



## City of Cashmere

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

CASHMERE CITY COUNCIL MEETING  
MONDAY, MARCH 12, 2012 7:00 P.M., CITY HALL

### **AGENDA**

#### CALL TO ORDER

#### FLAG SALUTE

#### EXCUSE ABSENCE

#### ANNOUNCEMENTS & INFORMATION

- February Financial Reports
- WCIA Council Do's and Don'ts Training on April 23<sup>rd</sup> at 6:00 p.m.

#### PROCLAMATION

- Proclaiming April 18, 2012 as Arbor Day

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

#### APPROVAL OF AGENDA

#### CONSENT AGENDA

1. Minutes of February 27, 2012 Regular City Council Meeting
2. Payroll and Claims Packet Dated March 12, 2012
3. Set a Public Hearing for May 14, 2012 at 6:00 p.m. on update of Shoreline Master Program
4. Mayor's reappointment of Mr. Dronen to the Housing Authority Board position #4

#### BUSINESS ITEMS

5. Resignation of Fire Chief Rob Sweigard and Mayor's appointment of Fire Chief Matt Brunner
6. Rafters Agreement regarding bus parking in the west (upstream) parking lot
7. Float Association's request for lodging tax funds in the amount of \$2,000

#### PROGRESS REPORTS

- Public Safety Committee

#### 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, FEBRUARY 27, 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	

FLAG SALUTE

ANNOUNCEMENTS & INFORMATION

Councilor Fletcher reported that he attended a Link meeting. Link Transit has worked very hard at remaining financially stable and they are still working with the vendors to correct a few issues on the electric buses.

Clerk-Treasurer Kay Jones announced that the WCIA Council Do's and Don'ts Training has been rescheduled. The tentative date is April 23<sup>rd</sup> at 6:00 p.m.

Director Bob Schmidt announced that the target date for restarting the Sunset Project is March 19<sup>th</sup>.

Mayor Gomes announced that he attended the City of Chelan workshop with several other Mayors and the Commissioners to discuss the proposed amendment for the Interlocal Agreement regarding the Public Facilities District. The City of Chelan did vote to pass the ordinance authorizing the Amendment to the Interlocal Agreement.

Also, Mayor Gomes represented the City at the Cashmere Royalty Pageant. Mayor Gomes thanked the outgoing royalty and congratulated the incoming.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Minutes of February 13, 2012 Regular Study Session Meeting  
Minutes of February 13, 2012 Regular City Council Meeting

Payroll and Claims Packet Dated February 27, 2012

Claims Check Nos. 31851 through 31874 totaling \$124,171.54

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

SELECTION OF ENGINEER FOR THE TIGNER ROAD PROJECT

The City received eight Statements of Qualifications (SOQ) for the Tigner Road Project. City staff followed two evaluation processes; review of the submitted SOQ documents and telephone interviews with the top three firms selected. The top three firms were #1 RH2 Engineers, #2 Pacific Engineering and #3 Huibregtse, Louman Associates, Inc.

Since there are federal funds involved in the Tigner Road Project a Certified Agency (CA) Administrator is required, which for this project is the Washington State Department of Transportation. The CA Administrator must approve the City's selection of engineers before the City begins negotiating the scope of work and fee schedule, which the City has received.

The City will negotiate with RH2 Engineering which was ranked number 1. If scopes of work and fee schedule are not successfully negotiated the City will begin negotiations with Pacific Engineering which was ranked number 2.

MOVED by Councilor Fletcher and seconded by Councilor Bryant to approve the selection of engineers for the Tigner Road project as per city staff report. Motion carried.

REQUEST FROM CASHMERE COMMUNITY COFFEEHOUSE FOR \$1,000 LODGING TAX FUNDS

The Cashmere Community Coffeehouse submitted an application for lodging tax funds in the amount of \$1,000. The City has granted lodging tax funds to the Coffeehouse for several years. Last year the Council requested a letter be sent explaining that the purpose of the lodging tax funds is to assist an organization for a special event, not to become a supplemental source of income. The letter encouraged the Coffeehouse to become more self sufficient.

MOVED by Councilor Fletcher and seconded by Councilor Wynne to deny the request from Community Coffeehouse for \$1,000 lodging tax funds. Motion carried.

