

## City of Cashmere

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

# CASHMERE CITY COUNCIL MEETING MONDAY, JANUARY 9, 2012 7:00 P.M., CITY HALL

#### **AGENDA**

**CALL TO ORDER** 

**FLAG SALUTE** 

**EXCUSE ABSENCE** 

#### ANNOUNCEMENTS & INFORMATION

• Special Meeting with the Chamber on 1/23/12 at 6:00 p.m.

#### PUBLIC COMMENT PERIOD (For Items Not on the Agenda)

#### APPROVAL OF AGENDA

#### **CONSENT AGENDA**

- 1. Minutes of December 12, 2011 Regular Study Session Meeting
- 2. Minutes of December 12, 2011 Regular City Council Meeting
- 3. Payroll and Claims Packet Dated December 28, 2011
- 4. Joint City Council and Planning Commission Meeting on February 13, 2012 at 6:30 p.m.
- 5. Council confirmation of Mayor's appointments to various Boards and Commissions

#### **BUSINESS ITEMS**

- 6. City Council selection of Mayor Pro Tem
- 7. Notice of physical completion for the Mission Avenue & Woodring Street project
- **8.** Easement for the Lower Wenatchee smolt trap support structures
- 9. Resolution 01-2012 Designating a voting representative and an alternate to the NCRTPO

#### <u>EXECUTIVE SESSION - To Discuss Potential Litigation</u>

#### PROGRESS REPORTS

Discuss Community Forum process and agenda

#### <u>ADJOURNMENT</u>

## CITY OF CASHMERE MINUTES OF REGULAR STUDY SESSION MONDAY, DECEMBER 12, 2011 AT CASHMERE CITY HALL

## **OPENING**

Attest:

Kay Jones, Clerk-Treasurer

Mayor Gordon Irle opened the study session at 6:04 p.m. at City Hall. Clerk-Treasurer Kay Jones took minutes.

<u>ATTENDANCE</u>		
	Present	Not Present
Mayor:	Gordon Irle	<u> </u>
Council:	Skip Moore Jim Fletcher Donna Wynne	
·	Debbie Knutsen Jeff Gomes	
Staff:	Bob Schmidt, Dir. of Operations	
	Kay Jones, Clerk-Treasurer	
	Mark Botello, Dir. of Planning/Bldg	
	OR NEWLY ELECTED MAYOR AND CO	
		John Bryant and Derek Knutsen into
the office of council	member beginning January 1, 2012.	
FAREWELL TO MAY	R GORDON RIE	
	t presented Mayor Gordon Irle with	a certificate of appreciation for his
		lon served as a Council Member from
1980 to 1998 and tw	uo terms as Mayor; 1999 – 2003 and	2008 - 2011. Thank you Gordon Irle.
Application of the control of the co		
Councilor Gomes that	anked Debbie Knutsen for serving on	the council. Councilor Knutsen stated
that she enjoyed her	years of service and that she learne	ed a lot.
ADJOURNMENT \	Care Care Care Care Care Care Care Care	
	study session at 6:18 p.m. for cook	ties and coffee till 7:00 p.m.
·		
	Gordon K. Ir	le, Mayor

# MINUTES OF THE CASHMERE CITY COUNCIL MEETING MONDAY, DECEMBER 12, 2011 AT CASHMERE CITY HALL

#### **OPENING**

Mayor Irle opened the regular city council meeting at 7:03 p.m. at City Hall. Clerk-Treasurer Kay Jones took minutes.

#### **ATTENDANCE**

**Present** 

Not Present

Mayor:

Gordon Irle

Council:

Skip Moore Jim Fletcher Donna Wynne Debbie Knutsen Jeff Gomes

Staff:

Bob Schmidt, Dir. of Operations Kay Jones, City Clerk-Treasurer

Mark Botello, Dir. of Planning/Building

#### **FLAG SALUTE**

#### ANNOUNCEMENTS & INFORMATION

Council was given copies of the financial report for November

#### **PUBLIC COMMENTS**

No public comment.

#### APPROVAL OF AGENDA

MOVED by Councilor Gomes and seconded by Councilor Wynne to approve the agenda as submitted. Motion carried.

