



## 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, NOVEMBER 8, 2021, 6:00 P.M., CITY HALL

**DUE TO THE COVID-19 PANDEMIC AND THE GOVERNOR'S PROCLAMATION;  
THE PUBLIC CAN ATTEND IN PERSON, CALL-IN OR LOG-IN TO ZOOM TO  
PARTICIPATE IN THE CITY COUNCIL MEETING. PLEASE CALL-IN OR LOGIN 5  
MINUTES PRIOR TO MEETING.**

**To Join the Meeting Go To <https://zoom.us>  
Meeting ID: 882 719 9871 Passcode: 788276  
Audio Only: PH# 1-(253)-215-8782**

### AGENDA

#### CALL TO ORDER

#### FLAG SALUTE

#### ROLL CALL

#### ANNOUNCEMENTS

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

#### APPROVAL OF AGENDA

#### CONSENT AGENDA

1. Minutes of October 25, 2021, Regular Council Meeting
2. Payroll and Claims Packet Dated November 8, 2021
3. Acceptance of the Yakima and Peshastin Streets asphalt overlay project

#### BUSINESS ITEMS

1. Public Hearing November 8, 2021 on preliminary budget for 2022
2. Ordinance No. 1305 Property Tax Levy
3. Ordinance No. 1306 authorizing construction and maintenance of an oversized temporary directional sign to assist with the routing of truck traffic
4. Letter requesting annexation of 5701 Evergreen Drive
5. Selection of management company for City water and wastewater utilities

#### 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 OCTOBER 25, 2021 AT CASHMERE CITY HALL – In Person and Digital

OPENING

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

Due to the COVID-19 pandemic and the Governor's proclamation; public can attend the council meeting in person, by phone or by digital conference.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Mayor:	Jim Fletcher	
Council:	Vacant Chris Carlson - Digital Dave Erickson - Digital Jayne Stephenson - Digital Derrick Pratt	
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations	

ANNOUNCEMENTS

Mayor Fletcher announced that since Shelia Cates-Pistoiresi is running unopposed for a vacant council position she will take the office as soon as the votes are certified.

The Mayor mentioned the training in December for the newly elected officials to attend.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Minutes of October 11, 2021, Regular Council Meeting

Payroll and Claims Packet Dated October 25, 2021

Claims Direct Pay and Check #41476 through #41494 totaling \$103,333.32

Manual Check #41475 not needing prior approval

MOVED by Councilor Erickson and seconded by Councilor Stephenson to approve the items on the Consent Agenda. Motion carried 4-0.

PUBLIC HEARING ON REVENUE SOURCES AND POSSIBLE INCREASE IN PROPERTY TAXES

The Mayor discussed the calculations on the Tax Levy Staff Report. The City is limited to a 1% increase in property tax without a vote of the people. The 1% increase over last year's levy amount is \$7,060.72.

Mayor Fletcher opened the public hearing at 6:05 p.m. to receive public comment on revenue sources and the possible increase in property tax.

With no comments from the public the Mayor closed the hearing at 6:06 p.m.

The City did not take the 1% the previous year due to the pandemic. The options before the City Council include not taking the 1%, taking the 1% or taking the 1% plus what is banked from last year.

MOVED by Councilor Carlson and seconded by Councilor Erickson to take the 1% the City is allowed. Motion carried 4-0.

ORDINANCE NO. 1304 ADDING A NEW CHAPTER 10.08 TO THE CMC ESTABLISHING SPEED LIMITS IN THE CITY

Engineers performed a traffic study on Pioneer Avenue between Vale Elementary School and Cashmere Middle School to assess whether the speed limit should be reduced in the gap between the school zones to maintain a consistent 20 mph speed limit all the way through. The engineers concluded that a reduction in the speed limit for the 695 feet of Pioneer Avenue between the two school zones is appropriate.

MOVED by Councilor Pratt and seconded by Councilor Carlson to adopt Ordinance No. 1304 establishing speed limits in the City. Motion carried 4-0.

REINSTATING LATE FEES AND SERVICE DISCONNECTIONS STARTING JANUARY 1, 2022

On March 23, 2020 the City Council suspended the late fees and service disconnections due to the COVID Pandemic.

The Governor's State of Emergency Proclamation 20-23-16 prohibiting providers from disconnecting essential services and charging late fees ended on September 30, 2021.

Due to the number of past due accounts staff requested the City Council reinstate the late fees and service disconnection starting January 1, 2022. If approved Utility Customers will receive a 60-day notice that late fees and service disconnection will be reinstated. The letter includes the option of a payment plan or contacting the Community Action Center for financial assistance.

MOVED by Councilor Carlson and seconded by Councilor Erickson to reinstate the late fees and service disconnection policies January 1, 2022. Motion carried 4-0.

VENDOR AGREEMENT WITH CHELAN DOUGLAS COMMUNITY ACTION CENTER

The proposed Vendor Agreement outlines the responsibilities between the City and Chelan Douglas Community Action Center for assisting Cashmere customers with past due balances on their City utility bill.

MOVED by Councilor Erickson and seconded by Councilor Pratt to approve the Vendor Agreement with Chelan Douglas Community Action Center. Motion carried 4-0.

RIVERSIDE CENTER BUILDING USE AGREEMENT AMENDMENT No. 1 – AMENDING EXHIBIT B RATES

The proposed rate changes give the contractor more flexibility in the rates as additional booking incentives. Such as offering "off season" rates to "peak months" in the months of May and October or if the applicant is within one month of their event date when booking. If the Center has not been rented the day prior to an event the Contractor can offer the Center for event setup at a discount. The booking incentives are at the Contractor's discretion.

MOVED by Councilor Erickson and seconded by Councilor Stephenson to approve Amendment No. 1 to the Cashmere Riverside Center Building Use Agreement. Motion carried 4-0.

