



CASHMERE CITY COUNCIL MEETING
MONDAY, JANUARY 8, 2024, 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 December 11, 2023, Regular Council Meeting
2. Payroll and Claims Packet Dated December 31, 2023 Month End
3. Affirm Mayor's appointment of Planning Commissioner Laura Redden and Tree Committee Members

BUSINESS ITEMS

1. Resolution No. 01-2024 Setting a Public Hearing for Petition of Vacation of Spring Street from Al Kennedy and Blaine & Jacqueline Smith
2. Annual update on City activities and plans

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 DECEMBER 11, 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. Clerk-Treasurer, Kay Jones, 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 Pistorosi – via zoom Jayne Stephenson	Derrick Pratt
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations Chuck Zimmerman, City Attorney Julie Norton, City Attorney Kait Schilling, City Attorney	

BEST WISHES TO CHUCK ZIMMERMAN

Chuck Zimmerman has been the City Attorney since 2011 and he is retiring at the end of the year. Chuck introduced his partner Julie Norton and colleague Kait Schilling, both of which the city has worked with in the past. Chuck assured the mayor and council he was leaving them in good hands with these two. The mayor and council thanked Chuck for his many years of service for the City of Cashmere and wished him the best in his retirement.

ANNOUNCEMENTS

Director Steve Croci reminded everyone there is no parking on the streets between the hours of 4:00 AM and 7:30 AM for snow plowing. If you have a fire hydrant in front of your property keep it shoveled out and don't leave garbage cans on the streets.

EXCUSED ABSENCE

Councilor Pratt is on vacation and his absence was excused.

PUBLIC COMMENTS

There was no public present.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Minutes of November 27, 2023, Regular Council Meeting
Payroll and Claims Packet Dated December 11, 2023

Claims Direct Pay and Check #43097 and #43101 through #43120 totaling \$649,804.82

Payroll Direct Pay and Check #43098 through #43100 totaling \$77,852.79

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

SHERIFF MORRISON AND CHIEF MOODY – PROVIDING AGENCY UPDATES

Sheriff Morrison spoke to the City Council on the progress the department has made this past year. They are addressing graffiti in Cashmere and have made arrests. The transient population has not increased in Cashmere, the people are made aware of the resources available if they want them.

The Department has been approved funding for 3 new officers in 2024. The Sheriff has applied for grants to purchase body cameras and pursuit technology. They will continue to find ways to follow the new laws and still do their jobs. The Department is working with CAFÉ to help address the gang issue.

EXTEND BUILDING USE AND MAINTENANCE AGREEMENT FOR THE LIBRARY

The proposed agreement extends the existing Building Use and Maintenance Agreement for the Library at 300 Woodring Street to 12/31/2023. This extension agreement contains provisions for early termination upon final schedule for NCW Libraries to take possession, make improvements and move into Riverside center.

The mayor is working with the library to negotiate a Building Use and Maintenance Agreement for the Library when it's relocated at Riverside Center.

MOVED by Councilor Carlson and seconded by Councilor Pistoresi to approve the extension of the Building Use and Maintenance Agreement for the Library to 12/31/2024. Motion carried 4-0.

W&C BUDGET ADJUSTMENT FOR 2023

Chris McMahon, Area Manager for Woodard & Curran explained each category and the reason the spending for 2023 exceeding the estimated budget. The amended budget for water and wastewater totals \$188,963.

Direct Labor, Benefits & Tech Support:

- Inflation rates throughout the year surpassed initial estimates.
- Overtime levels have continued to exceed projected rates, primarily attributed to the SCADA Upgrade Capital Project not being completed.

Chemical Costs:

- Costs for chemicals dramatically increased in the past 12 months. Chlorine Gas, that is used for drinking water disinfection has increased 347% and polymer, that is used for wastewater solids thickening has increased 25%.

Laboratory Costs:

- Outside laboratory analysis costs have risen by approximately 25%.
- Additional sampling has been required to closely monitor wastewater processed due to inconsistent discharges into the facility. Resulting in a 25% increase.
- Regulatory requirements required sampling of the drinking water system for additional parameters.

Office Supplies:

- Unexpected replacement of a computer was needed during the year.

Miscellaneous Operating Costs:

- Completion of the corrections related to health and safety findings.

MOVED by Councilor Perry and seconded by Councilor Carlson to approve the 2023 Budget Adjustment for Woodard & Curran and authorize the mayor to sign. Motion carried unanimously.

