

City of Cle Elum
Regular City Council Meeting
January 23, 2018

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. Members present were Mayor Jay McGowan, John Glondo, Ron Spears, Steven Harper, Beth Williams and Ken Ratliff. Mickey Holz and Tom Hastings were absent. *A motion was made by Steven Harper and seconded by Ken Ratliff to excuse Mickey Holz and Tom Hastings. Motion carried unanimously.* Staff present was City Planner Lucy Temple and City Clerk Kathi Swanson.

Approval of the Meeting Agenda

A motion was made by Steven Harper and seconded by John Glondo to accept the meeting agenda as presented. The motion carried unanimously.

Announcements – Appointments, Awards and Recognition

None

Consent Agenda

A motion was made by Steven Harper and seconded by John Glondo to accept the consent agenda as presented; which included the minutes of the 01/09/18 Regular Council Meeting; Vouchers and Checks numbered 39462 through 39498 in the amount of \$213,712.39; December 2017 Vouchers for Manual Checks Claims Vouchers and Adjustments in the amount of \$40,984.89; and Payroll Vouchers for 01/15/18 in the amount of \$64,204.92. The motion carried unanimously.

Officer Reports

City Administrator – Robert Omans (Absent and Excused):

- No Report

Building Official – Robert Omans (Absent and Excused):

- No Report

Network Administrator - Robert Omans (Absent and Excused):

- No Report

Planner – Lucy Temple

- **Coal Mines Trailhead Park:**
 - a) Reported the Designer/Project Foreman is preparing construction materials, volunteer construction crews will be needed to help with the structure and signage is being planned.
- **Peoh Avenue and First Street Intersection Improvements:**
 - a) Reported Staff received the 60% Design Package 01/19/18 and will meet with HLA to go over the package on 01/30/18 and will continue to coordinate with land owners and PSE.
- **Historic Preservation Commission:**
 - a) Reported the review of mission and goals to become more efficient as a group and more involved in the City Downtown Association; and potentially providing recommendations for private projects within the City's downtown core.
 - b) Reported the Designer/Foreman is preparing construction materials, volunteer construction crews will be needed and signage is being planned.
- **Planning Commission:**
 - a) Reported a new Floodplain Development Permit application was approved at the last meeting. The Permit application is important to stay within the National Flood Insurance Program and obtain Federal funding for homes.
 - b) Reported the commission is reviewing the draft Fee Schedule for the City, which will come to Council in the form of about 18 ordinances and 1 resolution to adopt the new Fee

Schedule. City Staff is also reviewing the draft, which the Planner hopes to bring before council in February 2018.

- **Permitting:**

- a) Reported two larger development permitting packages will soon be finished.
- b) Reported the City continues to receive Boundary Line Adjustment Applications and a Flood Plain Development Permit Application.

- **Training:**

- a) Reported she will be attending a National Flood Insurance Program Floodplain Manager training in February in Bellevue and a SEPA training from Ecology to be conducted in Ellensburg in March.

Public Works Director –Jim Leonhard (Absent and Excused):

- **No Report**

Police Chief - Scott Ferguson):

- Provided the Cle Elum 2nd Half Summary of Monthly Activity for the Council's review.
- Reported the Police Department is in the process of hiring an additional lateral officer, which requires a Civil Service process. The closing date for applications is 02/23/18. Once the hiring process is complete, the Chief hopes to have the new officer hired by the end of April.

Fire Chief – Ed Mills:

- Reported the new ordinance (#1489) has created room for about 7 additional members. Currently there are 47 members. Chief Mills encouraged anyone who is interested to pick up an application or come to the monthly meeting, which is held the 2nd Wednesday of each month.
- Reported the rescue rig is ready with the exception of new decals, which are expected soon.
- Reported he has approached the Oversight committee for proposals for 2 AED's (Defibrillators). One will be used for the newer aid vehicle and the other is for the new rescue vehicle.
- Reported he has submitted a pricing packet to the Oversight Committee for the purchase of a gurney for the new ambulance.
- Reported a computer based Wildland Training course will be available to the Department members soon.
- Reported 14 to 15 members of the Department are responding when called out.

