



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 23, 2012 7:00 P.M., CITY HALL

AGENDA

CALL TO ORDER

FLAG SALUTE

EXCUSE ABSENCE

PROCLAMATION

- Proclaiming February 2012 as Kiwanis Children's Cancer Cure Month

ANNOUNCEMENTS & INFORMATION

- December Financial Report

PUBLIC COMMENT PERIOD (For Items Not on the Agenda)

APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of January 9, 2012 Regular City Council Meeting
2. Payroll and Claims Packet Dated December 31, 2011 Year End
3. Payroll and Claims Packet Dated January 23, 2012

BUSINESS ITEMS

4. Mayor Steve Lacy – Funding for debt service on the Public Facilities District Bond Issue
5. Resolution No. 02-2012 Policies, procedures and rules of conduct for city council meetings
6. Resolution No. 03-2012 Washington Wildlife and Recreation Program authorizing application for funding for Riverside Park Improvements Project
7. Letter from business owners at Mission District requesting the City to post signs limiting parking

PROGRESS REPORTS

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)

MINUTES OF THE CASHMERE CITY COUNCIL MEETING
MONDAY, JANUARY 9, 2012 AT CASHMERE CITY HALL

OPENING

Mayor Jeff Gomes opened the regular city council meeting at 7:00 p.m. at City Hall. Clerk-Treasurer Kay Jones took minutes.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Mayor:	Jeff Gomes	
Council:	Skip Moore Jim Fletcher Donna Wynne Derek Knutsen John Bryant	
Staff:	Bob Schmidt, Dir. of Operations Kay Jones, City Clerk-Treasurer Mark Botello, Dir. of Planning/Building Chuck Zimmerman, City Attorney	

FLAG SALUTE

ANNOUNCEMENTS & INFORMATION

Mayor Gomes reminded the council of the special meeting with the Chamber on January 23rd at 6:00 p.m.

Councilor Jim Fletcher reported that he attended the meeting on Wednesday regarding the Public Facilities District. The purpose of the meeting was to discuss financing and funding options regarding the debt service on the PFD. East Wenatchee Mayor Steve Lacy's proposal seemed to be the best option.

Mayor Gomes informed the council that Mayor Steve Lacy will be at the January 23rd council meeting to present his financing and funding proposal. The PFD has scheduled another meeting on February 1st to see if they have support from all of the entities involved in the interlocal agreement in order to put the sales tax increase of 0.2% before the people for a vote.

Councilor Moore stated that Mayor Lacy already presented his proposal to the Chelan County Commissioners and they will give their answer regarding the PFD next Tuesday, January 17th.

Clerk-Treasurer Kay Jones announced that the December financial report will be submitted at the next council meeting after the open period closes on January 20th.

Mayor Gomes reported that he met with Jeff Smith from Chelan County PUD to discuss their plans for the City of Cashmere. The PUD has several interesting items to discuss at the Community Forum.

PUBLIC COMMENTS

Stan Morse resides in the City of Chelan and is a former Chelan Council Member. Mr. Morse presented an opinion letter regarding the Public Facilities District and voiced his concerns on the

entities agreeing to pay for debt that they are clearly not responsible for and referenced Section 8 of the Interlocal Agreement which addresses limitation of liability.

Chris Carlson resides at 100 Pioneer Avenue and is a newly appointed Cashmere Planning Commissioner. Mr. Carlson is an architect and stated that he has followed the PFD from the very beginning. He was against the project from the beginning because the figures did not pencil out. Everything he said would happen has happened. Mr. Carlson voiced several concerns regarding Mayor Lacy's financial and funding plan. One of which is, if the City of Wenatchee can't pay their debt now what is the guarantee that they will be able pay back the entities after the bonds are paid. The entities should require collateral from the City of Wenatchee if they are going to approve the funding plan.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Minutes of December 12, 2011 Regular Study Session Meeting

Minutes of December 12, 2011 Regular City Council Meeting

Payroll and Claims Packet Dated December 28, 2011

Claims Check Nos. 31679 through 31718 and EFT 11/2011 totaling \$235,713.20

Payroll check Nos. 31634 through 31678 totaling \$ 132,543.39

Schedule joint City Council and Planning Commission meeting February 13, 2012 at 6:30 p.m.

Council confirmation of Mayor's appointments to various Boards and Commissions

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

CITY COUNCIL SELECTION OF MAYOR PRO TEM

MOVED by Councilor Moore and seconded by Councilor Bryant to appoint Councilor Jim Fletcher as the Mayor Pro Tem. Motion carried with four in favor and Councilor Fletcher abstaining.

NOTICE OF PHYSICAL COMPLETION FOR THE MISSION AVENUE & WOODRING STREET PROJECT

Erik Howe from RH2 Engineering informed the council that the Notice of Physical completion of the Mission Avenue and Woodring project is effective as of November 8, 2011. After receipt of all Affidavits of Wages Paid the completion date will be established for final acceptance and then the Notice of Completion of Public Works Contract form will be submitted to the Department of Revenue. The release of retainage may then occur.

MOVED by Councilor Bryant and seconded by Councilor Fletcher to authorize the Mayor to sign the Notice of Physical Completion for the Mission Avenue and Woodring Street Improvement project.

EASEMENT FOR THE LOWER WENATCHEE SMOLT TRAP SUPPORT STRUCTURES

City Attorney Chuck Zimmerman stated that the easement needs to be a two party agreement, which would require both parties to sign the agreement. Zimmerman also suggested the addition of hold harmless and indemnification language, insurance provision and pole removal after a period of no use. The revised easement will come back to council for approval.

RESOLUTION 01-2012 DESIGNATING A VOTING REPRESENTATIVE AND AN ALTERNATE TO THE NCRTPO

MOVED by Councilor Moore and seconded by Councilor Fletcher to approve Resolution 01-2012 designating Mayor Jeff Gomes as voting representative and Mark Botello as alternate to the NCRTPO. Motion carried.

PROGRESS REPORTS

Mayor Gomes, council and staff discussed the Community Forum agenda, the order of the agenda and the person or persons presenting which subjects.

EXECUTIVE SESSION – To Discuss Potential Litigation

Mayor Gomes closed the regular meeting at 7:51 p.m. to enter into an executive session to discuss potential litigation for approximately fifteen minutes. No action will be taken. At 8:15 p.m. the executive session was extended for an additional fifteen minutes. There was no public waiting.

