



City of Cashmere

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

**CITY OF CASHMERE
STUDY SESSION
MONDAY, DECEMBER 12, 2011
6:00 P.M., CITY HALL**

AGENDA

BUSINESS ITEMS

- **Oaths of Office for newly elected Mayor and Council members**
- **Farewell to Mayor Gordon Irle**

TO ADDRESS THE COUNCIL, PLEASE BE RECOGNIZED BY THE MAYOR.
PLEASE STATE YOUR NAME WHEN YOU BEGIN YOUR COMMENTS.

Americans with Disabilities Act (ADA) accommodations provided upon request.
(48-hour notice required)



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CASHMERE CITY COUNCIL MEETING
MONDAY, DECEMBER 12, 2011 7:00 P.M., CITY HALL

AGENDA

CALL TO ORDER

FLAG SALUTE

EXCUSE ABSENCE

ANNOUNCEMENTS & INFORMATION

- November Financial Report

PUBLIC COMMENT PERIOD (For Items Not on the Agenda)

APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of November 28, 2011 Regular City Council Meeting
2. Payroll and Claims Packet Dated December 12, 2011
3. Appointment of three new Planning Commissioners

BUSINESS ITEMS

4. Ordinance No. 1197 Adopting the Budget for 2012
5. Change Order #2 for Sunset Highway project
6. Fitzpatrick Surveying Change Order #1 for Sunset Highway project
7. PUD Easement for utility line extension at the Wastewater Lagoon property
8. Lower Wenatchee smolt trap support structures located on wastewater treatment site

PROGRESS REPORTS

- Discuss Community Forum Agenda

EXECUTIVE SESSION –Real Estate

ADJOURNMENT

TO ADDRESS THE COUNCIL, PLEASE BE RECOGNIZED BY THE MAYOR.
PLEASE STATE YOUR NAME WHEN YOU BEGIN YOUR COMMENTS.
**Americans with Disabilities Act (ADA) accommodations provided upon request.
(48-hour notice required)**

Staff Summary

Date: December 12, 2011
To: Cashmere City Council
Mayor Irle
From: Mark Botello
RE: Appointment of three (3) new Planning Commissioners

Three (3) Planning Commissioners terms will expire at the end of 2011. The three (3) Commissioners are Randy Wessman, Larry Bruehl, and Bruce Graham. Per the newly adopted Planning Commission By-Laws, I advertised in the newspaper seeking people interested in volunteering on Cashmere's Planning Commission.

Staff received five (5) letters of interest. After review and discussion with incoming Mayor Jeff Gomes, current Mayor Gordon Irle and staff the following people have been selected to fulfill the three (3) Planning Commissioner positions.

- Christopher Carlson
- Rick Shorett
- Ann Chipman

During the first quarter of 2012, the City Council and the Planning Commissioners will hold a joint public meeting for the purpose of reviewing community-wide planning-related issues and the annual work plan of the Planning Commission.

I will introduce the new Planning Commissioners to Cashmere Council during the first quarter joint Council/Planning Commission meeting.

Planning Commissioners will identify their work plan after the first of the year economic development and Cashmere Chamber meeting.

RECOMMENDATION:

Planning Commissioners are selected and appointed by Mayor and confirmed by Council. Approval of the consent agenda will confirm the new Planning Commissioners.

Mark Botello

From: Christopher Carlson [cc.carlson@nwi.net]
Sent: Monday, November 07, 2011 11:37 AM
To: Mark Botello
Subject: Planning Commission

Follow Up Flag: Follow up
Flag Status: Flagged

Mark;

Thank you for taking time to speak with me today regarding the Planning Commission position. As I covered in our conversation, I am a resident of Cashmere, I am a licensed Architect, I was a planning commissioner for the City Of Bainbridge Island for 4 years.

I have no criminal background what so ever (nope not even a ticket) I believe I have all of the qualifications required to perform in the capacity of Planning Commissioner for the City Of Cashmere, I understand it is a voluntary position that meets monthly on the first Monday of each month, I have the time to spend reviewing contract documents, planning proposals, LID's, zoning etc I was involved in writing the first GMA document in the state of WA so I understand regulations, codes and land use language very well.

