

CLE ELUM CITY COUNCIL

MINUTES

NOVEMBER 13, 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
 Sew Bay-Hansen - Councilmember present
 Ken Ratliff - Councilmember present
 John Glondo - Councilmember present
 Matthew Lundh - Councilmember present
 Sarah Lackey - Councilmember absent
 Jay McGowan - Mayor present
 Rob Omans - City Administrator present
 Debbie Lee - Clerk present
 Robin Newcomb - Finance Director present
 Ed Mills - Fire Chief present
 Rich Albo - Police Chief present via zoom
 Ben Annon - HLA present via zoom
 William La Rue - Veolia present
 Colleda Monick - HLA present via zoom

MOTION: Councilmember Glondo made a motion to excuse Councilmember Lackey;
seconded by Councilmember Ratliff.

MOTION CARRIED: 6 yes 0 no.

a. November 13, 2023 Sign In Sheet

2. Executive Session 42.30.110(i)

a. Executive Session Script

The Executive Session started at 6:05 p.m. Mayor McGowan stated they would be in Executive Session for 30 minutes and return at 6:35 p.m.

Mayor McGowan came out at 6:35 p.m. and stated they would be another 15 minutes and be out at 6:50 p.m. The council returned at 6:50 p.m. with no decisions being made.

3. Public Comment – Limited to 5 Minutes

Brian Tate is still concerned about his alleyway and Washington Street. He is currently getting his property surveyed. Mr. Tate would like to know what the city's policy states about alley use. There

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is a treehouse that is getting bigger in the alley.

Larry Stauffer has a couple questions and one comment regarding the 47* North Project. Mr. Stauffer asked about the timeline and how the review comments would be provided to the citizens. He also inquired as to how the responses to public comments would be provided to the citizens. Mayor McGowan stated he would get those answers for Mr. Stauffer. Mr. Stauffer informed Mayor McGowan that he accomplished a lot in his term as Mayor, but he hoped that he would leave the decision of 47* North for the new Administration.

Nora Kantwill asked when the best time to give her comment on the budget and utility increases. Mayor McGowan stated during the public comments is the best time.

4. Announcements, Appointments, Awards & Recognition

Mayor McGowan stated he had attended the LACC Conference and the City of Cle Elum received the Community Impact Award. The Mayor met with funders and had two sessions to pitch the Downtown Revitalization Project 7-8 years ago. This was a pitch to improve the center of town with WSDOT and the Federal Highway. The City passed a complete street ordinance which opened up the project to all forms of transportation.

5. Consent Agenda

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

MOTION CARRIED: 6 yes 0 no.

- a. Approve the Minutes of the Council Meeting Dated October 23, 2023,
- b. Approve the Accounts Payable Vouchers Dated November 13, 2023 \$1,110,947.92 -As Approved by the Budget Committee
- c. Approve Payroll Vouchers Dated November 13, 2023 \$249,523.02 - As Approved by the Budget Committee

6. Approval of Meeting Agenda

MOTION: Councilmember Harper made a motion to approve the agenda as amended with the addition under New Business J. Discussion of ice melt on sidewalks; seconded by councilmember Lundh.

MOTION CARRIED: 6 yes 0 no.

7. Officer Reports

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a. City Administrator - Rob Omans

City Administrator - Rob Omans

- After the last council meeting, it was suggested that the city take a look at the residential and commercial properties that the city owns and their current leases. We have contacted Accolade and Ken Rusch and are working with these property management companies to take a look at these parcels and come back with suggestions.
- If you haven't noticed already, we are doing some maintenance projects around City Hall.
 - First is that we have built a roof cover over the electrical meter bases in the alley to prevent what happened last year when a large iceberg fell onto the electrical meters, causing a power outage for city hall.
 - We will be replacing the heat tape on the roof to prevent the small amount of leaks we had last year during the winter.
 - We had quite a rodent problem this fall and have hired a company to not only help trap them but to seal up city hall.
 - One thing they did notice is that the attic has had a lot of rodent activity and needs to be sealed up a lot better. The only way to seal up the attic better is to remove all of the insulation that's up there, seal it up, and install new insulation.
 - The city went through our procurement procedure and have hired an insulation company to do this, and they are actually starting tomorrow.
- I would like to recognize Fire Chief Ed Mills and Virgil Amick as passing an ICC Certification. ICC is the International Code Council and the leading global source of model codes, standards and safety building solutions. ICC is who Washington state along with most other states use for their building code. Ed successfully passed the "fire inspector 1" and Virgil passed the "permit technician" certificate. I can tell you from experience that these tests are not taken lightly - it takes many hours of studying, plus every 3 years you have to update them, making sure you keep up with your training.
- As you can see, I have completed another salary survey, and it is attached to the agenda. This is the kind of survey I did last year which I just used:
 - Population
 - Assessed Value
 - Assessed Value Per Capita
 - Levy Amount
 - Sales Tax Revenue
- It does not use the actual budget for the cities.
- First, we have started the seasonal road weight restrictions based on CEMC chapter 12.06. Streets are weight restricted to reduce the potential damage that large and heavy vehicles can do, specifically those over 10,000 pounds. All of the specific streets are described in chapter 12.06.020.

