

DRAFT

CLE ELUM CITY COUNCIL

MINUTES

OCTOBER 23, 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
 Beth Williams - Councilmember
 Siw Bay-Hanson - Councilmember
 Ken Ratliff - Councilmember
 John Glondo - Councilmember
 Matthew Lundh - Councilmember
 Sarah Lackey - Councilmember
 Jay McGowan - Mayor
 Debbie Lee - Clerk
 Rob Omans - City Administrator
 Robin Newcomb - Finance Director
 Rich Albo - Chief of Police

a. October 23, 2023 Sign In Sheet

2. Public Comment – Limited to 5 Minutes

Brian Tate - Is concerned about the crime committed on July 21, 2023. Mr. Tate has visited the Mayor a couple of times and still has concerns about the use of the alley, with the hazards and debris. Mr. Tate talked about a tree house in the alley that looked to be unstable. Mr. Tate also talked about dead end streets needing barricades and signage to state that the street is a dead end. This is for fire safety.

3. Announcements, Appointments, Awards & Recognition**4. Consent Agenda**

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

MOTION CARRIED: 7 yes 0 no.

a. Approve the Minutes of the Council Meeting Dated October 9, 2023

b. Approve the Minutes of the 2024 Budget Study Session Dated October 16, 2023.

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- c. Approve the Account Payable Vouchers Dated October 23, 2023 \$688,409.98 - As Approved by the Budget Committee

5. Approval of Meeting Agenda

MOTION: Councilmember Harper made a motion to approve the agenda as amended by adding Council Comment and Concern before Officer Reports #6; seconded by Councilmember Lundh.

MOTION CARRIED: 7 yes 0 no.

6. Comments and Concerns

Councilmember Harper made a statement regarding unions being formed since May and the council needs to be aware of this, the city needs to be transparent and council needs to be involved.

Mayor McGowan stated that the process has been outlined in the email that the attorney sent.

Councilmember Lundh informed council that on November 4th from 4:00 - 6:00 p.m. AWC will be at Dru Bru and encourages the council to attend.

Mayor McGowan stated that council should be mindful of a quorum.

7. Officer Reports

Rob Omans - City Administrator

Fire Chief Mills reported to City Administrator Omans that the Fire Department has installed about 45 fire detectors in different homes throughout the city. This is a great program and citizens should take advantage of this.

The third and final phase of the Downtown Revitalization Project has been advertised and the bid opening is November 30, 2023.

The Public Hearing for the 2024 Property Tax is scheduled for tonight's meeting. There will be two more Public Hearings for the 2024 Budget, on November 13th and November 27th.

Boo Elum is an approved event.

The city is applying for a cemetery grant to help with placing irrigation in the cemetery. This grant is due by the 31st of October.

Councilmember Lundh asked when the city would hear about the remaining \$1 million for the Downtown Revitalization Project. City Administrator Omans stated that the city is still waiting to

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hear from TIB.

Police Chief - Rich Albo

Chief Albo stated that the Police Department has started the hiring process via Facebook, the city website, newspaper and other sites. The job closes on November 7th, 2023.

The cars and RV's along a portion of railroad have been removed with the help of BNSF.

The Police Department received a bid to apply heat tape to the roof. This is scheduled for next week.

Saturday October 8, 2023 is Drug Take Back Day. There is a box located at the Police Department. This box is also available all year long. There is also one located at Safeway.

Chief Albo reminded everyone that Halloween was approaching and encouraged everyone to wear reflective clothing and carry flashlights.

8. Public Appearances – 15-Minute Limit

a. Carpenter Library By-Laws - Library Board Member Ann Pierson

Library Board Member Ann Pierson wanted to thank everyone for recognizing the library and she presented the by-laws.

Ms. Pierson reported that the circulation of in-person books has increased tremendously and online services are higher as well.

The Library Board advocates funds and supports the library.

Councilmember Harper would like the library board policies to be inline with the city policies.

The policies are posted on the library website.

b. Cle Elum Downtown Association - Jordan Peterson

Ms. Peterson reported that she met with some students from the elementary school and they had some ideas of events that they would like to see. These events were a haunted house, interactive art downtown, a costume contest, more fundraisers and a pie in the face event. The Downtown Association will work with all of the ideas and see what they can do to add to future events.

The Upper Kittitas County Rec Center is in the design phase.

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Councilmember Williams asked if the Flag Pole Park was going to be lit up this year. Ms. Peterson stated yes and with an additional sign that says JOY.

See attached report.

9. Business Requiring Public Hearings

- a. Ordinance 1655 2024 Property Tax Levy - Finance Director Newcomb

MOTION: Councilmember Harper made a motion to approve Ordinance 1655 2024 Property Tax Levy; seconded by Councilmember Ratliff.

MOTION CARRIED: 7 yes 0 no.

Finance Director Newcomb informed council about the levy and that just because the increase is 1% does not necessarily mean taxes are going to increase, as there are a lot of variables regarding property tax values.

Mayor McGowan opened the Public Hearing at 6:37 p.m. and closed at 6:38 p.m. with no public comment.

