



# CASCADE CITY COUNCIL

Second Regular Meeting

Monday, April 25, 2022

6:00 PM

Cascade City Hall

MINUTES

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

Present Council members Ron Brown, Rachael Huckaby, Jason Speer, Denise Tangen  
A **quorum** was present.

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

## PLEDGE OF ALLEGIANCE

**PUBLIC COMMENT** There was no public comment.

## NEW BUSINESS

**AB 22-97 Fiscal Year 2021/2022 audit Report presented by (Action Item)**  
**Zwygart John and Associates.**

Jordan Zwygart presented the 2021/2022 financial statements. Council was given hard copies of the report which was reviewed step by step. In brief, the City of Cascade bookkeeping systems and accounting have good controls and operating practices in place.

“Unassigned” fund balance can be “assigned” when carried over and Council can decide to “commit” them. It is more restrictive to commit them and not as fluid as not assigning them to specific projects. “Emergency” funds can be set aside and designated as such, but the Council would need to formalize with a resolution. If just assigned, no motion or resolution is required. Carry over funds earmarked for “emergency” should be maintained at a minimum of 3 months of operating expenses. There are no limits to the amount you can earmark for an emergency. However, for the purpose of transparency, the CPA recommends that Council assigns the carry over funds.

### ADMIN Salaries

Mayor and City Council salaries were inaccurately reflected; a repair will be made.

Motion by: Rachel Huckaby to table the acceptance of the fiscal year audit report until the next meeting.

Seconded by: Jason Speer

Roll Call Yes, Jason Speer Yes, Ron Brown  
Yes, Denise Tangen Yes, Rachel Huckaby

Motion passed.

**AB 22-98 Personnel Policy**

**(Action Item)**

Treasurer, Heather Soelberg, presented the changes that were made at Council’s request and further clarified the accrual of comp time and compensation. If an employee has 40 hours of comp time; that 40 hours is a threshold and the time must be taken. If the comp time cannot be taken it will begin to be paid out each pay period. The mayor reviews all payroll and keeps on top of comp time and overtime hours.

Corrections made to vacation and sick leave benefits. This allows for a one time carry over of 40 hours plus what the employee accrues.

Holidays – Full time, regular employees will be paid for 8 full hours. Vacation hours do not count toward overtime. Council would like verbiage to be updated to reflect that “An employee is paid 8 hours for a holiday plus hours that are actually worked”.

FMLA “A.” The City of Cascade does not apply. This benefit does not exist for City employees.

Council asked for specific explanation of benefits for part time and full time.

Motion by: Denise Tangen to table the personnel policy manual revisions until a later date.  
Seconded by: Jason Speer

Roll Call Yes, Ron Brown Yes, Denise Tangen  
Yes, Rachel Huckaby Yes, Jason Speer

Motion passed.

**AB 22-99 VAR 21-01 – Findings of Fact and Conclusion**

**(Action Item)**

The mayor read the Findings of Fact and Conclusion

Motion by: Rachel Huckaby to accept the Finds of Fact and Conclusions for VAR 21-01.  
Seconded by: Jason Speer

Roll Call Yes, Denise Tangen Yes, Rachel Huckaby  
Yes, Jason Speer Yes, Ron Brown

Motion passed.

**AB 22-100 Sparklight – renewal of Internet contract**

**(Action Item)**

Motion by: Denise Tangen to accept the Sparklight renewal contract.  
Seconded by: Jason Speer

Roll Call Yes, Rachel Huckaby Yes, Jason Speer  
Yes, Ron Brown Yes, Denise Tangen

Motion passed.

**AB 22-101 Comprehensive Plan update presented by Peggy Breski.**

**(Action Item)**

Peggy Breski of Salaber Engineers explained her proposal for the contract and how the \$30,000.00 grant will be spent. After review of the RFQ, Salaber & Associates engineers was awarded the project.

The comprehensive plan is essentially 15 years old and is extremely out of date. Formal planning strategies are typically rewritten every 15 years to stay on top of planning strategies. The existing plan has ambiguous

and generic goals and policies which leave loopholes. The City of Cascade needs actionable policies and timeline.

Ms. Breski reviewed the proposal by page and the three options for moving forward. Option “A” needs to be approved immediately as these are grant award funds and there are time parameters that must be met.

It was recommended that a workshop be scheduled in two months to review progress to date and revisit options B and C to move the plan further forward.

Motion by: Ron Brown to approve the comprehensive plan and contract with Salaber Engineers For Option A as outlined in the grant received from the Blue Cross Foundation and reconvene at a later date to reassess the other options.

Seconded by: Jason Speer

Roll Call Yes, Jason Speer Yes, Ron Brown  
Yes, Denise Tangen Yes, Rachel Huckaby

Motion passed.

### **CONSENT AGENDA**

**(Action Item)**

Payment approval report through April 22, 2022  
Payroll register reports for April 13, 2022  
March 2022 Financials  
Approval of April 11, 2022 meeting minutes

Financials Council asked for clarification on several items that were resolved including receipt of airport grant funds and water and sewer revenues

Minutes On AB 22-91 clarify last, hang on sentence.

Motion by Rachel Huckaby to approve the consent agenda with changes to the minutes.

Seconded by Jason Speer

Roll Call Yes, Jason Speer, Yes, Ron Brown  
Abstain, Denise Tangen Yes, Rachel Huckaby

Motion passed.

### **MAYOR’S REPORT**

Water Study – reporting low pressure.

**ADJOURNMENT** Mayor adjourned the meeting at 8:59 pm.