



## 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)

CASHMERE CITY COUNCIL MEETING  
MONDAY, JANUARY 26, 2015 6:00 P.M., CITY HALL

### **AGENDA**

#### CALL TO ORDER

#### FLAG SALUTE

#### EXCUSED ABSENCE

#### ANNOUNCEMENTS & INFORMATION

- December 2014 Financial Report is on the website

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

#### APPROVAL OF AGENDA

#### CONSENT AGENDA

1. Minutes of January 12, 2015 Regular Council Meeting
2. Payroll and Claims Packet Dated December, 2015 Year End
3. Payroll and Claims Packet Dated January 26, 2015

#### BUSINESS ITEMS

1. Selection of Fitzpatrick Surveying for General Municipal Surveying Services
2. Selection of RH2 Engineering, Inc. for General Municipal Engineering Services
3. Increase in Emergency Management Services
4. Public Forum discussion

#### PROGRESS REPORTS

#### ADJOURNMENT

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).

**MINUTES OF THE CASHMERE CITY COUNCIL MEETING  
MONDAY, JANUARY 12, 2015 AT CASHMERE CITY HALL**

OPENING

Mayor Jeff Gomes opened the regular city council meeting at 6:00 p.m. at City Hall. Clerk-Treasurer Kay Jones took minutes.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Mayor:	Jeff Gomes	
Council:	Jim Fletcher Dave Erickson Bob Abramowski David Sherman	Skip Moore
Staff:	Bob Schmidt, Director of Operations Kay Jones, Clerk-Treasurer Mark Botello, Planning/Building Chuck Zimmerman, City Attorney	

FLAG SALUTE

EXCUSE ABSENCES

MOVED by Councilor Fletcher and seconded by Councilor Sherman to excuse the absence of Councilor Skip Moore. Motion carried.

ANNOUNCEMENTS & INFORMATION

Mayor Gomes reminded the Council Members to turn in their financial disclosures.

The Mayor informed the Council that WCIA will be providing Council Do's and Don'ts training on Tuesday, February 24<sup>th</sup> at 5:00 p.m.

Mayor Gomes announced that he has been appointed to represent the small cities of Chelan County on the Chelan-Douglas Transportation Board.

PUBLIC COMMENT

No public present.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Minutes of December 8, 2014 Regular Council Meeting  
Minutes of December 22, 2014 Special Council Meeting

Payroll and Claims Packet Dated December 22, 2014

Claim Check Nos. EFT 2014 and 33176 - 35209 totaling \$86,319.89

Payroll Check Nos. 35210 - 35247 totaling \$140,294.53

Payroll and Claims Packet Dated December 31, 2014

Claim Check Nos. 1451 and 35248 - 35298 totaling \$587,696.91

Voided Check Nos. 35188 totaling \$799.37

Joint City Council and Planning Commission Meeting Monday, February 9, 2015 at 6:00 p.m.

MOVED by Councilor Erickson and seconded by Councilor Sherman to approve the items on the consent agenda. Motion carried.

#### PUBLIC HEARING ON KEIFE ANNEXATION

Mayor Gomes opened the public hearing at 6:10 p.m. to receive public comment on the Keife Annexation. With no public present to comment on the annexation Mayor Gomes closed the hearing at 6:11 p.m.

#### PUBLIC HEARING ON PORT OF CHELAN COUNTY WATER SYSTEM UTILITY REIMBURSEMENT AGREEMENT

Mayor Gomes opened the public hearing at 6:12 p.m. to receive public comment on the Port of Chelan County Water System Utility Reimbursement Agreement.

Tom Gray residing at 5405 Mill Road spoke against the utility reimbursement agreement. He disagrees and doesn't understand why there is a charge for a new line that was put in for the Mill property when there was already a line to start with. He asked why the cost for his 2 properties was so high if he wanted to hook into the water, when the square footage of his property should be reduced since 50% of his property is wetlands so it's not even usable.

With no other comments from the public Mayor Gomes closed the public hearing at 6:13 p.m.

#### WATER SYSTEM UTILITY REIMBURSEMENT AGREEMENT BETWEEN CITY AND PORT OF CHELAN COUNTY

Director Mark Botello explained the reimbursement area, which designates certain adjacent real property as specially benefiting from the Water Improvements constructed by the Port, if and when a water connection to such real property occurs during the period extending twenty years from the date of final acceptance.

The reimbursement assessment list shows all the designated property in the benefit area. The cost for the reimbursement per parcel is determined by square footage per the Chelan County Assessor's office. The agreement does not evaluate each parcel to determine the buildable square footage.

