



CASCADE CITY COUNCIL
FIRST REGULAR MEETING
July 9, 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 Denise Tangen, were present. Quorum exists.

Also present: Heather Soelberg City Clerk
Cynthia Durbin Library Director
Steve Yamamoto Superintendent
Ray Arnold Airport Manager

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.

Ed Allen, who is running for County Commissioner, he Introduced himself and identified his platform. [website: edforvalleycounty.com]

Sharon Bixler – Wanted to thank everyone for their participation in the 4th of July events.

APPROVAL OF PAYMENT OF BILLS

MOTION BY: Rachel Huckaby **SECOND BY:** Denise Tangen

APPROVE PAYMENT OF BILLS ON THE UNPAID INVOICE REPORT DATED JULY 9, 2018 IN THE AMOUNT OF \$15,119.57.

DISCUSSION: No further discussion.

ROLL CALL:	Tom Byrne	Yes	Rachel Huckaby	Yes
	Denise Tangen	Yes	Cynda Herrick	Yes

Motion Passed

APPROVAL OF PAYROLL REGISTER REPORT

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

APPROVE PAYROLL REGISTER REPORT DATED JUNE 23, 2018.

DISCUSSION: No further discussion.

ROLL CALL:	Tom Byrne	Yes	Rachel Huckaby	Yes
	Denise Tangen	Yes	Cynda Herrick	Yes

Motion Passed

APPROVAL OF MINUTES

MOTION BY: Denise Tangen **SECOND BY:** Rachel Huckaby

APPROVE CASCADE CITY COUNCIL MINUTES DATED JUNE 25, 2018.

DISCUSSION: No further discussion.

ROLL CALL: Tom Byrne *Aye* Rachel Huckaby *Aye*
Denise Tangen *Aye* Cynda Herrick *Aye*

Motion Carried.

DEPARTMENT REPORTS

AIRPORT No Report

BUILDING INSPECTOR: Report submitted and incorporated herewith.

LIBRARY: Cynthia Durbin provided updates regarding the book club and fiber clubs held at the library.

SHERRIF'S DEPT. Sheriff Bolen report was submitted and incorporated herewith. Sheriff Bolen provided an update on the 4th July, and that it was a success working with PW and Search and Rescue. Sheriff Bolen thanked the PW on how well the parks looked for Bolen family reunion.

PUBLIC WORKS: During the month of June, we had road work down, including sweeping streets, mag chloride, striping, grading, pot-hole repair. The new summer parks employee did some weed eating along Cascade Parkway, we will continue weed-eating as time allows. Cynda Herrick thanked the public works for their good job. Denise Tangen inquired as to repair roads by the timber trucks, Steve does not believe that issue is directly caused by the trucks... it is a thinly paved road.

**CLERK/
TREASURER:** Attended the AIC Conference and will provide City Council members with an update at a later time.

PUBLIC HEARING

AMENDMENT OF DETACH GARAGE RESTRICTIONS IN ZONES R-1, R-2, R-3, AND RC

DISCUSSION: The regular City Council meeting closed at 6:21 and Public Hearing opened. The purpose of Public Hearing is to receive testimony from the public relating to proposed amendment to the city code removing the 1,000 square foot maximum size for a private garage and impose a 40% maximum lot coverage in the R-I, R-II, R-III, and RC zones.

Cascade City Planning and Zoning Commission held Public Hearing, June 4, 2018, no persons in attendance to give testimony in favor, uncommitted, or opposed. The Planning and Zoning Commission determined that the code amendment for garages would not be detrimental to the City of Cascade. The Planning and Zoning Commission feels this will give people an option to build a bigger garage to keep their vehicles and recreational toys out of the weather and out of their yards.

The City Council was provided a copy of the proposed Ordinance No. 690.

IN FAVOR: Troy Huckaby gave testimony in favor of the proposed change, it has been requested numerous time as his capacity as a builder.

