CASCADE CITY COUNCIL
SECOND REGULAR MEETING
February 25, 2019 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, Rachel Huckaby and Denise Tangen were present. Quorum exists.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was recited.

AMENDMENTS TO MEETING AGENDA

No Motion to Amend the Agenda.

PUBLIC COMMENT

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

No Public Comment

PUBLIC HEARING

No Public Hearing

DEPARTMENT REPORTS

AIRPORT	Airport borrowed a snowblower from the FAA and used it at the airport. FAA will do transfer paperwork to transfer this asset to the Airport, this will possibly open up the opportunity for the City to inherit the broken snowblower from the Airport.
BUILDING INSPECTOR:	Temporary building inspector, Darryl Shepard, is ready to step in when Sally is in need of additional assistance.
LIBRARY:	Library has been closed due to weather and employee issues.
SHERRIFF'S DEPT.	A copy of the Sheriff report was submitted and incorporated herewith.
PUBLIC WORKS:	Crew have been working nights to keep up with the snow removal. Brian with Granite is still assisting the City crew in removing snow and widening the roads.

NEW BUSINESS

HEATH GRANT OF EASEMENT AGREEMENT

DISCUSSION: In 2005 the City Council made a motion to approve a perpetual exclusive easement for James W. Heath and Lynn M. Heath. The form

of Grant of Easement for the road has been drafted and approved by the City Attorney.

Motion By: Tom Byrne **Second By:** Denise Tangen

MOTION TO APPROVE THE GRANT OF EASEMENT FOR ROAD AND AUTHORIZE THE MAYOR TO SIGN

DISCUSSION: Councilmember Herrick requested clarification if the easement needs to be engineered to a driveway standard or a road standard. Discussion regarding having it engineered to a driveway standard, and a request by Councilmember Herrick to include in the minutes that it would be engineered to a driveway standard.

ROLL CALL:	Tom Byrne	*Yes*	Rachel Huckaby	*Yes*
	Denise Tangen	*Yes*	Cynda Herrick	*Yes*

Motion Passed

NEW HANGER LEASES – DORRIS

DISCUSSION: Requests were made by Dorris and Tertelling, each to build hanger at the Cascade Airport. These requests were brought before the Airport Advisory Committee ("AAC"), and approved. Rob Terry, of the AAC, provided background information to the City Council. George Dorris provided the City Council with a letter and plans for the proposed Hanger. George Dorris made a request for the City to enter into a lease with himself for the purpose of building a Hanger. Mr. Dorris requested a first right of refusal for property located to the south of his proposed hanger and a concession to paving space directly in front of his proposed hanger. Councilmember Herrick inquired about appearance of the hanger, and whether or not there will be sewer and water services at the hanger. Dorris identified that it be similar in appearance to the other metal hangers and that he will be stubbing in for water and sewer – but will be a dry hanger. Councilmember Herrick inquired if there were requirements for having water and sewer located within a hanger. It was identified that other hangers DO NOT have water and/or sewer services. Councilmember Huckaby stated a building permit would be required, and any requirements for water and/or sewer hook-ups would be addressed at that time. Councilmember Herrick requested the City to review the Airport Leases, and the terms of usage for airport lease. Councilmember Byrne inquired to Rob Terry whether or not the ACC had any concerns with the proposed hanger lease. Councilmember Herrick identified there is not a lease to approve, and would like to have actually lease language to approve prior to entering into a lease with Dorris. Dorris requested that the City approve the entering into a lease, so that he can move forward ordering the hanger.

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

MOTION TO AUTHORIZE THE CITY ATTORNEY TO DRAW UP A LEASE FOR APPROVAL IN ACCORDANCE WITH THE APPROVED LAYOUT PLAN CONTINGENT UPON THE CITY

ENGINEERING APPROVING THE SPECIFIC SITE PLANS INCLUDING A FIRST RIGHT OF REFUSAL IN THE AMOUNT OF $30 PER YEAR FOR THE ADDITIONAL SPACE TO THE SOUTH OF THE STRUCTURE AND WITH AN ALLOWANCE OF COMPACTED GRAVEL WITH STUB OUTS FOR SEWER AND WATER UPON APPROVAL OF THE BUILDING OFFICIAL WITH ACCORDANCE WITH THE NATIONAL BUILDING CODE, SUBJECT TO THE CURRENT LEASE RATES AND TO INCLUDE IN THE LEASE FOR AIRPORT USE ONLY.

