



**CASCADE CITY COUNCIL**  
**FIRST REGULAR MEETING**  
**September 9, 2019 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, and Rachel Huckaby, were present. Quorum exists.

Also present: Heather Soelberg                      City Clerk  
                  Steve Yamamoto                      Superintendent  
                  Matt Johnson                                  City Attorney

**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.*

Karen Balch inquired regarding the River District, clarification that the River District is not on the Agenda. Inquiry regarding the Horrock's Engineers Task Order.

Cynda Herrick inquired about the Building Inspector and the FEMA Ordinance. She has also asked that the City look at making changes to the FEMA Ordinance.

Rachel Huckaby requested that the Annexation be put on the Agenda to discuss again/further. Discussion regarding putting it on the meeting agenda at the River District Special Meeting scheduled on September 19, 2019.

Karen Dodge requested that the general public have available regarding Army Corp and other items that have been received (presumably regarding River District). Mayor Nissula clarified the City has not received any new information recently and clarified that the information she would like should be requested through a public records request.

Olin Balch inquired whether the Army Corp report would be available before the September 19, 2019 meeting. Councilmember Huckaby identified that if the City has not received required information then they would not be making a decision on the matter.

**DEPARTMENT REPORTS**

**AIRPORT**

*No report provided*

**BUILDING INSPECTOR:**

Cynda Herrick updated the City Council regarding Leisure Time and FEMA requirements, and the possibility of amending the FEMA Ordinance.

**LIBRARY:**

Library provided a written report and is incorporated herein.

**SHERRIFF'S DEPT.**

Sheriff Bolen provided a written report identifying the statistics for the month of August. Sheriff provided an update regarding the need to have a single point entry for the



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

*Motion Passed*

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**HORROCK'S ENGINEERS – TASK ORDER NO. 2 (RIVER DISTRICT)**

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**DISCUSSION:**

**MOTION BY:** Cynda Herrick **SECOND BY:** Rachel  
MOTION TO APPROVE TASK ORDER NO. 2 FOR \$5,000 LIMITING THE SCOPE.

**DISCUSSION:** No further discussion

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

*Motion Passed*

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**APPROVAL OF PAYMENT OF BILLS**

**MOTION BY:** **SECOND BY:**  
APPROVE PAYMENT OF BILLS ON THE UNPAID INVOICE REPORT DATED //// IN THE AMOUNT OF ////

**DISCUSSION:**

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

*Motion Passed*

**APPROVAL OF PAYROLL REGISTER REPORT**

**MOTION BY:** Rachel Huckaby **SECOND BY:** Denise Tangen  
APPROVE PAYROLL REGISTER REPORT FOR PAY PERIOD ENDING ////

**DISCUSSION:**

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

*Motion Passed*

**APPROVAL OF MINUTES**

**MOTION BY:** **SECOND BY:**  
APPROVE CASCADE CITY COUNCIL MINUTES DATED ////, WITH CORRECTIONS

**DISCUSSION:**

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

*Motion Passed*

**MAYOR'S REPORT**



# Library Report to City Council

September 9, 2019

## Looking Back: Updates Since Last Department Report (August 12th)

Library Open House – The library had a very successful open house event on August 24<sup>th</sup>, in conjunction with Chalk on the Walk. About 75 people came to the library, including several families with children. We offered face-painting, food, and interactive science demonstrations in the Remington’s parking lot behind our building. Several people attended the open house who had never been to the library, or who had not been in a long time, and we were able to sign some folks up for memberships.

Change in check-out length – On September 2 the library began enforcing a 14-day checkout period, to align with board policy. Previously, the checkout period was 21 days (3 weeks). Any questions or feedback about this change should be directed to the library manager (Amelia) in writing (email or paper) and I will pass them along to the Board for review and consideration.

