



# CASCADE CITY COUNCIL

## FIRST REGULAR MEETING

Monday, May 10, 2021

6:00 PM

Cascade City Hall

## MINUTES

**CALL TO ORDER AND ROLL CALL** Meeting called to order at 6:00 pm.

Present in person Council Members Ron Brown, Cynda Herrick, Rachel Huckaby  
A **quorum** was present.

Present in person Judith Nissula, Mayor Janice Van Winkle, Clerk  
Heather Soelberg, Treasurer

### PLEDGE OF ALLEGIANCE

### PUBLIC COMMENT

*Public comment is limited to three (3) minutes per person, per item, unless additional time is permitted by the presiding official. The City Council does not take any action to make any decisions during public comment. To request Council action during a Council meeting, contact City Clerk at least one week in advance of a meeting. **There was no public comment.***

### DEPARTMENT REPORT

**Airport** No department report from the airport.

**Building Dept.** Mayor read the Building department report.  
Council Member Herrick asked that future reports include reference city code in the report.

**Clerk Report** The clerk presented the report submitted in writing.

**Library** Vernie Kushlan introduced Casey Taylor as the new Library Manager.  
Casey Taylor presented the Library report.

**Public Works** Presented by Steve Yamamoto. Snowblades are off equipment now. Roads have been bladed. Getting parks ready for summer. SCADA water tank and well monitoring alarms have been upgraded. DEQ did the sanitary survey for the drinking water system. Lots of DIGLINE locates. The bar screen parts to accommodate a 12" pipeline will be done by mid-May.

**Sheriff's Office** Mayor briefly reviewed the Sheriff's report. They have a new software system.

### OLD BUSINESS

**AB 21-24 Latecomer's Agreement – Double T Hangar (Action Item)**

Discussion City Attorney, Matt Johnson, reviewed the memo and Latecomer's agreement that outlines what happens when the developer makes improvements and pays for them; how following Latecomer's will pay a portion of the developer's original investment. This late comer's agreement included (6) lines of sewer development, expanded water service and road access. Language under the agreement, section 5, was

simplified and is represented in the draft presented. A 10% fee to the City for administrative work related to maintaining this agreement is included. This agreement lasts for 5 years per the City Attorney. The original agreement called for a 20-year time limit. Both Double T, LLC and G&S Aviation seem to be initially on board.

George Dorris of G&S Aviation would like to see stronger language for an extension of time and asks for additional, specific language relating to the management of the Latecomer's agreement.

The City Attorney cautioned the City to limit the amount of ongoing administration and potential conflict. Fees should be easily identifiable, and he continues to recommend that the Latecomer's agreement not extend past five years and reminded Council that there is language that allows for a renewal clause.

The sewer lines installed are private lines. The water lines put in were to accommodate the two, existing hangars. Double T and G&S. The future, four additional units would require further installation. The key is to know definitively, how many units will be coming on-line in the future. Hence, the (4) additional units coming onboard in the future will make it easier to manage the Latecomer's fees for water, sewer, and roads.

City Superintendent asked for clarification on lines and vault collection points. (4) Four additional lines (two boxes) are between the Double T and G&S Aviation.

Motion by Cynda Herrick to approve the Latecomer's agreement between the City of Cascade and Double T, LLC and G&S Aviation, LLC as written and authorized the Mayor to sign and asks that the City Attorney review fees and ensure that the two initial hangars not be included in the payback to the developers.

Seconded by Rachel Huckaby

Roll Call Yes, Ron Brown Yes, Rachel Huckaby Yes, Cynda Herrick

Motion passed.

## NEW BUSINESS

### **AB 21-63 Grant – FAA- AIP 3-16-0061-021-2021 Snow Removal Building (Action Item)**

Motion by Cynda Herrick to approve the Grant and authorize the mayor to sign.

Seconded by Ron Brown

Roll Call Yes, Cynda Herrick Yes, Rachel Huckaby Yes, Ron Brown

Motion passed.

### **AB 21-64 Hangar Certificate of Insurance – Jerry Robinson (Action Item)**

Discussion Jerry Robinson, representing the Cascade Hangar Owner's Association, researched McCall and Coeur d'Alene airports who only require One (1) million dollars for an entire hangar building; not individual hangars.

The City Attorney clarified that each LESSEE is required to carry the million-dollar policy. If the City wants to create a "shared pool" policy. The City Attorney clarified that there are two parts to the insurance. Part A – structure and Part B – property damage.

Council had a few questions regarding review and update of the language.

Motion by Rachel Huckaby to have Staff review the language in the standard airport hangar lease/s and being very specific on what can and cannot be done on City leased land.

Review FAA requirements including retail sales from a hangar (on leased land) and update by resolution for approval at the next meeting.

Seconded by

Cynda Herrick

Roll Call

Yes, Rachel Huckaby

Yes, Cynda Herrick

Yes, Ron Brown

Motion passed.

**AB 21-65 G & S Hangar – Rights of Refusal for 20’ (Action Item)**

Motion by Cynda Herrick to accept George Dorris’ first right of refusal for the 20’ separation and amend the existing lease to include the additional square footage and invoice.

Seconded by Rachel Huckaby

Roll Call

Yes, Ron Brown

Yes, Rachel Huckaby

Yes, Cynda Herrick

Motion passed.

**AB 21-66 Resignation of P&Z Member – Lori Hunter ( No Action)**

No action was necessary. See motion below.

**AB 21-67 Resolution No. 21-06 – City Council to assume P&Z duties (Action Item)**

Motion by Cynda Herrick to accept the resignation of Lori Hunter from the P&Z and to adopt resolution No. 21-06.