Dick Carter gave testimony in favor of the proposed changes and agrees with the change to the ratio distribution as recommended by Troy Huckaby.

OPPOSED: Troy Huckaby does not believe that the 40% maximum lot coverage, recommends 60/40.

The Public Hearing was closed, and the regular City Council Meeting was reopened at 6:28. City Council had open discussion regarding the ordinance. Councilmember Byrne inquired as to the set-back requirements and including such language in the code. Clarification that setbacks already identified in the code. Councilmember Herrick stated the ordinance only includes subsections that are being amended. Councilmember Huckaby inquired about subjective to design statement and would like it to be removed. Councilmember Huckaby also inquired about the placement of the garages on a lot, and asked for clarification. Discussion regarding language of garage and/or utility placement. Councilmember Herrick agreed that the subjective to design language should be removed. Councilmember Huckaby asked for clarification regarding a garage being built only with an existing residence, and stated her disagreement with the language. Councilmember Tangen inquired about the height restrictions, and possible need for limitation. Councilmember Herrick stated that height restriction included in other portions of the code. Deputy Clerk Rushby clarified the reasoning for the need for amending the garage sizes. Mayor Crosby identified that this code is only changing the garage sizes, not changes any other items in the code. Councilmember Herrick recommended amend code relating to garages/garden sheds now to accommodate folks waiting for building permits during this building season and suggested City ask Planning & Zoning to review Title 3 Chapter 1 in its entirety. Councilmember Huckaby stated that the City's building code section needs to be looked at to determine that it is up to date. Mayor Crosby inquired with Deputy Clerk Rushby about the P&Z opinion of the "complement the other structures," she believed that they looked at it and agreed to leave it in. Councilmember Huckaby again requested that the compliment other structures be removed, identifying the building inspector should not be the sole person making a decision on what qualifies as being complimenting. Councilmember Herrick agreed with Councilmember Huckaby to remove the complement other structure language and pointed out the language was removed from R-IV Zone code.

MOTION BY: Cynda Herrick

SECOND BY: Rachel Huckaby

MOTION TO ACCEPT ORDINANCE NO. 690 AND WAIVE THE ADDITIONAL READINGS

DISCUSSION: Further discussion regarding removing the language relating to "must compliment." Additional conversation regarding lot coverage. Citizen Troy Huckaby addressed the 40% coverage issue. Citizen Dick Carter addressed the building of garages first issue. Councilmembers further discussed the 40% lot coverage. Mayor Crosby inquired if an increase to 60% lot coverage is necessary change in this ordinance revision. Discussion regarding the 60% coverage. Proposal of 50% coverage was made.

MOTION WAIVE THE SECOND AND THIRD READINGS OF ORDINANCE NO. 690

DISCUSSION: No further discussion.

ROLL CALL: Tom Byrne Yes Rachel Huckaby Yes
Denise Tangen Yes Cynda Herrick Yes

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

MOTION TO APPROVE ORDINANCE NO. 690 WITH THE PROPOSED CHANGES OF: REMOVING "THE BUILDING MUST COMPLIMENT THE OTHER... AND/OR PAINTED TO HARMONIZE WITH THE EXISTING DWELLING," "THE GARAGE MUST COMPLEMENT... TO HARMONIZE WITH THE EXISTING DWELLING," AND REVISING LOT COVERAGE TO 60%

DISCUSSION: No further discussion.

ROLL CALL: Tom Byrne Yes Rachel Huckaby Yes
Denise Tangen Yes Cynda Herrick Yes

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

Motion Passed

NEW BUSINESS

CASCADE AIRPORT APRON DESIGN INDEPENDENT FEE ESTIMATE SELECTION

DISCUSSION: Independent Fee Estimate (IFE) selection is part of FAA requirements to justify T-O Engineering design estimate for Cascade Airport Apron (Design Only) Project. Council packet contains Exhibit A, Description of Project and Scope of Engineer's Professional Services for Improvements to Cascade Airport [AIP 3-16-0061-015-2018].

