting.

Note that as you do, the weighted averages are shown as subtotals and absolute totals along the bottom.

Resulting scores are shown at the bottom of each opinion.



January 22, 2024 Agenda

To: Mayor, City Council and Staff

From: Lisa Kotter, City Administrator

Date: January 19, 2024

Re: Urban renewal Payment Cascade Lumber

In our Development Agreement with Cascade Lumber we have an agreement to pay \$4,000 per year for a Business Incentive payment. Resolution #10-24 is the consideration to approve that payment. This is the third of five payments.

RESOLUTION #10-24

ANNUAL DISBURSEMENT OF A BUSINESS INCENTIVE USING PROPERTY TAX INCREMENT FINANCE FUNDS FOR THE CASCADE LUMBER COMPANY IN THE 2024 FISCAL YEAR

WHEREAS, the City of Cascade, Iowa, pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Cascade Urban Renewal Area; and,

WHEREAS, the City has obligated and appropriated funds in the maximum amount of \$4,000, which shall come due in the 2024 fiscal year, which begins July 1, 2023 and ends June 30, 2024, with respect to the City's September 27, 2022 development agreement with Cascade Lumber Company Development Agreement; and,

WHEREAS, it is now time to disburse the annual business incentive payment for the entity for which a development agreement has been approved.

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

SECTION I. That the City Council hereby approves a Business Incentive Payment for the 2024 Fiscal Year, which begins July 1, 2023 and ends June 30, 2024 for Cascade Lumber Company 2022 project:

SECTION II. The City Council is hereby directed to disburse the annual incentive payment based on the economic development agreement for the 2024 fiscal year, which has been appropriated and obligated on the Annual Urban Renewal Report on the 2024 Fiscal Year Budget for the City of Cascade.

PASSED AND APPROVED this 22nd day of January, 2024.

Steve Knepper, Mayor

ATTEST:

Kathy Goerdts, City Clerk



January 22, 2024 Agenda

To: Mayor, City Council and Staff
From: Lisa Kotter, City Administrator
Date: January 19, 2024
Re: Vision Triangle

I would like to discuss an idea with the City Council, prior to taking it to the Planning and Zoning Commission to consider a code change. Below is the reference to the vision triangle that does not allow vision obstructions at corners where two streets meet. With the large number of alleys we have, I think that the visibility at an alley intersecting a street is equally important for safety as two streets. If the Council is initially supportive of the idea I will take it through the process of a public hearing and P&Z.

1. Visibility At Intersection. On a corner lot in any district except the C-2 General Retail District, no fence, wall, hedge, or other planting or structure that will obstruct vision between a height of two (2) feet and ten (10) feet above the centerline grades of the intersecting streets (CONSIDER ADDING INTERSECTING STREETS AND ALLEYS) shall be erected, placed or maintained within the triangular area formed, by connecting the right-of-way lines at points which are twenty-five (25) feet distant from the intersection of the right-of-way lines, and measured along the right-of-way lines.



January 22, 2024 Agenda

To: Mayor, City Council and Staff
From: Lisa Kotter, City Administrator
Date: January 19, 2024
Re: Debt Timeline

I am working with Dorsey and Whitney and DA Davidson on our plan for borrowing for the Library and Hwy 136. This is the summary and timeline from my most recent meeting.

- 1) The Council is expecting to borrow an additional up to \$750,000 through G.O. debt for the library. The first \$250,000 came from the CIPCO loan.
- 2) The Council is planning to borrow approximately \$700,000 through G.O. debt for the Highway 136 project.
- 3) The City will need to also borrow an undetermined amount for costs of issuance. I will consult with DA Davidson to estimate the amount.
- 4) The City will be including an amount in our FY25 budget for the debt service levy relative to this additional G.O. borrowing. I will consult with DA Davidson this month to formulate an estimate.
- 5) The City is receiving bids for Highway 136 on February 7 and those costs will be clearer thereafter.
- 6) The City will presentation an action item on February 26, 2024 to set a date for a public hearing on the GO borrowing proposal for the Highway 136 costs.
- 7) If Item 6 is approved, the Council will conduct the hearing on March 11, 2024 on the GO borrowing proposal for the Highway 136 costs.
- 8) The Council will consider action on a debt service “pre-levy” resolution on March 11 following the public hearing approving the determined amount of debt service levy for FY '25.
- 9) Offering of Bonds, pricing and closing in April, May and June with dates to be determined so the City has access to borrowed funds by early summer.

We can discuss and see if the Council has any questions or concerns.