

CLE ELUM CITY COUNCIL

MINUTES

OCTOBER 9, 2023

6:00 PM

119 W FIRST STREET
CLE ELUM, WA 98922

1. Call to Order, Pledge of Allegiance, and Roll Call

Steven Harper - Councilmember present
Beth Williams - Councilmember present via zoom
Siw Bay-Hansen - Councilmember absent excused
Ken Ratliff - Councilmember present
John Glondo - Councilmember present
Sarah Lackey - Councilmember absent excused
Matthew Lundh - Councilmember present
Jay McGowan - Mayor
Rob Omans - City Administrator
Debbie Lee - Clerk
Ed Miller - Fire Chief
William LaRue - Veolia
Rich Albo - Police Chief
Aaron Barr - Public Works
Colleda Monick - HLA

MOTION: Councilmember Lund made a motion to excuse Councilmembers Lackey and Bay-Hansen; seconded by Councilmember Harper.

MOTION CARRIED: 5 yes 0 no.

October 9, 2023 Sign In Sheet Council Meeting

2. Public Comment – Limited to 5 Minutes

No public comment.

3. Announcements, Appointments, Awards & Recognition

- a. 2023 Paul P. Pangrazi Award - Gary Berndt
- 2023 Paul P. Pangrazi Nominations - Cindy Sole and Dawn Cameron

Mayor McGowan stated that Cindy Sole and Dawn Cameron were nominated for the 2023 Paul P. Pangrazi Award and he had certificates to present to them. Mayor McGowan informed Council that the recipient of the 2023 Paul P. Pangrazi Award is Gary Berndt and stated his accomplishments, which included volunteering, being involved in community programs and being the Mayor of Cle Elum for 16 years, to name a few. Mayor McGowan

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presented Gary Berndt with a certificate, a trophy and a check for \$1,000.00. Mr. Berndt gave a speech and stated he was humbled and honored to receive this award.

4. Consent Agenda

MOTION: Councilmember Lundh made a motion to approve the consent agenda; seconded by Councilmember Glondo.

MOTION CARRIED; 5 yes 0 no.

- a. Approve the Minutes of the Council Meeting Dated September 25, 2023
- b. Approve the Accounts Payable Vouchers Dated October 9th, 2023 \$469,974.98, - As Approved by the Budget Committee
- c. Approve Payroll Vouchers dated October 5, 2023 \$325,310.94 - As Approved by the Budget Committee

5. Approval of Meeting Agenda

MOTION: Councilmember Glondo made a motion to approve the agenda as presented; seconded by Councilmember Lundh.

MOTION : 5 yes 0 no.

6. Officer Reports

- a. 3rd Qtr Budget Report - City Administrator Rob Omans

Rob Omans - City Administrator

At the last meeting, we had two RFQ's out for engineering services. The City only received one response for each request and that was from HLA. The city will still go through the grading and selection process of each RFQ submitted and the formal acceptance of engineers will be on the November 23, 2023 agenda. City Administrator Omans, Mayor McGowan and Aaron Barr from Public Works will grade and score the applicants.

Final update on the fall clean-up last month. The city handed out 227 vouchers, only 174 were used at the transfer station for a total of 49.5 tons. To compare with the spring cleanup, the city handed out about 10 more vouchers, but about the same amount were used at the transfer station for a total of 50.1 tons.

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The city sold 12 permits last month which brought in over \$40,000 and the city completed 25 inspections.

The 3rd quarter report is included in the council packet. When you go through the report you might see that the expenditures are over. They're over 75%. A large part of that is due to projects, but also you will see that our revenues are up over 75% as well.

b. Veolia Graphs October 2023 - William LaRue

William LaRue - Viola

The usual graphs are enclosed in your council packets. I would be happy to answer any questions you may have about them.

Both plants are performing well. The water plant is averaging just under 12 hours a day with average daily production at 1.0 MGD.

At the wastewater plant we are starting to seed SBR #1 and anticipate having it online by the middle of next week.

The paddle drive input shaft failed last week. We are currently waiting for a parts quote for the shaft, pinion gear, bearings and seals. This piece of equipment has been running almost continuously since 2005 and has almost 158,000 hours of operation.

c. Planning - Colleda Monick

Councilmember Ratliff asked what the school project was. Colleda explained that it is an addition of about 12 classrooms and originally it was crossing both the city limits and county lines. The school is deciding if that is the best option.

Councilmember Lundh, as about the processing schedule for the 47* North project. Colleda explained that the public hearing would probably happen in the first part of next year. The hearing examiner will hear public testimony. The hearing examiner will give his recommendation to council and at which time, council could make the final decision sometime in March or April.

d. Ed Mills - Fire Chief

Report of calls in the month of September, the city had 3 fires, 31 EMS, and 11 other calls for a total of 45 calls.

