

CLE ELUM GENERAL GOVERNMENT COMMITTEE

MINUTES

NOVEMBER 27, 2024

8:30 AM

119 W FIRST STREET
CLE ELUM, WA 98922

1. Call to Order/Pledge of Allegiance

Steven Harper - present
Jerred Weis - present
Beth Williams - absent

Rob Omans - City Administrator
Debbie Lee - Clerk

2. Unfinished Business

a. Cle Elum Municipal Code Review - CEMC Title 3 Revenue & Finance

Committee chair Harper stated that he would have the edited version of Title 3 in word form by the next meeting for the Committee to review.

b. Senior Center Contract

City Administrator Rob Omans will revise the highlighted areas and include the annual contribution amount of \$10,000.00 to the Senior Center.

3. New Business

a. October 23, 2024, General Government Meeting Minutes

MOTION: Committee Member Weis made a motion to approve the General Government Committee Meeting minutes dated October 23, 2024; seconded by Committee Member Harper.

MOTION CARRIED: 2 yes 0 no.

b. CEMC Title 5 Business Licenses, Taxes and Regulations

The committee will work on this after Title 3 is completed.

c. CEMC Title 6 Animals

The committee will work on this after Title 3 is completed.

d. Planning Technician Job Description - Rob Omans City Administrator

General Government Committee Agenda

November 27, 2024

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City Administrator Rob Omans stated that HLA looked at the proposed job description and was in support of the description. Rob Omans will also check to see if this would be a union required position or not.

Discussion was had about the language of attending night meetings. The committee agreed that the language should state may also be required to attend night meetings. The committee also discussed code enforcement issues that arise. If the Planning Technician was to address code issues, this would come from the delegation of the City Planner and this could include conducting inspections. The committee wanted to strike the word entry level. The salary is in line with similar current positions in the surrounding areas.

The language below is what the committee would like these two paragraphs to state.

The Planning Technician is a support position, assisting the Planning Department and the City's customer service team. This role involves handling administrative and technical tasks related to land use, permitting, and licensing. Key duties include assisting property owners, design professionals, and developers with inquiries into land use, permitting, inspections, and code enforcement.

Strong customer service and computer skills are essential, as the role requires working directly with the public in a fast-paced environment. Responsibilities include processing and reviewing permits, ensuring compliance with land use notifications, supporting professional-level tasks, attending some evening meetings, and serving as backup for front-counter staff.

4. Other Committee Comments

Since the next General Government Meeting is scheduled for December 25, 2024, it will be canceled and the next regular General Government Committee will resume January 22, 2024, at 8:30 a.m.

5. Adjourn

The General Government Committee Meeting was adjourned at 9:15 a.m.


Steven Harper, Chair


Debbie Lee, Clerk