



City of Cashmere

101 Woodring Street
Cashmere, WA 98815
Ph (509) 782-3513 Fax (509) 782-2840
Website www.cityofcashmere.org

WORKSHOP

CASHMERE CITY COUNCIL
MONDAY, JULY 25, 2022 AT CITY HALL
5:00 P.M. – 6:00 P.M.

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

Capital Assets

- Equipment and property the City owns



City of Cashmere

101 Woodring Street
Cashmere, WA 98815
Ph (509) 782-3513 Fax (509) 782-2840
Website www.cityofcashmere.org

CASHMERE CITY COUNCIL MEETING
MONDAY, JULY 25, 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 July 11, 2022, Regular Council Meeting
2. Minutes of July 11, 2022, Workshop Meeting
3. Payroll and Claims Packet Dated July 25, 2022
4. Schedule a public hearing August 8th at 6:00 p.m. on the Six-Year Transportation Program

BUSINESS ITEMS

1. Woodard & Curran Monthly Report
2. Memorandum of Understanding between the City and NCW Libraries
3. West Cashmere Lift Station bid amendment
4. Selection of contractor for painting Sherman Reservoir
5. Draft Transportation Improvement Program for 2023-2028

PROGRESS REPORTS

ADJOURNMENT

MINUTES OF THE CASHMERE CITY COUNCIL MEETING
MONDAY JULY 11, 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 Jayne Stephenson Derrick Pratt	
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations Chuck Zimmerman, City Attorney	

ANNOUNCEMENTS

Clerk-Treasurer Kay Jones announced that the pool schedule has expanded. Starting Monday, July 11th there will be evening lap swim Mondays and Wednesdays only, from 5:00 p.m. to 5:55 p.m. and starting Saturday, July 16th there will be public swim from 1:00 to 4:20 on Saturdays.

PUBLIC COMMENTS

Andy Thomas residing at 7152 N Dryden Road addressed the City Council regarding the vacant lot the city owns on the corner of Maple and Railroad Avenue. Andy and his wife Lana purchased the building on Railroad Avenue, which is 60,000 square feet. The name of their building is "The Side Street Cashmere" and their vision is that it will become the heart for arts, food, community gatherings and your everyday place for community.

Andy is talking with 22 new businesses for The Side Street Cashmere. They have a good amount of off-street parking and street parking, however as they look at their needs for the building and their vision, they understand that parking may be a challenge. Andy asked the council to seriously consider selling or leasing the vacant lot, to use for parking and potentially adding a larger more ample electric car and bicycle charging station, maybe even a green space in the middle with trees.

Aaron Todd, Vice President of the Cashmere Chamber of Commerce addressed the City Council, explaining that the Chamber is reevaluating its goals and will be initiating conversations with the City as it seeks ways to work together.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Minutes of June 27, 2022, Regular Council Meeting

Minutes of June 27, 2022, Workshop Meeting

Payroll and Claims Packet Dated July 11, 2022

Claims Direct Pay and Check #41992, #42022, 42023 and 42025 through #42049 totaling \$259,328.59

Payroll Direct Deposit and Check #41993 through #42021 totaling \$97,807.16

Manual Check #42024 replacing lost check #41871 not needing prior approval

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

2022 SOLID WASTE COLLECTION RATE MODIFICATION REQUEST (CPI INDEX CHANGE WAS 9.150%)

The city received a rate modification request from Waste Management regarding the Solid Waste Collection. In accordance with the Contract the rates shall be increased based upon the published Consumer Price Index. This year's CPI index change was 9.15%. The Contract states that any increase about 4% must be agreed to in writing by the city.

Waste Management's Central Washington Manager Tyler Mackey, spoke to the council on amending the All-Urban CPI index referenced in the contract to the Water Sewer Trash index, which is less volatile. Most of WM's contracts reference the utility's index, which stays around 3-4 percent annual increase.

Any change in CPI index would not affect the rates until next year. The council will discuss the requested CPI index change at a future meeting.

MOVED by Councilor Pratt and seconded by Councilor Carlson to cap the increase at the 4% allowed under the contract. Motion carried unanimously.

