



**CASCADE CITY COUNCIL**  
**FIRST REGULAR MEETING**  
**September 10, 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 6:01 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

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance was recited.

**PUBLIC COMMENT**

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

Sharon Bixler – due to the September 11 events, the Chamber meeting will begin at 12:30pm (held at the Lake Front Restaurant).

**APPROVAL OF PAYMENT OF BILLS**

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

APPROVE PAYMENT OF BILLS ON THE UNPAID INVOICE REPORT DATED SEPTEMBER 6, 2018 IN THE AMOUNT OF \$71,132.77

**DISCUSSION:** Councilmember Huckaby asked that the Mayor follow-up with the City Attorney regarding City’s donation to the American Legion. Councilmember Huckaby requesting something in writing reflecting it is okay for City to make donation to non-profit entity.

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

*Motion Passed*

**APPROVAL OF PAYROLL REGISTER REPORT**

**MOTION BY:** Denise Tangen **SECOND BY:** Tom Byrne

APPROVE PAYROLL REGISTER REPORT FOR PAYROLL ENDING SEPTEMBER 1, 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:** Cynda Herrick **SECOND BY:** Rachel Huckaby

APPROVE CASCADE CITY COUNCIL MINUTES DATED AUGUST 27, 2018 WITH CORRECTIONS

**DISCUSSION:** Councilmember Herrick requested minutes expand on reason why she did not approve the Financials. Discussion regarding the reconciliation balancing.

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

*Motion Carried.*

## DEPARTMENT REPORTS

**AIRPORT** No report.

**BUILDING INSPECTOR:** Sally Gossi provided a written report, and is incorporated herein. [August 2018, 3 permits issued, \$1,958.50]

**LIBRARY:** Cynthia Durbin provided the City Council a update regarding status of open positions at library.

**SHERIFF'S DEPT.** Sheriff Bolen provided a written report, and is incorporated herein. Sheriff Bolen updated the City Council regarding an isolated event (September 7, 2018) at the Sheriff's Office involving an explosive device.

**PUBLIC WORKS:** Superintendent Yamamoto provided a written report, and is incorporated herein.

## PUBLIC HEARING

City Council Meeting closed at 6:21p.m. and Public Hearing opened. The purpose of this Public Hearing is to receive testimony from the public relating to amendments to the City of Cascade's Water and Sewer Regulations

Refer to AB 18-05 from the July 9th City Council meeting. During the July 9th meeting, Councilmembers reviewed water and sewer regulations in conjunction with FY18/19 Budget Cycle.

Written Correspondence – no written correspondence received to date.

Testimony in:

Support none  
Neutral none  
Opposed none

The time now is 6:23p.m. hours the Public Hearing is now closed and the City Council meeting will resume.

## NEW BUSINESS

### WATER REGULATIONS

**MOTION BY:** Tom Byrne **SECOND BY:** Denise Tangen

MOTION TO WAIVE THE 2ND AND 3RD READING OF ORDINANCE NO. 694 FOR WATER REGULATIONS

**DISCUSSION:** Councilmember Herrick requested change to “water and sewer” reference

to just “water.” Councilmember Herrick requested clarification on delinquent account compliance timeline (reduced from 10 days to 5 business days) and increase of penalty rate for tampering with water meter (from \$100.00 to \$500.00). Discussion regarding ordinance content/language for billing process and fees charged during periods when City not reading meters. Discussion regarding current rates and public response to the current rate structure. Discussion regarding hardship requests, and what constitutes a hardship.

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

MOTION TO ADOPT AMENDMENTS TO WATER REGULATIONS (ORDINANCE 694) AS AMENDED AND AUTHORIZE MAYOR TO SIGN

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

**DISCUSSION:** No further discussion.

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

*Motion Passed*

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## **SEWER REGULATIONS**

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**DISCUSSION:** Councilmember Herrick requested change to “water and sewer” reference to just “sewer.” Discussion regarding the reason why the City opted to bill base rates year-around, and the infrastructure is available year-around. Discussion regarding preparing a “canned” response to help communicate to the public why everyone is paying the “base rate” and “improvement rate.” (Discussion regarding the water and sewer regulations overlap.)

