

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 Pistoresi – 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 Pertee 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