Fire reports break down. We sent one engine for mutual aid to District 7 for a new construction house fire in Suncadia. One aid was given to District 7 for a brush fire on Hundley Road. One vehicle fire aid was received from South Cle Elum for a vehicle engine fire in the spare lot across from Swiftwater Dental. No other property was affected.

Fire Prevention Week. The fire department would like to invite you all to join us on

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Thursday for fire and life safety education with the movie Elemental. That is October 12, 2023, Thursday night. Free hotdogs, lemonade and popcorn. Take your kids and sign up for our free smoke alarm program.

The City of Cle Elum Fire Department has partnered up with the Red Cross and we will be sending out in the mail a brochure with your water bill and using Text My Gov about how to contact us.

Chief Mills presented shadow boxes of the retired patch and new patch to council to be displayed in the councilroom. He also presented shadow boxes to the person who designed each patch.

e. Rich Albo - Police Chief

Chief Albo reported that one officer had been let go during the FTO process, and he would start the hiring process again.

There have not been any candidates for reserve officer.

Kelsey Seiser has graduated from the academy and is now doing her Field Training.

Chief Albo reported that he is currently getting bids to place heat tape on the Police Department roof. This has worked in the past and hopefully this will deter us having to get a completely new roof.

Both police pickups are up and running. This was a process to get new vehicles fully outfitted and there is really no faster way to make this happen.

f. Aaron Barr - Public Works

Aaron Barr reported that they have started brush cutting in the alleyways for winter plowing. The brush cutter on the mini-excavator is working on the Coal Mines Trail.

Public Works has been completing general maintenance of equipment.

The equipment that has the potential to freeze is being put up for the winter.

There have not been any water leaks this month.

The mini-excavator is failing due to age and wear and tear. Currently, public works is looking at replacements.

Discussion was had about the cost of making the repairs to the mini and how many hours were currently on this piece of machine. Councilmember Harper thought it would be best to fix the mini and not purchase a new one. They also talked about how waterline repairs don't have a timeline associated with them and if rental shops are open at all hours of the day.

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7. Public Appearances – 15-Minute Limit

No public appearances.

8. Business Requiring Public Hearings

a. Public Hearing Renfro Right of Way Vacation - Colleda Monick Planner

Colleda Monick - HLA read her staff report. (see attached)

Mayor McGowan opened the public hearing at 6:51 p.m. and closed the public hearing at 6:53 p.m.

Sheri Renfro stated that they would like this to happen. There is currently a shed on some of this right of way so that would clear some things up.

No other public comment was made.

The council had some discussion on the size of the right of way and that there was not a lot that anyone could do with the size.

There will be an ordinance for council to vote on at the October 23, 2023 council meeting.

9. Unfinished Business

a. Ordinance No. 1658 Councilmember Wages - Employee Relations Committee

Councilmember Lundh prepared the Ordinance and the city attorney approved it. Councilmember Lundh stated that this ordinance makes sense as additional duties for councilmembers with committee meetings have increased. This might motivate future candidates, and potentially help with childcare.

This Ordinance does not benefit the current council only until new positions are filled. A citizen committee can be formed and then they could vote to enforce this ordinance immediately. Mayor McGowan will talk with the city attorney and get this committee formed.

This ordinance has been tabled until a citizen committee is created.

b. 2023-024 Resolution of the City of Cle Elum, Washington, Adopting an Amendment to the "City of Cle Elum Employee Handbook" - Employee Relations Committee

Discussion was had as to how many hours to carry forward for comp time and what rate of pay the payout would be. Council also discussed working out of class and who decides who

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authorizes this.

This resolution will be tabled for revision.

- c. Utility Clerk Events Secretary - New Job Description Salary Ordinance No. 1657 - Employee Relations Committee

Discussion was had about how many events this person is handling on a daily/monthly basis. The council thought that this could be a part time position that would be paid for from the Lodging Tax Fund. There were also questions regarding the pay scale.

Councilmember Harper would like this to go back to the Employee Relations Committee.

- d. Collective Bargaining Unit Cle Elum Police January 1, 2024 - December 31, 2026 - Mayor McGowan

Conversational Spanish and spelling errors were corrected in this contract.

MOTION: Councilmember Lundh made a motion to approve the 2023-2025 Police Contract; seconded by Councilmember Ratliff.

MOTION CARRIED; 5 yes 0 no.

10. New Business

- a. Public Records Act Policy & Procedures - City Attorney Alexandra Kenyon

City Attorney Alexandra Kenyon explained to council that the city should update their Public Records Policy and this is the first reading, and council could formally adopt this policy at the October 23, 2023 council meeting.

