



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, AUGUST 8, 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 25, 2022, Regular Council Meeting
2. Minutes of July 25, 2022, Workshop Meeting
3. Payroll and Claims Packet Dated August 8, 2022

BUSINESS ITEMS

1. Public Hearing on the Six-Year Transportation Program
2. Resolution No. 04-2022 adopting the Six-Year TIP 2023-2028
3. Riverside Center HVAC update

EXECUTIVE SESSION – Potential Litigation

EXEMPT FROM OPMA - Collective Bargaining

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 JULY 25, 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.

The 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 Jayne Stephenson Derrick Pratt	Shela Pistoresi
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations	Chuck Zimmerman, City Attorney

EXCUSED ABSENCE

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

ANNOUNCEMENTS

Mayor Fletcher announced the County will be hosting an open house at Riverside Center on August 30th to update citizens on the Goodwin Road and Sunset Highway projects.

The Chamber of Commerce will be holding a meeting at City Hall, Thursday, July 28, 2022, to discuss goals and ways to partner with the city.

Director Croci announced there are several groups working together to promote river safety this year. The river is still high for this time of year.

PUBLIC COMMENTS

No comments from the public.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Minutes of July 11, 2022, Regular Council Meeting
Minutes of July 11, 2022, Workshop Meeting
Payroll and Claims Packet Dated July 25, 2022

Claims Direct Pay and Check #42053 through #42074 totaling \$50,224.78

Manual Check #42051 and #42052 not needing prior approval

Schedule a public hearing August 8th at 6:00 p.m. on the Six-Year Transportation Program

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

WOODARD & CURRAN MONTHLY REPORT

Heath Loven, Interim Project Manager for Woodard and Curran reported on the progress for May and June for the water and wastewater utilities. Woodard and Curran took over operations on May 1st and Heath arrived on June 13th. Heath will be here until W&C finds a permanent Project Manager to operate Cashmere's utilities.

W&C submitted the first Monthly Operating Report, which included both May and June operations. The report was very informative and included safety information, environmental compliance, plant operations, maintenance activities, and a financial update. The monthly report will keep the council apprised of everything going on at both utilities.

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND NCW LIBRARIES

The city owns the property where NCW Libraries operates the Cashmere Library. NCW Libraries completed a Facility Condition Assessment on the city-owned building and noted \$55,000 observed deficiencies. The library requested that observed deficiencies be corrected before NCW invests any allocated funds for their approved Facilities Improvement Plan. The report also listed up to \$490,000 in various structural, mechanical, HVAC, and site improvements.

The city has been seeking other uses for Riverside Center to better utilize the Center and approached NCW library about moving to Riverside Center as an alternative to upgrading the current building.

The MOU is the first step in declaring mutual interest for Riverside Center as the Cashmere Library Branch. Subsequent legal agreements will include an interagency agreement; outlining the terms and conditions between the agencies for the use of the Center as a library and permission to make tenant improvements.

MOVED by Councilor Pratt and seconded by Councilor Carlson to approve the Memorandum of Understanding and authorize the mayor to sign. Motion carried 4-0.

WEST CASHMERE LIFT STATION BID AMENDMENT

The City Council approved the single bid received from Whitney Equipment Company for the West Cashmere Lift Station upgrade in the amount of \$59,735.31. A performance bond is required since the project is over \$50,000, which was not listed in the specifications. The staff is requesting approval of the amended bid amount of \$61,527.31, which includes the performance bond.

MOVED by Councilor Carlson and seconded by Councilor Perry to approve the amended amount of \$61,527.31 to include the performance bond. Motion carried 4-0.

SELECTION OF CONTRACTOR FOR PAINTING SHERMAN RESERVOIR

The city requested MRSC Small Works Roster bids to paint Sherman Reservoir. The city received three bids, the lowest of which was Coating Specialty in the amount of \$9,898.62. Staff recommended the selection of Coating Specialty for the Sherman Reservoir Painting project.

MOVED by Councilor Perry and seconded by Councilor Carson to approve the selection of Coating Specialty for the Sherman Reservoir Painting project. Motion carried 4-0.

DRAFT TRANSPORTATION IMPROVEMENT PROGRAM FOR 2023-2028

Director Croci presented the draft six-year Transportation Improvement Program (TIP) and explained that it is a short-range planning document that is updated annually and coordinated with the city's water and sewer capital plans. Croci explained the projects and the prioritization. A public hearing will be held on August 8th before the council takes action to adopt the resolution approving the TIP for 2023-2028.

