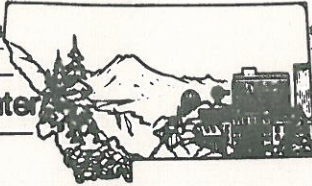


Local Government Center



MONTANA STATE UNIVERSITY
Department of Political Science
Bozeman, MT 59717

Telephone (406) 994-4141

May 18, 1987

Barbara Hitt
Town Clerk
P.O. Box 314
Cascade, Mt. 59421

Dear Ms. Hitt,

The Local Government Center is in the process of summarizing the results of the Voter Review process that was carried out in Montana from 1984 - 1986. I am relying upon the final reports of study commissions and election results to do that. Though I do know that the voters of Cascade approved your study commission's proposal on June 3, 1986, I do not have their final report to work from.

My understanding is that they placed on the ballot a proposal to amend your current commission executive form of government to have nonpartisan elections rather than partisan elections. Is that correct? It would be very helpful to me to have a copy of their final report so that I can verify this information. Can you send me a copy? If one is not available, can you at least confirm the change or changes made?

Thank you for whatever help you can give me in this matter.

Sincerely,

A handwritten signature in blue ink that reads "Judy Mathre". The signature is written in a cursive, flowing style.

Judy Mathre
Research Associate

MAYOR
Earle Damon

ALDERMEN
Charles Cornelius, Pres.
Harry Baker
Robert Rumney
Earl Stafford

CLERK
Barbara Hitt

The Town of Cascade

TOWN HALL — CITY COURT — POLICE STATION

9 North Front Street

Post Office Box 314

Phone 468-2808

Cascade, Montana 59421

May 22, 1987

Local Government Center
Montana State University
Department of Political Science
Bozeman, MT 59717

Judy Mathre:

As per your request in your letter dated May 18, 1987, I am enclosing a copy of the Cascade Town Government Study Commission Report. In the election, the voters of Cascade voted "For the existing mayor-council form of government having non-partisan elections".

Sincerely,

Barbara Hitt
Town Clerk

6'

CASCADE TOWN GOVERNMENT STUDY COMMISSION

SUPPLEMENTARY REPORT

Even though the Study Commission has found no need to change the total form of our local government, in our study we have found some areas that could possibly be improved and make the following recommendations:

1. Many of the ordinances in the Town code book are quite outdated--some having been written 60-80 years ago--and do not reflect current conditions. Other newer ordinances have not been properly coded and placed in the ordinance books.

RECOMMENDATIONS

The study commission recommends that the local government or a committee review each ordinance and update as necessary. The commission also recommends that all ordinances and resolutions be properly coded and placed in the code/ ordinance notebooks for reference by all.

2. The committee system that is outlined in the ordinances is extremely basic in its form. In recent times apparently there has only been one council member appointed to each committee. In reviewing records and notes from early in Cascade's history, it was found that several council members were appointed to each committee. There are also no specifications in the ordinances, apart from the finance committee, outlining the functions and duties each committee should perform.

RECOMMENDATIONS

The study commission recommends that the local government or a committee review the structure of the committee system, determine what the parameters should be--i.e., planning, making recommendations, hearing complaints, overseeing work in that area--by establishing functions and duties.

The commission also recommends that possible expansion of the committees be examined to include citizen members for input and planning.

The commission further recommends that some committees be re-instituted, such as the swimming pool committee, to assist in formulating policy and monitoring daily operations.

3. There is no job description for the maintenance person. The study commission has not been able to find any kind of a job description for the town maintenance person. There have been various complaints from citizens that little is known about what is done on a daily, weekly, and monthly basis to maintain the town. Since the maintenance person makes a very limited (if any) report at each monthly council meeting, it is difficult to determine what is being or has been done. Since a replacement may take over responsibility of maintaining the town, it is even more imperative to have a job description.

RECOMMENDATION

The study commission recommends that the local government unit develop a job description for the maintenance person.

SUPPLEMENTARY REPORT
(Continued)

4. The study commission has found that since an accountant has been hired, the ordinances outlining duties and responsibilities of the town clerk do not reflect what the clerk does at present.

RECOMMENDATION

The study commission recommends that the local government unit revise the clerk/treasurer ordinance to reflect the current duties and responsibilities.

5. In studying how services are being delivered to the residents of the town, it has been mentioned that maintenance that should technically be on a regular, scheduled basis is done quite infrequently if at all. This maintenance includes sewer cleanout, holes in streets patched, streets/alleys graded and maintained.

RECOMMENDATION

The study commission recommends that the city government set up a regular maintenance schedule for those items which require regular, periodic upkeep.

