

CLE ELUM GENERAL GOVERNMENT COMMITTEE

MINUTES

MARCH 27, 2024

8:00 AM

**119 W FIRST STREET
CLE ELUM, WA 98922**

1. Call to Order

Steven Harper - Committee Member - present
Jerred Weis - Committee Member - present
Beth Williams - Committee Member - present

Matthew Lundh - Mayor
Debbie Lee - Clerk
Robin Newcomb - Finance Director

2. Unfinished Business

3. New Business

- a. Approve the Minutes from the March 8, 2024, General Government Committee Meeting

MOTION: Committee Member Weis made a motion to approve the minutes from March 8, 2024; seconded by Committee Member Harper.

MOTION CARRIED: 3 yes 0 no.

- b. Senior Center Funding - General Government Committee (Discussion)

Lori Nevin from the Senior Center was present at the meeting and answered committee questions.

There is an RCW that allows municipal governments to fund senior centers from within their budgets.

There was discussion about whether this is an essential role of the government, possibly for other purposes, like it being an emergency shelter for citizens. If the city was to contribute, it would need to be in the best interest of all citizens.

The senior center initially asked for \$37,800.00.

Kittitas County originally contributed \$20,000.00 per year but recently upped that amount to \$40,000.00 per year. With this, there is an agreement that the County can host meetings at no cost at this location.

Discussion was had about applying for grants and the City could be a sponsor. The city does lease the property to the senior center for \$1 per year.

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Lori Nevin will get a copy of the agreement with Kittitas County to the General Government Committee and this will give them a starting point. Lori will also get the current stats of attendance, zip codes and ages to the committee.

The discussion will continue.

c. Review Ordinance 1604 Purchasing - Finance Director Robin Newcomb

Robin Newcomb, Finance Director, explained that she had a couple of concerns. For example, does the purchase policy apply to grant revenues and if an item is budgeted, does staff still need to follow the purchase policy? This would strengthen the language in the ordinance by adding these items.

Committee Member Harper likes the language the way it is.

Discussion was had about adding the language of grants and budgeted items to this ordinance. Suggested language could say stated limits still apply regardless of budgeted items or items funded by grants.

The committee unanimously recommends this going to the Council for approval.

d. City of Cle Elum Personnel Policy - Finance Director Robin Newcomb

Robin Newcomb, Finance Director, had some suggested changes. She wanted the Committee to consider these changes when they worked on the union contract. These items change the definition of a temporary employee to 5 months and mirror the Washington State Department of Retirement and the cities' health insurance. Look at amending the sick leave, so there is just one option. This is per IRS. Change under paid administrative leave to state no outside employment allowed during this time. Another consideration is, does the city want to add a volunteer section?

Mayor Lundh would also like to consider allowing tips.

Discussion was had regarding tipping.

The Committee will bring back suggested edits or language to the personnel policy.

e. Procurement Policy - Finance Director Robin Newcomb

It was explained that only the yellow highlights are what is being added. This is from the state suggested changes to the procurement policy regarding the Small Works Roster through MRSC.

MOTION: Committee Member Harper made a motion to recommend this for approval by the Council; seconded by Committee Member Williams.

MOTION CARRIED: 3 yes 0 no.

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f. Rental Property Review - Mayor Lundh

Mayor Lundh reported that the rental rates have not been adjusted since 2020 for commercial or residential leases. Salon 2120 will be vacating their space in June 2024. City Hall could potentially expand into that area. Both the rental houses are on a month-to-month lease.

Committee Member Harper would like to see the city get out of residential leases and consider the commercial lease amounts.

Discussion was had regarding increasing the commercial space amounts and either including or not including the utilities.

MOTION: Committee Member Harper made a motion to increase Sr. Bones rental amounts to \$1100.00, and they pay utilities and present this to the Council; seconded by Councilmember Weis.

MOTION CARRIED: 3 yes 0 no.

MOTION: Committee Member Harper made a motion to discontinue the lease on Salon 2120 as they vacate in June and present this to the Council; seconded by Committee Member Williams.

MOTION CARRIED: 3 yes 0 no.

MOTION: Committee Member Harper made a motion to give the rental houses a reasonable move out notice (get advice from legal) regarding the correct amount of time and refer this to the Council; seconded by Committee Member Williams.

MOTION CARRIED: 3 yes 0 no

4. Other Committee Comments

5. Adjourn

MOTION: Committee Member Harper made a motion to adjourn @ 9:10 a.m.

[Signature of Steven Harper]
Steven Harper, Chair

[Signature of Debbie Lee]
Debbie Lee, Clerk