Rob Terry, AAC Chair, recommends City select Neil Rood of Rood & Associates, 12818 W 84th Dr, Arvada, CO 80005, 303-818-8560, nrood@q.com as IFE for design [City has used Rood & Associates in the past]. Rob Terry will be available to answer questions.

A request for approval to use Rood & Associates and the invoice to accept this letter as the Record of Negotiation for consulting fees related to the upcoming design-only project to reconstruct the General Aviation (GA) Apron at the Cascade Airport. The T-O Engineers scope of work and revised fee proposal, as well as the Rood and Associates IFE are enclosed with this record of negotiation.

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

MOTION TO APPROVE THE ROOD & ASSOCIATIES INVOICE FOR THE IFE

DISCUSSION: Inquiry as to where the funding will come from, funding is part of the Airport Master Plan Budget monies.

ROLL CALL: Tom Byrne Yes Rachel Huckaby Yes
Denise Tangen Yes Cynda Herrick Yes

Motion Passed

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

MOTION TO ACCEPT THE REVISED T-O ENGINEERING ESTIMATE IN THE AMOUNT OF \$157,293.50.

DISCUSSION: No further discussion

ROLL CALL:	Tom Byrne	Yes	Rachel Huckaby	Yes
	Denise Tangen	Yes	Cynda Herrick	Yes

Motion Passed

REVIEW OF ORDINANCE 665, MAILBOXES ON HIGHWAY 55

DISCUSSION: On 4/13/18, Mayor received a letter from DJ Bixler, 955 S Main St, Trailer 2, Cascade, ID 83611. Per Mr. Bixler, "The current issue is that no one on Main Street can receive mail at the known Street Address, but when you go to get a P.O. Box at the post office they charge full price instead of being free like the rest of Cascade. The USPS states that because Main Street is on a mail route they can charge full price for the mailboxes. But according to the Post Office they will not deliver mail because of the way the ordinance is written." "I am asking that the ordinance be changed so that we either can receive mail at our given street addresses or be allowed free mailboxes like the rest of the CITY of Cascade. Is it possible to just remove the ordinance?"

Comments by Ryan Boley, D.J. Bixler, Ryan Campbell, Sharon Bixler, Dick Carter, Jolinda Huckaby and Bobbie Patterson requested a change to the ordinance to allow for them to have a mailbox at their locations, currently they have to have P.O. Box because they cannot have a mailbox because their address is on main street. Councilmember Huckaby inquired as to why and when Birch Glen had mail delivered. Sharon Bixler stated that someone made Birch Glen remove the mailboxes from their property.

Mayor Crosby brought attention to the City Council the items in their packet of the Post Office rules and the ITD pull-out requirements. The City can amend the ordinance to allow mailboxes on main street, but there would still have to be an ITD turnout. Issues with this is the cost of the turnout, this cost would be borne by the citizens.

Councilmember Byrne inquired as to just rescinding the entire Ordinance. Councilmember Huckaby inquired as to why not just limit the Ordinance to business section of downtown. Additional discussion regarding rescinding the Ordinance. Outcome of the discussion is to schedule a public hearing to rescind Ordinance 665, goal to have it during the September 10th City Council Meeting.

CASCADE WATER RATE STUDY AND EQUIVALENT DWELLING UNIT (EDU)

DISCUSSION: In January 2018, City of Cascade Utility Fee Project (BSU 2018 Spring Semester) kicked off. The research team looked at the City of Cascade's current ordinance, current fee/rate schedules, how the City determines who is charged what and when and reviewed the current arrangement for utility billing with Leisure Time. On May 3, 2018, City received Cascade Water Service Rate Study. Council

packet also includes associated city ordinances, EDU classification table, and user listing based on EDU concept.

