



CASCADE CITY COUNCIL
SECOND REGULAR MEETING
Monday, April 11, 2016 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 Judy Nissula, Debbie Haskins, Kathy Hull, and Rachel Huckaby were present. Quorum exists.

Also present: Randall Freeman Police Chief
 Valerie Stewart-Rice Librarian
 Steve Yamamoto Public Works
 Ray Arnold Airport
 Jonne Hower Citizen
 Pal Sartori Cascade School Superintendent
 Heather Soelberg City Clerk

AMENDMENTS TO MEETING AGENDA

No Motions to amend agenda

PUBLIC COMMENT

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

Jonne Hower announced the Economic Development Council is presenting a workshop on Monday, April 18 from 3:00 to 5:00 at the Emergency Operation Center. The subject is implementing long term and strategic plans. It will focus on taking ideas and turning them into reality. This is a free workshop for anyone to attend. You can register with Jonne, or just attend.

APPROVAL OF MINUTES

No minutes to approve

APPROVAL OF PAYMENT OF BILLS

MOTION BY: Debbie Haskins **SECOND BY:** Kathy Hull

Approve payment of bills on the Unpaid Invoice Report dated April 9, 2016 in the amount of \$43455.62.

DISCUSSION: Councilwoman Nissula questioned an invoice to Cascade Medical Center, Police Chief clarified the purpose.

ROLL CALL: Debbie Haskins Yes Rachel Huckaby Yes
 Kathy Hull Yes Judy Nissula Yes

DEPARTMENT REPORTS

AIRPORT The Airport is in the process of implementing the Master Plan, this is ultimately a 20-year plan, but will be intensifying for the next 5 years. T-O Engineering has been selected as the engineer for the project. Arnold attended the FAA Northwest Region Airport Meeting

and will be attending the Idaho Airport Manager Association Meeting. By the way... we go rid of all the snow!

**BUILDING
INSPECTOR:**

No permits were issued for the Month of January, one permit was issued during the month of February and one permit was issued for the month of March. Discussion of the mobile home permit.

LIBRARY:

The circulation continues to improve. The Library is holding adult coloring classes at the library which has been enjoyable and well attended. This is National Library Week. Different activities have been planned for this week. The last week of April is Money Smart Week. Umpqua will be providing programs for the students and Michael Vineyard, a financial advisor with Edward Jones will be doing a program on April 26 at 12:30 at the Community Center. The campaign this week is Libraries Transformed, which is focusing on what we have to what the library can do for people. Councilwoman Huckaby addressed that the park will not be available for the Library's Summer Reading Program.

**POLICE
DEPARTMENT:**

Chief provided an email from a lieutenant for the Elk Grove Police Department expressing its gratitude to the Cascade Police Department and specifically Sgt. Littlejohn with their help with victims of a burglary. The PD will be sending Brandon to the Idaho Police Department K9 Association Conference this year, they are confident that Brandon has a good chance of winning. The department has been doing more training during the slow call load.

PUBLIC WORKS:

Public Works began equipment maintenance. PW has continued to deal with beaver problems. A call to Fish & Game in McCall regarding relocation of the remaining beavers. There are new procedures/guidelines with DEQ. Further assistance from Kevin with IRWA to meet the needs. Another guideline has been established for wastewater sampling, information is being gathered to submit in order to meet the new guidelines. DMR reports are no longer done via paper, are now completed online. Carrie and Yamototo continue to attend training for this. DEQ meeting to discussion compliance will be this week. PW continues to work on road issues. Councilwoman Nissula inquired what can be done to help with DEQ reporting. Discussion on what it will take to meet the DEQ requirements. Councilwoman Huckaby inquired about street sweeping the road, specifically the roads with bike lines.

**CLERK/
TREASURER:**

The bank reconciliation has been completed through March, 2016 (Oct. Nov. Dec. Jan. Feb. Mar.). Budget has been updated and printed. There are still some discrepancies that can immediately be seen. I will continue to make journal adjustments to address where payment have been coded to the wrong GL Accounts. Discussion regarding training at Caselle and new procedures that were learned to make the system work better.

PUBLIC HEARING

No public hearing scheduled for this meeting.

OLD BUSINESS

No old business discussed.

