

City of Cle Elum  
Regular City Council Meeting  
November 14, 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 Tom Hastings, John Glondo, Ron Spears, Steven Harper, Mickey Holz, Christine Simpson and Ken Ratliff. Staff present was City Administrator Robert Omans, City Planner Lucy Temple, City Treasurer Robin Newcomb, City Attorney Alexandra Kenyon and City Clerk Kathi Swanson.

**Approval of the Meeting Agenda**

*A request was made by Ken Ratliff to amend the agenda to add the Cle Elum Pines West Division 1 Project Acceptance to the Agenda under New Business, Item i. A motion was made by Steven Harper and seconded by John Glondo to approve the meeting agenda as amended. The motion carried unanimously.*

**Announcements – Appointments, Awards and Recognition**

*Mayor McGowan informed council the 11/28/17 agenda will include a public hearing for a six-month extension of the marijuana moratorium. The City has been advised to wait until after the January Legislative laws go into effect.*

**Consent Agenda**

*A motion was made by Steven Harper and seconded by John Glondo to accept the consent agenda as written; which included the minutes of the 10/10/17 Regular Council Meeting; Voucher and Check #39062 in the amount of \$22,060.00 for the New Police Vehicle; Vouchers and Checks #39063 through #39147 in the amount of \$224,012.18 for the check run dated 10/24/17; Vouchers and Checks #39118 through #39222 in the amount of \$207,702.45 for the check run dated 11/14/17; Claim Voucher for voided check #39115 in the amount of \$2,828.85; Claim Voucher for voided check #39013 in the amount of \$.00; October 2017 Manual Claims Vouchers in the amount of \$87,846.24 and \$112,431.27; Payroll vouchers for 10/16/17 in the amount of \$55,611.90; and Payroll vouchers for 10/31/17 in the amount of \$112,855.82. The motion carried unanimously.*

**Officer Reports**

**Mayor Report – Mayor Jay McGowan:**

- Reported attending the 2017 IACC (Infrastructure Assistance Coordinating Council) conference where he met with representatives from multiple state funding agencies, including CDBG, who may help procure grant money to assist with the goals of the Downtown Association.

**City Administration – Robert Omans:**

- Reported attending the IACC Tech Team meeting on 10/25/17 in Wenatchee, which had most of the state funding agencies in attendance. The Cle Elum Team updated the agencies regarding the Downtown Revitalization Plan.
- Reported the repairs to the roof on the old Water Treatment Plant began on 11/6/17 and will be completed by the first of December.
- Reported conducting an all-City Staff meeting to talk about insurance changes and the new handbook.
- Reported the Utilities Department has announced there will not be a Special Winter garbage service route this season. Waste Management has obtained a new truck that will follow the regular truck and will be able to service the hills in the winter.
- Reported there are now 143 meters that are not reading which is down from 386 at the beginning of summer.
- Reported working on the 2018 budget with all of the department heads.

**Building Official – Robert Omans:**

- Reported the Building Department continues to be busy with building inspections and plan reviews.
- Provided a month-end and year-to-date report on building permits, indicating revenue is up slightly from 2016.

**Network Administrator: Robert Omans:**

- No report

**Planner – Lucy Temple**

- Reported the Downtown Association's consultant has nearly completed a City wayfinding signage plan that will be helpful in developing an updated sign code.
- Reported working with the City Attorney to update the existing sign code, which has to be done in conjunction with the Comprehensive Plan Update
- Reported the consultant is still working on the annexation of Whispering Pines RV, which will include a zoning code update.

- Reported the Complete Streets funding will be spent by July, 2018 on the Peoh and First Street intersection. Once this project is completed, the City of Cle Elum eligible for additional Complete Streets funding.
- Reported being informed by TIB that all of the work done on the downtown planning has well-positioned the City for the next \$250,000 Complete Streets grant round.
- Reported the Planning Commission held their first Comp Plan Open House on 11/07/17. The comments collected will be reviewed during the next open house on 12/05/17.
- Reported the next Planning Commission meeting will be on 11/21/17, and will focus on a potential housing needs assessment. Temple urged everyone to attend.

**Public Works Director – Jim Leonhard:**

- Reported the parks have been winterized.
- Reported the crew has been putting snow poles on hydrants.
- Reported the installation of a 1-inch service to the PSE sub-station, as well as a ¾-inch service and meter.
- With the help of Lucy Temple, who obtained the HPA, the crew was able to clean out a choked up spot in Crystal Creek on West First Street.
- Reported the crew has repaired gates and lengthened the culverts on the newly opened up fire-roads.
- Reported the rapid beacon at the crosswalk on Highway 903 and Denny Avenue has been installed.
- Reported the Cle Elum Pines Division 1 construction is complete for the year.

