

City of Cle Elum
Regular City Council Meeting
January 14, 2020

Call to Order – Roll Call of Membership

The meeting was called to order by Mayor McGowan at 6:00 p.m. The Pledge of Allegiance was recited.

City Clerk Kathi Swanson gave the Oath of Office to re-elected Mayor Jay McGowan, re-elected Council members Ken Ratliff and Beth Williams, and newly elected council members Matthew Lundh and Ruston Weaver. The Roll was called. Members present were Matthew Lundh, John Glondo, Ruston Weaver, Steven Harper, Mickey Holz, Beth Williams, and Ken Ratliff. Staff present was City Administrator Rob Omans, City Planner Lucy Temple, Public Works Director Mike Engelhart, Police Chief Kirk Bland, Fire Chief Ed Mills and City Clerk Kathi Swanson.

Approval of the Meeting Agenda

Mayor McGowan added the appointment of officers of the Fire Department to the agenda under Announcements, Appointments, Awards and Recognitions. A motion was made by Steven Harper and seconded by John Glondo to accept the agenda as amended. The motion carried unanimously.

Announcements – Appointments, Awards and Recognition

a. Fire Chief Ed Mills reported the Fire Department Officers for the 2020 year, which are the same officers that were appointed in 2019, are Fire Chief Ed Mills, 1st Assistant Fire Chief Nate Henderson, 2nd Assistant Fire Chief Casey Orndorff, and Secretary/Treasurer Cole Lowenstein. *A motion was made by Beth Williams and seconded by Mickey Holz to approve Ed Mills, Nate Henderson, Casey Orndorff and Cole Lowenstein as the new 2020 officers of the Fire Department. The motion carried unanimously.*

b. *A motion was made by Steven Harper and seconded by Mickey Holz to nominate Ken Ratliff to fill the position of Mayor Pro-Tem. There were no other nominations. The motion carried unanimously.*

c. **2020 Goals of the Mayor, Council and Staff:**

Mayor McGowan:

- I. Community Forests and connection between Cle Elum and the Teanaway.
- II. Council Support of the Fire Department Levee.
- III. Stormwater project and coordination with CEDA and downtown businesses
- IV. Walkability in Cle Elum
- V. Supplemental EIS for the Bullfrog Flats Development
- VI. Explained the Quasi-judicial process as a conflict of interest (for the benefit of the new council members)

Administration:

- I. Update building codes and fees
- II. Install a new server and phone system

Treasurer:

- I. Update the Procurement Policy
- II. Complete public finance certification
- III. Electronic time sheet program
- IV. Change payroll to include a mid-month draw

City Clerk:

- I. Cross training for the front office staff
- II. Move towards a paperless filing system
- III. Cemetery GIS and digitized records

IV. Veteran's Cemetery Expansion Project

Planning:

- I. Process improvements and coordination for permitting, downtown project, ongoing Development agreements
- II. Development Regulation updates
- III. Working with the Planning, Historic Preservation and Parks Commissions regarding ongoing projects

Councilmember Lundh:

- I. Transparency, including a proposal to install fixed cameras in the council room to stream all meetings being held.
- II. Assist the Police Department to get on Social Media

Councilmember Glondo:

- I. Re-address the ban on Fireworks to include the ability to discharge on New Year's Eve

Councilmember Steven Harper:

- I. Take an active role as a City to encourage the annexation of Suncadia into the City of Cle Elum. Create a task force to discuss.
- II. Find more funding sources for the Police and Fire Departments.
- III. Upgrades to the camera system.

Councilmember Ratliff:

- I. Work with City Administration, Planning, Public Works, HLA, the Mayor and County government to improve transportation issues
- II. Second bridge across the river between South Cle Elum and Cle Elum. A Right-of-Way must be obtained for this project.
- III. Complete the freeway on/off ramps at Oakes Street and I-90
- IV. Address the impacts on City roads with regard to road work being done outside City limits

Councilmember Holz:

- I. Work on the UGA

Councilmember Williams:

- I. Manage growth within the City
- II. Make Cle Elum a nice looking community

Councilmember Weaver:

- I. Fill empty buildings; encourage other businesses to come to Cle Elum
- II. Beautify the City
- III. Make Council packets digital; no more paper packets

Consent Agenda

A motion was made by Steven Harper and seconded by Mickey Holz to approve the consent agenda as presented; which included the minutes of the 12/10/19 Regular Council Meeting; 2019 Claims EFTs and Vouchers #41816 – 41844 in the amount of \$240,610.87; 2019 Claims EFTs and Vouchers #41851 – 41912 in the amount of 316,064.75; 2020 Claims EFTs and Vouchers #41913 – 41936 in the amount of 207,950.33; 12/16/19 Payroll EFTs and Vouchers #24798 – 24800 and 41780 – 41785 in the amount of 73,857.62; 12/31/19 Payroll EFTs and Vouchers #41845 – 41850 in the amount of \$134,402.47; 01/16/2020 Payroll EFTs and Vouchers #41886 – 41895 in the amount of \$80,113.81; and 2019 Fire Department Annual Stipend Vouchers #41786 – 41815 in the amount of \$7,392.21. The motion carried unanimously.