WATER SYSTEM OPERATOR IN CHARGE

The City received a letter from Department of Health informing the City that they must retain the services of an operator certified as a Water Treatment Plant Operator 2 and Water Distribution Manager 2. Current employees do not have the level of certifications required.

The proposed Contractual Agreement is for management, operations and cross-connection control. Valley Water Services has the required credentials and are capable to be the operator in charge of the Water Treatment Plant in order to meet the States requirements. Effective date of the agreement is November 1, 2021.

MOVED by Councilor Carlson and seconded by Councilor Erickson to the Contractual Agreement with Valley Water Services. Motion carried 4-0.

PROGRESS REPORTS

Mayor Fletcher reported that they have interviewed three firms for the management of the water and wastewater utilities. All three firms are highly qualified. The next step is to visit sites where these firms currently manage the utilities.

Director Croci reported that shipment issues are holding up the SCADA improvement project.

Sullivan Steet utility improvements have been completed.

Public Works is still waiting on garage doors to be delivered.

The Safe Routes to School project is waiting on flashing lights for completion.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 6:50 p.m.

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James Fletcher, Mayor

Attest:

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Kay Jones, City Clerk-Treasurer



## City of Cashmere

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

November 3, 2021

Pamp Maiers  
Central Washington Asphalt  
13184 Wheeler Road NE  
Moses Lake, WA 98837

Pamp,  
This letter issues project completion for an asphalt overlay on Yakima and Peshastin Streets as of October 15, 2021. The City will pay invoice upon receipt of an affidavit of wages paid.

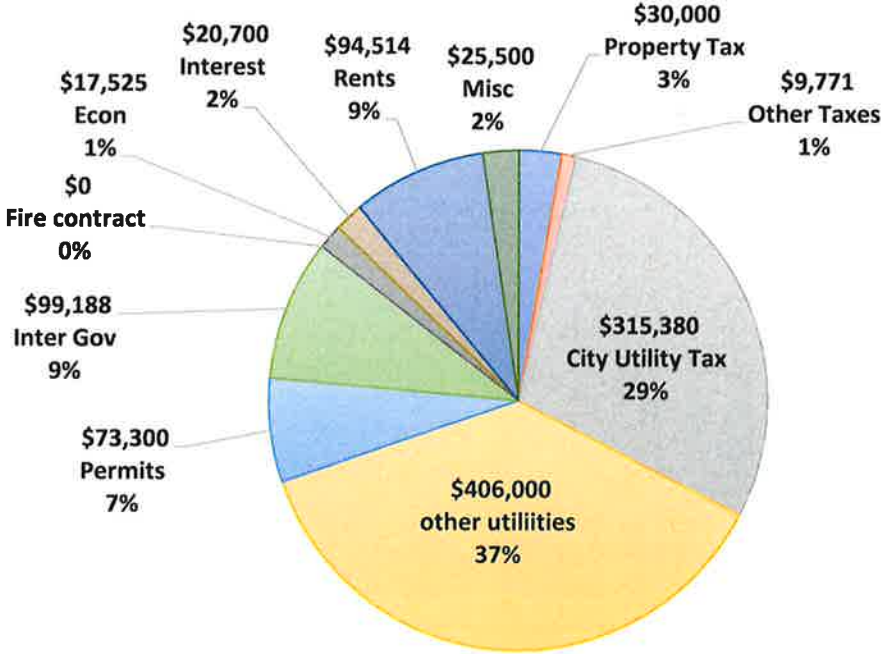
Thank you for completing the project successfully. Please contact me with questions at 509-782-3513.

Sincerely,

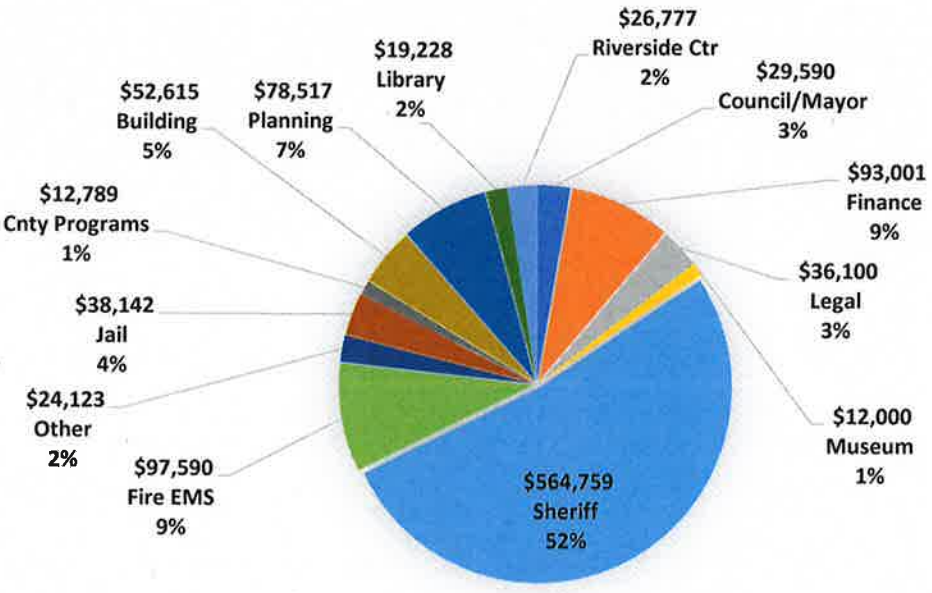
A handwritten signature in black ink that reads "Steve Croci".

