

City of Cle Elum  
Regular City Council Meeting Minutes  
September 27, 2021

**Call to Order – Roll Call of Membership**

The meeting was called to order by Mayor McGowan at 6:00 p.m. The Pledge of Allegiance was recited. The Roll was called. Members present were Mayor McGowan, Matthew Lundh, John Glondo, Steven Harper, Mickey Holz, Beth Williams and Ken Ratliff. Ruston Weaver was absent. Other members present were City Administrator Robert Omans, City Treasurer Robin Newcomb, Public Works Director Mike Engelhart, Police Chief Kirk Bland and City Clerk Kathi Swanson. *A motion was made by Matthew Lundh and seconded by Steven Harper to excuse the absence of Ruston Weaver. The motion carried unanimously.*

**Approval of the Meeting Agenda**

*A motion was made by John Glondo and seconded by Mickey Holz to accept the 09/27/2021 meeting agenda as presented. The motion carried unanimously.*

**Consent Agenda**

*A motion was made by Beth Williams and seconded by Matthew Lundh to accept the consent agenda as presented. The consent agenda included the minutes to the 09/13/2021 Regular City Council meeting; and Claim Voucher EFTs and Checks #43790 – 43823 in the amount of \$268,179.78. The motion carried unanimously.*

**Officer Reports**

**City Administrator, Building Official, Network Administrator – Robert Omans – Reported:**

- He and the Public Works Director are working with Burlington Northern to acquire more leased land for parking for the future Dog Park.
- Conducting analyses on the contract for Roslyn and So. Cle Elum police services.
- Reviewing the Waste Management contract for city-wide garbage services.
- Meets with the planners weekly; planning projects continue to come in daily. Virgil Amick and Meagan Hayes are working hard to keep up.
- Building issues, questions, inspections and permits continue to come in.
- The Fire Chief reported the burn ban was lifted on 09/20/2021 at 10 pm, allowing recreational fires and briquettes.

**City Treasurer – Robin Newcomb – Reported:**

- The Council has received a copy of the schedule for the 2022 budget.

**Public Works Directors – Mike Engelhart – Reported:**

- Working with the City Administrator to acquire BNSF leases for the Dog Park.
- HLA has completed the traffic counts for the City-Wide Safety Plan grant.
- The Vactor Truck is repaired and back in the yard.
- Water leaks on Fourth St. and Montgomery Ave.; waiting for repair materials.
- Crew has put up snow poles and winterized parks and irrigation systems.
- Individual residential irrigation systems will be turned off at the meter between 10/15 and 10/30/2021; property owners are responsible winterize their systems.
- Debris will be blown out from around the bulb-outs; hanging baskets and street planters will be pulled in the next few weeks.

**Police Chief – Kirk Bland – Reported:**

- Working on regional police contracts for 2022.
- Tested for a lateral police officer; once the list is ratified by the Civil Service Commission, the information will be provided to council.

- Car and body camera systems are being installed. G-Tach will be on site 09/28 and 09/29/2021 for training and uploads.

