



## 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, JUNE 27, 2022, 6:00 P.M., CITY HALL

**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 - ROLL CALL – FLAG SALUTE

ANNOUNCEMENTS

PUBLIC COMMENT PERIOD (For Items Not on the Agenda)

APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of June 13, 2022, Regular Council Meeting
2. Payroll and Claims Packet Dated June 27, 2022

BUSINESS ITEMS

1. Ordinance No. 1311 vacating certain unimproved portions of Kennedy Road
2. Ordinance No. 1312 amending the 2022 Budget
3. Selection of contractor for the 2022 Chip Seal Overlay project

PROGRESS REPORTS

ADJOURNMENT

MINUTES OF THE CASHMERE CITY COUNCIL MEETING  
MONDAY JUNE 13, 2022, AT CASHMERE CITY HALL – In Person and Digital

OPENING

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

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:	John Perry Chris Carlson Shela Pistoresi - digital  Derrick Pratt	Jayne Stephenson
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations Chuck Zimmerman, City Attorney Kait Schilling, City Attorney	

ANNOUNCEMENTS

Mayor Fletcher announced that the West Cashmere Bridge is open, and the bridge dedication is scheduled for Wednesday, June 22<sup>nd</sup> at 10:00 a.m.

The Mayor shared that the Winthrop Library had their grand opening and it would be worth seeing and possibly glean some ideas for the Cashmere Library.

The City Pool opened today at 1:00 p.m.

PUBLIC COMMENTS

Greg Johnson residing at 4693 Valley Street commented on issues with the irrigation line in his area. Mayor Fletcher explained that the City doesn't have anything to do with the irrigation, that is through the irrigation district. He would need to address his issues with all his neighbors that are connected to the same line.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Minutes of May 23, 2022, Regular Council Meeting  
Payroll and Claims Packet Dated June 13, 2022

Claims Direct Pay and Check #41937, #41938, #41940 through #41971 totaling \$234,958.34  
Payroll Direct Deposit and Check #41933 through #41936 totaling \$73,378.71

Manual Check #41930 through #41932 and #41939

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

PUBLIC HEARING TO CONSIDER THE VACATION OF A PORTION OF KENNEDY ROAD

Mayor Fletcher opened the public hearing at 6:05 p.m. to receive public comment on the petition for vacating a portion of Kennedy Road.

Permit Specialist Tammy Miller presented the petition from the following property owners requesting the vacation of a portion of Kennedy Road. The petitioners include Rhonda Reyes, Property Manager of 303 Kennedy Rd., Zack & Anna Bourgault, owners of 303 Kennedy Rd. and Chris & Stacy Rankin owners of 301 Kennedy Rd. and Blaine & Jacqueline Smith adjoining property owners.

The following people spoke in favor of the City vacating a portion of Kennedy Road.

Greg Johnson residing at 4693 Valley Street  
Jacqueline Smith residing at 3804 Strutzel Road in Monitor  
Blaine Smith residing at 3804 Strutzel Road in Monitor  
Rohonda Reyes residing at 303 Kennedy Road  
Christie Kennedy residing at 300 Kennedy Road  
Al Kennedy residing at 4704 Rank Road

All six people voiced their concern that if the property was not vacated the city could potentially build a trail along the right of way, which would be adjacent to their backyards and through their orchards. A trail through the area would create parking issues and peoples' dogs would be pooping in their yards. The undeveloped road goes through the middle of Mr. Smith's orchard and a trail would cause problems when spraying and increase the issue of people being in the orchard. The undeveloped right-of-way is on a hillside too steep for the City to develop as a road and if the property owners are allowed to buy the property, they would have the opportunity to improve the area and anyone who is currently squatting on the property will be pushed out.

The council was provided copies of the written comments speaking against the petition to vacate. Comments were received from the Planning Commission and a group of residence represented by digital signatures submitted by Lacey Price.

Director Steve Croci, spoke on behalf of the Planning Commission, which has been working on updating the City's Parks Plan. The CPC had discussed creating connectors between neighborhoods and the City's parks. Croci suggested that "pathway" might be a more appropriate term than "trail". The CPC advises against the City vacating a portion of the unimproved Kennedy Road property, as it does not align with the mission, vision or goals of the City of Cashmere's existing Land Use Comprehensive Plan or the forthcoming updated Parks and Recreation and Open Space Plan.

