

CLE ELUM CITY COUNCIL

MINUTES

DECEMBER 11, 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
 Jerred Weis - Councilmember present
 Beth Williams - Councilmember absent
 Matthew Lundh - Councilmember present
 John Glondo - Councilmember present
 Ken Ratliff - Councilmember present
 Sarah Lackey - Councilmember present
 Jay McGowan - Mayor
 Rob Omans - City Administrator
 Debbie Lee - Clerk
 Colleda Monick - Planner HLA
 Ed Mills - Fire Chief
 William LaRue - Veolia
 Robin Newcomb - Finance Director
 Rich Albo - Police Chief

MOTION: Councilmember Glondo made a motion to excuse the absence of Councilmember Williams; seconded by Councilmember Lundh.

MOTION CARRIED: 6 yes 0 no.

- a. December 11, 2023 Sign In Sheet

2. Oath of Office

- a. Councilmember Jerred Weis

Clerk Debbie Lee administered the oath of Councilmember Position 4 to Jerred Weis.

3. Public Comment – Limited to 5 Minutes

Ingrid Vimont is concerned about the "triangle" at the new traffic light, and that there needs to be some type of barrier in its place to prevent accidents.

- a. Letter to Mayor & Council from Elizabeth Kurtz

Citizen Elizabeth Kurtz read her letter aloud. (see attached).

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4. Announcements, Appointments, Awards & Recognition

Mayor McGowan made a statement about using salt. He asked that citizens be cognizant of using salt on "green concrete".

5. Consent Agenda

Councilmember Lundh would like Item C. Payroll Register removed from the consent agenda and put under New Business to discuss later. Councilmember Harper also stated that on page 5 of the minutes there was a spelling error that needed to be fixed.

MOTION: Councilmember Lundh made a motion to approve the consent agenda, moving Item C. Payroll Register to New Business for discussion, and fixing the spelling error on page 5; seconded by Councilmember Harper.

MOTION CARRIED: 6 yes 0 no.

- a. Approve the Council Meeting Minutes Dated November 27, 2023
- b. Approve Accounts Payable Vouchers Dated December 11, 2023 \$667,864.33 As Approved by the Budget Committee
- c. Approve Payroll Vouchers Dated December 11, 2023 \$268,546.56 - As Approved by the Budget Committee

6. Approval of Meeting Agenda

MOTION: Councilmember Harper made a motion to approve the amended agenda by adding Item C. Payroll Vouchers from the Consent Agenda to New Business Item O.; seconded by Councilmember Lundh.

MOTION : 6 yes 0 no.

7. Officer Reports

- a. City Administrator Rob Omans

City Administrator Omans informed Council that the city was successful in getting the match money from TIB Transportation Improvement Board in the amount of \$1,000,000.00 grant for the completion of First Street Downtown Revitalization Project Phase 3.

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The city of Cle Elum was also awarded a \$497,767.00 grant from TIB Transportation Improvement Board for the Second Street Pathway Project Phase 1. The city will need to provide 5% match money towards this project. REET 1 or REET 2 funds can be used as match money for this project. City Administrator Omans explained that by possibly combining the Roundabout project and the Second Street Pathway project, there would be more competitive bids received.

City Administrator Omans explained that the water main replacement project was progressing, the contractor is running into some waterlines that are not recorded on a map.

Mayor McGowan stated that since 2015 the city of Cle Elum has received \$21,897,000.00 in grants.

Councilmember Harper questioned why the city had a code for no parking downtown from the hours of 2:00 a.m. - 6:00 a.m. This code was made to accommodate Public Works to plow downtown without any obstacles. He recommends and encourages Public Works to start earlier in the day so that there is less traffic for them.

Councilmember Lundh asked about the status of the CDBG Community Development Block Grant for Stafford Ave. Ben Annon of HLA stated that he can't discuss the status as it is tied up with City Heights litigation.

Discussion was had about Phase 3 of the Downtown Revitalization and notifying the business owners about how this will affect them. Mayor McGowan stated that all of this went through the Planning Commission and the business owners have been receiving notices and updates since 2020.

b. Planning - Colleda Monick HLA

Colleda Monick of HLA stated that there will be a presentation on a Short Course on Local Planning put on by the Department of Commerce on January 23, 2024, at 6:00 p.m. This is open to the public. All Councilmembers and other municipalities may attend, Planning Commission members also.

See attached staff report.

c. Police Department - Rich Albo Chief of Police

Chief Albo informed the Council that December 5, 2023, was a busy day. It started with a firearm being pulled on another person and a vehicle pursuit that ended in a foot pursuit. Both incidents resulted in arrests and no injuries. Chief Albo stated these calls were successful due to the training that officers received.

The Christmas Parade went well. Chief Albo wanted to thank Fire Chief Mills and Public Works Aaron Barr for working together and communicating.

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The weather is changing and roads are icy. Chief Albo also reminded citizens to make sure windshields are clear and snow removed from vehicles, as this can cause accidents.

Vehicle theft is still an issue. Ring cameras and security cameras are helpful.

Officer Venera and Chief Albo attended the Shop with a Cop in Ellensburg, and it was a good turnout for a good cause.

