



City of Cashmere

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CASHMERE CITY COUNCIL MEETING
MONDAY, MARCH 23, 2020 6:00 P.M., CITY HALL

DUE TO THE COVID-19 PANDEMIC AND THE GOVERNOR DECLARING A STATE OF EMERGENCY; CITY COUNCIL MEMBERS ARE ENCOURAGED TO CALL IN TO PARTICIPATE IN A PHONE CONFERENCE COUNCIL MEETING.

AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of February 24, 2020 Regular Council Meeting
2. March 9, 2020 Regular Council Meeting was cancelled
3. Payroll and Claims Packet Dated March 9, 2020
4. Payroll and Claims Packet Dated March 23, 2020

BUSINESS ITEMS

1. Resolution 02-2020 Declaring a State of Emergency with respect to COVID-19
2. Resolution 03-2020 Authorizing COVID-19 Supplemental Leave
3. Contract amendment for Well #10 Improvements requiring a budget amendment
4. Riverside Center Lease - Request for Relief
5. Suspend utility late fees due to COVID-19

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 FEBRUARY 24, 2020 AT CASHMERE CITY HALL

OPENING

Mayor Jim Fletcher opened the regular City Council meeting at 6:00 p.m. at City Hall. City Clerk-Treasurer Kay Jones took minutes.

ATTENDANCE

Present

Not Present

Mayor: Jim Fletcher

Council: Daniel Scott
Chris Carlson
Dave Erickson

Derrick Pratt

Jayne Stephenson

Staff: Kay Jones, City Clerk-Treasurer
Steve Croci, Director of Operations
Chuck Zimmerman, City Attorney

FLAG SALUTE

EXCUSED ABSENCE

MOVED by Councilor Erickson and seconded by Councilor Pratt to excuse the absence of Councilor Stephenson. Motion carried 4-0.

ANNOUNCEMENTS & INFORMATION

Mayor Fletcher reminded the Council of the Community Forum on Monday, March 2nd at 6:00 p.m. to discuss the East Cashmere Property Redevelopment (old lagoon property). The Mayor explained that the objective is to identify what portion of property should be set aside for future uses that benefit the City of Cashmere. Uses may include future City infrastructure needs, business & economic, river access or preservation, housing, and general recreation.

The following constraints will need to be considered when planning for the development or activities that are determined: Funding, traffic access on Riverfront Drive, possible impacts to residential areas on Riverfront, Parkhill and S. Douglas, potential odors from the Wastewater Treatment Plant and time to plan, environmental review and permitting, and funding opportunities.

A citizen committee will be formed to work with staff and the consultant to consider options for future uses and make recommendations to the City Council.

PUBLIC COMMENT PERIOD - For Items Not on the Agenda

No comments from the public.

APPROVAL OF AGENDA

MOVED by Councilor Scott and seconded by Councilor Pratt to approve the agenda as submitted. Motion carried 4-0.

CONSENT AGENDA

Minutes of February 10, 2020 Regular Council Meeting

Payroll and Claims Packet dated February 24, 2020

Claims Direct Pay and Check #40309 through #40330 totaling \$169,617.94

Manual Check #40308

MOVED by Councilor Scott and seconded by Councilor Carlson to approve the items on the consent agenda. Motion carried 4-0.

JOINT CITY COUNCIL AND PLANNING COMMISSION MEETING

The following Planning Commission members were present and introduced themselves to the Council.

Rick Shorett

Kirk Esmond

Paul Nelson

The City Council and Planning Commission discussed the following items for Planning Commission to review and determine what would be the most beneficial for the City of Cashmere.

Zoning Codes: ADU's, PUD's, Air B&B's, expand Multi-Family Zone, duplexes in Single-Family Zone.

Development Codes: review to affirm accommodation for Industrial and Commercial development.

Urban Growth: utility extension and streets to accommodate/direct future growth.

Update Comp Park Plan: include the East Cashmere Property Redevelopment area (old lagoon area).

Update Shoreline Master Plan

ORDINANCE NO. 1288 AMENDING THE COMPREHENSIVE LAND USE PLAN CONCERNING MULTI-FAMILY RESIDENTIAL USE OF PROPERTIES WITHIN THE CITY COMMERCIAL ZONING DISTRICT

MOVED by Councilor Erickson and seconded by Councilor Carlson to adopt Ordinance No. 1288 amending the comprehensive Land Use Plan. Motion carried 4-0.