#### **CONSENT AGENDA**

Minutes of November 28, 2011 Regular City Council Meeting

Payroll and Claims Packet Dated December 12, 2011

Claims Check Nos. 31586 through 31633 totaling \$384,773.27

Payroll check Nos. 31575 through 31585 totaling \$ 97,786.71

Appointment of three new Planning Commissioners

MOVED by Councilor Knutsen and seconded by Councilor Moore to approve the items on the consent agenda. Motion carried.

#### ORDINANCE NO. 1197 ADOPTING THE BUDGET FOR 2012

MOVED by Councilor Knutsen and seconded by Councilor Gomes to adopt Ordinance No. 1197 adopting the budget for 2012. Motion carried.

#### CHANGE ORDER #2 FOR SUNSET HIGHWAY PROJECT

Sunset Highway project Change Order #2 is for the re-alignment and construction of River Street. The east side of River Street will have sidewalk, curb and gutter and also trees. The west side will only have curb and gutter. The cost to the city for Change Order #2 is \$23,452

City Council Minutes December 12, 2011 Page 2

and is not eligible for state or federal funds. The new contract total including the change order to re-align River Street is \$2,574,230.58.

MOVED by Councilor Fletcher and seconded by Councilor Wynne to approve Change Order No. 2 for Sunset Highway in the amount of \$23,452. Motion carried.

#### FITZPATRICK SURVEYING CHANGE ORDER #1 FOR SUNSET HIGHWAY PROJECT

Change Order #1 for Fitzpatrick Surveying contract is to survey for the re-alignment of River Street. The cost for the surveying change order is \$4,320.

MOVED by Councilor Fletcher and seconded by Councilor Wynne to approve Fitzpatrick Surveying Change Order #1 for Sunset Highway in the amount \$4,320. Motion carried.

#### PUD EASEMENT FOR UTILITY LINE EXTENSION AT THE WASTEWATER LAGOON PROPERTY

The Chelan County PUD is requesting an easement for an overhead power line at the south end of the City sewer lagoons. At the previous meeting Director Botello was directed to negotiate a new route for the easement that will have the least impact on City property.

Director Botello presented the new proposed route for the easement. The Council was still concerned with the loss of property if an easement was granted at the proposed location. The Council asked Director Botello to renegotiate the route for the easement. The City Council does not want a utility easement to impact city property which may be used for park or other purposes in the future.

MOVED by Councilor Moore and seconded by Councilor Knutsen to table the overhead utility easement with Chelan PUD to renegotiate the easement route to have little or no impact on City property. Motion carried.

# LOWER WENATCHEE SMOLT TRAP SUPPORT STRUCTURES LOCATED ON WASTEWATER TREATMENT SITE

Chelan County PUD and Washington State Department of Fish and Wildlife 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 will include support structures, staging area, and equipment use. A portion of the project will be located on the City's wastewater treatment site and would require an ingress/egress and pole placement easement from the City.

MOVED by Councilor Fletcher and seconded by Councilor Gomes to approve the location subject to the approval of an easement. Motion carried.

#### PROGRESS REPORTS

City Council and staff outlined the agenda for the Community Forum on January 12, 2012.

Director Schmidt reported the goal is to have the bridge on Sunset Highway complete and drivable this weekend, maybe into the first of next week.

#### **EXECUTIVE SESSION-Real Estate**

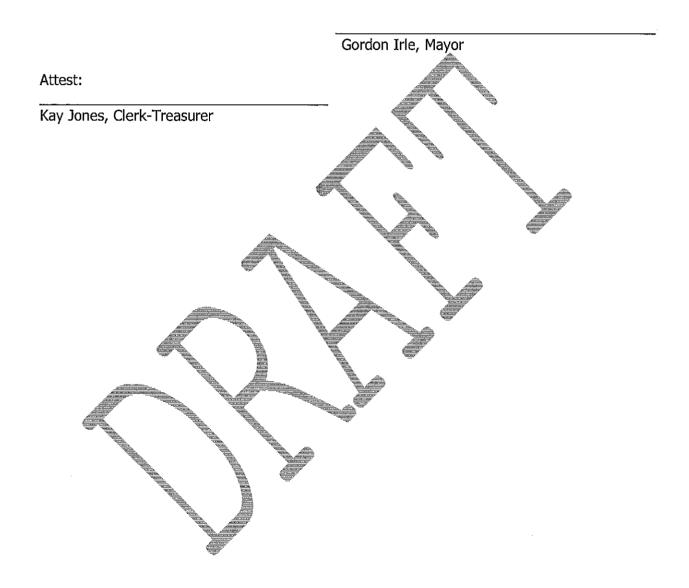
At 7:52 p.m. Mayor Irle closed the regular meeting to enter into an executive session for approximately 15 minutes to discuss real estate. No action will be taken when regular session reconvenes.

