



## City of Cashmere

101 Woodring Street  
Cashmere, WA 98815  
Ph (509) 782-3513 Fax (509) 782-2840  
Website [www.cityofcashmere.org](http://www.cityofcashmere.org)

**CITY OF CASHMERE  
REGULAR STUDY SESSION  
MONDAY, AUGUST 12, 2013  
6:00 P.M., CITY HALL**

### **AGENDA**

#### BUSINESS ITEM

- **Cancelled due to lack of an agenda item**

TO ADDRESS THE COUNCIL, PLEASE BE RECOGNIZED BY THE MAYOR AND STATE YOUR NAME WHEN YOU BEGIN YOUR COMMENTS  
**Americans with Disabilities Act (ADA) accommodations provided upon request (48-hour notice required)**

The City of Cashmere is an equal opportunity provider and employer.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202)720-6382 (TDD).



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CASHMERE CITY COUNCIL MEETING  
MONDAY, AUGUST 12, 2013 7:00 P.M., CITY HALL

### AGENDA

#### CALL TO ORDER

#### FLAG SALUTE

#### EXCUSE ABSENCE

#### ANNOUNCEMENTS & INFORMATION

- Financial Report for July is on the website
- Certificate of Appreciation for Randy Low

#### PUBLIC COMMENT PERIOD (For Items Not on the Agenda)

#### APPROVAL OF AGENDA

#### CONSENT AGENDA

1. Minutes of July 22, 2013 Regular Council Meeting
2. Payroll and Claims Packet Dated August 12, 2013

#### BUSINESS ITEMS

1. Change Order No. 1 on the Pioneer Avenue Project
2. Ordinance No. 1216 Amending Chapter 2.04 commencement time for city council meetings
3. City Hall Improvement Project

#### PROGRESS REPORTS

#### ADJOURNMENT

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**MINUTES OF THE CASHMERE CITY COUNCIL MEETING  
MONDAY, JULY 22, 2013 AT CASHMERE CITY HALL**

OPENING

Mayor Jeff Gomes opened the regular city council meeting at 7:00 p.m. at City Hall. Clerk-Treasurer Kay Jones took minutes.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Mayor:	Jeff Gomes	
Council:	Skip Moore Jim Fletcher Donna Wynne Derek Knutsen John Bryant	
Staff:	Bob Schmidt, Director Kay Jones, Clerk-Treasurer Mark Botello, Dir of Planning/Building	

FLAG SALUTE

ANNOUNCEMENTS & INFORMATION

PUBLIC COMMENT

APPROVAL OF AGENDA

MOVED by Councilor Fletcher and seconded by Councilor Bryant to approve the agenda as presented. Motion carried.

CONSENT AGENDA

Minutes of July 8, 2013 Regular Study Session Meeting  
Minutes of July 8, 2013 Regular Council Meeting  
Payroll and Claims Packet Dated July 22 2013  
    Claim Check Nos. 33467 and 33499 through 33464 totaling \$52,019.32  
    Manual Checks Nos. 33466

MOVED by Councilor Wynne and seconded by Councilor Fletcher to approve the consent agenda with the date and spelling amendments to the minutes. Motion carried.

PUBLIC HEARING ON THE SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM 2014-2019

At 7:02 p.m. Mayor Gomes opened the public hearing; there was no public present for comment. The hearing was closed at 7:02 p.m.

RESOLUTION NO. 09-2013 REVISED AND EXTENDED SIX-YEAR TIP 2014-2019

Director Mark Botello gave a brief summary of the projects, the prioritization and the funding for the transportation plan.

MOVED by Councilor Fletcher and seconded by Councilor Knutsen to adopt Resolution No. 09-2013 revised and extended Six-Year TIP for 2014-2019. Motion Carried.

ORDINANCE NO. 1215 ANNEXATION OF ANN CHIPMAN PROPERTY AND A PORTION OF SUNSET HIGHWAY

MOVED by Councilor Fletcher and seconded by Councilor Bryant to adopt Ordinance No. 1215 annexation of Ann Chipman property and a portion of Sunset Highway as amended by legal. Motion carried.

STUDY SESSION AND MEETING TIME DISCUSSION

The Mayor and Council discussed the council meeting times and whether the study session was still a necessity. The benefit of a study session is the ability to discuss an item at length without having a late council meeting. An issue with the study session meeting is that an hour is not always needed and sometimes the study session is cancelled altogether, due to lack of an agenda item. If study sessions were eliminated and the council meetings were moved from 7:00 pm to 6:00 pm there would be plenty of time for lengthy items to be discussed. This change would eliminate the wait time between a study session and the regular meeting and it would also eliminate the need to add a study session item to the regular agenda if after the session the council wanted to take action.

Consensus of the council was to have staff draft an ordinance amending the meeting time to 6:00 p.m. and eliminating the study sessions.

PROGRESS REPORTS

Director Botello presented the plans for the Riverside Park Improvement project. Another meeting will be scheduled with the Chamber and the rafters for input. The project will go out to bid next month.

Director Botello reported that he and the Mayor met with Chelan Count and the WVTC to discuss the revised corridor study. The City will need to budget about \$15,000 to partner with the DOT, WVTC, and Chelan County to revise the corridor study.

Director Schmidt reported that both Tigner and Pioneer projects were completed. Also, he spoke with Crunch Pak and made them aware of the issue with their industrial fans causing such a disturbance in the neighborhood.

ADJOURNMENT

Mayor Gomes adjourned the meeting at 7:42 p.m.