MOVED by Councilor Bryant and seconded by Councilor Knutsen to grant \$500 lodging tax funds to the Community Coffeehouse for 2012, with a letter stating that this may be the last time lodging tax funds are granted to them. Motion carried.

RAFTERS AGREEMENT FOR 2012

After reviewing the contract City Attorney Chuck Zimmerman recommended changing contractual reference to "President" to "Owner/Managing Member/President". The 2012 contract will reflect this change.

Councilor Bryant voiced concern with Section No. 11 Sanitation; the City is required to provide one garbage dumpster for the use of all at the exit site. The dumpster has been placed in the parking lot not at the exit site. There may be a need for a second dumpster, which can be discussed and worked out at staff level without changing the contract.

MOVED by Councilor Bryant and seconded by Councilor Fletcher to approve the Rafters Agreement for 2012. Motion carried.

ADJOURNMENT

Mayor Gomes adjourned the meeting at 7:44 p.m.

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Jeff Gomes, Mayor

Attest:

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Kay Jones, Clerk-Treasurer



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### **CITY OF CASHMERE NOTICE OF PUBLIC HEARING**

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**NOTICE IS HEREBY GIVEN** that the Cashmere City Council will hold a public hearing on Monday, May 14, 2012 at 6:00 p.m. at the Cashmere City Hall, 101 Woodring Street, Cashmere, Washington, pursuant to WAC 173-26-100. The purpose of this public hearing is to receive public comment related to the update of Cashmere's Shoreline Master Program Chapters 1, 2, 3, 8 and the Shoreline Environmental Designations and the Regulatory Channel Migration Zones.

The public is invited to attend and make comment or to send written comment to the Cashmere City Council, 101 Woodring Street, Cashmere, WA 98815.

Kay Jones  
City Clerk-Treasurer  
CITY OF CASHMERE

Publish: Cashmere Valley Record on May 2, 2012



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March 7, 2012

Alicia McRae  
Housing Authority of Chelan County  
& the City of Wenatchee  
1555 S. Methow St.  
Wenatchee, WA 98801-9417

Re: Housing Authority Board position #4

Dear Ms. McRae:

It is my understanding that the City of Cashmere's representative on the Housing Authority Board, Bill Dronen, is interested in continuing to serve for another 3-year term on the board after his term expires on April 30, 2012.

It is my pleasure to re-appoint Mr. Dronen as Cashmere's representative to the board. I appreciate the contribution Mr. Dronen brings to the community via his service on the Housing Authority Board.

I would also like to thank you for your contribution in providing affordable housing in Cashmere.

Sincerely,

Jeffrey Gomes  
Mayor

## **PROCLAMATION**

- WHEREAS,** in 1872, J. Sterling Morton Proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and
- WHEREAS,** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska,
- WHEREAS,** Arbor Day is now observed throughout the nation and the world, and
- WHEREAS,** trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and
- WHEREAS,** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and
- WHEREAS,** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and
- WHEREAS,** trees are a source of joy and spiritual renewal, and
- WHEREAS,** Cashmere has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting ways,
- NOW, THEREFORE,** I, Jeff Gomes, Mayor of the City of Cashmere, do hereby proclaim April 18, 2012 as,

### **ARBOR DAY**

in the City of Cashmere, and I urge all citizens to support efforts to protect our trees and woodlands and to support our city's urban forestry program, and

- FURTHER,** I urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

DATED this 12th day of March, 2012.



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Jeff Gomes  
Mayor

# Staff Summary

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**Date:** March 12, 2012  
**To:** Mayor and Cashmere City Council  
**From:** Clerk-Treasurer Kay Jones  
**RE:** Proposed change to rafter agreement

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In 2005 one of the rafting companies that take out at Riverside Park asked for special permission to stage their buses in the dirt parking lot behind Riverside Center. Permission was granted to the company, but over the years the permission to stage in that lot has become permission to park their buses.

Parking buses at the far end of the west parking lot does not interfere with Riverside Center operations. We feel the permission to park buses in a designated area of the west parking lot will alleviate much of the congestion at the east end of the park and on the ramp, so we would like to extend the permission to park buses and buses with trailers to all the companies that take out at Riverside Park.

**Staff Recommendation:**

Move to change the language in the 2012 Rafter Agreement to allow buses and buses with trailers to park in a designated area of the west (upstream) parking lot.