The Port of Chelan County shall not be reimbursed for more than the actual cost of improvements less the benefits to the Port. The maximum reimbursement to which the Port is entitled to is \$231,686.08, which value is based upon the total approved cost of \$512,984 less the benefit to the Port, which benefit amount is \$281,297.92.

Clarification was needed on whether or not the city paid for a portion of the water line and if so why it was on the water line as-built plan. Suggestion was made to table the agreement to confirm the portion of the water line constructed with Port funds.

MOVED by Councilor Fletcher and seconded by Councilor Abramoski to table the item for more information. Motion carried.

WSDOT SUPPLEMENTAL AGREEMENT NO. 1 FOR APLETS WAY IMPROVEMENT PROJECT

The WSDOT Supplemental Agreement No. 1 is for engineering design services for the Aplets Way Improvements and for the signal system replacement for the intersection of Aplets Way and Cottage Avenue. The Basic Agreement was \$39,240.10 and Supplemental Agreement No. 1 is for \$86,508.00 for a total engineering design cost of \$125,748.10.

Engineer Erik Howe explained that the Supplemental Agreement is contingent on the approval of WSDOT.

MOVED by Councilor Fletcher and seconded by Councilor Erickson to approve the WSDOT Supplemental Agreement No. 1 for Aplets Way Improvement project. Motion carried.

MISSION AVENUE IMPROVEMENT ACCEPTANCE OF CONTRACT & PROJECT

J&K Earthworks has completed the work on the Mission Avenue Improvements project in accordance with the plans and specifications. Total contract cost was \$693,365.49. Staff's recommendation is to accept the project.

MOVED by Councilor Fletcher and seconded by Councilor Erickson to approve and accept the Mission Avenue Improvement project. Motion carried.

AGREEMENT FOR COLLECTION SERVICES

Clerk-Treasurer Kay Jones explained that she is trying another collection agency to see if they are more successful. The city doesn't use the collection agency often, but they do need to have a contract in place for when one is needed. The agreement can be terminated with ninety days notice.

MOVED by Councilor Fletcher and seconded by Councilor Erickson to approve the agreement for collection services with Merchants Credit Association. Motion carried.

WEB HOSTING AGREEMENT BETWEEN CITY AND VISION TECHNOLOGY SOLUTIONS, LLC

The proposed agreement for web hosting is for a 5 year term with a 2% annual increase. The cost for 2015 is \$2,916.

MOVED by Councilor Erickson and seconded by Councilor Sherman to approve web hosting agreement with Vision Technology Solutions, LLC. Motion carried.

COMMUNITY FORUM DISCUSSION

Mayor Gomes and the Council discussed the draft flyer for the Community Forum and proposed setup plan. The Mayor would like a council and staff member at each table.

PROGRESS REPORTS

Mayor Gomes reported that the Water Work Group met with Senator Parlette to discuss water rights. The Water Work Group is pursuing legislation for a bill this session to address the Wenatchee Watershed.

ADJOURNMENT

Mayor Gomes adjourned the meeting at 7:09 p.m.

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Jeff Gomes, Mayor

Attest:

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Kay Jones, Clerk-Treasurer

# Staff Summary

**Date:** January 26, 2015

**To:** Cashmere City Council  
Mayor Gomes

**From:** Mark Botello

**RE:** Selection of Fitzpatrick Surveying for General Municipal Surveying Services.

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Earlier this month Staff published request for municipal engineering & surveying services for 2015. Professional services may include, but not limited to water, wastewater, transportation, planning, grant and loan application assistance, project cost estimating, surveying, environmental documents, permits acquisitions and design and also construction engineering of City specified projects such as Rank Road design engineering improvements and Angier Bridge engineering and design improves and other project approved within the 2015 budget.

Fitzpatrick Surveying, Inc is the only surveying firm that submitted statement of qualifications.

**Recommendation:**

Staff recommends approval of Fitzpatrick Surveying for general municipal surveying services for 2015.

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# Staff Summary

**Date:** January 26, 2015

**To:** Cashmere City Council  
Mayor Gomes

**From:** Mark Botello

**RE:** Selection of RH2 Engineering, INC for General Municipal Engineering Services.

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Earlier this month Staff published request for municipal engineering & surveying services for 2015. Professional services may include, but not limited to water, wastewater, transportation, planning, grant and loan application assistance, project cost estimating, surveying, environmental documents, permits acquisitions and design and also construction engineering of City specified projects such as Rank Road design engineering improvements and Angier Bridge engineering and design improves and other project approved within the 2015 budget.