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- Second, the city would like to get the word out about winter sidewalk care and how deicer salt can damage new concrete. The city is working on a flyer.
- Third, the Second Street water main replacement project is progressing today. They reached the other side of Crystal Creek so they plan on asphaltting either the end of this week or the beginning of next week so that Second Street can be open by Thanksgiving.

b. City Planner HLA - Colleda Monick

(see attached report) Councilmember Lundh inquired about Snowy River Equipment Rental and Bator Lumber. Monick explained that when the city updated its maps a while back, some areas were changed to general commercial which limited industrial uses. Monick stated that it could be classified as a conditional use or a permitted use. The Planning Committee will need to review this at the next meeting.

c. Veolia - William LaRue

MOTION: Councilmember Ratliff made a motion to approve the silt removal from the pump chambers in the amount of \$6,507.62; seconded by Councilmember Williams.

MOTION CARRIED: 6 yes 0 no.

See attached report.

d. Police Department - Chief Albo

- Chief Albo reported that he has 12 applications that have been submitted. There are not any lateral applications. Oral boards will be at the end of next week, then a background check and possibly hire by January 1, 2024.
- Chief Albo was at WSPAC training last week and there is some new information regarding rural communities, so this was helpful.
- Getting rid of the Corporal position and having two Sergeant positions has proven to be a good fit for the department.
- Downtown parking will change to 24 hour max parking for the winter.
- Snow tires are legal as of November 1, 2023.
- Chief Albo stated that the status reports they have been submitting are being redesigned and hopefully, the council will like the way they read.

e. Fire Chief - Ed Mills

See attached report.

8. **Public Appearances – 15-Minute Limit**

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9. Business Requiring Public Hearings

a. 2024 Preliminary Budget - Finance Director Newcomb

The Public Hearing opened at 7:35 p.m. and closed at 7:43 p.m.

Finance Director Newcomb stated that just a couple things were changed/updated to change the planner from contract planner to employee and increase PUD Privilege Tax PUD pays in lieu of property taxes from \$6,000 to \$15,000. Also added a meter reading system into Fund 406 water Capital Reserve Fund was added.

Citizen Nora Kautwill asked if the 10% salary increase was a broad increase for everyone. Councilmember Harper stated even if it is in the budget, this does not mean that it will be given. A salary ordinance will need to be presented and agreed upon. The council explained that hours are allocated and it is hard to show the separation of wages from employees and the funds that their wages come out from. Wage allocation can change from year to year depending on what fund the hours are worked in. Councilmember Harper also stated that there is a long history of stagnant wages and that is why they have to look at different salary surveys.

b. 2023-026 Resolution of the City of Cle Elum, Washington, Adopting the 2024 Water Rates Fee Schedule - Utility Committee

The Public Hearing opened at 7:46 p.m. and closed at 7:47 p.m.

There was no public comment.

Councilmember Ratliff stated years ago the city was behind on rate increases, so they implemented a 3% annual increase so as not to get behind.

c. 2023-027 Resolution of the City of Cle Elum, Washington, Adopting the 2024 Sewer Rate Fee Schedule - Utility Committee

The Public Hearing was opened at 7:47 p.m. and closed at 7:48 p.m. with no public comment.

d. Ordinance 1658 Sewer Regulations, Establishing Cle Elum Municipal Code Section 13.08.380 Regarding Collection - Utility Committee

The Public Hearing was opened at 7:49 p.m. and closed at 7:50 p.m. with no public comment.

Councilmember Ratliff stated this Ordinance was approved by the Utility Committee to add late fees to the sewer bills, not just on the water side.

e. Ordinance 1660 Amending Cle Elum Municipal Code 8.08.200 Related to Schedule of

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Garbage Charges - Utility Committee

The Public Hearing opened at 7:51 p.m. and closed at 7:52 p.m. with no public comments.

Councilmember Ratliff stated that Waste Management has increased the contract price by 4%, so this is a pass-thru increase.

