

MINUTES OF THE CASHMERE CITY COUNCIL MEETING
MONDAY NOVEMBER 14, 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 Shela Pistoresi (6:11 p.m.) Derrick Pratt	Jayne Stephenson
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations	Chuck Zimmerman, City Attorney Kate Schilling, City Attorney

ANNOUNCEMENTS

Mayor Fletcher announced that Chelan County has 3 small pieces of property in the city limits they have declared surplus. The city will be receiving the properties at no cost. The properties are the sidewalk behind Cottage Avenue Park, a stretch of property along the river on Riverfront Drive and a small triangle on Angier Avenue at the tennis courts.

The mayor announced that snow parking restrictions are now in effect.

Director Croci announced that the Planning Commission has approved the final Parks, Recreation and Open Space Plan. The Plan will be discussed at the following council meeting and a public hearing will be held December 12th to receive comments.

EXCUSED ABSENCES

MOVED by Councilor Pratt and seconded by Councilor Perry to excuse the absence of Councilors Stephenson and Pistoresi. Motion carried 3-0.

Councilor Pistoresi logged into zoom at 6:11 p.m.

PUBLIC COMMENTS

No comments from the public.

APPROVAL OF AGENDA

MOVED by Councilor Carlson and seconded by Councilor Perry to approve the agenda as submitted. Motion carried 3-0.

CONSENT AGENDA

Minutes of October 24, 2022, Regular Council Meeting
Payroll and Claims Packet Dated November 14, 2022

Claims Direct Pay and Check #42317 through #42342 totaling \$250,749.35

Payroll Direct Pay and Check #42286 through #42288 totaling \$72,583.28

Voided Checks #42291 through #42316

Set a public hearing on December 12, 2022 for the Parks, Recreation and Open Space Plan
Street Closure on 100 Block of Cottage Ave., December 3rd for Christmas in Cashmere

MOVED by Councilor Carlson and seconded by Councilor Perry to approve the items on the Consent Agenda. Motion carried 3-0.

PUBLIC HEARING ON PRELIMINARY BUDGET FOR 2023

The mayor gave a quick summary of specific increases in operating expenses and percentage increases per fund.

Specific increases in operating expenses:

Employee wages and benefits	5%
Pool Lifeguards	50%
Woodard and Curran Contract	8%
Insurance	45%
State Audit	\$27,000
Fire Dept general increase	\$37,500

Percentage increase per fund:

General Government Fund	5.8%
Public Works Fund	8.8%
Water	6.9%
Wastewater	10.3%

Mayor Fletcher opened the public hearing at 6:11 p.m. to receive comment on the preliminary budget.

Fire Chief Larson spoke to the City Council explaining his requested increases in the fire department budget, which included structure gear, equipment, training, fuel and other operating supplies. His requested increases have been included in the preliminary budget.

Larson explained that every 5 years the Washington Surveying and Rating Bureau evaluates and rates fire departments. Those ratings are then used by insurance companies to calculate rates for property fire insurance, so Cashmere property owners' insurance rates are impacted by the Fire Department's rating. Chief Larson stated that once a fire engine reaches an age of 25 years it receives almost no credit in the rating system. Next year the Department's engine will be 30 years old, and the city does not have a reserve engine. The Chief has been looking into the purchase of another fire engine in the price range of \$475,000 to \$525,000. With the purchase of a new engine the department would keep the old one as a reserve.

Clerk-Treasurer Jones pointed out that the preliminary budget met the City's budget policy, the estimated revenues covered estimated operating costs.

With no comments from the public the hearing was closed at 6:36 p.m.

ORDINANCE NO. 1314 AUTHORIZING THE GENERAL PROPERTY TAX LEVY

MOVED by Councilor Perry and seconded by Councilor Pistoresi to adopt Ordinance No. 1314 authorizing the 1% increase in the general property tax levy. Councilors Perry and Pistoresi voted in favor and Councilors Carlson and Pratt voted no. Motion failed with a 2-2 tie.

The City Council must authorize a general property tax levy, so at the next council meeting the council will need to approve a tax levy at either the 1% increase or a 0% increase.

RESOLUTION NO. 05-2022 AMENDING RATES AND CHARGES FOR THE CASHMERE PARKS AND CEMETERY

The proposed resolution is amending the rates and charges for the Cashmere parks and cemetery to cover the cost of supplies and operations. These rates have not been amended since 2018. City staff reviewed the rates and the rates in the surrounding area and made recommendations in the proposed resolution.

