

City of Cle Elum
Regular City Council Meeting
March 28, 2017

Call to Order – Roll Call of Membership

The meeting was called to order by Mayor McGowan at 7:00 p.m. The Pledge of Allegiance was recited. Other members present were John Glondo, Ron Spears, Steven Harper, Mickey Holz and Ken Ratliff. Tom Hastings and Christine Simpson were absent. *A motion was made by Ron Spears and seconded by Ken Ratliff to excuse Tom Hastings and Christine Simpson. Motion carried unanimously.* Staff present was City Administrator Robert Omans, City Planner Lucy Temple, City Attorney Alexandra Kenyon and City Clerk Kathi Swanson.

Approval of the Meeting Agenda

A motion was made by Steven Harper and seconded by Ron Spears to approve the meeting agenda as presented. Motion carried unanimously.

Announcements – Appointments, Awards and Recognition

- a. Mayor McGowan announced Gary Hammons' resignation from the Planning Commission. Citizen-alternate Commissioner Theo Leonard will move up to Commissioner Hammons' vacated position. Mayor McGowan appointed Debra Davis to the permanent position vacated by Woody O'Rourke; and appointed Eric "Scotty" Sewell to the alternate position. *A motion was made by Steven Harper and seconded by Mickey Holz to confirm the Mayor's appointments to the Planning Commission. Motion carried unanimously.*
- b. Ken Ratliff announced he will probably not be at the April 11, 2017 City Council Meeting.

Consent Agenda

A motion was made by Mickey Holz and seconded by Steven Harper to accept the consent agenda as written; which included the minutes of the 03/14/17 Regular Council Meeting; approval of voucher and check numbered 38353 in the amount of \$43,734.17 to McClure & Sons for the Release of Retainage for the Third Filter Bed at the Water Treatment Plant; vouchers and checks numbered 38354 through 38388 in the amount of \$176,157.35; and approval of 03/15/17 Payroll Vouchers in the amount of \$61,248.16. Motion carried unanimously.

Officer Reports

City Administration – Robert Omans:

- Reported soliciting a bid for the roof of the downtown bathrooms.
- Reported an additional \$25,000 has been secured from the distressed county grant funds for the roof.
- Reported he, along with the Mayor and the City Planner, met with HLA to get a Compete Street work plan together.
- Reported on the past due utilities accounts at the request of a councilmember.

Building Official – Robert Omans:

- No Report

Network Administrator: Robert Omans:

- Reported the library is now completely connected to fiber; he will continue to work with the County IT Department on the project.

Public Works Director – Mayor McGowan for Jim Leonhard:

- Reported repairs to 2 fire hydrants and 3 catch basins.
- Reported the crew has removed the downtown Christmas decorations.
- Reported working with the Veolia staff and Conley's office regarding the Water Plant production numbers.
- Reported receiving many requests for locates; including 18 from Noel Communications, who are putting anchor wires on poles. A white circle on the ground indicates where the anchor will be placed.
- Reported placing 1¼" rock in the bigger potholes as a temporary fix; nothing works well when the ground is so wet.
- Reported a load of Asphalt cold mix will be delivered for use when things dry out.

- Reported the crew is doing a lot of sweeping. Leonhard encouraged people to sweep their sidewalks into the gutter; the crew will sweep it up with the street sweeper. The crew will continue sweeping and cleaning up the heavy areas of winter dirt and rock throughout the City.
- There are 3 wrought iron garbage cans in the shop for repairs to damage caused by independent snow plows. The cans will go back out as soon as the repairs are complete.
- Reported the crew will be installing 2 new water meter and service lines per customer requests.
- Reported a sewer main will be dug up for minor repairs.
- Reported several dead water meter batteries that will be replaced.

Lucy Temple – City Planner:

- Reported the Code Enforcement Ordinance draft amendment is in circulation with City Staff and should be brought to a Committee of Council soon as a top priority.
- Reported the sign code is in need of an overhaul for modernization to make it consistent with state law.
- Reported the assigned Senior Planner from the State Dept. of Commerce has been in contact with her regarding the Comprehensive Planning requirements. The Planning Commission will be moving forward rapidly with both Comprehensive and Downtown Planning, which will include a public participation process.
- Reported a partnership between the City and CWU Planning staff and advanced students who will be assisting the City with the Comprehensive Plan visioning process over the next couple of months.
- Reported attending a CWU GIS lab on 03/28/17 and a meeting with staff and students who have presented the City with the results of their mapping work from last quarter.
- Reported following up on a council request to assess the issue of short-term rentals within City limits. Two short-term rentals were identified within City limits; one on South Cle Elum Way and one on Wood Duck Road. A third on Denny Avenue was determined to no longer be a short-term rental. Temple suggested the Public Safety or Law and Justice Committees convene to discuss and come up with a plan on how to proceed with a code or policy update, if council desires.