Mayor Gomes reconvened the regular session at 8:31 p.m.

Director Botello announced that the sale of the Woodring parking lot closes tomorrow. The new owners are looking at building retail with apartments above.

ADJOURNMENT

Mayor Gomes adjourned the meeting at 8:33 p.m.

Jeff Gomes, Mayor

Attest:

Kay Jones, Clerk-Treasurer

CITY OF CASHMERE



PROCLAMATION

WHEREAS, Kiwanis International was founded on January 2, 1915; and,

WHEREAS, since its inception, Kiwanis International has grown in over 90 countries worldwide; and,

WHEREAS, the Men and Women of the Pacific Northwest District of Kiwanis International have exhibited a deep sense of pride in Community by serving the needs of families and children worldwide; and,

WHEREAS, the Pacific Northwest District of Kiwanis International has, effective October 1, 2011, initiated the multi-year District wide Service Project, Kiwanis Children's Cancer Cure Program; and,

WHEREAS, this Program will fund the Kiwanis Children's Cancer Fellowships, allowing physicians to seek cures for currently untreatable forms of cancer; and,

WHEREAS, the local Kiwanis Clubs are the epitome of their defining statement

"Kiwanis is a Global Organization of Volunteers Dedicated to Changing the World One Child and One Community at a Time".

NOW, THEREFORE, the City Council of the City of Cashmere, coinciding with Pacific Northwest District of Kiwanis International's children's Cancer Cure Program, do hereby proclaim February 2012, as

"Kiwanis Children's Cancer Cure Month"

throughout the City of Cashmere and encourage citizens to celebrate the many contributions made by the members of Kiwanis Clubs of the Pacific Northwest.

Signed this 23rd day of January, 2012

Jeff Gomes, Mayor



CITY OF EAST WENATCHEE

NICK A. GERDE, FINANCE DIRECTOR

271 9TH STREET NE • EAST WENATCHEE, WA 98802

PHONE (509) 886-4507 • FAX (509) 886-6109

December 28, 2011

Memorandum

To: Mayor Steve Lacy

Subject: Structure for Funding the Debt Service on a Public Facilities District Bond Issue – Main Issues Summary

1. All nine public entities which comprise the PFD would participate in the funding plan.
2. The composition of the PFD Board of Directors would change, along with other organizational and financial factors.
3. Sales taxes would be the primary source of funds to accomplish the funding through a public vote by the 9 PFD jurisdictions.
4. Two funding structures have been developed – 25 and 35 year plans.
5. The City of Wenatchee would pay a larger than pro-rata share of the sales tax funding.
6. All nine jurisdictions will not contribute annual sales taxes beyond the calculated annual first year capacity of an increase in sales taxes in their respective jurisdictions.
7. The PFD would be provided cash annually beyond its internally generated operating revenue as a part of this Plan, the \$600,000 plus from the State and the incremental sales tax increase.
8. The anticipated sales tax increase for the eight member jurisdictions outside of the City of Wenatchee would “sunset” at the end of the payment of the \$42,000,000 PFD Bond Issue.
9. After the \$42,000,000 has been paid, the City of Wenatchee would then re-pay the contributions from the eight other jurisdictions.


Nick A. Gerde
Finance Director

**City of East Wenatchee
Financing and Funding Plan
\$42,000,000 PFD Bond Issue
Key Financing Assumptions:**

Bond Issue Financing Plan Scenario #1

- 15 Year Bond Issue Financing Term
- Interest only 2012 paid by the City of Wenatchee (5.247% weighted average)
- 15 Year Amortization and Payment – Equal Annual Payments – 5.625%
- Annual Payment Amount, Principal and Interest \$4,219,105
- Sales Tax Increase of 0.2% for all 9 Jurisdictions (effective NLT 1/1/2013)
- Annual Sales Tax Contribution by 8 outside jurisdictions \$1,850,000
- Annual Sales Tax Contribution by Wenatchee \$1,538,000
- Additional Annual Wenatchee Contribution \$831,000
- Outside Jurisdictions Annual Contributions carry interest at 2.00%
- After Bonds are fully paid, Wenatchee pays outside entities annually with interest at 2.00% over 10 years (\$3,562,000 annual payments)
- Wenatchee's Annual Sales Tax Realization of the increase has grown to approximately \$2,500,000, requiring a \$1,000,000 contribution from its General Fund.
- Total term of the financing and subsequent re-payment 25 years.
- Wenatchee pays total of approximately \$71,154,000, of which \$47,100,000 is new sales taxes and \$24,054,000 is General Fund Monies.



**City of East Wenatchee
Financing and Funding Plan
\$42,000,000 PFD Bond Issue
Page 3**

Key Financing Assumptions: (continued)

Please also note the following:

- The PFD has probably evaluated many bond scenarios, including a 20 year financing of the \$42,000,000 Bond Anticipation Notes. At a 5.625% interest rate and annual payments of \$3,654,400, Wenatchee's unlimited payment guarantee would have been valued at \$73,090,000. This Plan calls for approximately \$24,000,000 from Wenatchee.
- The reasonableness of the 2% interest rate on loaned funds to the City of Wenatchee from the other 8 jurisdictions needs to be tested for overall reasonableness. Considering that LGIP returns are now less than 0.15%, the 2% rate looks very adequate. Comparative investments and their associated returns will be the measure of this issue.
- On the surface, the most cost effective and advantageous structure for a "new" bond issue may be a "swap" with the current bondholders in exchange for the currently outstanding PFD Bond Anticipation Notes. Cleaning up the documentation and full disclosure of the elements of an agreement between and among the nine jurisdictions and the PFD, may provide those buyers with a more traditional and secure municipal bond as a better long term investment vehicle.
- Related to the bond "swap" alternative, cost of the financing transaction could be significantly less than a new public sale. In the private sector, you already know your existing customer, as is the case of shareholders in a publicly traded stock company, and they already know you. An action plan could be developed to contact each existing bond holder or their registered representative, fully communicate current status of the "new" financing plan, describe the attributes of the "new" bonds, provide an updated description of the



**City of East Wenatchee
Financing and Funding Plan
\$42,000,000 PFD Bond Issue
Page 4**

Key Financing Assumptions: (continued)

revenue stream being used to satisfy debt service, and ask them for their support through a bond "swap".

