

**CLE ELUM PUBLIC WORKS & COMMUNITY DEVELOPMENT
COMMITTEE
MINUTES
MARCH 4, 2026
8:30 AM
119 W FIRST STREET
CLE ELUM, WA 98922**

1. Call to Order and Pledge of Allegiance

Committee Members Present:

Ken Ratliff
Jon Cornelius
Steven Cook

Staff Present:

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

2. Unfinished Business

- a. Upper Kittitas County Youth Baseball and Softball Association (UKCYBSA) Further Discussion — (UPDATE)

Rob Omans, City Administrator, reported that the updated contract was sent to the Washington Cities Insurance Authority (WCIA). Language regarding garbage collection has been incorporated into the contract, and all pertinent documents have been updated and forwarded to their attorney.

- b. Stormwater Rate Study — Mike Heit — HLA — Update

Mike Heit of HLA presented the attached report, recommending the preferred storm water calculation method of 6B including an Equivalent Residential Unit (ERU) basis of square footage, with no charges for underdeveloped areas and parks, except for Horse Park and Memorial Park. The revenue generation summary indicated that ERU's per level would generate approximately \$473,000 annually. Under method 6C, all residential lots are treated as straight ERU's, one per parcel, generating similar revenue while offering simpler code writing.

A discussion was held regarding the measurement of hard surfaces, noting that the absence of a utility bill results in no stormwater charge. It was emphasized that while stormwater

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presence is necessary for city maintenance, a methodology for fee creation is essential, as stormwater runoff is assumed. The city of Ellensburg employs a methodology similar to 6B, while Roslyn and South Cle Elum are considering the addition of stormwater fees. Although stormwater collection is not mandated, additional revenue could support infrastructure and grant eligibility.

The 6B proposal indicates a reduction in residential rates from 34% to 24%.

Gravel lots are classified as impervious under 6C.

Committee Member Ratliff suggested that a public hearing be conducted to obtain resident input.

The estimated charge for 6C residential properties is \$10 ^{monthly} ~~annually~~. It was noted that the majority of city lots are less than 10,000 square feet. With approximately \$2 million in suggested projects citywide, additional revenue could provide funding for a new position dedicated to ditch and stormwater maintenance, as the current stormwater system is subsidized by other funds and requires annual maintenance for ditches. The goal is to ensure clean water is delivered to the river while managing runoff impacts on streets and housing.

A request was made to delay the vote for one month to allow for informed decision-making, with the aim of establishing a maximum fee of \$10 monthly and to target \$500,000 in annual revenue. Approval of the plan is anticipated within the next couple of months, with code changes for the stormwater plan requiring a public hearing; a study session is to be considered prior to the monthly meeting.

HLA will adjust options 1, 1.5, and 2 based on lot size analysis and inquire about any changes to the commercial framework.

Debbie Lee, Clerk, is tasked with scheduling a study session prior to the April meeting.

3. New Business

- a. [Cle Elum Public Works & Community Development Committee — Meeting Minutes — February 4, 2026](#)

MOTION: Committee Member Ratliff made a motion to approve the minutes dated February 4, 2026; seconded by Committee Member Cook.

MOTION CARRIED: 3 yes 0 no.

- b. [Request for Leak Adjustment — Kerry Clark](#)

Audrey Casassa, Utility Clerk, presented a request for a leak adjustment in the amount of \$405.74. It was noted that commercial buildings consume more water than a residential property. The adjustment was made based on the average water usage over a five-month

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period.

MOTION: Committee Member Ratliff made a motion to recommend the leak request for Kerry Clark to the council for consideration; seconded by Committee Member Cornelius.

MOTION CARRIED: 3 yes 0 no.

c. Request for Leak Adjustment — Glondo Sausage Company

Audrey Casassa, Utility Clerk, presented the leak request for Glondo Sausage Company. The leak occurred inside the building, which has a slab foundation and does not have a crawl space. Water has accumulated in the valve box located within the building. The leak request is for the maximum amount of \$1,000.00.

MOTION: Committee Member Ratliff made a motion to recommend the leak request for Glondo Sausage Company to the council for consideration; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 1 no (Committee Member Cornelius)

d. Cemetery Rates — Discussion

The committee reviewed issues related to headstone stability, specifically due to settling and interference from wildlife. Challenges in contacting families for headstone remediation were discussed, as well as potential liability concerns for Public Works (PW) if repairs are undertaken. The committee considered the pursuit of code language that would hold the city harmless for headstone repairs and explored adding provisions to govern due diligence in locating relatives for headstone matters. It was established that PW should only reset headstones as a last resort.

The committee also planned outreach to individuals who reviewed cemetery rules in the previous year, with Mathew Bailey, Public Works Director, assigned to engage with that group and provide feedback.

The fee structure, last updated in 2021, is under consideration for revision based on various burial types and associated costs. An analysis of the impact of weekday versus weekend burials on overtime and resource allocation was conducted. It was noted that the city no longer contracts for grave digging, which may result in increased costs. Bailey will prepare a detailed breakdown of costs associated with man hours, equipment use, and ancillary services, such as tent setup, while seeking input from the stakeholder group.

e. 2026 Fee Schedule

Mathew Bailey, Public Works Director, informed the committee that the fee schedule is outdated, with hourly rates no longer current. He noted that certain personnel and new equipment were not included in the schedule. These fees are applied when Public Works

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performs repair work related to utility excavations or assists neighboring municipalities. The fee schedule is updated annually, and water and wastewater services have been incorporated into the revised document.

MOTION: Committee Member Cook made a motion to recommend the amended 2026 Fee Schedule to the council for consideration; seconded by Committee Member Cornelius.

MOTION CARRIED: 3 yes 0 no.

4. **Other Committee Comments**

The new planner will be present in the office on Monday, Tuesday, and Thursday, while working remotely for two additional days. It is proposed to change the meeting day to accommodate her schedule, and these time frames will be evaluated.

5. **Adjournment**

The meeting was adjourned at 9:58 p.m.



Steven Cook, Chair



Debbie Lee, Clerk