



CASHMERE CITY COUNCIL MEETING
MONDAY, NOVEMBER 27, 2023, 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 November 13, 2023, Regular Council Meeting
2. Payroll and Claims Packet Dated November 27, 2023

BUSINESS ITEMS

1. Public Hearing on Final Budget for 2024
2. Ordinance No. 1322 adopting the Budget for 2024
3. Chelan County Hazard Mitigation Planning Partnership – Letter of Intent to Participate

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 NOVEMBER 13, 2023, 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. Utility Clerk, Michell Voie 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 Jayne Stephenson Derrick Pratt	
Staff:	Steve Croci, Director of Operations Michelle Voie, Utility Clerk	Kay Jones, Cleark-Treasurer Chuck Zimmerman, City Attorney

ANNOUNCEMENTS

A reminder that winter regulations are in effect and a request that trailers and cars be moved off the streets and parked for the winter.

PUBLIC COMMENTS

There were no public comments made.

APPROVAL OF AGENDA

MOVED by Councilor Carlson and seconded by Councilor Pistoresi to approve the agenda as presented. Motion carried.

CONSENT AGENDA

Minutes of October 23, 2023, Regular Council Meeting

Payroll and Claims Packet Dated November 13, 2023

Claims Direct Pay and Check #43043, #43046 through #43074 totaling \$1,090,356.11.

Payroll Direct Deposit and Check #43040 through #43042 totaling \$79,107.87.

Christmas in Cashmere Street Closure on the 100 block of Cottage Ave

Fire Hydrant Emergency Replacement Project completion and acceptance

PRV 1050 Zone Project completion and acceptance

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

PUBLIC HEARING ON PRELIMINARY BUDGET FOR 2024

The public hearing started at 6:03 PM. The mayor stated he had graphs to help the public understand the budget but did not show them as no public was in attendance apart from the Cashmere Valley

Record Journalist.

With no comments from the public, the mayor closed the hearing at 6:05 p.m.

2024 PRELIMINARY BUDGET DISCUSSION

The council discussed a \$400,000 budget shortfall in the water/wastewater department. The mayor explained that there is no 2024 budget shortfall. The water/wastewater department and public works transfer \$400,000 from their respective accounts to the capital funds at the end of every year. With the 2024 preliminary budget numbers, the city will not be able to transfer as much money into the capital fund.

The council talked about pool revenues and expenditures and asked if the revenue could be increased. The mayor stated that rate increases for the pool are typically done in the spring. The mayor stated that chlorine prices have increased substantially.

Perry mentioned rafter fees are down and asked if that was normal. The mayor explained that water flow and debris at take-out do have an effect. In addition, some rafting companies are trying to use different takeout spots to avoid fees. Councilor Carlson stated the pool and parks are where the city can make the most money.

It was noted that wastewater system development fees show zero for 2022. The mayor stated that projected revenues for 2022 were carried over into 2023.

The council questioned why the Water Department building rental fund was zero. Croci explained the city does not charge Woodard & Curran because the city would pay the rental fee plus 8%. The mayor explained what the building rent and vehicle rent funds are used for.

The city has received \$112,573 of the 250,000 TBI grant. The council discussed how the federal Highway Grant goes straight to the county even though it's in the city's budget.

INTERLOCAL AGREEMENT WITH CHELAN-DOUGLAS TRANSPORTATION COUNCIL – PLANNING ACTIVITIES

The interlocal agreement starts the process of developing the master pathways plan. The council previously approved the allocation of \$40,000 for the Regional Pathways Master Plan. Multiple agencies and federal funding contributed to completing the Master Plan for constructing multi-use transportation paths. This path will eventually connect the communities of Cashmere, Malaga, Rock Island, and Leavenworth.

MOVED by Councilor Pistoresi and seconded by Councilor Stephenson to approve the Interlocal Agreement with Chelan Douglas Transportation Council and authorize the mayor to sign. Motion carried.

INTERLOCAL AGREEMENT WITH CHELAN COUNTY FOR MAINTENANCE, OPERATION, AND UTILITY PAYMENTS FOR THE GOODWIN ROAD ILLUMINATION SYSTEMS

The Interlocal Agreement was established to maintain the illumination system efficiently and consistently and streamline billing to ensure each jurisdiction pays its share. The system is located within the county road right of way and city limits. The system is powered by a single electrical service and billed from a single meter. The city placed its preferred colonial lights on Sunset Highway but not up Goodwin Rd.

MOVED by Councilor Perry and seconded by Councilor Carlson to approve the Interlocal Agreement with Chelan County for Goodwin Rd illumination systems and authorize the mayor to sign documents. Motion carried.