Mayor Fletcher recommended that the city vacate the property. He stated that the Park Plan is a vision, and currently the City does not have specific plans to build a trail on Kennedy Road or any other use for the property.

Councilor Perry was not in favor of vacating the property, his concern was that Cashmere, and the surrounding area, is changing and growing. He explained that in 30-50 years the City may have need of another access to the area. His vote was for the City to retain ownership of the right-of-way for future use.

MOVED by Councilor Pratt and seconded by Councilor Pistoresi to draft an ordinance vacating a portion of Kennedy Road. Motion carried with 3 voting in favor and Councilor Perry voting no.

ORDINANCE NO. 1310 AUTHORIZING THE FURNISS ANNEXATION PURSUANT TO THE PETITION METHOD

MOVED by Councilor Carlson and seconded by Councilor Perry to adopt Ordinance No. 1310 authorizing the Furness annexation pursuant to the petition method. Motion carried 4-0.

SECOND AMENDMENT TO CONTRACT FOR SOLID WASTE COLLECTION SERVICES

The proposed amendment allows Waste Management to start an hour earlier on extremely hot days in order to comply with Labor& Industries new regulations regarding outdoor workers and extreme weather.

MOVED by Councilor Perry and seconded by Councilor Pratt to approve the Second Amendment to the contract for Solid Waste Collection Services with Waste Management. Motion carried 4-0.

FOUNDERS DAY SPECIAL USE PERMIT

MOVED by Councilor Carlson and seconded by Councilor Pistoresi to approve the road closure on Cottage Avenue and other streets for Founders Day Special Use Permit. Motion carried 4-0.

AUTOMATIC AID AGREEMENT WITH FIRE DISTRICT NO. 6

The Automatic Aid Agreement between Chelan County Fire District No. 6 and the City clarifies the level of service provided by respective fire services in the event of structural or wildland fires. Rivercom will follow the agreement and dispatch accordingly.

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

INTERLOCAL AGREEMENT FOR EMERGENCY MEDICAL SERVICES

The proposed Interlocal Agreement between the Chelan County Fire District No. 6 and the City is for Cashmere Fire Department personnel to provide emergency medical services in areas outside the city limits. The agreement is retroactive to January 1, 2021 and expires December 31, 2026 with a 1% annual increase of the \$85 call rate.

Councilor Carlson voiced concern that the call rate of \$85 was too low. He suggested the City give notice to terminate the agreement at the end of 2023 and renegotiate the agreement with a higher call rate.

MOVED by Councilor Pratt and seconded by Councilor Perry to approve the Interlocal Agreement for EMS through 2023 and negotiate a new agreement for 2024. Motion carried 4-0.

PROGRESS REPORTS

Director Croci reported that the City passed the Department of Health's inspection of the City's utilities with no findings.

Croci reported that a new employee was hired for the Public Works department.

Mayor Fletcher would like to hold a few workshops with the council to discuss budget policies and priorities, and capital assets. Holding the workshops now will be beneficial for the 2023 budget process. The consensus of the council was to hold the workshops from 5:00 p.m. to 6:00 p.m. before council meetings.

The Mayor would like to educate residents on when and how to water their lawns during the summer months.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 7:27 p.m.

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James Fletcher, Mayor

Attest:

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Kay Jones, Clerk-Treasurer

**ORDINANCE NO. 1311**

**AN ORDINANCE OF THE CITY OF CASHMERE, WASHINGTON, VACATING CERTAIN UNIMPROVED PORTIONS OF KENNEDY ROAD; CONTAINING A SEVERABILITY PROVISION, AND SETTING AND EFFECTIVE DATE.**

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**WHEREAS**, the property owners bordering Kennedy Road petitioned the City Council to vacate certain unimproved portions of Kennedy Road; and

**WHEREAS**, the City Council held a public hearing on the Kennedy Road vacation petition for portions of Kennedy Road on June 13, 2022 for the purpose of hearing comments for and against this right-of-way vacation; and

**WHEREAS**, after consideration of all the facts and circumstances surrounding the right-of-way vacation petition, the City Council has determined that it is in the best interest of the City to vacate the portions of the right-of-way described in this Ordinance; NOW, THEREFORE

**THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1.** A Public Hearing to consider the vacation of right-of-way described in this Ordinance was duly noted and a Public Hearing was held on June 13, 2022, at 6:00 p.m., before the City Council. Members of the public appeared in person and via written comment to express their support and opposition to the vacation of right-of-way that is the subject of this Ordinance.

