



CASHMERE CITY COUNCIL MEETING
MONDAY, MAY 13, 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 April 22, Special Meeting
2. Minutes of April 22, Regular Council Meeting
3. Payroll and Claims Packet Dated May 13, 2024

BUSINESS ITEMS

1. Discussion on future City revenues (no action)

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 STUDY SESSION
MONDAY APRIL 22, 2024, AT CASHMERE CITY HALL – In-Person and Digital

OPENING

Mayor Jim Fletcher opened the Study Session meeting at 5:00 p.m. at City Hall. The 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 Jayne Stephenson Jeff Johnson	
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations	

LIBRARY MOVING TO RIVERSIDE CENTER

Regarding the Cashmere Library moving to Riverside Center the council was presented with a Building Use and Maintenance Agreement and a Memorandum of Understanding for Library Improvement Project for approval at the April 8th council meeting. After a lengthy discussion and several questions, the council requested a study session with a NCW Libraries representative to discuss the move and both documents.

NCW Libraries Executive Director Barbara Walters and the Cashmere Librarian Lisa Lawless joined the City Council at the table to discuss the move.

The NCW Libraries has a 5-county service area. All residents of the unincorporated (outside the limits of a city) are eligible for NCW Library services. Mail order is the founding services for the library.

Residents of incorporated cities that choose to annex into or contract with NCW Libraries District are eligible for services. In the 1950's the citizens of Cashmere voted to annex into the Library District. The city chose to have a physical library building.

Residence of any incorporated city or town that has chosen not to annex or contract with the Library District do not receive library services. These residents have the option to purchase a fee card, however the card does not give access to mail order services.

Walters stated that the Use and Maintenance Agreement cannot be substantially changed. NCW Libraries has the same agreement with the same \$4.00 rate for 30 other branches. The partnership with the city and the \$4.00 rate is to reimburse the city for the patrons that use the library that live outside the city limits, which at Cashmere is 20% of the users. The agreement is not a lease agreement.

The MOU for the Library Improvement Project for the \$487,000 grant dollars that will be used to improve and upgrade the Cashmere facility. It doesn't matter which facility they are in, the grant money can only be spent on interior improvements and requires a 10-year contract for the investment in the facility. The

city owns the building and is responsible for structural improvements and building maintenance. The partnership with the city and the \$4.00 rate is to reimburse the city for the patrons that use the library that live outside the incorporated city limits, which at Cashmere is 20% of the users.

The tax revenue for Cashmere was \$141,742 and they spent \$405,226 of their general fund for the Cashmere Library. Just in wages and benefits for one FTE it costs the library \$91,000, which is far greater than what the city will spend to maintain the building. Walters explained that 97% of NCW Libraries' revenue comes from property taxes. They do not receive additional government funds. The libraries' levy rate is 0.2646.

The services the library provides is a benefit to the community and with the larger facility the library will be able to provide added benefits and additional programs to the patrons.

The City Council voiced their support for the library and also their concern for the additional expenses that the larger facility will require.

Mayor Fletcher stated that moving the library into the Riverside Center is the best use for the facility that will allow the community daily access at no cost. The current library facility can be sold, which would eliminate maintaining two buildings, which would be a costs savings to the General Government Fund.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 5:51 PM.

James Fletcher, Mayor

Attest:

Kay Jones, Clerk-Treasurer

MINUTES OF THE CASHMERE CITY COUNCIL MEETING
MONDAY APRIL 22, 2024, 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. The 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 Jayne Stephenson Jeff Johnson	
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations	

ANNOUNCEMENTS

Mayor Flether announced that Link Transit is holding an open house on Thursday, May 25th from 5:00 p.m. to 7:00 p.m. for anyone interested in seeing the new electrical buses.

The new business, Eastside Rebuild, is in the Side Street building on Washington Street and will be holding an open house on Saturday, April 27th at 3:00 p.m.

PUBLIC COMMENT

Cashmere Librarian Lisa Lawless stated that she thought the sell of the current library building could pay for the maintenance of the new location at Riverside Center for many years and possibly help pay for the repairs at the city pool. Lisa sees the outside courtyard at the Center as a blessing for the library. It would be open and available for community use.