MOVED by Councilor Carlson and seconded by Councilor Pratt to approve Resolution No. 05-2022 amending rates and charges for the Cashmere parks and cemetery. Motion carried 4-0.

RESOLUTION NO. 06-2022 AMENDING RATES AND CHARGES FOR GENERAL LICENSES, PERMITS AND MISCELLANEOUS FEES FOR SERVICES

The proposed resolution is amending the rates and charges for general licenses, permits and miscellaneous fees for services to cover the cost of supplies and operations. These rates have not been amended since 2019. City staff reviewed the rates and the rates in the surrounding area and made recommendations in the proposed resolution.

MOVED by Councilor Carlson and seconded by Councilor Perry to approve Resolution No. 06-2022 amending rates and charges for general licenses, permits and miscellaneous fees for services. Motion carried unanimously.

PERTEET TASK ORDER #5 – GENERAL PLANNING SERVICES THROUGH 2023 IN THE AMOUNT OF \$15,000

The City has an On-Call Planning Services Agreement with Perteet. The Task Order for general planning services has been expended. Task Order #5 in the amount of \$15,000 extends the general planning services to the end of 2023 with the revised 2022 rates that are attached.

MOVED by Councilor Pratt and seconded by Councilor Perry to approve Perteet Task Order #5 for general planning services through the end of 2023 in the amount of \$15,000. Motion carried 4-0.

PACE ENGINEERING SCOPE OF SERVICES AND FEE ESTIMATE FOR 1050 ZONE IMPROVEMENTS

Director Croci reported that the Water Comprehensive Plan identified a need to connect a portion of the water system in the Philips and South Division Road area. The connection also requires a pressure reducing valve (PRV). Looping this portion of the water system will increase reliability.

In May 2020 the City approved a scope of work for Pace Engineering to design the 1050 Zone Improvements project. The fee estimate for design, and services for bidding and construction was in the amount of \$32,975, of which \$31,774 was spent. Designs were completed to 90%.

Due to the Freedom Hills development, the location of the PRV needs to be relocated further north. The proposed supplemental scope of work and fee to complete the project is \$23,183, for design completion, additional surveying, and services for bidding and during construction.

City Council Minutes
November 14, 2022

Councilor Carlson was not happy that the supplemental scope of work was \$23,183, which is 70% of the original scope of work bringing the engineering costs above \$50,000.

MOVED by Councilor Perry and seconded by Councilor Pratt to approve Pace Engineering scope of services and fee estimate for the 1050 zone improvements. Motion carried with 3 voting in favor and Councilor Carlson voting no.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 7:26 p.m.

James Fletcher, Mayor

Attest:

Kay Jones, Clerk-Treasurer

Staff Summary

Date: 11/22/2022

To: City Council

From: Jim Fletcher, Mayor

RE: Ordinance 1314 Authorizing a General Property Tax Levy Increase

On November 12, Council meeting council had a tie vote on increasing property tax revenue by one percent 1% for \$7,167.35. The Mayor does not have a vote to break a tie in adopting ordinances. Therefore, the ordinance to authorize a general property tax levy is before the Council for adoption.

Voted revenue increase

2022 Revenue (highest lawful levy since 1985)	\$716,735.16
2023 Revenue increase of 1 %	\$7,167.35
Revenue for 2023 collection with 1% increase	\$723,902.51

Effects of the 1% property tax revenue increase of \$7,167.35 is about \$0.015 per \$1,000 assessed value, or \$1.50 per \$100,000 assessed value.

Council options to:

Council will vote to:

- a) Adopt ordinance 1314 authorizing a 1% increase in general property tax;
- or,
- b) Adopt ordinance 1314 authorizing a 0% increase in general property tax.

Staff Recommendation

Adopt ordinance 1314 authorizing a 1% increase in general property tax revenue for 2023.

City of Cashmere - Regular Levy
Preliminary values for 2023 Tax Year

October 7 2022

Your preliminary assessed value for 2023 taxes is : \$ 465,891,280 Values may change slightly, we do not have state assessed utilities at this time and there may be supplements to the tax roll up to the time of final certification of values for tax collection. Timber value, if any, is not included.

