

City of Cle Elum
Regular City Council Meeting
November 22, 2016

Call to Order – Roll Call of Membership

The meeting was called to order by Mayor Pro-Tem Kenneth Ratliff at 7:00 p.m. The Pledge of Allegiance was recited. Other members present were Tom Hastings, Burt Okitsu, Steven Harper, Mickey Holz and Christine Simpson. Mayor Jay McGowan and Ron Spears were absent. Other members present were City Administrator Robert Omans, City Treasurer Lindsey Vaughn and City Clerk Kathi Swanson. *A motion was made by Steven Harper and seconded by Mickey Holz to excuse Mayor McGowan and Ron Spears. Motion carried.*

Approval of the Meeting Agenda

A motion was made by Steven Harper and seconded by Mickey Holz to amend the agenda to add the Christmas in Cle Elum Event Application for consideration by Council. Motion carried unanimously. A motion was made by Steven Harper and seconded by Mickey Holz to approve the agenda as amended. Motion carried unanimously.

Announcements – Appointments, Awards and Recognition

None

Consent Agenda

Ken Ratliff noted the date was incorrect on the minutes and asked to have it corrected from October 25, 2016 to November 8, 2016. *A motion was made by Mickey Holz and seconded by Steven Harper to approve the Consent Agenda as amended by correcting the meeting date in the meeting minutes of the November 8, 2016 Regular City Council Meeting; vouchers and checks numbered 37897 through 37943 totaling \$172,391.70 for the November 22, 2016 voucher run; payroll vouchers in the amount of \$55,995.22 for the October 15, 2016 payroll; payroll vouchers in the amount of \$107,346.53 for the October 31, 2016 payroll; payroll vouchers in the amount of \$58,924.89 for the November 15, 2016 payroll; and payment in the amount of \$834.50 to HLA for the Third Filter Bed. Motion carried unanimously.*

Officer Reports

Code Enforcement Report:

- None

City Administration – Robert Omans:

- Reported the 3-year Financial and Accountability State audit has been completed, resulting in no findings. The City was found to be in compliance with State laws and regulations, as well as in compliance with City policies and procedures. Omans reported the cost of the audit was less than the budgeted amount of \$25,000.00. All auditors on site expressed great appreciation to the staff of the City. Omans credited the success of the audit to the hard-working staff, especially City Treasurer Lindsey Vaughn.

Building Official – Robert Omans:

- No Report.

Network Administrator: Robert Omans:

- No Report

Public Works Director – Jim Leonhard:

- No Report

Police Report – Chief Scott Ferguson:

- No Report

Fire Department Report – Dave Campbell:

- No Report

Citizen Comments on Non-agenda Items

None

Public Appearances**Amy McGuffin – Director of Tourism - Kittitas County Chamber of Commerce:**

- Provided copies of the October updates to the Council members.
- Reported the October hits on the discovercleelum.com web site showed 3500 page views, 681 clicks on ads, 5591 total Facebook likes, 452 Twitter followers and 458 returning users.

Cle Elum Downtown Association – Marc Kirkpatrick

- Described the purpose and goals of the Cle Elum Downtown Association in conjunction with Mainstreet Improvements, indicating the Association works with D.O.T., City of Cle Elum and PSE and is required to report to the State. The goals include Organization, Promotion, Design and Economic Restructuring.
- Reported the Downtown Association is creating a board for each division. The Chamber of Commerce offered the services of Amy McGuffin to fill the position of Director until a paid position can be created, which may take 2 or 3 years. The Chamber will assist with State reporting to keep the Association compliant.
 - Reported the Downtown Association plans to report more often to the council.
 - Reported the Downtown Association will work with the City with regard to the Complete Streets program.
 - Informed the Council the Downtown Association will set monthly meeting agendas and provide those agenda to the City. Kirkpatrick asked for City support of the Downtown Association. The next Downtown Association meeting will be held at noon on 12/13/16 at the Chamber Visitor's Center-

Business Requiring Public Hearings

a. **2017 Preliminary Budget: Robert Omans and Lindsey Vaughn:** Mayor Pro-Tem Ken Ratliff opened the meeting to the public for comment at 7:30 p.m. Hearing no comments, the meeting was closed at 7:31 p.m. Council members anticipate adoption of the final budget at the 12/13/16 Regular Council meeting.

b. **Ordinance No. 1457 – Amendment of CEMC 15.24.060 Flood Hazard Prevention:** Robert Omans explained to Council that the proposed amendment must go through a 60-day notice and review by the Department of Commerce prior to adoption. After the 60-day review, the Ordinance will be brought back to council for the public hearing process and staff recommendation to adopt.

c. **Ordinance No. 1458 – 2017 Tax Levy: Robert Omans and Lindsey Vaughn:** Mayor Pro-Tem Ken Ratliff opened the meeting to the public for comment at 7:50 p.m. Hearing no comments, the meeting was closed to the public at 7:51 p.m. *A motion was made by Steven Harper and seconded by Mickey Holz to adopt Ordinance No. 1458 for the 2017 Tax Levy and Certification as presented. The motion carried unanimously.* Harper expressed his appreciation to Lindsey Vaughn for her hard diligence in working

with the County to obtain the correct dollar amounts to present on the Tax Levy Ordinance and Certification.