- The structure of all three scenarios as a typical "mortgage" with an annual payment is very simple to assess and easy to understand. This also provides a simple allocation among the 8 non-Wenatchee jurisdictions. If the current market demands a more typical structure, say semi-annual interest payments and an annual principal schedule that ramps up principal payments over the years, this could be a strategy for the City of Wenatchee's additional payment portion. If the affordability of the calculated additional annual payment portion of \$1,026,000 in scenario #1 is currently a "stretch", the financing could start out lower in the earlier years and work up to higher amounts that would end up with their same required contribution over the term of the loan. All this factor would create is a different timing of interest cost over the term of the loan.
- The City of Wenatchee additional annual contribution in scenario #1 is approximately \$831,000. Over the 15 year amortization of the PFD \$42,000,000 debt service, and assuming a very modest growth rate of 3%, the 0.2% sales tax increase in Wenatchee would grow to approximately \$2,500,000 annually. Consequently, the additional annual contribution to satisfy the re-payment to the other 8 jurisdictions would require a slightly higher amount of approximately \$1,062,000.
- The Sales Tax "Sunset" Issue is considered huge, particularly to the 8 non-Wenatchee jurisdictions. The region does not need another governmental entity receiving tax dollars beyond the needs of its originally established purpose. We have other local examples of government entities that "re-invent" themselves because they have tax cash flow beyond their needs, and/or their original purpose for

creation subsidies or goes away. Some even extend their activities into competing industries in the private sector. As long as this Financing Plan assists in satisfying funding for the TTC's operation, it should be able to stand on its own after its long term debt is paid.

- Rivercom's need for funding for capital equipment replacement is another good example of the "Sunset" issue. The voting public was far more receptive to vote for that issue because Rivercom considered that its needs could be satisfied over a ten-year taxing period. The lack of allowance for funding for replacement of capital equipment when Rivercom was established is a curious oversight, but at least there was a mechanism to correct it.
- Along with the recommendation to change the composition of the PFD Board of Directors, I also see some value of developing a finance oversight group of three members from those Directors, representing the Cities of Wenatchee and East Wenatchee, and Chelan County. I would also suggest that those member Directors not be allowed to name an alternate to represent them, and further that if they are not available to attend scheduled meetings, their Finance Director or Treasurer attend on their behalf.



\$42,000,000 Bond Issue (Scenario #1)

15 Year Bond - Amortization & payment

Interest Only 2012 (Paid by City of Wenatchee)

Primary Payment Source: .02% Sales Tax Increase

	2010 Actual	2010 Taxable	Estimate	Jurisdictions	
	<u>Receipts</u>	<u>Sales</u>	<u>0.20% Increase</u>	Percentage	
City of Wenatchee	6,746,378	768,935,748	1,537,871	<u>Annual Pmt</u>	
Additional Annual Spread to Cover			330,993	45.39%	
Total Annual Contribution By Wenatchee			2,368,864		
					<u>15 Year Accumulation at 2.00% Rate</u>
City of East Wenatchee	2,680,423	311,474,443	622,949		10,772,916.77
Unincorporated Chelan County	4,796,994	283,589,295	567,179	18.39%	1,199,311.52
Unincorporated Douglas County	1,949,245	156,381,378	312,763	16.74%	1,091,942.22
City of Chelan	1,075,229	123,406,812	246,814	9.23%	602,136.40
City of Cashmere	293,002	31,108,507	62,214	7.28%	475,170.32
Town of Rock Island	61,312	7,261,817	14,524	1.84%	1,075,892.64
City of Entiat	50,195	5,891,274	11,783	0.43%	251,169.59
Town of Waterville	55,886	6,007,669	12,015	0.35%	203,768.33
				0.35%	207,780.40
					<u>Annual Payment Over 10 Years at 2.00% Rate</u>
					1,199,311.52
					1,091,942.22
					602,136.40
					475,170.32
					1,075,892.64
					251,169.59
					203,768.33
					207,780.40
Total Annual Contribution by 8 Entities (See Note Below)			1,850,241	54.61%	31,995,989.00
Amount Required to Fund \$42 Million over 15 Years @ 5.625% Annual Pmts			4,219,105	100.00%	3,562,114.00

Please Note the Following:

- (A) Accumulated value of the 8 Contributing Jurisdictions 15 years cash contribution at 2.00% Interest Rate
- (B) Annual Debt Service Principal and Interest for Payback to the 8 Contributing Jurisdictions at 2.00% Interest over 10 Years
- (C) The First Year 0.02% Sales Tax of \$1,537,871 in the City of Wenatchee would increase to approximately 2,400,000 annually in Year 16, using a modest annual growth factor. Wenatchees spread to cover would then be approximately \$1,162,000 annually

[Signature]
 Treasurer
 1/13/2011

Staff Summary

Date: January 23, 2012
To: Mayor and Cashmere City Council
From: Clerk-Treasurer Kay Jones
RE: Resolution No. 02-2012 Policies, procedures and rules of conduct for city council meetings

City Attorney Chuck Zimmerman was asked to review the policies, procedures and rules of conduct for city council meetings. Attorney Zimmerman suggested several changes.

Several sections were not necessary and there were others that the legality was in question so these sections were deleted. In the remaining sections there are several changes to the language for clarification.

The changes were made at the time of discussion and there is no redlined version available. If you want to compare the revised policies to the previous ones please let me know and I can email you a copy of the previous policies.

Staff Recommendation:

Move to approve Resolution No. 02-2012 Policies, procedures and rules of conduct for city council meetings

RESOLUTION NO. 02-2012

A RESOLUTION ESTABLISHING NEW POLICIES, PROCEDURES AND RULES OF CONDUCT FOR CITY COUNCIL MEETINGS, REPEALING CITY RESOLUTION NO. 04-2010, AND SETTING AN EFFECTIVE DATE.

WHEREAS, the Mayor, City Clerk/Treasurer, and City Attorney have reviewed the existing policies, procedures and rules of conduct for the City Council and recommend that revisions set forth in this Resolution should be approved so that the rules are easier to understand for both the public and members of the City Council;

WHEREAS, the revised new policies, procedures, and rules should help facilitate the orderly and efficient conduct of the business of the City at meetings and hearings of the Council open to the public; and

WHEREAS, the City Council has had an opportunity to review the proposed rules of procedure set forth in this Resolution and has determined that approval of this Resolution would be in the best interest of the public and will assist the City Council in conducting public meetings and hearings in accordance with the Washington State Open Public Meetings Act;

NOW THEREFORE the City Council of the City of Cashmere, Washington hereby resolve as follows:

Section 1. The policies, procedures and rules of conduct for public meetings and hearings as set forth below are hereby adopted:

- A. **Robert's Rules of Order.** *Roberts Rules of Order, Newly Revised*, shall govern the deliberations of the Council except when in conflict with any of the following rules.
- B. **Public Comment at Meetings.** The following rules shall apply for the Council to receive comment from the public.