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

MOTION TO WAIVE THE 2ND AND 3RD READING OF ORDINANCE NO. 695 FOR SEWER REGULATIONS

**DISCUSSION:** No further discussion.

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

*Motion Passed*

**MOTION BY:** Cynda Herrick **SECOND BY:** Denise Tangen

MOTION TO ADOPT AMENDMENTS TO SEWER REGULATIONS (ORDINANCE 695) AS AMENDED AND AUTHORIZE MAYOR TO SIGN

**DISCUSSION:** No further discussion.

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

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**1472 (AKA: 1480) MAIN STREET BUILDING (OLD PD BLDG)**

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**DISCUSSION:** Mayor Crosby referred the Council to AB 18-15 in your packets. Mr. Philip D Bennett is here this evening to present a business incubator proposal. Mr. Bennett is open to leasing or purchasing the old PD Building located at 1472 Main St, Cascade, ID. Mayor Crosby turned the time over to Mr. Bennett.

Mr. Bennett, PO Box 195, Cascade, ID 83611, provided an introduction and concept overview regarding a business incubator proposal at the previous Cascade PD building. Mr. Bennett explained "Startup Idaho" an Idaho registered non-profit organization would commit to operating the hub/incubator for a minimum of five years. Startup Idaho would be responsible for all tenant improvements, overhead and expenses.

Discussion regarding the purchase or lease of the building. Discussion regarding the ability of the City to sell the building. Discussion regarding a purchase price of the building. Discussion regarding lease opportunities for the building. Discussion regarding the storage of the "Vac Truck." Discussion regarding retro-fitting of the Firehouse Bldg to house the "Vac Truck." Discussion regarding identifying a pre-established purchase price. Discussion regarding tax income of the building, and possible deed restrictions. Request to get pricing to retrofit the building. Further discussion regarding the business incubator process. Mr. Bennett's preference is to purchase the building, or if a lease was established, a first right of refusal with an established purchase price up front, a standard lease would not be of interest. Discussion regarding known profit status of the business and the potential property tax loss if sold to a non-profit entity. Discussion about deed restrictions to avoid property tax loss. Additional discussion about the desire to purchase the property, and willingness to purchase in his name to keep on tax roll.

Concept vetting session for a business incubator scheduled for October 16th, 1:30-3:00, @ Cultural Arts Center

Mayor Crosby stated that the matter would be tabled until the second meeting in October and Mayor will get additional information from the City Attorney.

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**LIBRARY TRANSFER OF FUNDS TO LGIP ACCOUNT**

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**DISCUSSION:** Mayor Crosby reported letter dated 8/31/18 was received from the Library Board requesting transferring funds to their LGIP account. Thereafter, received on 9/8/18 by Library Board to table this matter until next city council meeting on September 24, 2018.

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**BASQUE ADDITION DESIGN STANDARDS**

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**DISCUSSION:** The next item on agenda involves a request made by Mr. Ashley Thompson, PO Box 777, Cascade, ID for City Council's approval to do work in the City Right of Way. Refer to AB 18-16 in your packets. Mr. Thompson would like to proceed with road improvements on Antonette

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Circle, Cascade, ID. Mr. Thompson has connected with the City's P&Z Administrator and City's Building Inspector. Mr. Thompson has been provided with a copy of road standards for City of Cascade.

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

MOTION TO APPROVE ASHLEY THOMPSON'S REQUEST TO MAKE IMPROVEMENTS TO ANTONETTE CIRCLE, CITY PUBLIC RIGHT OF AWAY, IN ACCORDANCE WITH THE DESIGN STANDARD AS SET OUT IN THE CITY ORDINANCE AND TO REIMBURSE THE CITY AT 105% FOR ENGINEERING COSTS.

**DISCUSSION:** No further discussion

**ROLL CALL:**

Tom Byrne	Yes	Rachel Huckaby	Yes
Denise Tangen	Yes	Cynda Herrick	Yes

*Motion Passed*

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**RESCIND OF ORDINANCE NO. 665 (MAILBOXES ON MAIN STREET)**

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**DISCUSSION:** The next item on agenda involves rescinding ordinance 665 (prohibiting placement of mailboxes on HWY 55 within City Limits)  
Refer to AB 18-09 from 7/9/18 when City Councilmembers heard comments from community members and reviewed related documentation regarding this matter. During the 7/9/18 meeting, Councilmember Byrne made recommendation to schedule Public Hearing to rescind Ord 665. Per City Attorney, no public hearing required to rescind Ord 665 because it was codified in the Police Regulations Title and there is not a public hearing requirement for this action. City Council were provided copies of Ord 693 to rescind Ord 665.