City Council Minutes December 12, 2011 Page 3

Regular session was reconvened at 8:05 p.m.

## **ADJOURNMENT**

MOVED by Councilor Wynne and seconded by Councilor Gomes to adjourn. Meeting adjourned at 8:06 p.m.



## **PUBLIC NOTICE**

# NOTICE OF JOINT CASHMERE COUNCIL & CASHMERE PLANNING COMMISSION MEETING

The Cashmere Council and Cashmere Planning Commission will hold a special joint meeting with the Cashmere Planning Commission on Monday, February 13, 2012, at 6:30 p.m. at the Cashmere City Hall, 101 Woodring Street. The meeting is to prioritize tasks and discuss the direction of planning in Cashmere for 2012.

Kay Jones City Clerk-Treasurer CITY OF CASHMERE

Published in the Cashmere Valley Record on Wednesday, February 1, 2012.

#### **CITY OF CASHMERE COMMITTEES**

**Planning Commission:** Ann Chipman

John Torrence Shawn Fitzpatrick

Dick Ryan Jim Wonn Rick Shorett

**Christopher Carlson** 

Tree Committee: Ed Meyer, Chair

Jan Evans

Steve Crossland Mark Botello Maureen Stoffel

Vacant Vacant

Parks Commission: Brian Frampton

Jennifer Robichaux Jennifer Cooper

Paul Kelly

Debbie Knutsen

**Economic Development Commission:** No appointments

#### **CITY OF CASHMERE REPRESENTATIVES**

#### **AIRPORT BOARD**

Skip Moore

#### **CASHMERE CHAMBER OF COMMERCE**

Mark Botello

#### CASHMERE COMMUNITY FUND BOARD (City, School, Rotary, Seniors and At Large)

Randy Webb

#### **CHELAN COUNTY DISABILITY BOARD**

Jeff Gomes

#### **CHELAN-DOUGLAS COMMUNITY NETWORK (providing youth prevention programs)**

Andy Robinson

#### **CHELAN-DOUGLAS HEALTH DISTRICT BOARD**

Mayors will alternate every other year (Cashmere, Chelan, Entiat and Leavenworth)

#### **COUNCIL OF GOVERNMENT (COG)**

Jeff Gomes

#### **ECONOMIC DEVELOPMENT DISTRICT (EDD)**

Mark Botello

#### **HOUSING AUTHORITY BOARD**

Bill Dronen (Term expires 4/30/12)

#### LAW AND JUSTICE COMMITTEE

Jeff Gomes

#### **LINK BOARD**

Jim Fletcher

#### **NCRTPO ADVISORY BOARD**

Jeff Gomes

#### **NCRTPO COUNCIL**

Jeff Gomes and Alternate Mark Botello

#### **SOLID WASTE ADVISORY COMMITTEE**

Mark Botello

#### **SOLID WASTE COUNCIL**

Jeff Gomes

# **Staff Summary**

Date: January 9, 2012

To: Cashmere City Council

**Mayor Gomes** 

From: Mark Botello

RE: Notice of Physical Completion for the Mission Ave & Woodring Street

Project.

Please see attached letter dated December 21, 2011, from City Consultant Engineer Erik Howe, in regards to "Notice of Physical Completion" of Mission Ave & Woodring Street projects.

Erik Howe will be at the Council meeting to go over this in more detail.