ORDINANCE NO. 1289 AMENDING TITLE 17 TO ENABLE PRIMARY USE MULTI-FAMILY RESIDENTIAL DEVELOPMENT IN THE NON-CORE AREAS OF THE DOWNTOWN BUSINESS DISTRICT

MOVED by Councilor Erickson and seconded by Councilor Carlson to adopt Ordinance No. 1289 amending Title 17 Zoning. Motion carried 4-0.

SELECTION OF CONTRACTOR FOR THE WASTEWATER TREATMENT PLANT HVAC SMALL WORKS PROJECT

The City used MRSC Roster to request bids for the Wastewater Treatment Plant HVAC Small Works Project, to replace and up size two existing air conditioners at the WWTP. The City received two bids.

Salcido Connection Inc. - \$19,575.23

Wells & Wade Mechanical - \$16,510.34

MOVED by Councilor Scott and seconded by Councilor Carlson to approve the selection of Wells and Wade as the apparent low bidder and authorize the Mayor to sign the documents. Motion carried 4-0.

SELECTION OF CONTRACTOR FOR THE PERRY STREETLIGHT SMALL WORKS PROJECT

The City used MRSC Roster to request bids for the Perry Streetlight Small Works Project to rewire the streetlights on one side of the street. The City received two bids.

Henden Electric - \$66,705.30

Midland Electric - \$59,156.25

Staffs recommendation was to reject all bids due to the high cost to rewire seven streetlights.

MOVED by Councilor Scott and seconded by Councilor Pratt to reject all bids as recommended by staff. Motion carried 4-0.

PROFESSIONAL PLANNING SERVICES AGREEMENT WITH PERTEET INC.

MOVED by Councilor Carlson and seconded by Councilor Scott to approve the Professional Planning Services Agreement with Perteet Inc. Motion carried 4-0.

PROGRESS REPORTS

Director Croci informed the Council that the Reservoir Roof project will be completed by the end of March and back online.

Mayor Fletcher informed the Council that he is scheduling training regarding harassment, cyber security and leadership. The office will be closed during these trainings so that all the staff can attend.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 7:20 p.m.

James Fletcher, Mayor

Attest:

Kay Jones, City Clerk-Treasurer

RESOLUTION NO. 02-2020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON, DECLARING A STATE OF EMERGENCY WITH RESPECT TO COVID-19, INVOKING THE EMERGENCY POWERS SET FORTH IN CHAPTER 38.52 RCW, AND AUTHORIZING THE MAYOR TO REQUEST STATE, FEDERAL OR OTHER FUNDING AS NECESSARY ON BEHALF OF THE CITY TO ADDRESS THE IMPACTS OF COVID-19 ON THE CITY.

WHEREAS, on January 31, 2020 the United States Department of Public Health and Human Services declared a public emergency for the novel coronavirus ("COVID-19") beginning on January 27, 2020; and

WHEREAS, on February 29, 2020, Washington State Governor, Jay Inslee, signed Proclamation 20-05 proclaiming that a state of emergency exists in all counties in the state of Washington due to the number of confirmed cases of COVID-19, and directing that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented, and stating this situation may last for a significant period of time and cause a threat to life and property; and

WHEREAS, Governor Inslee amended Proclamation 20-05, further detailing the COVID-19 emergency in multiple subsequent has Proclamations; and

WHEREAS, COVID-19 is a contagious respiratory disease that may result in serious illness or death; and

WHEREAS, federal, state and local health authorities require anyone that has been infected by COVID-19 to remain in isolation or quarantine for a period of fourteen (14) days to avoid exposure to others; and

WHEREAS, the United States Centers for Disease Control and Prevention identifies the potential health threat posed by COVID-19 as high, and has advised that person-to-person spread of COVID-19 will continue to occur; and

WHEREAS, the public health risk associated with this emergency situation should be closely monitored by the City and acted upon quickly and as necessary by the Mayor and City staff; and

WHEREAS, the City Council finds that declaring an emergency exists and passage of this Resolution authorizing certain actions on behalf of the City to be taken by the Mayor and City

staff is in the best interest of the public health, safety, and welfare of the citizens of the City; now therefore,

THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON, HEREBY RESOLVE AS FOLLOWS:

SECTION 1. A state of emergency within the City of Cashmere is declared as a result of the COVID-19 virus and shall remain in effect until such time as the City Council determines the virus no longer presents an immediate threat to the public health, safety, and welfare of the citizens of the City.