**Police Chief - Scott Ferguson:**

- Reported blocking off several blocks on First Street with the help of the City crew, for the annual Halloween Boo Elum parade event on 10/31/17.
- Reported there was an officer stationed in each community during trick or treating on Halloween.
- Reported that, effective 11/15/17, 24-hour winter parking ordinances will go into effect in South Cle Elum and Cle Elum.
- Provided a 2<sup>nd</sup> half Summary of Bookings, Citations and infractions

**Fire Chief – Assistant Kirk Pickett:**

- Reported Chief Mills is attending an advanced first aid class, along with 15 other members. The class will allow the Fire Department to transport with one advanced first aid and one EMT.
- Reported the newer Rescue Vehicle is close to being in-service. Chief Mills plans to bring it to a council meeting when it is in operation.
- Reported 31 total calls for the month of October, including 19 medical and 5 vehicle related.
- Reported 14 individuals in the department have completed a Burn to Learn and Search and Rescue classes put on at the Fire Training Academy in North Bend, enabling them to enter live fire.
- Reported the Department has provided a list of items for surplus, which will be addressed later on the agenda.
- Reported Chief Mills will be back for the 12/12/17 Council meeting and will report on several activities coming up soon, as well as the completion of the First Aid Class.

**Veolia – William LaRue:**

- Mr. LaRue was unable to attend, however, graphs of the Water Plant Flow, Water Plant Run Time, Precipitation, Wastewater Flows and Water versus Wastewater Plant Flows were provided to the council in their packets.

**Citizen Comments on Non-agenda Items**

**Steven Harper – 616 West Second Street:** Thanked the Mayor and Council for taking care of the dangerous tree he reported at a previous meeting.

**Public Appearances**

None

**Business Requiring Public Hearings**

a. **2018 Budget – Robin Newcomb:** Mayor McGowan presented the draft of the 2018 proposed budget, which includes the addition of a full time police officer, a camera system for the police cars, a 3% cost of living increase to the employee wages, an increase to the Library budget, an increase to the Kittcom budget, money for the Comprehensive Plan Update, Railroad Street lease moved to current expense to increase street revenue, City Hall Safety Improvements and REET Excise Tax to be used for a City hall HVAC System and repairs to the library roof. Mayor McGowan opened the meeting for public comment at 7:30 p.m.

**Patsy Preston, 906 West Second Street:**

- Commented she is pleased about an additional police officer.
- Commented that the Clerks and office staffs' wages appear to be very low.

- Commented that employees wearing multiple hats represent a conflict of interest and takes away jobs from other members of the community.
  - Appealed to the Council to find money to repair the potholes in the streets and the water system as it is the City's responsibility to provide care and comfort to its citizens.
- Suggested forming a committee of council members and citizens to apply for grants to fix the streets and water system.

Hearing no further comments, Mayor McGowan closed the public hearing at 7:39 pm.

Members of the council discussed wages, Police new-hire costs, employee recruitment costs, water distribution and meter replacement/repair, Comprehensive Plan, the Pangrazi Award, benefits for 20-hour employees and Veolia budgets for O & M. Council member Hastings suggested City staff should provide a summary of all staff wages, including overtime. The proposed 2018 will be brought back for a second public hearing on 12/12/17.

**Unfinished Business**

**None**

**New Business**

**a. Task Order No. 2017-01 – Complete Streets Improvements for First Street and Peoh Avenue:** Robert Omans, City Administrator, presented the Task Order to the Council stating funding will be made entirely with grant money from Complete Streets and Kittitas County Distressed Sales Tax. Omans recommended approval. *A motion was made by Ken Ratliff and seconded by John Glondo to approve HLA Engineering and Land Surveying Task Order No. 2017-01 for the 2017 Complete Streets Improvements. The motion carried unanimously.*

**b. Chamber of Commerce 2018 contract:** Council member Harper, on behalf of the Lodging Tax Advisory Committee, recommended approval of the 1-year term Chamber of Commerce contract for 2018. *A motion was made by Steven Harper and seconded by Mickey Holz to approve the Tourism Promotions Agreement between the City of Cle Elum and the Kittitas County Chamber of Commerce for 2018 in the amount of \$106,000. The motion carried unanimously.*

**c. Yakima River Intake Modifications:** Public Works Director Jim Leonhard presented the recommendation of award to DJB Construction, LLC, whose low bid of \$28,993.68 has been accepted, for Phase 2 of the project. Funding will come from all regional parties. *A motion was made by Tom Hastings and seconded by Ken Ratliff to approve the Recommendation of Award to DJB Construction for Phase 2 of the Yakima River Intake Modifications. The motion carried unanimously.*

