



FIRST REGULAR MEETING
November 12, 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
 Steve Yamamoto Superintendent

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.

Ron Julian – Would like the City Council to address the deer issue in town, including the feeding of deer in town. Would like to have a community conversation, get to Fish & Game involved.

Vernie Kushlan – Also has an issue with the feeding of deer in town.

DEPARTMENT REPORTS

- AIRPORT** *No report provided*
- BUILDING INSPECTOR:** Building Inspector provided an updated building permit report for the month of October.
- 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 October.
- PUBLIC WORKS:** Public works has been working on getting the equipment ready for winter. ITD has help with getting additional material to help with training. Kestler attended a two day leadership training at the YMCA. County had a recent water leak, which was handled by the guys. The new loader should be delivered later this week.
- DEPUTY CLERK** Deputy Clerk provided a written report and is incorporated herein.
- CLERK/
TREASURER:** Clerk provided a written report and is incorporated herein.

PUBLIC HEARING

NEW BUSINESS

ITD CASCADE SPEED STUDY PRESENTATION

DISCUSSION: Caleb Lakey from Transportation Department provided a presentation to go over the results of the speed study, explain the rationale to ITD’s recommendation to increase the speed from 25 to 35 through the City of Cascade, and entertain any questions or comments. Changes to speed limits is based on engineering data. ITD would like to discuss with the city before implementation and have made minor adjustments based on city input in other locations. A copy of the Speed Zone Study PowerPoint is available online. Discussion regarding the current speed limits through town and the actual speed of drivers through town. Provided solutions to help reduce the speed of vehicles through town.

SPORTS PARK COMMITTEE BMX TRACK

DISCUSSION: Larry Morton presented to the City Council an idea for a BMX track at the Sports Park. Discussion regarding the cost and time frame. Superintendent Yamamoto identified that the City is required to put in some sampling wells for its IPDES permitting that will need to be done in the same area and requests to wait until the location has been determined by the DEQ. Discussion regarding the future of the Sports Park. Request by Councilmember Byrne to create the phasing plan and cost analysis for the all the proposed projects requested by the Sports Park Committee, councilmembers all agreed.

MOTION BY: Cynda Herrick **SECOND BY:**

MOTION TO APPROVE THE LARRY MORTON MOVING FORWARD WITH DOING A FUND RAISING FOR THE PURPOSE OF BUILDING A BMX TRACK WITH THE CONTINGENCY OF THE REQUIRED SAMPLING WELLS FOR THE IPDES PERMITTING

DISCUSSION: Inquiring regarding funding process and procedures. Discussion regarding advertising for a fundraising event. Request to partner with the school.

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

Motion Passed

XPRESS BILL PAY MERCHANT AGREEMENTS

DISCUSSION: Clerk reminded the Council that the September 23, 2019 meeting it was approved to move forward for the purchase of the Caselle Autopay Module and to transition to Xpress Bill Pay. Request for approval to sign the agreements and move forward.

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

MOTION TO APPROVE THE MERCHANT AGREEMENTS AND AUTHORIZE THE MAYOR TO SIGN.

DISCUSSION: No further discussion.

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

Motion Passed

RESOLUTION NO. 19-21 SURPLUS PROPERTY

DISCUSSION: Additional equipment and vehicles were identified as surplus property by Public Works.

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

MOTION TO APPROVE RESOLUTION NO. 19-21 SURPLUS PROPERTY

DISCUSSION: No further discussion.

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

Motion Passed

GRANT AGREEMENT – BLUE CROSS HEALTH ACADEMY \$10,000

DISCUSSION: Mayor Nissula presented the Grant Agreement for the Community Academy in the amount of \$10,000. These funds will be used towards mobility and pathway projects identified in the mobility plan.

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

MOTION TO APPROVE THE GRANT AGREEMENT, AND AUTHORIZE THE MAYOR TO SIGN

DISCUSSION: These funds will not be utilized for the sports park improvements, but for projects identified in the mobility plan.

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

Motion Passed

GRANT AGREEMENT – MAYOR WALK \$1,000

DISCUSSION: Mayor Nissula presented the Grant Agreement for the Mayor’s Walk in the amount of \$1,000. These funds will be put towards the red dirt project at the Sports Park

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

MOTION TO APPROVE THE GRANT AGREEMENT, AND AUTHORIZE THE MAYOR TO SIGN

DISCUSSION: No further discussion.

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

Motion Passed

PLANNING & ZONING APPOINTMENT OF SALLY GOSSI

DISCUSSION: Mayor Nissula identified that Sally Gossi has made a written request to join the Planning & Zoning Commission.