PACE ENGINEERING ADDITIONAL SERVICES AGREEMENT #1 FOR THE 1050 ZONE IMPROVEMENT PROJECT

The 1050 ZONE PRV upgrade needed additional engineering work. Conditions on South Division St were not as expected. The Additional engineering service amounts to \$10,997.00. The contractor was initially unable to find the line they were looking for. Once secured, the pipe location and size were not as expected.

The lowest bidder made a clerical error on their bid and the second lowest bidder challenged. Additional work was needed from Pace to address the challenge. The council would like a breakdown of services that total the requested amount. They are questioning the 12-hour charge for the bid challenge.

The council requested more information before approving additional services.

MOVED by Councilor Carlson and seconded by Councilor Pistoresi to table the Pace Engineering additional services agreement #1 for the 1050 zone improvement project. Motion carried.

SCADA IMPROVEMENTS – CHANGE ORDER #1

Additional items were identified to address changes in operations and maintenance after the original project scope was determined. These changes will address additional safety issues. Electrical work needed to be addressed at Well 4. Along with a new booster pump at Sherman Reservoir. A pressure monitor that is accessible 24/7 could be mounted in City Hall. The monitor information is for reporting purposes and to manage data. Vista Heights did not have any recordings. The Pressure Transducer is the most expensive item.

The additional amount requested is \$31,961.50 which includes Washington State sales tax.

MOVED by Councilor Perry and seconded by Councilor Carleson to approve the SCADA improvements, change order #1, and authorize the mayor to sign documents. Motion carried.

PROGRESS REPORTS

Winterizing water meters with new foam and doing lead service line inspections.
Currently gathering the annual fall brush pick-up.
Cleaning storm drains.
Cleaning up graffiti tagged around town.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 6:54 p.m.

James Fletcher, Mayor

Attest:

Michelle Voie, Utility Clerk

ORDINANCE NO. 1322

**AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF CASHMERE,
WASHINGTON, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2024.**

WHEREAS, the City Council of the City of Cashmere has heretofore made and filed its preliminary budget for the year 2024 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, 2024 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 2024 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 27th day of November 2023.

CITY OF CASHMERE

James Fletcher, Mayor

Attest:

Kay Jones, City Clerk-Treasurer

Approved as to form:

Charles D. Zimmerman, City Attorney

Ordinance No: 1322
Passed by the City Council: November 27, 2023
Published in the Cashmere Valley Record: December 6, 2023
Effective date: December 11, 2023

EXHIBIT A

Ordinance No. 1322

**Total Estimated Revenues and Appropriations by Fund
2024 Budget**

Fund Name	Beginning Balance	Estimated Revenues	Budgeted Appropriations	Ending Balance
001 General Government Fund	597,116	1,281,012	1,271,643	606,485
003 Public Works Fund	581,362	1,583,765	1,505,598	659,529
108 Lodging Tax Fund	0	8,000	8,000	0
302 Capital Improvement Fund	6,106,757	351,000	1,226,250	5,231,507
401 Water/Wastewater Fund	507,696	3,362,665	3,406,376	463,985
411 Water Capital Fund	1,742,649	610,348	1,623,456	729,541
412 Wastewater Capital Fund	3,305,717	263,173	1,280,000	2,288,890
430 Revenue Bond 2021	0	530,821	530,821	0
501 Equipment Rental Fund	766,687	249,804	149,034	867,457
702 Cemetery Endowment Fund	299,837	18,650	0	318,487
TOTAL ALL FUNDS	13,907,821	8,259,238	11,001,178	11,165,881
		22,167,059	22,167,059	

EXHIBIT B
Ordinance No. 1322

**CITY OF CASHMERE
2024 SALARY SCHEDULE**

POSITION	Hourly Wage Step Levels	Monthly Salary	Annual Salary
Executive & Legislative			
Mayor		1,500.00	
Councilmembers		100.00	
Exempt			
City Clerk-Treasurer		7,704.44	
Director of Operations		7,704.44	
Office/Admin			
Accounting Clerk	21.94 - 26.14		
Permit Specialist	24.14 - 28.76		
Office Lead	31.63		
Public Works Department			
Public Works Maintenance 1	21.44 - 25.54		
Public Works Maintenance 2	23.59 - 28.10		
Public Works Maint. 3	25.95 - 30.90		
Public Works Foreman	33.99 - 39.02		
City Pool			
30 (+/-) Pool Employees	13.84 - 17.28		
Pool Assistant Manager and Manager	17.78 - 23.78		
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.