There are three different issues that affect the billing structure of the City Water Rates: Continuous Billing, Billing for Water Usage Year Round, and Billing Unit Structure. To begin continuous billing means those that are seasonal residents will continue to be billed for water base year round... in short, if every water user turned off their water there is still a fixed costs that are associated with water services, water users are still water users even if they chose not to use any water. Full-time residents pay base, usage, and improvements rates and sustain them self. The report indicates that for the most part Leisure Time pays their share of the rates.

Second is billing for water usage year round, the standard argument is the City requests citizens to leave their water running throughout the winter. Commercial users during the winter months pay for only \$7.50 for all the usage each month no matter how much water they use.

Certain ways to reduce the gap is to have all users pay Base Rate year round and to have all users pay for their usage year round.

Councilmember Herrick agrees that every user should pay for the base rate year-round, also agrees that the commercial users pay for their usage year-round. Councilmember Huckaby agrees with Councilmember Herrick that users should pay the base rate year round and should pay usage year round.

Discussion regarding rate factors and meter size.

The other issue is how the City structures its billing units, currently there are only 3 billing levels 1, 4, 7.

Data shows there is a limited number of residents, a total of 27 out of 487 are affected by the recommendation to leave their water running, approx. 16 of the affected residential users use water in excess of an average of 10,000 gallons per month. There are 11 residential users which had substantial water usage during the winter months this was due to broken water lines or because of frost freeze lines.

Residents use 10% less water than commercial users but residents pay 45% more for their water services.

Discussion regarding the proposed water ordinance.

BUDGET CYCLE 2018-2019 ADOPTING PRELIMINARY BUDGET

DISCUSSION: (2) Public Works justification listing by key line items; (3) Code Enforcement Position Description Draft; (4) Star News Promotion, Sample advertisement template - 231.00 each, 2772.00 annual budget [MEDIA].

Discussion regarding the proposed code enforcement position, additional discussion will take place at a later date. Mayor Crosby identified that included in the council packets was a letter of July 5, 2018 from Cascade Public Library Board of Trustees requesting consideration of a budget increase to \$120,262 to accommodate increased staffing, programming, and to update technology. The Library Board of Trustees feel the library should be the hub of our community

and are requesting the City's support; Extensive discussion regarding the library's requests for additional tax revenue and their proposed budget. Discussion regarding large percentage of additional monies requested by the Library. Councilmember Byrne inquired as what the increase was based upon, Board Trustee Huckaby stated they have not determined what prompted that dollar figure, and has requested the Library Director provide additional options. Board Trustee Huckaby as identified what rates of pay, hours, number of employees/full-time equivalence is required for the Library. Councilmember Byrne inquired as to how the figures were arrived. Board Trustee Huckaby stated the increase the revenue to the maximum levy amount and when determine how to spend the monies after approval by the City Council approved the budget. Discussion regarding current staffing at the library. Discussion regarding the overall 2.5% overall raise to city employees, in comparable the requested salary request by the Library. Board Trustee Huckaby, stated that the salary proposed by the Library Director were unacceptable, and requested more realistic numbers from the Library Director. The library did not have a staffing/salary proposal to submit the City Council justifying salary requests. Council discussion regarding providing tax relief to the Cascade citizens. Councilmember Tangen inquired to the Board Trustee Huckaby if the Library really required that amount of increase. Discussion regarding the proposed increase of \$30,000 to the Library budget. Councilmember Huckaby recommended a \$15,000 increase. Discussion regarding Library budgeted line items. Councilmember Byrne identified that requests for additional monies were allocated to Capital Investments. Councilmember Tangen inquired where the library has a replacement schedule for computers, Board Trustee Huckaby identified they do not but are working towards that. Inquiry as to grant monies for new computers. Reiteration of the need to provide a tax relief to Cascade citizens. Councilmember Byrne recommended taking \$12,000 out of the library's request, a couple thousand out of each of the investment line items. Councilmember Herrick also recommended taking monies from the Admin's building repair and & maintenance. Discussion regarding where additional monies could be pulled in order to provide 50% tax relief. Discussion regarding the perception of providing tax relief, whether intended or perceived... should be construed as intended. Discussion regarding putting the extra monies into salaries and being locked into the expenditure. Councilmember Tangen identified recommended taking additional \$3,000 from the library budget, still providing them with \$87,346 from property tax levy, a total budget of \$105,262. Councilmember Huckaby stated she would rather pay a high tax to get a better service. Brief run over all department lines items. Discussion regarding the need for repairs to City Hall, including a new roof, windows, brick condition. Brief discussion regarding Star New advertising. Discussion regarding the Streets budget, overview of expenses for street maintenance, street repair, Pine Street improvement, dust control. Discussion regarding the Cemetery fund, and the need to work towards a sprinkler system. Discussion regarding the water fund. Discussion regarding how rates are determined by the expenditure