Steve Croci,  
Director of Operations

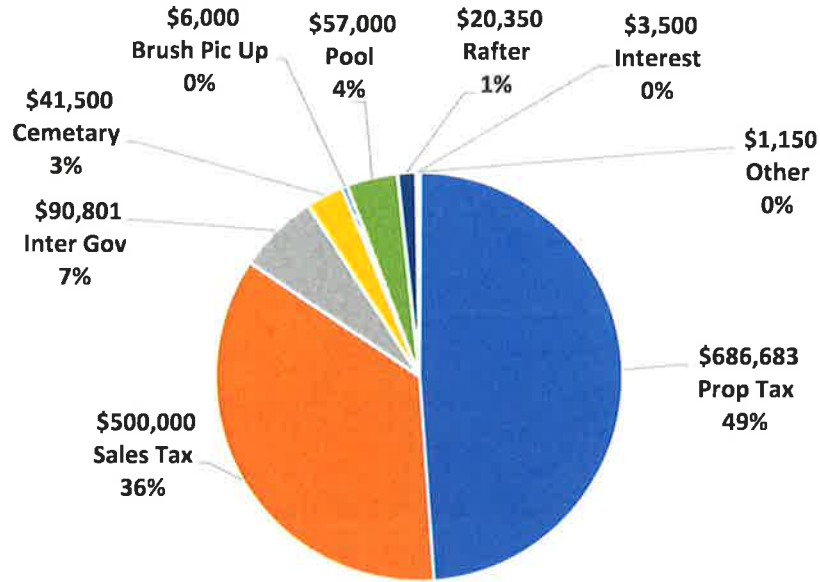
**Budget 2022 General Fund Revenue**  
**\$1,091,878**



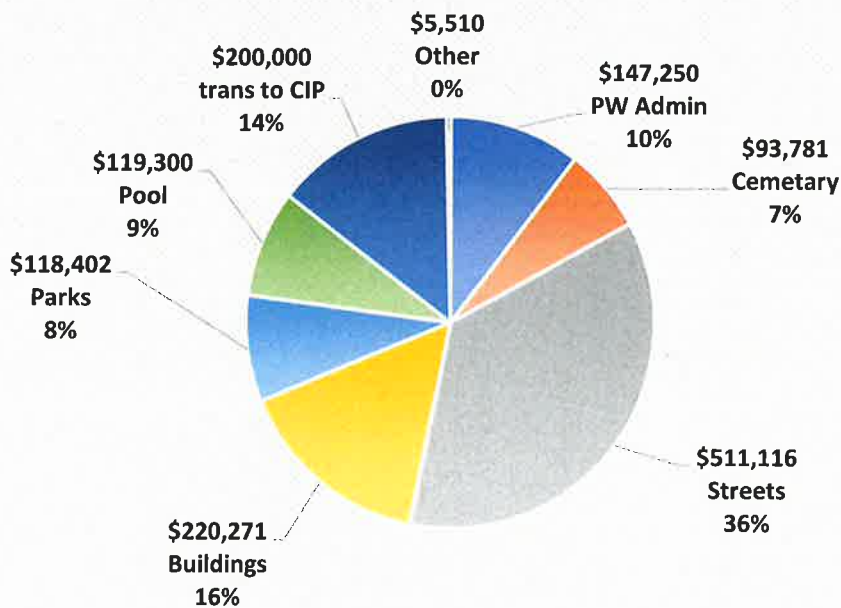
**Budget 2022 General Fund Expenses**  
**\$1,095,231 (\$3,378)**



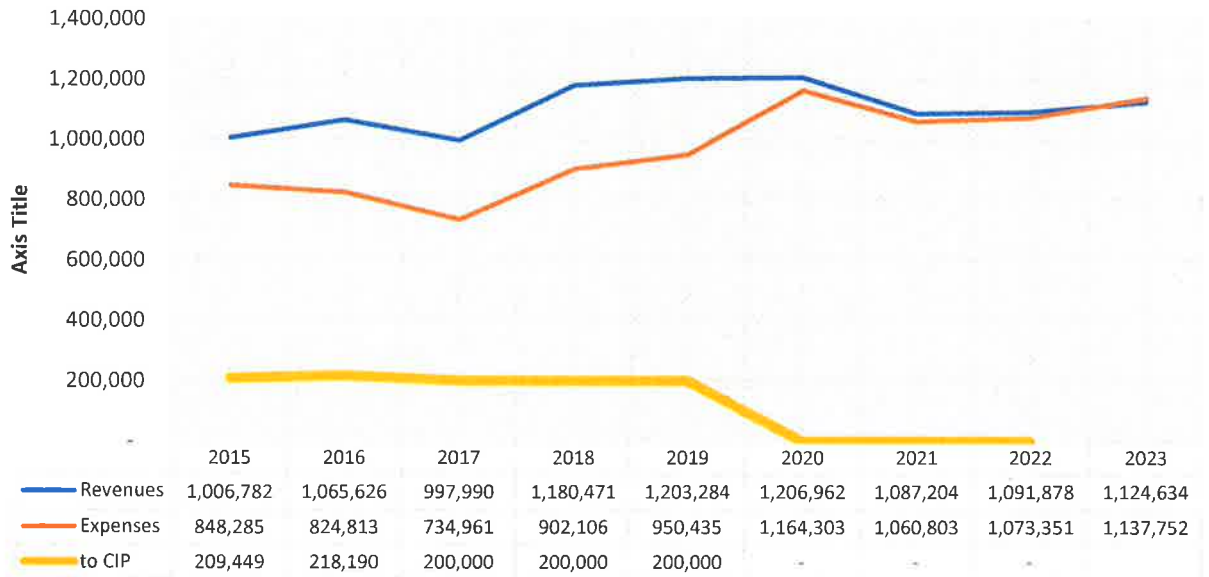
**Budget 2022 Public Works Fund Revenues**  
**\$1,406,984**