10. Unfinished Business

a. Establishing a Salary Commission - Employee Relations Committee

Discussion was had that the Employee Relations Committee needed to look at this Salary Commission Ordinance and make the changes and present it to council at the next meeting.

b. Mini Excavator

Mayor McGowan reported that the city received an estimate to fix the items on the mini. Some things are fixable, some are not due to parts being no longer available. The main things are the engine needs to be rebuilt and the cab is not OSHA safe. The estimate is about \$55,000. This mini was used when purchased in 2009. The city can put this on a state surplus list to try and get some salvage revenue. The city had to rent a mini for the month and it was about \$4,900. The bids went thru a procurement process and are good for 30 days.

Discussion was had about getting a policy in place, so if something is damaged it is reported.

MOTION: Councilmember Lundh made a motion to approve the purchase of the mini excavator with the low bid of \$88,114.16; seconded by Councilmember Ratliff.

MOTION CARRIED: 6 yes 0 no.

c. 2023 Forest Stewardship Plan - Phil Hess

Phil Hess gave the presentation on the 2023 Forest Stewardship Plan. (see attached notes)

Councilmember Ratliff thanked Phil for all of his work.

MOTION: Councilmember Harper made a motion to approve the Mayor to sign the signature page, the first page of the plan authorization page and to approve to pay the invoice in the amount of \$2,460.00 (1/2 will be reimbursed by DNR); seconded by Councilmember Glondo.

MOTION CARRIED: 6 yes 0 no.

11. New Business

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a. First Street Downtown Revitalization Phase 3 Consultant Agreement - HLA

Ben Annon congratulated the city on the IACC Award. He stated that it's a pretty big deal to be recognized in that way.

Ben explained that this contract is 330 working days and two construction seasons. Currently there are 17 plan holders and the bid opening is scheduled for November 30th.

MOTION: Councilmember Lundh made a motion to approve the Mayor to sign the Consultant Agreement for HLA on the First Street Downtown Revitalization Phase 3C; seconded by Councilmember Williams.

MOTION CARRIED: 6 yes 0 no.

Councilmember Harper asked what the scope of materials that are being tested. Ben stated base aggregate, concrete and asphalt testing.

b. Progress Estimate #4 & Final First Street & Douglas Munro Intersection Improvements - Knobel's Electric Inc. - HLA

MOTION: Councilmember Ratliff made a motion to approve Progress Estimate #4 & Final First Street & Douglas Munro; seconded by Councilmember Lundh.

MOTION CARRIED: 6 yes 0 no.

Ben Annon explained that this does not include acceptance. That will be coming later and there is a retainer that is still being held.

Councilmember Harper stated he was opposed to this project, but is hopeful for the final implementation.

c. Progress Estimate #1 Second Street & Rossetti Way Water Main Improvement Ascent Foundations & More - HLA

MOTION: Councilmember Ratliff made a motion to approve Progress Estimate #1 Second Street & Rossetti Way Water Main Improvement; seconded by Councilmember Lundh.

MOTION CARRIED: 6 yes 0 no.

The majority of this bill is for materials on hand.

Councilmember Williams has some concerns about working in the winter. Ben Annon explained that the contractor can ask for a suspension until the weather clears.

d. Progress Estimate #5 First Street Downtown Revitalization Phase 3C Ascent Foundation & More - HLA

MOTION: Councilmember Lundh made a motion to approve Progress Estimate #5 First Street Downtown Revitalization Phase 3C Ascent Foundations and More; seconded by Councilmember Williams.

MOTION : 6 yes 0 no.

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Ben Annon stated that they are still waiting for the trash receptacles.

Mayor McGowan asked Ben to explain why the lights were not working on East First. It was explained that the conduit is run but the circuitry is in the final phase.

- e. 2023-024 Resolution Authorizing the Mayor to Sign UKC Youth Baseball Agreement Extension - City Administrator Omans

MOTION: Councilmember Lundh made a motion to approve a one year extension to the UKC Youth Baseball Agreement, seconded by Councilmember Ratliff.

MOTION CARRIED: 6 yes 0 no.

- f. 2023-026 Resolution of the City of Cle Elum, Washington, Adopting the 2024 Water Rates Fee Schedule - Utility Committee

MOTION: Councilmember Harper made a motion to approve Resolution 2023-026 2024 Water Rates Fee Schedule and Resolution 2023-027 2024 Sewer Rate Schedule; seconded by Councilmember Lundh.

MOTION CARRIED: 6 yes 0 no.

Councilmember Hanson asked about commercial rates being increased. Councilmember Ratliff of the Utility Committee stated they are still discussing this matter as it is a complex decision. Councilmember Lundh stated that the committee will continue to work on this topic.

