

# CASCADE CITY COUNCIL

# SECOND REGULAR MEETING September 23, 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 6:00 P.M. Council members Tom Byrne, Cynda Herrick, Rachel Huckaby and Denise Tangen were present. Quorum exists.

Also present: Heather Soelberg City Clerk

# PLEDGE OF ALLEGIANCE

Pledge of Allegiance was recited.

#### AMENDMENTS TO MEETING AGENDA

No Motion 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.

Vernie Kushlan – would like to invite everyone to a STEAM workshop on October 8, 2019 at the Cascade Cultural Art Center in order promote the STEM and/or STEAM projects that the Cultural Art Center can offer to the community.

## **PUBLIC HEARING**

No Public Hearing

## **NEW BUSINESS**

### CASELLE / EXPRESS BILL PAY - ONLINE ELECTRONIC PAYMENT

#### **DISCUSSION:**

Clerk identified that the utility billing process needed be updated to allow for electronic statement and easier payment methods. Through the Utility Direct Pay module in Caselle, the City will be able to receive payments quicker and more efficient. This application will allow for a secure way to process customers payments directly in Utility Management and eliminate the hassle of manual payments.

Currently the City uses Access Idaho credit card processing services and would transition to Xpress Bill Pay. This added service will integrate with Caselle for online E-Bill display. Customers will be able to see real time balances, full billing details, metered utility usage, breakdown of charges, and billing messages.

Both of these services will add options that customers have been requesting, some which the City has been trying to offer but at a lower level of productivity and security. Clerk identified that the investment would pay for itself in an estimated 1½ to 2 years. Current steps to process credit card payments is timely, needing to run credit cards in one program, confirm receipt of payment through a separate system and then post payment to utility customer in yet a separate program. With this upgrade the process will run simultaneously and eliminate the chance of payments being improperly posted or even worse not at all (requiring additional time researching payments through Access Idaho and the bank). Also, the City is unable to send electronically statements without manually scanning each individual statement and emailing each individual statement one at a time. This will allow those wanting to receive statements electronically to have access to that service.

These two programs will be timesaving for the City while adding services desperately needed to Utility Customers, while offering secure safe payment options.

Discussion regarding the services offered through Caselle and Xpress Bill Pay. Discussion regarding how the fees of Express Bill Pay will be paid,

MOTION BY: Rachel Huckaby SECOND BY: Tom Bryne

MOTION TO APPROVE THE PURCHASE THE CASELLE UTILITY DIRECT PAY FOR THE AMOUNT OF \$4,100 AND TO TRANSITION TO XPRESS BILL PAY.

**DISCUSSION**: Need to determine where the monies is going to come from and if it will

be purchased this year, next year and combination of both.

**ROLL CALL:** Tom Byrne Yes Rachel Huckaby Yes

Denise Tangen Yes Cynda Herrick Yes

Motion Passed

#### LAW ENFORCEMENT SERVICES CONTRACT - SECOND EXTENSION

#### **DISCUSSION:**

Mayor Nissula provide a history of the contract and the update of the requested amount by the Valley County Sheriff after the budget was approved in the amount of approximately \$28,000 – an amount the City could not approve. The original Law Enforcement Services contract was approved and signed in September 2017. The agreement contains a provision (1.9) that the annual amount (would/could) be adjusted for inflation. In 2018 the 1st extension was approved and signed, but all conditions remained the same. The approximate \$7800.00 increase reflects inflation adjustments of 1.9% for 2018 and 1.5% for 2019. It is important to remember that even with this increase of \$7800 the City is still realization of a substantial savings. Mayor Nissula reviewed the research done by Gary Ranney. The original contract stated that the Sheriff would provide approx. 5400 hours per year, which equates to 2.5 officers (covers approximately hours per day of coverage). Mayor Nissula identified that to help offset the requested cost by the Sherriff the City could decrease the hours to 13 dedicated hours per day. Additionally, the City should work with

the Sheriff to identified what coverage the City really requires moving forward in the future. Clarification regarding the number of hours the City would request from the County, an average 13 hours per day times 365 days equals 4745 hours. Discussion regarding the yearly cost, daily cost, etc. Discussion regarding PERSI increase. Discussion regarding the current coverage. Discussion regarding the type of coverage the City is wanting or needing. Discussion regarding the

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

MOTION TO APPROVE THE SEND EXTENSION WITH THE \$7,800 INFLATION ALONG WITH THE REDUCTION OF HOURS, OF THE QUARTERLY PAYMENT OF \$59143.50 (\$236,574 ANNUAL PAYMENT)

**DISCUSSION**: No further discussion

**ROLL CALL:** Tom Byrne Yes Rachel Huckaby Yes

Denise Tangen Yes Cynda Herrick Yes

Motion Passed

#### SPORTS PARK - INFIELD GRANT PROJECT

**DISCUSSION:** Ronn Julian provided a background regarding the previous grants

applied for by the Sports Park Committee, including the grant

application to the Laura Moore Cunningham Foundation. The Grant is limited to what the grant award could be paid for, which included the

infield improvements to the infield.

MOTION BY: Cynda Herrick SECOND BY: Rachel Huckaby

MOTION TO APPROVE THE INFIELD IMPROVEMENT AS PRESENTED BY THE SPORTS PARK COMMITTEE, ON THE CONDITION THAT PUBLIC WORKS APPROVES THE CAPITAL INVESTMENT COST AND THE REPAIR AND MAINTENANCE OF THE UPGRADES

**DISCUSSION**: No further discussion

**ALL IN FAVOR:** Tom Byrne Yes Rachel Huckaby Yes

Denise Tangen Yes Cynda Herrick Yes

Motion Passed

## **CONSENT AGENDA**

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

MOTION TO APPROVE THE CONSENT AGENDA ITEMS ONE THROUGH FOUR, TABLING SEPTEMBER 19, 2019 MINUTES

**ROLL CALL:** Tom Byrne Yes Rachel Huckaby Yes

Denise Tangen Yes Cynda Herrick Yes

Motion Passed

APPROVAL OF PAYMENT OF BILLS

Approve payment of bills on the Unpaid Invoice Report dated September 20, 2019 in the amount of \$16,374.92

#### **DISCUSSION:**

APPROVAL OF PAYROLL REGISTER REPORT

**DISCUSSION:** Councilmember Tangen has concerns regarding the hourly rate of the new

employee. Discussion regarding the wage of city employees. Discussion

regarding new Deputy Clerk job responsibilities.

APPROVAL OF SEPTEMBER 13, 2019 MINUTES

**DISCUSSION:** No further discussion.

### **MAYOR REPORT**

Provided an updated on the following:

- Lot Info & statistics
- Sparklight Chromebook Presentation
- County Sidewalks
- BOR Public Lands
- o P&Z Openings (See City Code 3-1-3)
- IPDES Discharge Permit
- o City Hall complements to on appearance.
- Training

## **ADJOURNMENT**

**MOTION TO ADJOURN** 7:44pm

**ALL IN FAVOR:** Tom Byrne Aye Rachel Huckaby Aye

Denise Tangen Aye Cynda Herrick Aye

**MEETING ADJOURNED:** 

Respectfully submitted and Attested by, Approved

Heather M. Soelberg

Heather M. Soelberg, Clerk/Treasurer Judith R. Nissula, Mayor