RH2 Engineering, Inc is the only engineering firm that submitted statement of qualifications.

**Recommendation:**

Staff recommends approval of RH2 Engineering, Inc for general municipal engineering services for 2015.

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# Chelan County Sheriff's Office

*Brian Burnett, Sheriff*

Law and Justice Bldg ★ 401 Washington Street #1 ★ Wenatchee, WA 98801  
Phone: (509) 667-6851 ★ Fax: (509) 667-6860

December 12, 2014

Mayor Jeff Gomes  
101 Woodring St.  
Cashmere, WA 98815

Mayor Gomes and Cashmere City Council,

It is time to renew our contract for Emergency Management Services that the Chelan County Sheriff's Office provides to the contract cities within our county. For many years the rate charged to the cities has remained flat, while the costs to the county has continued to increase. The current rate of \$2.25 per capita is less than fifty percent of the county's actual costs for the services provided through the Emergency Management Division.

In an effort to establish a standardized method for calculating costs for the Emergency Management Services provided to our contract cities, we have reviewed the expenses for the Emergency Management budget. With the 2015 budget of \$403,898, it would make the per capita rate of \$5.43. We are proposing that the standard calculation for contract cities be set at 50% of the actual per capita rate for each budget year. This would see the cities incurring a small increase to their contract costs, and still leave the county covering 50% of the budget.

For Cashmere, the estimated population from [www.ofm.wa.gov](http://www.ofm.wa.gov) is 3010. With a per capita rate of \$2.72 (1/2 of \$5.43), this would calculate to a cost of \$8,187.20 for your Emergency Management contract for 2015.

We apologize for the lateness in this notification, and understand that the City Council will need to review and approve this increase. We believe that this is an equitable method for sharing costs for all parties involved.

We look forward to our continued partnership in serving the citizens and visitors of your city.

Sincerely,

A handwritten signature in blue ink that reads "Brian Burnett".

Brian Burnett  
Sheriff

Integrity ★ Teamwork ★ Excellence

**John Wisemore**  
Undersheriff

★ **Jason Mathews** ★  
Chief of Special Operations

**Dave Helvey** ★  
Chief of Patrol

★ **Valerie Karnes** ★  
Chief Civil Deputy

★ **Jan Brincat** ★  
Executive Assistant



**Chelan County Emergency Management** has provided, or stands ready to provide the following all-hazard preparedness, planning, mitigation, and response capabilities to the county and the four contracted municipalities:

- Maintenance of the county-wide Comprehensive Emergency Management Plan (CEMP) to include municipalities.
- Facilitate compliance with the State mandated NIMS reporting tool.
- Management of all Tier II HAZMAT reporting for the county and municipalities. Compliance reports reviewed with State EMD.
- Provide Incident Command System (ICS) classroom training, as requested for the following courses: ICS100; ICS-700; ICS-300; ICS-400.
- Response to all-hazard emergencies within any jurisdiction in the county - often through a "Unified Command" structure. (*Example: Wildfire - evacuation coordination, road blocks, liaison with IMT's, cooperator meetings, public info*).
- During the past three years we have applied for, and been granted 'Hazardous Material Emergency Planning' (HMEP) grants from the State. With those grants we have planned and executed the following:
  - **2013** – City of Cashmere 'Crunch Pak' exercise to include both a tabletop and full-functional exercise – School district, Cashmere FD, City of Cashmere, CCFD6, WSP, Ballard Ambulance, State Dept of Education, Crunch Pak.
  - **2014** – City of Chelan 'HAZMAT Commodity Study' combined with a tabletop exercise – school district, CCFD 7, City of Chelan, Chelan EMS, WSP, WSDOT.
  - **2015** – City of Entiat tabletop exercise and functional exercise involving a mock HAZMAT release near the foundry – City of Entiat, CCFD8, CCFD1, school district, WSDOT, WSP, railroad, Dept of Ecology.
  - **2016** – City of Leavenworth (*if grant is available and approved*)
- Host and currently chair the Local Emergency Planning Committee (LEPC) meetings / trainings. Membership includes: fire districts, law enforcement, Dept of Ecology and local private industry.
- Coordination of wilderness and urban search & rescue response. To include special needs populations (children, elderly, and developmentally disabled).