Basic calculation for district with population under 10,000

The IPD (Implicit Price Deflator) for 2023 tax year is : 0.6457 percent

If the IPD falls below 1%, a second resolution is needed for districts over 10,000 population

Basic calculation for Regular Levy

Amount of last year's levy	\$716,237.23	
Dollar amount increase over last year's levy	\$7,162.37 if increased by 1%	
Highest lawful levy since 1985:	\$716,735.16	\$716,735.16
x 1% (Initiative 747 limits the rate increase to 1%)	\$7,167.35	\$7,167.35
Possible budget amount less new construction and annexations:		\$723,902.51
New construction assessed value:	\$ 7,765,579	
multiplied by last year's levy rate	1.7773068884 /\$1,000	
Add preliminary new construction revenue:		\$13,801.82
Annexation AV	394,280	
Add preliminary annexation revenue	\$624.84	\$624.84
Amount that can be refunded		\$1,591.62
Preliminary maximum allowed for regular property tax:		\$739,920.79

The Total Preliminary 2023 Maximum Regular Property Tax Levy: \$739,920.79

*notes:

*If the district takes less than the allowable amount, the balance will be automatically banked for the next years budget needs, should you choose to take it.

ORDINANCE NO. 1314

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 \$739,920.79, FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2023 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 2023, 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 24th of October, 2022, wherein it considered revenue sources for the City's General Fund budget for 2023; 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 \$7,162.37, 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 2023 property tax levy on all real, personal and utility property authorized for collection in 2023.

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 2023 pursuant to Section 1. of this ordinance is \$739,920.79.

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 28th day of November, 2022.

CITY OF CASHMERE

By: _____
James Fletcher, Mayor

Attest:

Kay Jones, City Clerk/Treasurer

Approved as to form:

Charles D. Zimmerman, City Attorney

Ordinance No: 1314
Passed by the City Council: 11/28/2022
Published in the Cashmere Valley Record: 12/7/2022
Effective date: 12/12/2022



Ordinance / Resolution No. 1314
RCW 84.55.120

WHEREAS, the City Council of City of Cashmere has met and considered its budget for the calendar year 2023; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 716,237.23; and,

WHEREAS, the population of this district is less than 10,000; and now, therefore,

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 2023 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 7,162.37 which is a percentage increase of 1% from the previous year.

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 28 day of November, 2022.

Three sets of horizontal lines for signatures.

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 30th. 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.

ORDINANCE NO. 1315

**AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF CASHMERE,
WASHINGTON, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2023.**

WHEREAS, the City Council of the City of Cashmere has heretofore made and filed its preliminary budget for the year 2023 and has given notice of the time and place of hearing thereon according to law and met in accordance with said notice and considered the proposed budget, including salaries for all city employees.

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

Section 1. Adoption of budget. In accordance with RCW 35A.33.075 the final budget for the year ending December 31, 2023 to carry on the government of the City of Cashmere, Washington, is hereby adopted at the fund level. Exhibit A (attached) is a summary of the totals of estimated revenues and appropriations for each separate fund and an aggregate total for all such funds combined. Exhibit B (attached) is an employee salary schedule.

Section 2. Copy of detailed budget on file. A detailed final budget adopting the salary schedule for 2023 and including a list of the revenues and expenditures for each separate fund is on file in the Office of the City Clerk and is adopted by this reference.

Section 3. This ordinance shall be in effect five (5) days after its passage and publication of an approved summary thereof consisting of the title.

Passed by the City Council and approved by the Mayor this 28th day of November 2022.

CITY OF CASHMERE

James Fletcher, Mayor

Attest:

Kay Jones, City Clerk-Treasurer

Approved as to form:

Charles D. Zimmerman, City Attorney

Ordinance No: 1315
Passed by the City Council: November 28, 2022
Published in the Cashmere Valley Record: December 7, 2022
Effective date: December 12, 2022