STEM Discovery Kits – The STEM Discovery Kits designed and built by our summer intern are now ready to be checked out. Please encourage any kids (or kids at heart) to stop by and take a look. There are six kits including a bug hunt, a flower press, a code-a-pillar, a kit about bees, a kit about plant adaptation, and a duplo building blocks set. We also received a “Dot and Dash” robotics kit from the U of I Extension office that will be ready for checkout soon.

## Looking Ahead: Upcoming Events & Info

September 21<sup>st</sup> – Old Mill Days and Star Party. The library will be participating in both of these events.

## Impact & Value

August figures (excludes Open House): Averaged 28 unique visitor per day. Highest visitor day was 51 visitors, lowest was 14. These figures are slightly lower than July’s numbers, but higher than comparable figures for April, May, and June.

Community Partnerships – The library has been working with other community groups to coordinate programs and identify service gaps that we can help fill. We have coordinated with the After School Program to identify opportunities for after-school activities, and we have submitted a grant to implement a kindergarten readiness program in collaboration with the school.

City Clerk Report  
September 9, 2019

**CURRENT ISSUES BEING ADDRESSED:**

PD Building

- ~~a.~~ ~~Public Hearing for is set for November 26~~
- b. ~~Need to set auction, following Hearing No Hearing~~
- c. MUST clean building out!!
- d. Need to get pricing to retro-fit new door on old Fire Station
  - i. Building Inspector Requiring Engineering for Replacement
- e. Specs for new PW Building
- ~~f.~~ ~~Draft Lease for the old PD Building~~
- g. Follow up with Atty and Andrew Re: RFP

Surplus  
Property

- ~~a.~~ ~~Reach out to Chamber about picking up office items donated~~
- b. Surplus inventory of PW property
- c. Continue to inventory surplus property at PD
- ~~d.~~ ~~Determine if City will trade in Vehicles for new PW truck~~
- e. Auction off Surplus Property
- ~~f.~~ ~~Present first of many Resolution to Dispose 03/20~~

Submittal for funding for the Vertical Screen

- a. Research reasons for postponing funding opportunities with engineer
- b. Research funding options for Screen
- 5 / c.
- 7 Reached out the Leslie to find funding sources

IPDES Permitting Process

- a. Contact engineer to be updated on the status of permitting and processes

104 East Sawyer Street Easement

- ~~a.~~ ~~Follow up with Atty regarding status of easement~~
- b. Sign Easement and have recorded
- c. F/U with Mayor re: long term easement issues.

Doxsee Water Service

- ~~a.~~ ~~Follow up with Atty regarding status~~
- ~~b.~~ ~~Atty requests staff do report, return issue to City Council for further direction.~~
- c. City Council determines not to offer utilities services outside City limits

Public Works

- a. New PW Building
- b. Snow Removal Options for the Strand

- c. Well Improvement Needs
  - d. Chlorinator Replacement for Well(s)
  - 5
  - /
  - 6 i. Receive Pricing for Chlorinators
  - 5
  - /
  - 6 ii. Work wih Mayor and Steve Re: Funding
  - 5
  - /
  - 6 iii. Finalize funding pricing
  - e. Replace Bathroom at Fire station
  - 5
  - /
  - 7 i. f/u with Darryl
  - f. New PW Truck
  - g. Public Work's tablets
- Housing Trust
- a. Partnership Opportunities with the Housing Trust
  - ~~b. Reschedule conference call with Housing Trust and City Atty~~
  - c. Property Options
    - i. RPC00000255330
    - ii. 1.133 Acres
    - iii. Located at the Pine/Sawyer Area
  - d. Additional research re: property locations
  - e. Waiting on Housing Trust
- Status of the Revitalization Plan
- a. Determine what support is still there from council/mayor in moving forward w/ DRP
  - b. Reach out to Dodd
- Adopt A Tree Box
- ~~a. Finalize adoption application~~
  - ~~b. Determine list of acceptable plants~~
  - ~~c. Schedule kick-off party~~
  - d. Dripline Repairs and Soil Addition
  - e. Reminder City Responsible for Tree box
  - 5
  - /
  - 6 f. Order Plaques
- User and SAF Fees
- ~~a. Research fee study by IRWA~~
  - ~~b. Request SAF study by Engineer~~
  - ~~c. Sign Revised Task Order~~