ORDINANCE NO. 1323 AMENDING THE 2023 BUDGET

MOVED by Councilor Stephenson and seconded by Councilor Perry to approve Ordinance No. 1323 amending the 2023 Budget. Motion carried unanimously.

PERTEET TASK AUTHORIZATION FOR ON-CALL GENERAL PLANNING SERVICES FOR 2024

The Task Authorization is under the Planning Service Agreement the City has with Perteet Inc. The Task Authorization is for general planning services for 2024 in the amount of \$15,000.

MOVED by Councilor Carlson and seconded by Councilor Stephenson to approve the 2024 Task Authorization for general planning services. Motion carried unanimously.

PROFESSIONAL SURVEYING SERVICES AGREEMENT WITH COMPLETE DESIGN, INC

The city published a request for statement of Qualifications for surveying services on the MRSC Roster. Complete Design, Inc. was the only agency that submitted an SOQ by the deadline. Mayor Fletcher and Director Croci reviewed the SOQ and interviewed Complete Design. Staff recommend entering into a professional services agreement with Complete Design for surveying services.

MOVED by Councilor Perry and seconded by Councilor Carlson to approve the Professional Surveying Services Agreement with Complete Design and authorize the mayor to sign. Motion carried unanimously.

ADDITIONAL SERVICES AGREEMENT FROM PACE

Pace Engineering is asking for \$10,997 for additional work done on the 1050 Zone PRV Improvement Project. Staff is recommending payment of \$3,827 which was for additional work done on South Division Street. The remaining amount of \$7,170 is for work done on the 1050 Zone PRV Improvement Project, which staff has determined to be part of the contract.

MOVED by Councilor Perry and seconded by Councilor Carlson to authorize the payment of \$3,827 for the additional work for the unexpected site conditions regarding pipe location and size on South Division Street and authorize the mayor to sign. Motion carried 4-0.

TEMPORARY SEASONAL SNOWPLOW OPERATORS

To assist with snow plowing the city desires to hire temporary seasonal snowplow operators. The employees would be called when needed with no guarantee of work. No benefits other than mandated medical leave. The hourly rate would be negotiated and established by the mayor and would not exceed \$25 an hour.

MOVED by Councilor Stephenson and seconded by Councilor Carlson to approve hiring temporary seasonal snowplow operators, authorizing the mayor to negotiate an hourly rate. Motion carried 4-0.

TIB FUEL TAX GRANT AGREEMENT FOR 2024 STREET MAINTENANCE PROJECT

The city applied for a grant from the Washington State Transportation Improvement Board (TIB) for maintenance of all city streets (crack sealing, pavement repair and pre-leveling). TIB selected the city for a grant award of \$220,281. This amounts to approximately 95% of the estimated cost. The estimated 5 % cost for the city is \$11,594. Street maintenance work is planned for 2024.

MOVED by Councilor Perry and seconded by Councilor Stephenson to approve the TIB Fuel Tax Grant Agreement for the 2024 Street Maintenance project. Motion carried 4-0.

PROGRESS REPORTS

The streetlights are being installed on the Sunset Highway project.
The Public Works are keeping the storm drains clean and streets cleared of snow.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 7:09 PM.

James Fletcher, Mayor

Attest:

Kay Jones, Clerk-Treasurer

**CITY OF CASHMERE
PLANNING COMMITTEE
1/1/2024**

<u>Position</u>	<u>Planning Member</u>	<u>Appointed</u>	<u>4 Yr. Term Expires</u>
#1	Zak Steigmeyer 106 Lincoln St 510-725-9230 zaksteig@gmail.com	1/1/2022	12/31/25
#2	Matthew Walgren 5661 Pioneer Ave 509-470-0554 (C) matthewwalgren@live.com	1/1/2022	12/31/25
#3	John Torrence 117 Viola Lane 782-1897 (B) 679-4838 (C) johnt@torrence-eng.com	1/3/2023	12/31/25
#4	Laura Redden 219 Cottage Ave. 508-494-5345 laredden@gmail.com	1/1/2024	12/31/27
#5		1/1/2024	12/31/27
#6		1/1/2024	12/31/27
#7		1/1/2024	12/31/27

