



**CASCADE CITY COUNCIL  
FIRST REGULAR MEETING  
FEBRUARY 12, 2018 at 6:00 PM  
Cascade City Hall**

**MINUTES**

**CALL TO ORDER AND ROLL CALL**

The meeting of the Cascade City Council was called to order at 6:00 P.M. Council members Tom Byrne, Cynda Herrick, Rachel Huckaby and Kathy Hull, were present. Quorum exists. Also present:

Vernie Kushlan	Library Trustee
Steve Yamamoto	Public Works Superintendent
Patti Bolen	Sheriff's Department
Heather Soelberg	City Clerk

**AMENDMENTS TO MEETING AGENDA**

No Motions to Amend the Agenda

**PUBLIC COMMENT**

*Public comment is limited to three (3) minutes per person, per item, unless additional time is permitted by the presiding official.*

Mayor Crosby – Stated rules of conduct to preserve order and decorum.

Sharon Bixler, Chamber President – Updated the City Council on the Iditarod, the City of Cascade was voted best checkpoint by the mushers. The Chamber will be sending out thank you letters for the volunteers, thanking everyone for their support. There are three Iditarod races scheduled for next year. The Perch Assault was this last weekend, bringing good exposure for the City of Cascade. YMCA contacted the Chamber and/City regarding partnership. Chamber has joined the Idaho Chamber Alliance. The Winter Jamboree was held this last weekend, there was a good turnout with approx. \$2500 profit after expenses.

**APPROVAL OF PAYMENT OF BILLS**

**MOTION BY:** Rachel Huckaby **SECOND BY:** Cynda Herrick

MOTION TO APPROVE PAYMENT OF BILLS ON THE UNPAID INVOICE REPORT DATED FEBRUARY 8, 2018 IN THE AMOUNT OF \$ 77,983.22

**DISCUSSION:** Inquiry regarding the Cascade Medical Center. Inquiry regarding the Frontier Bill for the PD.

<b>ROLL CALL:</b>	Tom Byrne	Yes	Rachel Huckaby	Yes
	Kathy Hull	Yes	Cynda Herrick	Yes

*Motion Passed*

**APPROVAL OF MINUTES**

**MOTION BY:** Tom Byrne **SECOND BY:** Kathy Hull

MOTION TO APPROVE CASCADE CITY COUNCIL MINUTES DATED JANUARY 8, 2018 WITH CORRECTIONS.

**DISCUSSION:** Request to elaborate on the Flag pole discussion.

**ROLL CALL:** Tom Byrne Yes Rachel Huckaby Yes  
 Kathy Hull Yes Cynda Herrick Yes

*Motion Passed*

**MOTION BY:** Tom Byrne **SECOND BY:** Kathy Hull

MOTION TO APPROVE CASCADE CITY COUNCIL MINUTES DATED JANUARY 22, 2018 WITH CORRECTIONS.

**DISCUSSION:** Councilmember Huckaby inquired regarding the lease payment amounts. Councilmember Huckaby requested change from Vernie Kushlan to Library Board.

Councilmember Herrick inquired as to the Motion regarding Tom Byrne donation request, and clarification in the minutes.

**ROLL CALL:** Tom Byrne Yes Rachel Huckaby Yes  
 Kathy Hull Yes Cynda Herrick Yes

*Motion Carries Unanimously*

**MOTION BY:** Tom Byrne **SECOND BY:** Kathy Hull

MOTION TO APPROVE CASCADE CITY COUNCIL WORKSHOP DATED FEBRUARY 6, 2018 WITH CORRECTIONS.

**DISCUSSION:** Clarification as to reviewing amended minutes for the February 6, 2018 minutes.

**ROLL CALL:** Tom Byrne Yes Rachel Huckaby Yes  
 Kathy Hull Yes Cynda Herrick Yes

*Motion Carries Unanimously*

**DEPARTMENT REPORTS**

**AIRPORT** No Report

**BUILDING INSPECTOR:** There were two building permits issued for the month of January, \$161.00 fees paid.

**LIBRARY:** No Report

**SHERRIF'S DEPT.** Valley County Sheriff had average 13.75 hours per day (89 total contacts). Sheriff Bolen updated the City on staffing, specifically for the 4<sup>th</sup> of July. The Sheriff will be working the Public Works and Chamber to coordinate staffing for the 4<sup>th</sup> July weekend.

