

City of Cle Elum  
Regular City Council Meeting  
February 27, 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, Mickey Holz, Beth Williams and Ken Ratliff. Tom Hastings was absent. Staff present was City Administrator Robert Omans and City Clerk Kathi Swanson.

**Approval of the Meeting Agenda**

Mayor McGowan noted that Don Owens, who was on the agenda to speak about a water leak will not be appearing. *A motion was made by Ken Ratliff and seconded by Beth Williams to accept the meeting agenda as presented. The motion carried unanimously.*

**Announcements – Appointments, Awards and Recognition**

Mayor McGowan announced an Elected Public Officials Training, as required by Chapter 42.30 RCW, will be held on Tuesday 3/06/18 at 6:00 pm. The mandatory training will include OPMA and Public Records Requests. *Council member Ratliff noted he will not be able to attend but will complete the training on-line. Council member Williams reported she is working that night but will make every effort to attend.*

**Consent Agenda**

*A motion was made by John Glondo and seconded by Beth Williams to accept the consent agenda as presented; which included the minutes of the 02/13/18 Regular Council Meeting; Voucher and Check #39571 to Wesley Craven in the amount of \$50.00 for additional snow removal at the cemetery; Vouchers and Checks numbered 39572 through 39614 in the amount of \$139,935.39; January 2018 Vouchers for Manual Checks and Adjustments in the amount of \$3,612.71; Payroll Vouchers for 02/15/18 in the amount of \$63,978.46; and Payroll Vouchers for 02/28/18 in the amount of \$114,809.37. The motion carried unanimously.*

**Officer Reports**

**City Administrator – Robert Omans:**

- Reported a new Railroad lease application for the Robert Fischer coal shed property in WYE Park has been completed. The application and \$600.00 application fee will be submitted on 02/28/18.
- Reported the Bulb-out Project at the intersection of Peoh Avenue and East First Street has 90% plans. PSE and 3 other utilities will be placed underground. The target date for completion was before Pioneer Days, but will be pushed out farther.
- Reported he received a comment from a mechanical contractor at the PSE data center, next to the Water Treatment Plant, saying the water is the cleanest he has ever seen in any city.

**Building Official – Robert Omans:**

- No Report

**Network Administrator - Robert Omans:**

- No Report

**Planner – Lucy Temple – Absent and Excused:**

- No Report

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

- No Report

**Police Chief - Scott Ferguson):**

- Provided the Cle Elum the January Summary of Activity for the Council's review.
- The closing date for applications was 02/23/18 and 7 applications were received. Five applicants have been selected to send letters for oral interviews, which should be completed within the next 2 weeks.

- Reported the Ellensburg Police Department has again invited the CEPD to a 40 hour in-service training, which will include Taser recertification, evidence update, CPS update, emergency vehicle response, legal update, Comprehensive Mental Health, crisis intervention training, terrorism overview, use of force, shotgun, officer safety, proactive investigations, defense tactics, weapons retention and building searches.

**Fire Chief – Ed Mills:**

- Reported he is working with the WSP Fire Chief to set up a Firefighter 1 recruit class, facilitated at the Cle Elum Fire Station in the fall. The departments are coordinating the class to be include District 7.
- Reported he is currently working with the Lee Haddon, Fire Chief for South Cle Elum, to develop joint trainings for all members.
- Reported he has met with the Oversight committee to discuss the budget. The department plans to set a meeting with the Mayor, Treasurer and City Administrator to develop a firm plan for Fire Department expenses and the use of levy funds.
- Reported 1 new member has transferred from Easton; 2 members have been pulled from the roster. In addition, Jarrod Zabic, a 17-year member, has left the department due to personal reasons. Zabic has been placed on the Department Honor Roll.
- Reported the Department has 47 members and is still actively searching for interested people to join. Applications may be picked up at City Hall or at the Fire Department, which meets on the second and fourth Wednesday of each month.

**Citizen Comments on Non-agenda Items**

**Kris Sullivan – 310 Grant Street:**

Reported he has contacted Spokane and Seattle Flight Operations, as well as McAllister Aviation in Yakima to complain about increased air craft flying over Cle Elum, which creates excessive loud noise between the hours of 7 am and 11 pm. He was informed by those entities that the flights are most likely prop jets for UPS, Fed-Ex, Amazon and Horizon Air.

**Public Appearances**

**a. Gary Berndt – Arbor Day:**

- Reported 04/21/18 has been proposed as Arbor Day Celebration for 2018. The project chosen is to replace dead trees and clean up around the plaques in “Pioneer Grove”, located at the Laurel Hill Cemetery. The Tree Committee is requesting funding for the replacement of 23 flowering plum trees, fertilizer and pruning for approximately \$1,500.00 in support of this Tree City USA Celebration project. Debbie Cernick will prune the existing trees; the Rotary is willing to plant the new trees, and clean up, as well as revitalize some of the plaques that have lost their color. Berndt asked Mayor McGowan to conduct a ceremony on Arbor Day. Robert Omans verified the City has budgeted the required \$2.00 per City resident. *A motion was made by Steven Harper and seconded by Mickey Holz to agree in concept with the proposal and to authorize the Mayor to direct City staff to create a Resolution to designate funding for the 2018 Tree City USA Celebration Project. The motion carried unanimously.*

**b. Amy McGuffin – Chamber of Commerce and Downtown Association:**

- Reported the Chamber has created distribution packages for new residents in the area.
- Reported the Chamber Visitor Center receives about 6300 visitors per year.
- Provided update reports for January 2018, which included website analytics detailing the views to the website, Facebook and Instagram. Top 5 cities viewing the webpage are Seattle, Spokane, Ellensburg, Tacoma and Bellevue.
- Reported the Chamber hired a blog writer.
- Reported the Chamber is considering re-writing the Town Guide.
- Reported the Chamber has purchased banners that go with the branding process and will try to obtain new hardware through Lodging Tax funding.