DISCUSSION: Councilmember Huckaby identified that there is already a requirement for Dorris to obtain a building permit, and that building permit requires the building to meet certain requirements – so it is already implied and not needed to be included in the Motion, also this lease is for land. Dorris identified the building code should not be contingent in a lease. Councilmember Huckaby also identified that stubbing in for water and sewer should also not be included in the lease, this would fall under the building permit requirements. A presentative of Tertelling identified that his client has an issue with the use of gravel, being that he will be driving from his hanger across his gravel across the asphalt the Tertelling are required to use, therefore dragging gravel across the Tertelling taxilane. Additionally, every time you get propwash, the gravel from Dorris property will fly onto the Tertelling property and you are not able to property plow the gravel taxilane. Further discussion by the AAC regarding paving of the taxilane possible downfalls of NOT paving the taxilane. Further discussion regarding the need of paving the taxilane. Councilmember Tangen inquired with Ray Arnold about snowplowing (could not determine Ray Arnolds response). Councilmember Tangen recommended including in the lease that paving be required when the next hanger comes in or within the three years, whichever comes first – or a reasonable time frame. Councilmember Herrick inquired about the cost of paving. Dorris identified it would cost approximately $6,500. Councilmember Herrick agreed that paving within a timeframe should also be included. Councilmember Huckaby identified that the plowing of the taxilane is the responsibility of the Airport. Dorris exclaimed "delete the whole damn thing we will pave the 25 feet across the front, just delete that…" Additional discussion regarding paving, maintaining, and snow removal of taxilanes.

ROLL CALL:	Tom Byrne	*Yes*	Rachel Huckaby	*Yes*
	Denise Tangen	*Yes*	Cynda Herrick	*Yes*

Motion Passed

NEW HANGER LEASES – TERTELLING

DISCUSSION: Request by Dave ?? for a motion to enter into lease between the City of Cascade and Tertelling aka TT, LLC.

MOTION BY: Rachel Huckaby **SECOND BY:** Denise Tangen

MOTION TO DIRECT THE CITY ATTORNEY TO DRAFT A LEASE FOR PROPERTY LOCATED AT THE CASCADE AIRPORT

DISCUSSION: Councilmember Herrick requested the City Attorney standardize the airport lease that then could be used over again. Councilmember Huckaby asked for confirmation that the City Engineer confirmed that hangers could start to be built, Rob Terry confirmed.

ROLL CALL:	Tom Byrne	*Yes*	Rachel Huckaby	*Yes*
	Denise Tangen	*Yes*	Cynda Herrick	*Yes*

Motion Passed

ACS UPGRADE – SCADA WELL AND LIFT STATION MONITORING SYSTEM UPGRADE

DISCUSSION: ACS to provide required upgrade services to the City remote site services. Verizon is no longer supporting 3G services, in order to continue to received alerts for the SCADA system the City must be upgraded to a 4G service. Councilmember Huckaby inquired if the cost of the monthly service would be increasing, this is for equipment upgrade cost only. Councilmember Herrick identified the importance of receiving the alerts, and that this is an upgrade that must be completed. Discussion regarding changing providers.

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

MOTION TO APPROVE THE CAREFREE 3G DEVICE UPGRADE

DISCUSSION: No further discussion.

