CITY OF ELLENSBURG

Minutes of Council Meeting, Regular Session

Date of Meeting July 15, 2013
Time of Meeting 7:00 p.m.
Place of Meeting Council Chambers, 501 North Anderson Street

Roll Call Present: Aronica, Lillquist, Miller, Morgan, Scheffer, and Tabb.

Absent: Elliott

Motion to approve an excused absence for Councilmember Elliott. Miller

Affirmed

Others present were City Manager Barkley; City Attorney Weiner; City Clerk Reno; Executive Assistant Gigstead; Police Chief Miller; Planning Supervisor Bailey; Energy Services Director Dunbar; IT Manager Faubion; Special Projects Manager Titus; Finance Director Ariwoola and approximately 10 members of the audience.

Agenda Approval

Motion to approve the agenda with the amendments to remove Items 9.C and 11.D Lillquist

and adding a new Item 5.K - Information Technology Hardware Purchase. Affirmed

Consent Agenda

Items listed under the Consent Agenda were distributed to Councilmembers in advance for study and were enacted by one motion with separate discussion to the extent any items were removed from the Consent Agenda at the request of a Councilmember.

Motion to approve the Consent Agenda as follows: Miller

A. Approve Minutes – July 1, 2013, Regular Session
B. Acknowledge Minutes of Boards and Commissions
   (1) Cable Television Commission – May 15, 2013
   (2) Lodging Tax Advisory Committee – May 1, 2013
   (3) Utility Advisory Committee – May 28, 2013
C. Award Small Works Quote 2013-17, kWh Meter Installation to National Metering & Technical Services, LLC for $12,150
D. Accept Bid Call 2013-04, kWh Meter Auditing as Complete
E. Approve Requests form Ellensburg Downtown Association for Use of the
Rotary Pavilion and Placement of a Banner

F. Authorize the Mayor to Execute the new Easement Agreement with Darlene Renee Rose and Adopt Resolution No. 2013-23

G. Accept Bid Call 2012-17 – North Alder Street Park Phase II as Complete

H. Award Bid Call 2013-15 – Hubbell Building Mechanical Systems Replacement to Bid Mechanical for $87,710.82

I. Contract with Jim’s Glass to Replace the Storefront Glass in the Hubbell Building with Tempered, Argon Filled, Double-Pane Glass at a cost of $30,900

J. Approve Claims Fund Voucher Numbers 113954 Through 114160 in the Amount of $513,156.77, ACH Direct Payments in the Amount of $237,319.95, Voided Checks 113969, 113970, and EFT 521; Payroll Fund Check Numbers 86168 Through 86258 in the Total Amount of $101,370.31, Direct Deposit in the Amount of $208,571.22, Electronic Fund Transfer of $3,625.00, and Voided Check 86184

K. Authorize the City Manager to Purchase Desktops, Laptops, and Laptop docking stations in an amount not to Exceed $43,058.81, including all applicable Taxes

Affirmed

Letter from Kate Davis Regarding “Swim-athon” Fundraiser

Kate Davis spoke regarding the request for a “swim-athon” fundraiser.

Motion to support the event by co-sponsoring and providing the pool and lifeguards for Scheffer the event. Affirmed

Monthly Report from Director of Tourism

Amy McGuffin, Director of Tourism, Kittitas County Chamber of Commerce, gave the tourism monthly report.

Citizen Comment on Non-Agenda Issues

James Brown, PO Box 1356, Ellensburg, submitted “Victims Report #2” and spoke about the Police Department, Community Development Department, and Energy Services Department.

Ordinance No. 4647 – Binding Site Plan Fee
Council gave first reading to Ordinance No. 4647 at the July 1, 2013 meeting, which would include a fee of $1,200 for review of a binding site plan application.

**Motion for second reading and adoption of Ordinance No. 4647.** Lillquist

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, AMENDING SECTION 13.54.020 OF CHAPTER 13.54 “FEES AND CHARGES” OF THE ELLENSBURG CITY CODE TO ESTABLISH A FEE FOR BINDING SITE PLAN REVIEWS.

Vote on motion. Aronica (yes)
Lillquist (yes)
Miller (yes)
Morgan (yes)
Scheffer (yes)
Tabb (yes)

Motion approved.

**Proposed Ordinance – Gas Purchase Amendments**

The proposed ordinance provides amendments for gas purchases.

**Motion for first reading of Ordinance No. 4648.** Morgan

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO CHAPTER 9.80 “ENERGY PURCHASES” AND AMENDING SECTION 9.80.200 “GAS PURCHASES” OF THE ELLENSBURG CITY CODE.

