

City of Cle Elum
Regular City May 26, 2020

Call to Order – Roll Call of Membership

The Regular meeting of the City Council was held "virtually", in compliance with the Covid-19 Social Distancing Mandate issued by Governor Jay Inslee. The meeting was called to order by Mayor McGowan at 6:03 p.m. The Pledge of Allegiance was recited. The Roll was called. Members present were Matthew Lundh, John Glondo, Ruston Weaver, Steven Harper, Mickey Holz, Beth Williams and Ken Ratliff. Other members present were City Administrator Robert Omans, City Planner Lucy Temple, Public Works Director Mike Engelhart, Police Chief Kirk Bland and City Clerk Kathi Swanson.

Approval of the Meeting Agenda

A motion was made by Steven Harper and seconded by Matthew Lundh to add a report from the Lodging Tax Committee under Committee Reports and to add Discussion of the 4th of July strategy under New Business, item i, and to approve the agenda as amended. No questions on the motion. The motion carried unanimously.

Announcements – Appointments, Awards and Recognition

None

Consent Agenda

The consent agenda included the minutes to the 05/11/2020 Regular City Council meeting; 05/15/2020 Payroll EFTs and Vouchers #42312 – 42319 in the amount of \$53,755.79; and 05/26/2020 EFTs and Claim Vouchers #42320 – 42362 in the amount of \$273,729.90. A motion was made by John Glondo and seconded by Mickey Holz to approve the consent agenda with the correction to page 4 of the 05/11/2020 minutes to correct Beth Williams' name from Beth Harper with regard to the motion to approve the Application for Lodging Tax Grant funds for the Hanson Ponds Park upgrades. The motion carried unanimously.

Officer Reports

City Administrator, Building Official and Network Administrator – Robert Omans

- Reported the Horse Park opened on 05/21/20. A safety plan is in place; no events.
- Reported he, the City Treasurer and Police Chief, met with FEMA via conference call, regarding obtaining federal disaster money for the COVID-19 recovery process.
- Reported he meets with the Economic Recovery Committee every Friday.
- Reported the City has received confirmation from the Department of Commerce the City will be receiving grant money to help with the economic recovery in Cle Elum.
- Council member Williams asked what the status of Phase 2 for re-opening businesses is. Omans reported the County is waiting to hear from the Governor's Office regarding the variance application.

City Planner – Lucy Temple

- Reported she continues to review SEPA check lists, permit applications and site design applications. Currently, she is reviewing the preliminary Draft EIS for the 47 North Project. The draft document will be available for public comment later this summer.

Public Works Director – Mike Engelhart:

- Reported the crew focused on the cemetery, parks and downtown to prepare for the Memorial Day weekend.

- Reported the crew installed flags down First Street to show Cle Elum's patriotism.
- Reported the Downtown project is progressing. The downtown core will be completed this week; the focus will then be between the Oakes and Billings Avenue intersections.
- Reported there was a bid opening for the SR 903 and Stafford Street Sidewalk Improvements Project, which will be discussed later on the agenda under New Business.
- *Mayor McGowan reported he received a lot of compliments on how well the cemetery looked.*
- *Council member Holz commented the parks looked very nice.*

Police Chief – Kirk Bland:

- Reported Officer David Holland submitted his resignation to accept a job with Clark County. A provisional officer, with experience at the Sheriff's Department has been secured.
- Reported Officer Nick Burson, who is on the SRT team, has been assisting with an ongoing man hunt in the Liberty area. As of this meeting, the suspect has not been located.
- Reported the Department was very busy over the Memorial Weekend.
- Reported the Department is obtaining bids for a generator.
- Asked for suggestions for a plumber to make repairs in the restroom.

Public Appearances - 15 Minute Limit

Chamber of Commerce Report: Madison Ford

- Provided April analytic information for the Discover Cle Elum campaign; the website traffic was up 28% and Core users and organic searches were up 3.5%.
- Reported the Chamber is planning for the future by featuring hiking, biking, camping and other outdoor activities, as well as Cle Elum's history, on the website.
- Reported the Discover Cle Elum Campaign is highlighting businesses that are open and offering curbside or drive through window. Over 15 businesses have been featured, to date.
- Reported the Town Guide has been updated, and will be available 06/02/2020.
- Reported the Chamber has formed a committee of stakeholders to help safely move forward with planning for the Independence Day Celebration, including the Parade and Fireworks. The committee is creating a guidebook to navigate events through COVID-19.
- Reported the Chamber will launch small business marketing virtual workshops in July.
- Asked businesses to reach out to her at madison@kittitascounty.chamber.com with any questions or concerns.
- *Council member Harper asked Ms. Ford to be available later in the meeting to discuss 4th of July strategies.*