Seconded by Rachel Huckaby

Roll Call

Yes, Rachel Huckaby

Yes, Ron Brown

Yes, Cynda Herrick

Motion passed.

**AB 21-68 Approve task order for “As Needed P&Z Administrative Services” (Action Item)**

Discussion. The City should consider going out for an RFP. The concern is that there is not a cap for services. The Mayor clarified that this is for temporary services and will be tracked by Staff. Herrick asked if she did the work for free, would it be a conflict of interest?

Motion by Rachel Huckaby to approve the “As Needed P&Z Administrative Services”.  
Motion died for lack of second.

Motion by Cynda Herrick to approve Horrock’s processing the three (3) applications through to a decision with Zoom meetings, no mileage, no hotel rooms, ~~and no additional agency meetings.~~

Seconded Rachel Huckaby

Discussion

Mayor – what if they require additional agency meetings?

Huckaby stated that the planner would be acting in a staff capacity and asked that the extra agency meeting language be removed and have the Mayor keep on eye on the hours and cost. Council should know if something is happening beyond the reach of a normal administrative act.

Roll Call

Yes, Ron Brown

Yes, Cynda Herrick

Yes, Rachel Huckaby

Motion passed.

Discussion There was discussion regarding whether the City can move forward for about a year without a P&Z administrator and let the Council do the work. If this were done, the P&Z Commission would need to

be removed from City Code. It could be added right back in if desired per the City Attorney.

**AB 21-69 Leisure Time Plan for Lift Station Operator (Action Item)**

Discussion Ron Brown outlined the sewer issues that exist at Leisure Time and the DEQ requirements for Leisure time which include a requirement for Leisure Time to have a dedicated, licensed wastewater operator. Ron Brown believes that as Leisure Time empties wastewater into the City's system, it would be most advantageous for Leisure Time to contract with the City.

Discussion The City Superintendent will reach out to DEQ so see what impact working with Leisure Time would have on the City as far as what would need to be done, i.e. sampling? Using sewer line cameras? And make sure that the City is not taking over the Leisure Time lines nor gaining unnecessary liability.

Motion by Rachel Huckaby for the City to hammer out an MOU with Leisure Time for review.  
Seconded by Cynda Huckaby

Amended Motion by Rachel Huckaby to direct staff to move forward to see if an MOU is feasible and what it would entail.  
Seconded by Cynda Herrick

Discussion Make sure that the City does not put expense into the creation of the MOU.

Roll Call Yes, Cynda Herrick Yes, Rachel Huckaby Abstain, Rob Brown  
Motion passed.

**AB 21-70 WCMEDC 1<sup>st</sup> quarter report. (No Action)**

Andrew Mentzer summarized his written report. Andrew will be leaving his post in the latter part of June.

**AB 21-71 IIIA Annual Report presented by Amy Manning (No Action)**

Annual report included in Council packet was summarized by Amy Manning. Elected officials and volunteer services personnel now qualify for mental health counseling at a cost of \$10 per person per month on the City of Cascade's policy.

The city will review the possibility of a policy change to include elected officials in the health insurance program. Amy Manning will run the numbers and let the city know the costs. Adding only Dental and Vision would not affect insurance by re-rating it. It would be a policy change in the employee manual.

**AB 21-72 Approval of Fireworks stand at Legion from June 21 thru July 4 (Action Item)**

Motion by Cynda Herrick to approve the fireworks stand at Legion Hall.  
Seconded by Rachel Huckaby

Discussion Does this need to be approved by the Council? Also, clarify the time frame.

Roll Call Yes, Rachel Huckaby Yes, Ron Brown Yes. Cynda Herrick  
Motion passed.

**AB 21-73 MOU City of Cascade and SVCRD Parks (Action Item)**

Motion by Rachel Huckaby to accept the MOU between the City of Cascade and the SVCRD and authorize the Mayor to Sign.

Seconded by Cynda Herrick

Roll Call Yes, Cynda Herrick Yes, Rachel Huckaby Yes, Ron Brown  
Motion passed.

**AB 21-74 Pay Schedule Discussion – Grades and Steps ( No Action)**

Discussion only. The Mayor presented the general information related to the data for pay grades and steps and how it was researched and presented. The Council asked for data to review what the salaries are for cities of similar size.

**CONSENT AGENDA**

**Payment approval report through May 7, 2021 (Action Item)**

Motion by Rachel Huckaby to accept the payment approval report for \$21,875.63.  
Seconded by Cynda Herrick

Roll Call Yes, Rachel Huckaby Yes, Ron Brown Yes, Cynda Herrick  
Motion passed.

**Payroll Register Report for April 14<sup>th</sup> and April 28<sup>th</sup> 2021 payrolls (Action Item)**

Motion by Rachel Huckaby to approve the payrolls ending April 14<sup>th</sup> and April 28<sup>th</sup>, 2021.  
Seconded by Ron Brown

Roll Call Yes, Ron Brown Yes, Rachel Huckaby Yes, Cynda Herrick  
Motion passed.

**Approval of April Financials (Action Item)**

Motion by Cynda Herrick  
Seconded by Rachel Huckaby

Roll Call Yes, Rachel Huckaby Yes, Cynda Herrick Yes, Ron Brown

**Approval of the April 26, 2021 Meeting Minutes (Action Item)**

Motion by Cynda Herrick  
Seconded by Rachel Huckaby

Correct misspelled word on page three from “combing” to “Combining”.

Roll Call Yes, Ron Brown Yes, Rachel Huckaby Yes, Cynda  
Herrick  
Motion passed.

Discussion When beginning budget review, Council Members would like to have paper copies for review and making notes.

Mayor Report the Mayor had nothing to report

**ADJOURNMENT** by Mayor Nissula 8:59 pm