NEW BUSINESS

George Dorris Proposed Construction of a Hanger on the City of Cascade Airport

DISCUSSION: *Mayor Terry recuses himself from this discussion.* Councilwoman Nissula and Huckaby questions need to have this heard by P&Z first, discussion of same. Discussion of the Master Plan and need to wait until the Master Plan is completed. Dorris “I don’t really feel like waiting another year, or longer to try to build a hanger.” Dorris inquires of having the Airport make appropriate changes to allow him to build his hanger. Dorris states “the policy of the FAA is to not approve additional projects, private projects, on the airport (not FAA projects) until a new airport layout plan is provided.” Discussion of the length of time it would take for the Airport plan to be completed. Dorris proposes possibilities of moving/building a hanger for his use. Councilwoman Huckaby asked if the City could approve Dorris leasing the land, but the FAA has to approve the hanger going up. Dorris confirmed the FAA has to sign off on the hanger approval. Dorris states this project requires the council, management, engineers input. Councilwoman Nissula inquires if it would be preferred if he wait until the Master Plan is finished, Dorris confirmed. Councilwoman Nissula inquired what he used in the past, Dorris elaborated on which hangers he used. Councilwoman Hull inquired if he ever had his airplane(s) in one of the larger hangers, Dorris responded yes, but no longer rents the hanger. Councilwoman Huckaby addressed Ray Arnold for his opinion. Dorris interjected with additional discussion of the airport layout. Councilwoman Haskins agreed for the need of Ray Arnolds opinion. Arnold’s opinion is to wait until the Master Plan is completed. Councilwoman Hull addressed Dorris explaining the Boards need to serve more than just him, and the need to continue with the Master Plan. Councilwoman Nissula requested to visit issues further, and if the matter can be expedited. Further discussion for the need to discuss this with the engineer, city attorney, etc. Arnold believes the City would not be eligible for funding if the items required in Dorris’ proposal are granted prior to the initiation of the Master Plan ... all site preparation addressed by Dorris could be funded under the Master Plan. Dorris continues to address the Council with why he wants it. Councilwoman Nissula appreciates his point of view, but believes the City needs to discuss this with the Engineer and City Attorney. Councilwoman Hull agrees with this need. Continual discussion by Dorris. Councilwoman reiterates the need to discuss this further with the Engineer and Attorney. Dorris inquires for the release of the Engineer to talk with him directly. Further discussion by Dorris. Councilwoman Nissula reiterates the need to discuss further with Engineer and City Attorney.

MOTION BY: Debbie Haskins **SECOND BY:** Judy Nissula

Motion to Table the Discussion on the D&S Hangers by George Dorris

ROLL CALL: Debbie Haskins Yes Rachel Huckaby Yes
Kathy Hull Yes Judy Nissula Yes

Approval of New Library Board Member

DISCUSSION: Introduction of Jolinda Huckaby as the new library board member that will be replacing Wayne Brown

MOTION BY: Debbie Haskins **SECOND BY:** Judy Nissula

Motion to approve Jolinda Huckaby as the new Library Board Member

DISCUSSION: Thank you, appreciate your service. Welcome Jolinda.

ROLL CALL: Debbie Haskins Yes Rachel Huckaby Yes
Kathy Hull Yes Judy Nissula Yes

Approval of New Planning and Zoning Member

DISCUSSION: Application for Ron Brown to be on the Planning & Zoning.

MOTION BY: Debbie Haskins **SECOND BY:** Judy Nissula

Motion to approve Ron Brown as the new Planning & Zoning Member

DISCUSSION: Thank you, appreciate your service. Thank Ron.

ROLL CALL: Debbie Haskins Yes Rachel Huckaby Yes
Kathy Hull Yes Judy Nissula Yes

Temporary Track Location

DISCUSSION: The Council has discussed this previously and additional meetings have taken place. Mayor Terry stated Kelly Way met with Granite and gone to the Sport Park location to evaluate track locations. Further discussion of the best track location. Mayor stated Way will discuss funding with the School Board, as to Granite's portion (approximately \$6,000). Mayor also stated Way inquired to what the City can do, including the removal of the bark. Discussion of what can be done by fall, as opposed what it will take to complete the project. Discussion of alternative location for the temporary track not located on City property. Discussion of what equipment is needed. Councilwomen Hull and Nissula voice concern about contributing to the temporary track if not at the proposed location at the Sports Park. Discussion regarding changes to the Master Plan and the expense. Discussion of funding via GoFundMe account. Discussion by Judy Nissula and Kathy Hull regarding track location. Councilwoman Huckaby address the football field location with conjunction to the track. Determination of the City if the track in not located within the City (i.e. not at the current Sports Park), the City will not be contributing funding.