Downtown Association Report: Debbie Bogart

- Thanked Mike Engelhart and his staff for watering flower baskets and hanging flags.
- Reported CEDA awarded 14 grants ranging from \$400 - \$2,000 to local downtown businesses for assistance with rent, mortgage or utilities; CEDA hopes to award more grants in the near future.
- Reported the 4 CEDA Board committees are researching projects that will help businesses at this time. Each board member will adopt 3 to 5 businesses to offer guidance.
- Reported CEDA is putting flowers around town; hanging baskets will also be placed.
- Reported CEDA is working with the City Planner regarding the use of sidewalks for Saturday sidewalk sales and small events. When more information becomes available regarding the Safe Start Phase, CEDA will begin looking at further implementation and event requests.
- Asked the Economic Vitality Committee to take on the project of reaching out personally to each business to do a regular check-in to see how CEDA can help.

- Reported the Washington Mainstreet Association has conducted many meetings to address the issues communities are facing due to COVID-19. As a result, “Carefully Re-Open for Business” signs are being distributed to businesses.
- Reported CEDA’s Cle Elum Strong Campaign made about \$2,500 to be used for grants.
- Reported there will be a ribbon cutting ceremony at 8 am on 05/27/2020 on First Street by Umpqua Bank. People will be encouraged to cut ribbons as a celebratory moment for Phase 2.

Business Requiring a Public Hearing

None

Unfinished Business

None

New Business

a. Demonstration of “BoxCast” and Council Chambers camera recording system:

Council member Matthew Lundh reported the planned demonstration will not take place at this meeting as the Join.Me app does not support BoxCast. The IT Committee is looking into using software to live-stream City meetings on line using Facebook, You Tube and the website. The next Council meeting will be held using Zoom, which provides a feed that will enable the City to simulcast. When meetings are held in person, a camera will be placed in the Council room, enabling live streaming for transparency purposes. Council member Steven Harper reported the IT Committee will be meeting with Zoom to assure the implementation goes well.

b. First Street Stormwater Project Progress Estimate #2 - \$674,621.64: Mike Engelhart reported the contractor has made good progress; HLA is recommending the Mayor sign off on the Progress payment for work completed to date. *A motion was made by Steven Harper and seconded by Mickey Holz to authorize the Mayor to approve Progress Estimate #2 for the First Street Stormwater Project, with discussion. Discussion on the motion: Council member Harper commented the contractor is leaving large holes without putting out good barriers and asked the City to give greater oversight regarding the issue. The motion carried unanimously.*

c. SR 903 and Stafford Street Sidewalk Improvements Bid Award: Public Works Director Mike Engelhart reported the City held a bid opening for the project, which is mostly grant-funded. The apparent low bidder was Belsaas & Smith Construction at \$259,682, 2% below the engineer’s estimate of \$263,895. *A motion was made by Mickey Holz and seconded by Matthew Lund to award the bid for the SR 903 and Stafford Street Sidewalk Improvements Project to Belsaas and Smith for their bid of \$259,682. The motion carried unanimously.*

d. Resolution 2020-013 – Surplus Public Works Equipment: Mike Engelhart reported the purpose of the resolution is to surplus a worn out cut-off saw used for cutting asphalt and pipe. The saw has been replaced. *A motion was made by Beth Williams and seconded by Mickey Holz to approve Resolution 2020-013 as presented. The motion carried unanimously.*

e. Resolution 2020-014 – Community Support Program – COVID-19: Robert Omans reported the official amount to be received from the Department of Commerce is \$57,450 to help the businesses and community members affected by the COVID-19 shutdown. The Resolution calls for 25% (\$14,362.50) to be donated to the Kittitas County Health Department. After Council discussion, *a motion was made by Steven Harper and seconded by Mickey Holz to adopt Resolution 2020-014 with the 7th ‘Whereas’ changed to the following wording; “Whereas the City hereby declares to commit up to 25% of the City’s CARES allocation to expenses involved in the fight against COVID-19.” To clarify the motion, Councilmember Harper noted this motion does not commit 25%, but the City is capping the amount for directly fighting COVID-19 to 25% of this CARES act. A motion was made by Matthew Lundh and seconded by Steven Harper to amend the original motion to strike the 7th “Whereas” and strike Section 2 completely. The motion to adopt Resolution 2020-014 for the Community Support*

Program for COVID-19 as amended carried unanimously. Mayor McGowan noted the Resolution calls for the formation of a council sub-committee to determine how CARES act funding will be distributed. The Mayor appointed Matthew Lundh, Ruston Weaver and John Glondo to the council sub-committee, which will also include two representatives appointed by the Cle Elum Downtown Association. Matthew Lundh disclosed that his wife is a member of the Downtown Association. Council determined there would be no conflict of interest. Mayor McGowan determined Council Member Weaver's appointment to the committee should not be a conflict of interest if he wishes to apply for funds.