RH2 ENGINEERING, INC

www.rh2.com

mailbox@rh2.com

1.800.720,8052

December 21, 2011

BELLINGHAM

454 W Horton Rd

Bellingham, WA 98226

(tel) 360,676,0836

(fax) 360.676.0837

Mr. Jesse Hurst

Hurst Construction, Inc

P.O. Box 990

Wenatchee, WA 98807-0990

BOTHELL

22722 29th Drive SE, Ste 210

Bothell, WA 98021

(tel) 425.951.5400

(fax) 425.951.5401

Sent Via:

US Mail

Subject:

City of Cashmere, Mission Ave. and Woodring St. Improvements

**Notice of Physical Completion** 

EAST WENATCHEE 300 Simon St SE, Ste 5 East Wenatchee, WA 98802

(tel) 509,886,2900

(fax) 509.886.2313

RICHLAND

114 Columbia Point Dr, Ste C

Richland, WA 99352

(tel) 509.946.5181 (fax) 509.946.4630

. .

SILVERDALE

2021 NW Myhre Rd, Ste 107 Silverdale, WA 98383

(tel) 360.698,6528

(fax) 360.698.0510

TACOMA One Pacific Building 621 Pacific Ave, Ste 104

Tacoma, WA 98402 (tel) 253,272.3059

(fax) 425.951.5401

Dear Jesse:

This letter issues physical completion for the City of Cashmere's Mission Ave. and Woodring St. Improvements project as of November 8, 2011.

The completion date will be established after receipt of all Affidavits of Wages Paid. Once the completion date is obtained, the City will consider the project for final acceptance.

When final acceptance is obtained, the City will submit the Notice of Completion of Public Works Contract form for release from the Department of Revenue. The release of retainage may occur as early as 60 days after the final acceptance date, provided that any claims filed against the retainage have been resolved as noted in Section 1-09.9(1) of the Standard Specifications.

Please do not hesitate to call with any questions you may have.

Sincerely,

RH2 ENGINEERING, INC.

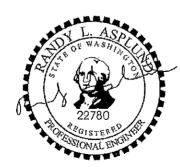
Jour Some

Erik Howe, P.E. Project Manager

EH/kj

cc: Mr. Mark Botello, City of Cashmere







# City of Cashmere Department of Public Works

## Final Contract Voucher Certificate

Contractor Hurst Construction, LLC			
Street Address P.O. Box 990			
City Wenatchee	State WA	Zip 98801	Date 11/8/11
State Project Number N/A	N/A N/A		Highway Number
Job Description (Title) Mission Avenue and Woodring Stre	et Improvemen	ts	
Date Work Physically Completed /// 8 / / /		Final Amo	ount <b>229.61</b>
	Contra	ctor's Certif	ication
employee of the City of Cashmere nor Cashmere; I further certify that the atte the City of Cashmere for work partier estimate and understand she sand and which I may have, arising of cathles of	have I rented or ached final estimated and material that, I hereby relationships for mance of sa	purchased any equate is a true and co s furnished under t ease the City of Ca id contract, which	gift in any form whatsoever has been extended to any sipment or materials from any employee of the City of street statement showing all the monies due me from this contract; that I have carefully examined said final shamere from any and all claims of whatsoever nature are not set forth in said estimate.    July   Decipeut
		N	lotary Public in and for the State of Washington,
residing at			
City of Cashmere hereby accepts the c		lity of Cashmer	
X Mayor/or Designee		Ē	Date of Acceptance

	59	9 69	, 80.76 ,
\$ 416,086.00 \$ 441,229.61	\$ 436,448.85	₩	780.76
\$ (22,061.48)	\$ (21,822.44)	<del>(9</del>	(39.04)
\$ 419,168.13	\$ 414,626.41	<b>⇔</b>	741.72
. 00.086.00	\$ 441,229.61 \$ (22,061.48) \$ 419,168.13		\$ 436,448.85 \$ (21,822.44) \$ 414,626.41

Date	12/2/21	Date
Owner Signature, City of Cashmere		Engineer Signature, RH2 Engineering, Inc

Payments are true and correct charges against the City of Cashmere; that the same is just and due; that no part of the same has been paid; and that he is authorized to sign for the Contractor. Contractor further certifies that prevailing wages have been paid for this project in accordance with the prefiled Statement's) of Intent to Pay Prevailing Wages on file with the City of Cashmere.

