



City of Cashmere

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CASHMERE CITY COUNCIL MEETING
MONDAY, AUGUST 8, 2016 6:00 P.M., CITY HALL

AGENDA

CALL TO ORDER

FLAG SALUTE

EXCUSED ABSENCE

ANNOUNCEMENTS & INFORMATION

- July's Financial Report is on the Website

PUBLIC COMMENT PERIOD (For Items Not on the Agenda)

APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of July 25, 2016 Regular Council Meeting
2. Payroll and Claims Packet Dated August 8, 2016

BUSINESS ITEMS

1. Public Hearing on the Transportation Improvement Plan
2. Resolution No. 04-2016 Six-Year Transportation Improvement Plan 2017-2022
3. RH2 Engineering task Authorization No. 18 for Rank Road Improvements Revised
4. Annexation Request from Keith Rankin for 5770 Pioneer Avenue

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, JULY 25, 2016 AT CASHMERE CITY HALL

OPENING

Mayor 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 Skip Moore Jim Fletcher Dave Erickson Kameon Smith Derrick Pratt	
Staff:	Kay Jones, Clerk-Treasurer Mark Botello, Dir. of Planning/Building Chuck Zimmerman, City Attorney Julie Norton, City Attorney	

FLAG SALUTE

ANNOUNCEMENTS & INFORMATION

Mayor Gomes announced that the audit for 2015 was completed and the city passed with flying colors. Councilors Erickson and Pratt attended the Audit Exit meeting. The auditors were very complimentary of the work of Clerk-Treasurer Kay Jones and the completeness.

Councilor Fletcher gave an updated on Link Transit in the Cashmere area and the request from a business owner to move the bus stop on Mission Avenue. He discussed the difficulty in balancing the bus stop locations with the right schedule to service riders, while not impact businesses. Link does not want to move the bus stop at this time. They will continue to evaluate in the future, but at this time there is no solution.

PUBLIC COMMENT PERIOD

No public comment.

APPROVAL OF AGENDA

Mayor Gomes requested the addition of an Executive Session to discuss potential litigation.

MOVED by Councilor Erickson and seconded by Councilor Smith to approve the agenda as amended. Motion carried.

CONSENT AGENDA

Minutes of July 11, 2016 Regular Council Meeting
Payroll and Claims Packet Dated July 25, 2016

Claim Check Nos. EFT 06/2016 and #37030 through #37073 totaling \$405,247.82
Manual Check Nos. #37025 and #370029

Public Hearing for Monday, August 8, 2016 at 6:00 pm on the Transportation Improvement Plan

MOVED by Councilor Moore and seconded by Councilor Fletcher to approve the items on the consent agenda. Motion carried.

TREE COMMITTEE INTRODUCTIONS AND UPDATE

Director Botello introduced the members of the Tree Committee; Steve Crossland, Anne McClendon, Jan Evans, Maureen Stoffel and David Hobbs. Ed Myers could not be present.

The Mayor and City Council may appoint not more than seven citizens to sit as members of the tree committee. The tree committee shall provide the mayor with advice and information as to the supervision, direction and control of the care, trimming, removal and relocation and placement of vegetation in the public streets and areas of the city. The committee acts as an advisory capacity only.

Out of 88 Tree City communities in Washington the City of Cashmere is the 4th oldest Tree City. Communities achieve Tree City USA status by meeting four core standards of sound urban forestry management; Maintaining a tree board or department , having a community tree care ordinance, a community forestry program with an annual budget of at least \$2 per capita and an Arbor Day observance and proclamation.

Member Steve Crossland spoke about the passion, purpose and commitment of the Tree Committee Members. He discussed the history along with prior projects.

Mayor Gomes thanked the committee for their commitment and service to the City.

SELECTION OF CONTRACTOR FOR THE RIVERSIDE PARK PARKING LOT DEVELOPMENT

The City utilized the Small works roster for the selection of contractor for the development of Riverside Park parking lot project. The City solicited three bids. The apparent low bidder of the two bids received was Mitchell Trucking & Paving in the amount of \$175,608.60.