I think I can be an asset to the City of Cashmere.

Please let me know of your decision, thank you.

Christopher Carlson
860 0099

_____ Information from ESET NOD32 Antivirus, version of virus signature database 6609
(20111107) _____

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>

Mark,

Thank you for discussing the openings on the Planning Commission yesterday. I would be interested in being part of this important team.

I believe my background of 26 years in commercial real estate would be a good addition to the board. My experience has been in operations, leasing and construction management of office buildings, retail centers and industrial properties in the greater Puget Sound region. I recently moved to Cashmere where my wife Laurie and I have started a Bed & Breakfast business in October of 2009. I am a member of the Cashmere Rotary and both Cashmere & Leavenworth Chamber's of Commerce.

I truly enjoy living in this community and look forward to being of service to it. I know two community members that serve the City, Jim Fletcher and Jim Wonn who can give you a perspective on my character.

I have attached a full resume for your review. Should you have any questions please let me know.

Rick Shorett
782-0240
860-2778 cell

Thank you again.

I have a full resume

Fwd: Planning Commission

Ann Chipman [aann37@aol.com]

Sent: Monday, November 28, 2011 8:14 AM

To: Gordon Irle; Jeff Gomes

Ann Chipman

-----Original Message-----

From: Ann Chipman <aann37@aol.com>

To: mark <mark@cityofcashmere.org>

Sent: Mon, Nov 28, 2011 8:04 am

Subject: Planning Commission

Mark,

I would like to submit my name for an open position on the City of Cashmere Planning Commission. I am familiar with water and waste water, building, and sign ordinance issues and concerns. I feel my experience as a land owner, mobile home park owner, and my time as a member of the Cashmere Chamber of Commerce will be a benefit to the Commission. I also believe I can provide an objective opinion. I have been interested in becoming involved for a few years now, but wanted to wait until my children graduated from High School. I now believe I have the time to commit to this responsibility, and the dedication to it as well.

Please let me know if there is anything else I have to do to complete my application for Planning Commission. Thank you for your time.

Ann Chipman

Staff Summary

Date: December 12, 2011
To: Cashmere City Council
Mayor Irle
From: Mark Botello
RE: Sunset Highway Change Order #2

Attached is the Sunset Highway project change order #2 for the re-alignment and construction of River Street. We are at the construction stage where the City needs to proceed (Council authorization) with the re-alignment and construction of the Sunset Highway and River Street intersection. The **east** portion of River Street will have sidewalk, curb/gutter and street trees. The **west** portion of River Street will only have curb and gutter (Please see roadway plan profile).

Staff and City consultant Engineer Eric Howe (RH2 Engineers) will go over this in more detail at the Monday Council meeting.

The funds for this project will have to come from Cashmere's Capital Improvement fund.

RECOMMENDATION:

Staff recommends approval of Change Order #2 to the Sunset Highway Project for the re-alignment and construction of River Street.



SUNSET HIGHWAY
ROADWAY IMPROVEMENTS
ROADWAY PLAN AND PROFILE



1500 GARDNER BLVD., SUITE 200
NASHVILLE, TN 37217
615.252.1100
www.rhi2.com

SCALE	DATE	BY	CHK
1" = 40'	10/15/2011	JK	JK
PROJECT	NO.	DATE	BY
SUNSET HIGHWAY	1100000000	10/15/2011	JK
DATE	BY	CHK	NO.
10/15/2011	JK	JK	25
PROJECT	NO.	DATE	BY
SUNSET HIGHWAY	1100000000	10/15/2011	JK