There was more than a dozen people present and eight of those people spoke in favor of moving the library to Riverside Center. There was no opposition to moving the library or in paying the additional expenses to maintain the larger facility.

APPROVAL OF AGENDA

MOVED by Councilor Perry and seconded by Stephenson to approve the agenda as presented. Motion carried unanimously.

CONSENT AGENDA

Minutes of April 8, 2024, Regular Council Meeting

Payroll and Claims Packet Dated April 22, 2024

Claims Direct Pay and Check #43361 through #43380 totaling \$202,171.00

Manual Check #43360 not needing prior approval

MOVED by Councilor Carlson and seconded by Councilor Johnson to approve the items on the Consent Agenda. Motion carried

BUILDING USE AND MAINTENANCE AGREEMENT WITH NCW LIBRARIES

MOVED by Councilor Johnson and seconded by Councilor Pistoresi to approve the Building Use and Maintenance Agreement with NCW Libraries for the Riverside Center location. Motion carried unanimously.

MEMORANDUM OF UNDERSTANDING FOR LIBRARY IMPROVEMENT PROJECT

MOVED by Councilor Carlson and seconded by Councilor Perry to approve the Memorandum of Understanding for the Library Improvement Project. Motion carried unanimously.

ORDINANCE 1327 ADOPTING AMENDMENTS TO ZONING CODES FOR RECREATIONAL VEHICLE PARKS

The proposed ordinance amends the code to clarify and correct the review and approval process. The amendments to the district use chart are intended to clarify the permitting process and zoning districts in which Recreational Vehicle Parks are allowed.

Councilor Johnson would like to review the utility rate resolutions to discuss rates for RV Parks. The infrastructure must be built to capacity even for seasonal use and the rates should reflect such.

MOVED by Councilor Carlson and seconded by Councilor Pistoresi to approve Ordinance No. 1327 adopting amendments to zoning codes for recreational vehicles parks. Motion carried unanimously.

SELECTION OF CONTRACTOR FOR THE EMERGENCY GENERATOR PROJECT

The city requested MRSC Small Works Roster bids to install quick connects for an emergency generator at five locations for the water and wastewater systems. The city was awarded a grant for this project and the local match is 12.5%. The city received nine bids ranging from \$129,721.20 to 205,960.00. The engineer's estimate was \$160,000.00. Staff recommended the selection of Orange Electric as the low bidder.

MOVED by Councilor Perry and seconded by Councilor Carlson to approve the selection of Orange Electric as the contractor for the emergency generator project. Motion carried unanimously.

CHANGE ORDER NO. 1 FOR THE RIVERSIDE CENTER HVAC PROJECT

This change order for the Riverside Center HVAC system rehabilitation is to add an economizer. An economizer is a part of a building's cooling system that uses cool outdoor air to cool the building instead of operating the air conditioning compressor. The economizer from the old HVAC system is not compatible with the new air handler. The cost of Change Order No. 1 for installation of the economizer is \$2,374.26.

MOVED by Councilor Carlson and seconded by Councilor Stephenson to approve Change Order No. 1 for the Riverside center HVAC project. Motion carried unanimously.

OUT OF SCOPE WORK AUTHORIZATION FOR THE ULTRAVIOLET (UV) REFURBISHMENT AT THE WWTP

The Ultraviolet (UV) Disinfection System is one of the most critical processes at the plant and it's the last step before effluent water is discharged through the Outfall to the Wenatchee River. The UV lights are essential to eliminate or inactivate microorganisms before the treated water leaves the facility. Over time the lights output decreases in intensity and the effectiveness of the treatment process is reduced. The lights have a limited lifespan and routine replacement of components is necessary to maintain efficiency. There are two banks of UV lights in the UV disinfection system. The proposed out-of-scope in the amount of \$41,927.66 is to refurbish one bank, which includes lamps, lamp driver kits and other components, and a technician on site for 2 days.

In the future the replacement of the UV lights will be included in the operations and maintenance budget in order to spread costs like these out over time.