**d. Ordinance No. 1460 – Parking:** Lucy Temple, City Planner, presented Ordinance Number 1460 to the council, stating the ordinance amends the existing ordinance to incorporate the current direction of the City Parks development, Downtown Revitalization and Complete Streets initiatives, winter street maintenance operations and traveler and pedestrian safety and mobility. Council member Hastings recommended amending the ordinance on page 4, Section 3, Item C to allow parking on Marian Drive and Denny Avenue during 4:00 am and 12:00 noon during winter months. Signage will be required. Scott Ferguson recommended changing effective dates for winter parking in Section D on page 3 from November 14<sup>th</sup> to October 31<sup>st</sup>. *A motion was made by Tom Hastings and seconded by Steven Harper to approve Ordinance #1460 with the amendments to allow parking on Denny Avenue and Marian Drive between the hours of 4:00 am and 12:00 noon and to start the winter 24-hour parking restrictions on November 1<sup>st</sup>. The motion carried unanimously.*

**e. Ordinance No. 1474 – Work Hours for City Employees and Officers:** Council member Tom Hastings presented Ordinance No. 1474 to the Council, noting the current code is outdated and conflicts with the Employee Handbook. *A motion was made by Tom Hastings and seconded by Ron Spears to adopt Ordinance No. 1474 repealing Chapter 2.33 of the Cle Elum Municipal Code relating to work hours for City employees and officers. The motion carried unanimously.*

**f. Ordinance No. 1475 – Overtime Salaries:** Robert Omans, City Administrator presented Ordinance No. 1475 to the Council, noting the current code is outdated and conflicts with the Employee Handbook. *A motion was made by Tom Hastings and seconded by Steven Harper to adopt Ordinance No. 1475 repealing Chapter 2.36 of the Cle Elum Municipal Code relating to overtime salaries. The motion carried unanimously.*

**g. Resolution No. 2017-021 – Adopting the Employee Handbook:** Robert Omans presented Resolution No. 2017-021 to the Council, recommending approval. Discussion by Council included:

- Create a policy for interns and volunteers which would include length of service and what they can and can't do.
- Comp time should not carry over from 1 year to the next, but should be paid out at year end.
- Sick leave should be reduced to 500 hours maximum, with a payout of 50% of any accrued sick leave over 500 hours at year end.

- Define benefits to 20-hour per week employees

*A motion was made by Steven Harper and seconded by Mickey Holz to refer the above suggestions to committee for further review. The motion carried unanimously.*

**h. Resolution No. 2017-020 – Surplus Fire Department Equipment:** *A motion was made by Mickey Holz and seconded by Ron Spears to approve Resolution No. 2017-020 to surplus the equipment designated in the resolution for surplus. The motion carried unanimously.*

**i. Cle Elum Pines West:** Ken Ratliff presented a letter received from HLA Engineering and Land Surveying, Inc. received on this date, certifying the public improvement portion of Cle Elum Pines West, including the gravity sewer extension, water main extension and roadway improvements. *A motion was made by Mickey Holz and seconded by Ron Spears to accept the certification of the public improvement portion of the Cle Elum Pines West Division 1 project as made by HLA Engineering and Land Surveying, Inc. The motion carried unanimously.*

**Ordinances and Resolutions**

- a. Ordinance No. 1460 – Approved unanimously under New Business (d)
- b. Ordinance No. 1474 - Approved unanimously under New Business (e)
- c. Ordinance No. 1475 – Approved unanimously under New Business (f)
- d. Resolution No. 2017-021 – Referred back to committee
- e. Resolution No. 2017-020 – Approved unanimously under New Business (h)

**Committee Reports**

**Utilities Committee:**

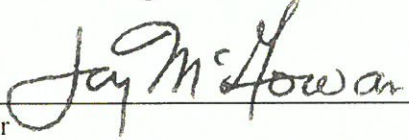
- a. Ken Ratliff reported the Committee met to discuss requests for relief of water charges due to a leak.
  - 1. A church on East Third Street was denied credit because the leak was caused by a faulty toilet which does not qualify under CEMC 13.12.115.
  - 2. A residence on West First Street was recommended for credit in the amount of \$325.79 plus \$19.55 for charges due to a service line break, which qualifies under CEMC 13.12.115.

**Lodging Tax Committee:**

- a. Steven Harper reported the Lodging Tax Committee has had 3 meetings since the last council meeting to discuss strategies to bank money into the lodging tax fund to be used to place the Visitor/Recreation Center on City property at the WYE Park.
- b. Steven Harper reported the Consolidated Lodging Tax meeting is on Friday November 17, 2017. The committee is hoping for funding for Upper Kittitas County Lodging Tax Applicants.
- c. Steven Harper requested the mayor appoint 1 more member to the Cemetery Committee to fill the vacancy created by an outgoing Council member. Council member Harper would like to call the committee together to discuss the cemetery fund and address the \$30,000 loss experienced in the past several years. Options for revenues would be a rate increase and the creation of a pet cemetery.

**Motion to Adjourn**

*A motion was made by Mickey Holz and seconded by John Glondo to adjourn. The meeting adjourned at 8:30 p.m. The next regular scheduled meeting is Tuesday November 28, 2017 at 7:00 p.m.*

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 Mayor 

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