**Section 2.** The following portions of unimproved Kennedy Road public right-of-way are hereby vacated as further depicted in Exhibit "A" to this Ordinance ("Kennedy Road Vacation"):

- A. The approximate 1,863.10 square feet of right-of-way that is approximately 10 feet wide and 186.31 feet long lying immediately south of Chelan County Assessor's Parcel Number ("Parcel") 231904595009, commonly known as 301 Kennedy Road. This 186.31 foot length of the vacated right-of-way begins at the eastern edge of the Kennedy Road right-of-way as it runs north/south to Parcel 231904595009 and extends east along the southern property line of Parcel 231904595009, and

terminates 20 feet east of the common boundary of Parcel 231904595009 and Parcel 231904595301.

- B. The approximate 9,220.50 square feet of right-of-way that is 30 feet wide and approximately 307.35 feet long immediately to the south of Parcel 231904595301, commonly known as 303 Kennedy Road, and immediately to the north of Parcel 231904595017. This 307.35 foot long portion of the right-of-way vacation begins 20 feet east of the common boundary of Parcel 231904595009 and Parcel 231904595301 and extends east along the full length of the southern property line of Parcel 231904595301 and the northern property line of Parcel 231904595017, and terminates at the eastern most boundary of the unimproved Spring Street right-of-way.

**Section 3.** The City Council finds the fair market value of the vacated right-of-way to be \$7,024.95 based on the value of the adjoining properties according to the current records of the Chelan County Assessor. Petitioners have paid this amount to the City. The Petitioners have paid the City \$1,000 for a portion of the City costs incurred to process their right-of-way petition. The City Council finds this amount to be a fair and reasonable reimbursement to the City for costs of this process.

**Section 4.** The vacation of right-of-ways, pursuant to this Ordinance will result in ownership of the vacated right-of-ways by operation of law. The City makes no commitment or warranty as to the specific ownership of the vacated right-of-ways.

**Section 5.** This is a special Ordinance of the City that shall not be codified as part of the Cashmere Municipal Code.

**Section 6.** The City Clerk-Treasurer is hereby directed to mail a copy of this Ordinance to the current owners of the Property abutting the right-of-way vacated to provide the owners with notice of this formal action of the City.

**Section 7.** If any section, sentence, clause or phrase of this Ordinance 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 Ordinance.

**Section 8.** 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.

**Section 9.** The City Clerk-Treasurer is directed to record a conformed copy of this ordinance with the Chelan County Auditor following its passage and publication as provided for herein.

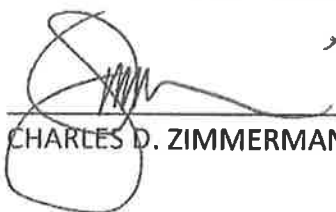
APPROVED:

\_\_\_\_\_  
MAYOR JAMES FLETCHER

ATTEST:

\_\_\_\_\_  
CITY CLERK KAY JONES

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY

  
\_\_\_\_\_  
CHARLES D. ZIMMERMAN

FILED WITH THE CITY CLERK:

6/23/2022

PASSED BY THE CITY COUNCIL:

\_\_\_\_\_

PUBLISHED:

\_\_\_\_\_

EFFECTIVE DATE:

