

**CLE ELUM PUBLIC WORKS & COMMUNITY DEVELOPMENT
COMMITTEE**

MINUTES

APRIL 2, 2025

12:00 PM

**119 W FIRST STREET
CLE ELUM, WA 98922**

1. Call to Order/Pledge of Allegiance

Steven Cook - present via zoom
Ken Ratliff - present
Jerred Weis - present via zoom

Matthew Lundh - Mayor
Rob Omans - City Administrator
Debbie Lee - Clerk
Mathew Bailey - Public Works Director
Audrey Casassa - Utility Clerk

2. Unfinished Business

a. Cemetery Code Amendment Ordinance - Mathew Bailey Public Works Director

Mathew Bailey and Henry Johnston met and reviewed public comments and different codes from other cemeteries.

Henry Johnston stated that he believes the committee is on the right track. It is hard to change a culture that has been in place for 100 years. Henry would recommend forming a citizen committee to discuss the changes and bring back their suggestions to the Public Works & Development Committee. There needs to be a balance of what Public Works needs to maintain the cemetery and the community's expectations.

Citizen Rebecca Hacket would like to be on the citizen committee and will work with Henry, Ken and Mathew Bailey. Rebecca also noted that people like to place flowers on gravesides for birthdays, anniversary days, etc.

Discussion points were:

- Expanding the times of use for imitation flowers.
- The hours that Public Works spent cleaning up loose items was 20 hours and a total of seven 55-gallon garbage bags were collected.
- The attached proposal of rules was read aloud.
- This is a sensitive subject and the community needs to accept that there has to be some changes.
- There are limited staff and possibly getting the community involved to help clean

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- up would take some of the burden off of the caretaker.
- The clerk will email Rebecca, Ken, Henry and Matthew with contact information so they can set up a time to meet.

MOTION: Committee Member Ratliff made a motion to approve the forming of a citizen committee; seconded by Committee Member Cook.

MOTION CARRIED: 3 yes 0 no.

[Letter from Rebecca Hackett Re: Imitation Flowers](#)

[Letter from Darci Correa Re: Flowers in the Cemetery](#)

[Letter from Elaine Rustvold Re: Cemetery Flowers](#)

[Letter from Carolyn Neiland Vares re: Cemetery Flowers](#)

b. [IWorQ GIS Program - Mathew Bailey Public Works Director](#)

Mathew Bailey stated this had been tabled from the last meeting as there was only one committee member present. Public Works currently uses the I WorQ program. This proposal would add a module for asset tracking. Public Works would be able to keep track of all repairs that were done to meters, water, sewer and storm lines. They could keep track of costs and dates when repairs are being made. This module uses GIS mapping and costs an additional \$2,850 per year. It is a fairly simple program and takes minimal staff time to keep updated.

The Committee had questions if this was the "right" program. Mathew Bailey stated he has worked with other similar programs and this one is compatible with the city's current work order module and citizen portal. Additionally, I WorQ is cost-efficient compared to similar programs.

MOTION: Committee Member Cook made a motion to recommend approval of the I WorQ GIS Program Module to the Council; seconded by Committee Member Ratliff.

MOTION CARRIED: 2 yes 0 no.

c. [Baseball Fields Agreement](#)

Mayor Lundh informed the committee that the baseball fields agreement had not been updated since 2007 and was extended for a year to 2023, then expired. He suggests the committee recommend to the Council to renew the extended agreement for another year

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while the Mayor, Mathew Bailey, Rob Omans, Jerred and Max recently had a meeting to work on the current agreement to make updates and changes. Extending the original contract for a year would be the suggestion. They should have the new agreement worked out in the next couple of months.

MOTION: Committee member Ratliff made a motion to recommend a Resolution to extend/renew the baseball fields agreement to the Council until a new agreement is drafted; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

3. New Business

- a. March 5, 2025, Public Works & Community Development Committee Meeting Minutes

MOTION: Committee Member Cook made a motion to approve the March 5, 2025, Public Works & Community Development Committee Meeting Minutes; seconded by Committee Member Ratliff.

MOTION CARRIED: 2 yes 0 no.

- b. Proposed Amendment to Sewer Rates - Scott Lien

Scott Lien explained that the sewer and water connection fees have been increased since he submitted his application for a multifamily project in Cle Elum. He would like the committee to consider some kind of leniency in the fees. Scott provided information from other towns and their pricing for connection fees. The ERU in the Cle Elum Municipal Code increased from .7 to .9. Other areas have different methodologies for figuring the cost of ERU's. He suggested a code amendment or possibly being vested to the cost from the time he submitted his application.

Matthew Bailey stated that all rates and connection charges are established by our engineers. The Council recently went through a lengthy process on this.

Committee Member Ratliff would like to table this until the next meeting. Scott Lien will get more data and Mathew Bailey stated he will talk with HLA to get more information.

- c. Water Disconnection Procedures and Policy for Past Due Accounts -

Audrey Casassa gave an update on the flow of the current late notice policy and that it is not working. Audrey and Mathew worked on the new policy to eliminate the certified letter process and the 30-minute shut-off portion. Door hangers will have a cost of \$25 per note when hung. Audrey will send the information to the attorney to have them draft an ordinance to update the municipal code and be presented to the Council at the 2nd meeting in April.

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d. Street Lighting

Mathew Bailey presented a case study from the City of Lakewood where they reduced the brightness of their street lighting and saved about 50% in the cost of electricity. The brightness was reduced by 54%.

The committee suggested that Mathew try this method and will notify the council of what the plan is. If the study does not work, the city could go back to what was previously done.

4. Other Committee Comments

5. Adjourn

The meeting was adjourned at 1:11 p.m.



Ken Ratliff, Chair



Debbie Lee, Clerk