Councilmember Lundh asked why Owens has their own water rate. It was unknown but they would work on finding the answer.

- g. 2023-027 Resolution of the City of Cle Elum, Washington, Adopting the 2024 Sewer Rate Fee Schedule - Utility Committee

Adopted with Resolution 2023-026 above.

- h. Ordinance 1658 Sewer Regulations, Establishing Cle Elum Municipal Code Section 13.08.380 Regarding Collection - Utility Committee

Councilmember Harper would like this to go back to the committee and remove the \$100 disconnect fee as we already charge that on the water side.

MOTION: Councilmember Ratliff made a motion to put Ordinance 1658 back to the Utility Committee to remove the \$100 disconnect language; seconded by Councilmember Harper.

MOTION CARRIED: 6 yes 0 no.

- i. Ordinance 1660 Amending Cle Elum Municipal Code 8.08.200 Related to Schedule of Garbage Charges - Utility Committee

MOTION: Councilmember Harper made a motion to approve Ordinance 1660

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**Amending Garbage Charges; seconded by Councilmember Harper.
MOTION CARRIED: 6 yes 0 no.**

This Ordinance will take 45 days to be in affect.

j. Discussion of Ice Melt on Sidewalks

Mayor McGowan informed Council that Ellensburg Cement had come in and handed out some flyers (see attached). The flyers have information regarding ice melt on new concrete that has not had a chance to cure. It takes two years for concrete to cure and they suggest using sand on the new sidewalks. Mayor McGowan stated that in front of the bank you can see where the ice melt was used and the spall that happened. The city would like to keep the sidewalks looking new as long as possible.

Councilmember Harper read a statement about icemelt and the science behind it and feels that it is the poor condition of the concrete that causes the concrete to spall. Councilmember Harper is also concerned about the safety of the citizen and stated that city administration can't prohibit the use of icemelt.

Mayor McGowan informed council that Roslyn was careful with their new sidewalks and, ultimately, the business owners are responsible for the sidewalks. The best thing the business owners could do is keep up on shoveling so ice does not have a chance to form.

12. Report of Committees

a. Mountain Madness 2023 Lodging Tax Application - Lodging Tax Committee

MOTION: Councilmember Ratliff made a motion to approve Mountain Madness 2023 Lodging Tax Application in the amount of \$8,000 to pay the referees; seconded by Councilmember Lundh.

MOTION CARRIED: 6 yes 0 no.

b. Christmas In Cle Elum Fireworks 2023 Lodging Tax Application Kittitas County Chamber

MOTION: Councilmember Harper made a motion to approve \$7,500 for the Christmas In Cle Elum Fireworks 2023 Lodging Tax Application Kittitas County Chamber; seconded by Councilmember Glondo.

MOTION : 4 yes 2 no. (Councilmember Williams and Hanson)

Councilmember Williams was concerned about animals and the noise of the fireworks. Could they get a low volume type of fireworks? The Lodging Tax Committee stated they would ask if this is possible.

c. Employee Relations Committee

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Councilmember Williams informed council that the Employee Relations Committee met and they agreed on the temporary Heavy Equipment Operator position. This is a 40 hour per week non-union position. The committee gave their blessing to placing the ad.

The Employee Relations Committee then discussed the Public Works Director Position. The Committee agreed that to broaden the candidate pool they should leave in the description that years of experience can substitute for education. Councilmembers Harper and Lundh stated that the committee did not listen to the direction of the council. Discussion was had regarding would an engineer actually stand in the ditches or have a CDL? Councilmember Hanson stated that the Mayor should be able to make this decision and, by narrowing it down to needing a Bachelors Degree, would limit the possible applicants, so that someone might have more experience without a degree and not be able to apply.

Councilmember Williams felt that some councilmembers were trying to force their opinion on this issue.

This item was tabled. The Employee Relations Committee will meet again to discuss this.

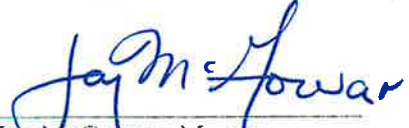
The Utility Clerk Event Secretary was also discussed by the committee. The committee felt that the only difference between the old job description and the new is a paragraph added with the addition of job duties for events but not taking on a higher level of duties. The committee is recommending not offering the pay increase.

Councilmember Lundh wanted to know how many events there are per year.

13. Adjournment by Motion

MOTION: Councilmember Glondo made a motion to adjourn at 9:50 p.m.

MOTION CARRIED: 6 yes 0 no.


Jay McGowan, Mayor


Debbie Lee, Clerk