



**CASCADE CITY COUNCIL**  
**FIRST REGULAR MEETING**  
**Monday, June 14, 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 and Rachel Huckaby, Denise Tangen  
A **quorum** was present.

Also present Judith Nissula, Mayor Heather Soelberg, Treasurer  
Janice Van Winkle, Clerk Steve Yamamoto, Superintendent

**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.*

Councilmember Herrick asked that the newsletter be revised to include “in person” meetings.

*\* Clerk will make sure that the newsletter reflects Zoom and in In Person meetings.*

There was also an inquiry on the status of the (3) P&Z projects assigned to Staff planner, Peggy Breski of Horrock’s Engineers.

**DEPARTMENT REPORT**

**Airport**

Mayor provider information on behalf of the airport related to several of the grants that are ongoing for the taxi runway and the snow removal building.

The current Fixed Base Operator (FBO), Ray Arnold, will be retiring at the end of September. The FBO lease is under review with the City Attorney.

**Building Dept.**

The Building Inspector summarized May activity reporting (12) permits were issued during the May And several code violations as were issued as reflected in his written report. At the RV park on Market Street there is a tent camper that in violation of city code.

**Clerk Report**

The clerk presented the report submitted in writing which included a summation of projects under review by the City Attorney. There was a brief presentation of the meeting the City Clerk had with the City of McCall LOT administrator regarding software recommendations and processing needs including the need for a business license ordinance and the business tax module in Caselle. Summarized activity at parks, cemetery, water billing, service changes and complaints received.

**Library**

Presented by Casey Taylor. A new library intern has come aboard with the help of grant monies. A new

Library Clerk is being sought as well as a new Trustee. Casey summarized current library programs. The library will be going through a face lift inside and out that includes painting, a new logo and new furnishings. A grant is being sought for upgrade of all computers. The bookstore is now open on Saturdays from 11 am to 2 pm. *Note the date of the report is inaccurate and should be dated June 14, 2021.*

### **Public Works**

Presented by Superintendent, Steve Yamamoto. Water consumption is up. Staff is doing a great job on keeping the parks looking nice. The DEQ sanitary survey is ongoing. Prep work for installation of the Huber, bar screen is pending; the electrical box has been installed and an adapter built. The screen should be fully installed within the next two weeks. The streets were graded, rolled and we are awaiting dust abatement. MAG on roads this week. A 4-way stop sign was installed at Patterson and Idaho streets – be aware. Bogie water tank over Memorial Day had a locked-up valve that would not allow water into the tank. All is repaired now. Pricing for a transducer in the Bogie water tank that will be added to the Scada alarms system will be put before the Council at a future meeting. The Facility planning study for water is coming along. There was brief discussion with the School regarding the Spring St. leak Spring, 2021.

### **Sheriff's Office**

Mayor commented on the report submitted by the Sheriff's office. The Clerk explained that the Sheriff's office was still working through the new software.

The Mayor also discussed the budget information submitted by Sheriff Bolen as well as the addition of a joint powers of agreement that includes a provision for the prosecuting attorney's office.

### **NEW BUSINESS**

#### **AB 21-84 Resolution 21-09 – Adopt Fire District impact fees and appoint committee members. (Action Item)**

Discussion Cascade Rural Fire Department Chief, Steve Hull outlined what an impact fee means and how it would be collected at the same time a building permit is submitted. He briefly outlined the restrictions on how the monies would be tracked and what they would be used for.

Motion by Denise Tangen to adopt resolution No. 21-09 to provide a joint impact advisory committee for the Fire District Impact Fees.

Seconded by Cynda Herrick

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

Motion passed.

Discussion led by Steve Hull outlining the five potential committee members that he spoke with that fit the parameters required by statute including the business development and real estate.

Motion by Cynda Herrick to improve the development fee impact committee as proposed to include:  
Merandy Metz David Brassfield  
Brian Maher, Joshua Shearer  
Warren Sedlacek Steve Hull as Cascade Rural Fire District, Fire chief.

Seconded by Denise Tangen

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

Motion passed.

