

# CASCADE CITY COUNCIL

# Second Regular Meeting and Public Hearing Monday, May 13, 2024 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. Note: Council member Jason Speer left the meeting at 7:24 pm.

Present via Zoom Jake Jones-City Attorney

Staff Present Judith Nissula-Mayor, Janice Van Winkle-Clerk, Keith Latimer - Treasurer,

Brandee Nitzel-Deputy Clerk, Darryl Shephard-Building Department,

Jason Metz-Public Works.

#### PLEDGE OF ALLEGIANCE

#### **PUBLIC COMMENT**

Karen Johnson 221 Pole Cat Ridge Rd. Status of Davidson vacation request in 2023.

# PUBLIC HEARING CUP-24-02 Michelle Lind Candle Shop & Store

The Mayor opened the public hearing at 6:03 pm.

Mayor Nissula asked the Council for any ex-parte. There was none. The Mayor explained to the attendees how the public hearing will be conducted.

#### **Presentation**

The Staff Report of the application was presented by P&Z Admin, Brandee Nitzel, who read the application and noticing requirements. In addition, she read into record letters received from Citizens.

Building Department concerns and applicant response were also attached and read into record. The letter outlined code requirements, including an occupant load of 9 persons max, in order to be considered for approval. The applicant responded that all requirements would be met and reflected on the final plans. Cascade Rural Fire Chief and City Engineer comments were included.

**Applicant Presentation** was ready by Michelle Lind.

# **Public Testimony**

**For** Kayla Albert 103 W Glen (in packet) Shelby Hallan 308 N School (in packet)

Daniel Mock 101 N Main (after packet)

Michelle Slaybaugh 410 N School (after packet)

Kate & Eddie Donica 302 N School (after packet)
Ashley & Katrin Thompson (after packet)
Jay & Marlene Claus 514 N Sawyer F43 (after packet)

James Lind of 28 Sarah Way in person Christine Lord 40 Atkin Lane in person

Laurel Jenkins 303 N. Idaho St. #4 written comment

**Neutral** Candice Gregory 39 Atkin Lane written comment submitted.

Dick Carter 415 N. Hillcrest in person – would like to see more adequate signing by

the city. The existing sign in not sufficient.

**Opposed** Brian & Brenda Harris 307 N. Idaho (in packet)

Helen Harper – 305 N Idaho (in packet)

Karen Johnson - Pole Cat Referenced 2.1 of the 2018 Comp Plan outlining

business operating adjacent to or in the downtown area. Signage not present in plan for business or parking. This business is not compatible with residential areas.

Jacquie Lee 59 Badger Hollow Rd. Opposed to a storefront in a residential area.

Discriminatory to impose this upon one residential area

and not another.

Megan Mokhtarani 307 N School St Concerned about privacy, traffic and a change in the

neighborhood as they live directly across the street.

The P&Z Admin continued to read current code related to a business in a R3 Zone.

#### **Staff recommendations:**

The applicant has met all requirements of filling for the CUP. No special conditions exist. No special USE conditions exist. Note location and nature of development are reflected in exhibit C.

# The council had no further questions.

#### **Rebuttal from Applicant**

Applicant, Michelle Lind, read her rebuttal. She has been and will remain a "shop to shelf, by appointment only" business. Merchandise that is shipped is personally delivered to UPS; no trucks will deliver to shop.

## Council questions:

Rachel Huckaby asked that if the stairs shown on the plan were ADA compliant?

# **Additional Applicant Rebuttal**

Parking There will be a removable sign in the parking garage.

Open Flame None.

Store Front Packets do not reflect the final design.

Final Design Not complete until Council had a chance to review.

#### The Mayor closed the public hearing at 6:47 pm.

#### **DEPARTMENT REPORTS**

Airport No report available.

Bldng/Code Report given to the City Council.

City Clerk Presented the report as it appeared in the Council packet outlining LOT funds collected,

Airport lease activity, water/sewer billing shutoff notices and activity, park reservations

activity, cemetery activity, and public records requests processed.

Library Director, Maria Guest, presented her report as given to the Council summarizing "What's

New at the Library?". Summer camp will begin soon. Construction related to the

Library expansion grant will begin on May 8, 2024. Siding that exists on the side of the building under construction will be recycled for use on the front of the library. A written summary of grants, donations, and receivables that reflected \$506,745.00 in revenues and

corresponding figures for expense and balance of funds was included in the packet.

Public Works supervisor, Jason Metz, reported the broken/leaking water main that has been repaired. Trees

at the cemetery were trimmed. The automated water meter project has begun.

Installation of the wastewater lagoon aerators are out to bid this week and will be monitored by the City Engineer. The seasonal help started for the season. Crosswalks will be painted by Memorial Day weekend. Clean up of trees in the "ditch" along the strand are on the list of what need to be cleaned up. Fish and Game provided guidance on building a metal weir

around culverts to deter beaver dam activity.

The Mayor asked that future reports reflect the amount of water being pumped.

Treasurer Keith Latimer reported to Council a written report from Go-Daddy that reflected the number

of cyber attacks on the city that were blocked. He further reported how the City Shop expenses will be reported. LGIP interest will now be reported to the Council on a monthly

basis.