City of Cashmere

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

Chelan County Hazard Mitigation Planning Partnership
c/o Lisa Dowling
Chelan County Natural Resource Department
411 Washington Street, Suite 20
Wenatchee, WA 98801

November 28, 2023

Dear Chelan County Planning Partnership,

Please be advised that the City of Cashmere is committed to participating in the update to the Chelan County Hazard Mitigation Plan. As the Chief Administrative Official for this jurisdiction, I certify that I will commit all necessary resources in order to meet Planning Partnership expectations as outlined in the "Planning Partners expectations" document provided by the planning team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

Mr. Steve Croci, Director of Operations will be our jurisdiction's point of contact for this process and they can be reached at 101 Woodring Street, Cashmere, WA 98815; steve@cityofcashmere.org; or 509-782-3513.

Our jurisdiction commits to contributing \$1,500 to the planning process.

Sincerely,

James Fletcher
Mayor

CHELAN COUNTY HAZARD MITIGATION PLAN UPDATE PLANNING PARTNER EXPECTATIONS

- **Estimated level of effort.** It is estimated that the total time commitment to meet these “participation” requirements for a planning partner not participating on the Steering Committee would be approximately 40 hours over the twelve month period.
- **Participate in the process.** This means to support the process to the best of your capabilities. This planning process will utilize a Steering Committee that will assume responsibility for many of the planning milestones prescribed for this process. The Steering Committee will be representative of the whole and will meet periodically throughout the process and provide direction and guidance to the planning team. Steering Committee meetings are not mandatory meetings for all planning partners. This means that if you are not on the Steering Committee, your attendance is not required. However, it is our hope that all planning partners will attempt to remain engaged with this process. This process is anticipated to take eight months to complete. It will be easy to become disconnected with the process objectives if you do not participate in some of these meetings to some degree.
The planning team will also request support from the partnership during the public involvement phase of the planning process. Support could be in the form of providing venues for public meetings, attending these meetings as meeting participants, providing technical support, etc.
- **Consistency Review.** All planning partners will be asked to identify their capabilities during this process. This capability assessment will require a review of existing documents (plans, studies and ordinances) pertinent to each jurisdiction to identify policies or recommendations that are consistent with those in the “parent” plan or have policies and recommendations that complement the hazard mitigation initiatives selected (i.e.: comp plans, basin plans or hazard specific plans).
- **Cost.** This project is partially funded by a FEMA planning grant. The grant match will be met by cash contributions provided by the planning partners.
- **Plan must be adopted by resolution each jurisdiction.**

If you are ready to participate, please fill out a Letter of Intent to participate using our template on your agency’s letterhead and email to Lisa Dowling at lisa.dowling@co.chelan.wa.us. If you have questions, please call Lisa at 509-679-8532.

Hi all. I'm following up on the recent kick-off meeting for the Chelan County Multi-Jurisdiction Natural Hazard Mitigation Plan. We discussed the budget for the project and the need for local matching contributions. The overall budget for the plan update is \$233,000, and we have received ~\$204,000 (87.5%) from a WA Emergency Management/FEMA grant, leaving ~\$29,000 (12.5%) to be covered by local matching contributions.

We developed the allocation table below for distributing the local match across the various key entities participating in the plan update. The allocations are generally based on population served, areas of responsibility and overall budget size. We followed a similar allocation in the 2018 update. The table below amounts to slightly more than \$29,000 to provide some budget buffer. In the event that we underspend on the planning effort, we can consider proportional refunds to the contributing entities.

Our plan is to allocate these amounts in the letters of intent (LOIs) that you will submit to us indicating your participation in the planning process (see attached 2018 example and 2023 template). Once you return your signed LOI, then we would send you an invoice for your amount.

Please let me know if these allocations do not look right to you or if you have another way to go about it.

Entity	Amount	Percentage of Total
Chelan County	\$7,500	24%
CCFD 1	\$3,000	10%
CCFD 3	\$1,000	3%
CCFD 5	\$750	2%
CCFD 6	\$750	2%
CCFD 7	\$750	2%
CCFD 8	\$225	1%
LWFR	\$750	2%
City of Cashmere	\$1,500	5%
City of Chelan	\$3,000	10%
City of Entiat	\$1,500	5%
City of Leavenworth	\$3,000	10%
City of Wenatchee	\$7,500	24%
Total	\$31,225	100%

Thanks.

Mike

Mike Kaputa, Director
Chelan County Natural Resource Department
411 Washington Street, Suite 201
Wenatchee, WA 98801
Phone: (509) 670-6935