**CITY OF CASHMERE
TREE COMMITTEE
1/1/2024**

Committee Member

**Annual Renewal
Expires 12/31**

Steve Crossland, Chair
103 Chase Ave
782-4418 (W)
steve@crosslandlaw.net

12/31/24

Joanne Carr
201 Paton St.
541-233-3801
Carrjoanne10@gmail.com

12/31/24

Anne McClendon
101 Valley St
670-7477 (C)
Anne4361@gmail.com

12/31/24

Nicole Clennon
5207 Majeska Ln
509-670-2603
Nicole.a.crossland@gmail.com

12/31/24

Ed Meyer, Honorary
105 Chase Ave
782-2571 (H)
669-2174 (C)
Edmeyer2017@gmail.com

12/31/24

VACANT

12/31/24

VACANT

12/31/24

Staff Summary

Date: 1/2/2024
To: City Council
From: Tammy Miller – Permit Specialist

RE: Resolution 01-2024 Setting a Public Hearing for Petition of Vacation of Spring Street from Al Kennedy and Blaine & Jacqueline Smith

The city has received letters of petition for Vacation of Spring Street from Al Kennedy and Blaine & Jacqueline Smith. The 30' ROW borders alongside the Smith property and runs through the middle of Al Kennedy's lot at 4704 Rank Rd.

Al Kennedy is requesting 7350 and the Smith's is 8100 square feet.

Staff Recommendation:

Move to approve Resolution 01-2024, setting February 26, 2024, for a Public Hearing to consider the vacations of portions of Spring Street.

RESOLUTION NO. 01-2024

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASHMERE,
WASHINGTON, SETTING A DATE AND TIME FOR A PUBLIC HEARING TO
CONSIDER THE VACATION OF A PORTION OF SPRING STREET.**

WHEREAS, pursuant to Chapter 12.30 of the Cashmere Municipal Code, the City has received a Petition for the vacation of a portion of Spring Street from the owners of the property abutting the portion of Spring Street proposed to be vacated as described herein (“Petition”); and

WHEREAS, City Director of Planning and Building has reviewed the Petition, found it to be complete, and determined that an appraisal is not necessary, due to the size and proposed terms and conditions of the road vacation Petition, which the City Director of Planning and Building has determined are in the best interests of the City; and

WHEREAS, as required by Section 12.30.030 and 040, Petitioners have paid the nonrefundable administration fee, and a written commitment to pay all other fees established by city council resolution and related to processing the Petition; and

WHEREAS, the City Director of Planning and Building recommends passage of this Resolution to schedule a public hearing to consider the Petition for vacation of a portion of Spring Street and the terms associated with the Petition as set forth in the Petition, a copy of which is attached hereto and marked as Exhibit “1” and contains within it a depiction of the Spring Street right of way proposed to be vacated; and

WHEREAS, the City Council agrees that a public hearing should be scheduled to consider this proposed Road vacation; now, therefore,

**THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON, HEREBY RESOLVE AS
FOLLOWS:**

Section 1. The date and time of a public hearing for consideration of the Petition for vacation of a portion of Spring Street as set forth in Exhibit "1" to this Resolution should be scheduled not less than twenty (20) days from the date of passage of this Resolution, but not more than sixty (60) days after the date of passage of this Resolution pursuant to CMC 12.30.050; therefore, the date and time for a public hearing to consider vacation of the aforementioned portion of Spring Street is hereby scheduled for 6:00 p.m. on Monday, the 26th day of February, 2024, at Cashmere City Hall, 101 Woodring Road, Cashmere, Washington.

Section 2. The City Clerk is directed to provide at least twenty days notice of this Petition for Road Vacation by posting a copy of this Resolution and Exhibit "1" to this Resolution in three of the most public places in the City and in a conspicuous place on Spring Street. In addition, the City Clerk is directed to provide a copy of this Resolution by mail to each owner of property abutting any part of Spring Street at least 15 days prior to the public hearing scheduled in Section 1 of this Resolution.

[The remainder of this page left blank intentionally]

Section 3. This Resolution shall be effective immediately upon passage by the City Council.