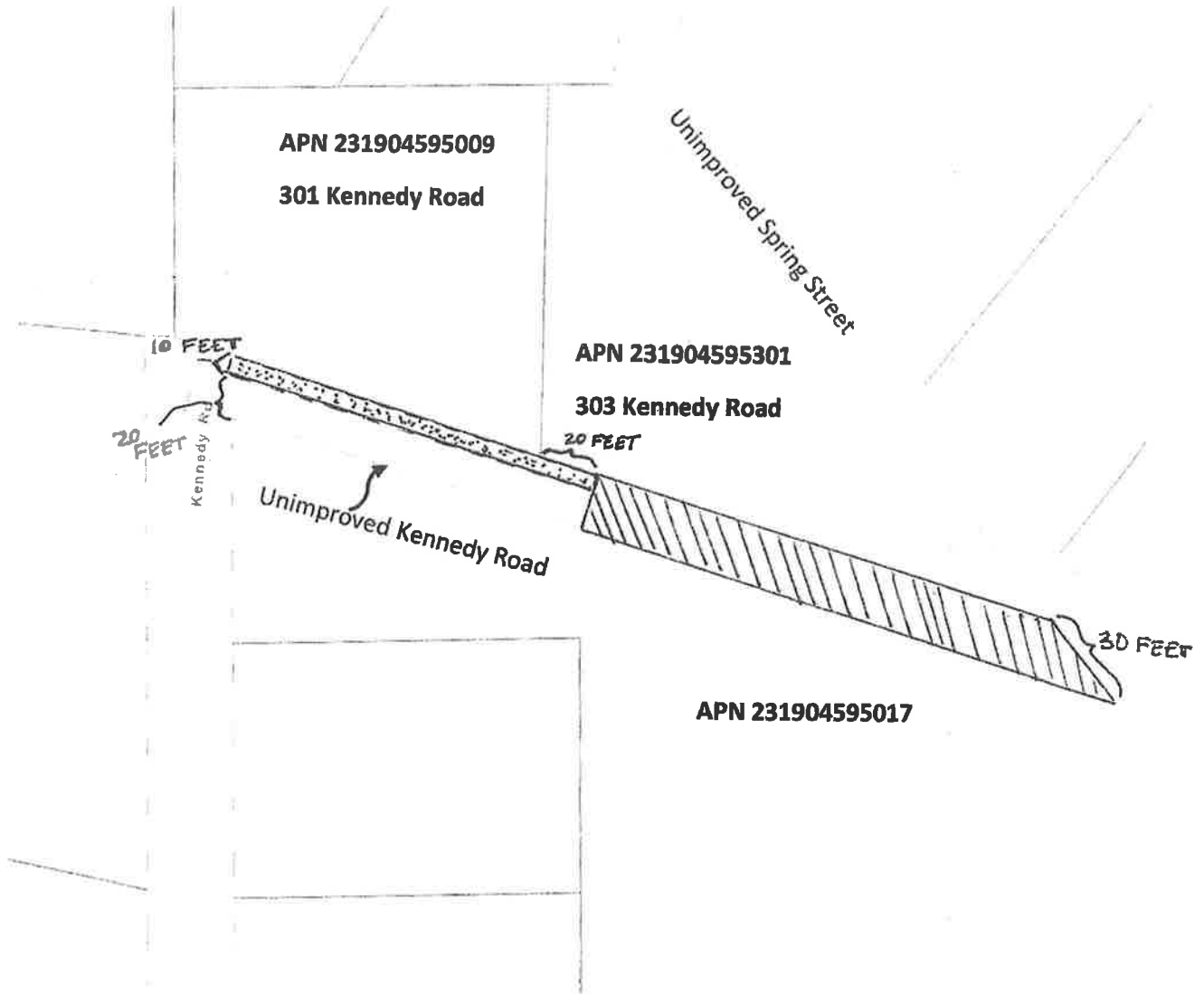
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ORDINANCE NO.



\_\_\_\_\_



**Exhibit A**  
to Ordinance 2022- 1311  
Vacating a Portion of Kennedy Road



\*Image not to scale.

-  Vacated right-of-way described in sub-section 2(A) of Ordinance No. 1311
-  Vacated right-of-way described in sub-section 2(B) of Ordinance No. 1311



**ORDINANCE NO. 1312**

**AN ORDINANCE OF THE CITY OF CASHMERE, WASHINGTON, AMENDING  
ORDINANCE NO. 1307 ADOPTING THE 2022 BUDGET, AND SETTING AN  
EFFECTIVE DATE.**

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**WHEREAS**, the City Council of the City of Cashmere finds that it is necessary and in the best interest of the City to amend certain fund appropriations authorized by the 2022 budget, to provide for additional revenues and expenditures not identified at the time of adoption of the original budget;

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

**Section 1. Amendment of Total Fund Appropriations.** The 2022 total fund appropriations, Exhibit "A" to Ordinance No. 1307, is hereby amended as set forth in Exhibit "A" attached to this Ordinance.

**Section 2. Amendment of Salary Schedule.** The 2022 Salary Schedule, Exhibit "B" to Ordinance No. 1307, is hereby reaffirmed by Ordinance No. 1312, and shall remain unchanged as set forth in Exhibit "B" attached to this Ordinance.

**Section 3. Budget Amendment.** The 2022 City of Cashmere Budget is amended as set forth in Exhibit "C" to this Ordinance.

**Section 4.** Except as amended by this Ordinance, Ordinance No. 1307 of the City of Cashmere and the 2022 budget of the City shall remain in full force and effect.