1. **SUBJECTS NOT ON THE CURRENT AGENDA:** Any member of the public may speak to the Council on an item not on the agenda during the 'PUBLIC COMMENT PERIOD' portion of the meeting agenda. The person must address the Council from the podium so that the comments can be heard and included in the minutes. The person must state their name, address, and the subject of their comments. The Mayor or presiding officer shall then allow the comments subject to such time limitations as the Mayor or presiding officer deems necessary. Following such comments, the Mayor or Council may place the matter on the current agenda or a future agenda, or refer the matter to the Council or administration for further information.
 2. **SUBJECTS ON THE CURRENT AGENDA:** Any member of the public who wishes to address the Council on an item on the current agenda shall make such request to the presiding officer at the time when comments from the public are requested during the Council's discussion of the agenda item. The Mayor or presiding officer shall rule on the appropriateness of public comments as the agenda item is reached, and may change the order of speakers.
 3. **PUBLIC HEARINGS:** Members of the public who wish to comment on an item which is before the Council for a formal public hearing will be asked to first sign their name on a list at the podium and then be recognized by the Mayor or presiding officer during the hearing. The person must address the Council from the podium so that the comments can be heard, recorded, and included in the minutes. The person must state their name and address. Comments may be limited in length as the Mayor or presiding officer deems necessary.
- C. **Public Meetings.** All Meetings of the Council shall be public and no ordinance, resolution, rule or regulation shall be adopted, except in a meeting open to the public. Meetings of the Council shall be held as provided by ordinance and in accordance with the Washington State Open Public Meetings Act, Chapter 42.30 RCW, as the same exists now or may hereafter be amended.
- D. **Record of Proceedings.** The City Clerk, or a Deputy City Clerk in the absence of the Clerk, shall keep accurate minutes of all proceedings, including a record of all votes.
- E. **Selection of Mayor Pro Tempore.** The Mayor Pro Tempore shall be elected by the Council from its own membership at the first meeting in January of each year and thereafter whenever a vacancy occurs. The Mayor Pro Tempore shall hold office at the pleasure of the Council.

- F. Presiding Officer. All meetings of the Council shall be presided over by the Mayor, or, in the Mayor's absence, by the Mayor Pro Tempore. In the absence of the Mayor and the Mayor Pro Tempore, the Council shall elect from among its members present an alternate Mayor Pro Tempore to preside over the meeting. The appointment of a member of the Council as Mayor Pro Tempore shall not in any way abridge the Council member's right to vote upon all questions coming before the Council.
- G. Order of Business. The order of business shall be as suggested by the Mayor, or presiding officer, and approved by the Council.
- H. Duties of Presiding Officer. It shall be the duty of the presiding officer at a Council meeting to:
1. Call the meeting to order;
 2. Keep the meeting to its order of business;
 3. State each motion and require a second to that motion before permitting discussion on the motion;
 4. Handle discussion of the Council in an orderly manner:
 - a. Provide each Council member with an opportunity to speak;
 - b. Permit audience participation at appropriate times, requiring that audience members address the Council from the podium so that discussion can be heard and included in the minutes;
 - c. Limit all speakers to the topic under consideration;
 - d. Provide speakers on opposing sides of an issue with alternating opportunities; and
 - e. Put motions to a vote and announce the outcome.
 5. Recommend meeting adjournment.
- I. Resolutions and Ordinances. All resolutions and ordinances shall be in writing.
- J. Dissenting Opinions. Any Council member shall have the right to have the reason(s) for their dissent from or their protest against any action of the Council entered into the minutes. In general, such dissent or protest to be entered in the minutes shall be made in the following manner: "I would like the minutes to show that I am opposed to this action for the following reason(s)..." Any such protest or dissent must be in summary form.
- K. Motions to Reconsider. Motions to reconsider must be by a member who voted with the majority, and proposed at the same or next meeting of the Council.

- L. Abstentions. Any decision by a Council member to abstain from voting shall be accompanied by a brief explanation provided by the nonvoting Council member.
- M. Conflict of Interest and Appearance of Fairness Issues. A Council member prohibited from voting because of a conflict of interest or a potential violation of the Appearance of Fairness Doctrine shall not participate in any City Council discussion and they shall remove themselves from the Council Chambers until after the discussion and any vote. If questions regarding conflict of interest or appearance of fairness are uncertain the Council shall make the final decision with advice from the City Attorney.
- N. Staff Attendance at Council Meetings. The City Attorney, Director of Operations, City Clerk/Treasurer and Director of Planning/Building shall attend all meetings of the Council as requested by the Mayor, the Mayor Pro Tem or a majority of the members of the Council.
- O. Suspension of Rules. These rules of the Council may be temporarily suspended by a unanimous vote of the Council members present.

Section 2. Severability. If any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 3. Repealer. Resolution No. 04-2010 is hereby repealed.

Section 4. Effective Date. This Resolution shall be effective immediately upon passage by the City Council.

APPROVED by the City Council the 23rd day of January, 2012.

APPROVED:

Jeff Gomes, Mayor

ATTEST:

Kay Jones, City Clerk-Treasurer

Staff Summary

Date: January 23, 2012
To: Mayor and Cashmere City Council
From: Mark Botello
RE: Resolution No. 03-2012 Washington Wildlife and Recreation Program authorizing application for funding for Riverside Park Improvements Project

Please see attached resolution authorizing staff to apply for grant funds from the Recreation and Conservation Office for improvements to Riverside Park. Staff would like to apply for phase "A" and "B" of Riverside Park as identified in Cashmere's adopted parks plan (see attached drawings).

The specific grant program staff would like to apply for is from the Washington Wildlife Recreation Program (WWRP). WWRP provides funding for a broad range of land protection and outdoor recreation, including park acquisition and development, habitat conservation, farmland preservation, and construction of outdoor recreation facilities.

This grant program requires a 50 percent (%) match, which may include applicant's labor, equipment, materials, cash, bonds, donations of cash, land, labor equipment, materials, and federal, state local and private grants.