6. Several critical areas of services required by the town are in serious need of upgrading. One of the main problems in upgrading these services is lack of money.

RECOMMENDATIONS

The study commission recommends that the town government officials thoroughly explore all funding options that might be available. The commission also recommends that the local officials seek persons and groups in the area who would be willing to donate time, expertise, materials, and labor to help upgrade and maintain some of the services residents expect the town to handle.

The commission also recommends that the government look at the possibility of consolidating services with other local government units if that consolidation would benefit the town either through improved service, cost savings, or other areas.

7. In the parks, recreation and public facilities areas, there appears to be some problems, especially regarding maintaining existing facilities, primarily due to financial shortages. In addition, there are no parks south of Central Avenue (with the exception of the park by Wedsworth Hall).

RECOMMENDATIONS

The study commission recommends that the local government explore the prospect of organizing volunteer citizens to maintain and upgrade the park and recreational areas.

The commission also recommends that the local government study population distribution of the town to monitor access and proximity of public parks to the total town population.

CRITERIA FOR EVALUATION

The following areas were examined to determine whether services are/were being adequately provided by the local government and whether services might be better provided by some kind of mutual arrangement with another government entity.

1. Economy and efficiency. Is there administrative duplication or duplication of services within the town?
2. Level of service provision. Are public services performed at an acceptable level within the town?
3. Capital adequacy. Does the town have the ability to finance necessary projects?
4. Boundary considerations. Do present problem areas, service areas, and authority jurisdictions within the town coincide? Do residents pay only for the services they receive?
5. Planning adequacy. Does the community of Cascade have the ability for long range area-wide planning?
6. Population distribution. Where are the population concentrations and how are they served by the government of the town?
7. Nature of the community. What is the socio-economic make-up of the town? What are the major interest groups and are they in conflict with each other?
8. Political adequacy. Does the present system allow for easy access to the local government? Are the needs of all interests considered? Is conflict resolved?

Results of this analysis are included in copies of the supplementary report included with the final report of the town study commission.

1 ECONOMY EFFICIENCY	2 LEVEL PROVIDED	3 CAPITAL ADEQUACY	4 BOUNDARIES	5 PLANNING	6 POPULATION DISTRIBUTION	7 NATURE OF COMMUNITY	8 ACCESS TO ALL
WATER DISTRIBUTION/ MAINTENANCE	+	-- Outside financing possible	-- One area has service; not main- tained by town	+	+	+	+
SEWER MAINTENANCE	+	-- Some areas are not cleaned regularly	+	-- See item 2	+	+	+
GARBAGE	-- Complaints of partially filled dump- sters hauled	+	-- Residents outside of town use dumpsters	-- Have been prob- lems in the past	+	+	+
STREET/ALLEY CONSTRUCTION/ IMPROVEMENTS	+	-- Complaints of poor conditions	+ State maintains 1st St./RR maintains ^o	+	-- South & North Rus- sell Drive in poor condition	+	+
LAW ENFORCEMENT (Through County)	+	-- 1986 budget set low	+	-- No written contract established w/Sheriff's	+	+	+
PARKS/PUBLIC FACILITIES	+	-- Watering/ mowing not adequately done; exist- ing maintain* %	+	+	-- No parks are south of Central Ave	+	+
CEMETERY	+	-- Mowing Chestnut Valley; Maintenance \$	+	+	+	+	+
STREET/ALLEY MAINTENANCE	+	-- To completely upgrade all streets and c	+	+	-- North & South Russell Drive	+	+

@crossings; County maintains Central Avenue East.
#department-1983-86.

*ing parks lack full upkeep.

*ing existing parks well; maintaining, upgrading tennis courts.

\$at Hillside Cemetery.

çalleys.

+ Being handled adequately
-- Needs improvement/Low

Electorate

Elects (Input)

Elects (Input)

Council (Commission)
Legislative Powers
2 x 2 wards

Mayor (Executive)
Handles Executive/Administrative Powers

Develop policies (through ordinances/resolutions)

Have contracts/receive input from:

- Attorney
- Engineer
- Accountant (to help develop/implement policies; administer town)

- Serve on committee(s)
- A. Finance (4)
 - B. Streets & Alleys (1)
 - C. Sewer & Water (1)
 - D. Parks & Recreation
 - E. Cemetery (2.04.02-6)

Administration of street lights
Maintenance
Clerk/Treasurer (serves on)
Data
Town personnel

Wedsworth Library Board
(4 other members & Librarian)

Wedsworth Hall Board
(9 other members)