SECTION 2. All emergency power and authority set forth in the applicable provisions of Chapter 38.52 RCW, RCW 39.04.280, and all other applicable laws are hereby invoked, including without limitation, the right to purchase materials, equipment and supplies, enter into public works contracts, employ temporary workers, and incur obligations without regard to time-consuming procedures and formalities prescribed by law (excepting Constitutional requirements).

SECTION 3. The Mayor and City staff are authorized to request all available state and federal financial and other assistance necessary to respond to the emergency that is the subject of this Resolution.

SECTION 4. In accordance with the Office of Response and Recovery Fact Sheet FP 104-009-001 on Infectious Disease Events the City Council specifically finds as follows:

1. The State has directed execution of its emergency plan;
2. The State has demonstrated that the incident of infection for the COVID-19 virus is abnormally high enough to qualify as a state of emergency;
3. The State has shown that additional assistance is required in order for local governments to effectively respond to the COVID-19 virus emergency; and
4. The State has identified that supplemental federal emergency assistance is required in order to save lives, protect public health and safety, and lessen the impact of the COVID-19 virus.

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SECTION 5. This Resolution shall be effective immediately upon passage by the City Council.

APPROVED by the City Council at an
Open Public Meeting the ___ day of
March, 2020.

MAYOR JIM FLETCHER

ATTESTED/AUTHENTICATED:

KAY JONES, CITY CLERK

APPROVED AS TO FORM:



CHARLES D. ZIMMERMAN, CITY ATTORNEY

RESOLUTION 03-2020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON, AUTHORIZING THE AVAILABILITY AND USE OF SUPPLEMENTAL LEAVE FOR ABSENCES RELATED TO THE COVID 19 EMERGENCY, CONTAINING A SEVERABILITY PROVISION, AND SETTING AN EFFECTIVE DATE

WHEREAS, on February 29, 2020, the Governor of Washington State issued Emergency Proclamation 20-05, declaring a state of emergency in all Washington counties due to the existence and spread of the novel coronavirus (COVID-19); and

WHEREAS, federal, state, and local health authorities require anyone that has been infected by COVID-19 to remain in isolation or quarantine for a period of fourteen (14) days to avoid exposure to others; and

WHEREAS, the City provides Sick Leave and other state mandated paid leave benefits to eligible employees to be used for, among other purposes, recovery from illness and care for family members; and

WHEREAS, despite the availability of Sick Leave and other paid leave benefits, many employees do not have sufficient Sick Leave or other paid leave benefits to cover periods of leave associated with recovery, care of family, or closures associated with COVID-19, and may, as a result, fail to take recommended actions to limit the spread and exposure of the COVID-19 virus; and

WHEREAS, the Mayor has recommended that City employees be provided with limited supplemental leave, which is separate from, and in addition to other Sick Leave or paid leave, to reduce the exposure to COVID-19 virus in the workplace ("COVID-19 Supplemental Leave"); and

WHEREAS, the City Council approved Resolution 02-2020 declaring a state of emergency in the City; and

WHEREAS, On March 18, 2020, United States President Donald Trump signed into law H.R. 6201, the Families First Coronavirus Response Act which contains Emergency Paid Sick Leave Act provisions similar to those set forth in this Resolution; and

WHEREAS, the City Council concurs with the Mayor's recommendation to authorize and implement the COVID-19 Supplemental Leave policy, and finds that providing such leave is in furtherance of the best interest of the public health, safety and welfare of City employees and citizens; **NOW, THEREFORE**,

THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON, HEREBY RESOLVE AS FOLLOWS:

Section 1. The recitals set forth above are hereby adopted as if set forth in full as a statement of purpose for and findings in support of the COVID-19 Supplemental Leave program further adopted and set forth in Section 2 of this Resolution.