Alignment Curve Table

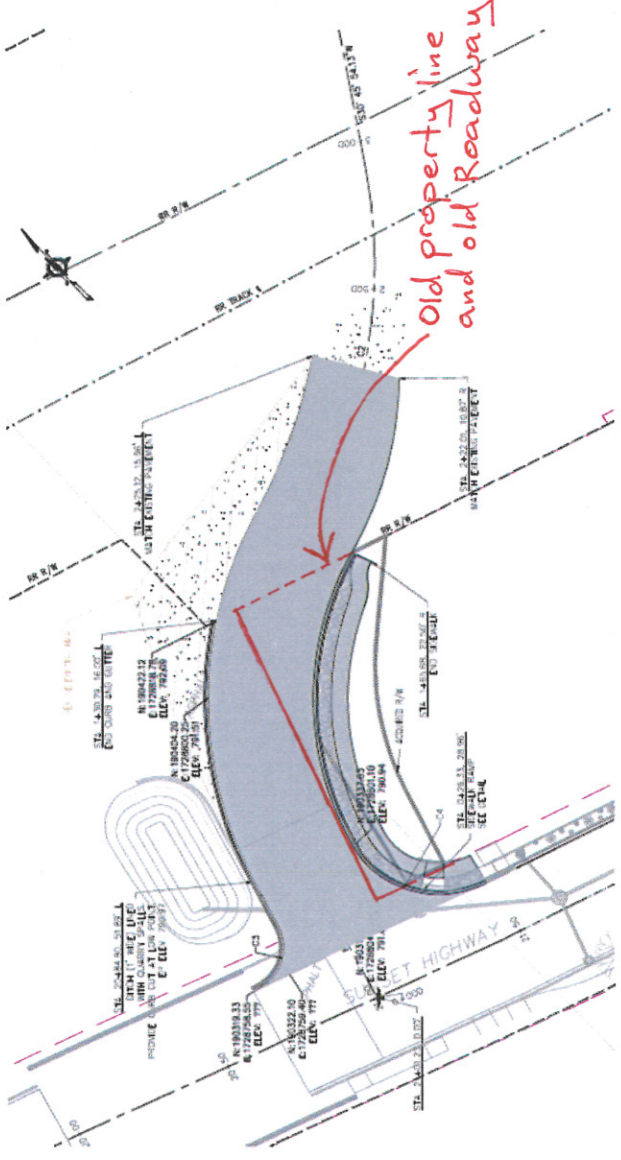
Curve #	Radius	Length	a	Start Stationing	Start Northing	End Stationing	End Northing
C1	125.00	115.48	53.52	1728965.92	193242.84	1728984.68	193427.45
C2	200.00	127.18	36.44	1728985.68	193627.45	1728985.04	193526.32

Curve Table

Curve #	Length	Radius	Delta	Start Stationing	Start Northing	End Stationing	End Northing
C3	24.96	15.00	89.37	1728947.38	193303.24	1728766.54	193331.89
C4	48.75	30.00	82.35	1728923.28	193323.14	1728803.10	193337.63
C5	63.83	15.00	26.08	1728853.76	193400.83	1728868.63	193405.63
C6	83.97	15.00	34.26	1728858.63	193405.63	1728865.01	193411.31

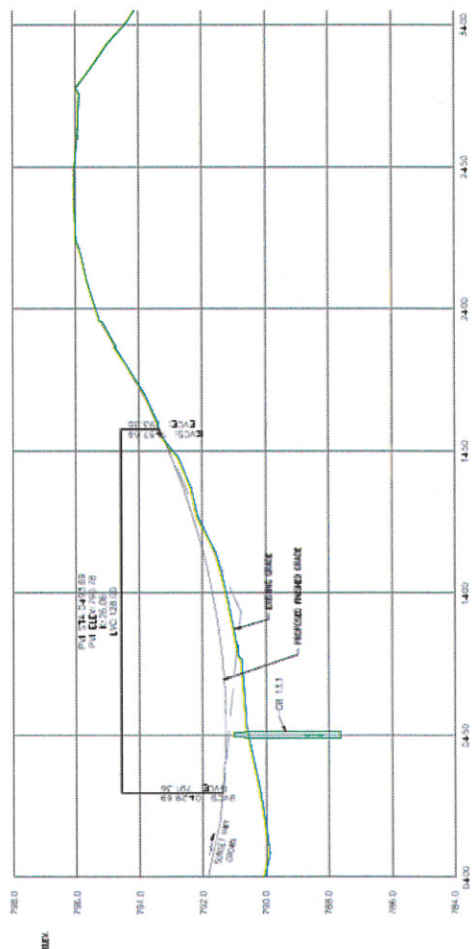
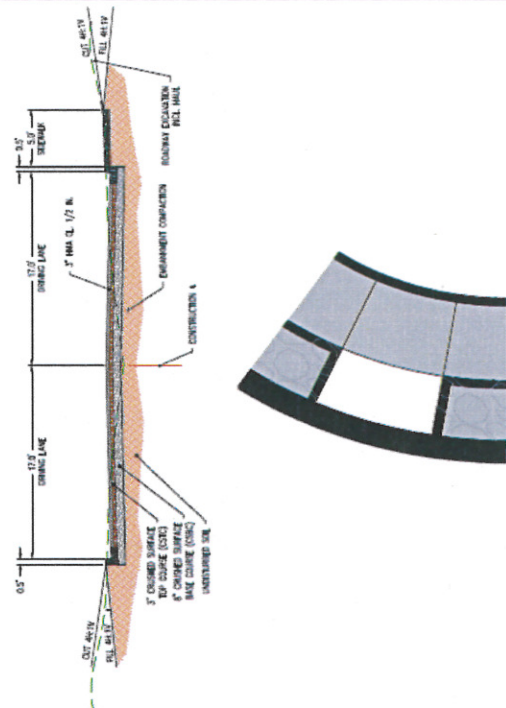
DRAINAGE STRUCTURE TABLE