Chief Albo has made a conditional offer for a new hire.

d. Council Graphs Veolia - William LaRue

See attached staff report and graphs.

e. Fire Department - Chief Mills

See attached staff report.

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

None.

9. **Business Requiring Public Hearings**

10. **Unfinished Business**

11. **New Business**

a. Airport Layout Plan Amendments Task Order No. -2023-07 - Colleda Monick HLA

Colleda Monick of HLA informed council that all airports need a master plan and the last master plan for the city of Cle Elum had been from 2013. The land swap with Kittitas County is no longer part of the airport. Since 2013, hangars have been constructed and their locations need to be identified on the map.

In order for the city to get FAA funding, the city needs a plan in place.

HLA will complete this plan at a cost not to exceed \$20,000.00. Kittitas County has some information that will be helpful in putting this plan together.

Mayor McGowan attended a meeting with the FAA and the meeting went well. The FAA

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needs to approve anything the city of Cle Elum does at the airport. This airport is vital to the FAA.

Councilmember Harper suggests having an Airport Advisory Committee.

Discussion was had about the north tier, what the next steps are, and the runway protection zone.

MOTION: Councilmember Harper made a motion to approve Airport Layout Plan Amendments Task Order No. 2023-07; seconded by Councilmember Lundh.
MOTION CARRIED: 6 yes 0 no.

b. Columbia Ave Railroad Crossing Feasibility Study Task Order No. 2023-006 - Aaron Hatfield HLA

Aaron Hatfield of HLA stated that this study will look at potential crossings at an uncontrolled section. This was moved up on the STIP list since the city secured funding for this study. A request for qualifications was advertised and HLA Engineering was selected to complete the study.

There is a lot to consider regarding an alternate crossing. Department of Ecology and wetlands, BNSF Railroad and easements, coordinating with the property owners and identifying ROW impacts. This study will outline how to permit and move forward with this project.

Councilmember Harper inquired if this amount would cover the entire cost of the study. Aaron Hatfield stated yes.

MOTION: Councilmember Harper made a motion to approve Columbia Ave Railroad Crossing Task Order No. 2023-06; seconded by Councilmember Glondo.
MOTION CARRIED: 6 yes 0 no.

c. City Heights Development Review Task Order No. 2023-03 Amendment #1 - Ben Annen HLA

Ben Annen of HLA explained that this task order extends the existing contract with HLA until the end of 2024.

MOTION: Councilmember Ratliff made a motion to approve City Heights Development Review Task Order No. 2023-03; seconded by Councilmember Harper.
MOTION CARRIED: 6 yes 0 no.

d. First Street Improvements Phase 3 - Downtown Revitalization Bid Summary Recommendation of Award - Ben Annen HLA

Ben Annen of HLA informed council that Active Construction Incorporated was the low bidder on this project. Six bids were received. There is a surplus of funds as this was 31%

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below the engineers' estimate. Ben explained that possibly the city can go back and fix sidewalks that are spalling from the same project that was started 7 years ago.

Concurrence from Kittitas County and WSDOT has been received.

MOTION: Councilmember Lundh made a motion to approve First Street Improvements Phase 3 Downtown Revitalization Recommendation of Award to Active Construction Incorporated; seconded by Councilmember Ratliff.

MOTION CARRIED: 6 yes 0 no.

- e. [TIB Agreement with City of Cle Elum - First Street Phase 3 Downtown Revitalization - Ben Annen HLA](#)

Ben Annen of HLA stated that the City was successful in securing funds for Phase 3. This project is funded in full. Ben Annen explained that since there is some surplus of funds, possibly curbs and sidewalks could be repaired from previous portions of this project. A sound system will be added if it fits within the limits of the project.

Mayor McGowan will need to sign page 5 of this agreement as the Lead Agency.

MOTION: Councilmember Lundh made a motion to approve the TIB Agreement for First Street Phase 3 Downtown Revitalization; seconded by Councilmember Glondo.

MOTION CARRIED: 6 yes 0 no.

- f. [TIB Grant Agreement City of Cle Elum Second Street Pathway Phase 1 - Ben Annen HLA](#)

Ben Annen of HLA stated that the city of Cle Elum receiving two separate grants was impressive. This grant was approximately \$497,000.00 with \$26,000.00 needed as match money, and that could come from REET 1 or REET 2. This project was on the 6 year STIP.

Councilmember Ratliff hopes that this project starts after the Water Main Replacement project is complete.

Ben Annen informed council that TIB has approved combining the Roundabout Project and the Second Street Pathway Project. This will hopefully help with getting competitive bids.

MOTION: Councilmember Ratliff made a motion to approve the TIB Grant Agreement for the Second Street Pathway Phase 1; seconded by Councilmember Glondo.

MOTION CARRIED: 6 yes 0 no.

- g. [Ascent Progress Estimate No. 2 Second Street and Rossetti Way Water Main Project - Ben Annen HLA](#)

Ben Annen of HLA informed council that this progress estimate is for labor and all materials on hand for the Water Main Project. Finding unknowns has been a challenge for

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the contractor. There are two change orders included in this bill.

