

CITY OF CASCADE, IOWA
CITY ADMINISTRATOR POSITION
COMMUNITY & POSITION PROFILE



Apply by February 11, 2022

Contact: Danielle Hartke, City Clerk
City of Cascade
clerk@citycascade.com
320 1st Ave W
Cascade, Iowa 52033
Phone: 563-852-3114

City Administrator Position Announcement

The City of Cascade is currently accepting applications for the position of City Administrator. Persons interested in this position should submit a cover letter, resume, five work related references, and salary history before February 11, 2022 to Danielle Hartke, City Clerk, City of Cascade, 320 1st Ave W, P.O. Box 400, Cascade, Iowa 52033 or email to clerk@citycascade.com. Addition information regarding the City of Cascade can be obtained by visiting the city's website at www.cascadeiowa.org.

The Community of Cascade

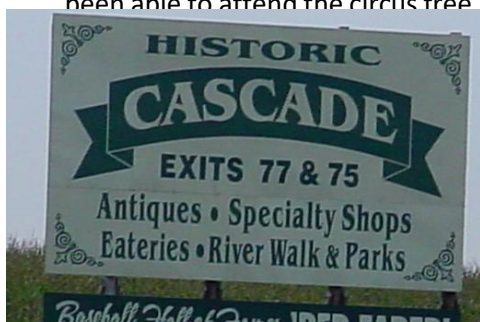
Cascade is situated in the rolling hills of eastern Iowa in Dubuque County on the north fork of the Maquoketa River. The City is Located twenty-five miles southeast of the City of Dubuque at the junction of US Highway 151 and Iowa Highway 136. Cascade is home to 2,159 residents and a surrounding community of 3,600 people. While many people work at the numerous businesses and industries in Cascade, many residents also commute to Dubuque or Cedar Rapids for employment.



The City of Cascade has an updated population of 2,386, which was a 10% increase from 2010 to 2020. The community has had significant commercial and industrial growth over the past twenty years. The four lane Highway 151bypass on the north side of the community was completed in 2002.

The area was initially populated by the Illinois, Foxes and Meskwaki Native Americans, who lived along “the falls” until the arrival of white settlers. Many of the early settlers were German, Irish, and French descendants.

The “Greatest Show on Earth” owes its beginning success to the generosity of the citizens of Cascade, Iowa. Cascade reached out to the Ringling Brothers in their time of need and as a result, the brothers never forgot the community and did not pass on any opportunity to show their gratitude. Through the years, the circus has remained true to their word and citizens of Cascade have been able to attend the circus free of charge wherever the show has performed.



Historically, Cascade's economic status has benefited from the railroad and the location of the river. The cascading waterfall, for

which the town is named, played a significant part in drawing early settlers to the area utilizing the waterpower from the falls to operate their mills. Though the falls have disappeared, other evidence of Cascade's past remains today. A stone jail and a brewery built just before the turn of the century are two of the many beautiful historic stone structures of which the citizens of Cascade are proud. The Tri County Historical Society Museum pays tribute to Red Faber, a hometown baseball player who played for the Chicago White Sox from 1914 to 1933 and who was inducted to the Baseball Hall of Fame.

Retail Trade Center

Cascade has a strong and vibrant downtown business district with numerous retail business, professional offices, and service providers. Cascade offers a plethora of restaurants, antiques, clothing and giftware shops. Annie's Treasures, Eloise Raye, Corner Tap Room, Hollow Tree, Cheryl's Flour Garden & Bakery are just a few of the businesses that provide a wonderful shopping and dining experience.



Cascade is very proud to have a new grocery store. Brother's Market opened in January 2010 and provides the community with groceries, a deli, a wine and beverage center, and much, much more. Cascade Iowa is also very fortunate to have businesses like Cascade Lumber, Gassers, Dollar General, where residents can quickly find almost anything from health & beauty products to car parts to lumber to power tools. Many Cascade Area Businesses are owned and operated by long time Cascade families, such as Custom Precast Company, Webber Metal Products, American Iowa Manufacturing and Cascade Manufacturing.



The City has an impressive list of industries that manufacture wood trusses, pre-cast concrete products, lawn/turf maintenance equipment, operate a state-of-the-art powder-coating system, to name only a

few. The City has seen great growth in the industrial park over the past 5 years with Premium Plant Services and Centro, Inc. opening businesses in Cascade. The industrial park still has several shovel ready lots available for new businesses.