V HUBY PRESIDENT 12-7-2011

Contractor Signature, Hurst Construction

# **Staff Summary**

**Date: January 9, 2012** 

To: Cashmere City Council

**Mayor Gomes** 

From: Mark Botello

RE: Lower Wenatchee Smolt Trap Support Structures Easement

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.

#### Easement:

The easement requested by PUD is a ten foot by ten foot (10"X 10") parcel of land. See attached drawing.

#### **RECOMMENDATION:**

Staff recommends approval of the location and an easement.

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

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: Parcel "B: of Boundary Line Adjustment #2011-089CA. Additional

legal on Page 1.

**Assessor's Parcel Number(s)**: 23 19 04 440 250

#### ANCHORING POLE EASEMENT

THIS INDENTURE, made this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_, 2011 , between the 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:

That the Grantor(s), in exchange for valuable consideration, receipt of which is hereby acknowledged, hereby convey(s) and grant(s) to the Grantee, its successors and assigns, for the purpose of monitoring the production numbers of wild salmon and steelhead on the Wenatchee River, the right, privilege and authority to construct, reconstruct, alter, improve, repair, inspect and maintain an anchoring pole with anchors to be used upon a portion of the following described lands and premises situated in Chelan County, State of Washington, to-wit:

Parcel "B" of Boundary Line Adjustment #2011-089CA recorded 9/7/2011, Auditor File Number 2348465 records of Chelan County, Washington.

Said right-of-way is described as a ten foot by ten foot (10'  $\times$  10'') parcel of land located on the above described property approximately as shown on the attached drawing marked *Exhibit A* and specifically located as actually installed.

Together with the right at all times to the Grantee, its successors and assigns, of ingress to and egress from said described lands across adjacent lands of the Grantor(s) for the purpose of constructing, reconstructing, repairing, renewing, altering and patrolling said Anchoring Pole and Anchors, and the right at any time to remove said Anchoring Pole and Anchors from said lands.

The Grantor(s) shall not dig or do any other act, or permit any other act within said right-of-way which will disturb the compaction or unearth the Pole and Anchors thereon or therein, or in any other way remove, threaten, or endanger the lateral support to said right-of-way or Pole and Anchors located therein; nor shall the Grantor(s), his successors, assigns or licensees do any blasting or discharge any explosives within a distance of 300 feet of said right-of-way without giving reasonable notice in writing to the Grantee, its successors or assigns, of intention so to do.

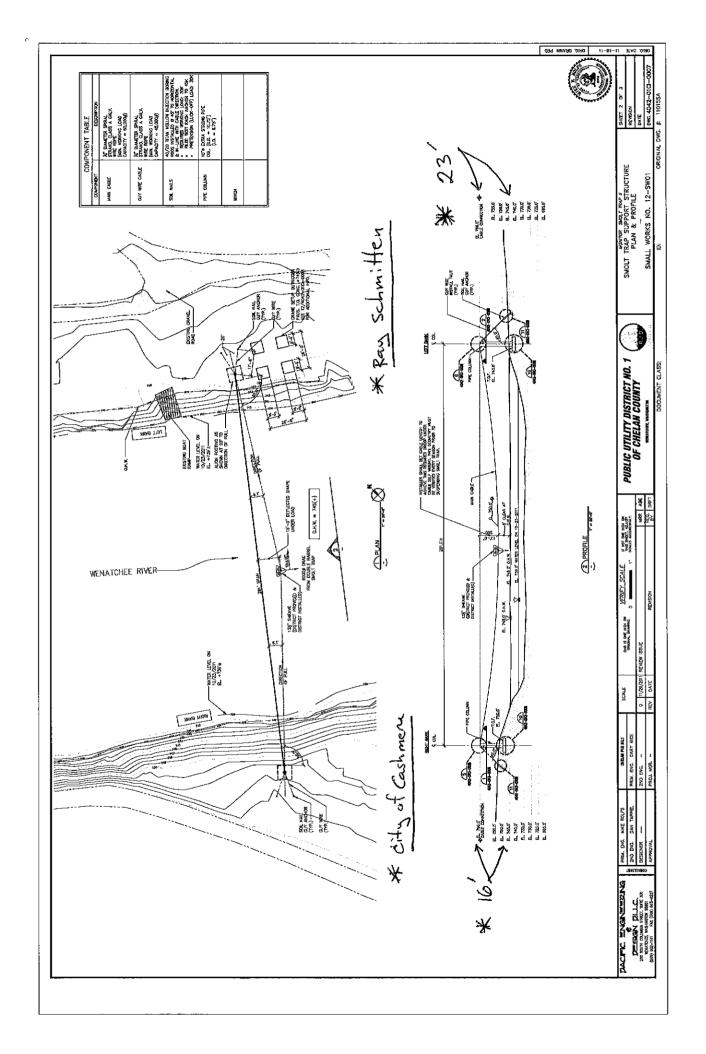
The rights, title, privileges and authority hereby granted shall continue and be in force until such time as the Grantee, its successors or assigns, shall permanently remove said Pole and Anchors, or shall otherwise permanently abandon said Pole and Anchors, at which time all such rights, title, privileges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