MOVED by Councilor Fletcher and seconded by Councilor Erickson to approve staff's recommendation to select Mitchell Trucking & Paving and authorize the Mayor to sign the contract. Motion carried.

FRANCHISE EXTENSION AGREEMENT WITH FALCON VIDEO COMMUNICATIONS (CHARTER)

The proposed Franchise Extension Agreement extends the existing Franchise of Charter through December 14, 2020, to expire at the same time as the Master Cable Service Franchise.

MOVED by Councilor Fletcher and seconded by Councilor Moore to approve the Franchise Extension Agreement as presented. Motion carried.

SURPLUS LIST FOR GARBAGE AND RECYCLING EQUIPMENT

MOVED by Councilor Fletcher and seconded by Councilor Moore to declare the listed items surplus and authorize mayor and staff to negotiate the sale price. Motion carried.

EXECUTIVE SESSION – To Discuss Potential Litigation

At 6:47 p.m. Mayor Gomes closed the regular session to enter into an executive session to discuss potential litigation for approximately twenty minutes. No decisions will be made when back in regular session.

The Executive Session was extended an additional twenty minutes. There was no public present to inform.

The Executive Session was extended for another twenty minutes. The regular session was reconvened at 7:45 p.m.

PROGRESS REPORTS

Director Mark Botello reported that Crunch Pak submitted a shoreline application for development of covered bin storage area and a mechanic office on Sunset Highway.

ADJOURNMENT

Mayor Gomes adjourned the meeting at 8:47 p.m.

Jeff Gomes, Mayor

Attest:

Kay Jones, Clerk-Treasurer

Staff Summary

Date: August 8, 2016

To: Cashmere City Council
Mayor Gomes

From: Mark Botello

RE: Public Hearing on the 6-Year Transportation Improvement Program

Please see attached 6-Year Transportation Improvement Program. At the Monday Council meeting Staff will go over the projects identified in the Transportation Improvement Program and also provide a map showing the locations of the projects.

Six Year Transportation Improvement Program

From **2017** to **2022**
 Hearing Date: _____ Adoption Date: _____
 Amend Date: _____ Resolution: _____

Agency: Cashmere
 Co. No.: 04
 City No.: 0165
 Co. Name: Chelan Co.
 MPO/RTPO CDTC

Functional Class	Priority Number	Project Identification A. PIN/Federal Aid No. B. Bridge No. C. Project Title D. Street/Road Name or Number E. Beginning MP or Road - Ending MP or Road F. Describe Work to be Done	Improvement Type(s)	Status	Total Length	Utility Codes	Project Costs in Thousands of Dollars						Expenditure Schedule (Local Agency)						Federally Funded Projects Only					
							Phase Start (mm/dd/yyyy)		Federal Funding		State Fund Code		Local Funds		State Funds		Total Funds		1st	2nd	3rd	4th Thru 6th	Environ. Type	Required Date (MM/YY)
							Phase	Fund Code	Fund Code	Phase	Fund Code	Fund Code	Fund Code	Fund Code	Fund Code	Fund Code	Fund Code							
02	06	Sunset Highway Sunset Highway From: 1300' east of City Limits To: City Limits Reconstruct Sunset Highway. Project elements include curb, gutter, sidewalk, paving, illumination, drainage, and landscaping.	03	P	0.25	S	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Yes			
							ALL	1/1/2019					1100	1100	100						DCE			
09	07	Perry Street Improvements Perry Street From: Aplets Way To: McGill Street Grind and overlay, minor drainage improvements.	05	P	0.16	C O P S T W	Totals						1100	1100	100						CE	No		
							ALL	1/1/2019					130	130	130									
09	08	South Douglas Street Preservation South Douglas Street From: Cottage Ave To: Parkhall Street Grind and overlay, minor drainage improvements.	05	P	0.21	C O P S T W	Totals						130	130	130						CE	No		
							ALL	1/1/2019					120	120	120									
Grand Totals for Cashmere							Totals						2060	2060	580	130	350	1000						