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Jeff Gomes, Mayor

Attest:

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Kay Jones, Clerk-Treasurer

## Change Order

<b>Contract Number</b> 213-038	<b>Contract Title</b> Pioneer Avenue Preservation	<b>TIB Number</b> 2-E-847(002)-1
<b>Change Order Number</b> 1	<b>Change Description</b> HMA and CSTC Price Adjustment	<b>Agency Number</b> N/A
<b>Prime Contractor</b> Hurst Construction		<b>Date</b> 8/6/2013
<input type="checkbox"/> Ordered by Engineer under the terms of Section 1-04.4 of the Standard Specifications <input checked="" type="checkbox"/> Change proposed by Contractor		

**Change Description**



This change order will accomplish the following:

1. Provide additional compensation for placing HMA in two lifts from Station 10+00 to 30+50.
2. Provide unit price adjustment in accordance with Std. Spec. Section 1-04.6.

See attached letters from Hurst Construction.

<u>Item Number</u>	<u>Group No(s)</u>	<u>Item Description</u>	<u>Amount</u>
32	1	HMA PRICE ADJ	Lump sum = \$ 2,200.00
33	2	CSTC PRICE ADJ	190.89TN @ \$57.53/TN = \$ 10,981.90
			Subtotal \$ 13,181.90
			8.2% Sales Tax - Group 2 \$ 900.52
			Change Order Total \$ 14,082.42

<b>Verbal Approval Date</b> 8/6/2013	<b>Working Days +/-</b> 0
<b>Original Contract Amount</b> \$ 452,263.90	<b>Current Contract Amount</b> \$ 452,263.90
<b>Est. Net Change This C.O.</b> \$ 14,082.42	<b>Est. Contract Amount</b> \$ 466,346.32

 Project Engineer  8-7-13 Date	Approving Authority  Date
 By Prime Contractor  08.07.2013 Date	Signature  Representing

## ORDINANCE NO. 1216

AN ORDINANCE OF THE CITY OF CASHMERE, WASHINGTON, AMENDING CHAPTER 2.04 OF THE CASHMERE MUNICIPAL CODE, CHANGING THE COMMENCEMENT TIME FOR CITY COUNCIL MEETINGS TO THE SECOND AND FOURTH MONDAYS OF EACH MONTH BEGINNING AT 6:00 P.M.; AND SETTING AN EFFECTIVE DATE.

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WHEREAS, the City Council has examined the issue of whether study sessions at separate meetings of the Council remain necessary and desirable to the current City Council and determined that revising the City Council meeting calendar so that study sessions are a part of the City Council meetings, when necessary, is the most efficient manner of dealing with the study sessions and Council Meeting agendas; and

WHEREAS, the City Council has studied the issue of whether City Council meetings should continue to be held at the times presently set forth in Chapter 2.04 of the Cashmere Municipal Code and determined that meetings beginning at 6:00 p.m. are preferable; NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON DO  
ORDAIN AS FOLLOWS:

Section 1. Chapter 2.04 of the Cashmere Municipal Code is hereby amended to read as follows:

**Chapter 2.04  
City Council**

**Section:**

**2.04.010 Regular City Council Meetings**

**2.04.020 Joint City Planning Commission and Council Public Meetings**

**2.04.010 Regular City Council Meetings.** Regular meetings of the City Council shall be held at City Hall on the second and fourth Mondays of each month beginning at 6:00 p.m.; provided, however, there shall be no regularly scheduled meeting on the fourth Monday of December. In the event any second or fourth Monday when a regular Council Meeting is scheduled falls on a legal holiday as prescribed by Washington law, the regular meeting of the City Council shall be held on the Tuesday following any such Monday, beginning at 6:00 p.m.

**2.04.020 Joint City Planning Commission and Council Public Meetings.** The City Council shall schedule and hold a joint public meeting with the City Planning Commission during the first calendar quarter of each year to discuss overall community issues and the annual work plan of the Planning Commission.

**Section 2.** This Ordinance shall take effect and be in full force five (5) days after this Ordinance or a summary thereof consisting of the title is published.

APPROVED:

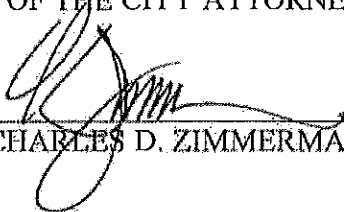
\_\_\_\_\_  
JEFF GOMES, MAYOR

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
KAY JONES, CITY CLERK/TREASURER

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY

BY:

  
\_\_\_\_\_  
CHARLES D. ZIMMERMAN

FILED WITH THE CITY CLERK :  
PASSED BY THE CITY COUNCIL :  
PUBLISHED :  
EFFECTIVE DATE :  
ORDINANCE NO. :

July 25, 2013  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
1216

# Staff Summary

**Date:** August 8, 2013  
**To:** Mayor and Cashmere City Council  
**From:** Clerk-Treasurer Kay Jones  
**RE:** City Hall Improvement Project

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## 2013 Budget Amendment

### City Hall Front Office

1. Wallpaper & paint the front office and hallway	3,000
2. Window shades for front office and council chamber	2,800
3. Replace ceiling tiles in all offices and hallway	1,200
4. Clean the ductwork and vents	1,200
5. New City Hall sign	1,000
6. Front counter facelift and new payment terminal	300
7. Décor/Artwork	500
8. Remove outside wood window panes	<u>???</u>
	<b>10,000</b>

### **Staff Recommendation:**

Authorize staff to amend budget and move forward with improvements.

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