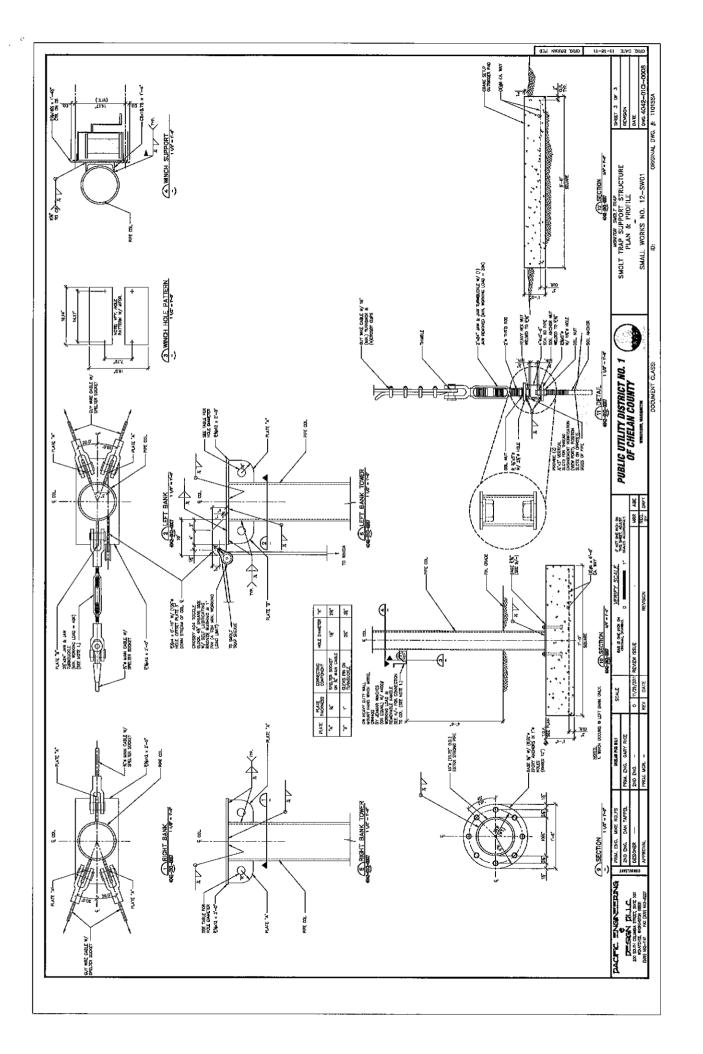
IN WITNESS WHEREOF, this instrument has been executed the day and year first above written.