10. Unfinished Business

- a. Resolution 2023-025 Public Records Policy - Council

MOTION: Councilmember Harper made a motion to approve Resolution 2023-025; seconded by Councilmember Lundh.

MOTION CARRIED: 7 yes 0 no.

11. New Business

- a. Ordinance 1657 An Ordinance Vacating a Portion of the Right of Way Renfro - Hil A Colleda Monick

Colleda Monick read her staff report and stated that the city followed all state and municipal codes with this vacation.

MOTION: Councilmember Harper made a motion to approve Ordinance 1657 Renfro ROW Vacation; seconded by Councilmember Ratliff.

MOTION CARRIED: 7 yes 0 no.

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- b. First Street Downtown Revitalization Phases 3A & 3B Progress Estimate #7 Belsaas & Smith \$136,753.14 - City Administrator Omanus

MOTION: Councilmember Lundh made a motion to approve Progress Estimate #7 First Street Downtown Revitalization; seconded by Councilmember Lackey.

MOTION CARRIED: 7 yes 0 no.

Discussion was had regarding adding pay requests to the consent agenda.

Councilmember Ratliff stated he would like them kept on the agenda as it highlights the progress and work that has been made on the project.

- c. Municipal Engineering Service Columbia Avenue Extension Railroad Crossing Feasibility Study Award to HLA - City Administrator Omanus

MOTION: Councilmember Lundh made a motion to award the engineering services for Columbia Avenue Extension Railroad Crossing Feasibility Study to HLA; seconded by Councilmember Lackey.

MOTION CARRIED: 7 yes 0 no.

- d. Municipal Engineering Service First Street Improvements Phase 3 STBG Grant Funded Award to HLA - City Administrator Omanus

MOTION: Councilmember Lundh made a motion to award First Street Improvements Downtown Revitalization Phase 3 C engineering services to HLA; seconded by Councilmember Williams.

MOTION CARRIED: 7 yes 0 no.

- e. Ordinance 1656 2023 Budget Amendment - Finance Director Newcomb

Finance Director Newcomb stated that she hopes that this is the only budget amendment the city will have this year, but there might be another one before the end of the year. One of the main amendments was for litigation and legal fees related to this.

Councilmember Ratliff asked if this was a housekeeping issue. Newcomb stated yes.

Councilmember Williams asked if the mini excavator was for rental or repair. Newcomb stated that the budget number reflects a new purchase and how it is split between all funds. Councilmember Ratliff also stated that just because the budget reflects a dollar amount, it does not mean that it's a guarantee that the item can be purchased.

Councilmember Harper would like to table the budget amendment until the next meeting and possibly have budget amendments go through the budget committee first. Finance Director Newcomb stated that this amendment needs to be approved tonight or the city budget would be out of compliance.

MOTION: Councilmember Harper made a motion to approve Ordinance 1656 2023 Budget Amendment; seconded by Councilmember Lackey.

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MOTION CARRIED: 7 yes 0 no.

12. Report of Committees

a. Salary Survey

Discussion was had regarding the salary survey that was presented. It was explained that City Administrator Omans looked at the population and similar budgets of nearby cities.

Councilmember Ratliff would like to have the salary study with the same cities that were used last time council requested this information.

Council would like Mayor McGowan to write a letter to Upper Kittitas County Rec Center stating the city's support for the center.

b. 2024 Budget Study Session Responses

Council discussed the budget study session responses.

Some of the points made were that the city needs to look at comparables for commercial and rental property rates and see if the city is charging enough rent. The council instructed Finance Director Newcomb to move money from HLA Planning to City Planner, so the city makes it a priority to hire a planner next year. The council also suggested hiring a professional firm to look for a planner. Future budgets should consider rate increases in water and sewer to put extra revenue into reserves and maintenance. Also, the city needs to make sure that regional partners pay their fair share. Discussion was also had about implementing traffic fines within the municipal code. This would help revenue.

c. Updated 5 Year Budget Report 2024 #4 102023 Fund 406 change only

The 2024 Preliminary Budget will have a Public Hearing on November 13th, 2023 and the Final Budget will have a Public Hearing on November 27th, 2023. The council will not have a 2024 Budget Study Session on October 30, 2023.

d. Cle Elum Rental Properties

The council asked for the rental property information. This was attached after the meeting and handed out to the council during the meeting.

Discussion was had regarding the Public Works Director position and if an Engineering Degree should be a requirement. The council also discussed the Event Secretary position and not piling work on current employees, possibly creating a part-time position for this job.

The Employee Relations Committee will meet and go over the different job descriptions as well as the Salary Ordinance regarding council pay.

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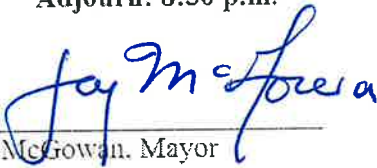
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13. Adjournment by Motion

MOTION: Councilmember Harper made a motion to adjourn.

MOTION CARRIED: 7 yes 0 no.

Adjourn: 8:30 p.m.


Jay McGowan, Mayor


Debbie Lee, Clerk