Affirmed

**Proposed Resolution - Three-Tenths Funding for Criminal Justice**

The three-tenths of one percent sales and use tax which supports criminal justice throughout Kittitas County will expire December 31, 2014. The expiration will occur as a result of the seven year sunset clause that was included in the initiative. The Kittitas County Law and Justice Council endorsed renewing the initiative prior to the expiration date. The Kittitas County Commissioners have placed a new voter approved initiative, Proposition #1 on the August 6, 2013 primary ballot.

Motion to adopt Resolution No. 2013-24, supporting Kittitas County Ballot Measure 1, Miller reauthorizing the existing criminal justice sales tax. Affirmed
Second Quarter 2013 Financial Status Report

Finance Director Ariwoola summarized the Second Quarter 2013 Financial Status Report.

Motion to accept the Second Quarter 2013 Financial Status Report as presented. Miller

Affirmed

2012 Comprehensive Annual Financial Report

Finance Director Ariwoola summarized the 2012 Comprehensive Annual Financial Report.

Motion to accept the Comprehensive Annual Financial Report as presented. Scheffer

Affirmed

Land Development Code Adoption – Public Participation Process Timeline

The City has completed a final draft of a Land Development Code update and has initiated the final review and adoption process. The timeline for that adoption process is as follows:

July 8, 2013 Final draft released for start of final review comment periods and adoption process.

SEPA REVIEW Approximately 50 days ending around August 27

• 30-day pre-threshold determination review and comment period
• Threshold Determination will be issued
• 15-day Threshold Determination review and comment period
• Final Threshold Determination will then be issued

60-Day Notice to State Agencies

• Expedited (14 day) review has been requested. If not granted, then the full 60-days must run. 60-days would end on September 6.

July 22, 2013 City Council special meeting

The final draft will be studied in the order it has been written:

Article 1 General Provisions and Definitions

Article 2 Permits, Legislative Actions & Procedures

Article 3 Zoning Districts and Land Uses
July 29, 2013 City Council special meeting

Article 3 (continued if necessary from July 22)

Article 4 Community Design

Article 5 Project Design

Article 6 Critical Areas (NOTE: No substantive changes to the current Critical Areas Ordinance except to make it consistent with the proposed new permit processing requirements in Article 2).

City Council may make minor amendments at these special meetings, but significant substantive amendments may require that SEPA and state agency review be restarted.

City Council may schedule additional special meetings if warranted.

City Council will then direct staff to prepare an adopting ordinance.

Late August/early September Staff determines if any comments received during SEPA review or state agency review require additional discussion and possible amendment (NOTE: This could delay the remaining dates below).

September 12, 2013 Planning Commission public hearing on adopting ordinance and formal recommendation made to City Council.

October 7, 2013 City Council public hearing on adopting ordinance (NOTE: if the SEPA was appealed then this public hearing would include a SEPA appeal hearing).

Consideration of 1st reading of adopting ordinance

October 21, 2013 City Council second reading and adoption of ordinance.

New Land Development Code becomes effective five days after publication of notice of adoption in newspaper.

Motion to accept the proposed timeline, adjusting the Special Council Meetings on Aronica July 22, 2013 and July 29, 2013 to start at 6:00 p.m. and to run no later than 10:00 p.m.

Affirmed

Annual Natural Gas Safety Survey Report

As part of the federal requirements contained within Code of Federal Regulations (49.CFR.192.616), the City carries out an annual telephone survey to assess natural gas safety awareness of the general public, including both customers and non-customers. The overall results of this year’s survey
indicate that the public education program continues to be effective.

No action was requested for this item.

**ECTV Equipment Purchases**

There is an immediate need to replace some equipment used to broadcast from City Hall and to store programming to send to Charter for broadcast on Channel 2. There is also a lesser need to replace equipment used by the community producers. The estimated cost would be $52,039 which is available in the ECTV Capital Fund.

Motion to proceed to bid for the equipment as outlined in the agenda report with Scheffer upgraded cameras and support the hardware and software for community producers. Affirmed

**Manager’s Report**

City Manager Barkley presented his Manager’s Report.

**Councilmembers’ Reports**

Councilmember Scheffer handed out a memorandum from the Lodging Tax Advisory Committee regarding Lodging Tax funds being used to pay for public use utility meters located downtown and in two parks and requested this item placed on the next agenda. She also reported on the City and County Lodging Tax Committees combined funding efforts.

Councilmember Morgan reported on the KITTCOM Board. She also asked about the status of tablets for the Council.

Councilmember Lillquist requested a staff summary of Mr. Brown’s concerns with the City.

Mayor Tabb reported on the Finance Committee. He also met with the CWU Cabinet regarding public transit issues.

**Adjourn**

Motion to adjourn at 9:33 p.m. Scheffer

Affirmed

_________________________________
Mayor

ATTEST: __________________________

City Clerk