

City of Cle Elum
Study Session – May 10, 2016

Call to Order - Roll Call of Membership

The Study Session was called to order by Mayor Jay McGowan at 6:00 p.m. Members present were Arthur Scott, Lindsey Ozbolt, Steven Harper and Kenneth Ratliff. Other members present included City Administrator Rob Omans, City Attorney Alexandra Kenyon and City Clerk Kathi Swanson.

Purpose of the Special Study Session

The City Council is continuing to meet for ongoing discussion of the goals of the Council for the coming year. The meeting notice was duly published in the OS/OS/16 edition of the Northern Kittitas County Tribune.

Arthur Scott noted that the purpose of Study Session is to establish definite objectives for results and accountability for the Mayor and Council.

The following items were discussed:

High Priority List:

Jodi Larsen (absent) - Fire Department Oversight Committee: Due to the probability of Larsen moving out of town subsequently leaving the City Council, another Council member will be assigned as the lead on this Committee. Larsen can remain on the committee as a citizen advisor.

Lindsey Ozbolt - Planning/UGA Oversight Committee: Provided a draft of the Planning Department Position Job Description. Ozbolt modified the 2003 City of Cle Elum Planner Job description, based off of planning manager position job descriptions, the Kittitas County's Planner 2 position and the County's long range planner position. A draft of the job description was provided to the council for their review. The Planning Committee will need to determine the salary range based on qualifications. Ozbolt suggested Attorney Kenyon review the application to ensure it is correct. Additional discussion included the overtime exempt clause. The attorney will research and report back. Steven Harper cautioned the council regarding putting people on salaries, as the State of Washington has different qualification rules. A copy of the draft Planning Department Position Job Description is attached.

Downtown Cleanup: Mayor McGowan reported the Chamber sponsored Downtown Cleanup will get underway on May 14, 2016. The City sponsored spring cleanup will take place from May 17th through May 21st and the burn dump will be open for yard waste. Steven Harper commented that the City crew is doing a great job at the City Park. Arthur Scott also commented that Centennial Park also looks great and the sprinkler system is working very well.

Mayor McGowan - Reported Robert Omans is working on the Downtown bathroom remodel, and is preparing the proposal for bids. The city will advertise for the bids for

the project. Rob Omans reported there is \$35,000.00 for the project. Alexandra Kenyon will research the small works roster to ensure the City follows the correct procedures. The stall doors and fixtures will be demolished and replaced with new ones. Further discussion included ADA compliancy and it was determined they are compliant. Arthur Scott asked for the target date of the projects; Omans responded that it is difficult to obtain a contractor at this busy time. Mayor McGowan suggested using Lodging tax money to hire a professional cleaner and further suggested sharing a contract with Roslyn for the janitor. Lindsey Ozbolt recommended making the bathrooms functional for the season. Arthur Scott suggested the two priorities for the project are to establish a cleaning program and to adequately repair the public restrooms for the summer. Currently the bathrooms are cleaned by City crew members Mondays, Wednesday and Fridays. Lindsey Ozbolt asked for a high priority on this item; to create a 1 to 3 month emergency bathroom plan for the remodel, repair and cleaning, and to make them functional for the tourist season (May through September).

Jay McGowan - Wye Park: Mayor McGowan briefly described the Interlocal Agreement for the Trail System Plan which will unify all three cities and enable the tri-city community to apply for grants. Some plans by the cities include a bridge across the Yakima River to South Cle Elum and addressing the flooding issue at Crystal Creek. McGowan will further discuss the Agreement at the regular council meeting. Mayor McGowan reported that the sprinkler system installation at the Wye will be completed by May 20, 2016; planting will begin shortly after that.

Ken Ratliff- Oakes Avenue Interchange Completion - Reported he has had the same conversation with Rick Holmstrom which he reported at the prior study session. Ratliff and Ozbolt also reported that Paul Gonseth is an alternative contact for the region. Ratliff and Robert Omans recommended the City submit a letter of intent (request) to let the W.S.D.O.T. know that this is a high priority for the City of Cle Elum and the entire area. Mayor McGowan stated there is a report on file which outlines everything the City needs to do to make it possible to complete the Interchange. Lindsey Ozbolt suggested putting in a request for the Valerie Sutherland report, saying she has asked Jim Leonhard to locate that report. Ken Ratliff will contact Mr. Holmstrom and ask for the framework for what is required in the letter to initiate the process. Steven Harper noted that it is important to have another access for law enforcement, medical and Fire Department personnel to the 1-90 freeway in case of an emergency. Ken Ratliff added Department of Transportation makes the recommendation, but the State Legislature makes the final decision on these types of projects. Ratliff also stated it is important that the letter specifically name the Cle Elum Interchange, not to be confused with the Wenatchee Interchange. Ratliff estimated this to be about a 10 year project.

Grants - Planner - Mayor McGowan recommended that the Planner apply for grants. Other sources of money are TIB money and Distressed Sales Tax (.09). Applications for .09 tax money should be available very soon. Arthur Scott commented that he was told by Gary Berndt that Cle Elum does not apply for money. Mayor McGowan added applications should be made for shovel ready projects. Ken Ratliff suggested applying for funds for a Storm Drain Design. Ozbolt suggested not waiting for a Planner to make

the applications; that Public Works or the City Administrator should be ready to make applications. Mayor McGowan suggested projects on the east end of town. Other projects to consider are the Horse Park Riding Arena and a design for the Mainstreet Stonnwater System. Ozbolt stated the City cannot rely on the Downtown Association to come up with funding; City staff needs to be responsible with the help of outside organizations. Ozbolt also stated a conceptual plan is being worked on at this time.

Comprehensive Plan - Lindsey Ozbolt: Lindsey Ozbolt stated that the Comp Plan is due by June of 2017; however, based on the population of the City, extensions may be granted. Mayor McGowan added that merging Crystal Creek with the Trails and WYE Park is also an integral part of the Comp Plan.

Staff was directed to publish the next Study Session for June **14**, 2016 at 6:00 pm.

The Study Session adjourned at 6:50