



City of Cashmere

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CASHMERE CITY COUNCIL MEETING
MONDAY, JUNE 25, 2018 6:00 P.M., CITY HALL

AGENDA

CALL TO ORDER

FLAG SALUTE

EXCUSED ABSENCE

ANNOUNCEMENTS & INFORMATION

PUBLIC COMMENT PERIOD - For Items Not on the Agenda

APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of June 11, 2018 Regular Council Meeting
2. Payroll and Claims Packet Dated June 25, 2018

BUSINESS ITEMS

1. Review applications for the vacant council seat

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)

MINUTES OF THE CASHMERE CITY COUNCIL MEETING
MONDAY, JUNE 11, 2018 AT CASHMERE CITY HALL

OPENING

Mayor Pro Tem Jim Fletcher 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:	Daniel Scott Jim Fletcher, Mayor Pro Tem Dave Erickson Kameon Smith Derrick Pratt	Mayor Gomes - Resigned 6/4/2018
Staff:	Kay Jones, Clerk-Treasurer Chuck Zimmerman, City Attorney	

FLAG SALUTE

ANNOUNCEMENTS & INFORMATION

Mayor Pro Tem Jim Fletcher is chairing the meeting in the permanent absence of Mayor Gomes.

Councilor Erickson announced he will not be able to attend the June 25th council meeting.

PUBLIC COMMENT PERIOD - For Items Not on the Agenda

Larry Bruehl residing at 107 Quail Lane addressed City Council regarding his interest in being appointed as Mayor.

Chris Carlson residing at 100 Pioneer addressed the council regarding his interest in serving on the City Council. Mr. Carlson has been serving on the Cashmere Planning Commission for the last six years.

APPROVAL OF AGENDA

City Attorney Chuck Zimmerman requested the addition of item #7 Interim Planning Services.

MOVED by Councilor Erickson and seconded by Councilor Pratt to approve the agenda as amended; correcting the numbering and adding item #7 Interim Planning Services. Motion carried 5-0.

CONSENT AGENDA

Minutes of May 14, 2018 Regular Council Meeting

Payroll and Claims Packet Dated May 29, 2018

Claims Direct Pay and Checks #38913 through #38934 totaling \$56,457.28

Manual Check #38912 to replace lost check #38220

MOVED by Councilor Pratt and seconded by Councilor Smith to approve the items on the consent agenda. Motion carried 5-0.

EXPLANATION FROM LEGAL COUNSEL REGARDING THE CITY COUNCIL APPOINTMENT FOR THE OFFICE OF MAYOR

Attorney Chuck Zimmerman explained that in the temporary absence of the Mayor, the Mayor Pro Tem steps in to fulfill the duties of Mayor. In the case of a permanent absence, such as this, the City Council has 90 days to appoint a Mayor for the unexpired term.

The City Council has several options; they can appoint the Mayor Pro Tem, which is typical, but not required. They could appoint any one of the council members. By appointing the Mayor Pro Tem or one of the Councilmembers for the remaining term, the council is assured that the person has been previously elected by the citizens. Another option would be to go through a process and open it up to the public to solicit applications and interview.

Attorney Zimmerman explained that the City Council can immediately appoint or go through a process for appointing a mayor and a councilmember. The process for each position does not have to be the same.

COUNCIL APPOINTMENT TO FILL THE OFFICE OF MAYOR FOR THE REMAINDER OF THE TERM
MOVED by Councilor Smith and seconded by Councilor Pratt to appoint Jim Fletcher as Mayor. Motion carried 5-0.

MOVED by Councilor Erickson and seconded by Councilor Smith to authorize Clerk-Treasurer Kay Jones to work with the bank to remove former Mayor Jeff Gomes as a signer and add Mayor Jim Fletcher as a signer at Cashmere Valley Bank. Motion carried 4-0.

The City Council discussed the process they wanted to use to fill the vacant City Council seat.

- Accept written letters of interest/applications for City Council until 5:00 p.m. on June 21st
- If seven or fewer applications are received all applicants will be interviewed on July 9th
- If more than seven applications are received a decision will be made on June 25th as to which applicants will be interviewed.

MOVED by Councilor Smith and seconded by Councilor Pratt to approve the process outlined to appoint a councilmember. Motion carried 4-0.

AGREEMENT G-6025 BETWEEN THE OFFICE OF THE SECRETARY OF STATE AND THE CITY REGARDING ARCHIVES AND RECORDS MANAGEMENT

City staff applied for a grant through the Washington State Archives Local Records Grant Program. The City was awarded \$900 for digital imaging.