Economic Development Groups

Cascade has an active Chamber of Commerce that promotes business and community growth. The Chamber of Commerce has 125 members and has developed programs to strengthen and expand the income potential of businesses within the trade area.

Cascade Economic Development Corporation (CEDC) was formed to further the economic development of the City of Cascade, as well as the immediate surrounding area, and to promote and assist the growth and development of business concerns, including small and medium sized businesses in the area.

The Tri-County Historical Society has been around for many years providing a central location where you can see the history of Historic Cascade and the surrounding areas. The museum is open from 1 PM to 4 PM May through October or by appointment.



City Government

The City of Cascade has a Mayor-Council with appointed city administrator form of government. The Mayor is elected every two years and the five council members serve four-year terms. The Council appoints the city clerk/treasurer, city administrator, and the police chief. The Mayor appoints the Utility Board of Trustees and other board or commission members with Council approval. Four boards and commissions assist the Council, including the Planning and Zoning, Board of Adjustment, Park Board and Library Board.

The City employs nine full-time and nine permanent part-time employees and operates on an annual budget of \$4.3 million.

Places of Worship

The Cascade community is fortunate to have a wide variety of faiths available locally. Congregations are active in supporting the needs of the community. Those major faiths not represented in Cascade are available within a 25 minute drive.



Healthcare

The City is served by two medical clinics, a dentist office, two chiropractor offices, a certified massage therapist and several salons.

Service Clubs and Organizations

The Cascade community has a wide range of opportunities for volunteers and social networking. The list of community organizations and service clubs include:

- CARE Foundation
- Cascade All Star Junior Dance Team
- Cascade Boy Scouts
- Cascade Cub Scouts
- Cascade Chamber of Commerce
- Cascade Economic Development Corp.
- Cascade Enhancement Committee
- Cascade Community Food Pantry
- Cascade Garden Club
- Cascade Girl Scouts
- Cascade High School Booster Club
- Cascade Karate Club
- Cascade Lions Club
- Cascade Men's League
- Cascade Swim Team
- Cascade Volunteer Fire Dept.
- Cascade Youth Football
- Cascade Youth League – Baseball - Softball – Soccer – Basketball – Volleyball
- Catholic Daughters of America
- Freedom Flag Committee
- 4-H Groups
- Friends of the Library



Residential Development

The City has experienced significant residential development in recent years. The City has issued building permit for 10 new homes with a total value of over \$2,000,000 in each of the last two years. The City is poised for additional growth in housing construction with over 175

residential lots in four subdivisions still available for development.

Educational Opportunities

There are two elementary schools and one junior high/senior high school in Cascade. The Ellen Kennedy Fine Arts Center is located on the high school campus.



Cascade Jr. /Sr. High School provides students with a wealth of opportunities creating a strong academic foundation with a very successful tradition in fine arts and athletics. A new high school gymnasium is currently under construction.

The school's enrollment is approximately 350 students. Typically over 99% of the students graduate. Approximately 40% attend a 4-year college, 40% a Community College/technical school, and 20% go into the work-force, military, or other area. Cascade Elementary School is a Pre-K through 6th grade building



The Northeast Iowa Community College is located within 15 miles. Loras College, Clarke College, and the University of Dubuque are located in Dubuque. The University of Iowa City is 60 miles away.

Recreation and Leisure

The City of Cascade has four community parks –Community Park, Riverview Park, and Swimming Pool Park, and Lincoln Soccer Field.

The Community Park is the largest park at just over 8 acres. It offers a large playground area with lots of playground equipment, a baseball/softball diamond, concession stand, two tennis courts, pickle ball court, a basketball court, two sand volleyball courts, several reservable pavilions, restrooms, and large parking lot. The park is busy all season long with ball tournaments, family reunions, day camps, community events, and citizens playing tennis, volleyball, and basketball.



The Riverview Park offers a great view and access to the north fork of the Maquoketa River and the riverfalls. The park is a little over an acre in size, but hosts many community events like the Farmers Market, Car Cruise, Rockin' on the River, Duck Regatta, and Cascade Hometown Days to name a few. The park has a landing to the river where kayakers, fishers, and splashers can take to the water. A new open-air amphitheater and restroom facility was constructed in the park in 2011.



and Shingo Memorial is Legion Park, where community celebrations and carnivals take place and features a pavilion and a baseball diamond. The Dubuque County Conservation Board operates Fillmore Golf Course & Recreational Park, which provides golf, cross country ski trails, camping, and picnic areas.