- ~~d.~~ Send Requested information to Trevor Howard
  - ~~e.~~ Determine to transfer project to Scheiss & Association
  - f. Review Summary of Rates
  - g. Public Hearing on Rate Changes
  - h. Update SAF Procedures
  - i. Update rates
- GIS Mapping
- ~~a.~~ Two bids received,
    - ~~i.~~ IRWA \$4,500
    - ~~ii.~~ Tui \$9,000
  - ~~b.~~ Can't move forward until Steve returns.
  - c. PW employees do not know where all meters are
  - d. Schedule time NOW for IRWA to do GIS Mapping
  - e. Karl to Talk with IRWA at Spring Conf.
- 5  
/  
7
- f. Spoke with Craig, GIS Mapping to take place in June 2019
- Capital Improvement Plan
- a. Compile Capital Improvement Inventory
  - b. F/u with Steve Re Department long term needs.
  - b. Draft Improvement Plan
  - c. Implement capital improvement plan
- City Hall Remodel
- a. Roof Repair, Window Replacement, Brick Reconditioning, Facing, etc.
  - b. Determine what work will be done.
  - c. Create Scope of Work, Design Ideas, Identify Will Be Design Build
  - d. Request RFP's
    - i. PW projects require the City go out for bid the project can be a design build, engineering would not be required
    - ii. F/u with Darryl
- 5  
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9
- e. Reach out to Leslie Re: Funding Options
  - f. Task Order for Horrock's re: Structural Engineering
    - i. CC requested other bids.
    - ii. F/u with Horrock's Re: Options.
- Shore Drive
- ~~a.~~ Invite All Stakeholders
  - ~~b.~~ Are we interested in pursuing a WFL Grant to pave Lakeshore Phase III
  - ~~c.~~ Grant Application, Pictures, Letters of Support



- c. Other Grant Opportunities for Matching Fund Requirements
  - ~~d. Work with BOR Re: Matching opportunities~~
  - e. Determine ownership of "Lakeshore III"
  - f. ~~Grant Submitted, passed first round.~~
- Mill Street
- ~~a. Remainder of the work will have to be completed in the spring 2019~~
  - ~~b. County will do the paving in spring 2019~~
  - ~~c. Work with Olson's re: completing project~~
  - ~~d. F/u with PW re: parts ordered for Olson's~~
  - e. F/u with County re: cost sharing.
- Pine Street
- ~~a. Bid Award to Granite~~
  - ~~b. Request for Change Order removing RRFB~~
  - c. Further research regarding RRFB
  - ~~d. Further research regarding Geothermal heating of sidewalk.~~
  - ~~e. Sign Contract / Change Order~~
  - f. Determine Schedule
  - g. Project complete
  - h. F/u Re RRFB Grant Opportunities
- Anderson  
Lawsuit
- ~~a. Tort was filed with the City for a loss dated 6/03/2016~~
  - ~~b. ICRMP denied the claim~~
  - ~~c. A lawsuit has been filed in or May/June 2018, the City has not been served.~~
  - ~~d. Lawsuit dismissed?~~
  - e. Copy of Dismissal for File
- Camping on City Lots
- a. Is this an issue that the City is going to address?
  - b. Review of City Ordinance
  - c. Amend Ordinance, schedule public hearing, etc.
- Feeding Deer in Town
- a. Is this an issue that the City is going to address?
  - b. Review of City Ordinance
  - c. Amend Ordinance, schedule public hearing, etc.
  - d. Public Records Request to Dalton Gardens
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- e. F/u with Dalton Gardens Re: Records Request
  - f. Schedule Open House for June 18, 2019
    - i. Create and Post Flyer

Allen Ranch

- a. Need further interpretation of the agreement
- b. Unmetered City water spout on West Mtn
- c. Install meter at West Mountain to determine usage.