Bid Protest for the Lakeshore Water/Sewer Lines

DISCUSSION: Discussion regarding Granite protest to the Buffington and M2 bids as to lack of contractor/supplier subcontractors (licenses). Continued discussion of requirements within Bid. Discussion of City attorney opinion of Granite's protest. Discussion of who properly responded to

the bid requirements. Discussion of whether the bidders properly provided list of subcontractors and/or suppliers. Discussion of improper affidavit. Discussion that Buffington did not properly identify subcontractors. Discussion that M2 did not properly identify subcontractors. Discussion of Horrock's opinion based on bid response. Discussion of rebidding, determination not an option. Discussion of bid package/proposal preparation by Horrock. Continued discussion of City attorney opinion. Discussion approving Buffington based on price, not on complete bid response. Discussion of long term ratification of bid responses. Discussion of ratification of going with the higher bid. Further discussion re no responsiveness to bid requirements. Discussion of the extremely low bid price of Buffington and whether it is feasible to complete within that dollar amount. Discussion to limit focus on responsiveness of bid.

MOTION BY: Judy Nissula

SECOND BY: Kathy Hull

Motion to deny the bid award to Buffington and proceed with the second lowest, M2 Construction and continue due diligence before bid awarding on who filled out the bid response correctly.

DISCUSSION: Councilwoman Haskins states "That's a whole turn of events."

ROLL CALL:	Debbie Haskins	Yes	Rachel Huckaby	No
	Kathy Hull	Yes	Judy Nissula	Yes

Personnel Manual Changes

DISCUSSION: Councilwoman Huckaby has reviewed the sample employee personnel policy. The ICRMP policy is similar to the City policy. The City policy has additional information, ICRMP policy has additional "At-Will" employment issues. Discussion of need for employees to acknowledge the policy. Discussion of how to move forward with changing the personnel policy manual. Discussion of the Clerk addressing changes. Further discussion by Councilwoman Huckaby regarding need for a ICRMP digital copies. Request by Clerk to make any changes in "redline" format. Discussion regarding vacation accrual with a "cap" avoiding accruing time in excess. Discussion regarding current changes made to the City Personnel Policy manual. Discussion of Personnel Policy vs. City Policy. Discussion regarding cell phone policy. Discussion regarding City Policy manual. Requirement for employee acknowledgments, via initials and/or signature.

Sports Park Sprinkler System

DISCUSSION: Discussion for the requirements for a sprinkler system for the softball and football fields. Estimated budget for the entire sprinkler system was roughly \$41k. The land outside the fence line represents 25/30% total square foot of grass, does the City go before the School Board to ask for sharing funds for cost? How does the City want to break up the bid? Councilwoman Nissula discusses the fact that the City attempt to go before the School board, which did not happen due to the School board. Discussion of the need to have the School participate in the paying for the sprinkler costs. Discussion how the funds are budgeted.

Discussion about the Rec Districts participation. Discussion of how to bid out the sprinkler. Discussion on contributions. Discussion regarding the football field, crown and drainage system. Discussion regarding the funds allocated to the sprinkler system. Continue discussion regarding how the funds are distributed in the budget. Discussion regarding lack of GL Account line. Councilwoman Huckaby addresses concern for the approval of monies to be spent when an amount is not budgeted. Discussion that the focus should be on how to move forward, as to the budgeting of the project. Discussion of bidding all fields, or just the softball. Discussion requesting funding from the school for a portion. Discussion requesting funding from the SVCRD for a portion. Discussion of how much to ask and how. Discussion that if School and/or SVCRD chooses not to contribute the possible need to increase fees to use the field(s) to help recoup the cost. Discussion on Bidding (design/material/labor, design and material/labor, design and material and labor, etc.) Discussion of material requirements. Discussion of installation procedures.