MOVED by Councilor Erickson and seconded by Councilor Scott to approve Agreement G-6025 between the Office of the Secretary of State and the City regarding archives and records management. Motion carried 4-0.

SMALL WORKS CONSTRUCTION CONTRACT FOR THE 2018 PAVEMENT PRESERVATION OVERLAY PROJECT

The Small Works Construction Contract is between the City and Central Washington Asphalt for asphalt overlay on Evergreen Drive and a portion of Fisher Street in the amount of \$35,045.90.

MOVED by Councilor Scott and seconded by Councilor Smith to approve the Small Works Construction Contract for the 2018 Pavement Preservation Overlay project. Motion carried 4-0.

INTERLOCAL AGREEMENT 18-041 BETWEEN THE CITY AND PUBLIC UTILITY DISTRICT NO. 1 FOR EFFICIENT LED LIGHTING IMPROVEMENTS

Councilor Scott is an engineer for Chelan County Public Utility District (PUD) and is very familiar with the countywide project to convert the street lights to efficient LED lighting. Scott explained that the purpose of the agreement is to provide for the cooperation of the parties for the LED Streetlight Conversion Project on City- and District-owned poles and lights within the City limits. The Agreement references the Transportation Improvement Board Relight Washington Grant the City was awarded. The TIB grant will reimburse the City for the invoices paid to the PUD for the project.

MOVED by Councilor Pratt and seconded by Councilor Smith to approve the Interlocal Agreement 18-041 between the City and PUD No. 1 for Efficient LED Lighting Improvements. Motion carried 3-0 with Councilor Scott abstaining.

Even though the Agreement does not create a conflict of interest or an appearance of fairness issue, Councilor Scott chose to abstain simply due to his involvement in the countywide project as an employee of the PUD.

STREET AND AREA LIGHTING AGREEMENT BETWEEN THE CITY AND PUBLIC UTILITY DISTRICT NO. 1 REGARDING OWNERSHIP, RESPONSIBILITY AND RATES CHARGED

MOVED by Councilor Erickson and seconded by Councilor Smith to approve the Street and Area Lighting Agreement between the City and Public Utility District No. 1 regarding ownership, responsibility and rates charged with the modification to Section #13; removing Mayor Gomes and adding Mayor Fletcher. Motion carried 3-0 with Councilor Scott abstaining.

Even though the Agreement does not create a conflict of interest or an appearance of fairness issue Councilor Scott chose to abstain simply due to his involvement in the countywide project as an employee of the PUD.

INTERIM PLANNING SERVICES

City Attorney Chuck Zimmerman suggested the council authorize the Mayor to contract for interim planning services. If City staff needed planning services before the next council meeting the City doesn't have a contract in place.

MOVED by Councilor Pratt and seconded by Councilor Smith to authorize the Mayor to contract for interim planning services. Motion carried 4-0.

PROGRESS REPORTS

In the absence of Mayor Fletcher, Councilors Erickson and Scott volunteered to present the Mayor's trophy during Founders Days.

Mayor Fletcher discussed his thoughts on the job descriptions for a Director of Operations and Director of Planning and Building that need to be filled. He stated that he doesn't want to get hung up on job titles. A different title and description may have to be drafted. He wants to take some time to think about what the City needs and how best to cover those needs.

Councilor Smith voiced her concern that since the Director of Planning and Building resigned everything is falling on the Clerk-Treasurer. Smith stated that she would like to see her compensated until the vacant position is filled. Attorney Chuck Zimmerman confirmed that the council can authorize additional compensation for a period due to the additional duties.

MOVED by Councilor Smith and seconded by Councilor Erickson to authorize an additional \$1,000 per month for the Clerk-Treasurer until a replacement is found. Motion carried 4-0.

Attorney Chuck Zimmerman suggested the Council appoint a Mayor Pro Tem.

MOVED by Councilor Scott and seconded by Councilor Smith to appoint Dave Erickson as Mayor Pro Tem. Motion carried 3-0 with Councilor Erickson abstaining.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 7:11 p.m.

James Fletcher, Mayor

Attest:

Kay Jones, Clerk-Treasurer

KARA ANN RAFTERY
304 Railroad Avenue | Cashmere, WA 98815
P 509.860.8918 | E kazbaby234@hotmail.com

June 20, 2018

Kay Jones, Clerk-Treasurer
City of Cashmere
101 Woodring Street
Cashmere, WA 98815

SUBJECT: Letter of Interest – City Council Vacancy

Dear Kay and Cashmere City Council,

As a current resident of Cashmere, Washington, I am writing to you to express my sincere interest in seeking to fill the currently vacant position on the Cashmere City Council.