ALL IN FAVOR:	Tom Byrne	*Yes*	Rachel Huckaby	*Yes*
	Denise Tangen	*Yes*	Cynda Herrick	*Yes*

Motion Passed

AMERICAN TOWER LEASE

DISCUSSION: American Tower completed a review of the tower lease and has offered additional payment options for the City. The City Council was provided a copy of the original lease dated July 12, 1993, along with first amendment dated September 28, 2016. Discussion of the two options provided (No. 1 Monthly payments with perpetual easement agreement, or No. 2 One-Time payment in lieu of rent). Request to have the City Attorney review. Discussion and consensus to table until the next meeting.

XEROX EQUIPMENT RETURN

DISCUSSION: A request was made to Xerox to return the PD copier/printer/fax equipment since the appropriations to the PD have ceased. The City has an option to send the equipment back and to not have any further financial obligations.

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

MOTION TO RETURN THE XEROX COPY MACHINE FROM THE POLICE DEPARTMENT

DISCUSSION: No further discussion.

ROLL CALL:	Tom Byrne	*Yes*	Rachel Huckaby	*Yes*
	Denise Tangen	*Yes*	Cynda Herrick	*Yes*

Motion Passed

WATER SERVICES OUTSIDE CITY LIMITS

DISCUSSION: In July 10, 2017 a request was made to offer water connection to a resident outside of City limits. The City Attorney recommended that outside City limits should be annexed into the City or at a minimum a user agreement with the property owner(s) supporting future annexation. A motion was made to send the request back to Staff for further review and research. The City Council was provided a staff report outlining current findings in the CIA Ordinance, Comprehensive Plan adopted in 2018, and the current Water and Sewer Regulations.

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

MOTION TO PROHIBIT OFFERING OF CITY UTILITY WATER/SEWER SERVICE OUTSIDE OF CITY BOUNDARIES AND THE EXISTING GRANDFATHERED REAL PROPERTIES IDENTIFIED AND THAT WE TAKE STEPS TO AMEND CITY ORDINANCES TO STATE SAME CLEARLY

DISCUSSION: No further discussion

ROLL CALL:	Tom Byrne	*Yes*	Rachel Huckaby	*Yes*
	Denise Tangen	*Yes*	Cynda Herrick	*Yes*

Motion Passed

PROJECT NO. A022(087) FY20 CASCADE ADA RAMPS (KEY 22087)

DISCUSSION: City Council was presented a Cooperative Agreement for project No. A022(087) FY 20 Cascade 7 Ada Ramps Valley County Key No. 22087. This would fund the repair/replacement of 7 ADA sidewalk ramps.

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

MOTION TO APPROVE THE COOPERATIVE AGREEMENT PROJECT NO. A022(087) FY 20 CASCADE 7 ADA RAMPS VALLEY COUNTY KEY NO. 22087, AND AUTHORIZE THE MAYOR TO SIGN

DISCUSSION: No further discussion

ROLL CALL:	Tom Byrne	*Yes*	Rachel Huckaby	*Yes*
	Denise Tangen	*Yes*	Cynda Herrick	*Yes*

Motion Passed

CONSTRUCTION CONTRACT – PROJECT NO. A020(246) PINE STREET

DISCUSSION: City Council was presented with the Construction Contract for the Pine Street project, Project No. A020(246) Pine Street that was awarded to Granite Construction. An award to Granite was previously approved by

the City Council, a contract between the City and Granite needed to be signed.

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

MOTION TO APPROVE THE CONSTRUCTION CONTRACT – PROJECT NO. A020(246) PINE STREET PROJECT, AND AUTHORIZE THE MAYOR TO SIGN

DISCUSSION: No further discussion.

ROLL CALL:	Tom Byrne	*Yes*	Rachel Huckaby	*Yes*
	Denise Tangen	*Yes*	Cynda Herrick	*Yes*

Motion Passed

CONTRACT CHANGE ORDER NO. 1 – PROJECT NO. A020(246) PINE STREET

DISCUSSION: City Council was presented with the Change Order No. 1 removing the cost of the Rapid Flashing Beacon in the amount of $39,375.00.

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

MOTION TO APPROVE THE CONTRACT CHANGE ORDER NO. 1 TO REMOVE THE RAPID FLASHING BEACON FROM THE CONTRACT.