RESOLUTION NO 05-2016

WHEREAS, pursuant to the requirements of RCW 35.77.010, laws of the State of Washington, the City of Cashmere has prepared a revised and extended Six-Year Transportation Improvement Program for the ensuing six calendar years, 2017 through 2022, and

WHEREAS, pursuant further to said law, the City Council of the City of Cashmere, being a legislative body of said city, did hold a public hearing on said Six-Year Transportation Improvement Program at 6:00 p.m. at the Cashmere City Hall on the 8th day of August, 2016, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cashmere that the revised and extended Six-Year Transportation Improvement Program for the ensuing six calendar years, 2017 through 2022, in the form attached hereto and incorporated herein, be and the same is hereby adopted; and

BE IT FURTHER RESOLVED that a copy of said revised and extended Six-Year Transportation Improvement Program for the ensuing six calendar years, 2017 through 2022, together with a copy of this resolution, be filed with the Secretary of the Department of Transportation of the State of Washington.

Passed by the City Council of the City of Cashmere this 8th day of August 2016.

CITY OF CASHMERE

By: _____
Jeff Gomes, Mayor

Attest:

By: _____
Kay Jones, City Clerk-Treasurer

Staff Summary

Date: August 8, 2016

To: Cashmere City Council
Mayor Gomes

From: Mark Botello

RE: RH2 Engineering Task Authorization No 18-Rank Road

Please see attached Task Authorization No. 18 to the 2011 General Services Agreement for the Rank Road Improvements project. This was a project that we planned on doing this year, but decided to move this project to 2017 after further communication with property owners. After meeting with a few of the property owners and public works department input, a few modifications will have to be made to the plans and specifications prior to going out to bid. The major modifications are identified in task 1.1 and 1.2 of the attached Task Authorization Exhibit "B".

Staff will go over this at the Monday, Council meeting.

Recommendation:

Staff recommends approval of Task Authorization No. 18 the General Services Agreement for the Rank Road Improvement project and authorize Mayor Gomes to sign Task authorization No 18

Task Authorization No. 18
City of Cashmere
General Services 2011
Rank Road Improvements Revised

July 2016

RH2 Project No. 211.038.18

Scope of Services

See attached **Exhibit A**.

Subconsultants


None.

Fee for Services

The fee for services shall be on a time and expense basis in accordance with the Professional Services Agreement for General Services 2011 dated March 14, 2011, that has been fully executed between City of Cashmere and RH2 Engineering, Inc. The fee for services shall not exceed \$9,900 {as shown on attached **Exhibit B, Fee Estimate**} without prior written authorization of City of Cashmere.

RH2 Engineering, Inc.

City of Cashmere



Signature

Signature

Randy L. Asplund/Director

Print Name/Title

Print Name/Title

7/22/16

Date

Date

EXHIBIT A
Scope of Work
City of Cashmere
General Services 2011
Task Authorization No. 18
Rank Road Improvements Revised
July 2016

Background

RH2 Engineering, Inc., (RH2) is providing this Scope of Work to the City of Cashmere (City) for engineering services, including design, plans, and specifications, for drainage improvements to approximately 2,400 linear feet of Rank Road from Olive Street to the City limits. The proposed improvements will include a closed drainage system on the north side of the road, and re-grading and paving the road to slope toward the north.

Task 1 –Design Plans, Specifications, and Estimate

Objective: Prepare stormwater design elements. Develop a complete set of construction contract plans, specifications, and an engineer's cost estimate (PS&E) to be used for bidding and constructing the project.