- Reported Jim Armstrong is retiring as the CEO of the Kittitas County Chamber of Commerce. Applications for the position will be accepted until 03/01/18.
- Reported the Chamber has received their 4<sup>th</sup> nomination for the ADDY award for the “This is How We Do Cle Elum” campaign. The award ceremony will be held on 3/10/18.
- Reported she will be attending the “Travel Alberta” class in Canada, which will provide training on Economic Development.
- Reported the Downtown Association is finishing the Downtown Master Plan, which includes street scape, historic preservation, the creation of a festival area on Pennsylvania Avenue, a market analysis and pocket parks.
- Reported the Downtown Association is holding their 1<sup>st</sup> social at Mike’s Tavern on 3/20/18 from 4 to 6 pm and will be releasing sketches of the Umpqua Bank Park created by Douglas Sutherland. The Downtown Association will hold fundraising events for the project and hope to have the ribbon cutting for the Umpqua Park on 06/30/18. The Downtown Association will hire a local landscaping company to maintain the park.
- Reported working with the City Planner on the sign code with regard to the Wayfinding Program, which will include directional follow-through, pedestrian signage, maps and brochure racks. The Wayfinding Plan will be revealed at the Downtown Association Social on 3/20/18.
- Reported the expenses for the undergrounding of power in connection with the Bulb-out plan may be paid with a façade grant program and an infrastructure grant program made available by the Downtown Association, which will ease the financial burden on business owners. This plan will also be released at the 3/20/18 social. Ben and Wanda Goldie of the Cottage Café are assisting with the funding.
  - Reported the Downtown Association is partnering with the Arbor Day Celebration by planning their downtown spring clean up to coincide with the Tree City USA Celebration. Volunteers will be cleaning sidewalks and picking up garbage between 9 am and 1 pm on 04/21/18 between Peoh Avenue and Oakes Avenue and between Second and Railroad Streets.
  - Reported the Downtown Bloom flower baskets are available to order until 4/30/18 for delivery by Mother’s Day. The Downtown Association is partnering with Gunnar’s Flower Shop for the baskets.
  - Reported the B&O tax funding has received \$82,500, which is \$9,000 short of capping out. The Downtown Association hopes to receive enough to cap out by the 3/7/18 deadline.
  - Noted the City’s Utility Tax is eligible for B&O tax incentives and urged the council to look into the possibility.
  - Reported the next Downtown Association meeting is on 3/13/18 at 11:30 am at the Catalyst Building.

**Business Requiring Public Hearings**

None

**Unfinished Business**

None

**New Business**

- a. **Xpress Bill Pay Contract:** Rob Omans presented the agreement to the Council, explaining Xpress Bill Pay integrates better with the new software the City is moving to and will replace Invoice Cloud for a savings of an estimated \$120.00 per month. Xpress Bill pay will process electronic bank checks, as well as provide many more options, including financial/budget transactions, than Invoice Cloud. Currently, Invoice Cloud only provides services for utilities payments only. *A motion was made by Steven Harper and seconded by Beth Williams to authorize the Mayor to sign the Administrative Service Agreement between Xpress Bill Pay and the City of Cle Elum.*

**Committee Reports**

- **Council member Ken Ratliff:** Reported the Utilities Committee (comprised of Council members Ratliff, Holz and Hastings) met to discuss the following requests for credit due to water leaks:

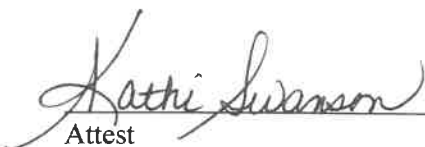
1) Don Owens, 611 Columbia Avenue, had been notified by City Staff 4 times over a period of 3 months regarding a possible leak in the customer's water line. The leak was determined to be a fitting on the customer's side of the meter. The customer did not repair the leak in a timely manner, resulting in excess water being used for an extended period of time. Based on the City's Code, the Utilities Committee determined it would be improper to issue credit; therefore, the recommendation of the Utilities Committee is to deny the request for credit.

2) The second petitioner had a frozen water line on the City side of the meter during the winter of 2017. The individual was compensated for loss of water use in the spring of 2017. The petitioner believes when the line thawed, the pressure broke the drain in the bathtub. The Utilities Committee determined the drain had frozen and when it thawed, the drain broke as a result. It is also the determination of the Utilities Committee that the break was not related to the water supply and recommended denial of the claim. *A motion was made by Steven Harper and seconded by Beth Williams to accept the Utilities Committee's recommendations as presented by Council member Ratliff. The motion carried unanimously.*

**Motion to Adjourn**

*A motion was made by Steven Harper and seconded by John Glondo to adjourn. The motion carried unanimously and the meeting adjourned at 8:05 p.m. A special meeting will be held on March 6, 2018 at 6:00 pm for public officials training in OPMA and PRR. The next regular scheduled City Council meeting is Tuesday March 13, 2018 at 7:00 p.m.*

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Attest