STRUCTURE NAME	STATION/OFFSET	STRUCTURE DETAILS
DS 13.1	0+48.87 15.75 FT	RM = 750.69 S PIPE INV. OUT = 788.11



Old property line
and old Roadway

PLAN
T-27



Change Order

Project: (Name) <u>Sunset Highway Reconstruction</u> (Address) <u>Cashmere, WA 98815</u> Contracting Agency: <u>City of Cashmere</u> <u>c/o RH2 Engineering, Inc.</u> <u>300 Simon Street, Suite 5</u> <u>East Wenatchee, WA 98802</u>	Change Order Number <u>Two</u> Change Order Date <u>18-Nov-11</u> Contract Number <u>CA 210-023</u> Contract Date _____
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Purpose of Change Order: Increase quantities for the following items to extend work along River Street.

Item Number	Group Number(s)	Item Description	Amount		
5	8	Roadway Excavation Incl. Haul	380 SY @ \$10/SY	= \$	3,800.00
29	8	8 In. Diam Corrugated Polyethylene Storm Sewer Pipe	21 LF @ \$25/LF	= \$	525.00
67	8	Crushed Surfacing Base Course	244 TN @ \$15/TN	= \$	3,660.00
68	8	Crushed Surfacing Top Course	105 TN @ \$15/TN	= \$	1,575.00
29	8	Permeable Ballast	11 TN @ \$22/TN	= \$	242.00
70	8	HMA Cl. 1/2 In. PG 64-28	100 TN @ \$64/TN	= \$	6,400.00
83	8	Cement Conc. Traffic Curb & Gutter	260 LF @ \$8/LF	= \$	2,080.00
105	8	Cement Conc. Sidewalk	52 SY @ \$40/SY	= \$	2,080.00
109	8	Cement Conc. Driveway Entrance Type 1	20 SY @ \$42/SY	= \$	840.00
141	8	Cement Conc. Curb Ramp Type Perpendicular B	1 EA @ \$1500/EA	= \$	1,500.00
142	8	Plastic Railroad Crossing Symbol	1 EA @ \$750/EA	= \$	750.00
				Subtotal	\$ 23,452.00
				8.1% Sales Tax - Groups 1,2,3	\$ -
				Change Order Total	\$ 23,452.00

The original Contract Sum was	\$ 2,531,111.64
Net change by previous Change Orders	\$ 19,666.94
The Contract Sum prior this Change Order	\$ 2,550,778.58
The Contract Sum will be: <input checked="" type="checkbox"/> Increased <input type="checkbox"/> Decreased <input type="checkbox"/> Unchanged by this Change Order	\$ 23,452.00
The new Contract Sum including this Change Order will be	\$ 2,574,230.58
The Contract Time will be: <input checked="" type="checkbox"/> Increased <input type="checkbox"/> Decreased <input type="checkbox"/> Unchanged by (3) working days	
The new Contract Time will be (131) Working days	