Section 2. The City Council hereby adopts the following COVID-19 Supplemental Leave Policy:

- A. Effective immediately, all City employees shall be eligible for COVID-19 Supplemental Leave ("Supplemental Leave"), subject to the terms and conditions set forth in this Resolution.
 - 1. Full-Time Employees: All regular full-time employees and trainees (regularly scheduled to work 35 hours or more per week) are eligible for up to eighty (80) hours of Supplemental Leave.
 - 2. Part-Time Employees: All regular part-time employees (regularly scheduled to work less than 35 hours per week) are eligible for up to forty (40) hours of Supplemental Leave.
- B. An employee is authorized to use Supplemental Leave for the following reasons:
 - 1. An absence from the City resulting from the employee having tested positive for COVID-19 or exhibiting any of the common symptoms of COVID-19, including fever, cough, or shortness of breath ("Common Symptoms").
 - 2. An absence from the City resulting from the employee residing with a person who has tested positive for COVID-19, or who exhibits any of the Common Symptoms.
 - 3. When the City has been closed by order of a public health official or by the City Mayor for reasons related to COVID-19, or the City has otherwise curtailed employee's work for the City for reasons related to COVID-19.
- C. An employee that experiences any Common Symptoms while at work for the City must immediately inform their supervisor and leave work. In such case, the employee shall receive administrative leave with pay for the remainder of the workday. An employee that experiences the Common Symptoms prior to reporting to work, or who resides with a person that exhibits the Common Symptoms shall not report to work and shall call their supervisor as soon as possible.
- D. An employee that reports experiencing Common Symptoms or tests positive for COVID-19, or who resides with a person who exhibits the Common Symptoms or tests positive for COVID-19, will be required to remain at home or under prescribed care until 72 hours after the Common Symptoms resolve, or, if under medical care, until medically cleared to return to work. For regular full-time employees who are absent from work due to

conditions as set forth in this Section, the first eighty (80) hours of leave shall be counted as and charged to Supplemental Leave. For regular part-time employees who are absent from work due to conditions as set forth in this Section, the first forty (40) hours of leave shall be counted as and charged to Supplemental Leave. Any absence in excess of what is covered by Supplemental Leave may be charged to other available paid leave (if any).

- E. Supplemental Leave shall be applied or compensated in the same manner and at the same rate as Sick Leave. However, there shall be no cash out value associated with Supplemental Leave if an employee leaves or otherwise separates from employment with the City during the period of availability.
- F. Supplemental Leave must be used in increments of no less than eight (8) hours for regular full-time employees (including trainees) and increments of four (4) hours for regular part-time employees.
- G. In the event the need for use of Supplemental Leave is foreseeable the employee must provide reasonable advance notice to his or supervisor of the need to take Supplemental Leave. If the need is not foreseeable, the employee must notify his or her supervisor as soon as possible after the need for leave is known.
- H. Supplemental Leave benefits set forth in this Resolution shall be available until:
 - 1. May 31, 2020; or
 - 2. the Mayor determines, in his sole discretion, such benefit is no longer needed; or
 - 3. the emergency set forth in Proclamation No. 20-05 has ended;whichever occurs first.

Any unused Supplemental Leave shall be forfeited and will not be paid upon termination or separation of employment or converted to any other leave benefit.

- I. The Supplemental Leave authorized pursuant to this Resolution is limited to preventing or containing the spread of COVID-19, and does not cover absences for any other reason. The terms and conditions set forth herein do not replace, amend, or supplement any terms or conditions of employment stated in any other City policy or Collective Bargaining Agreement between the City and Teamsters Local 760.
- J. The City may require an employee who uses Supplemental Leave to provide certification that the Supplemental Leave was used for a proper purpose as set forth in this Resolution. Any absence that is improperly charged to Supplemental Leave will be charged to the employee's Sick Leave or other available paid leave (if any), or, if no other paid leave is

available, shall be treated as unpaid leave. Any unused Supplemental Leave will be forfeited.

- K. Unused Supplemental Leave will not be paid upon separation or termination of employment with the City. Supplemental Leave is not eligible for donation to other City employees.

Section 3. The COVID-19 Supplemental Leave Policy set forth in Section 2 of this Resolution is intended to be the City's implementation of the H.R. 6201 Emergency Paid Sick Leave Act leave. City employees shall be entitled to take either the Supplemental Leave provided for in this Resolution or the Emergency Paid Sick Leave Act leave set forth in H.R. 6201, whichever leave provides the greater benefit for the employee. No employee shall be entitled to stack the two leaves or receive benefits greater than the benefit the employee would receive under either this Resolution or the H.R. 6201 Emergency Paid Sick Leave Act leave.

Section 4. If any section, sentence, clause or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or the constitutionality of any other section, sentence, clause or phrase of this Resolution.

Section 5. This Resolution shall take effect immediately upon passage by the City Council. This Resolution and the COVID-19 Supplemental Leave provided herein shall terminate as set forth in Section 2 above.