#### Citizen Comments on Non-Agenda Items

##### **Larry Stauffer – 2661 Lower Peoh Point Road: 6:14 – 6:23**

- Asked if the City will hire a land use attorney to assist staff in the development of the staff report for 47 Degrees North. *Mayor response: It has not been determined.*
- Asked what the appropriate agenda section (Citizen Comments or Public Appearances) would be to make comments and ask for input from the mayor and council. *Mayor Response: Right now, there isn't any.*
- If staff is responsible for preparing the staff report in response to Sun Communities, it is logical for the City to have a land use attorney that specializes in this type of land use issue. Why would the City not hire a land use attorney?
- Concerned about City Council making recommendations to the Mayor and Staff. Can the council recommend to the city staff and Mayor to insure there is proper legal counsel for the City in a situation like this? *Mayor response: It is not appropriate for the council to respond at this time as it would affect the quasi-judicial process. The council has to work from the report that comes to them and stay out of the process. Councilmember Harper response: The City has proper representation in the law firm that the city has contracted with.*
- How many of the City Councilmembers have a clear understanding of the Review and Approval process in the deliberation of the Sun Communities Proposed Major Modification and what the roles and powers are of the council as they relate to determining the direction of the process. *Mayor response: Council will not answer that. Councilmember Harper response: The council is intimately aware of the process and that is why they cannot answer these general questions.*
- Although the process is outlined, it has not been determined specifically; believes the public and city council members should know clearly what the path is going forward, and the council should have the right to vote on the application at any time.
- Read an email into the record between Gregg Dohrn and himself, where he asks if the City Council will vote on the proposed modifications prior to the new development agreement. Dohrn's response appeared to be in conflict with other processes that are defined within the City Code. It appears to Mr. Stauffer the council has the right, and potentially the obligation, to call for a vote on whether or not to approve this application, which is incomplete, at this time before moving forward.

**Mark Myers – 930 White Road: 6:24 – 6:28:** Regarding the proposal to short plat 5-acres on Cle Elum Airport property. Mr. Myers stated he and his wife are not opposed to the land swap but have concerns about future development directing storm water into the Younger irrigation ditch, which would be illegal under federal law and adds water capacity to a ditch that is not capable of taking that water capacity. This would also subject neighboring properties to flooding. *Mayor McGowan responded he appreciated Mr. Myers' comments and assured Mr. Myers the proposed use will be required to keep flooding issues from happening.*

#### Public Appearances – 15 Minute limit

##### **Chamber of Commerce – Amy McGuffin – Reported:**

- A replacement has been found for the Director of Tourism vacancy.

- The deadline to file an LTAC application is 10/01/2021. Advised applicants to call the Chamber if they have any technical issues.
  - Gayle Picken has taken a new position at the Business Development Center specifically for Cle Elum..
  - Marketing Mondays will start in October to provide help in the marketing field.
  - Visitor Information Operations show an 18% increase in visitors at the Visitors Center.
  - Requested meetings with the Events Committee and the LTAC Committee to discuss recovery. Additional funds will be coming to help non-profits, especially for events.
  - Discover Cle Elum user reports for July and August were provided to council via email.
- Cle Elum Downtown Association – Debbie Bogart – Reported:**
- Design Committee released \$19,191 in Façade and Beautification grants for 7 projects.
  - Will provide a report on the Good, Bad and Ugly Walk.
  - Hoping to have the Trunk or Treat Event for Boo-Elum; however, the application may need to be modified. There will be a Scarecrow contest for the Boo-Elum event..
  - Will be releasing the new branding and website in October.
  - Working on a report of the economic retail impact downtown.
  - New businesses continue to come to Cle Elum. Also, some businesses are leaving.
  - Praised Taryn Lundh for her work with the Cle Elum Public Market this summer..
  - Nikki Everett has joined the staff as the Promotions and Volunteer Assistant in support of events, newsletters and building volunteer support.
  - Provided data on visitors to the Public Market and Pioneer Days, obtained by using a Zip Code Tracker. 100 % of the vendors want to come back next year.
  - Planning for Christmas in Cle Elum.

#### Unfinished Business

**Resolution 2021 – Adopting an Updated Employee Handbook:** Robin Newcomb presented the Resolution which changes the maximum accrual of vacation leave from 240 hours to 300 hours. This does not affect the budget unless an employee retires or quits. *A motion was made by Ken Ratliff and seconded by Beth Williams to adopt Resolution 2021-022 as presented. The motion carried unanimously.*

#### New Business

**Non-Discrimination Agreement:** Ben Annen, of HLA, presented the document explaining this is a requirement when grant money is received from the Federal Assisted Transportation Program. Mr. Annen recommended adopting this Non-Discrimination Agreement for this year and consider adopting the State's Title VI plan as the basis for future calendar years. *A motion was made by Ken Ratliff and seconded by Matthew Lundh to authorize the mayor to sign the City of Cle Elum Non-Discrimination Agreement Policy Statement as presented. The motion carried unanimously.*