APPROVED BY THE CITY COUNCIL
the 8th day of January, 2024

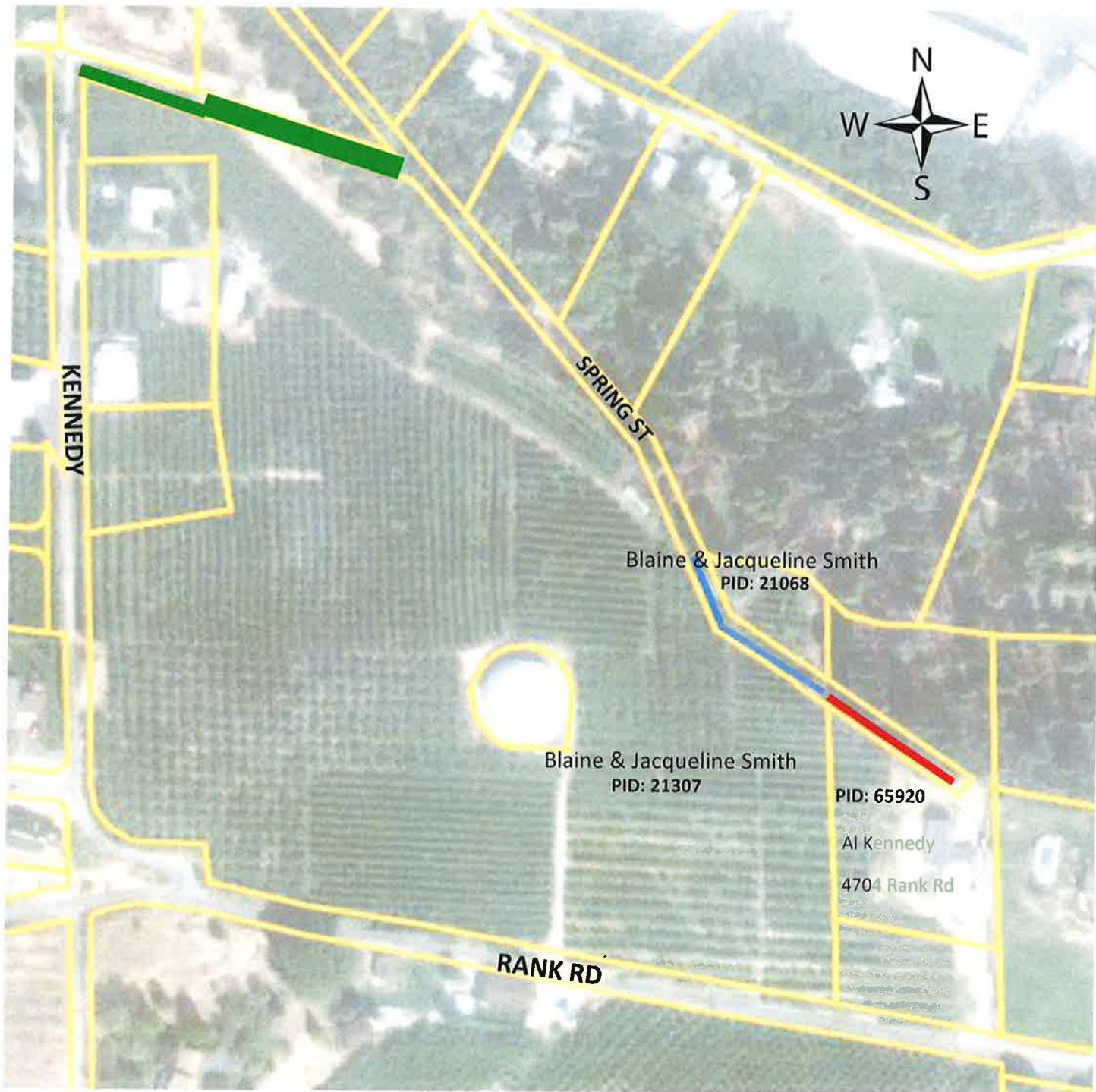
CITY OF CASHMERE

By: _____
James Fletcher, Mayor

ATTEST:

Kay Jones, City Clerk/Treasurer

Al Kennedy & Blaine & Jacqueline Smith, petitioning the Council to Vacate portions of Spring Street that runs through or borders their properties.



Al Kennedy Petition Approximately 7350 sq/ft of Spring Street —————

Blaine & Jacqueline Smith Petition of Approximately 8100 sq/ft of Spring Street. —————

Previous Vacation of Kennedy 2022 —————

CMC 12.30.090

The value shall be an average of the value of all properties abutting the area sought to be vacated according to the Chelan County Assessors

Parcel / Address	Value	Square Foot (SqFt)
4704 Rank Rd - Kennedy	\$ 107,590	91,476
23-29-04-430-050	\$ 75,000	15,682
23-19-04-595-020	\$130,276	366,340
Total	\$ 375,866	473,498
		\$.79 Square Foot

The average value of land per square foot on Kennedy Rd is \$ **.79 x square footage**

Parcel / Address	Square foot of Frontage Vacation Requested	Value of Compensation
4704 Rank Rd	7350	\$ 5806.50
23-29-04-430-050	8100	\$ 6,399.00
	Total Compensation	\$ 12,205.5