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

MOTION TO APPROVE THE APPOINTMENT OF SALLY GOSSI TO THE P&Z COMMISSION

DISCUSSION: Inquiry which seat Sally will be filling.

ROLL CALL:

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

Motion Passed

WCMEDC REPRESENTATIVE

DISCUSSION: New representative needs to be appointed to the WCMEDC.

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

MOTION TO APPOINT MAYOR NISSULA TO THE WCMEDC

DISCUSSION: No further discussion

ROLL CALL:

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

Motion Passed

SCHIESS & ASSOCIATE TASK ORDER NO. 4

DISCUSSION: Mayor Nissula presented Task Order 4 to prepare the Letters of Intent to DEQ for the purpose to capture grant funding from DEQ to update the 2010 sewer facility planning study and to do a water facility planning study. This task order gives Schiess & Associates an allowance to go to work on behalf of the City to prepare the best possible Letters of Intent in the hopes of being shortlisted for funding.

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

MOTION TO ACCEPT TASK ORDER NO. 4 AND AUTHORIZE THE MAYOR TO SIGN

DISCUSSION: No further discussion.

ROLL CALL:

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

Motion Passed

LOCAL OPTION TAX

DISCUSSION: Tom Byrne requested that this topic be tabled.

BANKING SIGNATURES

DISCUSSION: Following the approval of banking resolution, there were questions regarding banking signatures. Discussion regarding making changes to who authorized to sign and who writes checks. Reminder this is a

discussion only item. Request to change the banking signatures to only City Council members.

CONSENT AGENDA

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

APPROVE THE FOLLOWING CONSENT AGENDA ITEMS.

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

Motion Passed

PAYMENT OF BILLS ON THE UNPAID INVOICE REPORT DATED NOVEMBER 12, 2019 IN THE AMOUNT OF \$21,851.67.

DISCUSSION: Councilmember Herrick inquired about paying training for the Darryl for Code Enforcement.

APPROVE PAYROLL REGISTER REPORT FOR PAY PERIOD ENDING OCTOBER 12, 2019 AND OCTOBER 26, 2019.

DISCUSSION: No further discussion.

APPROVE CASCADE CITY COUNCIL MINUTES DATED OCTOBER 28, 2019 WITH CORRECTIONS.

DISCUSSION: Corrections were requested by Councilmember Herrick and Huckaby.

FINANCIAL REPORT FOR THE YEAR END

DISCUSSION: No further discussion.

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

APPROVE CASCADE CITY COUNCIL MINUTES FOR OCTOBER 15, 2019

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

DISCUSSION: No further discussion.

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

APPROVE THE CASCADE LIQUOR LICENSE – FAMILY DOLLAR

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

APPROVE THE CASCADE LIQUOR LICENSE FOR FAMILY DOLLAR

DISCUSSION: No further discussion.

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

MAYOR'S REPORT

ADJOURNMENT

MOTION TO ADJOURN 8:42

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

Library Report to City Council

November 12, 2019

Looking Back: Updates Since Last Department Report (October 14)

Library Job Filled – The library is pleased to announce that we've hired a new program coordinator. Barb Sherman comes to us with a strong history of community programming, outreach, and event planning. We encourage anyone who is interested to stop by and meet Barb. You will be seeing her around town as the library begins ramping up our community programs.

Bat Week – The library celebrated Bat week on October 29th by visiting the Cascade School's kindergarten and pre-school classes, as well as hosting the Community Church's preschool class at the library. We talked to the kids about the importance of bats and why they should be celebrated.

Looking Ahead: Upcoming Events & Info

Weekly Story Time – The library is in the process of re-establishing a weekly story time for families and kids. We hope to launch this program the first week of December. Please keep an eye out on our websites home page for more information.

Win a Bat House! – The library received a hand-made bat house from local Boy Scout Ryder Marolf of McCall. Ryder built the boxes as part of his Eagle Scout project. The library is holding a free drawing for the bat box on November 25 to promote bat awareness. Free to enter, no membership required, one entry per household. Stop by the library to enter your name!

Impact & Value

October figures – Averaged 25 unique visitors per day, compared to 23 in October last year. Highest visitor day was 55 visitors, lowest was 9, compared to 42 and 12 for October last year (respectively). Figures for October were roughly comparable to figures from September of this year.



To: Cascade City Council

Fr: Deputy Clerk
City of Cascade

Re: Water Billing and compliance to Title 8, Chapter 3: Water Regulations

With the support of clerk, Heather Soelberg and the Caselle customer support Team, I have been able to delve into the software with a newcomer's perspective. I discovered several areas of city code verbiage that may require further review and clarification.