**PUBLIC WORKS:** December was another nice month for the Public Works. Public Works plowed only twice during the month, once for snow the other for removal/cleanup of slush. Steve Yamamoto thanked Sheriff Bolen for removing two cars from the streets for snow removal ease. The Public Works also moved snow from Storage to the State Park for use during

the Iditarod event. Pump at Well One had a blown fuse, this electrical box will need replacement in the future. The Lift Station at the shop had a vacuum fail, they anticipate it has been fixed. They are beginning to preparing the mowers for an early summer maintenance. Councilmember Herrick inquired as to a map for Margaret Cemetery. Steve identified there were multiple maps of the Cemetery, with conflicting references. He provided overview regarding the condition of the cemetery records when transferred from the Police Department to City Hall. He further stated he is working with the Clerk to update/correct the information for the Cemetery.

**CLERK/  
TREASURER:**

Clerk presented the City Council with the January Financials and the Reconciliation Report. Inquiry as to what consisted of the Misc. Revenue. Councilwoman Herrick inquired as to utilities for the PD building, Clerk identified that the Public Works continues to use a portion of the building to store the “Vac Truck” during the winter. Inquiry regarding ICRMP insurance premiums, Clerk identified that insurance premiums are billed bi-yearly and following the final bill the premiums will be allocated accordingly to each department. Inquiry regarding Water & Sewer Utility revenue, Clerk identified that Water & Sewer receipting had not been updated by Carried prior to running the report.

**PUBLIC HEARING**

**Comprehensive Plan**

Mayor closed the city council meeting at 6:37 and opened the Public Hearing for the purpose of adopting and approving the Comprehensive Plan.

**STAFF REPORT:** Cascade City Planning and Zoning Commission held two Public Hearings to accept public comments on the proposed amendment to the 2004 Comprehensive Plan. The dates of the Public Hearing were April 3<sup>rd</sup>, 2017 and April 18, 2017. There were no members of the public in the audience at either Planning & Zoning hearing to speak for, against, or neutral to the Comprehensive Plan. There was no written correspondence submitted.

**OPPOSITION:** No opposition

**NEUTRAL:** No neutral

**PROPONENT:** No proponent

**REBUTTAL:** No rebuttal required

**DISCUSSION:** Extensive discussion regarding the proposed changes to the comprehensive plan. Discussion regarding the accuracy of the information contained in the Comprehensive Plan. Reminder that the last time the Comprehensive Plan was adopted was in 2004, and that it has been an evolving document for far too many years, and the need

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for the City to adopt the Plan. Councilmembers address changes on a page by page basis, summarized as follows. **Page 1:** Request to update the persons involved in bringing this together. Additional request to reference the grant money provided to draft the Comprehensive Plan. **Page 2:** Typographical correction. **Page 3:** Map 1 is illegible. Discussion regarding the “impact area,” clarification on an “impact area.” **Page 4:** Typographical correction. **Page 10:** Objective correction regarding “upper” reference, and to also encourage “backyard” residence. **Page 11:** Continue correction regarding upper floor residence, expanded to read back and/or upper. Inquiry to two stories on Main Street. Inquiry to “civic center.” **Page 12:** Inquiry regarding “regional airport,” and the need to make reference. **Page 13:** Request to make reference to WCMEDC and Midas Gold. Identify that Lake Cascade has always been a driving force of the Community and need to expand on this topic. **Page 14:** Update 2.4 to revise to make current, including additional reference to Lake Cascades fishing, boating, marine possibilities. **Page 20:** Update language to be current data. Inquiry regarding “collector road,” and need to update the map. **Page 25:** Strike paragraphs 2 & 3. **Page 27:** Update Airport statistics. **Page 29:** Paragraph 1 update to make current, reference expansion to the addendums, need to include connectivity. **Page 30:** Update contents. **Page 31:** Typographical correction. **Page 32:** Strike 3<sup>rd</sup> Action item regarding sewer/water offers to impact area. **Page 33:** Strike reference to Storm Water Best Management Practices, no longer a handbook. **Page 34:** Hydrology, current elevation should be as identified by Bureau of Reclamation. **Page 42:** Strike the last two paragraphs of paragraph one. **Page 45:** Include reference to the Payette River Water Trails. **Page 54:** Identify Smart Growth Principles by number, in lieu of bullet points. **Page 56:** Make reference to the high rate of second home ownership with the City of Cascade. **Page 57:** Research statistics identified in section 7.2.4 clarify “second home occupied.” **Page 60:** Strike “Impact” reference in second action item, strike monitor crime reference. Discussion regarding recycle. **Page 61:** Clerk provided proposed language to reflect corrections to Section 8.2.1 thru 8.2.3 to reflect current statistics. **Page 65:** Update law enforcement statistics. **Page 70:** Update Section 8.2.7.2 broadband services information. **Page 73:** Typographical correction, NFIP not NIFP. **Page 77:** Check with DEQ regarding LUST, and verify statistics. **Page 79:** Update to reflect 2017-18 enrollment information. **Page 80:** Correct Smart Growth Principle reference, expand on partnership collaboration, update reference regarding establishing Parks & Rec. **Page 81:** Strike reference to new baseball fields. **Page 82:** BBQ reference. **Page 85:** Update table references to identify current statistics. Update to include cemetery reference. **Page 87:** Update location of State Parks Office, correct the acres reference to reflect “manage” 4,450 Acres. **Page 90:** Update recreation park reference/chart to reflect current information. **Page 92:** Add fee tubes for collection of donations for grant match. **Page 95:** Identify Smart