Contractor	Approval Recommended	Approved
By _____	RH2 Engineering, Inc. By _____	WSDOT Local Programs By _____
Title _____	Title _____	Title _____
Date _____	Date _____	Date _____

Approved
 City of Cashmere
 By _____
 Title _____
 Date _____

Staff Summary

Date: December 12, 2011
To: Cashmere City Council
Mayor Irle
From: Mark Botello
RE: **Fitzpatrick Surveying Change Order #1 for Sunset Highway/River Street Re-Alignment**

Attached is the Fitzpatrick Surveying change order #1 for Sunset Highway/River Street re-alignment project. We are at the surveying/construction stage where the City needs to proceed (Council authorization) with the re-alignment and surveying/construction of the Sunset Highway and River Street intersection. The **east** portion of River Street will have sidewalk, curb/gutter and street trees. The **west** portion of River Street will only have curb and gutter.

Staff and Consultant Surveyor Shawn Fitzpatrick (Fitzpatrick Surveying) will go over this in more detail at the Monday Council meeting.

The funds for this project will have to come from Cashmere's Capital Improvement fund.

RECOMMENDATION:

Staff recommends approval of Fitzpatrick Surveying Change Order #1 to the Sunset Highway/River Street re-alignment project.



SCOPE OF WORK

SUBJECT PROPERTY: City of Cashmere River Street construction staking.
And Utility marking for riser placements

SCOPE OF WORK:

1. Office Work pre construction:
 - a) Calculate Horizontal and Vertical alignment for staking.
2. Field Work Construction staking:
 - a) Subgrade staking
 - b) Curb staking.
 - c) Top rock staking Centerline only.
3. Topographic survey for River Street design.
 - a) Site Topo.
 - b) Draft topo map and send to RH2 Engineering.
4. Utility locates for risers after paving.
 - a) Pre pavement locates.
 - b) Post pavement marking for contractor

ESTIMATE: The estimated survey costs for the above-described scope of work is:

Construction staking	\$3060.00
Topographic Survey	\$540.00
Riser as-built / staking	\$720.00

If you have any questions, please feel free to contact me.

Sincerely,

Shawn P. Fitzpatrick, PLS

Staff Summary

Date: December 12, 2011
To: Cashmere City Council
Mayor Irle
From: Mark Botello
RE: PUD Easement for utility Line Extension at Wastewater Lagoon
Property

Please see attached Chelan County PUD easement forms for proposed utility line extension located at or near the south portion of the Cashmere wastewater lagoons site. The utility line extension was relocated to the south, where staff believes it would be least impact to the City for future development of the wastewater lagoon site.

Staff will go over this in more detail at the Council meeting.

RECOMMENDATIONS:

Staff recommendation is approval of PUD utility line easement.

Filed for and Return to:
PUD No. 1 of Chelan County
PO Box 1231
Wenatchee, WA 98807-1231

COPIES

The information contained in this boxed section is for recording purposes only pursuant to RCW 36.18 and RCW 65.04, and is not to be relied upon for any other purpose, and shall not affect the intent of or any warranty contained in the document itself.

Grantor(s): City of Cashmere

Grantee(s): Public Utility District No. 1 of Chelan County

Abbreviated Legal Description: SW $\frac{1}{4}$ and SW $\frac{1}{4}$ Sec 3 and NW $\frac{1}{4}$ NW $\frac{1}{4}$ Sec 10. Additional legal on Pages 1 and 2.