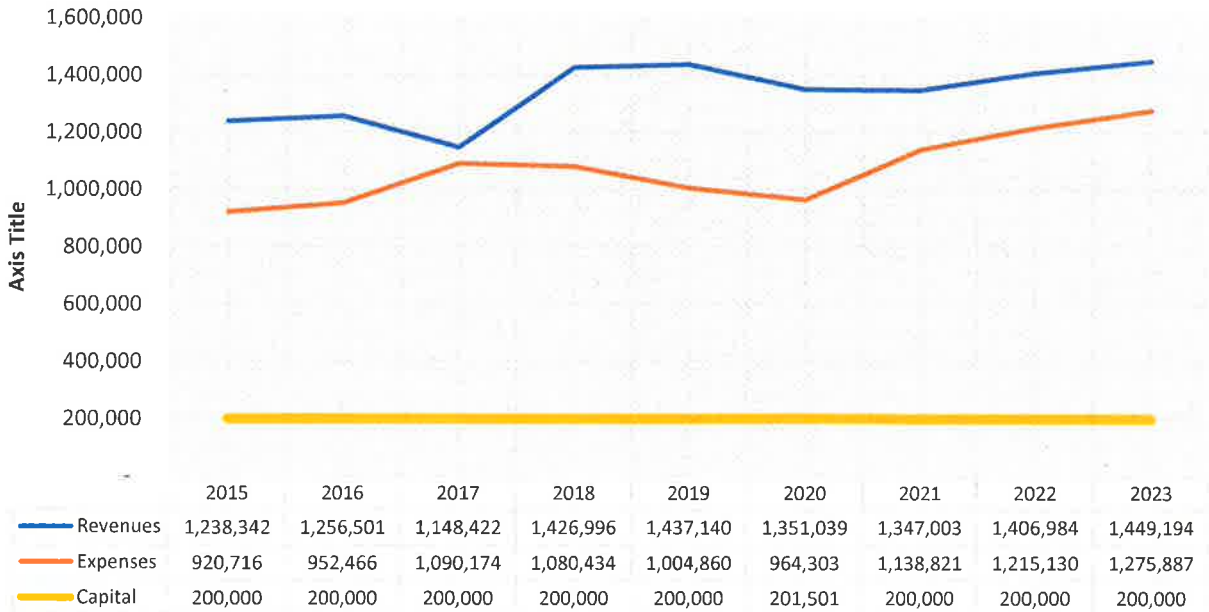
**Budget 2022 Public Works Expenses**  
**\$1,415,130 (\$8,146)**



## General Fund Budget Trend

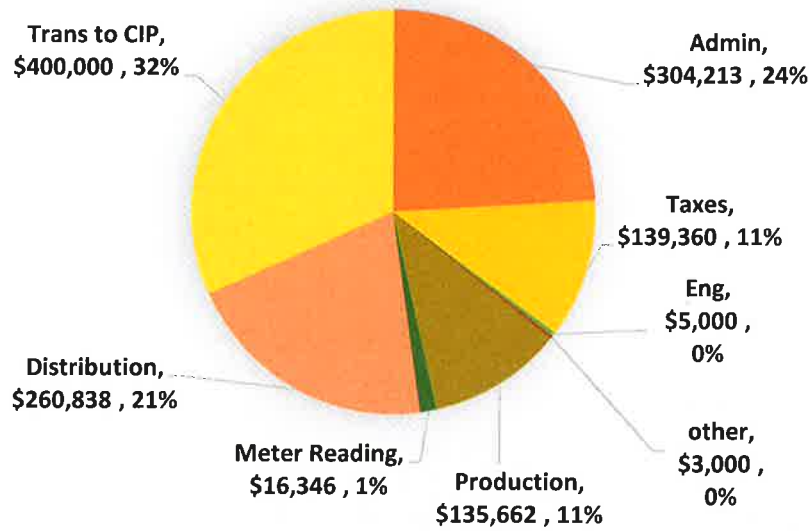


## Public Works Fund Budget Trend

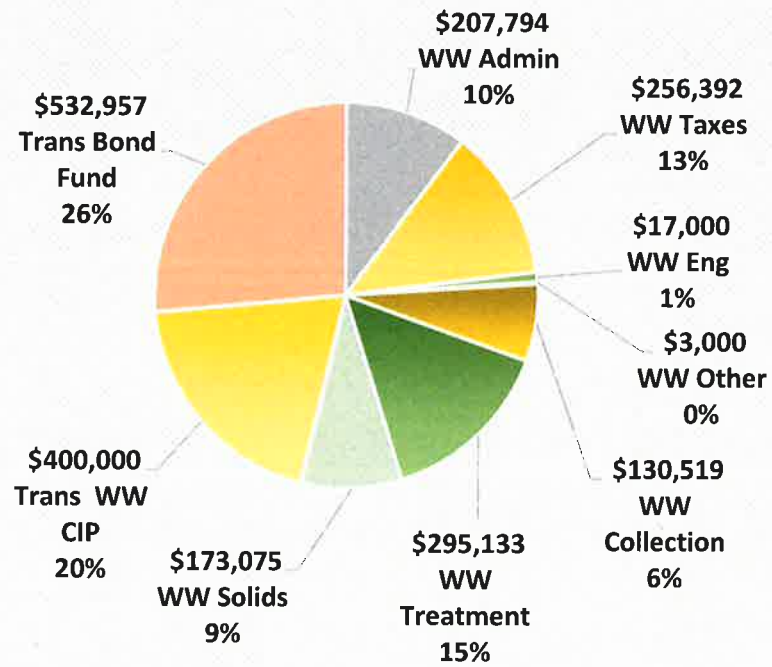




**Budget 2022 Water Fund Expenses**  
**\$1,264,419**



**Budget 2022 Wastewater Treatment Expenses**  
**\$2,015,870**



**ORDINANCE NO. 1305**

**AN ORDINANCE OF THE CITY OF CASHMERE, WASHINGTON, AUTHORIZING THE GENERAL PROPERTY TAX LEVY ALLOWED BY RCW 84.55.010; LEVYING THE GENERAL TAXES FOR THE CITY OF CASHMERE, ESTIMATED TO BE \$716683.30, FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2022 ON ALL PROPERTY, INCLUDING REAL, PERSONAL, AND UTILITY PROPERTY IN SAID CITY WHICH IS SUBJECT TO TAXATION FOR THE PURPOSE OF CARRYING ON THE GENERAL GOVERNMENT OF SAID CITY FOR THE ENSUING YEAR AS REQUIRED BY LAW; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Cashmere, Washington, having considered the City's anticipated financial requirements for 2022, and the amounts necessary and available to be raised by ad valorem taxes on real, personal and utility property; and

