CITY OF ELLENSBURG

Minutes of Council Meeting, Regular Session

Date of Meeting: December 19, 2016
Time of Meeting: 7:00 p.m.
Place of Meeting: Council Chambers, 501 North Anderson Street

Roll Call Present: Herion, Lillquist, Miller, Morgan, Scheffer, Tabb and Mayor Elliott.

Others present were City Manager Akers; City Attorney Weiner; Deputy City Clerk Keno; Executive Assistant Gigstead; Energy Services Director Dunbar; Project Engineer Hammond; Finance Director Pascoe; Senior Financial Analyst Bassett; IT and Telecommunications Manager Faubion; Light Operations Supervisor French; Senior Planner Kesler; Long Range Planner San Filippo; and three members of the audience.

Agenda Approval

Motion to approve the agenda. Lillquist

Mayor Elliott advised Agenda Item 10.B “Library Write Offs” is not ready and is removed from the agenda to be heard at a future meeting.

Vote on motion. Approved

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.

The bid award amount on Consent Agenda Item 5.E. “Award Bid Call 2016-31 – WWTF Decant Building Breezeway Enclosure” is incorrect. The correct amount of the Bid Award is $102,163.52 not $102,165.17 as stated in the agenda packet. A revised agenda report reflecting the correct amount has been distributed to Council and made available to the public.

Motion to approve the Consent Agenda as amended: Lillquist

A. Approve Minutes – December 5, 2016, Regular Meeting

Approve Minutes – December 7, 2016, Special Meeting

B. Acknowledge Minutes of Boards and Commissions

(1) Library Board – November 8, 2016
(2) Lodging Tax Advisory Committee – October 5, 2016 and November 2, 2016

(3) Planning Commission – September 22, 2016

(4) Public Transit Advisory Committee – November 1, 2016

(5) Utility Advisory Committee – October 20, 2016

C. Authorize the City Manager to Execute the Local Agency Standard Supplemental Consultant Agreement No. 2 with Perteet Inc. for ADA Compliance Self-Evaluation Assistance

D. Accept Request for Quotes 2016-10 – Helena Substation Landscape System Installation as Complete

E. Award Bid Call 2016-31- WWTF Decant Building Breezeway Enclosure to Belsaas and Smith Construction Inc. in the amount of $102,163.52 and Authorize the Necessary Budget Amendments

F. Authorize the Public Works Director to Sign Change Order Number 6 with Culbert Construction in the Approximate Amount of $155,364; Authorize the City Manager to Sign Contract Amendment with Golder Associates in the Amount of $4,965; and Authorize the Necessary 2017 Budget Amendments for Airport Well #3

G. Authorize the Mayor to Execute the Street Use Permit for Scott Rollins – Ridge Professional Plaza LLC for 702 E. Mountain View Avenue

H. Authorize the Mayor and Staff to Execute any and all Necessary State Paperwork Associated with the Permanent Statewide Bike Counter Installation

I. Authorize the City Manager to Execute the Professional Services Agreement for WWTF Additional CA/Communications/Programming with Gray and Osborne, Inc. in the Amount of $22,100

J. Authorize the City Manager to Sign Amendment Number One to HopeSource Dial-A-Ride Agreement

K. Authorize the Public Works Director to Sign Industrial Wastewater Discharge Agreement Renewal with Twin City Foods
L. Approve the Teamsters Local Union No. 760 (Police) Labor Agreement for 2017 through 2019 and Authorize the Mayor and City Manager to Execute the Agreement.

M. Approve December 19, 2016 Claims Fund Voucher Numbers 131403 Through 131675 in the Total Amount of $734,537.06, Voided Claims Voucher Numbers 131516 Through 131595, ACH Direct Payments 2103-2129 in the Amount of $1,316,966.67, Payroll Fund Check Numbers 92179 Through 92225 in the Total Amount of $54,681.49, and Direct Deposit in the Amount of $282,370.91. Approved

Board and Commission Requests for Reappointment

There are eight positions on various boards and commissions with terms expiring on December 31, 2016. Five people have requested reappointment. Bruce Tabb, EBDA; Matt Willard, Environmental Commission; and Mickey Webb, Lodging Tax Advisory Committee are not seeking reappointment.