The subject grant schedule for WWRP program is as follows:

- Application due: May 1, 2012
- Technical review: May-June 2012
- Project evaluation: August 2012
- Board meeting-list approved: October 2012
- Board meeting-grants awarded: June 2013

Staff would like to use funds from the sale of Cashmere's Electrical System. Cashmere's Riverside Park is a regional and community park that benefits the general public.

Remaining funds from the sale of Cashmere's Electrical System is \$551,730. Council already spent ≈\$250,000 for ladder truck for Cashmere's Fire Department.

The estimate for the park improvements are:

Area A; Phase "1":	\$54,908
Area B; Phase "2":	\$272,844
Total project amount:	\$327,752
RCO Grant amount request:	\$163,876
City in-kind services match at ≈15%:	\$24,581
City cash match from sale of light fund:	\$139,295
Total project amount;	\$327,752

CITY OF CASHMERE

RESOLUTION NO. 03-2012

A RESOLUTION AUTHORIZING APPLICATION FOR FUNDING ASSISTANCE FOR A WASHINGTON WILDLIFE AND RECREATION PROGRAM (WWRP) PROJECT TO THE RECREATION AND CONSERVATION OFFICE (RCO) AS PROVIDED IN CHAPTER 79A.15 RCW, ACQUISITION OF HABITAT CONSERVATION AND OUTDOOR RECREATION LANDS.

WHEREAS, the City of Cashmere desires to complete the City Riverside Park Improvements Project; and

WHEREAS, our organization has approved a comprehensive plan that includes this project area; and

WHEREAS, under the provisions of WWRP, state funding assistance is requested to aid in financing the cost of land acquisition and/or facility development; and

WHEREAS, our organization considers it in the best public interest to complete the land acquisition and/or facility development project described in the application;

NOW, THEREFORE, BE IT RESOLVED, that:

SECTION 1. The Mayor be authorized to make formal application to the Recreation and Conservation Office for funding assistance;

SECTION 2. Any fund assistance received be used for implementation of the project referenced above;

SECTION 3. Our organization hereby certifies that its share of project funding is committed and will be derived from a combination of in-kind services and funds from the City's Capital Improvement Fund.

SECTION 4. We acknowledge that we are responsible for supporting all non-cash commitments to the project should they not materialize;

SECTION 5. We are aware that the grant, if approved, will be paid on a reimbursement basis. This means we may only request payment after eligible and allowable costs have already been paid and remitted to our vendors.

SECTION 6. We acknowledge that any property acquired or facility developed with financial aid from the Recreation and Conservation Funding Board (RCFB) must be placed in use for the funded purpose and be retained in such use in perpetuity unless otherwise provided and agreed to by our organization and RCFB.

SECTION 7. This resolution becomes part of a formal application to the Recreation and Conservation Office; and

SECTION 8. We provided appropriate opportunity for public comment on this application.

This resolution was adopted by our organization during the meeting held at City Hall located at 101 Woodring Street, Cashmere, Washington on January 23, 2012.

Signed and approved by the following authorized representative:

APPROVED:

Jeff Gomes, Mayor

Date

ATTEST:

Kay Jones, City Clerk-Treasurer

APPROVED AS TO FORM:

Charles D. Zimmerman, City Attorney

Certification of Applicant/Sponsor Match

Organization Name _____

Project Name(s) _____

The source(s) and amount (s) of our matching share will be:

Source(s) of Match	Dollar Amount
Total	\$

As the authorized **financial** representative for the above identified organization, I hereby certify that the sponsor matching resources are available for the project referenced above. I further acknowledge that our organization is responsible for supporting all non-cash commitments and donations should they not materialize.