Officer Reports

City Administrator, Building Official and Network Administrator: - Robert Omans:

- Reported there were 6 building permits issued for a total of \$18,505.74 and 42 inspections for December 2019.
- Reported 2019 annual totals as 1098 Building permits issued, 464 inspections completed and \$146,631.26 collected in permit fees.
- Thanked the council for the work they are planning to perform.

City Planner – Lucy Temple:

- VFW Cemetery Expansion Project is moving forward.
- Reported she is working with CEDA to coordinate a project communication plan for the upcoming project.
- Reported a project community open house has been tentatively scheduled for February.
- Reported the Stafford Avenue project is scheduled to start in May.
- Reported the 47-North project is ongoing.

Public Works Director – Mike Engelhart:

- Congratulated the incoming council members.
- Reported the written guidelines for snow removal is on the City website. Public Works plows after 6” of snow has fallen. Berms are the homeowners’ responsibility.
- Complimented the City crew for the good job they do with snow removal.

Police Chief – Kirk Bland:

- Provided information regarding the Adopt a City Program. Two officers for each city will be used as communication between police and community. Ben Flick will be his alternate.
- The social media process will be used to communicate and discuss issues; however it does not take the place of Kittcom.
- The Facebook site will be used for animal control.
- Provided booking data for the second half of 2019.

Fire Chief – Ed Mills:

- Reported there were 33 calls in December, including 3 fires, 27 EMS and 3 “other”.
- Reported the current levy lid lift has helped the fire department to upgrade and replace vehicles and equipment.
- Reported he is in the process of updating the reporting system to an auto-fill process.
- Reported he is working with the Public Works Director to cross reference information for the City hydrants and equipment.

Veolia – William LaRue:

- Provided graphs of Water Plant Flows, Run Times, Precipitation, Wastewater Flows and Water Plant versus Wastewater Plant Flows for December 2019.
- Reported the windstorm on 12/31/19 caused power outages at both plants.
- Reported the water plant was on and off the well fields numerous times during the first 2 weeks of December due to turbidity.
- Reported the Water Treatment Plant upgrades have been completed and invited members of council to tour both plants.
- Reported he will be making an offer of employment to an individual this week.
- *Councilmember Ratliff commented there will be a steady increase of customers due to Suncadia and asked if capacity needs to be added to the plants. Mr. LaRue responded the capacity is good; however storage areas may need to be expanded, or new ones installed.*

Citizen Comments on Non-agenda Items

None

Public Appearances

Planning Commission Update – Debra Davis:

- Reported the Planning Commission would like to keep the council advised and will report to the council quarterly.
- Reported the 2019 Comp Plan update has been finalized and it is now time to implement the Plan, with an emphasis on affordable housing and fire adaptability.
- Reported the Parks and Rec sub-committee is doing a lot with the parks, including art in the parks and beautification enhancement.
- Reported the Commission would like to refresh the murals on existing buildings. The commission can apply for funding to help develop the cultural aspects within the City.
- Praised Lucy Temple for all she does for the City.

Business Requiring a Public Hearing

None

Unfinished Business

None

New Business

- a. Bid Acceptance and Award – First Street Stormwater and Billings Avenue Intersection Improvements/Strider Construction Co., Inc. in the amount of \$1,408,798.00:** Ben Annen, of HLA, reported 8 bids were received, the lowest being from Strider Construction. *A motion was made by Ken Ratliff and seconded by Mickey Holz to accept the bid of \$1,408,798 from Strider Construction for the First Street Stormwater and Billings Avenue Intersection Improvement Project. The motion carried unanimously.*
- b. Addendum to Task Order No. 2018-01 – First Street Stormwater and Billings Avenue Intersection Improvement Project:** Ben Annen explained HLA added services for work, archaeological monitoring, funding of 7 grants and oversight of the project. Costs for the changes will be paid out of grants. *A motion was made by Mickey Holz and seconded by Beth Williams to approve the addendum to Task Order 2018-01. The motion carried unanimously.*
- c. GCB 3184 Amendment No. 1 to the First Street Stormwater and Billings Avenue Intersection Improvements Project (WSDOT):** Ben Annen, of HLA, explained the contract is with WSDOT for oversight of all construction. The amendment is a formality to add 2020 construction, extending the contract from November to May. *A motion was made by Steven Harper and seconded by Mickey Holz to approve GCB 3184 Amendment No. 1 as presented. The motion carried unanimously.*
- d. Baer Testing, Inc. Professional Services Agreement:** Ben Annen, of HLA, explained that any time federal funds are used, the City must contract for this service. This contract with Baer Testing, Inc. is for \$18,000 for materials testing and sampling. *A motion was made by Mickey Holz and seconded by Steven Harper to accept the Professional Services Agreement with Baer Testing, Inc. as presented. The motion carried unanimously.*
- e. Task Order 2020-01 – Water System Plan Update.** Ben Annen, of HLA, explained the Department of Health requires agencies to update the Water system plan every 6 years. The current Plan for Cle Elum expires in February of 2022. With long review periods by the Department of Health and Department of Ecology, time is needed to process the update. This updated plan will be in place for 10 years. *A motion was made by Beth Williams and seconded by Ken Ratliff to accept Task Order 2020-01 as presented. Discussion on the motion: Councilmember Ratliff asked council to look at the next to the last clause. The motion to accept Task Order 2020-01 carried unanimously.*