The newly renovated City Hall Memorial Gym hosts youth league sponsored basketball, volleyball and softball programs as well as a men's adult basketball league. The Webber Recreation Center offers opportunities for basketball and other sports.

Riverview Ridge Campgrounds is a full service campground equipped with RV and tent sites. It is located along the north fork of the Maquoketa River. With the limestone bluffs and lush riverbanks, it offers tube and kayak rentals, hiking through an 80 acre terrain and the opportunity to explore everything nature has to offer.

Cascade Sportsmen's Park is a short 8 mile drive south of Cascade on Iowa Highway 136. Open seasonally, the park offers a playground, a well stocked, neatly trimmed fishing pond, horseshoe pits, camping and much more. Pavilions are available and are more than sufficient for graduation parties, birthday parties, etc.

City Services

The Cascade Police Department serves the City of Cascade with emergency and non-emergency services. The services include, but are not limited to police emergency, crime prevention and education for organizations, civic groups and private business. The Department is involved in an unofficial School Resource Program and works closely with the schools within the school district. The police department is based on community oriented police services.

The Cascade Community Volunteer Fire Department provides fire protection, emergency rescue services, fire prevention education, and tornado awareness to the residents of Cascade and the surrounding area.

The City of Cascade Volunteer Emergency Medical and Ambulance Service is a provisional paramedic ambulance service that provides 24/7 emergency and non-emergency ambulance service to Cascade and the surrounding communities.

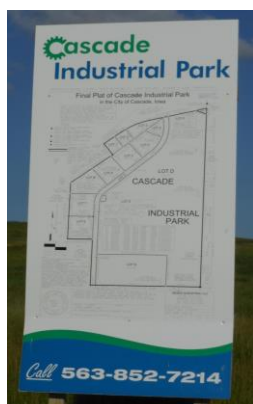
The City's public works department provides snow removal, curbside refuse collection, street cleaning, storm sewer maintenance, park maintenance, street repair, and street seal coating.

City/Local Utilities

The Cascade water system consists of three wells and a new water tower built in 2012 with a storage capacity of 410,000 gallons. The City constructed a new Aeromod wastewater system in 2017. Garbage & recycling is provided by Republic Services.



The Cascade Municipal Utility (CMU) was established in 1940 to provide utility service to the community. Natural gas service was added in 1961. Currently the utility is owned by Central Iowa Power Corp. The electrical distribution system has 1,112 customers and consists of 34 miles of line and provides service to 998 residential and commercial customers. The Cascade Municipal Utility is governed by a three-member Board of Directors appointed for terms of six years each. The Utility employs 6 full-time employees. The annual operating budget is over \$3 million. The Cascade Industrial Park is served by Cascade Municipal Utilities via 12.5 kV, 3-phase, underground distribution system. CMU can provide customers with any standard voltage of their choice. CMU has several unique advantages over other electrical providers. CMU has 5-megawatts of standby generation and can carry its own system load when the electric transmission lines go down. CMU can, in most cases, supply electricity at a lower cost, because it has no investors to satisfy with an annual profit or dividend. The CMU will soon complete the underground installation of electric lines, which will further enhance the reliability of the system.



Cascade Communications provides telephone, high speed Internet, and cable television. As a local business, they have provided reliable, affordable telecom services to Cascade's residents and businesses for the last 57 years. By being the only city with FTTH in the area, Cascade hopes to bring new high tech employers and jobs to the area, make current and future technology more affordable and accessible to Cascade's residents, business, and industries.

The City has an extensive flood control levee system on the north and south side of the North Fork of the Maquoketa River that will protect the city from future flooding.



Duties and Responsibilities of the Position

The City Administrator will report to the Mayor and the City Council. The position will be responsible for providing general supervision and administration of the operation of City business. Specifics include:

- Oversee the operation of City water and sewer services including planning, contracts, rate changes, bond issues, purchasing, and compliance with regulations.

- Develop financial strategies for the approval of the City Council and keep them apprised of financial conditions and anticipated funding needs.

- Oversee the preparation of the department budgets and administer the approved budgets.

- Serve as zoning administration officer and issue building permits and certify measures establishing zoning districts, building lines, plats, or fire limits to the county recorder.

- Develop recommendations regarding zoning applications, building and park development, and other planning projects.

- Appoint and terminate employees, subject to the approval of the City Council.

- Be responsible for personnel issues including training, performance evaluations, and grievances.

- Oversee workers in the construction and maintenance of water and sewer service systems.

- Supervise connections and disconnections of water and sewer services, according to established procedures.

- Gather data and prepare annual reports required by state and federal agencies.

