



CASCADE CITY COUNCIL
SECOND REGULAR MEETING
April 23, 2018 at 6:00 pm
Cascade City Hall

MINUTES

CALL TO ORDER AND ROLL CALL

The meeting of the Cascade City Council was called to order at 6:00 P.M. Council members Tom Byrne, Cynda Herrick, and Rachel Huckaby were present. Quorum exists.

Also present: Heather Soelberg City Clerk
Sally Gossi Building Inspector

AMENDMENTS TO MEETING AGENDA

MOTION BY: Tom Byrne **SECOND BY:** Cynda Herrick

MOTION TO AMEND THE AGENDA TO ADD AMENDMENT #1 TO PROFESSIONAL SERVICES AGREEMENT WITH SCHIESS & ASSOCIATES

DISCUSSION: Mayor Crosby updated the City Council to the Professional Service Agreement Project No. 18015, that the sum would exceed \$1500 original amount. The engineering service is almost completed. Amendment No. 1 reflects the new sum of \$2,000.

ROLL CALL: Tom Byrne Yes Rachel Huckaby Yes
Cynda Herrick Yes

Motion Passed

PUBLIC COMMENT

Public comment is limited to three (3) minutes per person, per item, unless additional time is permitted by the presiding official.

Sharon Bixler – Provided an update regarding the June 2, 2018 Making Tracks to Family Fun Day event.

APPROVAL OF PAYMENT OF BILLS

MOTION BY: Rachel Huckaby **SECOND BY:** Cynda Herrick

APPROVE PAYMENT OF BILLS ON THE UNPAID INVOICE REPORT DATED APRIL 23, 2018 THROUGH APRIL 19, 2018 IN THE AMOUNT OF \$8,281.77.

DISCUSSION: No further discussion.

ROLL CALL: Tom Byrne Yes Rachel Huckaby Yes
Cynda Herrick Yes

Motion Passed

APPROVAL OF MINUTES

MOTION BY: Cynda Herrick **SECOND BY:** Tom Byrne

APPROVE CASCADE CITY COUNCIL MINUTES DATED APRIL 9, 2018.

DISCUSSION: No further discussion.

ALL IN FAVOR: Tom Byrne *Aye* Rachel Huckaby *Aye*
Cynda Herrick *Aye*

Motion Carried Unanimously

PUBLIC HEARING

LEISURE TIME – ZON 17-01

DISCUSSION: Mayor Crosby updated the City Council and citizens on the status of the process of new zoning classifications would allow for a mixed use of recreational vehicles and single family residential structures. If adopted, the R-IV Zone would more accurately reflect the existing use of Leisure Time Subdivision property that is currently zoned Recreation, located at 514 Sawyer St., Cascade, Idaho with approximately 379 lots. As well as reminding the citizens that the amendment would bring Leisure Time RV Park into compliance with the City as well as with FEMA in order to allow residents to purchase flood insurance if they so choose. The City Clerk drafted Ordinance No. 688 and distributed draft Tuesday, April 17, 2018 to City Council Members, the Cascade City Attorney, with courtesy copy forwarded to Leisure Time (LT) Home Owner Association President, Ron Brown for posting on Leisure Time website, and to Victor Borton, Leisure Time HOA’s attorney. The City Clerk drafted Ordinance and distributed drafts to City Council members, the Cascade City Attorney, and Leisure Time. No additional comments were provided by Citizens. The Public Hearing was closed at 6:15 p.m. and the regular city council meeting was reopened. City Council members provided input and feedback to be incorporated into a revised draft Ordinance.

MOTION BY: Cynda Herrick **SECOND BY:** Tom Byrne

MOTION TO REOPEN THE PUBLIC HEARING FOR THE PURPOSE OF TABLING THE CREATION OF A NEW ZONE AND REZONE OF LEISURE TIME TO MAY 14TH AT 6:00 TO ALLOW FOR ADDITIONAL TESTIMONY AND FURTHER REVISIONS OF THE ORDINANCE.

DISCUSSION: Changes will be made to draft Ordinance as outlined in today’s meeting and recirculated prior to the May 14th meeting. Councilmember Byrne inquired as to having a clean copy of the ordinance prior to the May 14th meeting, and clarification on the procedure of creating a new zone and the rezone of Leisure Time. Specification of requirements to hook-up to City utility services.

ALL IN FAVOR: Tom Byrne *Aye* Rachel Huckaby *Aye*
Cynda Herrick *Aye*

Motion carried unanimously.

NEW BUSINESS

ANNUAL CONTRIBUTION – WCMEDC

DISCUSSION: The WCMEDC has requested the Annual contribution for ED Pro Grant application due May 15, 2018. The WCMEDC is seeking \$18,000 for match funds. The WCMEDC has already had an impact on the Cascade community. The commitment letter for annual funding commitment of \$1,000.