f. Resolution 2020-015 – Kittitas County Weed Control Board Interlocal Agreement: Mike Engelhart reported the Council approved work to be done by the County at the 3/09/2020 Regular meeting. Resolution 2020-015 is the formal document to adopt the approval. *A motion was made by Mickey Holz and seconded by Beth Williams to adopt Resolution 2020-015 authorizing the Mayor to sign the Interlocal Agreement between the City of Cle Elum and the Kittitas County Noxious Weed Control Board. Discussion on the motion: Council member Steven Harper cautioned the City not to cede control of code management to the Noxious Weed Board. The motion carried unanimously.*

g. Ordinance No. 1588 – Amending Sewer Low Income Housing Capital Reimbursement: Kathi Swanson reported the discovery of the clerical error omitting the Capital Reimbursement and Connection Fees in Ordinance 1232, signed and dated 07/12/2005. The omission was brought to the attention of the legal team, who provided Ordinance 1588 for the Council's approval to correct the omission. *A motion was made by Mickey Holz and seconded by Beth Williams to adopt Ordinance 1588 correcting the Sewer Low income housing capital reimbursement.* Matthew Lundh reported the Planning Commission has been working on how to provide low income housing and this ordinance does not move toward that goal. Council member Harper noted this code amendment should be approved as it would be gifting of public funds if not approved and the City would be derelict in its duties. Mayor McGowan reported the City has to collect the Capital Reimbursement for new sewer installation. *A motion was made by Matthew Lundh and seconded by Ruston Weaver to table discussion on Ordinance 1588 until further clarification from the legal department can be obtained. Matthew Lundh, John Glondo, Ruston Weaver, Steven Harper, Mickey Holz and Beth Williams voted aye to table. Ken Ratliff voted nay. The motion carried by a vote of 6 to 1.*

h. AHBL Contract for Shoreline Master Plan and Critical Areas Updates: Lucy Temple reported the City went out to bid to hire a consultant to assist the City with the Shoreline Management Program and the Critical Areas Ordinance, both of which require updates. AHBL was selected based on the service they can provide. *A motion was made by Matthew Lund and seconded by John Glondo to approve the contract with AHBL to conduct the required SMP/CAO updates and to authorize the Mayor to sign the contract. The motion carried unanimously.*

i. Discussion Regarding the 2020 4th of July Celebration: Council member Harper reported he supports the Fireworks show and smaller events and encouraged the Events Committee to work with the Chamber, as well as the Health Department, to set guidelines for the events. *A motion was made by Steven Harper and seconded by Matthew Lundh to verbally state the City is in favor of events proceeding with the July 4th celebration, in a safe manner.* Discussion on the motion: Police Chief Bland stated he needs to know as soon as possible if there will be a parade so the department can provide Police assistance. Amy McGuffin, Chamber of Commerce, reported the Chamber Board of Directors is working on a playbook to help determine how events can be planned safely. The information was submitted to the County Health Department. The Chamber board has been given until 06/06/20 to provide the final determination on whether the parade will happen. Debbie Bogart, CEDA Administrative Director, has also been looking into what will be required to move forward with the 4th of July events. *The motion carried unanimously.*

Committee Reports:**Matthew Lundh – IT Committee:**

- Reported the Committee recommends authorization from council for the expenditures of \$1,100 for first year software fees for the Box Cast live streaming system and \$600 for the converter box required to add a camera to the system. *A motion was made by Steven Harper and seconded by Beth Williams to approve the IT committee to make the expenditures totaling \$1,700 to provide a new method of broadcasting City meetings. The motion carried unanimously.*
- Reported the committee is moving forward obtaining device recommendations and developing a policy to obtain devices for paperless council packets. *Ken Ratliff noted he is opposed to going paperless.*
- Reported the committee has moved forward with the update to the IT infrastructure in order to better connect all locations. The City is contracting with Airnote to assess and make recommendations of what the needs of the City are.
- Reported the committee is moving forward toward the recommendation of Zoom for all future meetings.

Steven Harper – Lodging Tax Report:

- Council member Harper recommended that council approve the Chamber of Commerce Lodging Tax Application for fireworks in the amount of \$7,500. *A motion was made by Matthew Lundh and seconded by John Glondo to approve the application from the Chamber of Commerce for \$7,500 for fireworks. The motion carried unanimously.*

Beth Williams – Parks Committee:

- Reported people are approaching the Parks and Recreation Committee asking for the Coke trailer to be removed from Wye Park since it cannot be used. *Mayor McGowan stated he will take care of that request.*

Motion to Adjourn

A motion was made by John Glondo and seconded by Ruston Weaver to adjourn at 7:40 p.m. The next regular scheduled meeting is Monday June 8, 2020 at 6:00 p.m. and will be held virtually, with access by telephone and/or computer for council members, and by telephone for the public.



Mayor



Attest