Assessor's Parcel Number(s): 231903330100

EASEMENT OVERHEAD UTILITY

THIS EASEMENT, made this ____ day of _____, 2011, between CITY OF CASHMERE, Record Owner(s), hereinafter called the "Grantor(s)," and PUBLIC UTILITY DISTRICT NO. 1 OF CHELAN COUNTY, a municipal corporation, hereinafter called the "Grantee,"

WITNESSETH:

In exchange for utility services and/or other valuable consideration, receipt of which is hereby acknowledged, the Grantor(s) hereby bargain(s), sell(s) and convey(s) to the Grantee, its successors and assigns, a perpetual easement for Grantee's, and/or Grantee's licensee's or permittee's, electrical and telecommunications utility infrastructure ("the Utility Infrastructure"), which includes, but is not limited to, electrical lines, communication lines, conduits, cables, wooden or steel poles or structures, braces, guys and anchors, and other necessary or convenient facilities, across, along, in and upon the property situated in Chelan County, State of Washington, more particularly described as follows:

All that portion of the Southwest quarter of the Southwest quarter of Section 3, Township 23 North, Range 19 East of the Willamette Meridian, Chelan County, Washington, described as follows:

Commencing at the Southwest corner of the Southwest quarter of said Section 3, from which the Southeast corner of said Southwest quarter bears South 86°47'19" East a

located therein; nor shall the Grantor, its successors, assigns or licensees do any blasting or discharge any explosives within a distance of 300 feet of the Easement without giving reasonable notice in writing to the Grantee, its successors or assigns, of intention to do so.

3. Grantor, its heirs, executors, administrators, successors and assigns, covenant that no structure will be erected or permitted within the Easement that would, in the opinion of the Grantee, interfere with or endanger the unrestricted exercise of the rights and privileges herein granted and that no concrete, tar or other permanent surfacing shall be installed or permitted over any vault or manhole installed on said property.

4. Grantee, its successors and assigns, shall have the right to level, grade and regrade the Easement as may appear to Grantee to be necessary for the construction, operation and maintenance of its Utility Infrastructure.

5. Grantee, its successors and assigns, if installing facilities underground, shall bury all conduit or cable to such depth as not to interfere with reasonable and ordinary landscaping within the Easement; provided no trees, shrubs or bushes shall be planted thereon without first having obtained written approval from the Grantee.

The rights, title, privileges and authority hereby granted shall continue and be in force until such time as the Grantee, its successors or assigns, shall permanently remove said Utility Infrastructure, or shall otherwise permanently abandon said Utility Infrastructure, at which time all such rights, title, privileges and authority hereby granted shall terminate.

IN WITNESS WHEREOF, this instrument has been executed the day and year first above written.