CONSOLIDATION OF SERVICES

LAW ENFORCEMENT--POSSIBLE FORMAL CONSOLIDATION WITH THE COUNTY

GOOD POINTS

Has been cost effective-83-86
Stable force--less turnover

BAD POINTS

Not always quick availability/response tim
(30 minutes minimum)
Jan.'86, possible high charges-possibly
exceeding budget of having own town
marshal

GARBAGE COLLECTION

GOOD POINTS

Frees city time/equipment
More environmentally safe

BAD POINTS

Loss of control

STREETS/ALLEYS---POSSIBLE CONSOLIDATION WITH COUNTY SERVICES

GOOD POINTS

Might be better maintenance/upkeep
(Possibly set on regular schedule)
Free city staff time and equipment
Might be cost effective

BAD POINTS

Loss of control possible
Might not be cost effective

ACCOUNTING--AS CURRENTLY SET UP WITH ACCOUNTANT COMPLETING THE GENERAL LEDGERS;

PROCESSING WARRANTS; SENDING, DOCUMENTING WATER/S'WER PAYMENTS; UPDATING
BUDGET FIGURES; PRESENTING FINANCIAL STATEMENTS, etc.

GOOD POINTS

Accountant--very knowledgable
" --Thorough

BAD POINTS

Cost might be high
Some loss of control
Some loss of accessability to books

CERTIFICATE ESTABLISHING THE DATE OF THE
 SPECIAL ELECTION AT WHICH THE ALTERNATIVE FORM OF
 GOVERNMENT SHALL BE PRESENTED TO THE
 ELECTORS OF CASCADE

The alternative form of government proposed by the Local Government Study Commission shall be submitted to the voters of Cascade at a special election to be held with the primary election on June 3, 1986.

We, the Study Commissioners of Cascade do hereby certify that this is the date of the special election approved by the Study Commissioners of the Town of Cascade.

In testimony whereof, we set our hands.

Gary Prinsing
Helen Warehime

 Ex-Officio Member

Local Government Study Commissioners

March 19, 1986 Date

OFFICIAL BALLOT

BALLOT ON ALTERNATIVE FORM OF LOCAL
GOVERNMENT FOR THE TOWN OF CASCADE

Vote For One

For the existing mayor-council form of government having
partisan elections

For the existing mayor-council form of government having
non-partisan elections

CERTIFICATE ESTABLISHING THE OFFICIAL BALLOT
FOR THE JUNE 3, 1986
SPECIAL ELECTION

We, the Study Commissioners of Cascade, do hereby certify that
this is the official ballot approved by the Study Commissioners
of Cascade.

In testimony whereof, we set our hands.

Dary Prinsing
Helen Warhime

March 19, 1986 Ex-Officio Member

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In testimony whereof, we set our hands.

Hans Prunzing
Helen Warehime

Ex-Officio Member

Local Government Study Commissioners

March 19, 1986 Date

Barbara Hall
9 Front St
3-31-88 expires

Bank

CASCADE TOWN GOVERNMENT STUDY COMMISSION

FINAL REPORT

To the Citizens of the Town of Cascade:

The Cascade Town Study Commission, elected by the voters on November 6, 1984, or thereafter appointed, present this final report to the citizens of this town.

The purpose of the study commission, as defined in state law, is "to study the existing form and powers of our town government and procedures for delivery of local government services and compare them with other forms available under the laws of the State of Montana." If some change is deemed necessary, the study commission may submit such proposed change to the electors.

In the conduct of our review, the study commission has sought advice and information from a number of people in the town. Opinions and recommendations were solicited from local government officials, community organizations, and citizens. Copies of interviews and citizen surveys are on file at the Town Hall. The commission also studied revenue and expenditures of the town for the last two fiscal years. All meetings of the study commission were open to the public as required by law. Public hearings were held to determine citizen opinion.

As a result of discussions held with the people and groups mentioned, the Cascade Town Study Commission has concluded that there is general consensus that the existing town council-executive form of government has served this town well since the town's incorporation, and will continue to do so in the future. We therefore recommend no change in this form of government.

In our study, the commission did find, and it has been confirmed through other research, that the town should be holding partisan elections. The town has historically held non-partisan elections. It is the feeling of the study commission that non-partisan elections would be the best way to select the council members, mayor and any other elected officials. Because this issue must be voted on by the electorate, the study commission has voted to have the matter put on the June 3, 1986 primary election ballot.

Even though the study commission do^{es} not recommend a change in the form of local government, the commission has made recommendations to the local government officials regarding ways the government might be able to improve services to the citizens. These recommendations are included in the summary reports to follow.

Respectfull submitted,

Gary Brining
Helen Warehime

Cascade Town Government Study Commissioners

March 20, 1986 (DATE)