EXHIBIT A

Ordinance No. 1315

**Total Estimated Revenues and Appropriations by Fund
2023 Budget**

Fund Name	Beginning Balance	Estimated Revenues	Budgeted Appropriations	Ending Balance
001 General Government Fund	888,106	1,166,271	1,166,168	888,209
003 Public Works Fund	1,712,724	1,593,162	1,543,568	1,762,318
108 Lodging Tax Fund	0	5,000	5,000	0
302 Capital Improvement Fund	3,498,697	1,316,834	1,717,837	3,097,694
401 Water/Wastewater Fund	799,023	3,264,487	3,523,809	539,701
411 Water Capital Fund	2,825,006	536,148	1,746,689	1,614,465
412 Wastewater Capital Fund	3,009,377	586,073	441,125	3,154,325
430 Revenue Bond 2021	0	531,950	531,950	0
501 Equipment Rental Fund	1,027,350	225,604	180,635	1,072,319
702 Cemetery Endowment Fund	283,500	8,000	0	291,500
TOTAL ALL FUNDS	14,043,783	9,233,529	10,856,781	12,420,531
		23,277,312	23,277,312	

EXHIBIT B
Ordinance No. 1315

**CITY OF CASHMERE
2023 SALARY SCHEDULE**

POSITION	Hourly Wage Step Levels	Monthly Salary	Annual Salary
Executive & Legislative			
Mayor		1,500.00	
Councilmembers		100.00	
Exempt			
City Clerk-Treasurer		7,465.54	
Director of Planning/Building		7,465.54	
Office/Admin			
Accounting Clerk	21.26 - 25.33		
Permit Specialist	23.39 - 27.87		
Office Lead	30.65		
Public Works Department			
Public Works Maintenance 1	20.78 - 24.75		
Public Works Maintenance 2	22.86 - 27.23		
Public Works Maint. 3	25.15 - 29.95		
Public Works Foreman	32.94 - 37.81		
City Pool			
30 (+/-) Pool Employees	13.38 - 16.48		
Pool Assistant Manager and Manager	17.00 - 23.00		
Seasonal/Temporary Employees	TBD By Mayor		
Fire Department			
Fire Chief		515.00	
Assistant Chief			2,400.00
2 Deputy Chiefs			1,081.50
3 Captains			500.00
2 Lieutenants			400.00
Fire Department Stipend - \$10.00 per call - city calls only (CMC 2.56.070)			
EMT Nightshift Stipend - \$5.00 per night - max 2 people per night (CMC 2.56.070)			

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

Staff Summary

Date: 11/28/22
To: City Council
From: Director of Operations Steve Croci
RE: Temporary seasonal snowplow operators

One of the city's maintenance workers suddenly went on extended family medical leave. To assist with snow plowing during his absence the city desires to hire temporary seasonal snowplow operator(s) who possess a valid commercial driver's license. The employee(s) would be called when needed with no guarantee of work. The employee(s) would not have benefits besides mandated medical leave. The hourly rate will be negotiated. Hiring at least two temporary seasonal employees will help ensure adequate assistance is available with this unpredictable work schedule.

Staff Recommendation:

Motion to authorize the Mayor to hire temporary seasonal snowplow operators with valid commercial driver's licenses to plow snow at a non-benefited hourly rate to be negotiated and established by the Mayor.

Staff Summary

Date: November 23, 2022

To: City Council

From: Tammy Miller

RE: Annexation Request from Christ Center – 5800 Kimber Rd and Marc Spears, property parcel# 23-19-05-210-850

The city has received two letters of request for annexation from:

- Christ Center, owner of 5800 Evergreen Drive, Chelan County parcel # 23-19-05-210-750, 20.55 acres and
- Marc Spears, owner of Chelan County parcel # 23-19-05-210-850, 3.87 acres

- Currently the properties are outside of the contiguous city limit boundary.
- The parcels would be contiguous if the City annexed Kimber Rd from Evergreen Drive and an approximate additional 555' of Evergreen Drive North of Kimber, that fronts Marc Spears property.
- The parcels have water and sewer lines along frontage of adequate size and volume
- The parcels allow for future short plats and subdivisions, that may include approximately 31 new homes
- The parcel is zoned SR and would be recommend to be rezoned as Multi Family.

Staff Recommendation

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

RECEIVED OCT 17 2022

City of Cashmere
101 Woodring Street
Cashmere, WA 98815

To Whom It May Concern:

This letter is meant to describe the need and intent for Christ Center's 20.5 acres at 5800 Kimber Road, Cashmere WA to be annexed into Cashmere's city limits.

As you may be familiar Christ Center is a Cashmere community church primarily for Cashmere residents. The 5800 Kimber Road property is home to the Cashmere Community Garden along with a functional soccer field which has been secured for indefinite use by Cashmere Recreational Soccer program.