Building Department

- a. Leisure Time Building Permit Request
  - i. Sally has denied
  - ii. Possible filing to a "appeal board"
  - iii. City Atty is involved
- ~~b. Hire contract Building Inspector~~
- c. Continue to monitor Building Inspector needs
- d. Draft Agreement for Contract Bld Inspector

Geothermal Exploration

- ~~a. Waiting for review by the Valley Geothermal team in January~~
  - b. Determine what direction the City is wanting to take
  - c. Research funding options for Geothermal exploration
  - d. Reachout to WCMEDC re: partnership opportunities
- 5  
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- e. Monthly Meeting Scheduled
  - f. Reach out to Leslie Re: Funding Options

Planning & Zoning Matters

- a. Davis/Arnold Planned Unit Development
  - ~~i. Hire Contract Planner~~
- b. Vacation of Easement at Storage Units
  - ~~i. Not a City Easement~~
  - ~~ii. Work with Little's atty to draft docs~~
  - ~~iii. Waiting for Atty review~~
  - ~~iv. Release of Easement~~

Meter Exchanges

- a. Replace Non Working Meters
  - i. Print list for Judy
- b. Update to Radio Read Meters
- c. Determine plan of action to monitor status of meters in City
  - i. Create task list for monitoring Meter

ADA Sidewalk Ramps

- a. Status of 2017 Grant Award
  - i. Work with Granite to replace 2017 Ramps
- b. Status of 2018 Grant Award
  - i. Work with Granite to replace 2018 Ramps
- c. Status of 2019 Grant

- d. Get construction timeline nailed down
- 5
- /
- 7 e. F/u with Mayor to nail down ADA Sidewalk replacement
- Transportation Plan
  - ~~a.~~ ~~Draft Grant for Transportation Plan~~
  - ~~b.~~ ~~Accept Grant Award~~
  - ~~c.~~ ~~Sign and Return Task Order to Horrocks~~
  - d. Work with City Engineer for Revising Transportation Plan
  - e. ~~Work with IRWA re: adding street layer~~
  - ~~f.~~ ~~Schedule Public Hearing~~
- Title 28 Grant
  - a. Determine what (sprinklers or bank stabilization)
  - b. Create Scope of Work, etc.
  - c. Left for Golf Course HOA to drive
- 5
- /
- 8 d. Meeting with Rob Terry Re: grant status 5/8
- Snow Load Requirements
  - ~~a.~~ ~~Further discussion with Ryan Re Snowload Requirements~~
  - b. Drafting ordinance
  - b. Determine if the City will move forward with changes
  - c. Reach out to City Atty and City Engineer
  - d. Schedule Public Hearing
  - Letter from JUB re: snowload requires, determine how to move forward.
  - e.
- Sports Park Master Plan
  - ~~a.~~ ~~Grant Application~~
  - ~~b.~~ ~~Grant Presentation~~
  - ~~c.~~ ~~Grant Status~~
  - c. Research Funding Partnership
  - d. ~~GRANT NOT FUNDED, Reevaluate~~
  - e. \$15,000 Grant from
- The Strand Paving Project
  - ~~a.~~ ~~Grant Application~~
  - b. Research Funding Partnership
  - c. Pine Street Connector Culvert Grant
    - i. Get Pricing from Tobi
    - ii. Work with Leslie re: WSCD Grant
  - ~~d.~~ ~~Research Snowblower for Kubota~~
  - e. Research Snowblower for Polaris
  - f. GRANT NOT FUNDED, Reevaluate
- Margaret Cemetery
  - a. Organize Cemetery Records