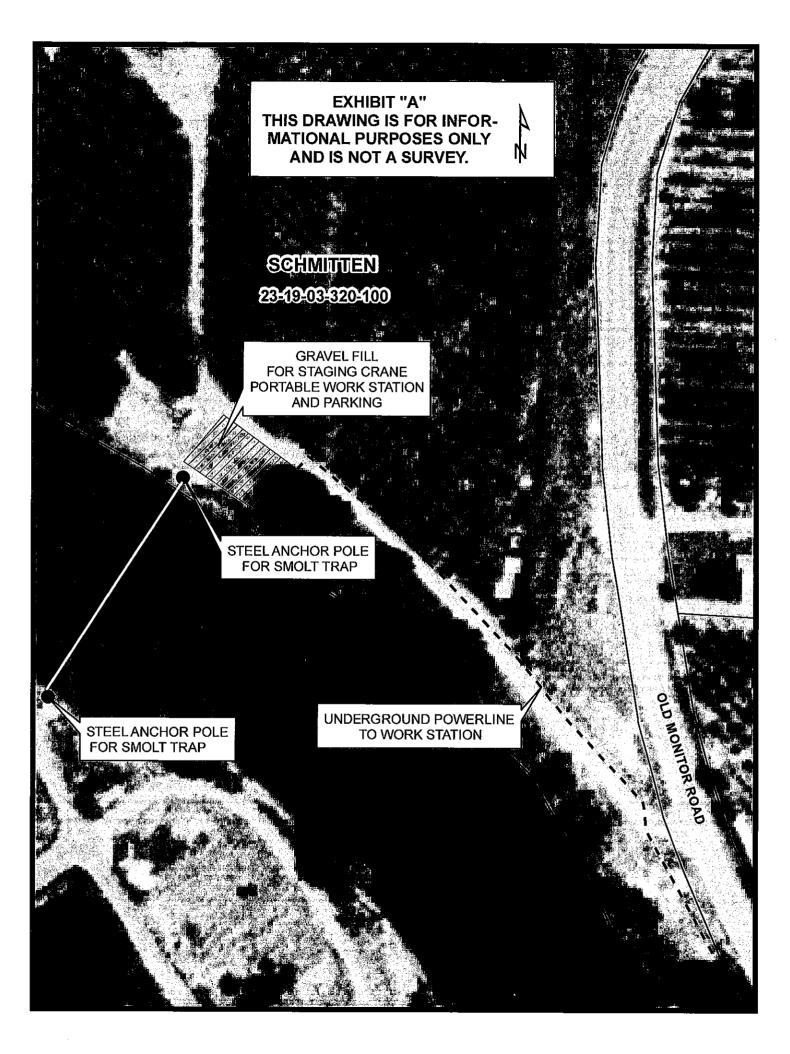
Ву:	By:
Title:	By: Title:
State of	
County of)	
on oath stated that (he/she) was authorized	d person acknowledged that (he/she) signed this instrument, to execute the instrument and acknowledged it as the SHMERE to be the free and voluntary act of such party for
DATED this day of	f, 2011
	Signature:
	, Notary Public
	My appointment expires:

CITY OF CASHMERE

State of)	
) ss.	
County of)	
on oath stated that (he/she) was authorized to	rson acknowledged that (he/she) signed this instrument, execute the instrument and acknowledged it as the MERE to be the free and voluntary act of such party for
DATED this day of	, 2011
	Signature:
	, Notary Public
	My appointment expires:







#### **RESOLUTION NO. 01-2012**

A RESOLUTION OF THE CITY OF CASHMERE TO DESIGNATE A VOTING REPRESENTATIVE AND AN ALTERNATE TO THE NORTH CENTRAL REGIONAL TRANSPORTATION PLANNING ORGANIZATION FOR CALENDAR YEARS 2012 THROUGH 2015.

WHEREAS, the regional transportation planning program was authorized by the 1990 Legislature as part of the state's Growth Management Act, as detailed in Chapter 47.80 RCW, with funding appropriations made as part of the Transportation Budget; and

WHEREAS, the Growth Management Act, Chapter 36.70A RCW, requires local governments to adopt transportation plans that are consistent with comprehensive land use plans and regional transportation plans; and

WHEREAS, the Member Agencies acknowledge the need to engage in cooperative planning and decision making on transportation issues and the benefits to be derived there from; and

WHEREAS, the agency desires to continue active membership in the North Central Regional Transportation Planning Organization;

THEREFORE, by effect of this RESOLUTION, the City Council declares Mayor Jeff Gomes as the voting representative and Mark Botello as the alternate for calendar years 2012 through 2015.

CITY OF CACHMEDE

Passed by the City Council of the City of Cashmere this 9<sup>th</sup> day of January, 2012.

CITI OF CASHMERE
Ву:
Gordon Irle, Mayor
Attest:
Kay Jones, City Clerk-Treasurer