MOTION: Councilmember Harper made a motion to approve Ascent Progress Estimate No. 2; seconded by Councilmember Lundh.

MOTION CARRIED: 6 yes 0 no.

h. Project Acceptance Recommendation First Street and Douglas Munro Signal Project - Ben Annen HLA

Ben Annen of HLA stated that the punch list is complete, and all closeout documents have been submitted. The city will hold the retainer until all three releases have been processed.

Ben Annen explained that a condition of approval for Les Schwab occupancy is to place a barrier in the triangle area where people are crossing and possibly creating a hazard. This will not happen until spring of 2024. This is also the state's jurisdiction.

MOTION: Councilmember Ratliff made a motion to accept First Street and Douglas Munro Signal Project as complete; seconded by Councilmember Lundh.

MOTION CARRIED: 6 yes 0 no.

i. KCSO Shop Lease 2024 - Rob Omans City Administrator

MOTION: Councilmember Lundh made a motion to approve the KCSO Kittitas County Sheriffs Office Shop Lease for one year; seconded by Councilmember Glondo.

MOTION CARRIED: 6 yes 0 no.

j. Resolution 2023-030 Resolution Adopting The Distribution of the 2024 Hotel/Motel Tax Fund Grants - Rob Omans City Administrator

Councilmember Lundh stated that the Consolidated Lodging Tax Committee met and was happy to see the horse park was having an event in the winter. Hopefully, the park can be used year round.

This resolution allows all cities that contribute amounts to the Lodging Tax Fund to have a voice to vote and what events to sponsor.

Councilmember Harper thanked Councilmember Glondo and Lundh for helping.

MOTION: Councilmember Harper made a motion to approve Resolution 2023-030 Adopting the Distribution of the 2024 Hotel/Motel Tax; seconded by Councilmember Glondo.

MOTION CARRIED: 6 yes 0 no.

k. Resolution 2023-029 Credit Card Policy - Rob Omans City Administrator

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Rob Omans, City Administrator, explained to council that there currently is not a credit card policy in place. The attorney has approved this policy.

Councilmember Harper would like to add the provision of the Finance Director being able to designate the Treasurer to make decisions if they chose to eliminate the Finance Director position.

MOTION: Councilmember Harper made a motion to table this item until the wording can be changed; seconded by Councilmember Lundh.

MOTION CARRIED: 0 yes 0 no.

l. Waste Management Contract - Rob Omans City Administrator

City Administrator Omans stated that this is a one-year contract and added language regarding possible recycling and the option of a 1 x per month pickup.

Mayor McGowan stated that this one-year contract costs the city a lot of money.

Councilmember Lundh questioned why this did not go to the Utility Committee.

Councilmember Ratliff stated this was not a Utility Committee matter.

Discussion was had regarding whether this was a delay tactic, conflict of interest, and whether the two items listed were a benefit to the citizens.

MOTION: Councilmember Lundh made a motion to extend the current contract for just one year with nothing added or taken out; seconded by Councilmember Harper.

MOTION CARRIED: 5 yes 1 no. (Councilmember Ratliff).

m. Ordinance 1663 Budget Amendment #2 - Robin Newcomb Finance Director

Finance Director Robin Newcomb stated that legal fees and garbage expenses were higher than budgeted. Also there was a payment for the Water Main Project that was submitted in the month of December, making a budget amendment necessary.

MOTION: Councilmember Lundh made a motion to approve Ordinance 1663 Budget Amendment #2; seconded by Councilmember Glondo.

MOTION CARRIED: 6 yes 0 no.

n. Ordinance 1662 Salary Schedule 2024 - Rob Omans City Administrator

Discussion was had regarding passing Ordinance 1662 in light of not having a Collective Bargaining Agreement.

MOTION: Councilmember Harper made a motion to table Ordinance 1662 per the

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**attorneys' recommendation; seconded by Councilmember Lundh.
MOTION CARRIED: 6 yes 0 no.**

o. Approve Payroll Vouchers Dated December 11, 2023 \$268,546.56

Councilmember Lundh stated that previously the payroll check register had names by the amounts and lately there have not been names listed.

Robin Newcomb, Finance Director, stated that this list does not accurately represent wages paid as some employees may have more deductions.

**MOTION: Councilmember Lundh made a motion to show the payees on the payroll check register moving forward; seconded by Councilmember Glondo.
MOTION CARRIED: 6 yes 0 no.**

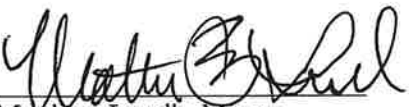
12. Report of Committees

Councilmember Lundh stated he has gratitude towards Mayor McGowan for serving as Mayor. He encouraged everyone to attend his retirement on December 28, 2023.

**MOTION: Councilmember Harper made a motion to cancel the Council Meeting for December 25, 2023; seconded by Councilmember Glondo.
MOTION CARRIED: 6 yes 0 no.**

13. Adjournment by Motion

**MOTION: Councilmember Glondo made a motion to adjourn at 8:07 p.m.; seconded by None.
MOTION : 0 yes 0 no.**


Matthew Lundh, Mayor


Debbie Lee, Clerk