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revoked by the CITY in accordance with this agreement.

4. **Insurance.** Prior to the issuance by the CITY of a permit to RAFTERS, RAFTERS shall first furnish to the CITY Clerk-Treasurer a certificate of effective insurance coverage for the period of this agreement insuring RAFTERS against liability for bodily injury or death or property damage to any customer, invitee, or any third party arising out of or connected with the operation of the rafting activity by RAFTERS with an insurance company acceptable to the CITY Clerk-Treasurer and naming the CITY as an additional insured on such policy, which policy shall not be revocable by the company without giving at least ten (10) days' written notice to the CITY, with minimum limits of \$1,000,000.00 per person and aggregate limits of \$1,000,000.00 per occurrence for such liability.

5. **State and Local Laws.** RAFTERS shall abide by all state and local laws.

6. **Scheduling.** RAFTERS shall be responsible for scheduling their various exits from the river and for reaching agreement among themselves and other licensed rafters with respect to times and dates of such exits. RAFTERS shall be allowed upon the park property each day not sooner than 7:00 a.m. and shall not exit the property later than 6:00 p.m.

7. **Identification of boats and cars.** RAFTERS shall in a conspicuous manner designate on each raft or boat RAFTER intends to exit on CITY property the full name of RAFTER for identification purposes. RAFTERS shall provide the CITY with a copy of said manner of identification at the time of execution of this agreement.

RAFTERS shall also provide a card to their customers who park at Riverside Park to be conspicuously displayed on the dashboard of each vehicle. If any vehicles in the park do not have said cards displayed on the dashboard, they may be towed and impounded by the CITY at the vehicle owner's expense.

8. **Daily rafter count.**

RAFTERS shall provide to CITY, on a form provided by CITY and attached as Exhibit B, a daily count of RAFTERS customers. Said form shall be submitted monthly with Rafter Verification Form and payment.

9. **Parking.** RAFTERS shall park only in areas designated by the CITY and not upon city streets or other public parking areas of the CITY OF CASHMERE.

[The east \(downstream\) parking lot is designated for commercial rafting customers and rafting company vehicles including buses, trailers and oversized vehicles. The area of the west \(upstream\) parking lot indicated on Exhibit C, attached, may also be used for parking of buses and buses with trailers.](#)

10. **Exit site.** The CITY shall provide and designate one authorized exit site at Riverside Park. RAFTERS shall enter and exit said park on Maple Street. Changes in the exit site shall be at the sole discretion of the CITY.

Exhibit "C"



# Staff Summary

**Date:** March 8, 2012  
**To:** Mayor and Cashmere City Council  
**From:** Clerk-Treasurer Kay Jones  
**RE:** Cashmere Float Association Request for Lodging Tax Funds

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Attached is a request from the Cashmere Float Association for lodging tax funds in the amount of \$2,000.

The City Council has granted lodging tax funds to the Float Association for years. Please see attached report for the history of lodging tax grants.

To date the Lodging Tax Fund has a balance of \$7,075 and for 2012 the City Council has authorized lodging tax grants to the Cashmere Chamber for \$1,500 and the Cashmere Coffeehouse for \$500.

**Staff Recommendation:**

Move to approve, deny or amend amount requested for lodging tax funds.

**LODGING TAX FUNDS**

	<b>Cascade Loop</b>	<b>Museum</b>	<b>Float</b>	<b>Chamber</b>	<b>Coffeehouse</b>	<b>Farmers Market</b>	<b>Festival Dumpsters</b>
2004	344.00	689.00	1,033.00	1,377.00	-	-	-
2005	383.97	767.94	151.91	1,535.88	-	-	-
2006	-	-	-	-	-	-	-
2007	-	-	-	1,792.80	-	-	-
2008	-	-	1,000.00	-	-	-	-
2009	-	-	1,000.00	2,000.00	1,000.00	400.00	-
2010	-	-	2,000.00	-	1,000.00	-	303.86
2011	-	-	2,000.00	2,000.00	1,000.00	-	157.16
2012	-	-	??	1,500.00	500.00	-	??
<b>TOTAL</b>	<b>727.97</b>	<b>1,456.94</b>	<b>7,184.91</b>	<b>10,205.68</b>	<b>3,500.00</b>	<b>400.00</b>	<b>461.02</b>