Caselle training for the Business License and Business Tax modules will occur on May 30,

2024.

#### **NEW BUSINESS**

## AB 24-104 CUP-24-02 Michelle Lind Candle Shop & Store

(Action Item)

The Mayor read existing code to the Council prior to their deliberation.

#### **Council discussion:**

Question Rachel Huckaby asked the building inspector to confirm if there is parking in the back.

Answer Yes, there is parking in the back.

Question JS asked if Council could prohibit short term parking on the street.

Answer Yes, it could be a condition of the shop.

Question DT is the renter separate from the garage.

Answer The renter has no access to the garage.

Question Jason Speer asked if a filter could be put in the ventilation system.

Answer Ventilation must meet the IBC per the building inspector.

Motion by: Rachel Huckaby to approve CUP-24-02 subject to addition conditions which are (2)

residential parking in back of house and customer parking signing asking for NO

parallel parking on street for business purposes.

Seconded by: Denise Tangen.

Roll Call Yes, Rachel Huckaby Great spot for a small business.

Yes, Ron Brown Promoting small business withing the city.

Yes, Jason Speer Allowing small business to operate while protecting

surrounding area.

Yes, Denise Tangen It is a permitted use with conditions.

Motion passed.

# AB 24-105 FY 2022/2023 Audit presentation by Zwygart John, CPA's (Action Item)

Jordan Zwygart presented the 2022/2023 fiscal year ending September 20, 2023 report, audit and overall fiduciary health of the City of Cascade. Governmental funds reserve was increased by \$457,000.00. A hard copy and digital copy of the audit are on file. The Council should consider a "committed funds" category. The State is looking more closely at this.

Motion by: Denise Tangen to accept the FY 2022/2023 Audit as presented.

Seconded by: Jason Speer

Roll Call Yes, Ron Brown Yes, Jason Speer

Yes, Denise Tangen Yes, Rachel Huckaby

Motion passed.

# AB 24-106 FY 2022/2023 Audit Representation Letter

(Action Item)

No motion accepting the Audit Representation Letter is necessary per the CPA.

# **AB 24-107** Valley Transit Funding Request

(Action Item)

Presented by Terri Lindenberg who reported that ridership has gone up by 30%. They have new software in place that will track on/off boarding and an app that will notify passengers of bus arrival. They have been awarded a planning grant to look at the efficiencies of a regional system. Rural grant dollars are not supporting the system. Terri answered the Council's 2023/2024 funding question related to participation by Tamarack and the Tamarack School.

No motion required. This will be discussed further during the budget process.

# AB 24-108 Library – Larger Highway Signing

(Action Item)

No motion necessary. Public Works will try to locate the original sign that was too large.

# AB 24-109 Library – Board request to increase credit card limit to \$5,000.00 (Action Item)

Motion by: Denise Tangen to increase the credit limit to \$5,000.00.

Seconded by: Ron Brown

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

Motion passed.

# AB 24-110 Library – Prepay for a \$21,000.00 Amazon Card to pay SYE grant (Action Item) Funds within grant expiration date.

No motion required. The Library Director and Treasurer will create an Amazon Business Account.

# AB 24-111 Approval of Zwygart audit invoice

(Action Item)

Motion by: Denise Tangen to approve the audit invoice for \$10,000.00.

Seconded by: Rachel Huckaby

Council Member, Rachel Huckaby asked if we approved \$10,000.00 in the current budget. The City Clerk confirmed to Council that on May 26, 2023, the Zwygart John & Associates letter of engagement estimated the FY 2022/2023 audit cost to be \$10,000.00.

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

Motion passed.

# AB 24-112 EPA's ESA Response

(Action Item)

The Mayor explained the fine assessed to the city for late reporting on wastewater and drinking water. All late reports were addressed, and the city responded to DEQ and EPA as appropriate. The expedited reporting resulted in a fine reduction to \$7,600.00. The Mayor's response to EPA must be submitted by May 29, 2024.

No motion necessary.

CONSENT AGENDA (Action Item)

Payment approval report through May 8, 2024.

Payroll register report for pay periods ending April 20, 2024 and May 4, 2024

Monthly Financials

Approval of April 22, 2024 City Council meeting minutes.

Motion by: Rachel Huckaby to approve consent agenda minus the monthly financials and the

payroll registers and approve the payment approval reports and April 22, 2024 minutes

as presented.

Seconded by: Ron Brown.

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

Motion passed.

#### MAYOR'S REPORT

The Mayor presented the new legislation for a resort cities special liquor license.

Aerators and the installation of the aerators are currently out to bid and an RFB for each has been Noticed.

DMS (digital messaging system) at the airport is being installed by ITD. The signing would be installed OVER, the highway not adjacent to it. This is still under discussion with the Mayor as she was not included in the conversations during ITD's planning sessions.

#### **EXECUTIVE SESSION**

Enter session.

Motion by Rachel Huckaby to enter into Executive Session per Idaho Code at 8:39 pm.

Seconded by Denise Tangen

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

Motion passed.

Mayor Nissula and City Council came out of Executive Session at 8:54 pm. No decisions were made.

**ADJOURNMENT** Mayor adjourned the meeting at 8:54 pm.