

MINUTES OF THE CASHMERE CITY COUNCIL MEETING
MONDAY JUNE 8, 2020 AT CASHMERE CITY HALL -- TELEPHONE CONFERENCE

OPENING

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

Mayor Fletcher announced that this meeting of the City Council is being conducted via a telephone conference call pursuant to Governor Inslee's Proclamation No. 20-28. To provide some organization to this meeting because it is being conducted over the phone, I will be recognizing the councilmembers on each issue before the City Council, starting from my right to my left around the Council table. When it is a councilmember's turn to speak, the councilmember may respond with "no comment" or "I agree with the previous comments" or with additional comments or questions.

As items appear on the agenda, motions will be sought first from Councilmember Erickson, and so on from right to left. Motions will be followed by a request from me for a second to the motion in the same order. I will ask the councilmembers for comments in the same order until all comments and questions on the agenda items have been made.

Now for the roll call of the councilmembers to document attendance. Please respond with an acknowledgment of your presence when your name is called.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Mayor:	Jim Fletcher	
Council:	Daniel Scott - phone Chris Carlson - phone Dave Erickson - phone Jayne Stephenson - phone Derrick Pratt - phone	
Staff:	Kay Jones, City Clerk-Treasurer Steve Croci, Director of Operations	Chuck Zimmerman, City Attorney
Public:	Kirk Beckendorf, Cashmere Valley Record – phone	

ANNOUNCEMENTS AND INFORMATION

Mayor Fletcher announced that hopefully the council may be able to meet in person at the next council meeting.

APPROVAL OF AGENDA

MOVED by Councilor Erickson and seconded by Councilor Stephenson to approve the agenda as submitted. Motion carried 5-0.

CONSENT AGENDA

Minutes of May 26, 2020 Regular Council Meeting by Telephone Conference
Payroll and Claims Packet Dated June 8, 2020

Claims Direct Pay and Check #40485 and #40488 through #40586 totaling \$172,926.61
Payroll Direct Deposit and Check #40486 through #40487 totaling \$99,423.88

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

CONTRACT WITH WASHINGTON STATE DEPARTMENT OF COMMERCE FOR CORONAVIRUS RELIEF FUNDS UNDER THE CARES ACT

Under the Cares Act the City of Cashmere was awarded Coronavirus Relief Funds for Local Governments in the amount of \$93,000 for costs incurred due to the public health emergency with respect to the Coronavirus. These funds can be used for Economic Support through grants to small businesses to reimburse the costs of business interruption caused by the required closures. The Department of Commerce will reimburse the City for expenditures up to \$93,000.

Approving the Contract with the Washington State Department of Commerce requires a budget amendment to the Capital Fund for the \$93,000 CRF.

MOVED by Councilor Pratt and seconded by Councilor Carlson to approve the Contract with the Washington State Department of Commerce for Coronavirus Relief Funds in the amount of \$93,000. Motion carried 5-0.

DISCUSSION ON CRITERIA FOR CARES ACT (CRF) – SMALL BUSINESS GRANT PROGRAM

The Council discussed the criteria for the Small Business Grant Program application for the City of Cashmere's CRF. The Council set the maximum grant amount at \$5,000 and discussed the following qualifying criteria: the business must have 20 or less employees, be located within the city limits of Cashmere and in business on March 1, 2020.

MOVED by Councilor Pratt and seconded by Councilor Stephenson to approve the criteria for the Small Business Grant Program. Motion carried 5-0.

INTERLOCAL COOPERATIVE AGREEMENT WITH CHELAN DOUGLAS REGIONAL PORT AUTHORITY FOR DISBURSEMENT OF THE CORONAVIRUS RELIEF FUNDS (CRF).

The Interlocal Cooperative Agreement with Chelan Douglas Regional Port Authority allows the City to immediately allocate the City's \$93,000 CRF to the Port for a Small Business Grant Program to assist small businesses within the City of Cashmere. The Port will administer the Program using the City Council's approved criteria for the application process.

MOVED by Councilor Carlson and seconded by Councilor Pratt to approve the Interlocal Cooperative Agreement with the Chelan Douglas Regional Port Authority for disbursement of CRF as amended by the City Attorney and the City Council's amendments to the criteria. Motion carried 5-0.

SCOPE OF SERVICES FOR PACE ENGINEERING TO DESIGN AND PROVIDE SERVICES FOR THE 1050 ZONE IMPROVEMENTS

MOVED by Councilor Erickson and seconded by Councilor Stephenson to approve the Scope of Services in the amount of \$32,975 for Pace Engineering to design and provide services during bidding and construction for the 1050 Zone Improvements. Motion carried 5-0.

SCOPE OF SERVICES FOR PACE ENGINEERING TO ASSESS THE FEASIBILITY OF ADDING WATER AND SEWER LINE EXTENSIONS ON SUNSET HIGHWAY

MOVED by Councilor Erickson and seconded by Councilor Carlson to approve the Scope of Services in the amount of \$13,773 for Pace Engineering to assess the feasibility of adding water and sewer line extensions on Sunset Highway. Motion carried 5-0.

SCOPE OF SERVICES FOR PACE ENGINEERING FOR MUNICIPAL POOL LEAK MITIGATION

MOVED by Councilor Stephenson and seconded by Councilor Scott to approve the Scope of Services in the amount of \$9,300 for Pace Engineering to research the problem and develop a scope of work and design details for the pool repairs. Motion carried 5-0.

PROGRESS REPORTS

Mayor Fletcher reported that Teri Weedman has changed her mind regarding the termination of the Lease Agreement for Riverside Center. She will complete her contract, which ends December 31, 2022.

The Mayor informed the Council that he has implemented an overtime policy, which has reduced the weekend overtime from 4.5 hours to 2 hours per day. All other overtime must be pre-approved in writing.

Also, he is working on improving timesheets and looking into time keeping systems to track costs, so the City will have good information and know what the actual costs are for the budget and for rate studies.

The Mayor brought in a firm from Seattle that manages water and wastewater systems to look at the City's SCADA system. A Supervisory Control and Data Acquisition (SCADA) system simply collects data and tells you what's going on.

The next step is to advertise for Request for Qualifications to have the City's water and wastewater SCADA systems evaluated and determine places where the City can improve and fill in gaps, so the SCADA systems work more efficiently. A plan will be developed for the needed improvements for prioritizing and budgeting. Improvements to the SCADA systems will reduce labor costs to keep operations and maintenance costs under control.

Director Croci reported that he submitted a grant for two electric car charging stations, and he is working on a grant for automatic doors at the City Library.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 7:30 p.m.


James Fletcher, Mayor

Attest:


Kay Jones, City Clerk-Treasurer