Unfinished Business

None

New Business

a. **Chamber of Commerce Event Application for Christmas in Cle Elum:** Robert Omans presented the application to the Council for their consideration. *A motion was made by Steven Harper and seconded by Mickey Holz to accept and approve the Chamber of Commerce Event Application for Christmas in Cle Elum as presented. Motion carried unanimously.*

b. **Kittitas County Chamber of Commerce Visitor Information and Marketing Contract: Amy McGuffin:** McGuffin presented the council with the 2017/2018 Tourism Promotions proposed budget contract between the Kittitas County Chamber of Commerce and the City of Cle Elum. The proposed contract remains at \$106,000.00. McGuffin informed the council she met with the Lodging Tax Committee prior to the regular meeting to discuss the proposal. Steven Harper noted the committee has asked McGuffin to bring additional information to the next regular council meeting on 12/13/16.

Ordinances and Resolutions

a. **Resolution #2016-010 – Releasing Retainage in the amount of \$43,734.17 to McClure & Sons for work performed on the Third Filter Bed Project:** *A motion was made by Steven Harper and seconded by Mickey Holts to approve Resolution No. 2016-010 authorizing the Mayor to release retainage in the amount of \$43,734.17 for work performed by McClure and sons on the Third Filter Bed Project. Motion carried unanimously.*

b. **Resolution #2016-011 – Adopting the 2017 Water Rates Fee Schedule - Robert Omans:** Omans stated the resolution was required to be published for two consecutive weeks; therefore, staff will request approval at the 12/13/16 Regular Council meeting. *Council member Tom Hastings commented that the Wastewater Treatment Plant and the Water Treatment Plant are both 12 years old and will be requiring improvements which will become a budget issue in the future. Mayor Pro-Tem Ratliff commented that there are reserve funds and contingency funds that may be used for upgrades and improvements.*

c. **Resolution #2016-012 – Adopting the 2017 Sewer Rates Fee Schedule – Robert Omans:** Omans stated the resolution was required to be published for two consecutive weeks; therefore, staff will request approval at the 12/13/16 Regular Council meeting.

d. **Ordinance #1459 - Amending the 2017 Garbage Rates - Robert Omans:** Omans reported the ordinance was required to be published for two consecutive weeks; therefore, staff will request approval at the 12/13/16 Regular Council meeting.

Committee Reports

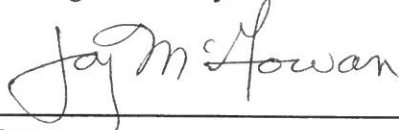
a. Christine Simpson gave a report on the Lodging Tax Consolidated Work Group meeting held on Friday 11/18/16. Simpson commented that the Cle Elum Lodging Tax Committee has set goals to meet earlier and more often in 2017 to insure their contributions to the Work Group will be better served

Council Members Comments & Concerns

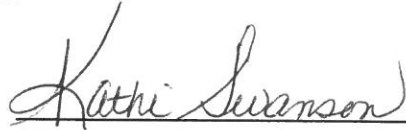
- a. Christine Simpson noted the Fire Chief has not been present to give reports at the last several meetings and asked what the policy is for frequency of Officer Reports. Robert Omans will review and report at the next meeting. Tom Hastings suggested once per month is the requirement.
- b. Christine Simpson addressed Lindsey Vaughn asking what is being done to work with Waste Management with regard to utilities customers being charged for extra garbage. Robert Omans responded that this is not Vaughn's Department; however staff is working with Waste Management. Steven Harper commented that staff is going to bat for the customers and doing everything possible to resolve the issue.
- c. Christine Simpson addressed Robert Omans asking about the results of an executive session held several weeks prior. Mayor Pro-Tem Ratliff cautioned Ms. Simpson not to discuss executive sessions in open meetings.
- d. Mayor Pro-Tem Ratliff commented the Lodging Tax process is not well thought out and would like to see a more equitable way of processing the applications. Steven Harper commented that the process will continue to be refined and streamlined.

MOTION TO ADJOURN

A motion was made by Mickey Holz and seconded by Steven Harper to adjourn the meeting at 8:50 p.m. Motion carried unanimously. The next regular scheduled meeting is Tuesday December 13, 2016 at 7:00 p.m.



Mayor



Attest