**Section 5.** 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.

APPROVED:

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JAMES FLETCHER, MAYOR

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
KAY JONES, CITY CLERK

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY

BY: \_\_\_\_\_  
CHARLES D. ZIMMERMAN

PASSED BY THE CITY COUNCIL	:	June 27, 2022
PUBLISHED	:	July 6, 2022
EFFECTIVE DATE	:	July 11, 2022
ORDINANCE NO.	:	1312

**EXHIBIT A**  
Ordinance No. 1312

**Total Estimated Revenues and Appropriations by Fund  
2022 Budget**

<b>Fund Name</b>	<b>Beginning Balance</b>	<b>Estimated Revenues</b>	<b>Budgeted Appropriations</b>	<b>Ending Balance</b>
001 General Government Fund	872,794	1,122,068	1,106,756	888,106
003 Public Works Fund	1,580,652	1,406,984	1,444,850	1,542,786
108 Lodging Tax Fund	0	5,000	5,000	0
302 Capital Improvement Fund	3,676,380	695,229	967,334	3,404,275
401 Water/Wastewater Fund	968,763	3,164,800	3,334,540	799,023
411 Water Capital Fund	2,187,059	540,048	1,553,851	1,173,256
412 Wastewater Capital Fund	2,964,178	601,697	535,712	3,030,163
430 Refunding Bonds 2021	0	532,957	532,957	0
501 Equipment Rental Fund	1,106,958	287,171	337,560	1,056,569
702 Cemetery Endowment Fund	272,939	6,200	0	279,139
<b>TOTAL ALL FUNDS</b>	<b>13,629,723</b>	<b>8,362,154</b>	<b>9,818,560</b>	<b>12,173,317</b>
		21,991,877	21,991,877	

**EXHIBIT B**  
Ordinance No. 1312

**CITY OF CASHMERE**  
**2022 SALARY SCHEDULE**

<b>POSITION</b>	<b>Hourly Wage Step Levels</b>	<b>Monthly Salary</b>	<b>Annual Salary</b>
<b>Executive &amp; Legislative</b>			
Mayor		1,500.00	
Councilmembers		100.00	
<b>Exempt</b>			
City Clerk-Treasurer		7,110.04	
Director of Planning/Building		7,110.04	
<b>Office/Admin</b>			
Accounting Clerk	20.25 - 24.12		
Permit Specialist	22.28 - 26.54		
Office Lead	29.19		
<b>Public Works Department</b>			
Public Works Maintenance 1	19.79 - 23.57		
Public Works Maintenance 2	21.77 - 25.93		
Public Works Maint. 3	23.95 - 28.52		
Public Works Foreman	31.37 - 34.51		
<b>City Pool</b>			
30 (+/-) Pool Employees	12.32 - 15.18		
Pool Assistant Manager and Manager	15.74 - 19.30		
Seasonal/Temporary Employees	15.00		
<b>Fire Department</b>			
Fire Chief		515.00	
Assistant Chief			2,400.00
2 Deputy Chiefs			1,081.50
3 Captains			500.00
2 Lieutenants			400.00
<b>Fire Department Stipend - \$10.00 per call - city calls only (CMC 2.56.070)</b>			
<b>EMT Nightshift Stipend - \$5.00 per night - max 2 people per night (CMC 2.56.070)</b>			

- Above wages do not include longevity
- Above hourly/base wages may be increased during the year due to step and/or anniversary increases according to the Collective Bargaining Agreement.
- Pool Employee wages are determined by the number of years of service for the City.