WHEREAS, after proper notice pursuant to RCW 84.55.120, the City Council held a public hearing on the 25<sup>th</sup> of October, 2021, wherein it considered revenue sources for the City's General Fund budget for 2022; and

WHEREAS, the City Council, after hearing, and after duly considering all relevant evidence and testimony presented, finds that the City of Cashmere will levy the general taxes for the City of Cashmere as allowed by RCW 84.55.010, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the City of Cashmere and in its best interest; and

WHEREAS, the City of Cashmere, Washington, has a population of less than 10,000;

NOW THEREFORE, the City Council of the City of Cashmere, Washington do ordain as follows:

**Section 1. General Levy.** The regular property tax levy, plus a 1% increase over the levy from the previous year in the amount of \$7,060.72, plus the maximum dollar amount allowed under the provisions of state law for new construction and improvements to property and any increase in the value of state-assessed property and any annexations that have occurred and refunds made, is hereby authorized for the 2022 property tax levy on all real, personal and utility property authorized for collection in 2022.

**Section 2. Estimated Amount.** For the purpose of compliance with RCW 84.52.020 the City Council estimates for budget purposes that the amount of property tax to be collected in the year 2022 pursuant to Section 1. of this ordinance is \$716,683.30.

**Section 3. Certification and Collection.** A certified copy of this ordinance shall be transmitted by the City of Cashmere Clerk/Treasurer to Chelan County and to such other governmental agencies as provided by law. Taxes levied hereunder shall be collected and paid to the Clerk/Treasurer of the City of Cashmere at the time and in the manner provided by the laws of the State of Washington.

**Section 4. Department of Revenue Form.** Attached hereto and marked as Exhibit A is a true and correct copy of the Department of Revenue form requested to be approved by Chelan County. This form is hereby approved and made a part of this ordinance as if set forth in full herein.

**Section 5. Severability.** If any section, sentence, clause or phrase of this Ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

**Section 6. Effective Date.** This Ordinance shall take effect and be in full force five (5) days after this Ordinance or a summary thereof consisting of the title is published.

Passed by the City Council of the City of Cashmere and approved by the Mayor this 8<sup>th</sup> day of November, 2021.

CITY OF CASHMERE

By: \_\_\_\_\_  
James Fletcher, Mayor

Attest:

\_\_\_\_\_  
Kay Jones, City Clerk/Treasurer

Approved as to form:

\_\_\_\_\_  
Charles D. Zimmerman, City Attorney

Ordinance No: 1305  
Passed by the City Council: 11/8/2021  
Published in the Cashmere Valley Record: 11/17/2021  
Effective date: 11/22/2021



Ordinance / Resolution No. 1305  
RCW 84.55.120

WHEREAS, the City of Cashmere has met and considered  
(Governing body of the taxing district) (Name of the taxing district)  
its budget for the calendar year 2022; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 706,072.00; and,  
(Previous year's levy amount)

WHEREAS, the population of this district is  more than or  less than 10,000; and now, therefore,  
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2022 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 7,060.72 which is a percentage increase of 1 % from the previous year. This increase is exclusive of  
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 8th day of November, 2021.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If additional signatures are necessary, please attach additional page.**

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users, please call (360) 705-6718. For tax assistance, call (360) 534-1400.

# Staff Summary

**Date:** 10/21/2021  
**To:** City Council  
**From:** Tammy Miller  
**RE:** Sign Permit – Crunch Pak

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Crunch Pak is having substantial directional issues with truck traffic for the loading zone on Sunset Hwy due to the closer of the Goodwin Bridge and the rerouting of traffic to Sunset Hwy via Aplets / S. Division St.

With the current placement of signs directing the truck route traffic, trucks continue to turn right into the loading zone. This creates a backup and blockage that impedes Sunset Highway and South Division at the railroad crossing.

The sign permit submitted does not meet any current sign code in the CMC due to the location and size.

**Staff Recommendation:**

MOVE to approve Ordinance 1306, declaring a public safety emergency and authorizing construction and maintenance of an oversized temporary directional sign to assist with the routing of truck traffic through the city on Sunset Hwy during the Goodwin Bridge construction project.

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**SPECIAL ORDINANCE NO. 1306**

**AN ORDINANCE OF THE CITY OF CASHMERE, WASHINGTON, DECLARING A PUBLIC SAFETY EMERGENCY AND AUTHORIZING CONSTRUCTION AND MAINTENANCE OF AN OVERSIZED TEMPORARY DIRECTIONAL SIGN TO ASSIST WITH THE ROUTING OF TRUCK TRAFFIC THROUGH THE CITY ON SUNSET HIGHWAY DURING THE GOODWIN BRIDGE CONSTRUCTION PROJECT.**

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**WHEREAS**, City of Cashmere ("City") staff and representatives of Crunch Pak have studied the short term traffic circulation issues created by commercial truck traffic primarily related to the location of the Crunch Pak operation in the City on Sunset Highway; and

**WHEREAS**, in order to provide visual instruction to truck traffic during the Goodwin Bridge construction project, the City has determined it is appropriate to permit a temporary non-standard oversized directional traffic sign on the Crunch Pak property on Sunset Highway within the City in the location identified with the red "X" in the top photo in Exhibit "A" to this Ordinance and as depicted immediately adjacent to the Crunch Pak building in the bottom photo in Exhibit "A" to this Ordinance; and