DISCUSSION: No further discussion.

ROLL CALL:	Tom Byrne	*Yes*	Rachel Huckaby	*Yes*
	Denise Tangen	*Yes*	Cynda Herrick	*Yes*

Motion Passed

WATER/SEWER USER AND SAF FEES RATES REVIEW BY HORROCK'S ENGINEERING

DISCUSSION: City Council was presented with Task Order 18-03 2018 Water & Sewer User Rate Update by Horrocks Engineers to review the water sewer user rates and SAF rates. Councilmember Huckaby inquired about where the monies are coming from. Councilmember Herrick states that if it is not in the budget could come from LGIP account, but identified that this is something that really needs to be done. Councilmember Herrick identified that with the possibility of future development, the City needs to know the actual costs that need to be charged.

MOTION BY: Cynda Herrick **SECOND BY:** Denise Tangen

MOTION TO APPROVE TASK ORDER 18-03 – 2018 WATER & SEWER USER RATE UPDATE, AND AUTHORIZE THE MAYOR TO SIGN FOR AN AMOUNT NOT TO EXCEED $10,000.

DISCUSSION: Councilmember Huckaby identified that a new date and mayor name needs to be corrected.

ROLL CALL:	Tom Byrne	*Yes*	Rachel Huckaby	*Yes*
	Denise Tangen	*Yes*	Cynda Herrick	*Yes*

Motion Passed

WCMEDC ANNUAL REPORT AND WORK PLAN PRESENTATION

DISCUSSION: This discussion will be moved to the next agenda.

LEGAL SERVICES

DISCUSSION: The City Council was provided a copy of the most recent agreement between the City of Cascade and White Peterson dated January 11, 2010. Discussion regarding the level of service provide the contract, and the level of service we request from White Peterson. The Contract identifies that the City can request attendance of a City attorney of up to 6 meeting, upon request by the City Council or Mayor. Discussion regarding the current services provide by White Peterson.

LOCAL OPTION TAX

DISCUSSION: Discussion regarding the City pursuing a local option tax for the City. Discussion regarding the deadlines. Councilmember Huckaby wanted to confirm the City Council is in support of the local option tax. Discussion what the local option tax would be applied to, discussion on whether or not there will be a tax on big dollar amount items.

OLD BUSINESS

VAC 18-01 – DOUG AND LISEETTE EDMOND AKA DLD LLC

DISCUSSION: Vac 18-01 was tabled from the January 14, 2019 regular City Council meeting for the purpose of obtaining additional information. Mayor Nissula reiterated the recommendation made by the City Attorney to the Planning and Zoning Administrator, there is no easement for the City to vacate. It is the City Attorney's opinion is that it should have never been considered as a vacation because the easement was never developed as a street. The attorney for Brad Little will draft the required documents. City Council was in agreement the requirements were never met for the City to address vacating an easement.

MOTION BY: Rachel Huckaby **SECOND BY:** Denise Tangen

MOTION TO RELEASE THE EASEMENT RIGHTS BECAUSE CONDITIONS WERE NOT MET, AND AUTHORIZE THE MAYOR TO SIGN

DISCUSSION: No further discussion.

ALL IN FAVOR:	Tom Byrne	*Yes*	Rachel Huckaby	*Yes*
	Denise Tangen	*Yes*	Cynda Herrick	*Yes*

Motion Passed

FISCHER PARK PROPANE SERVICE

DISCUSSION: Tabled until a later date.

APPROVAL OF PAYMENT OF BILLS

MOTION BY: Rachel Huckaby **SECOND BY:** Denise Tangen

APPROVE PAYMENT OF BILLS ON THE UNPAID INVOICE REPORT DATED FEBRUARY 20, 2019 IN THE AMOUNT OF $47,916.56

DISCUSSION: Inquiry regarding the White Peterson personnel charge should be charged to the Library not the general fund.