SELECTION OF CONTRACTOR FOR THE WEST CASHMERE LIFT STATION UPGRADE

The city requested quotes from the MRSC Small Works Roster to upgrade Cashmere's West Cashmere Lift Station. The upgrade includes all the parts and labor for installation of two new pumps, level sensors and controls. Only one bid was received from Whitney Equipment Company for \$59,735.

MOVED by Councilor Carlson and seconded by Councilor Perry to select WECI for the West Cashmere Lift Station Upgrade and authorize the mayor to sign documents. Motion carried unanimously.

PROGRESS REPORTS

Mayor Fletcher discussed the city's off-street parking issue with the council. A potential building has been proposed which would include retail space on the ground floor and residential apartments on the 2nd floor. However, the proposed plan does not provide enough off-street parking to meet the city's current parking code. Fletcher asked if the council wants to look at amending the parking code to encourage new development and new business but cautioned that changing the code would change it for everyone, not just the new business.

Mayor Fletcher stated that with three council members voicing opposition to amending the parking code, there is no point in the matter go to the Planning Commission for review.

City Council Minutes
June 27, 2022

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 6:47 p.m.

James Fletcher, Mayor

Attest:

Kay Jones, Clerk-Treasurer

WORKSHOP MINUTES OF THE CASHMERE CITY COUNCIL
MONDAY JULY 11, 2022, AT CASHMERE CITY HALL – In Person and Digital

WORKSHOP OPENING

Mayor Jim Fletcher began the workshop at 5:00 p.m. at City Hall. Kay Jones, Clerk-Treasurer took minutes.

Public can attend the workshop in person, by phone or by digital conference. The mayor announced this was a workshop for information only and no decisions will be made.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Mayor:	Jim Fletcher	
Council:	John Perry Chris Carlson	Shela Pistoresi
	Jayne Stephenson Derrick Pratt – (arrived at 5:30 pm)	
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations	

Budget – Expenditures

The City Council was given a roster of public safety contracts provided by Chelan County since 2016. The combined cost of the contracts in 2022 is \$627,587, which is 51.7% of the General Government Fund.

The mayor presented pie charts for each fund, which showed the categories and percentages in each fund for the services the city provides. He talked about required services versus discretionary, and contracts that continue to increase.

Director Croci presented the capital improvement plans for water, wastewater, and streets. Croci explained that the city tries to coordinate the utilities capital improvement plans with street projects. The water capital improvement plan drives the wastewater and street capital plans. When emergency projects come up the capital improvement plans are reprioritized.

The annual budget provides guidance on priorities for the city and where the labor and funds are spent.

City Workshop Minutes
July 11, 2022

WORKSHOP ADJOURNED

Mayor Fletcher ended the workshop at 5:50 p.m.

James Fletcher, Mayor

Attest:

Kay Jones, Clerk-Treasurer



City of Cashmere

101 Woodring Street
Cashmere, WA 98815
Ph (509) 782-3513 Fax (509) 782-2840
Website www.cityofcashmere.org

CITY OF CASHMERE NOTICE OF PUBLIC HEARING TRANSPORTATION IMPROVEMENT PROGRAM

Whereas, pursuant to the requirements of Chapter 35.77.010 RCW, the City of Cashmere has prepared and revised a comprehensive transportation improvement program for the ensuing six years, and

Whereas, pursuant further to said law, a public hearing is required on said program, the City Council of the City of Cashmere will hold a public hearing on Monday, August 8, 2022 at 6:00 p.m. at the Cashmere City Hall, 101 Woodring Street. The public is invited to attend and make comment.

Kay Jones
City Clerk-Treasurer
CITY OF CASHMERE

Publish once on: Wednesday, July 27, 2021

Staff Summary

Date: July 21, 2022
To: City Council
From: Jim Fletcher, Mayor
RE: NCW Libraries MOU

Attached Memorandum of Understanding (MOU) between the City of Cashmere and NCW Libraries is a first step in declaring mutual interest to use Riverside Center as the Cashmere Branch Library.

NCW Libraries is in the process of retaining a consultant to design the library interior and plans to hold public involvement meeting in the design process.

