



# CASCADE CITY COUNCIL

**Second Regular Meeting**

**Monday, April 24, 2023**

**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, Rachel Huckaby, Jason Speer, Denise Tangen  
A **quorum** was present.

Staff Present Judith Nissula-Mayor, Daniel Goodman-City Attorney  
Heather Soelberg, City Treasurer

## PLEDGE OF ALLEGIANCE

## AGENDA AMENDMENT

An amendment to the Agenda has been made regarding the FEMA Grant.

Motion to: By Denise Tangen to accept the amended Agenda.

Seconded by: Jason Speer.

Motion Carried.

**PUBLIC COMMENT** No public comment.

## NEW BUSINESS

### **AB 23-94 Market St. Closure (Action Item)**

Chief Steve Hull made a request to close Market Street for a wildfire safety event, from 10:00 am to 2:00 pm

Motion by: Jason Speers

Seconded by: Denise Tangen

Roll Call: All in favor.

Motion carried.

### **AB 23-99 FEMA Stormwater Grant Cost Amendment (Action Item)**

Trevor Howard, City Engineer, presented to City Council to amend the grant application to increase the grant amount by approximately \$200,000, which would increase the City's match to an additional \$50,000.

Motion by: Jason Speers

Seconded by: Ron Brown

All in Favor

Motion carried.

**AB 23-95 Capital Improvement Projects (Action Item)**

Discussion regarding the opportunity to piggy-back on the Front Street Project by issuing a change order to add Payette Street. Further discussion regarding other streets that need to be paved. Long discussion regarding streets that need improvements, discussion regarding infrastructure under Duffers. Additional discussion regarding creating a long-term streets project.

Motion to obtain quote for grinding Duffer, Chip Sealing Lake Cascade Parkway (any additional roads needing chip sealed) and requesting Change Order to pave Payette Street.

Motion by: Rachel Huckaby  
Seconded by: Jason Speer

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

Motion passed.

Additional discussion regarding Capital Investment lists items related to equipment and R&M. Direction for staff to update the spreadsheet to separate capital project into departments.

**AB 23-96 Budget Calendar (Action Item)**

Review of calendar, set roundtable meeting to May 17<sup>th</sup>.

No motion necessary.

**AB 23-97 Personnel Policy (Action Item)**

In-depth discussion regarding the Personnel Policy, discussion regarding the full-time hours and benefits of full-time hours. Request to table discussion until a further time.

Motion by: Rachel Huckaby to approve the On-Call Policy, Break Policy and Timesheet Policy as presented.  
Seconded by: Jason Speer

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

Motion passed.

**AB 23-98 Best Day HR Results (Action Item)**

Presentation by Kelsey Stewart of Best Day HR regarding Position Analysis, grade and wage schedules.

High level & Strategic process

Looked at essential function, personnel analysis and survey, an interview and discussion on gaps as well as additional employee concerns.

Job descriptions were relatively accurate. There were discrepancies in the Public Works 1, 3, and 4 where multiple hats are worn. These job categories are considered “essential” *and* “hard to fill” which effects recruitment and retention. All positions are considered essential.

For all positions, past experience was validated and documented and experience pertinent to the current job was taken into consideration and noted.

Based on the data received and for this process:

- all City of Cascade employees “meet job expectations”.
- all City of Cascade employees have at least (10) years of relevant past experience that ties to their position.

The market study aligned with the wage schedule. There were two positions, the City Clerk and the Treasurer, where there is a recommended change in the grade and a recommendation to move those positions into the Market level.

The proposed wage schedule included previous market data, peers and resulted in a market range in order to be more competitive. The October 1, 2022 cost of living adjustment was factored into these wages.

The Compensation philosophy used in creating the wage schedule is to provide current employees, and new employees you are trying to recruit, an understanding of how the wage schedule was created.

**Recommendations are as follows:**

- Bring all Cascade employees up to minimum of 85% of the market.
- Employees that are meeting expectations, and have 10 years or more of experience should be compensated at 90% of the market.
- Employees that are meeting expectations, and have 10 years or more of experience, and have worked for the City of Cascade for 10 or more years should be compensated at 95% of the market.
- The Public Works positions are considered “essential” and “hard to fill”. The recommendation is that the pay range should be from 90% to 110%.

**Q&A**

Council had no questions.

No motion made. They will resume in Executive Session.

**CONSENT AGENDA**

**(Action Item)**

- Payment approval report dated April 21, 2023.
- Payroll register report for April 12, 2023.
- March Financials
- Approval of meeting minutes for April 10, 2023.

Motion by: Rachel Huckaby to accept the consent agenda.  
Seconded by: Jason Speer

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

Motion passed.

**EXECUTIVE SESSION**

Motion by: Rachel Huckaby to enter into Executive Session under Idaho Code §74-206(1)(b)  
Seconded by: Jason Speer

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

Motion passed.

Council entered Executive Session at: 8:19 pm

Council exited Executive Session at: 9:30 pm

Motion by: Rachel Huckaby to accept the April 21, 2023 Best Day HR position analysis report with the proposed kinds and levels chart and proposed wage schedule.

Seconded by: Jason Speer

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

Motion passed.

Motion by: Rachel Huckaby to implement pay raises as proposed.

Seconded by: Jason Speer

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

Motion passed.

**ADJOURNMENT** The Mayor adjourned the meeting at 9:35 pm.