PROGRESS REPORTS

Clerk-Treasurer Kay Jones reported that the City Pool has been busy, and the Pool Manager and staff are doing a great job.

The meter replacement project is progressing. The new equipment for reading meters has been delivered and will make meter reading easier and quicker this month. Correct Equipment is waiting on over 600 1-inch meters to come in before the project can be finished.

Director Croci reported that the Sunset Highway project is progressing, and the Public Works crew is working on street striping, trimming trees, and watering.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 6:53 p.m.

James Fletcher, Mayor

Attest:

Kay Jones, Clerk-Treasurer

WORKSHOP MINUTES OF THE CASHMERE CITY COUNCIL
MONDAY JULY 25, 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 Jayne Stephenson Derrick Pratt	Shela Pistoresi
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations	

CITY OWNED EQUIPMENT AND PROPERTY

Council reviewed a list of city property that categorized buildings, utility structures, and property. The discussion was about consolidating city operations and possibly selling property and equipment no longer needed. Property values have increased, and insurance premiums continue to rise.

Council discussed property options in anticipation of the library moving into Riverside Center. Options like selling the building, moving City Hall, and selling the current City Hall at 101 Woodring. Another option could be combining City Hall and the Public Works building or moving operations down to the treatment plant on Riverfront.

The mayor discussed the city's building leases and use agreements, such as the library building, Simpson Park, recycling center, tennis courts, Riverside Center, museum property, and the upstairs and bays of City Hall.

Mayor Fletcher asked the council to be thinking of where they would like to see City Hall and city operations in the future.

WORKSHOP ADJOURNED

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

Attest:

James Fletcher, Mayor

Kay Jones, Clerk-Treasurer

RESOLUTION NO 04-2022

WHEREAS, pursuant to the requirements of RCW 35.77.010, laws of the State of Washington, the City of Cashmere has prepared a revised and extended Six-Year Transportation Improvement Program for the ensuing six calendar years, 2023 through 2028, and

WHEREAS, pursuant further to said law, the City Council of the City of Cashmere, being a legislative body of said city, did hold a public hearing on said Six-Year Transportation Improvement Program at 6:00 p.m. at the Cashmere City Hall on the 8th day of August 2022, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cashmere that the revised and extended Six-Year Transportation Improvement Program for the ensuing six calendar years, 2023 through 2028, in the form attached hereto and incorporated herein, be and the same is hereby adopted; and

BE IT FURTHER RESOLVED that a copy of said revised and extended Six-Year Transportation Improvement Program for the ensuing six calendar years, 2023 through 2028, together with a copy of this resolution, be filed with the Secretary of the Department of Transportation of the State of Washington.

Passed by the City Council of the City of Cashmere this 8th day of August 2022.

CITY OF CASHMERE

By: _____
James Fletcher, Mayor

Attest:

By: _____
Kay Jones, City Clerk-Treasurer

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	01	Sunset Highway Improvements Sunset Highway From: 1300' east of City Limits To: City Limits Reconstruct Sunset Highway. Project elements include curb, gutter, sidewalk, paving, illumination, drainage, and landscaping.	03	P	0.25	C O P S T W	ALL	1/1/2023		920			1630	2550	200	2350			DCE	No
							Totals		920			1630	2550	200	2350					
09	02	Norman & Douglas Street Preservation Norman & Douglas Streets From: Vine St. To: Elberta St. Grind and overlay, minor drainage improvements.	05	P	0.16	C O P S T W	ALL	1/1/2023					250	250		250			CE	No
							Totals					250	250	250						
02	03	Olive Street Improvements Olive Street From: Railroad Avenue To: Rank Road Fill in sidewalk gaps and add illumination. Cross walk improvements at Chase St.	47	P	0.11	C O P S T W	ALL	1/1/2024					324	324				520	CE	No
							Totals					324	324	520						
09	04	Prospect St. Improvements Prospect Avenue From: North Street To: End of W. Prospect St. Resurface roadway.	47	P	0.12	C O P T W	ALL	1/1/2024					324	324				83	CE	No
							Totals					324	324	83						
02	05	Cottage Ave Pavement Preservation Cottage Avenue From: Highway 2/97 To: Applets Resurface roadway	47	P	0.72	C O P S T W	ALL	1/1/2025					324	324				1512	CE	No
							Totals					324	324	1512						

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							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											
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	16	17	18	19	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			

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							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							324 324 120							
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							324 324 120							
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							3480 3480 348 3132							
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							1200 1200 1200							
Grand Totals for Cashmere													920	15405	16325	200	2936	3820	10082		