Motion to reappoint David Carns to the Building Appeals Board and James Tabb Rivard to the Environmental Commission. Approved

Motion to reappoint Isa Loeb and John Perrie to the Ellensburg Business Tabb Development Authority (EBDA) Board. Approved

Motion to reappoint Hilary Huffman to the Lodging Tax Advisory Committee. Tabb Approved

Council will discuss appointing a Council liaison to the EBDA Board at a January meeting.

Presentation by Steve DuPont, Central Washington University - Budget Priorities for 2017 Legislative Session

Steve DuPont, Assistant Director for Government Relations at Central Washington University, outlined the University’s budget priorities for the 2017 legislative session.

Ordinance No. 4757 – 2017-2018 Biennial Budget

Ordinance 4757 adopts the 2017/2018 Biennial Budget. The budget maintains current programs, staffing levels, and preserves the required reserve levels in the general fund, internal service funds, and utility funds. Council held a public hearing and gave first reading to Ordinance 4757 on December 5, 2016.

Motion for second reading and adoption of Ordinance 4757. Miller
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, ADOPTING THE 2017-2018 BIENNIAL BUDGET FOR THE CITY OF ELLENSBURG, WASHINGTON.

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

Motion approved.

Ordinance No. 4758 – Willard – Son Vida, LLC Rezone Request

Ordinance 4758 approves the Willard – Son Vida, LLC rezone request and was given first reading at the December 5, 2016 meeting.

Motion for second reading and adoption of Ordinance 4758. Morgan

An ordinance RELATING TO ZONING AND AMENDING TITLE 15 OF THE ELLENSBURG CITY CODE BY CHANGING THE ZONING CLASSIFICATION OF

CERTAIN PROPERTY WITHIN THE CITY OF ELLENSBURG FROM RESIDENTIAL SUBURBAN (R-S) TO RESIDENTIAL HIGH DENSITY (R-H).

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

Motion approved.
Ordinance No. 4759 – Electric Rate Increase

Ordinance 4759 approves a 4% overall electric rate increase and other rate ordinance changes. There has not been a fee increase since 2015. Ordinance 4759 was given first reading at the December 5, 2016 meeting.

Motion for second reading and adoption of Ordinance 4759. Miller

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO TITLE 9 “UTILITIES” AND AMENDING SECTION 9.91.100 OF THE ELLENSBURG CITY CODE.

Councilmember Herion stated the perception of Ordinance 4759 is a tax increase to pay for two staff positions.

Vote on motion. Herion (no)

Lillquist (yes)

Miller (yes)

Morgan (yes)

Scheffer (yes)

Tabb (yes)

Elliott (yes)

Motion approved.

Ordinance No. 4760 – Unauthorized Utility Connections & Utility Deposits

Ordinance 4760 amends Title 2 of the City Code to charge a fee instead of a penalty for persons making unauthorized utility connections or tampering with meters and removes the requirement of a utility deposit for telecommunications utility and surface water management utility services for residential and commercial accounts. Ordinance 4760 was given first reading at the December 5, 2016 meeting.

Motion for second reading and adoption of Ordinance 4760. Miller

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

Motion approved.

**Ordinance No. 4761 – Only Unauthorized Service Fees**

Ordinance 4761 amends the utility fee schedules in the electric, gas, water and telecommunications utilities to incorporate an unauthorized service fee for persons that make unauthorized utility connections or tamper with meters. Ordinance 4761 was given first reading at the December 5, 2016 meeting.