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Growth Principles by number, in lieu of bullet points. **Page 99:** Confirm/correct reference to number of lands for the bridge north of town. **Page 100.** Update Chief reference. **Page 104:** Incorporate ASAP report reference. **Page 106-107:** Update/review the Zoning Map. **Page 108:** Change to “Consider” additional P&Z staff. **Addendum:** Add the Sawyer Street to the addendum.

Councilmember Herrick requested adding “exempt property list” to reflect faith-based building, government owned structure. Add a map regarding city owned property. Reference Food Bank & Community Garden information.

**MOTION BY:** Cynda Herrick **SECOND BY:** Rachel Huckaby

MOTION TO CONTINUE THE COMPREHENSIVE PLAN PUBLIC HEARING UNTIL MARCH 12, 2018 AT 6:00 TO ALLOW FOR ADDITIONAL TESTIMONY ON PROPOSED CHANGES TO THE COMPREHENSIVE PLAN.

**DISCUSSION:** Request to have the changes red-lined.

<b>ROLL CALL:</b>	Tom Byrne	Yes	Rachel Huckaby	Yes
	Kathy Hull	Absent	Cynda Herrick	Yes

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Public Hearing closed, Regular City Council meeting reopened at 7:56 pm

## **NEW BUSINESS**

### **Airport Grant Agreement and Resolution 18-03**

**DISCUSSION:** Presentation by Mayor regarding the ratification of both the Grant Agreement and City Resolution 18-03 for Idaho Airport Aid Program IAAP Program Number F178U70/IAAP Project Number AIP-014. This is in reference to the Airport Master Plan Study, with a maximum obligation of \$7,217.00 The funds will be available for reimbursement up receipt of the ratified agreement by ITD.

**MOTION BY:** Rachel Huckaby **SECOND BY:** Cynda Herrick

MOTION TO RATIFY BOTH THE GRANT AGREEMENT AND RESOLUTION 18-03 FOR IDAHO AIRPORT AID PROGRAM IAAP PROGRAM NUMBER F178U70/IAAP PROJECT NUMBER AIP-014.

**DISCUSSION:** Councilmember Herrick inquired to the match requirements, Clerk identified that all match requirements were budgeted for the 2017-18 Fiscal Year. Councilmember Byrne inquired as to Paragraph E (need for two independents appraisers for property acquisition, Clerk identified there was no need to acquire property for the Airport Master Plan.