Councilmember Harper asked about the status of the Conditional Use Permit Review for the Polaris/Hope Source Project. Lucy Temple, Planner, responded the Planning Commission has set a time and date of 04/18/17 at 6:00 p.m. to review the CUP with Hope Source staff.

Police Report – Chief Scott Ferguson:

Stated he had no report; however, reported a follow-up on the Polaris/Hope Source CUP:

- Reported he has met with 2 Polaris personnel, including the on-site manager, to discuss the observations and concerns as multiple problems have been identified. The personnel were presented with 4 questions the Planning Commission will ask, including background criteria and long-term residency criteria processes.

Fire Department Report – Chief Ed Mills:

- Reported having 2 new members and 1 past member installed on the roll call, leaving plenty of room for those who are considering becoming a volunteer fire fighter for Cle Elum.
- Reported he will meet with the representative for Seawestern on 03/30/17, to fit the last eight members for their new turn-outs.
- Reported he will be in Wenatchee May 19 – 21 for a fire conference. Six other members are interested in attending and will apply for scholarships, which will save \$100 per person.
- Reported he has been put in for a scholarship to attend the chief's convention in Spokane 05/22 – 05/25.
- Reported the association members will be conducting fund raisers for Little League baseball, a scholarship for high school graduates, the Fireman's Ball and Award Ceremony, Halloween Parade, Christmas in Cle Elum and the Easter egg hunt.
- Reported the CEPD Association has bought one of the medic units from Hospital District 2 and are in the process of getting the Title changed, license and insurance. The vehicle has been donated to the City for use as either an aid vehicle or possible rehabilitation rig.
- Reported receiving a \$1,270 check for the EMS trauma grant that he applied for at the end of January. The funds have been deposited into the operational supplies budget line and will be used to help supply the new aid rig or medical supplies as needed.

- Reported being contacted by a property owner at 901 East First Street who wants to donate the exiting house to use for training and possibly as a burn house.

Citizen Comments on Non-agenda Items

None

Public Appearances

Amy McGuffin–Director of Tourism–Kittitas County Chamber of Commerce:

- Reported the Downtown Association Cleanup is scheduled for 04/29/17 from 8:30 a.m. to 12:30 p.m. and will focus on Oakes Avenue to Peoh Avenue. Volunteers should bring their own tools.
- Provided a Website Analytics Report for February 2017 to the members of the Council.
- Reported 4,073 page views on discovercleelum.com.
- Reported 6,755 total page likes on Facebook.
- Reported 1,057 total followers on Twitter.
- Reported conducting a Tourism Tidbit Workshop where a professional explained about Website Analytics.
- Reported the top 5 cities (by telephone service provider) visiting the website are Seattle, Spokane, Kansas City, Chicago and Tacoma.
- Reported the top 5 referrals are Facebook, centralwashingtoncolor.com, cityofcleelum.com, skymeadowsranch.com and wahorsepark.com.
- Reported the top 5 page views are Hotels, Home, Attractions, Blog and Events
- Provided a flyer describing the Central Washington Visitor’s Guide scheduled for publication in May.
- Reported she will provide additional data on lodging tax receipts at the request of Council member Simpson at her next scheduled report on 04/25/17 and will continue to provide fully detailed monthly reports. McGuffin reported \$18,000 was collected through February 2016 as compared to \$22,730 through February 2017 for lodging tax receivables. *Mayor McGowan suggested leaving questionnaires at the motels for guests to provide information about why they are in Cle Elum. McGuffin responded that questionnaires have been left at Hotels and Motels in the past and little response has been received. McGuffin stated the Chamber is attempting to educate the hoteliers to obtain information pertinent to lodging tax.*
- Reported Lodging Tax Fund applicants may be required to attend an Applications Workshop.

Sally Moore – CASA Program – Proclamation Designating April as Child Abuse Prevention Month:

- Reported CASA (Court Appointed Special Advocates) a non-profit agency, is conducting a campaign for awareness of child abuse by distributing book marks in libraries and schools, distributing blue ribbons to businesses, distributing coffee sleeves to coffee houses in Cle Elum and Roslyn and distributing flyers for businesses to place in their windows.
- Reported a Child Abuse Prevention film titled “It Shouldn’t Hurt to Be a Child” will be shown on 04/27/17 at the Hal Holmes Center in Ellensburg.
- Reported many resources are available and can be researched a www.casaprogram.org.

The Mayor read the Proclamation into the record and stated he would sign the document at this meeting.