Councilmember Ratliff asked if the city currently charges for public records. Yes, but electronic copies no.

- b. Progress Estimate No. 5 & Final Cle Elum Park & Ride - Pacific Civil & Infrastructure \$21,497,20 - Aaron Barr Public Works

Councilmember Ratliff stated the park & ride is great.

Councilmember Harper stated that it would have been nice to have one electric charging station at this location.

MOTION: Councilmember Lundh made a motion to approve Progress Estimate No. 5 & Final for the Cle Elum Park & Ride; seconded by Councilmember Glondo.

MOTION CARRIED: 4 yes 0 no. (Councilmember Williams left the meeting due to illness)

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- c. Progress Estimate No. 4 Downtown Revitalization Phase 3C - Ascent Foundations & More \$66,789.52 - Aaron Barr Public Works

MOTION: Councilmember Ratliff made a motion to approve Progress Estimate No. 4 Downtown Revitalization Phase 3 C; seconded by Councilmember Lundh.

MOTION CARRIED : 4 yes 0 no.

- d. Ordinance 1659 "Police Markings" - Chief Albo

Chief Albo explained that this Ordinance will make the City of Cle Elum compliant with the current RCW. The city attorney was consulted and other policies were looked at. Chief Albo stated that unmarked vehicles are used for undercover work and patrol emphasis.

Councilmember Harper was concerned about the language on who could authorize and the city attorney and agreed that the council has the authority to make this decision.

MOTION: Councilmember Ratliff made a motion to approve Ordinance 1659; seconded by Councilmember Glondo.

MOTION CARRIED: 4 yes 0 no.

11. Report of Committees

Utility Committee - Councilmember Ratliff

Discussion was had about the filling station and how last year there were about 20-30 customers and now it is maxed out at 100 customers. The Utility Committee will look into current usage and users and figure out a solution.

Parks Committee - Councilmember Lundh

Councilmember Lundh reported that last Saturday's fund raiser at Dru Bru for the skate park raised over \$110,000.00. This will help for the second phase of the project. There are also grants to apply for and some in kind donations that will be beneficial.

- a. 2023 Christmas in Cle Elum Downtown Association - Lodging Tax Committee

The Lodging Tax Committee met and made a recommendation to approve \$50,248.86 for Christmas in Cle Elum 2023 Downtown Association Lodging Tax Application.

The Committee reported that they realized there was a change of personnel, change of vendors and more fixtures that will need lighting in 2023. The price has steadily increased when it was supposed to possibly taper off. It was also not clear if the ornaments and candy canes were rent to own and that needs clarified.

Items that are excluded are the ornaments, cost of printing and downtown association staff

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planning hours.

MOTION: Councilmember Ratliff made a motion to approve awarding Cle Elum Downtown Association 2023 Christmas in Cle Elum \$50,248.86; seconded by Councilmember Glondo.

MOTION CARRIED: 4 yes 0 no.

- b. Public Works Director Job Description Process Recommendation - Employee Relations Committee

Rob Omans, City Administrator, stated that he would like the Council to review the application for Public Works Director and come up with a process. City Engineer HLA reviewed this application as well.

Discussion was had about the payscale and that it was high and that a PE Degree should be required for this job. Councilmember Lundh wanted to know what items were changed as there were no redlines on the version that was presented. They also thought this position should be a bonded position and that, historically, this position received a lot of overtime.

MOTION: Councilmember Harper made a motion to refer this job description back to the Employee Relations Committee and make changes to the job description that shall include a 4 year degree with no exceptions for experience, and a requirement is to have a professional engineers license or obtain one within one year of the hire date and be bondable for an acceptable amount; seconded by Councilmember Lundh.

MOTION CARRIED: 4 yes 0 no.

- c. 2024 Preliminary Budget - Budget Committee

The council would like to schedule a study session to go over the 2024 budget. Councilmember Lundh would like to have the budget in an excel format. They would like this meeting to be Monday November 16th and 30th, 2023 at 5:00 p.m. and all the council should attend this meeting.

Councilmember Harper read over the highlights of the budget that are attached to this agenda.

Discussion was had regarding the COLA and council asked Rob Omans, the City Administrator, if he could get a salary survey together for this meeting. The council's goal is to have a public hearing for the 2024 Budget on the 13th and 27th of November.

12. Adjournment by Motion

Adjourn: 8:47 p.m.

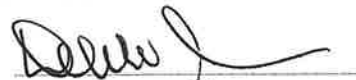
MOTION: Councilmember Harper made a motion to adjourn.

MOTION : 4 yes 0 no.

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Jay McGowan, Mayor

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Debbie Lee, Clerk