### EM cost history

<u>2010</u>	EM Budget \$ 325,744.00	Cost to city: Cashmere Chelan Entiat Leavenworth	Rate \$ 2.24 \$ 2.15 \$ 1.99 \$ 2.17	Full per capita cost \$ 13,703.00 \$ 18,719.00 \$ 5,495.00 \$ 10,602.00	\$ 4.56	Average % of costs-46.9%
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<u>2011</u>	EM Budget \$ 325,744.00	Cost to city: Cashmere Chelan Entiat Leavenworth	Rate \$ 2.20 \$ 2.25 \$ 2.02 \$ 2.26	Full per capita cost \$ 13,753.00 \$ 17,466.00 \$ 4,993.00 \$ 8,823.00	\$ 4.49	Average % of costs-48.6%
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<u>2012</u>	EM Budget \$ 387,762.00	Cost to city: Cashmere Chelan Entiat Leavenworth	Rate \$ 2.25 \$ 2.36 \$ 4.24 \$ 2.70	Full per capita cost \$ 16,390.00 \$ 20,947.00 \$ 6,050.00 \$ 10,500.00	\$ 5.33	Average % of costs-54.1%
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<u>2013</u>	EM Budget \$ 402,360.00	Cost to city: Cashmere Chelan Entiat Leavenworth	Rate \$ 2.25 \$ 2.25 \$ 2.25 \$ 2.25	Full per capita cost \$ 16,882.00 \$ 21,630.00 \$ 6,231.00 \$ 10,815.00	\$ 5.49	Average % of costs-40.9%
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<u>2014</u>	EM Budget \$ 405,751.00	Cost to city: Cashmere Chelan Entiat Leavenworth	Rate \$ 2.25 \$ 2.25 \$ 2.25 \$ 2.25	Full per capita cost \$ 16,833.00 \$ 21,792.00 \$ 6,281.00 \$ 10,855.00	\$ 5.51	Average % of costs-40.8%
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<u>2015</u>	EM Budget \$ 403,898.00	Proposed Cost to city: Cashmere Chelan Entiat Leavenworth	Rate \$ 2.72 \$ 2.72 \$ 2.72 \$ 2.72	Full per capita cost \$ 16,344.00 \$ 21,827.00 \$ 6,259.00 \$ 10,815.00	\$ 5.43	Average % of costs-50%
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# City of Cashmere

## COMMUNITY FORUM

The City of Cashmere is sponsoring a Community Forum to encourage citizens and businesses to provide input regarding the direction the City will take on several important issues in planning for our future.

### We are seeking your input on the following topics:

#### PARKS & RECREATION

- ◆ Riverside Park
- ◆ Riverside Center
- ◆ Cottage Ave. Park
- ◆ River Street Park
- ◆ Ardetta Park
- ◆ Railroad Park
- ◆ Simpson Park
- ◆ Trails
- ◆ City Pool
- ◆ Library
- ◆ Museum
- ◆ Lagoon Property

#### ECONOMIC DEVELOPMENT

- ◆ Building/Planning
- ◆ Port property
- ◆ Building Standards
- ◆ Economic Development Group
- ◆ Chamber of Commerce
- ◆ Downtown design standards

#### TRANSPORATION

- ◆ Streets/Roads
- ◆ Cottage Ave/Hwy 2 intersection
- ◆ Aplets Way/Hwy 2 Intersection
- ◆ Aplets Way/Cottage Ave Intersection
- ◆ Goodwin Bridge
- ◆ Bicycle lanes
- ◆ Angier Pedestrian Bridge
- ◆ Aplets Way/Sunset Intersection

#### GOVERNMENT & SERVICE

- ◆ Budget Priorities
- ◆ Code Enforcement
- ◆ Law Enforcement
- ◆ Fire protection
- ◆ Refuse Collection
- ◆ Recycling
- ◆ Brush Pick-up/Mulching Center
- ◆ Animal Control
- ◆ Water
- ◆ Wastewater

#### PRESENTATIONS

- ◆ CITY UPDATE
- ◆ CHAMBER OF COMMERCE
- ◆ 9/11 COMMITTEE
- ◆ CASHMERE AREA TRANSPORTATION STUDY

CITY OF CASHMERE  
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Cashmere, WA 98815  
Phone: 509-782-3513  
Fax: 509-782-2840  
Website: [www.cityofcashmere.org](http://www.cityofcashmere.org)

Tuesday,  
January 27, 2015  
6:00 p.m.

Riverside Center  
201 Riverside Drive  
Cashmere, WA 98815