I am interested in serving on the Cashmere City Council as I am a civic and community-minded individual. I possess perspectives, relevant abilities and municipal experiences that I feel would complement the exceptional talents and skills of the current City Council. Personally, I feel essential characteristics to serving as a quality leader and council member are active-listening, strong ethics, awareness and understanding, empathy, foresight, stewardship and an active commitment to the well-being of the community.

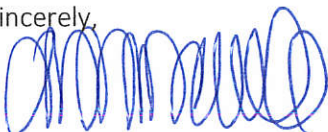
In my career path as a Funding Specialist, I frequently work with municipalities and special purpose districts. I have developed an understanding of the goals, objectives and priorities of municipal administration. With regards to my professional record, I have gained significant experience in working on municipal priorities; including parks and recreation, economic development and public safety. With my distinct mix of skills, leadership capabilities and public service experience, I hope to be of an immediate benefit and an effective addition to the current City Council.

I am currently active and engaged in the Wenatchee Valley community as a member of the Junior Service League of Wenatchee and Young Professionals of NCW. My volunteer-based qualifications include experience in administrative leadership and community service that includes executive leadership responsibilities.

Recently, I attended a *Short Course on Local Planning* and received my certificate of training which includes the following components: 1) The Legal Basis of Land Use Planning in Washington State; 2) Comprehensive Basics; 3) Roles and Responsibilities in Local Land Use Planning; and 4) Open Public Meetings Act and Introduction to the Public Records Act. This course is eligible to count towards elected official training.

With direct relevant experience, a strong work ethic and my acquired leadership skills I am confident that I am positioned to meet or exceed your expectations. I would greatly welcome the opportunity to serve the City Council and the Cashmere community. Upon request, I am able to provide a professional resume and list of personal references. I appreciate your consideration of this letter of interest and look forward to meeting you in person to answer any additional questions you may have. Thank you for your time.

Sincerely,



Kara Raftery
Cashmere Resident

Cashmere City Council:

I am writing in consideration to fill the open council position created by Mayor Jeff Gomes recent resignation. In the month prior to Mark Botello's resignation I had met with both Mark and Jeff both of them had suggested that I apply for Jim's council position, I thought I would have several months' time to consider the situation. However, Jeff's sudden resignation accelerated the process.

In brief my qualifications and experience are as follows:

Licensed architect, currently employed by State of WA. As a senior construction project manager, past chair of and current planning commissioner for The City of Cashmere.

I-502 committee co-chair, regionalization committee member, our valley-our future committee on housing member, AIA committee on regional housing member.

I have extensive experience in architectural design, planning/zoning/project permitting, project bidding and estimating. As well as all aspects of construction management and administration from initial project scoping and budget development, consultant evaluation and selection, design development/review through project implementation - construction management, progress payments, project substantial completion, commissioning and close out.

I have lived in Cashmere for 20 years at 100 Pioneer Avenue. I am a strong proponent of community service and involvement - by the community, for the community. I hope you have many strong qualified applicants to consider, as a community we will be stronger and plan better for our collective future with strong advocates for Cashmere. Please choose carefully who you think will best serve the interests of the citizens of Cashmere and I will support your decision completely.

Sincere regards;

Christopher Carlson A

6/20/2018

Cashmere City Hall
101 Woodring Ave
Cashmere, WA 98815

Jayne Stephenson
210 Chapel Street
Cashmere, WA 98815

Dear City of Cashmere and council,

I am writing to express my interest in the recently vacated council seat Mr. Fletcher held. I have been a resident of Cashmere since 1980. I have lived and worked in Cashmere for most of my adult life. Our son went through the Cashmere school system.

Throughout my career I have maintained the highest performance standards with in a diverse range of administrative and management functions, which is clearly illustrated in my past success. As a candy packing room lead/QC manager and my current position as manager of Cashmere Mailing House that I started for my employer from the ground up in 2005.

With excellent organizational skills and communication skills, an outstanding work ethic and the ability to work well in both team oriented and self-directed environments, I am positioned to exceed your expectations.

I have always been interested in politics and I love this community we live in and would love to take part in keeping it a great place to live and work!

Respectfully,

A handwritten signature in cursive script that reads "Jayne Stephenson".

Jayne Stephenson