<b>ROLL CALL:</b>	Tom Byrne	Yes	Rachel Huckaby	Yes
	Kathy Hull	Absent	Cynda Herrick	Yes

*Motion Passed*

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### **Idaho Unified Certification Program (UCP)**

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**DISCUSSION:** Presentation by Mayor regarding program. The Idaho Unified Certification Program (UCP) agreement was originally established by the Idaho Transportation Dept (ITD) and approved by the United States Dept of Transportation (USDOT) in November 2002. As required by 49 Code of Federal Regulation, Part 26 the agreement established the required one-stop-shop in the administration of and standards regarding companies in the Idaho Disadvantaged Business Enterprise (DBE) Program. **Each recipient of USDOT funding is required to sign the Statement of Agreement recognizing ITD as the agency authorized to manage the DBE program for the State of Idaho.**

**MOTION BY:** Cynda Herrick **SECOND BY:** Tom Byrne

MOTION TO ACCEPT THE UCP STATEMENT OF AGREEMENT RECOGNIZING ITD AS THE AGENCY AUTHORIZED TO MANGE THE DBE PROGRAM FOR THE STATE OF IDAHO AND AUTHORIZE THE MAYOR TO SIGN

**DISCUSSION:** No further discussion

<b>ROLL CALL:</b>	Tom Byrne	Yes	Rachel Huckaby	Yes
	Kathy Hull	Absent	Cynda Herrick	Yes

*Motion Passed*

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### **Restroom Directional Signs**

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**DISCUSSION:** TABLED until May 14, 2018 City Council Meeting

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### **Tap Grant – Construction Engineering & Inspection Firm Selection**

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**DISCUSSION:** Presentation by Mayor regarding the TAP Grant Construction Engineering & Inspection (CEI) firm selection relating to the Pine Street Project. The City needs to select an engineering firm from the provided list on the ITD's Term Agreement for the purpose of providing services for the G6 Construction Inspection. The CEI firm is responsible for ensuring that the contractor constructs the project in accordance with the plans and specifications, as well as provides documentation for federal funding eligibility. The City needs to select three firms and identify which is the City's preferred choice. Mayor Crosby provided feedback as to the firms based on information compiled from ITD, Jeff McFadden from the Valley County Roads Department and Steve Yamamoto, the Public Works Superintendent. Councilmember Herrick made the recommendation of HDR, JUB and Keller Engineers, with HDR being the preferred, Councilmember Huckaby agreed.

**MOTION BY:** Rachel Huckaby **SECOND BY:** Tom Byrne

MOTION TO ACCEPT THE MAYOR'S RECOMMENDATION OF HDR ENGINEERING, KELLER ASSOCIATES AND JUB ENGINEERS, WITH HDR ENGINEERING AS THE CITY'S PREFERRED ENGINEER CHOICE.

**DISCUSSION:** Inquiry to the preferred time-frame for the project completion, with the consensus of beginning after the 4<sup>th</sup> of July and before the Vacation

Bible School begins. Councilmember Byrne identified the timeframe restraints determined by the Grant. Mayor Crosby will follow-up regarding scheduling with ITD.

<b>ALL IN FAVOR:</b>	Tom Byrne	Yes	Rachel Huckaby	Yes
	Kathy Hull	Absent	Cynda Herrick	Yes

Motion Carried Unanimously

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## OLD BUSINESS

### Confirmation of Cascade Planning Commission for 2018 Year.

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**DISCUSSION:** Mayor referenced City Code (3-1-3(B)) for the Planning Zoning Commission. Terms all end at the end of the calendar year. Councilwoman Huckaby inquired about term information. The figures were derived from the turn-over of the previous positions.

**MOTION BY:** Cynda Herrick   **SECOND BY:** Tom Byrne

MOTION TO ACCEPT THE CONFIRMATION OF THE PLANNING AND ZONING COMMISSION MEMBERS FOR 2018 CALENDAR YEAR.

**DISCUSSION:** Lori Hunter, Chairman, Term 2015-2019, Expires 2019; Adam Mapp, Vice Chairman, Term 2016-2020, Expires 2020; Heather Perkins, Term 2017-2021, Expires 2021; Ron Brown, Term 2014-2018, Expires 2018; Candice White, Term 2017-2021, Expires 2021.

<b>ALL IN FAVOR:</b>	Tom Byrne	Aye	Rachel Huckaby	Aye
	Kathy Hull	Absent	Cynda Herrick	Aye

Motion Carried Unanimously

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## ADJOURNMENT

### MOTION TO ADJOURN

<b>ALL IN FAVOR:</b>	Tom Byrne	Aye	Rachel Huckaby	Aye
	Kathy Hull	Absent	Cynda Herrick	Aye

**MEETING ADJOURNED:** 8:14 pm

Respectfully submitted and Attested by,                   Approved

*Heather M. Soelberg*

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Heather Soelberg, Clerk/Treasurer

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Julie Crosby, Mayor