**Second Street Pathway Consultant Agreement:** Ben Annen, of HLA, presented the document, which is a requirement for the Federal Highway Administration Grant. The project includes the design of a non-motorized walking and rolling pathway, primarily on the south side of Second Street, which includes a portion of Hwy. 903, from Stafford Avenue to Floral Avenue. The proposed scope of work includes replacement of the existing sidewalk, with a multi-use path that will accommodate pedestrians and bikes. Mr. Annen recommended having a public meeting to gain input from the citizens. Additional funding will be sought for the build-out of the project. *A motion was made by Steven Harper and seconded by Ken Ratliff to authorize the Mayor to sign the Professional Services Consultant Agreement between the City of Cle Elum and HLA as*

*worked though by City Staff and approved by Kittitas County. The motion carried unanimously.*

**Committee Reports**

a. **Pangrazi Committee:** Councilmember Steven Harper presented the nominations received to council and reported the Committee's recommendation is to name Larry Scholl as the recipient of the 2021 Pangrazi Award. Councilmembers Williams and Lundh abstained from the vote as they were nominators of Mr. Scholl. *A motion was made by Ken Ratliff and seconded by Steven Harper to accept the recommendation for the nomination of Larry Scholl for the 2021 Pangrazi Award. The motion carried with 4 ayes and 2 abstentions. Councilmember Ratliff commented that Susan Klein, the other nominee, was also a great candidate and hopes she will be nominated again next year.*

b. **Utilities Committee:** Councilmember Ratliff reported the committee continues to meet to discuss broken pipes.

c. **LTAC Committee:** Councilmember Harper reported the Budget Committee will recommend funding in the full amount of \$38,000 for the Holiday Lighting Project application. *A motion was made by Steven Harper and seconded by Beth Williams to fully fund the Downtown Association and the City of Cle Elum for the Lodging Tax Application for Holiday Lighting in the amount of approximately \$38,000. The motion carried unanimously.*

d. **LTAC Committee:** Councilmember Harper recommended the Parks Committee be designated as the Official Tree Committee to fulfill the obligation of being a Tree City. Mayor McGowan confirmed the City of Cle Elum is a Tree City and meets its obligations as such; however, he will consider the request to appoint the Parks Committee as the Tree Committee. He will make a report at the next City Council Meeting.

e. **Budget Committee:** Councilmember Harper reported the council had previously (earlier in the year) approved authorizing \$15,000 for the Mainstreet Tax Incentive when the Second Round of Funding becomes available. *A motion was made by Steven Harper and seconded by Matthew Lundh to approve the City of Cle Elum contributing \$15,000 to the Mainstreet Tax Incentive B&O Program in support of the Cle Elum Downtown Program. The motion carried unanimously.*

f. Councilmember Harper thanked the Mayor, the Treasurer and the Budget Committee for their work on the budget. A draft of the balanced Budget will be provided to councilmembers by 10/01/2021. Questions and concerns from council members must be directed to the Treasurer. Councilmember Holz reminded the council they must pass the budget by 12/31/2021. Council scheduled a Study Session for 10/18/1021 at 6 pm in the Cle Elum City Council Chambers.

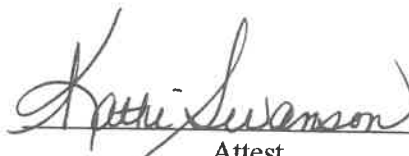
g. Councilmember Williams recommended setting a Study Session for discussion of the draft Councilmember Handbook. Council scheduled a Study Session for 11/01/2021 at 6 pm in the Cle Elum City Council Chambers.

**Motion to Adjourn.**

*A motion was made by John Glondo to adjourn at 7:26 pm. The next regular meeting is scheduled for 6:00 pm on Monday October 11, 2021, at the Cle Elum City Council Chambers*



Mayor



Attest