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

MOTION TO WAIVE THE 2ND AND 3RD READING OF ORDINANCE NO. 693

**DISCUSSION:** No further discussion

**ROLL CALL:**

Tom Byrne	Yes	Rachel Huckaby	Yes
Denise Tangen	Yes	Cynda Herrick	Yes

*Motion Passed*

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

MOTION TO ADOPT ORDINANCE 693 AND AUTHORIZE MAYOR TO SIGN.

**DISCUSSION:** Further discussion regarding requirements for putting a mailbox on Highway 55. Discussion of although the City does not have a restriction regarding mail delivery, there are still restrictions by the Post Office and ITD that restricts mail delivery along Hwy 55.

**ROLL CALL:**

Tom Byrne	Yes	Rachel Huckaby	Yes
Denise Tangen	Yes	Cynda Herrick	Yes

*Motion Passed*



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the Idaho Downtown Improvement Network Block Grant Program, through Idaho Dept of Commerce (\$50,000.00 - \$500,000.00). A Public Meeting is scheduled for September 12, 2018, 5:30pm-7:30pm, Ashley Inn, for community member input. This meeting is part of the overall grant filing process.

Having a DRP will make the City more competitive during grant scoring. The City has an opportunity for Horrock's Engineering to complete final edit of draft document prior to presentation to City Council for review/approval.

Discussion regarding the cost of the downtown revitalization plan updates. Discussion regarding the needs for the downtown revitalization plan and grant applications. Outlining of application requirements.

**MOTION BY:** Tom Byrne **SECOND BY:** Denise Tangen

MOTION TO ACCEPT AB 18-18, AND AUTHORIZE THE MAYOR TO SIGN.

**DISCUSSION:** Cynda said that the group is doing a good job, but it is premature in submitting the plan for rewriting. Discussion regarding the condition of the draft and the process that Horrock's will take. Cynda reiterated that the group did a good job, but that it is premature to get the engineer involved. Councilmember Herrick stated that the result needs to be a downtown revitalization plan.

<b>ROLL CALL:</b>	Tom Byrne	Yes	Rachel Huckaby	Yes
	Denise Tangen	Yes	Cynda Herrick	No

*Motion Passed*

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### **CONTRACT FOR CABARTON ROAD PHASE 3 PROJECT**

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**DISCUSSION:** The next item on the agenda is Execute Contract for Cabarton Rd, Phase 2 Project, LSI# 18-304.

Refer to AB 18-13, during the June 11th 2018 meeting Council approved award of Base Bid to Granite Excavation, Inc. During the August 13th 2018 meeting Council approved change order 01 (intermittent road closure during construction, savings of \$22,614.00). Change order 02 presented today (revising Substantial Completion date from September 30th, 2018 to October 31st, 2018).

**MOTION BY:** **SECOND BY:**

MOTION TO APPROVE CHANGE ORDER NO. 1 AND NO. 2, REVISING THE SUBSTANTIAL COMPLETION DATE FROM SEPTEMBER 30<sup>TH</sup> TO OCTOBER 31<sup>ST</sup>, AND AUTHORIZE THE MAYOR TO SIGN.

**DISCUSSION:** Discussion regarding Change Order No. 2, and the term "substantial completion" as outlined in the original bid documents.

<b>ROLL CALL:</b>	Tom Byrne	Yes	Rachel Huckaby	Yes
	Denise Tangen	Yes	Cynda Herrick	Yes

*Motion Passed*

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## MAYOR'S REPORT

Mayor Crosby has tasked the Planning & Zoning review Title 3 Land Use Regulations, Chapter 1, Zoning Regulations on P&Z Agenda on 9/17/18 for comprehensive review for any future changes BEFORE we move to Chapter 2 (Subdivision Regs).

North Lakeshore [Lakeshore III] improvements completed 9/6/18, Mayor Crosby has contacted Theresa Perry, State Parks and requested assistance with cost of Mag Chloride approx. 2800.00

Pine Street Project [TAP Grant] re-bid to go out this Month for work in the Spring.

Mill Street Project, final plans were just received, and Jeff McFadden is working with the City crews to complete the first section of the project. Plans have been forwarded to the American Legion for review for coordination regarding paving the Legion parking Lot. This project should start this fall, and the east side of the tracks to be completed in the Spring of 2019.

## ADJOURNMENT

**MOTION TO ADJOURN** 9:00pm

<b>ALL IN FAVOR:</b>	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