Approach:

- 1.1 Define curb line profile.
- 1.2 Design closed drainage catch basin and pipe system.
- 1.3 Prepare plans.
 - Prepare up to four (4) final plan and profile sheets for the drainage improvements at 1 inch equals 20 feet plan scale and 1 inch equals 5 feet vertical profile scale.
 - Prepare one (1) detail sheet to support construction of the drainage improvements. Design details will include ditch sections, culvert placement, and other unique or unusual details not contained in existing standards.
 - Prepare a cover sheet and legend sheet.
 - Prepare up to one (1) sheet for summary of quantities.
- 1.4 Prepare bid documents, including schedule of prices and front-end bid documents.
- 1.5 Prepare technical specifications, including Washington State Department of Transportation (WSDOT) Amendments and WSDOT General Special Provisions. Prepare project-specific special provisions to be used for bidding the proposed improvements. *Technical specifications are to be based on WSDOT/American Public Works Association format.*
- 1.6 Prepare the final engineer's estimate of probable construction costs for the proposed improvements based on historical costs of similar projects in the vicinity, if readily available.
- 1.7 Perform internal quality assurance/quality control (QA/QC) review for the project PS&E bid documents.

1.8 Meet with City and finalize bid documents based on the City's review comments. Produce final plan sets and bid documents.

Assumptions:

- *No stormwater modeling will be performed.*
- *The City will obtain all environmental permits necessary to construct the improvements.*
- *Less than 5,000 square feet of new impervious surface is being added; therefore, no stormwater runoff treatment will be required on this project.*

RH2 Deliverables:

- Meeting with the City to discuss project issues and design decisions. In an attempt to keep costs to a minimum, only one (1) meeting has been included in this Scope of Work. Additional meetings may need to be added through a supplement.
- Plan and profile sheets and cost estimate at the 100-percent design stage (3 hardcopies and electronic PDF format).
- Set of plans, specifications, and a final engineer's estimate for bidding (3 hardcopies and electronic PDF format).

EXHIBIT B

**City of Cashmere
General Services 2011 - Task Authorization No. 18
Rank Road Improvements Revised
Fee Estimate**

Description Classification		Total Hours	Total Labor	Total Expense	Total Cost
Task 1	Design Plans, Specifications, and Estimate	56	\$ 8,136	\$ 1,764	\$ 9,900
1.1	Define curb line profile	15	\$ 2,077	\$ 409	2,486
1.2	Design closed drainage improvements	7	\$ 1,013	\$ 163	1,176
1.3	Prepare plans	12	\$ 1,596	\$ 370	1,966
1.4	Prepare front-end bid documents	4	\$ 536	\$ 13	549
1.5	Prepare technical specifications	2	\$ 362	\$ 9	371
1.6	Prepare engineer's estimate	4	\$ 597	\$ 97	694
1.7	Perform internal QA/QC review	4	\$ 665	\$ 72	737
1.8	Finalize plans and bid documents	8	\$ 1,290	\$ 630	1,920
Total General Services 2011 - Task Authorization No. 18 Tasks		56	\$ 8,136	\$ 1,764	\$ 9,900

Staff Summary

Date: August 8, 2016

To: Cashmere City Council
Mayor Gomes

From: Mark Botello

RE: Annexation Request from Keith Rankin for 5770 Pioneer Ave

Please see attached annexation request from Keith Rankin for his property located at 5770 Pioneer Ave. His property is adjacent to City limits of Cashmere and also adjacent to Tanager Lane, which is a private road (not maintained by City).

Also, Staff will notify other properties adjacent to the City limits on Tanager Lane to see if they are interested in participating with this annexation request.



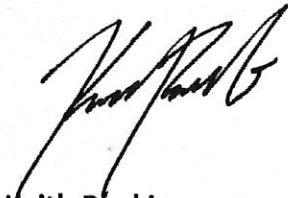
Recommendation:

Staff recommends, accept Mr. Ranking's annexation request and draft a petition for property owner(s) signature and set a file date of Monday, August 22 to meet with property owners.

City Of Cashmere,

My name is Keith Rankin. I won Property that is currently in the urban development zone of Cashmere adjacent to the city cemetery. The property address is 5770 Pioneer Drive. The property is currently connected to city water and sewer. I am requesting that the city annex my property and those on Tanager lane.

Thank you ,

A handwritten signature in black ink, appearing to read "Keith Rankin", written in a cursive style.

Keith Rankin