Signature _____

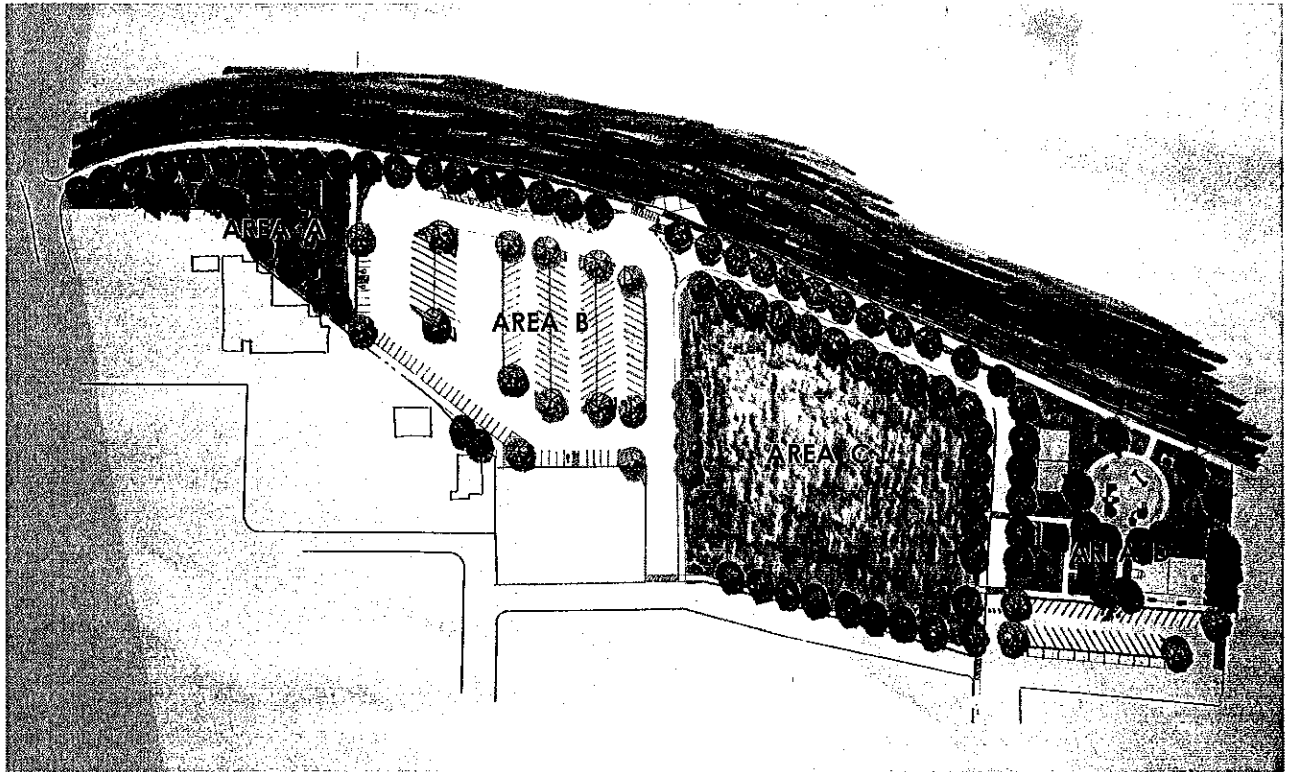
Printed _____

Title _____

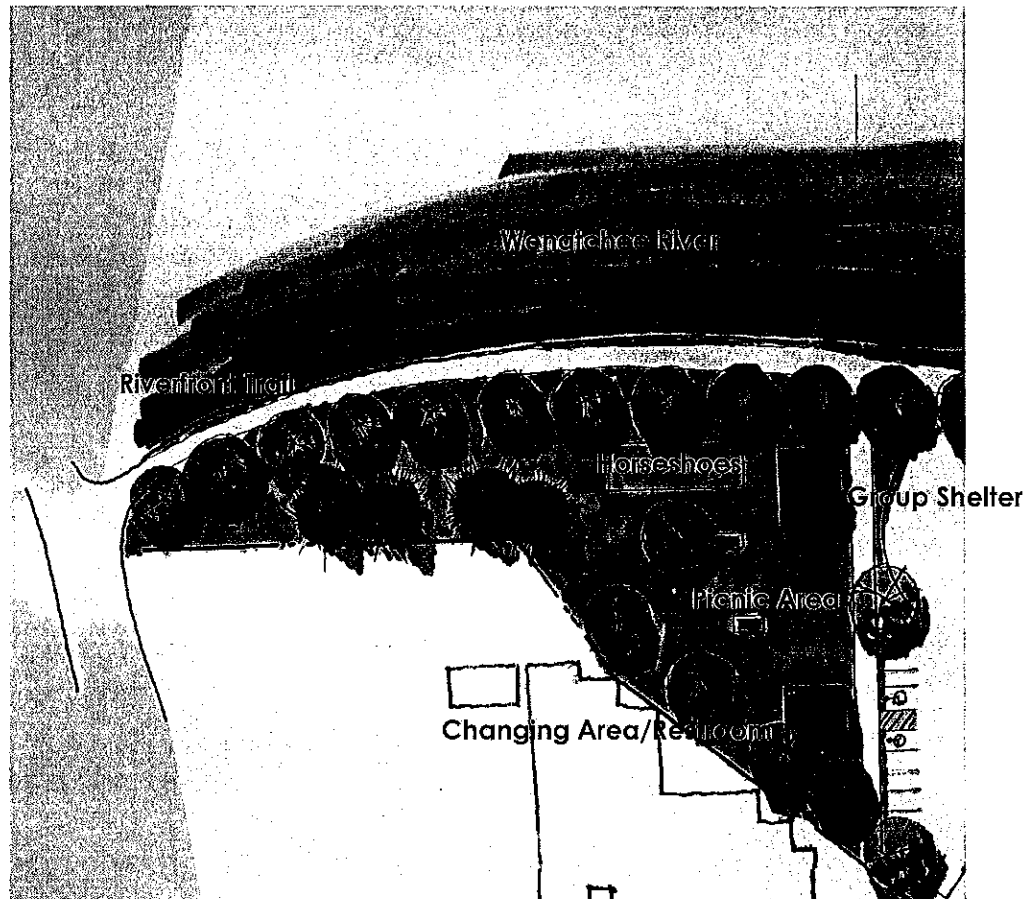
Date _____

Concept Plan:

Below is the conceptual master plan for Riverside Park. Detailed area descriptions are contained on the following pages.

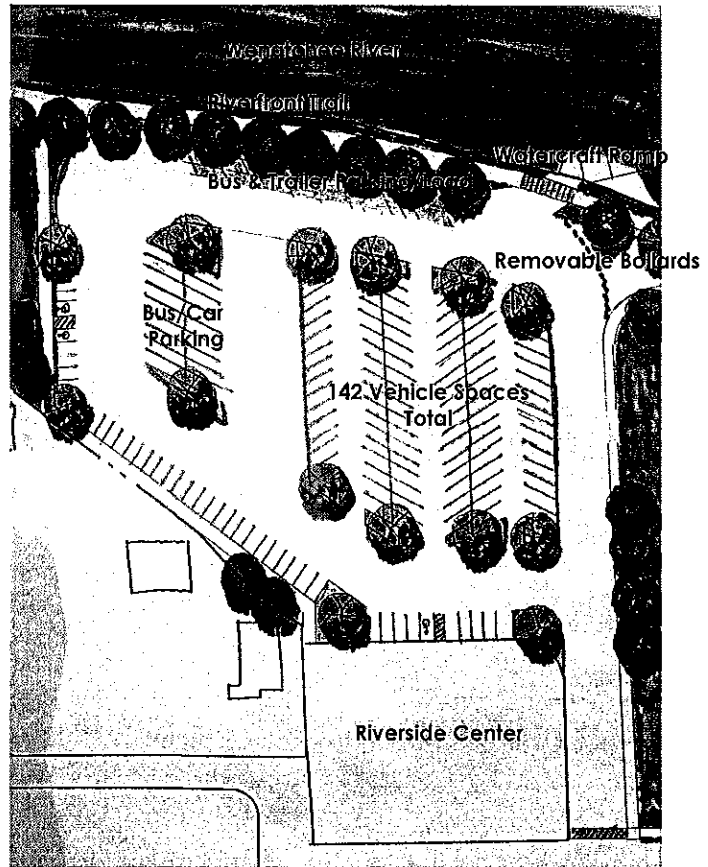


Area A:



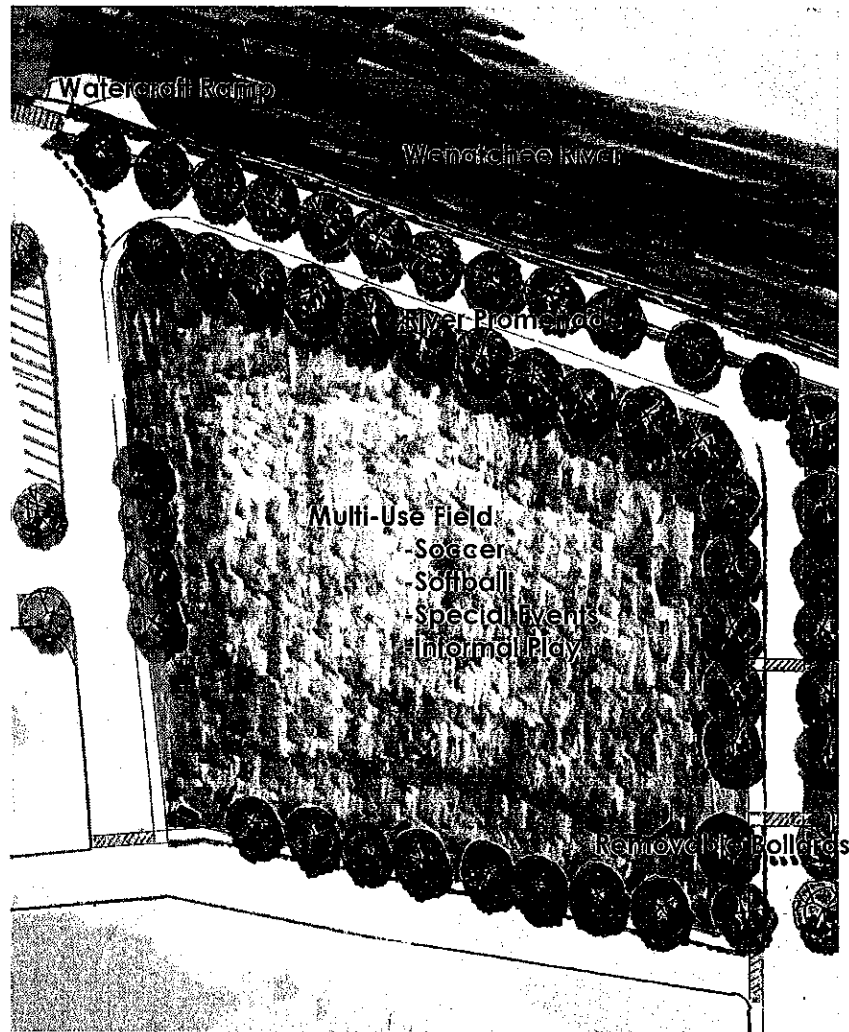
Concept Plan Description: Area A includes a large group picnic shelter that may be rented for large groups or functions or used on an informal basis and an open grassy picnic area with individual tables. The shelter would have power and water available. A changing area with restrooms is proposed to provide service to this area of the park and reduce or eliminate the conflict between Riverside Center renters and rafters. The area would receive a minimum of 6 inches of topsoil in grass areas and more where trees are to be located. Trees are recommended to be Ash, Oak, Cherry and Leyland Cypress due to their tolerance of landfill conditions. The area would be irrigated. Fitness trail stations would be added along the Riverside Trail. A sidewalk would be provided along the parking perimeter and connect the trail, parking, shelter and changing area creating an ADA accessible route of travel. A horseshoe pitch is located to the west of the picnic shelter. Trail lighting consistent with City standards would be located along the trail and provide security lighting to help deter vandalism.

Area B:



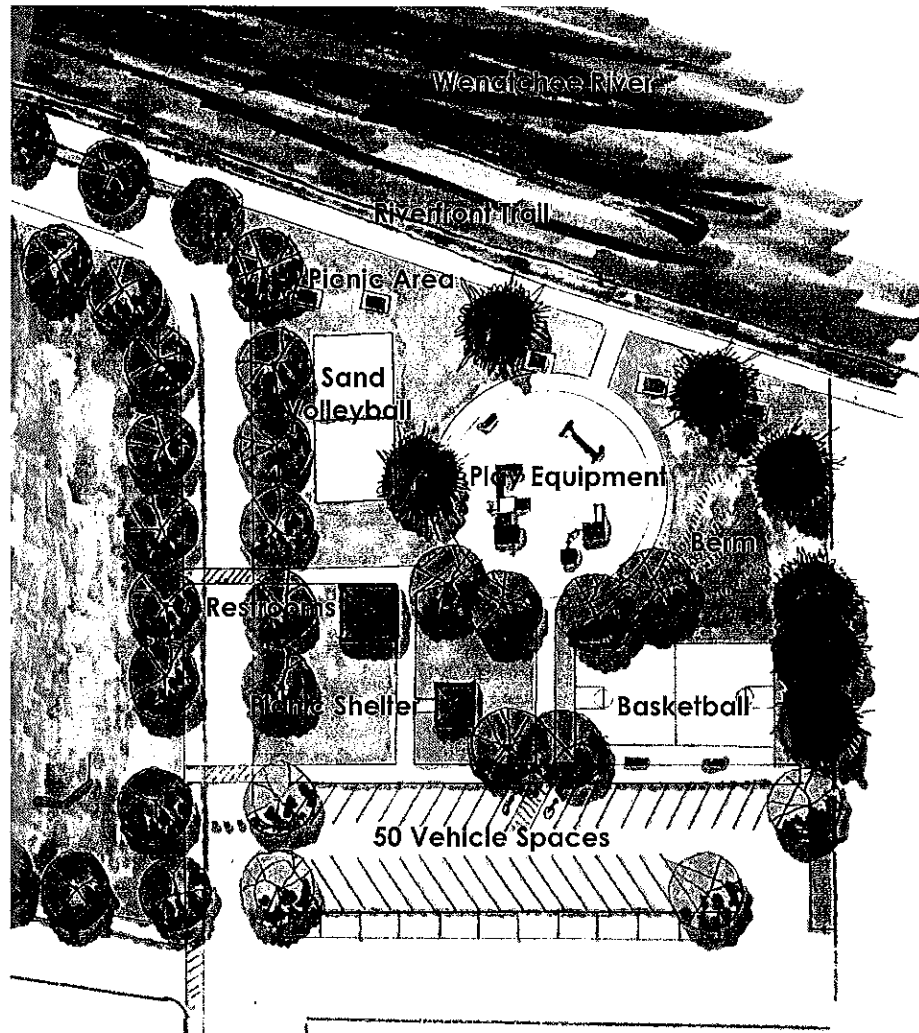
Concept Plan Description: Section B is the parking area directly north of the Riverside Center. The area features space for 142 vehicles and up to 18 busses or extended vehicles. Entry and egress is on the east of the Riverside Center. This driveway is wider than the existing drive which may result in the need to relocate existing utilities. The parking lot would be asphalt with curbing along the main travel route and around raised planter islands to allow for snow removal and flexibility for large vehicles. Parking spaces would be designated with paint. The lot would be lighted. The Riverside Trail crossing of the watercraft ramp would be well marked. ADA ramps would be provided to allow for access to the sidewalks. Designated parking times for large vehicles would be managed through a sign program and facility use agreements. Flowering Cherry trees would be planted in the lot to increase attractiveness and create a sense of place.