Also, part of the 20.5 acres is a vacant lot (approximately 4.5 acres) that we would like to see developed into housing for increased city occupancy. We believe this site is a great location and possesses many characteristics that make for a successful community.

Signed:

Steve Haney

Date:

10/11/2022

Steve Haney

Title:

President
Cashmere Assembly of God-Christ Center

November 23, 2021

Cashmere City Council
101 Woodring Street
Cashmere, WA 98815

To Whom it May Concern,

I am writing to express my interest in getting my property on Evergreen Drive annexed into the City of Cashmere. The parcel number I'm interested in making this change to is 231905210850. I am working on plans to develop this property and considering options such as apartments, condos, or single-family homes. Let me know what if you would like more information, and I would be happy to come in and discuss face to face.

Best Regards,

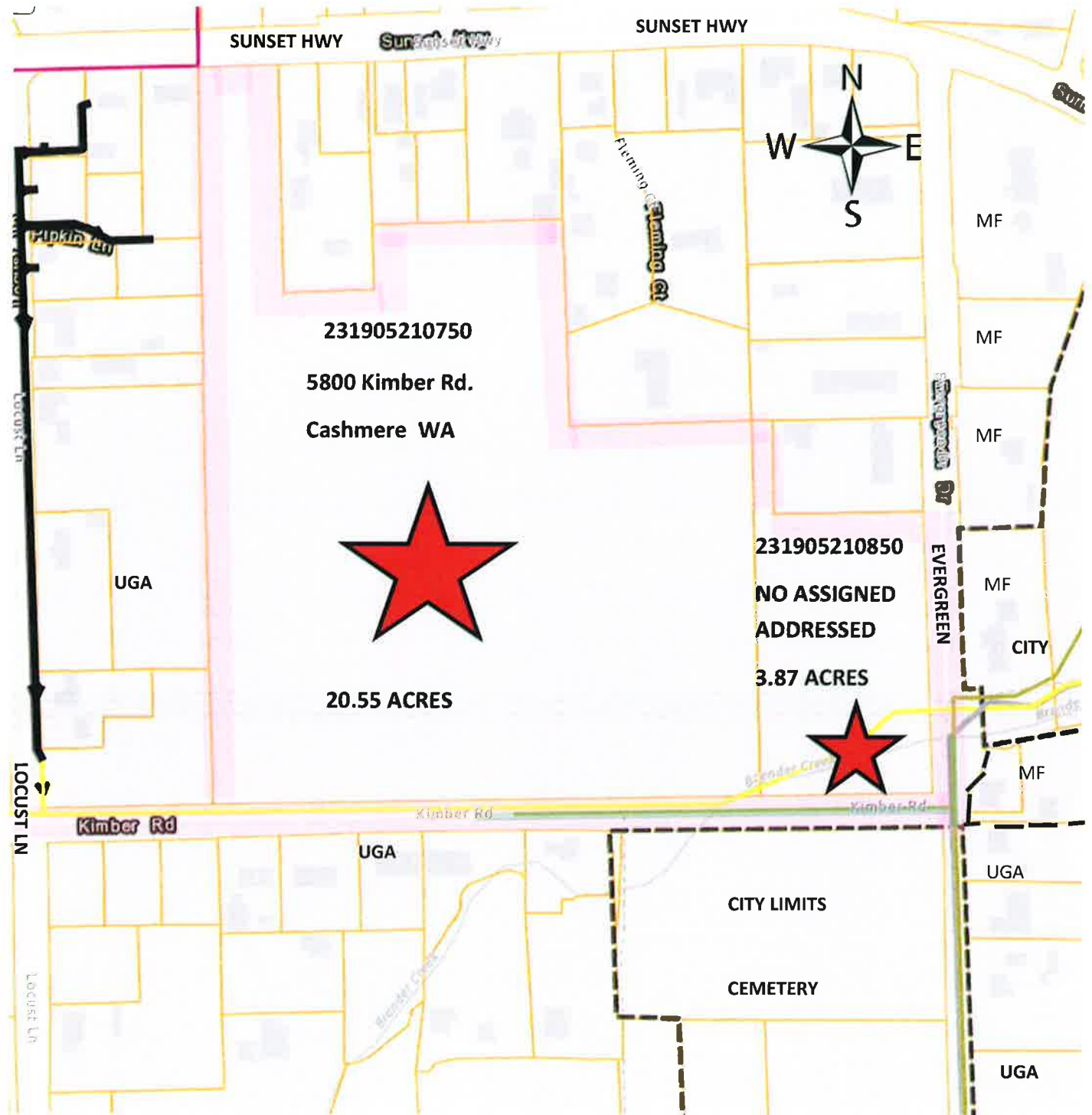
Marc Spears

Email: marc@westerntradersllc.com

Phone: 509-630-6054

CHRIST CENTER & MARC SPEARS


REQUEST FOR ANNEXATION



 WATER

 SEWER

 CITY LIMITS

 AREA OF ANNEXATION INCLUDING KIMBER ROAD FROM EVERGREEN DRIVE TO LOCUST DRIVE AND AN APPROXIMATE ADDITIONAL 555' OF EVERGREEN NORTH FROM KIMBER ROAD

Staff Summary

Date: 11/22/2022
To: City Council
From: Director of Operations Steve Croci Kay Jones
RE: W & C Out of Scope Services - Water Meter Replacement

The City anticipated needing assistance to locate meters and repair or replace broken valves, water lines and meter boxes associated with the water meter replacement capital project, and budgeted \$70,000. Woodard and Curran (W&C) agreed to help locate meters, purchase replacement parts and conduct repairs as out-of-scope services. Section 3.09 of the W&C agreement provides for contingency/out-of-scope services which will be invoiced separately at a rate of cost plus 5% overhead fee. W&C's estimated cost is not to exceed \$50,000.

Staff Recommendation:

MOVE to approve the out-of-scope services for the water meter replacement capital project and authorize the mayor to sign documents.

Contingency or Out of Scope Work Authorization Form



To: Steve Croci, City of Cashmere

Proposed by: Chris McMahon

Date: 11/21/2022

Project:

Water Meter Replacement Capital Project

Description:

Perform out of scope tasks associated with the water meter replacement project.

1. Locate and mark water meter boxes.