**WHEREAS**, the size of the sign will be a total of 112 square feet consisting of two (2) four foot by eight foot panels located immediately adjacent to two (2) four foot by six foot panels located one above the other and containing the directional language and diagram as depicted in Exhibit "B" to this Ordinance; and

**WHEREAS**, the City Council finds that granting the permit to construct and maintain this directional sign as set forth in this Ordinance for a temporary period of eighteen (18) months following the date of approval of this Ordinance is a necessary emergency powers action and 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 DO ORDAIN AS  
FOLLOWS:**

**Section 1.** The temporary non-standard oversized directional traffic sign for directing commercial truck traffic on Sunset Highway in the City of Cashmere to be located adjacent to the Crunch Pak building in the area identified with the red "X" in the top photo in Exhibit "A" and generally located as depicted in the bottom photo in Exhibit "A" is hereby permitted to be constructed and maintained. The size of the sign shall not exceed 112 square feet consisting of two (2) four by eight foot panels located adjacent to two (2) four by six foot panels stacked one over the other and shall contain the directional language and diagram as set forth in Exhibit "B." Exhibits "A" and "B" to this Ordinance are made part of this Ordinance as if set forth in full herein.

**Section 2.** The permission to construct and maintain the sign identified in Section 1 of this Ordinance shall expire and the sign shall be removed by the owner of the property on or before the expiration of eighteen (18) months following the date of passage and approval of this Ordinance by the City Council.

**Section 3.** This is a non-codified Ordinance of the City.

**Section 4.** To the extent this Ordinance conflicts with any other ordinances of the City, this Ordinance shall take precedence over any such other ordinances for a period of eighteen (18) months following its passage and approval by the City Council.

**Section 5.** This Ordinance is an emergency temporary directional traffic control Ordinance approved by the City Council for the purpose of protecting the public health, safety, and welfare by providing readable signage to commercial truck traffic on Sunset Highway during the Goodwin Bridge construction project. Therefore, this Ordinance shall be effective immediately upon passage by a vote of the majority plus one of the whole City Council.

**Section 6.** The City Clerk is directed to publish a summary of this Ordinance consisting of the title of this Ordinance.

APPROVED:

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MAYOR JAMES FLETCHER

ATTEST:

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CITY CLERK KAY JONES

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY

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CHARLES D. ZIMMERMAN

PASSED BY THE CITY COUNCIL:	11/8/2021
PUBLISHED:	11/17/2021
EFFECTIVE DATE:	11/22/2021
ORDINANCE NO.	1306

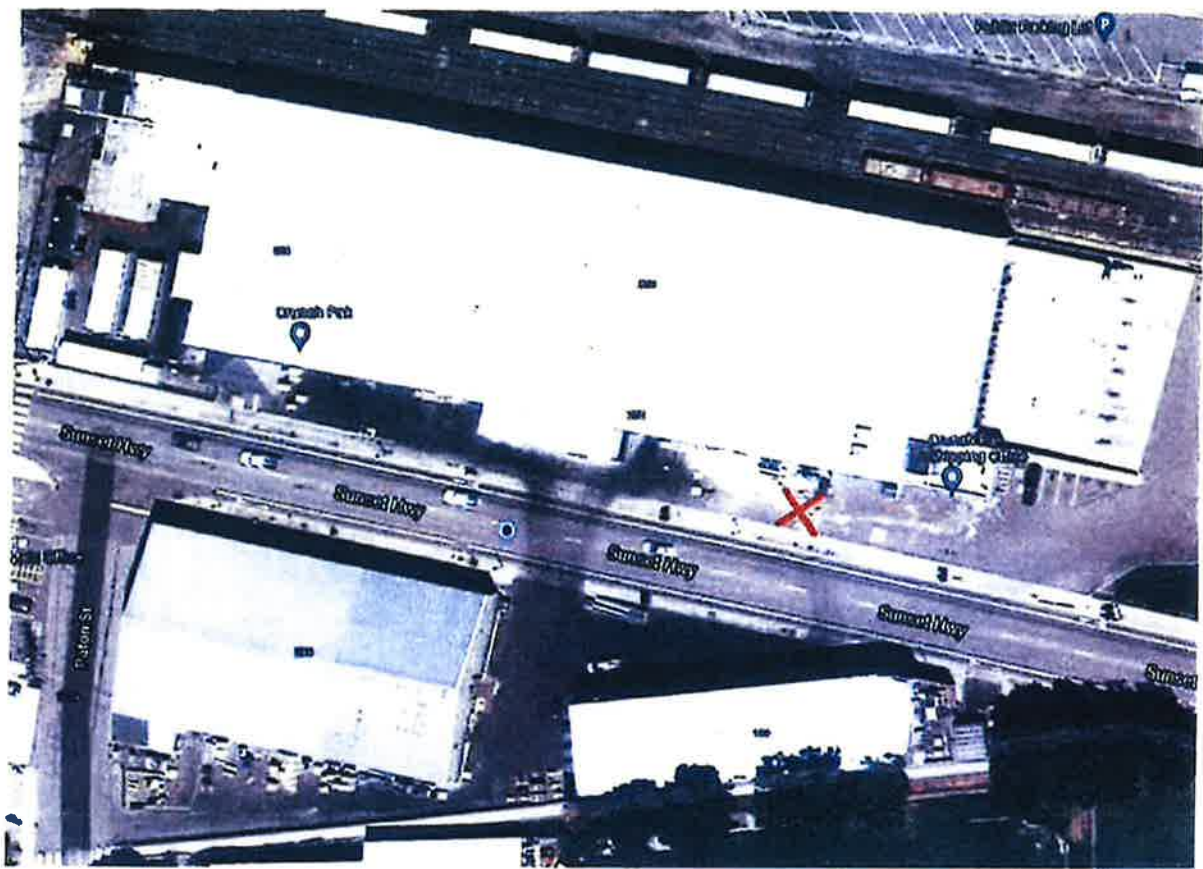


2 4x8

2 4x6

<p><b>CRUNCH PAK<sup>®</sup></b></p> <p><b>FOLLOW THE</b></p> <p><b>THRU</b></p> <p><b>TRUCK</b></p> <p><b>ROUTE</b></p> <p><b>SIGNS</b></p>	<p>TURN RIGHT</p> <p>TURN LEFT</p> <p>RIVER ST.</p> <p>SUNSET HWY.</p> <p>SUNSET HWY.</p> <p>CRUNCH PAK</p> <p>YOU ARE HERE</p>
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EXHIBIT "B"