Dirt Road Maintenance

DISCUSSION: Discussion regarding the pothole issues. Agreement that the asphalt roads have held up nicely as opposed to the basalt base roads. Suggestion to find funding to cap the dirt roads with asphalt like we did last year. Discussion on how to move forward. PW has not done anything on the roads as per the City. Discussion of what needs to be done to fix pot holes. Granite suggest blading out the potholes. PW claims that they can cut the roads to fix pot holes, but unsure that will be what the city wants. PW is unsure what is expected of the roads, considering they are dirt roads. Councilwomen Huckaby requests an understanding of what an outside contractor would do differently than PW, and this is back to the same thing as plowing... why hire someone when we have City employees to do it. Yamomoto reiterates PW was told not to touch the roads, and why the roads have not been bladed. Discussion that filling in the roads when they will just beat out. Councilwomen Hull addresses that statement, by saying are we not supposed to fix anything just because it might beat out again? Same concept that would we not plow just because it is going to snow again. Discussion of wasting material each time it is repaired. Discussion of why the same material can't be reused. Yamomoto claims the entire roads need to be recut, correcting himself by stating to start where it is good to where it is beat out. Discussion of why the intersections are bad. Councilwoman Huckaby brings the discussion back as whether the City will pay someone to repair the roads or if PW will fix them. Councilwoman Haskins suggests that PW makes repairs. Councilwoman Hull address concerns of the PW ripping up the road. Councilwoman Haskins reiterates PW claims they can start off where the good road ends (confirmed by Yamomoto). Councilwoman Hull request to use the material that has been beat out to repair the potholes, Yamomoto denies. Discussion that the City's money is better spent using City employees to repair roads. Dwayne Peterson claims

MAYOR REPORT

Steve has said he has started to sweep some of the streets. Brian Edwards from the State sweeps the main street. When it rains, Yamomoto will finish off the asphalt streets. Does the council want to bring in Curtis Clean Sweep before the 4th of July or to do more of a vacuum job, or Brian Edwards will come in right before the 4th of July... do we bring Curtis Clean Sweep at all this year? Councilwoman Haskins inquires as to whether the City's sweeper(s) work. No they do not, the cost to repair them is costing the City more than it would cost to hire it out, the prorated cost of a new or used does not justify a new one. If the City gets Brian Edwards and State to come in and do vacuuming right before the 4th of July, will we be satisfied... Main Streets looks great right now. Does the City want to spend money? Councilwoman Huckaby inquires about the Lakeshore. Yamototo should be working on this soon, by using the broom and pushing it to the side. Councilwoman Haskins inquires about scooping it up and reusing it. Mayor reiterates whether or not the City wants to hire out Curtis Clean Sweep to do any vacuuming before the 4th of July initial sweeping must be completed first. Councilwoman Nissula would like to see the side streets done, Lakeshore first.

Armstrong Park is waiting for the electrical line exposed, Yamototo is fitting it into his schedule or do we need to hire it out... it is holding up the Armstrong Park project.

Community Review has already been discussed.

Airport. Mayor had a conversation with T-O with the process. The City has chosen the Engineer, now the engineering project needs to be funded... this project needs to be verified/justified by an independent engineer (which we did on the taxiway project) and also needs to be approved by the FAA, 1-2-month project. The process for the whole Master Plan is 6 months to 1-year process, figuring out where a new hanger location will be 4-6-month process. The final question, does the council want work with Kevin directly, appoint a committee to make recommendations and work with Kevin and T-O on the Airport Master Plan. The previous Committee only selected the Engineer. Now a Committee can be selected for communications. Request to have Keven Bissell attend the next meeting to explain the process and the funding.

ADJOURNMENT

MOTION TO ADJOURN: Debbie Haskins **SECOND BY:** Judy Haskins

ALL IN FAVOR: Debbie Haskins Yes Rachel Huckaby Yes

 Kathy Hull Yes Judy Nissula Yes

MEETING ADJOURNED: 8:37.p.m.

Respectfully submitted and Attested by,

Approved

Heather Soelberg, Clerk/Treasurer

Rob Terry, Mayor