	b.	Research available open plots
	<del>e.</del>	<del>Follow-up Re: Columbarium after Snow melt</del>
		<del>i. Spoke with Columbarium Co., waiting for snow melt to schedule delivery</del>
		<del>ii. Tentatively scheduled for 1st week of May</del>
	5	
	/	
	7	d. Columbarium delivered May 7
	<del>e.</del>	<del>Address fees for niche internment</del>
Ordinance Amendments		
	a.	Amend Ordinances Referencing Cascade PD
	b.	Snow Removal in Downtown (tickle for July)
	c.	Water Services in City Limits
Local Option		
Tax		
	a.	Determine Ballot Deadlines
	b.	Draft Resolution
	c.	Inlist Public Support
	d.	Determine tax collection process, time commitment, etc.
	e.	Approve Ballot Language
Business Licenses		
	a.	Research other City Procedures
	<del>b.</del>	<del>Councilmember Huckaby is working on</del>
	<del>b.</del>	<del>Create Business License Form</del>
	c.	Draft Ordinance/Resolution requiring Business Licenses
Solar Radar Speed Control		
	<del>a.</del>	<del>Research Funding Options</del>
	<del>b.</del>	<del>Reach out to Sheriff regarding Options</del>
	5	
	/	
	8	<del>e.</del> F/u with Leslie Re: Grant options
	d.	Status of Installation
<del>CASE Construction Grant</del>		
	<del>a.</del>	<del>Work with PW Re: Critical Infrastructure Needs</del>
	<del>b.</del>	<del>i. 25,000 rental hours</del>
	<del>b.</del>	<del>500 Word Essay</del>
	<del>e.</del>	<del>Photos &amp; Videos</del>
Child Pedestrian Grant		
	a.	Grant Application
	b.	Funding Status
	c.	City Needs for Increase Score for Future App.
	d.	No funding 2019
Stormwater Improvements (Culverts)		
	a.	Continue working with City Engineer

- b. Culvert Mapping
  - c. Replacement Plan
  - d. Grant Funding Options
  - e. Determine Critical Points
  - f. Cost Estimate for FEMA Grant
  - g. Conference Call with Trevor in June
- Surplus Eliminator
- a. Determine Eligibility
  - b. No funding 2019
- Cell Tower
- ~~a.~~ ~~Review by City Attorney~~
  - ~~b.~~ ~~Decision by City Council~~
  - d. Determine if Funds should be Directed to Water Fund
  - e. Tabled indefinitely
- PD Wind-up
- ~~a.~~ ~~Moving PD Records to Free-Up Storage~~
- City Council Planning Meeting
- a. Scope of Meeting
  - b. What to accomplish
- R&PP BLM Lease
- a. Review History
  - b. Determine plan of Action
  - c. Complete Application
  - d. Reach out to Shauna Re: Project Update
- Yellow Bike Program
- a. Determine ownership of bikes
  - b. Determine who is going to manage the program
- Lighting Ordinance
- ~~a.~~ ~~Publish Ordinance~~
  - ~~b.~~ ~~Send for Codification~~
- Personnel Policy
- 5 / 7 a. Amend to reference 32 Hours as full-time
  - 5 / 7 b. Update to reflect Vacation Calendar Year
    - i. All Vacation Time available at 1st of Year
    - ii. Repayment of used, unaccred vacation
    - iii. Dec. 31 Vacation Resets to zero.
- Franchise Agreements

- 5  
/
- 7 a. Idaho Power
  - i. F/U with City Attorney
- 5  
/
- 7 b. Cable One
- 5  
/
- 7 c. Lakeshore Disposal
  - i. F/U with City Attorney
- d. Ice Cream Truck
- 1480 South Main Street Lease
- 5  
/
- 7 a. How to Move forward with Leasing
- Armstrong Park
- a. Get pricing to finish Pavilion, bathroom, etc.
- City Property Leases
- 6  
/
- 5 a. Locate all City Owned Property
- b. Determine current leases and expirations
- c. Organzie and manage Airport Lease
- Airport
- a. How does Apron Grant effect new hangers
- b. status of new hanger leases
- c. Meeting with Rob Re: Apron Grant Funding
- d. Determine how to deal with Dirt W/no Apron Funding
- Personnel
- a. Reviews
- b. Staffing
- c. Policy Updates
- Housekeeping
- a. Identifying other outstanding task items