- AB 21-82 Resolution 21-07 Sale of Police Building (Action Item)**  
 Discussion The Mayor outlined the history of the buildings valuation; the most recent performed by Dave O'Brien of Cascade Realty.
- Motion by Cynda Herrick to approve the resolution No. 21-07 to recognize the PD building as surplus property, schedule a public hearing for July 12, 2021 and sell at auction.  
 Seconded by Rob Brown
- Roll Call Yes, Rachel Huckaby Yes, Denise Tangen  
 Yes, Ron Brown Yes, Cynda Herrick
- Motion passed.
- AB 21-89 Approve City Attorney summary of Ordinance No. 711 for (Action Item)**  
**publication per statute.**
- Motion by Rachel Huckaby to accept the attorney summary for Ordinance No. 711 for publication.  
 Seconded by Denise Tangen
- Roll Call Yes, Denise Tangen Yes, Ron Brown  
 Yes, Cynda Herrick Yes, Rachel Huckaby
- Motion passed.
- Note: The summary will be published in the June 17, 2021 Star News.*
- AB 21-90 Consent to Proceed – (Idaho) Power to the wind cone (Action Item)**  
**AIP 3-16-0061-021-2021**
- Motion by Cynda Herrick to approve the Consent to Proceed for Idaho Power to supply power to the wind cone at the airport.  
 Seconded by Rachel Huckaby
- Roll Call Yes, Ron Brown Yes, Cynda Herrick  
 Yes, Rachel Huckaby Yes, Denise Tangen
- Motion passed.
- AB 21-91 Airport – AIP 3-16-0061-021-2021 Snow Removal Building (Action Item)**  
**T.O. Engineers agreement for professional services.**
- Motion by Denise Tangen to approve the agreement for profession services with TO Engineers for the snow removal building.  
 Seconded by Cynda Herrick
- Roll Call Yes, Cynda Herrick Yes, Rachel Huckaby  
 Yes, Denise Tangen Yes, Ron Brown
- Motion passed.
- AB 21-92 Taxi rehab**
- Motion Cynda Herrick to approve the prof. services for TO engineers for runway and taxi rehab  
 Seconded by Rachel Huckaby
- Roll Call Yes, Rachel Huckaby Yes, Denise Tangen  
 Yes, Ron Brown Yes, Cynda Herrick
- Motion passed.

**AB 21-93 Ed Staub 2021-2022 Propane Contract**

Motion by Rachel Huckaby to table AB 21-93 for a propane contract and direct staff to put out an RFP for propane for the City.

Seconded by Denise Tangen

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

Motion passed.

**AB 21-94 ICRMP Joint Powers Subscriber Agreement**

Motion by Cynda Herrick to accept and authorize the Mayor to sign.

Seconded by Denise Tangen

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

Motion passed.

**AB 21-95 Sports Park Disc Golf basket signing. Approval of signing verbiage. (Action Item)**

Motion by Rachel Huckaby to approve the signing verbiage for baskets 14, 15, and 20.

Seconded by Cynda Herrick

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

Motion passed.

**AB 21-96 RFQ City Hall and Library needs assessment and building master plan (Action Item)**

Motion by Rachel Huckaby to approve the RFQ building master plan and change the deadline for submission from July 6, 2021 to July 15, 2021

Seconded by Cynda Herrick

Discussion Put out to more than the Star News such as constructconnect.com

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

Motion passed.

**AB 21-97 Budget review, job descriptions and wage discussion (No Action)**

Discussion Council reviewed sample payroll grades based on a compilation of job and wage statistical data from local, county, Idaho cities with comparable populations and US DOL statistics which were prepared and presented by the City Treasurer. With the end goal of establishing job levels and wage scales per job type, the research would assist the City in creating a road map of expectations for hiring future employees and a realistic look at the financial impact on future budgets.

There was discussion as to whether the information presented requires more analysis of the job descriptions and associated levels of responsibility.

Prior to the next presentation, Council Member Huckaby would like to see which position/s are reflected in the budget. Council Member Brown would like to continue the discussion as a workshop on Monday June 21, 2021 at 6 pm. *No motion necessary. Not an action item.*



**Approval of the June 7, 2021 City Council Special Meeting minutes**

**(Action Item)**

Motion by Denise Tangen to approve the June 7, 2021 Special Meeting minutes with corrections.

Seconded by Ron Brown.

Corrections “Motion by Rachel” remove the word “was” to “she read by title only.”

Roll Call	Yes, Denise Tangen	Yes, Ron Brown
	Abstain, Cynda Herrick	Yes, Rachel Huckaby

Motion passed.

**Mayor Report**

Jackie Long approached Mayor regarding a newsletter item about Firewise landscaping. There are trees across the street from the Long’s that are on City property. Idaho Power has classified them a fire hazard. Leonard and Jackie Long are willing to pay to have the City trees removed at their expense. The Mayor will provide a map at a future meeting.

Status of the Off-Road Stampede. The required Special Permit has yet to be received.

Council Member Rachel Huckaby and the Mayor have begun mapping the Margaret Cemetery. Council Member Huckaby highly recommends to contract or purchase a ground penetrating radar.

The softball tournament went well. City Staff on call for the weekend had to make two trips to work on the public bathrooms during the event.

**ADJOURNMENT** by Mayor Nissula at 9:11 pm