**Motion for second reading and adoption of Ordinance 4761.** Morgan


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

Motion approved.
Ordinance No. 4762 – All Other Utility Related Amendments

Ordinance 4762 amends Title 9 of the City Code relative to the point of delivery of utility services, electrical service requirements to ensure switching/maintenance/construction is safely and properly coordinated with Central Washington University, utility easements, electric utility extensions, and telecommunications utility extensions. Ordinance 4762 was given first reading at the December 5, 2016 meeting.

Motion for second reading and adoption of Ordinance 4762. Morgan


Vote on motion. Herion (yes)

Lillquist (yes)

Miller (yes)

Morgan (yes)

Scheffer (yes)

Tabb (yes)

Elliott (yes)

Motion approved.

Proposed Resolution – Allocation of 2017 Lodging Tax Funds

The City entered into an Interlocal Agreement with Kittitas County for a consolidated process to distribute lodging tax funds. After deciding allocation amounts at a meeting on November 18, 2016, a resolution is presented to Council for adoption to award funding in the amount of $34,303 from the 2017 City Lodging Tax budget.

Adopt Resolution 2016-43. Tabb

Approved

Council requested a report at a future meeting regarding historical data (3-5 years) on the
consolidated lodging tax process, including the amount the County receives and the impacts of the City’s disbursements.

**Telecommunications Utility Strategic Plan Update**

Energy Services Director Dunbar updated Council on the City’s Telecommunications Utility Strategic Plan and delivered four recommendations for Council consideration from the Utility Advisory Committee’s November 17, 2016 meeting.

Council asked questions of staff.

Motion to postpone completion of the wireless network planning and design. Lillquist

Approved

Motion to accept the Kittitas County 2017 Distressed County Sales & Use Tax Tabb

Infrastructure Improvement Program Agreement subject to the provisions outlined in Recommendation 3 of the agenda report on page 199 of the agenda packet.

Approved

Motion to authorize staff to proceed with a fiber optic pilot project for businesses, Tabb

limited to the number of fiber optic service connections that would be supported by grant funding. Approved

Council consensus to involve the Utility Advisory Committee in a marketing plan for the fiber optic pilot project.

**20-Year Comprehensive Plan Update – Progress Report**

Long Range Planner San Filippo gave a progress report on the 20-year Comprehensive Plan update including the Conference of Governments population projection and allocation recommendation; “What matters most survey”; Housing focus groups; and Current Comprehensive Plan Audit.

**Manager’s Report**

City Manager Akers presented his agenda report.

**County Library Funding Commitment.**

Staff received notice that Kittitas County has included $96,000 in their 2017 budget for support of the Ellensburg Public Library. This amount reflects a $1,000 increase over the 2016 funding level. Also, for the first time, the County has budgeted $1,500 for the Summer Reading Program.
An executive session will be needed this evening for approximately fifteen minutes for discussion of potential litigation. No action is anticipated.

Mayor Elliott stated the executive session will be held in advance of Councilmembers’ Reports.

**Recess**

Council recessed to executive session at 8:15 p.m. for fifteen minutes to discuss potential litigation. No action is anticipated.

Council returned to open meeting at 8:30 p.m.

**Councilmembers’ Reports**

Councilmember Lillquist attended the Utility Advisory Committee and Lodging Tax Advisory Committee meetings. She requested staff provide a basic summary regarding the cost to provide library services to county residents.

Councilmember Miller gave an update regarding the Homeless and Affordable Housing Commission and participated on the Leadership Kittitas County panel.

Councilmember Morgan attended the Library Board and KITTCOM Board meetings.

Councilmember Tabb attended the Public Transit Advisory Committee meeting.

Mayor Elliott confirmed the discussion regarding the City’s surplus real property and continued discussion regarding the EBDA contract will be on the January 17, 2017 agenda.

**ADJOURN** Motion to adjourn at 8:40 p.m. Tabb

Approved

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Mayor

ATTEST: __________________________________

City Clerk