**City of Cashmere**  
**101 WOODRING STREET**  
**CASHMERE, WA 98815**  
**(509) 782-3513**

**REQUEST FOR LODGING TAX FUNDS**

AGENCY NAME Cashmere Float & Royalty Assoc.  
 MAILING ADDRESS 119 Cottage Avenue, Cashmere, WA 98815  
 CONTACT PERSON Kim Phillips PHONE 782 2717  
 AMOUNT REQUESTED \$2000.00

**RCW 67.28.1816 requires funds distributed from lodging tax be used for special events and festivals, and to support tourism-related facilities owned by nonprofit organizations. Your answers to the following questions are required to aid the City in determining if a grant of lodging tax funds is warranted.**

EXPLAIN HOW THE FUNDS WILL BE USED AND HOW THE USE WILL PROMOTE TOURISM IN CASHMERE.

**Construction materials for:**

- The "State of Washington". Approximate size, 4 1/2' x 5 1/2'; Cashmere will be located in the center of the State. It will be motorized and turn to create movement necessary to achieve awards and recognition.
- The Heart shaped like a "Bullseye" with an arrow pointing to the center. Approximate size, 5' x 7', and will be located on the front of the float.
- Three Hearts located at the rear of the float. Approximate size will be 10' x 15' high.

(Labor is being volunteered by the Cashmere High School Drafting Class, Wood Shop and Welding Classes, assisted by advisor's, Buck Lewis and Jed Odenreider.

- Sixteen 16 x 20 photographs, framed and reproduced on plexus-glass.

Photographs will showcase the beautiful Cashmere Valley and will include: The four seasons of Cashmere; White water rafting on the Wenatchee River; Cashmere Historical Museum; Aplets & Cotlets; Cashmere Fruit Industry & Agriculture; Downtown Cashmere; Cashmere Founder's Days; Cashmere Apple Days; and Chelan County Fair.  
 (Photographs provided by local photographer, Ben Ellis).

**Lighting for all the above mentioned:** Appropriate lighting will be installed and is necessary for night parades, including Spokane; Seattle; Olympia; Marysville; Moses Lake; and evening parades as determined by our budget.

**Signage:** "Cashmere ~ The Heart of Washington"

❖ ANY OTHER INCREASED ECONOMIC IMPACT ATTRIBUTABLE TO THE EVENT \_\_\_\_\_

Please see attached.  
 \_\_\_\_\_  
 \_\_\_\_\_

Kim Phillips  
 Applicant Signature

3-1-12  
 Date



# Cashmere Float Assn.

## CITY OF CASHMERE REQUEST FOR LODGING TAX FUNDS

Dear City of Cashmere,

On behalf of the Cashmere Community Float, I am requesting \$2000.00 of the allocated Lodging Tax Fund. We, the Cashmere Float & Royalty Association, understand the purpose of these funds is to bring visitors outside the Cashmere city limits to our beautiful Valley.

The Cashmere Community Float is a non-profit organization. We rely solely on financial contributions, as well as volunteers, in the construction, maintenance and travel expenses for the float.

Every summer, the Cashmere Community Float and Royalty participate in over 13 parades throughout Washington and Canada. Our float serves as a traveling "Billboard", with the purpose of showcasing all that Cashmere has to offer. The float is seen by literally thousands of people at each and every parade we attend. The float is also featured in media, both print and live TV stations, such as Krem TV in Spokane; KIRO TV in Seattle; and our local Wenatchee station.

Hopefully, with the financial assistance from this fund, as well as our additional fund raising endeavors and community contributions, this year will be no exception.

The Cashmere float, titled "Cashmere ~ The Heart of Washington", will focus on our geographical position as the "center" of the State of Washington. The Cashmere High School drafting, wood shop, and welding classes, with the assistance of Buck Lewis and Jed Odenreider, have volunteered their services and time in the construction of the float.

The goal for the Community Float and for Cashmere Royalty is to reach as many people as we can to **encourage, promote, and extend a personal invitation to visit Cashmere.** Please continue to assist the Cashmere Community Float and Cashmere Royalty with an allotment from the Lodging Tax Funds.

Sincerely,

Kim Phillips,

Float Designer & Royalty Chaperone