CITY OF CASHMERE

By: _____
Title: _____

By: _____
Title: _____

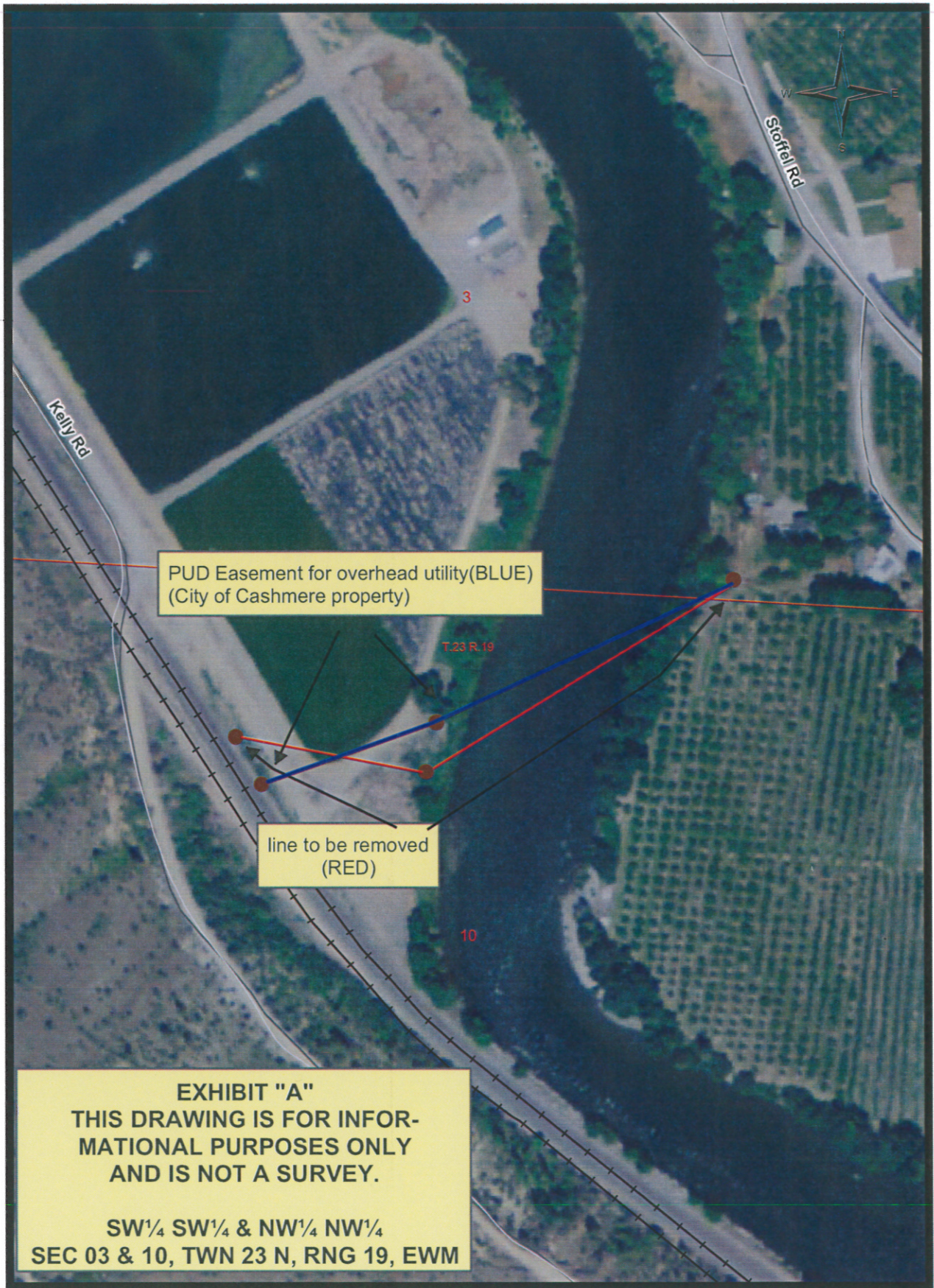
State of _____)
) ss.
County of _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that (he/she) was authorized to execute the instrument and acknowledged it as the _____ of CITY OF CASHMERE to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this _____ day of _____, 2011