2. Provide repair material and parts for City owned water lines (pipe, fittings, valves, and valve boxes)
3. Address leaks associated with water meter replacements.
4. Repair or replace water meter valves, lines and/or meter boxes on broken or damaged City owned equipment.
5. Other tasks as requested by the City to enable completion of the project.

Cost Estimate:

1. Labor: \$25,000
 - a. Standard Woodard & Curran Labor Rates apply.
2. Parts: \$10,000
 - a. Summary of Possible Parts for Service Repairs:

i. 3/4" Meter Valve	\$92.16
ii. 1-1/4" Curb Stop	\$173.95
iii. 2" Curb Stop	\$319.71
iv. 1" Coupling	\$28.57
v. 3/4" Ball Valve	\$47.23
vi. 2" Ball Valve	\$77.38
vii. Misc. Size & Length of Pipe as needed	
viii. Other fittings and components as needed.	
 - b. Summary of Possible Parts for Main Repairs:

i. 12" Repair Clamp	\$529.64
ii. 10" Repair Clamp	\$457.01
iii. 8" Repair Clamp	\$350.80
iv. 6" Repair Clamp	\$297.86
v. Misc. Size & Length of Pipe as needed.	
vi. Other fittings and components as needed.	
3. Subcontractor: \$15,000
 - a. Summary of Possible Rates:

i. Excavator	\$80 per hour
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- ii. Excavator Operator \$115 per hour
- iii. Laborer \$75 per hour
- iv. Travel and Stand-by \$30 per hour

Total: \$50,000

Upon your signing of this memo in the space below, we will promptly proceed with this project.

For the City of Cashmere:

Name:

Date:

Steve Croci
Director of Operations
City of Cashmere

Staff Summary

Date: 11/22/2022
To: City Council
From: Director of Operations Steve Croci Kay Jones
RE: W & C Out of Scope Services – City Lift Station

The City purchased two new pumps for the city lift station using capital funds. Woodard and Curran (W&C) agreed to install the pumps as a contingency/out-of-scope service. Section 3.09 of the W&C agreement provides for contingency/out-of-scope services which will be invoiced separately at a rate of cost plus 5% overhead fee. The estimated cost is \$4,850.

Staff Recommendation:

MOVE to approve the out-of-scope services for installing the pumps at the city lift station and authorize the mayor to sign documents.

Contingency or Out of Scope Work Authorization Form



To: Steve Croci, City of Cashmere

Proposed by: Chris McMahon

Date: 11/21/2022

Project:

City Lift Station Pump Installation

Description:

Perform out of scope tasks associated with installation of new pumps at the City Lift Station.