requirements and importance of creating a balanced budget based on the needs of the water (and sewer) budget and then selling the services based on the cost of providing the service. Discussion regarding the significant improvements required in the water and/or sewer funds, and an overview of the future costs repairs required for the departments. Identifying actual maintenance and/or improvements that have been postpone due to budget constrains do to not charging enough for services. Councilmember Byrne identified that because of the fact that for so many years the City has not charged enough for services, the City can't all of the sudden make it all back up, the City need to create a plan to become solvent over the next 2-3-4-5 year. Discussion regarding fixed costs and variable costs to run the water and sewer services. Discussion regarding rate scenarios. Further discussion regarding how lowering rates would require taking monies from line items... and the consequences of not funding lines items will continue to have the water running in the red. Steve identified that the water is in need of a generator for the well, at a cost of \$64,000. Councilmember Herrick stated that it was the City Council's decision to determine what monies would be budgeted for water and sewer. Councilmember Byrne stated the City Council should accept the numbers as presented. Mayor Crosby identified that based on the numbers as presented rates would go up approx. \$10, with a possible decrease of approx. \$9 in property tax. Steve Yamamoto identified he provided to the City Council a list of capital investment items that his department needs, and the needs for the City Council to begin approving increases to the budget to meet the department needs. Mayor Crosby asked if the Council had a motion to accept the budget as discussed.

MOTION BY: Tom Byrne

SECOND BY: Denise Tangen

MOTION TO ACCEPT THE DRAFT BUDGET AS DISCUSSED AND PRESENTED THIS DATE.

DISCUSSION: Mayor provided LGIP balance for each department, identifying that these funds are unrestricted, except for the Water, Sewer, and Library. Councilmember Herrick identified that there is approx. \$1 million in unrestricted monies that they can spend any way the Council chooses. Mayor Crosby agreed, but cautioned the council not to spend monies should not be used to balance a budget. This money is a savings to be used when necessary. Councilmember Herrick state that is just one school of thought. Mayor Crosby identified that the City does have LGIP funds, to use for matching funds for a grant, help pay for the repair to the roof, but taking monies out of saving to fund these types of projects should not be the City's first choice. Councilmember Herrick stated the City could use its savings account to balance its budget. Cautionary advice to not using saving to balance the City budget for non-capital improvement expenses. Councilmember Herrick requested having a spending policy, Mayor Crosby acknowledged her request. Discussion regarding who is responsible for making decisions on spending line-items amounts. Request to have a motion to adjourn.

Tom Byrne Yes

Rachel Huckaby Yes

Denise Tangen Yes

Cynda Herrick Yes

Motion Passed

ADJOURNMENT

MOTION TO ADJOURN 11:09 p.m.

ALL IN FAVOR:	Tom Byrne	<i>Aye</i>	Rachel Huckaby	<i>Aye</i>
	Denise Tangen	<i>Aye</i>	Cynda Herrick	<i>Aye</i>

MEETING ADJOURNED:

Respectfully submitted and Attested by,

Approved

Heather M. Soelberg

Heather M. Soelberg, Clerk/Treasurer

Julie Crosby, Mayor