**EXHIBIT "A"**

# Staff Summary

**Date:** 11/2/2021  
**To:** City Council  
**From:** Tammy Miller  
**RE:** Annexation of 5701 Evergreen Drive and non-addressed property  
23-19-05-120-250

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The city has received a letter of request by Tucker Furniss & Sara Germain etal, owners of 5701 Evergreen Drive, for annexation of two parcels of land: Chelan County parcel number 23-19-05-120-300 and 23-19-05-120-250.

- The North and East boundary lines of the properties would be contiguous with current city limit boundaries and would be infilling a gap between county and city boundaries on Evergreen Drive
- Both properties have city water and sewer service
- Annexation would rezone them from Chelan County Multifamily to Cashmere Multifamily (MF)

**Staff Recommendation:**

MOVE to approve the annexation request and authorize staff to move forward with Direct Petition Method, as stated in RCW 35A.14.120-150

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October 14, 2021

Cashmere City Council  
101 Woodring Street  
Cashmere WA 98815

To Whom it May Concern,

We are writing to inform you that we would like to annex our property at 5701 Evergreen Drive into the City of Cashmere. The property consists of two parcels, numbers 21909 and 21910, both of which we would like to annex. We are aware of the \$1000 fee involved. Please let us know if any additional documentation would assist the Council in fulfilling this request.

Thank you for your consideration,



Tucker Furniss



Sara Germain



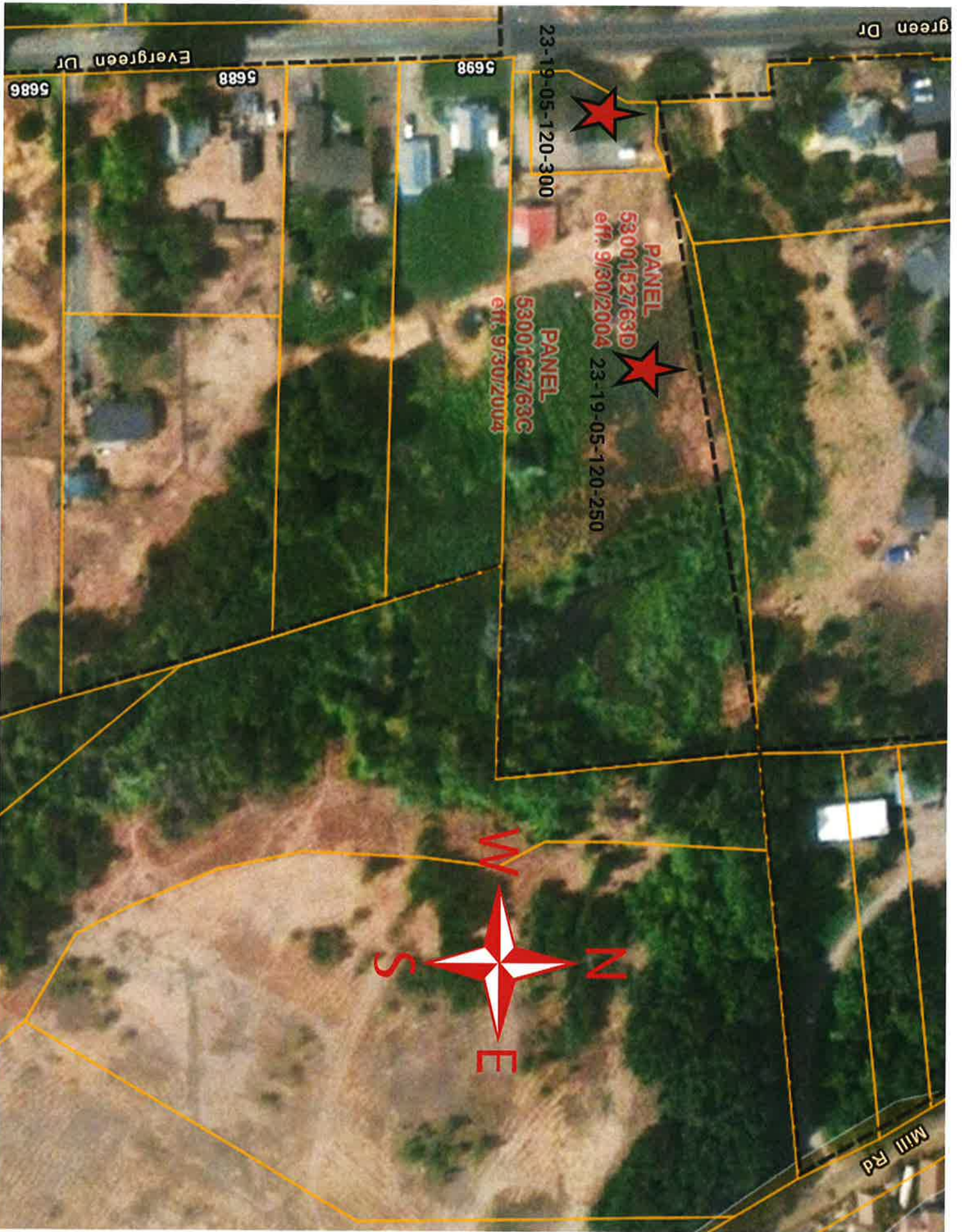
Beverly Furniss



R. Philip Furniss

Contact:  
Tucker Furniss  
[tuckfurn@gmail.com](mailto:tuckfurn@gmail.com)  
(831) 818-3216