1. Removal of existing inoperable pumps from wet well.
2. Removal of mounting components on inoperable pumps.
3. Installation of mounting components on new pumps.
4. Installation of new pumps into wet well.
5. Installation of new wire for pumps.
6. Connect new pumps to existing controls.
7. Confirm proper pump operations.

Cost Estimate:

1. Labor: \$2,000
 - a. Standard Woodard & Curran Labor Rates apply.
2. Subcontractor: \$2,850 + Permitting + Taxes
 - a. Quote from Beckstead Electric, Inc. attached.

Total: \$4,850

Upon your signing of this memo in the space below, we will promptly proceed with this project.

For the City of Cashmere:

Name:

Date:

Steve Croci
Director of Operations
City of Cashmere



BECKSTEAD ELECTRIC, INC.

Industrial • Commercial • Residential Contracting
92 - 9th Street, Wenatchee, WA 98801-1578
Phone (509) 663-1148, Fax (509) 665-0502
e-mail: becinc@becksteadelectric.com

DATE: November 21, 2022

Quote # 2022-181

PROPOSAL

LICENSE: BECKSE*1066PO
CONTRACTOR: Russ Beckstead

TO: Woodard & Curran
Attn: Jason Williams

PHONE:
EMAIL: jwilliams@woodardcurran.com

JOB: Cashmere Wastewater Treatment Plant - Motors

Pull new wire and hookup (2) Motors (replaced by owner)

Labor & Material: \$2,850.00 + permit + tax

Payable as follows: Amount due upon completion. Projects that are longer in duration will be invoiced monthly based on progress completed and payment is due upon receipt of invoice. A 1.5% monthly service charge will be issued to invoices past 30 days due. This quote includes a 3% discount for cash or check payments. If paying by credit card the discount will be added back into the quoted amount. This quote is valid for 30 days.

Authorized Signature Rob Beckstead (e)

ACCEPTANCE OF PROPOSAL: The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Please sign and return one copy upon acceptance of this proposal.

Signature _____ Date _____

Staff Summary

Date: 11/22/2022
To: City Council
From: Director of Operations Steve Croci
RE: W & C Out of Scope Services – DAF transducer installation

The SCADA master plan identified replacing the dissolved air floatation (DAF) transducer/level sensor at the wastewater treatment plant to reduce after hours alarm calls, and was identified as an early implementation action item. Woodard and Curran (W&C) agreed to install the transducer as an out-of-scope service. Section 3.09 of the W&C agreement provides for contingency/out-of-scope services which will be invoiced separately at a rate of cost plus 5% overhead fee. W&C's estimated cost is not to exceed \$6,790.

Staff Recommendation:

MOVE to approve the out-of-scope services to install the DAF transducer and authorize the mayor to sign documents.

Contingency or Out of Scope Work Authorization Form



To: Steve Croci, City of Cashmere

Proposed by: Chris McMahon

Date: 11/23/2022

Project:

DAF Transducer Installation

Description:

Perform out of scope tasks associated with the SCADA project to address Urgent or Early Action Items.

1. Installation of transducer and associated hardware on DAF thickening system. \
2. Programming and startup of DAF system controls to operate properly using transducer.

Cost Estimate:

1. DAF Transducer
 - a. Hardware and parts: \$3,790
 - b. Installation and programming: \$3,000

Total: \$ \$6,790

Upon your signing of this memo in the space below, we will promptly proceed with this project.

For the City of Cashmere:

Name:

Date:

Steve Croci
Director of Operations
City of Cashmere

Staff Summary

Date: 11/22/2022

To: City Council

From: Director of Operations Steve Croci

RE: 2023-2028 Parks, Recreation and Open Space Plan

The Planning Commission completed the 2023 – 2028 Parks, Recreation and Open Space Plan. Comments from agencies and the public were solicited by various means and incorporated into the plan. All regulatory processes were followed in the development of the plan.

The four main goals are Well-stewarded Parks, Vibrant Riverfront, Outdoor Recreation and Connectivity. Many potential actions are listed for each park. Various funding options are identified to help pay for improvements, upgrades or expansions.

A public hearing will occur at the December 12th City Council meeting.

Staff Recommendation:

Provide comments, if any, on the PROS Plan.