Subsequent legal agreements will include an interagency agreement outlining terms and conditions between the agencies for use of the Center as a library and permission to make tenant improvements. Other project review and approvals may be appropriate.

Staff Recommendation

Motion to approve the MOU with NCW Libraries authorizing the Mayor to sign.

Memorandum of Understanding
Between the City of Cashmere and NCW Libraries

WHEREAS: City of Cashmere (City) owns the Cashmere Library Building at 300 Woodring Street.

WHEREAS: NCW Libraries (Library) operates the Cashmere Library and associated programs.

WHEREAS: The Library completed a Facility Condition Assessment on the City's building, which noted up to about \$55,000 in observed deficiencies. The Library requested that the City have a plan to address such observed deficiencies prior to Library investing the allocated \$83/sf for their Board-approved Facilities Improvement Plan. The report also listed up to \$490,000 in various structural, mechanical, HVAC and site improvements that could be made to the 25-year-old structure.

WHEREAS: City owns Riverside Center located at Riverside Park intended as a community center the facility is underutilized by the public.

WHEREAS: City is seeking other uses and activities to better utilize Riverside Center and approached the Library for interest in using the facility as an alternative to upgrading the 25-year old building.

WHEREAS: The Library has expressed interest in moving the library into Riverside Center subject to completion of planning activities and use agreements.

WHEREAS: the City and the Library at a public forum found public support for the concept of relocating the library into Riverside Center.

NOW THERFORE: By Motion of the City Council City Staff was directed to initiate discussions with the Library to outline planning, improvements and use agreement for the proposed use of Riverside Center as a library operated by NCW Libraries with associate programs.

PROVIDED: Riverside center shall remain in operation for event scheduling with advanced commitments until the Library takes occupancy. The Library will determine a schedule for planning and implementing any improvements so that the City's event scheduling can continue until June 28, 2024.

IN MUTUAL INTEREST: NCW Libraries and City of Cashmere agree to undertake such planning, design and other activities necessary to determine the feasibility of using Riverside Center as a Library.

Dated this 25th day of July 2022.

CITY OF CASHMERE

NCW LIBRARIES

James Fletcher, Mayor

Barbara Waters, Executive Director

Staff Summary

Date: 7/19/22

To: City Council

From: Director of Operations, Steve Croci

RE: West Cashmere Lift Station Amendment

Whitney Equipment Company Inc. (WECI) was approved to upgrade the West Cashmere Lift Station. The awarded amount of \$59,735.31 did not include a performance bond. A performance bond is required for project over \$50,000. This amendment to the bid cost would increase the award amount by \$1,792 to cover the cost of the performance bond.

Staff Recommendation:

MOVE to approve the amended bid of \$61,527.31 to WECI for the West Cashmere Lift Station Upgrade Project and authorize the Mayor to sign documents.

Staff Summary

Date: 7/19/22
To: City Council
From: Steve Croci, Director of Operations
RE: Six-Year Transportation Improvement Program – DRAFT review

The six-year Transportation Improvement Program (TIP; attached) is a short-range planning document that is annually updated based on needs and policies identified in the Cashmere's Transportation Comprehensive Plan with considerations identified in the Land Use, Water and Sewer Comprehensive plans. Transportation projects are paid by the Capital Fund (302) and coordinated with water and sewer projects. The water and sewer components of these projects have been included within the new water and sewer rate study. When applicable grant opportunities are pursued, particularly on Federally classified roads.

Staff is seeking comments and recommendations, if any, on the DRAFT TIP.