RECEIVED OCT 19 2021



green Dr

Evergreen Dr

5686

5688

5698

23-19-05-120-300



PANEL  
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eff. 9/30/2004

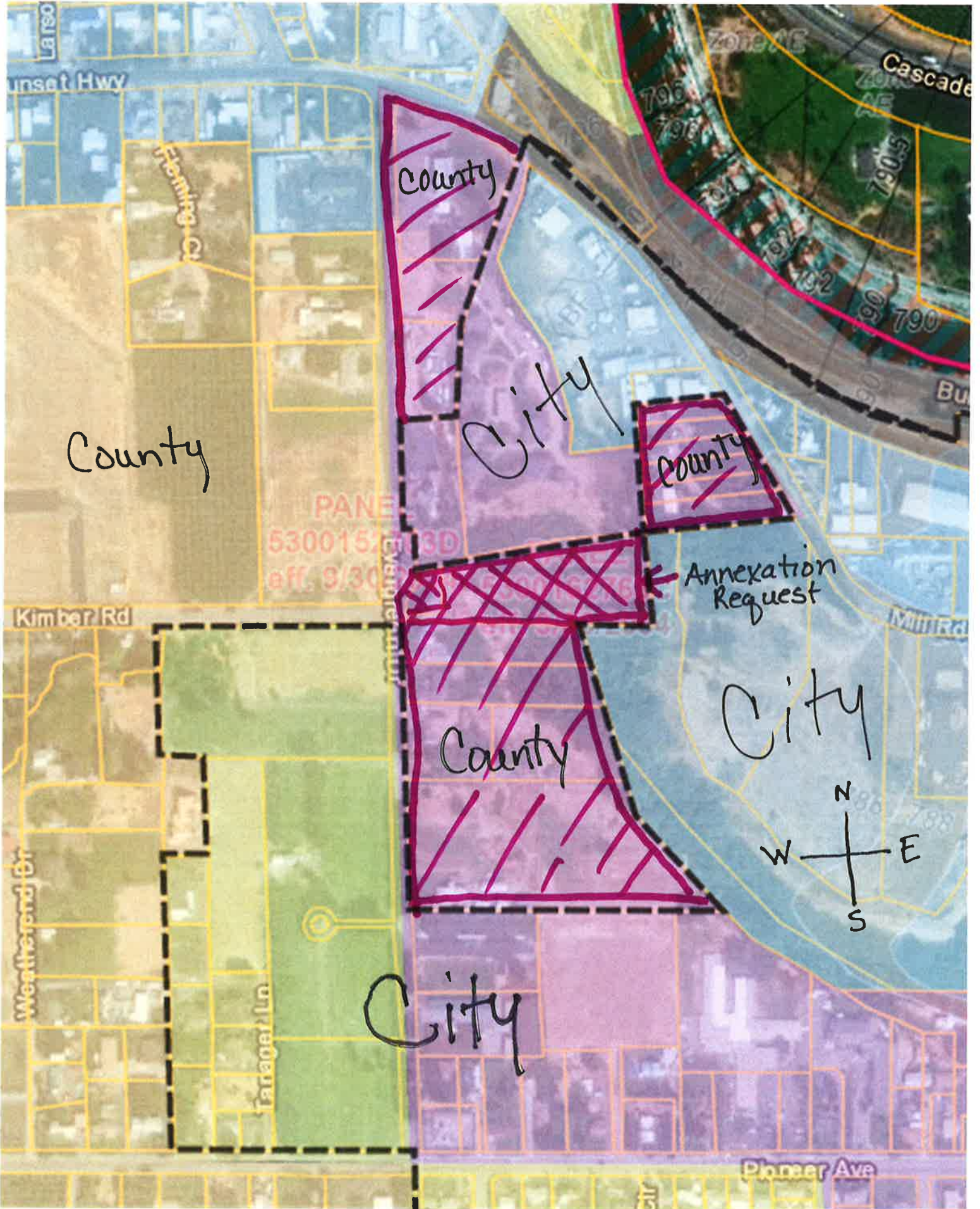


23-19-05-120-250

PANEL  
5300162763C  
eff. 9/30/2004



Mill Rd



County

County

City

County

Annexation Request

County

City

City



# Staff Summary

**Date:** 11/1/2021  
**To:** City Council  
**From:** Jim Fletcher, Mayor  
**RE:** Selection of Contractor for City Utility Management

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Four Statements of Qualifications were received for contract operations of water and wastewater facilities. The statements were reviewed by a committee which included Council Member Dave Erickson, Ron Slabaugh, PUD, Tom Wachholder, City of Leavenworth, Steve Croci, Operations Director and Jim Fletcher, Mayor. The committee review resulted in a list of three companies with nearly equal qualifications.

Site visits were made by Steve Croci and Jim Fletcher to cities contracting with the three finalist firms. At each site visit, discussions were held with City management and then with utility operators employed by the respective contract firms.

Preferred Company is Woodard and Curran.

Rational for selecting the preferred contractor for the City of Cashmere is summarized as:

- Partnerships are with smaller communities
- Always seek to maintain small-town pride
- Just over 60 O&M clients that are carefully selected to ensure we share similar values and are a good fit

## Next Steps

- Introduction of Woodard and Curran (W&C) to City Council
- W&C transition team conference call to plan transition.
- W&C team will visit Cashmere to inspect facilities and review operations
- W&C Human Resources will meet with staff to discuss employment, benefits and related issues.
- Negotiations on transition timeline, scope of work, budget, and contract.
- Final decision by City Council

Forwarded by email for your review is the statement of qualification submitted by Woodard and Curran.

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