MOVED by Councilor Johnson and seconded by Councilor Perry to approve the Out-of-Scope Work Authorization for the UV refurbishment at the Wastewater Treatment Plant in the amount of \$41,927.66. Motion carried unanimously.

PROGRESS REPORTS

W&C Project Manager Dorien McElroy updated the council on the event they had in March at the WWTP with the cleaning solution that didn't get neutralized and killed the bugs. The plant is still recovering and it's a slow process.

McElroy stated she has been working on updating the NPDES permit for the WWTP, which is due at the end of May. The current five-year permit ends December 31, 2024.

The water department with Express Employees have started cleaning the sand filters in Cell 2 at the Water Treatment Plant.

Director Croci reported the public works crew has drained and cleaned the pool and are in the process of refilling for the upcoming season. The director informed the council that due to operation changes and the many repairs the crew has made there has been huge savings in water consumption. The pool deck and drains still need to be repaired.

Councilor Johnson would like to see the city do whatever they need to do to get a grant application submitted in this grant cycle for the repairs and improvements needed at the pool.

Mayor Fletcher announced that Chelan County has quit-claimed 3 remnants of property to the city.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 7:15 PM.

James Fletcher, Mayor

Attest:

Kay Jones, Clerk-Treasurer

Staff Summary

Date: May 10, 2024

To: City Council

From: Jim Fletcher, Mayor

RE: Tax Revenue Sources – Discussion Only

The attached list includes the tax revenue programs contributing to Cashmere's budget. Total about \$2.4 million per year. We will review to understand differences and purposes of the various programs.

Also add is a short list of potential tax revenue sources for discussion as alternatives for future revenues.

EXISTING CITY REVENUE SOURCES			
TAX	2023 Actual Revenue	Description	Voter Approval
"Basic" Sales Tax/First Half-cent	\$343,963	Sales tax of 0.5%	NO
Optional Second Half-cent Sales tax	\$343,963	Sales tax of 0.5%	NO
Regular Levy on Property	\$770,666	Property tax levy	NO, 1% YES, to exceed 1%
Utility Taxes	\$765,408	Tax on local utility providers, gross operating revenues.	NO if 6% or less. YES if more than 6%.
REET 1	\$44,201	Real Estate Excise Tax up to 0.25% for capital projects.	NO
Cable TV Franchise Fee	\$29,132	Fee upon cable TV providers up to 5% of gross revenues within city	NO
City-County Assistance	\$6,247	Quarterly distributions from state to qualifying cities. <i>(low per capita assessed values)</i>	State Shared
Leasehold Excise Tax	\$9,709	Up to 4% on most leases of tax-exempt property, in lieu of property tax	NO
Liquor Excise Tax	\$22,997	Quarterly distribution based on population, 22.23% must be used on drug & alcohol treatment and public safety	State Shared
Liquor Profits	\$25,078	Quarterly distribution based on population, 2% must be used on drug & alcohol treatment.	State Shared
Public Utility Dist. Privilege Tax	\$29,954	Tax on PUD properties in lieu of property tax	State Shared
Lodging Tax	\$11,427	Tax on short term lodging	NO
Cannabis Excise Tax	\$5,218		State Shared
Criminal Justice – Contracted Services	\$6,982	To cities that contract for majority of law enforcement services	State Shared
Criminal Justice – Population	\$1,186	To all cities based on population	State Shared
Criminal Justice – Special Program	\$4,187	For innovative law enforcement and at-risk children	State Shared

OPTIONAL NEW TAX			
TAX	Potential Revenue	Description	Voter Approval
REET 2	\$44,000 Will Vary	Additional excise tax of 0.25% on real estate sales for capital projects	NO
G.O. Bond Levy	Debt Financing	Capital purposes	YES 60%
EMS Levy	Max \$123,621 @ \$0.50 X	Max \$0.50 per \$1,000 AV TAV of \$494,485,808	YES 60%
Levy Lid lift	Each 1% \$7,400	To increase property tax revenue by more than 1%, for 1 or more years.	Yes.
Transportation Benefit Dist.	Each 0.1% sales tax \$70,000 Will vary	Sales Tax up to 0.3% for transportation projects	NO if 0.1% or less. YES, if exceeds 0.1%