Signature: _____

New Exhibit



Old Exhibit

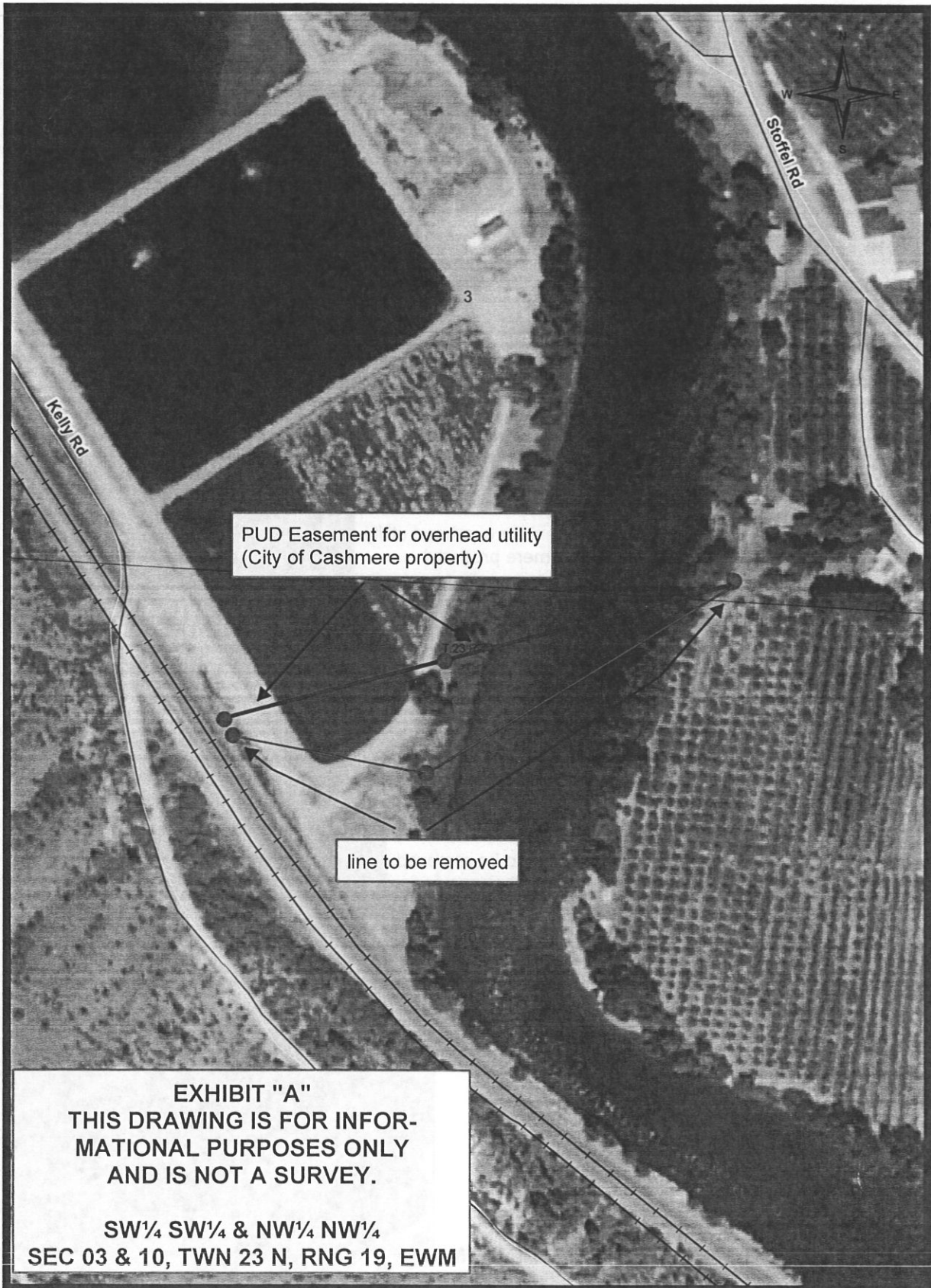


EXHIBIT "A"
THIS DRAWING IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT A SURVEY.

**SW $\frac{1}{4}$ SW $\frac{1}{4}$ & NW $\frac{1}{4}$ NW $\frac{1}{4}$
SEC 03 & 10, TWN 23 N, RNG 19, EWM**

Staff Summary

Date: December 12, 2011
To: Cashmere City Council
Mayor Irle
From: Mark Botello
RE: Lower Wenatchee Smolt Trap Support Structures Partially Located On Wastewater Treatment Site.

Chelan County Public Utilities District (PUD) and Washington State Department of Fish and Wildlife (WDFW) would like to install and operate a seasonal "smolt trap" for the purpose of collecting biological data relative to adult and juvenile fish species composition and abundance. The project consists of the following:

Support Structures:

Construction of the support structures will require the excavation of 6 cubic yards of soil on each of the left bank and right bank to a depth of 3 feet and placement of 2 ½ cubic yards of concrete to form a buried shallow foundation. A vertical 10 inch diameter steel pipe 22 feet tall above ground surface (on the left bank) and 14 feet tall above the ground surface (on the right bank) will be bolted to the foundation. Two stabilizing guy wires will be added near the top of each steel pipe anchor support and attached to embedded grout/soil anchors at a 45-degree angle from the base of the pole.

Staging Area:

An approximate 1200 square foot gravel staging area including (4) 8x8 flush concrete pads will be constructed on the left bank to allow for the operation of a crane for lifting the smolt trap in and out of the Wenatchee River. The staging area will also be used for the placement of a small work trailer for WDFW staff while performing fish evaluation operations. The smolt trap and small trailer will be temporary with operations beginning in March and ending in September of each year.

Equipment Use:

All construction will require the use of a small excavator or backhoe. Concrete trucks will be utilized to pour the foundations, and a crane used to install the smolt trap.

A portion of this project will be located on City property and would require an ingress/egress and pole placement easement from the City. Prior to moving forward I am asking for Council approval of the location and easement.

RECOMMENDATION:

Staff recommends approval of the location and an easement.