ROLL CALL:	Tom Byrne	*Yes*	Rachel Huckaby	*Yes*
	Denise Tangen	*Yes*	Cynda Herrick	*Yes*

Motion Passed

APPROVAL OF PAYROLL REGISTER REPORT

MOTION BY: Rachel Huckaby **SECOND BY:** Denise Tangen

APPROVE PAYROLL REGISTER REPORT THROUGH FEBRUARY 16, 2019

DISCUSSION: No further discussion

ROLL CALL:	Tom Byrne	*Yes*	Rachel Huckaby	*Yes*
	Denise Tangen	*Yes*	Cynda Herrick	*Yes*

Motion Passed

MOTION BY: Rachel Huckaby **SECOND BY:** Denise Tangen

APPROVE PAYROLL REGISTER REPORT THROUGH FEBRUARY 2, 2019

DISCUSSION: No further discussion

ROLL CALL:	Tom Byrne	*Yes*	Rachel Huckaby	*Yes*
	Denise Tangen	*Yes*	Cynda Herrick	*Yes*

Motion Passed

APPROVAL OF MINUTES

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

APPROVE CASCADE CITY COUNCIL MINUTES DATED JANUARY 28, 2019 WITH CORRECTIONS.

DISCUSSION: No further discussion

ROLL CALL:	Tom Byrne	*Yes*	Rachel Huckaby	*Yes*
	Denise Tangen	*Yes*	Cynda Herrick	*Yes*

Motion Passed

MOTION BY: Denise Tangen **SECOND BY:** Rachel Huckaby

APPROVE CASCADE CITY COUNCIL MINUTES DATED JANUARY 30, 2019 WITH CORRECTIONS.

DISCUSSION: No further discussion.

ROLL CALL:	Tom Byrne	*Yes*	Rachel Huckaby	*Yes*
	Denise Tangen	*Yes*	Cynda Herrick	*Yes*

Motion Passed

APPROVAL OF FINANCIAL REPORT

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

APPROVE PAYROLL REGISTER REPORT FOR JANUARY, 2019.

DISCUSSION: Inquiry made regarding the consumption fee charges for water.

ROLL CALL:	Tom Byrne	*Yes*	Rachel Huckaby	*Yes*
	Denise Tangen	*Yes*	Cynda Herrick	*Yes*

Motion Passed

MAYOR REPORT

Adopt-A-Tree Box Program – There are 75 tree boxes, currently there are over 30 tree boxes have been adopted. Mayor Nissula has requested that the City Council Adopt the tree box outside City Hall.

Cascade Mobility Team – City Council packets included the "impact" newsletter from the University of Idaho Extension Office highlighting the Cascade Mobility Team.

Capital Investment – With the paving of the Strand, the issue of having proper equipment to plow the Strand has been a topic of conversation. The City is looking at grant opportunities to purchase a blower for the Kubota. The City has reached out to Burkes Tractor for pricing for new heavy equipment.

Grants – Leslie has provided a copy of the current grants that are being applied for and/or being applied for.

PW Vehicles – The public works vehicles has many old vehicles, the City is looking at possible trading in the utilized vehicles toward the purchase of a new PW truck.

SVCRC MOU – The current MOU that was approved by the City and the Rec. District has very different interpretations between the City and the Rec. District. The City will continue to meet with Rec. District and revisit the MOU.

EXECUTIVE SESSION

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

MOTION TO GO INTO EXECUTIVE SESSION PURSUANT TO 74-206 (B) PERSONNEL

ALL IN FAVOR	Tom Byrne	*Aye*	Rachel Huckaby	*Aye*
	Denise Tangen	*Aye*	Cynda Herrick	*Aye*

Motion Carried

DISCUSSION: City Council exited Executive Session, no decisions were made.

ADJOURNMENT

MOTION TO ADJOURN

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

MEETING ADJOURNED: 8:33 pm

Respectfully submitted and Attested by,

Heather M. Soelberg

Heather M. Soelberg, Clerk/Treasurer

Approved

Judith R. Nissula, Mayor