Code: 8-3-9 sub-section A

Billing...all services furnished by the City shall be billed directly to the titleholder of premises.

Current practice

Landlord and tenant accounts exist in the Caselle utility billing.

Observations/Recommendation

Maintain existing code as outlined in 8-3-9 subsection A and bill only the Titleholders of a property or include language to allow for billing an occupant.

Considerations: Managing landlords and tenants in Caselle is a cumbersome process.

Code: 8-3-4 sub-section A

A bill...shall become delinquent if not paid by the tenth of the month...

Current practice

Late fees are not charged until just before the end of the month utility billing; essentially making a bill Net 30.

Services are not terminated until they are delinquent for two, contiguous billings.

Observations/Recommendation

Consider two tier payment amounts on a bill as other utilities do. Example:

If paid on the 10th \$10.00 due

If paid after the 15th \$12.50 due

Plus late fees

Code: 8-3-4 subsection A

When discontinued...(service) shall not be restored until a fee...and all reasonable costs...have been satisfied.

Note: the schedule of fees reflects \$50 for discontinuance of water service.

Current practice

A shut off fee of \$55 is reflected in the Shut Off form letter and on the Shut Off Notice door hanger. In essence, the additional \$5 is for Deputy Clerk preparation time and public works staff delivery of notice and time taken to physically shut off service and then resume service.

Observations/Recommendation

Review reconnect fees to accurately cover costs.

Code: 8-3-4 subsection D

Billed on the 1st

Delinquent on the 10th

Disconnected following 5 additional business days *or* Pre-termination hearing at next Council meeting.

Current practice

Two contiguous periods of delinquency. Shut off notice issued (essentially) two months later.

Tenant negotiating past due bill and the Titleholder.

Observations/Recommendation

Refer to Code 8-3-9 sub-section A recommendations above.

Code: 8-3-11 sub-section A

On/Off fees and transfer fees charged as established.

Current practice

New property owner or occupant completes an “Application and Agreement for Water and Sewer Services”.

Though a transfer fee is established it has not been charged.

Observations/Recommendation

Revise form verbiage to clearly establish the difference between an on/off fee and a transfer of service fee with receipt of payment prior to setting up a new customer account.

Property changing hands

We also need to get a better handle on properties that are in the process of being sold. Title companies are hit and miss in notifying the city and for the most part, owners are not involved.

An “Estimated Final Bill” is prepared based on a closing date which can fluctuate. Payment is received from the title company as part of the closing process and some are pro-rated based on the estimate. Often, the “seller” must be billed again for the balance or an adjustment must be made in Caselle. We have essentially put the collection of fees into the title company’s hands and often the incorrect amount is paid.

Observations/Recommendation

I would recommend that, at minimum, a “close account fee” be added to any final bill to cover the costs of generating and following up on these types of transactions. Council should consider language for a final bill fee that covers the cost of a full month plus a nominal fee so that all final bills are for the same amount.

Revision of utility bill

On a more general note and in the near future, the utility billing invoice will be revised to include a City of Cascade logo, a cleaner and easier to read layout of charges to include a subtotal of current charges and a designation of titleholder or occupant if the City continues to bill as such.

Clerk Report to City Council November 12, 2019

- Year-End The year end tasks have been completed for the yearly audit. Jared Zwygart will be here November 18, 19, 20 to do the Audit for the 2018-2019 Fiscal year
- A copy of the Quarterly Treasurer’s Report is included for your information. The general fund exceeded its expenditures, triggering the need to amend the budget. The public hearing is scheduled for the second regular meeting in November.
- Xpress Bill Pay The City is on track to transition to Xpress Bill Pay (with the Caselle Pay module) for a December 1, 2019 launch. Great features are in store. With transition from Idaho Payport to Xpress the City will need to implement new fees to cover merchant fees charged for processing credit cards. Previously with Idaho Payport, Idaho Payport directly passed on those fees to the consumer. These fees are similar to the fees of \$1.00 plus 3%. The public hearing for the new fee scheduled is set for the second regular meeting in November.
- Election Congrats to Rachel Huckaby, Ron Brown and Denise Tangen for their seats on the Council and to Judy Nissula for per position as Mayor. AIC new elected official training is December 10, 2019 from 9:00 am to 3:00 pm at the Nampa Civic Center. Please let me know if you are interested in attending so I can RSVP (register). I will reach out to Ron Brown to advise him of the training. The first meeting in January we will swear in the elected officials.
- LOT Tax As you are aware the LOT tax did not receive the required votes to pass, we will try again next election. In the meantime, I think the City should move forward with the business license registration ordinance, etc. The City will do some due diligence to see why people voted the way they did to help better educate the voters of the importance of the LOT tax.