Section 6. This Resolution shall be reviewed for extension, amendment or repeal at the second Regular Council Meeting in May, 2020.

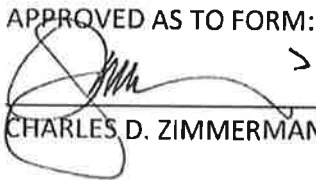
APPROVED by the City Council at an
Open Public Meeting the ___ day of
March, 2020.

MAYOR JIM FLETCHER

ATTESTED/AUTHENTICATED:

KAY JONES, CITY CLERK

APPROVED AS TO FORM:



CHARLES D. ZIMMERMAN, CITY ATTORNEY

Staff Summary

Date: 3-19-2020
To: City Council
From: Clerk-Treasurer
RE: Riverside Center Lease - Request for Relief

Due to the Governor's proclamations concerning COVID-19 the events at Riverside Center have been cancelled into May and all of the events have put the Lessee on notice of potentially cancelling.

Due to the extenuating circumstances that are out of the Lessee's control a request for relief of lease payment has been requested.

Staff is requesting that the lease payment for Riverside Center be suspended for the month of April and authorize the Mayor to extend the suspension of lease payment on a month to month basis through June 2020 or until the emergency set forth in Proclamation No. 20-05 has ended, whichever occurs first.

Staff Recommendation:

MOVE to suspended for the month of April and authorize the Mayor to extend the suspension of lease payment on a month to month basis through June 2020 or until the emergency set forth in Proclamation No. 20-05 has ended, whichever occurs first.

Staff Summary

Date: 03/19/2020
To: City Council
From: Steve Croci
RE: Contract amendment to Well #10 Improvements

Schneider Water Services was awarded a contract to improve Well #10 for \$37,924.10, which was the amount of the base bid. The original quote included optional items to be determined upon inspection. The inspection is complete and updated costs are included in the table below. An additional \$24,399.10 and time is needed to complete the project which includes replacing the motor, rehabilitating the well, redeveloping the well and modifying the access port for the transducer. The total amount to complete the work is \$62,323.20, which is less than the original quote. A budget amendment for City funds will be needed.

		Original Quote	Updated Cost
Base Bid		\$37,924.10	\$37,924.10
Option 1	New Motor	\$7,357.60	\$7,357.60
Option 2	Redevelop Well	\$14,985.70	\$5,193.60
Option 3	Rebuild Pump	\$9,099.62	\$8,710.10
Option 4	Rebuild Motor	\$4,544.40	\$4,544.40
Additional	Probe Access	NA	\$3,137.80
Base + Options 1,2 & 3 + additional		\$69,367.02	\$62,323.20

Staff Recommendation:

MOVE to amend the contract with Schneider Water Service to \$62,323.30 and authorize Mayor to sign documents.

PROGEEE REPORT:

Equipment Purchases

The City budgeted \$45,000 to replace a one-ton truck with a dump bed (cemetery truck), and \$45,000 to replace a ¾ ton truck with a utility box and lift gate (parks truck). Bids from the State Contract and the MRSC Roster were closer to \$50,000 for each truck. The City intends to stay within the 2020 Equipment Rental Fund budget by directing funds budgeted for a vehicle lift for the shop (\$12,000) to the trucks.

Sherman Reservoir

Bethelehem Construction completed with their work at Sherman Reservoir. Beckstead Electric is rewiring the electrical to move power and controls from the temporary pump station back to the pumphouse. The crew cleaned the tank and is now disinfecting it. Planning on having Sherman Reservoir on-line by April 1.

Staff Summary

Date: 3-23-2020
To: City Council
From: Clerk-Treasurer Kay Jones
RE: Suspending Late Fees due to COVID-19

City Resolution 02-2020 declares a State of Emergency within the City of Cashmere as a result of the COVID-19 virus and shall remain in effect until such time as the City Council determines the virus no longer presents an immediate threat to the public health, safety, and welfare of the citizens of the City.

Due to the Governor's proclamations and statewide orders to shutdown restaurants, bars and non-essential businesses, and limiting the size of gatherings; the City anticipates a larger volume of customers having difficulty paying the utility bill on time.

Charging a late fee during this COVID-19 threat will only add to the financial difficulties. City staff is recommending that the late fee charge be suspended on all accounts through the end of June.

The billing and delinquency situation can be re-assessed in July to determine if further action is needed.

Staff Recommendation:

MOVE to suspend the late fee charge through the end of June on all utility accounts.