MOTION BY: Rachel Huckaby **SECOND BY:** Tom Byrne

MOTION TO GRANT MAYOR SIGNATURE AUTHORITY ON WCMEDC LETTER OF COMMITMENT FOR ED PRO GRANT, AND AN ANNUAL CONTRIBUTION OF A MINIMUM \$1,000.

DISCUSSION: Discussion regarding conflict of council members that are on the WCMEDC board. Discussion regarding the budgeting amounts, and dollar amounts to contribute. Discussion regarding future contribution amounts.

ROLL CALL:

Tom Byrne	Yes	Rachel Huckaby	Yes
		Cynda Herrick	Yes

Motion Passed

BID AWARD – 20256 PINE STREET TAP GRANT

DISCUSSION: The bid opening for the construction of the 20256 Pine Street Tap Grant was held on April 19th. The only bid received was in the amount of \$224,041.63 by Granite Excavation. This bid amount is over the original estimate construction amount of \$187,038.34. The recommendation by Horrock’s and LHTAC is to reject the proposal and rebid the project in the fall. Mayor Crosby is not sure that we have enough information to make an informed decision.

MOTION BY: Tom Byrne **SECOND BY:** Rachel Huckaby

MOTION TO TABLE THE DISCUSSION TO PROVIDE ADDITIONAL INFORMATION REGARDING THE CONSTRUCTION COSTS AND GRANT AWARD

DISCUSSION: Additional discussion regarding the bidding process. Inquiry as to who instigated the grant request.

ALL IN FAVOR:

Tom Byrne	Aye	Rachel Huckaby	Aye
		Cynda Herrick	Aye

Motion Carried Unanimously

LEASE OF CITY LAND – RON WISE

DISCUSSION: Update on the lease of City land between the City of Cascade and Ron Wise regarding the reference to the lease size and an agreement between Ron Wise and the City regarding a driveway. Recommendation to remove the reference to the size of the leased property and resend the Lease for signature.

LEASE OF CITY LAND – ASHLEY INN

DISCUSSION: Update on the lease of City land between the City of Cascade and Ashley Thompson. Request by City Council to reach out to Ashley Thompson to discuss lease rate.

FINANCIAL REPORTS – MARCH 2018

DISCUSSION: Presentation of the March 2018 Financial Reports. Line item inquiries of expenses. Discussion regarding line item overages. Clerk provided clarification that budgeting focus refers to the department overall budget, not directly to individual line items. Councilmember Herrick feels the City would benefit from a purchasing policy where departments should be required to obtain approval of any expenditures over a certain dollar amount prior to purchases. Councilmember Huckaby believes the departments have stayed within the budget and does not need to be micromanaged as to individual line items. Councilmember Byrne stated it will be difficult to budget specific amounts to items that have wear and tear.

Councilmember Herrick requested clarification regarding financial transition from City Police Department (PD) to Valley County Sheriff Office (VCSO) contract. At the time of FY 17/18 budget approval, the PD was still in place. On October 1, 2017, the VCSO contract went into effect. Clerk stated the overall dollar amount budgeted for PD was static. For clarity, a general ledger line item for VCSO contract was inserted into the Revenue w/Comparison Budget report.

MOTION BY: Tom Byrne **SECOND BY:** Rachel Huckaby

MOTION TO APPROVE TO THE FINANCIAL REPORTS FOR MARCH 2018.

DISCUSSION: No further discussion.

ROLL CALL: Tom Byrne Yes Rachel Huckaby Yes
 Cynda Herrick Yes

Motion Passed

AMENDMENT #1 TO PROFESSIONAL SERVICES AGREEMENT – SCHIESS & ASSOCIATES

DISCUSSION: Request for approval of Mayor’s signature on Amendment No. 1 to the Professional Services Agreement, Project No. 18015. Initially the City Council authorized up to \$1,500 for services relating to the NPDES transition to IPDES sewage treatment facility permit process. Discussion regarding the level of current and or future engineering needs in the permit processing. Councilmember Byrne believes the City should exercise caution before using “not to exceed language” in future contracts.

MOTION BY: Tom Byrne **SECOND BY:** Cynda Herrick

MOTION TO APPROVE MAYOR’S SIGNATURE ON AMENDMENT NO. 1 TO PROFESSIONAL SERVICE AGREEMENT, PROJECT NO. 18015, FOR AN ADDITIONAL AMOUNT OF \$500 –

A TOTAL NOT TO EXCEED AGREEMENT AMOUNT INCLUDING THIS AMENDMENT OF \$2,000.00

DISCUSSION: No further discussion.

ROLL CALL: Tom Byrne Yes Rachel Huckaby Yes
Cynda Herrick Yes

Motion Passed

MAYOR REPORT

ADJOURNMENT

MOTION TO ADJOURN

ALL IN FAVOR: Tom Byrne *Aye* Rachel Huckaby *Aye*
Cynda Herrick *Aye*

MEETING ADJOURNED: 8:30 pm

Respectfully submitted and Attested by,

Approved

Heather M. Soelberg

Heather M. Soelberg, Clerk/Treasurer

Julie Crosby, Mayor