**EXHIBIT C**  
Ordinance No. 1312

<b>FUND NAME</b>	<b>CURRENT BUDGET</b>	<b>AMENDED BUDGET</b>	<b>DIFFERENCE +/-</b>
<b>001 GENERAL GOVERNMENT FUND</b>			
<b>Revenues</b>			
Beginning Fund Balance	705,829	<b>872,794</b>	166,965
Emergency Medical Services	0	30,190	30,190
			<u>197,155</u>
<b>Expenditures</b>			
Ending Fund Balance	705,951	<b>888,106</b>	182,155
Fire Dept Vehicle Repairs	3,500	18,500	15,000
			<u>197,155</u>
<b>003 PUBLIC WORKS FUND</b>			
<b>Revenues</b>			
Beginning Fund Balance	1,198,923	<b>1,580,652</b>	<b>381,729</b>
<b>Expenditures</b>			
Ending Fund Balance	1,202,227	<b>1,542,786</b>	340,559
Snow & Ice Control Wages	44,037	52,000	7,963
Snow & Ice Control Benefits	20,743	23,750	3,007
Snow & Ice Control Services	0	30,200	30,200
			<u>381,729</u>
<b>302 CAPITAL IMPROVEMENT FUND</b>			
<b>Revenues</b>			
Beginning Fund Balance	3,751,454	<b>3,676,380</b>	<b>-75,074</b>
<b>Expenditures</b>			
Ending Fund Balance	3,571,364	<b>3,404,275</b>	-167,089
Pioneer Ave - SRTS, retainage	0	78,435	78,435
Sullivan St., retainage	0	13,580	13,580
			<u>-75,074</u>
<b>401 WATER/WASTEWATER FUND</b>			
<b>Revenues</b>			
Beginning Fund Balance	862,867	<b>968,763</b>	<b>105,896</b>
<b>Expenditures</b>			
Ending Fund Balance	919,948	<b>799,023</b>	-120,925
Water Administration	312,213	311,409	-804
Water Contract Services	0	331,455	331,455
Water Production	135,662	32,700	-102,962
Water Distribution	277,184	105,392	-171,792
Wastewater Administration	474,476	472,557	-1,919
Wastewater Contract Services	0	520,121	520,121
Wastewater Collections	107,019	77,099	-29,920
Wastewater Treatment	295,133	86,800	-208,333
Wastewater Solids Handling	173,075	64,050	-109,025
			<u>105,896</u>

#### 411 WATER CAPITAL FUND

##### Revenues

Beginning Fund Balance	1,772,189	<b>2,187,059</b>	<b>414,870</b>
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##### Expenditures

Ending Fund Balance	1,453,637	<b>1,173,256</b>	-280,381
Water Meters and Software Replacement	450,300	1,145,551	<u>695,251</u>
			<b>414,870</b>

#### 412 WASTEWATER CAPITAL FUND

##### Revenues

Beginning Fund Balance	2,647,516	<b>2,964,178</b>	<b>316,662</b>
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##### Expenditures

Ending Fund Balance	2,874,813	<b>3,030,163</b>	155,350
WW Coll Machinery & Equipment (City Lift)	0	95,000	95,000
WW Coll Machinery & Equipment (West Lift)	0	60,000	60,000
Sullivan St., retainage	0	6,312	<u>6,312</u>
			<b>316,662</b>

#### 501 EQUIPMENT RENTAL FUND

##### Revenues

Beginning Fund Balance	1,063,991	<b>1,106,958</b>	42,967
Insurance Claim (tractor w/blower)	0	24,688	<u>24,688</u>
			<b>67,655</b>

##### Expenditures

Ending Fund Balance	1,055,914	<b>1,056,569</b>	655
Cross Conveyor	0	19,000	19,000
John Deer Tractor with snow blower	0	48,000	<u>48,000</u>
			<b>67,655</b>

#### 702 CEMETERY ENDOWMENT FUND

##### Revenues

Beginning Fund Balance	267,775	<b>272,939</b>	<b>5,164</b>
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##### Expenditures

Ending Fund Balance	273,975	<b>279,139</b>	<b>5,164</b>
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# Staff Summary

**Date:** June 23, 2022  
**To:** City Council  
**From:** Jim Fletcher, Mayor  
**RE:** 2022 Chip Seal Overlay Maintenance – Preservation

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On June 6, 2022 two bids were received and opened for roadway maintenance – preservation by chip sealing. Lowest Bid was submitted by Tomer Construction Co. in the amount of \$112,090.50 including sales tax.

• Titchenal Way (12,000 sf Martins to Cottlets)	\$32,490.00
• At Titchenal Intersection (2,000 sf)	\$10,830.00
• West Pleasant (3,000 sf)	\$ 8,122.50
• Alley behind Fire Hall (17,000 sf Woodring to Blue Star)	\$32,219.25
• Normal Alley (15,000 sf Woodring to Vine)	<u>\$28,428.75</u>
Total	\$112,090.50

The project was budgeted as a Public Works road/streets ordinary maintenance at \$100,000. When the budget was prepared in 2021 the present increased cost for petroleum products was not anticipated. Public Works fund balance is adequate to cover the additional \$12,090.50

**Staff Recommendation:**

Approve bid award for all five road sections to Tommer Construction Co. in the amount not to exceed \$112,090.25 including tax and authorize the Mayor to sign all documents.