- Serve as the floodplain administrator and enforce floodplain regulations.

- Serve as liaison to boards, economic development groups, and commissions.

- Represent the City with other governmental entities, including the county and the state.

- Supervise the construction of City property and all capital improvements.

- Supervise the enforcement of City laws and ordinances.

- Recommend to the Council measures necessary or expedient for good government and welfare of the City.

- Provide general supervision and direction for the administration of the City government to expedite efficient administration of the City's business.

- Cooperate with and advise present or future administrative agencies, board or commissions which are responsible to the Mayor and the Council.

Advise the Council on participation in programs and policies with another government political subdivision, including city, county, state or federal entities.

Participate in public relations and public information activities and programs to keep the public informed through speeches, attendance at meetings and social gatherings and to provide information to the media.

Issues written order for removal, at City expense, any nuisance for which no person can be found responsible and liable.

Obtain for the City, upon order of the Council, such specialized and professional services deemed necessary by the Council.

Perform all other duties as stipulated on Chapter 21 of the Cascade City Code and the job description for the position.

Background and Experience of Candidates

Candidates for the position of city administrator will have a minimum of two years experience in a public administration management position. A four-year degree is desirable. Qualified candidates will possess:

Understanding of all aspects of full-service municipal operations.

Experience in public works project management and administration, including street maintenance programs, water projects, and sanitary sewer/wastewater improvements.

Solid budget preparation and administration skills.

Knowledge and experience in water and sewer utility operations

Understanding of safety issues and OSHA regulations.

History of working with councils, boards, and commissions.

Significant planning and zoning administration and building inspection background.

Familiarity with economic development activities and grant writing.

Knowledge of municipal financing techniques, particularly tax increment financing (TIF) and obtaining grants.

Knowledge of recreational trail development and accompanying funding.

Knowledge of FEMA and flood control issues.

Management Style

The City is seeking candidates with the following management style attributes:

Strive to be active in the community and be approachable and receptive to new ideas.

Self-starter who is honest, trustworthy, credible, and professional.

Possess good supervisory and hiring skills

Demonstrate good communication skills with City employees, elected officials, and citizens.

Bring employees together and coordinate the activities of City Department operations.

Develop team building strategies with the Cascade Municipal Utilities.

Be familiar with and enjoy working in a small town environment.

Be comfortable in making public presentations.

Provide recommendations and guidance to the Mayor and City Council.

Possess a sense of humor and be able to accept constructive criticism and maintain a balanced perspective in dealing with the challenges of the position.

Possess good written and communication skills.

Be willing to be a "hands on" type of supervisor.

Possess good analytical skill and common sense when dealing with projects and issues.

Future City Projects and Priorities

The next city administrator in Cascade will be expected to guide and assist the City with the following projects:

- Preparation of a 5-year capital improvements plan.
- Garbage & recycling contract renewal
- Preparation of a comprehensive plan
- Develop a street lighting plan
- Highway 136 South Repair – widening project – including water mains and sanitary sewer lines
- Develop a street reconstruction plan
- Develop a new city employee compensation plan
- Implement an employee succession plan
- Continue with adding to reserve funds for future equipment purchases
- Continue downtown renovations
- Review method to recruit & retain ambulance service members
- Annexation



Announcement/Advertisement

Cascade, Iowa (pop. 2,386). City Administrator. Progressive and growing community in southwest Dubuque and northeast Jones County Iowa, is seeking an energetic leader for the position of city administrator. Salary range \$75,000 to \$95,000, depending on qualifications with full range of benefits. The position directly oversees all municipal departments, except police, and is responsible for planning & zoning, budgeting, public/community relations, regulatory compliance, and project management. Qualifications include a college education and three years' experience in public sector management or an equivalent level of education and experience. A college degree in business or public administration is preferred but not required. Residency requirement in effect. Visit www.cityofcascade.org for complete community/position profile and application requirements. Application materials requested include resume, references, and salary history. Confidential applications due by February 11, 2022 to Danielle Hartke, Cascade City Clerk, Cascade City Hall, 320 1st Ave W, P.O. Box 400, Cascade, Iowa 52033 or email to clerk@citycascade.com.

Phone: (563) 852-3114

Email: clerk@citycascade.com

Timetable for the Search Process

Deadline for Applications	Feb. 11
First Interviews of Selected Candidates	Feb. 17
Selection of Finalists	Feb.28
Formal Interviews	March 10-11
Position Offered to Selected Candidate	March 14
Proposed Starting Date	April 2022