Citizen Comments on Non-agenda Items

None

Public Appearances

Amy McGuffin – Chamber of Commerce and Downtown Association:

a. **Absent – No Report**

Business Requiring Public Hearings

a. **Ordinance No. 1486 – Amending CEMC 17.32.030 Relating to Short Term Rentals:**

Lucy Temple, City Planner, advised the Council the ordinance amendment will allow commercially zoned residential properties to obtain Conditional Use Permits to operate as short-term rentals. A review of the ordinance by the Department of Commerce is required; Temple has requested a 10-day expedited review, which will allow for final adoption of the ordinance at the 2/13/18 council meeting. The purpose of tonight's public hearing is to obtain input only. Mayor McGowan opened the hearing for public input at 8:21 pm:

- i. Al Lewis – Ruby's Printing -116 East First Street: Mr. Lewis commented he would like to convert the upstairs apartments to a Retreat Facility with overnight guests and asked if this ordinance would affect that plan in any way. *City Planner Lucy Temple explained that the location of the property in question is zoned Old Town Commercial, and the proposed Retreat is a permitted use as a Hotel and/or Residential use if located on an upstairs floor.*

Hearing no further public testimony, the Mayor closed the public hearing at 8:24 pm.
No Action by Council is required until the 02/13/18 Regular Council Meeting.

b. **Ordinance No. 1487 – Amending CEMC 17.08.335 Adding Short Term Rental Definition:** Lucy Temple, City Planner, advised the Council the ordinance amendment will add the term “short-term rental” within the Zoning title definitions. The purpose of tonight’s public hearing is to obtain input only. This ordinance is subject to review by the Department of Commerce; Temple has requested a 10-day expedited review, which will allow for final adoption of the ordinance at the 2/13/18 council meeting. Mayor McGowan opened the hearing for public input at 8:26 pm. Hearing no comment from the public, the Mayor closed the hearing at 8:26 pm.
No Action by Council is required until the 02/13/18 Regular Council Meeting.

Unfinished Business

a. **Time Value Investments Recommendation** – *A motion was made by Steven Harper and seconded by Ken Ratliff to approve the investment of \$1,500,000 in government Bonds targeting a 2% yield up to a maximum maturity of 3 years. The motion carried unanimously.*

New Business

a. **Comp Plan Housing Needs Assessment Contract:** Lucy Temple reported that, on 01/02/18, Requests for Proposals were sent to BERK Consulting, Gray and Osborne, Inc., HLA Engineering, Hough Beck & Baird, Inc. and Jones & Jones Architects, with a 01/12/18 deadline, for the purpose of obtaining a Housing Needs Assessment for the Comprehensive Plan. BERK Consulting was the only Proposal received. The Planning Commission met to discuss the proposal and recommends the Council approve the Housing Element Contract for Service submitted by BERK. Mayor McGowan noted that the Housing Element RFP was budgeted for the year 2018. *A motion was made by Steven Harper and seconded by John Glondo to authorize the Mayor to sign the Consultant Agreement between the City of Cle Elum and BERK Consulting, Inc. for Agreement #R-0010267 for the Housing Element. The motion carried unanimously.*

b. **Resolution No. 2018-001 – Amending Resolution No. 2017-024:** *A motion was made by Steven Harper and seconded by Beth Williams to approve Resolution No. 2017-024 adopting the reallocation of the 2018 Hotel/Motel Tax Fund Grants and authorize the Mayor to sign. The motion carried unanimously.*

c. **Resolution No. 2018-002 – Accepting the Yakima River Intake Project as complete.** Mayor McGowan noted that Public Works Director Jim Leonhard has approved the work performed by DJB Construction and deemed the project as complete. *A motion was made by Ken Ratliff and seconded by John Glondo to approve Resolution No. 2018-002, authorizing the Mayor to accept the final work performed by DJB Construction on the Yakima River Intake Project as complete. The motion carried unanimously.*

d. **USDA Water and Waste System Grant Agreement:** Lucy Temple explained this agreement is a condition of Resolution No 2018-003, which is the next item on this agenda. The Treasurer is reviewing all grants received by the City to ensure that all paperwork has been completed properly. *A motion was made by Steven Harper and seconded by Ken Ratliff to formally endorse the Water and Wastewater System Grant Agreement between the USDA Rural Utilities Service and the City of Cle Elum as presented. The motion carried unanimously.*

e. **Resolution No. 2018-003 – Stormwater System Pre-planning Grant Agreement with USDA:** Mayor McGowan reported the purpose of the resolution is to formally state the intention of the City to Create a Stormwater System Enterprise Fund. *A motion was made by John Glondo and seconded by Steven Harper to approve Resolution No. 2018-003, memorializing the City Council’s intent to create a stormwater enterprise fund and related stormwater rates. The motion carried unanimously.*

Committee Reports

- **Council member Steven Harper:** Asked that the Budget Committee meet with the City Treasurer prior to the next meeting on 02/13/18.

Motion to Adjourn

A motion was made by Ron Spears and seconded by Steven Harper to adjourn. The motion carried unanimously and the meeting adjourned at 7:48 p.m. The next regular scheduled meeting is Tuesday February 13, 2018 at 7:00 p.m.

Mayor *Jay McHowan*

Attest *Kathi Swanson*