Six Year Transportation Improvement Program

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

From 2023 to 2028
 Hearing Date: 8/8/2022 Adoption Date: 8/8/2022
 Amend Date: _____ Resolution: 04-2022

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		
							Project Phase	Phase Start (mm/dd/yyyy)	Federal Funding		State Fund Code	State Funds	Local Funds	Total Funds	1st	2nd	3rd	4th Thru 6th	Envir. Type	R/W Required Date (MM/YY)	
									Federal Fund Code	Federal Cost by Phase											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
02	06	Pioneer Ave. Pavement Preservation Pioneer Avenue From: Division Street To: Evergreen Road Resurface roadway	47	P	0.8	C O P S T W	ALL	1/1/2025						372	372				350	CE	No
							Totals						372	372				350			
09	07	South Douglas Street Preservation South Douglas Street From: Cottage Ave To: Parkhill Street Grind and overlay, minor drainage improvements.	05	P	0.21	C O P S T W	ALL	1/1/2026					224	224			224		CE	No	
							Totals						224	224			224				
02	08	Evergreen Road Improvements Evergreen Road From: Pioneer Ave. To: Kimber Road Reconstruct Evergreen Road. Project elements include curb, gutter, sidewalk, paving, illumination, drainage, landscaping, water & sewer.	03	P	0.51	C O P S T W	ALL	1/1/2026					3584	3584		336	3248		CE	Y	
							Totals						3584	3584		336	3248				
09	09	Rank Road Improvements Rank Road From: Olive Street To: Kennedy Road Reconstruct roadway and intersection with Olive St. Project elements include land acquisition, curb, gutter, sidewalk, paving, illumination, and drainage.	03	P	0.25	C O P T W	ALL	1/1/2027					1740	1740				1740	CE	Y	
							Totals						1740	1740				1740			
09	10	Kennedy Road Improvements Kennedy Road From: Rank Road To: End of Kennedy Road Reconstruct roadway and intersection with Rank Rd. Project elements include land acquisition, curb, gutter, sidewalk, paving, illumination, and drainage.	03	P	0.19	C O P S T W	ALL	1/1/2027					1305	1305				1305	CE	Y	
							Totals						1305	1305				1305			
09	11	West Pleasant Improvements West Pleasant Avenue From: Division Street To: End of W. Pleasant Ave Resurface roadway	47	P	0.1	C O P	ALL	1/1/2028					324	324				120	CE	No	
							Totals						324	324				120			

Six Year Transportation Improvement Program

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

From **2023** to **2028**
 Hearing Date: 8/8/2022 Adoption Date: 8/8/2022
 Amend Date: _____ Resolution: 04-2022

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			
							Project Phase	Phase Start (mm/dd/yyyy)	Federal Funding		State Fund Code	State Funds	Local Funds	Total Funds	1st	2nd	3rd	4th Thru 6th	Envir. Type	Required Date (MM/YY)		
									Federal Fund Code	Federal Cost by Phase												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21		
						T W	Totals															
09	12	<i>Fisher Street Improvements</i> Fisher Road From: Pioneer Avenue To: End of Fisher St. Resurface roadway	47	P	0.11	C O P S T W	ALL	1/1/2028					324	324				120	CE	No		
							Totals															
02	13	<i>Sunset, Division, Railroad Intersection Improvements</i> Sunset, Division, Railroad From: Sunset Highway To: Railroad Reconstruct intersection with roundabout. Project elements include land acquisition, curb, gutter, sidewalk, paving, illumination, drainage, and landscaping.	03	P	0.1	C O P S T W	ALL	1/1/2028					3480	3480			348	3132	CE	Y		
							Totals															
09	14	<i>Mill Road Improvements</i> Mill Road From: Sunset Highway To: 1000' East of Sunset Highway Reconstruct Roadway	05	P	0.20	C O P S T W	ALL	1/1/2028					1200	1200				1200	CE	No		
							Totals															
Grand Totals for Cashmere									920				15405	16325	200	2936	3820	10082				

Staff Summary

Date: 7/20/22
To: City Council
From: Steve Croci, Director of Operations
RE: Sherman Reservoir Painting Project

The City requested MRSC Small Works Roster bids to clean, prepare, prime and paint Sherman Reservoir. The City received three bids. Coating Specialty, LLC was the low bidder at \$9,898.62.

Total Bid Amount	Business Name
\$9,898.62	Coating Specialty, LLC
\$16,411.28	Columbia Industrial Coating, LLC
\$105,809.10	Purcell P&C, LLC

Staff Recommendation:

MOVE to select Coating Specialty, LLC to clean, prepare, prime and paint Sherman Reservoir and authorize Mayor to sign documents.