Area C:



Concept Plan Description: Area C is a multiple use field. The field would include a perimeter sidewalk to increase pedestrian safety and allow for fitness walking. The field could be used for a variety of purposes ranging from high school soccer to informal kite flying. Pedestrian crossings would be well marked with painted crosswalks. Raised berms along the field perimeter would create suitable planting areas for trees and create viewing opportunities. The trees would provide needed shade, define the space and create interest. Removable bollards would be installed to restrict vehicular access, increase safety to park users, reduce liability to the City and create an attractive pedestrian promenade. The tree lined promenade could serve as the location of the Farmers Market, Founders Days booths and other special events. Water and electrical service would be installed to provide increased service along the route.

Area D:



Concept Plan Description: This is a family oriented park area and includes the existing sand volleyball court and picnic area. Fitness trail stations would be included along the Riverside Trail. Small restrooms and a picnic shelter would provide service to this area of the park as well as the adjacent multi-use field. The restroom would follow the same venting guidelines as in Area A. A large berm (6 foot minimum) would be provided to help create separation between the basketball court and play area as well as creating an area for seating, sledding and sunning. Access to area amenities is provided by a sidewalk. Parking is reduced to 50 vehicles to provide for general park use and field events. The area includes trail, parking and feature lighting for security. Drinking fountains are provided by the restroom and park benches by the basketball court and play area. Topsoil would be imported to provide for tree planting similar to that of Area A.

Area A - Estimate for Riverside Park Phase 1

Item Number	Item	Unit	Quantity	Unit Cost	Total Cost
	Preparation				
1	Mobilization	LS	1	\$ 3,000.00	\$ 3,000.00
	Grading				
2	Roadway Excavation Inc. Haul	CY	280	\$ 10.00	\$ 2,800.00
3	Topsoil	CY	200	\$ 40.00	\$ 8,000.00
	Irrigation/Erosion Control				
4	Erosion/Water Pollution Control	EST	1	\$ 1,000.00	\$ 1,000.00
	Traffic				
5	Cement Conc. Traffic Curb and Gutter	LF.	300	\$ 15.00	\$ 4,500.00
	Other Items				
6	Hydroseed	SF	32,000	\$ 0.25	\$ 8,000.00
7	Landscaping	LS	1	\$ 7,000.00	\$ 7,000.00
8	Irrigation	LS	1	\$ 4,000.00	\$ 4,000.00
9	Illumination		1	\$ 10,000.00	\$ 10,000.00
10	Picnic Tables & Accessories		5	\$ 700.00	\$ 3,500.00

Subtotal \$ 51,800.00
Design \$ 3,108.00
Construction Total: \$ 54,908.00
Grand Total \$ 54,908.00

Area B - Estimate for Riverside Park Phase 2

Item Number	Item	Unit	Quantity	Unit Cost	Total Cost
Preparation					
1	Mobilization	LS	1	\$ 11,000.00	\$ 11,000.00
Grading					
2	Roadway Excavation Inc. Haul	CY	700	\$ 10.00	\$ 7,000.00
Water/Sewer					
3	Water System	LS	1	\$ 3,000.00	\$ 3,000.00
4	Sewer System	LS	1	\$ 3,000.00	\$ 3,000.00
Surfacing/Paving					
5	Crushed Surfacing Top Course	Ton	500	\$ 20.00	\$ 10,000.00
6	Paint Striping	1	1	\$ 3,000.00	\$ 3,000.00
7	Commercial HMA	Ton	800	\$ 100.00	\$ 80,000.00
Irrigation/Erosion Control					
8	Erosion/Water Pollution Control	EST	1	\$ 1,000.00	\$ 1,000.00
Other Items					
9	Landscaping	LS	1	\$ 10,000.00	\$ 10,000.00
10	Cement Conc. Sidewalk Ramp Type	Each	2	\$ 1,200.00	\$ 2,400.00
11	Cement Conc. Sidewalk, traffic curb & gutter	LS	300	\$ 40.00	\$ 12,000.00
12	Restrooms/Changing Area/Shelter	1	1	\$ 75,000.00	\$ 75,000.00
13	Illumination	1	1	\$ 10,000.00	\$ 10,000.00
14	Gas Venting System	1	1	\$ 30,000.00	\$ 30,000.00

Subtotal	\$	257,400.00
Design	\$	15,444.00
Construction Total:	\$	272,844.00
Grand Total	\$	272,844.00

Staff Summary

Date: January 23, 2012
To: Cashmere City Council
Mayor Gomes
From: Mark Botello
RE: Letter from Business Owners at Mission District Requesting Posting
for Limited Parking.

Please see attached letter from property owners within the Mission District area. Staff will discuss this at the Monday Council meeting.

To: Cashmere City Council

January 2012

On behalf of Mission District we would like to thank you for the recent Mission Ave upgrades with sidewalks, trees, lights & more.

We do need to bring to your attention specific issues in regards to parking around our building.

The nature of daily business parking along Mission Street has become complicated at best. The businesses are primarily retail with daily transitory guests & customers throughout the day. Local cars have been left 12-72 hrs consecutively while retail customers have become unable to find parking. Potential customers and regional guests will leave without shopping or purchasing. It has been brought to the attention of retail business owners in Mission District of this situation on a regular basis. There has become ongoing lost business due to parking issues. This would in turn affect tax revenue paid into the City of Cashmere as well.

We can safely assume these parking challenges will become increasingly more difficult as the growth and popularity of services gained from Cashmere Mission District gains momentum especially during higher tourist traffic throughout summer/fall months each year.

We collectively propose parking signs be installed adjacent to the building which would read "**4 hr Parking Maximum**".

In addition we request consideration for an additional future parking project. We propose the land owned by the City of Cashmere across the railroad tracks near the city maintenance shop, be completed with asphalt for additional parking.

Thank you for your consideration of these items to alleviate parking issues on Mission Street.

Sincerely,

Mission District Business Owners

Snapdragon Coffee
5 O'clock Somewhere
Horan Estate
J5 Coffee Roasters
Devils Gulch Drinkery
Dutch John's Winery
Athas & Elia Photography