Craig Mabie – Park & Recreation District No. 1 MOU:

Mabie presented the MOU to Council, explaining the document has been created by Parks and Rec at the recommendation of the Coal Mines Trail Commission, to encourage a voluntary association of jurisdictions and agencies to work together for the improvement of parks and recreational facilities, trails, trails-related programs, and regional trail connections located throughout KCPRD #1, to include the Cities of Cle Elum, Roslyn, Town of South Cle Elum and Kittitas County, with KCPRD #1 as the developer and holder of the MOU. *A motion was made by Ken Ratliff and seconded by Mickey Holz to authorize the Mayor to sign the MOU with the KCPRD #1. Motion carried unanimously. Mayor McGowan signed the document and returned it to Craig Mabie.*

Business Requiring Public Hearings

a. **Resolution No. 2017 – Bullfrog Development Agreement Amendment:**

Mayor McGowan opened the meeting to the public for comment at 8:09. Roger Beck, on behalf of Suncadia, spoke in support of the proposed 10-year extension of the Development Agreement, stating Suncadia has funded the water and sewer treatment plants, donated land to schools, helped fund the Cle Elum fire station,

1 stop light and Douglas Munro Boulevard, as well as contributed 120 acres to the Horse Park, in compliance with the original Development Agreement. Suncadia would like to start building out, which will require an extension of at least 10 years. Hearing no further testimony, Mayor McGowan closed the public hearing portion of the meeting. *A motion was made by Mickey Holz and seconded by Ron Spears to adopt Resolution No. 2017-005, which authorizes the Mayor to sign the Development Agreement extension between Suncadia and the City of Cle Elum. Motion carried unanimously.*

Unfinished Business

Water Credit Approval – Ken Ratliff: Council member Ratliff reported to council the Utilities Committee met with staff to review 9 requests for credit by residents who were without water during January and/or February due to frozen distribution lines from the City’s main to their meters. Total credits to be issued to the 9 petitioners are \$913.80. Sixteen residents have yet to submit their requests for credit. The utilities committee determined there will be no credit for sewer charges during the time water service was not available; late fees may also have to be dealt with. Meter tampering fees, labor for replacement and repairs will be billed to those individuals who opened the meter boxes and damaged city-owned equipment. **The Utilities Committee recommended approval of credit in the amount of \$913.80 to the 9 residents who have submitted their request for credit, per Ordinance 1464. A motion was made by Steven Harper and seconded by Ron Spears to accept the recommendations of the Utilities Committee and approve credits in the amount of \$913.80. Motion carried unanimously.**

New Business

a. **Arbor Day Proclamation:** Mayor McGowan announced the Cle Elum Arbor Day Celebration will be held at the WYE Park on April 29, 2017, which will include giving away about 100 trees, and transplanting a tree. These actions will re-establish the City’s Tree City status. *A motion was made by Mickey Holz and seconded by John Glondo to authorize the Mayor to sign the Arbor Day Proclamation designating April 29, 2017 as Arbor Day in Cle Elum. Motion carried unanimously.* Mayor McGowan read the Arbor Day Proclamation into the record.

b. **Parks & Recreation District No. 1 – MOU: See Public Appearances, Sub-heading 3.**

Committee Reports

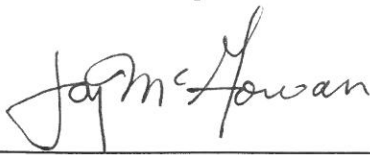
Council member Harper reported the Cle Elum Roundup has submitted an application for lodging tax funds in the amount of \$6,800. The LTAC has reviewed the application and has recommended Council approval of the application for the full amount to be specifically used for the venue at the Horse Park, but not towards the sound system, which was part of the application. *A motion was made by Ron Spears and seconded by Ken Ratliff to approve lodging tax funds in the amount of \$6,800 for Cle Elum Roundup for the Horse Park venue. Motion carried unanimously.*

Council Members Comments & Concerns

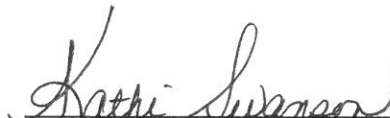
- Council member Spears commented the Hotel/Motel tax fund is a good program.
- Council member Harper commented the issue of short term rentals should be dealt with on a code violation basis per the current laws on the books. Council member Harper commented homeowners should be held responsible for payment for damages they have caused to City owned meters and equipment.
- Council member Holz commented the City should keep up to date on the growing trends of the community, including short-term rentals.
- Council member Ratliff commented the city must encourage businesses to be successful.

MOTION TO ADJOURN

A motion was made by Mickey Holz and seconded by Steven Harper to adjourn. The meeting adjourned at 8:40 p.m. The next regular scheduled meeting is Tuesday April, 2017 at 7:00 p.m.



Mayor



Attest