- f. **Ordinance 1578 – Salary Ordinance Amendment:** Mike Engelhart explained this amendment does not propose hiring a new employee, but gives a current employee a promotion to field supervisor, full time, on a long term basis. *A motion was made by Matthew Lundh and seconded by Ruston Weaver to approve Ordinance 1578 as presented. The motion carried unanimously.*
- g. **Resolution 2020-002 – Employee Handbook Amendment PFML:** Robert Omans explained the Resolution is to add paid family medical leave, which is mandatory statewide insurance, to the Employee Handbook. The City and employees have been paying into PFML since 01/2019. *A motion was made by Mickey Holz and seconded by Beth Williams to approve Resolution 2020-002 to amend the employee handbook to add Paid Family Medical Leave. The motion carried unanimously.*
- h. **Resolution 2020-003 – Employee Handbook Amendment – Call Out/On Call Policy:** Mike Engelhart reported this policy was implemented on a trial basis during 2019 and was successful. *Council Discussion: Steven Harper asked that staff check with the legal department regarding 6.4 parenthesized phrase (“salary employees for example are exempt from this policy). Robert Omans suggested removing the phrase entirely. For the record, the Mayor reported there are no salaried employees on the Public Works Staff at this time. A motion was made by Steven Harper and seconded by Matthew Lundh adopt Resolution 2020-003, striking out the parenthesized section. The motion carried unanimously.*
- i. **Memorandum of Understanding between the City of Cle Elum and Teamsters Local No. 760 representing the Cle Elum Police Department Employees:** Chief Kirk Bland explained this MOU is to advance 40 hours each of sick leave and vacation time upon the hiring of any lateral officer. *A motion was made by Ken Ratliff and seconded Ruston Weaver to approve the Memorandum of Understanding and to authorize the mayor to sign the MOU between the City, the Cle Elum Police Department and Teamsters Local No 760. The motion carried unanimously.*
- j. **2020 Tax Credit Incentive Program:** Robert Omans asked the council to discuss and decide on a pledge amount to the Cle Elum Downtown Association, explaining the City will receive 75% back, plus will be eligible for grants from CEDA. *A motion was made by Steven Harper and seconded by Mickey Holz to authorize the City to pledge \$10,000 to the Downtown Association. The motion carried unanimously.*
- k. **REET - Discussion:** Mayor McGowan explained the City receives REET 1 from the sale of property and there are limitations on what the money can be used for. REET 2 must go before the public. The City does not want to compete with the Fire Department levy, but will need money for maintenance and upkeep of the Downtown Revitalization projects. Council should discuss now so they can approve a proposition before it goes to the voters. Councilmember Harper commented there will be a lot of properties selling in the near future and he would not support a REET 2. Councilmember Weaver commented REET 2 would help generate money for affordable housing. Councilmember Lundh commented that, if council passes the recommendation, the voters still have to approve it. Councilmember Ratliff recommended not to increase the tax until the City has a use in mind for the money.
- l. **Ordinance 1579 – Amending the Day of the Week Council Meetings are held:** *A motion was made by Steven Harper and seconded by Matthew Lundh to approve Ordinance 1579, changing Council meetings to the 2nd and 4th Monday of the month, to be effective 5 days after publication. Question on the motion: Councilmember Ratliff asked why the day of the week should be changed. Mayor McGowan explained that, administratively, it is better for staff to publish completed business in the newspaper allowing work to be done in a timely manner. In addition, this would allow members of council to attend council meetings at other local cities. Matthew Lundh, John Glondo, Beth Williams, Mickey Holz, Steven Harper and Ruston Weaver voted aye. Ken Ratliff voted nay. The motion carried by a vote of 6 to 1.*

Committee Reports

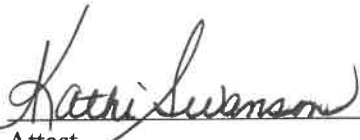
Parks Committee Update: Matthew Lundh gave a power point presentation representing the projects the Parks Committee, consisting of Beth Williams, Megan Fluegge and Matthew Lundh, is currently working on. These projects include the Dog Park, located north of the freeway off of Oakes/Russ Streets. This project needs funding, for which the Parks Committee has a plan. The area was fire-wised recently at no cost to the City. Councilmember Lundh asked the City to consider talking to Burlington Norther to obtain a lease for the abutting property. A small portion of the area will be fenced. Council member Harper suggested contacting Mountains to Sound Greenway to obtain a Railroad Right-of-Way. Lucy Temple noted BNSF can donate easements for parks. A list of other parks projects was provided to council members for their review.

Motion to Adjourn

A motion was made by Steven Harper and seconded by Matthew Lundh to adjourn at 8:22 pm. The next regular scheduled meeting is Monday January 27, 2020 at 6:00 p.m.



 Mayor



 Attest