

COUNCIL AGENDA

Monday, June 7, 2021



In-person attendance at public meetings is currently prohibited per the Washington Governor's Proclamation No. 20-28.15, as extended by Senate Concurrent Resolution 8402. Ellensburg City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at ectv2.com or on YouTube at ECTV Ellensburg

GUIDELINES FOR PUBLIC PARTICIPATION – ONLINE CITY COUNCIL MEETING

As a result of the threat posed by COVID-19, City is following the mandates from state and county public health officials to take all efforts to prevent the spread of this virus. In compliance with the Governor's Emergency Proclamation 20-28.15, as extended by Senate Concurrent Resolution 8402, and in the interest of the safety and welfare of the public, the community, and our employees and to limit the spread of the virus, ***this City Council meeting will not be open to in-person attendance.*** Council will be attending this meeting remotely via video conference. All City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at www.ectv2.com or on YouTube at [ECTV Ellensburg](https://www.youtube.com/channel/UC8W33333333333333333333). You may also attend by phone, only, and listen to the meeting by following the registration instructions under "Remote testimony during the meeting," below. Once you register, you will be sent a meeting invite with a phone number for the meeting.

Council will be accepting remote testimony under Citizen Comment on Non-Agenda Items (Item No. 7) as well as for all other topics under the Regular Agenda. Testimony will be accepted in the following manner:

- **Written comments submitted in advance of meeting**

Submit written comments by mail to Beth Leader, City Clerk, Ellensburg City Hall, 501 N. Anderson St., Ellensburg, WA 98926, or via email to: leaderb@ci.ellensburg.wa.us. Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.

- **Comments for public hearings**

Written comments must be received by the City Clerk by 5 p.m. on the meeting date. Comments can either be mailed to Beth Leader, City Clerk, Ellensburg City Hall, 501 N. Anderson St., Ellensburg, WA 98926, or sent via email to: leaderb@ci.ellensburg.wa.us. Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.

- Remote comments or attendance during the meeting

Advance registration is required to testify. Anyone wishing to speak on items under the Agenda must register prior to 7 p.m. the day of the meeting. Register for the meeting at: https://us02web.zoom.us/webinar/register/WN_3vgRicqZSKON5ZTRJ4xxxQ.

Once registered, you will receive an email with the meeting link and phone number (for those who wish to call into the meeting).

PROCEDURE FOR PARTICIPATION DURING MEETING

1. Join the meeting early, as you may need to download the app in advance to participate. Once you've joined the meeting, your camera and microphone will be muted until you are recognized by the Mayor to speak.
2. Please note that there may be several items on the City Council Agenda that will precede the agenda item you wish to address.
3. The Mayor will identify the agenda item and ask if anyone wishes to speak on the matter.
4. Any interested person may provide comments on: 1) under Item 7 for non-agenda items. or 2) any listed agenda items, If you wish to speak, you must:
 - a) Raise your "virtual hand" in the corner of the computer screen or press *9 on your phone. Raising your hand signals the moderator that you wish to speak.
 - b) Wait to be called upon by the Mayor using your name, e-mail, or phone number used to log

in to the teleconference.

5. Please state your name, address, and whether you are representing only yourself or others.
6. Each speaker's comments are to be limited to 3 MINUTES.
7. Speakers are cautioned not to make comments of a personal, impertinent or derogatory nature.
8. Speakers may not identify themselves as candidates for elective public office or make any statements which assist or discuss the campaign of a candidate for elective office, or discuss or campaign for or against a ballot proposition (unless the ballot proposition is being considered as part of the City Council agenda item).

Please note: City Council Rules provide that no action will be taken by the Council at the meeting at which a subject is first introduced during the citizen comment period (Item 7 on the Agenda). You may wish to concisely state your concern and request placement of your matter on a future agenda.

CONSENT AGENDA

Members of the audience may request items be removed from the consent agenda by asking for recognition and making the request during Agenda Approval. Items will not be removed from the consent agenda unless your request is confirmed by a councilmember.

AGENDA ITEMS

If you wish to have an item placed on a Council agenda, a written request should be delivered to the City Manager's Office prior to noon on the Monday preceding the Council meeting. Assistance will be provided in preparing a request if you wish to contact the City Clerk at 925-8614.

AMERICANS WITH DISABILITIES ACT

The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation. A Request for Accommodation form may be obtained on the first floor of City Hall or by calling the City of Ellensburg ADA Coordinator at 962-7222.

**CITY OF ELLENSBURG
COUNCIL AGENDA
Monday, June 7, 2021
7:00 PM - Regular Meeting**

Pledge of Allegiance

1. Call to Order and Roll Call

2. Proclamations

2.A Lesbian, Gay, Bisexual, Transgender and Queer Pride Month Proclamation 7
[LGBTQ Pride Month Proclamation 2021](#)

2.B Race Unity Day Proclamation 8
[Race Unity Day 2021 Proclamation](#)

3. Awards and Recognitions

4. Approval of Agenda

5. Consent Agenda

Items listed below have been distributed to Councilmembers in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Councilmember or at the request of a member of the public with concurrence of a Councilmember. Requests to remove items should be made under Item 4 Approval of Agenda.

5.A Approve Minutes of May 17, 2021 Regular Meeting 9
[5-17-21 Council Minutes](#)

5.B Approve Minutes of the March 30, 2021 Special Meeting 14
[City Council Special Meeting Minutes 03-30-2021](#)

5.C Acknowledge Minutes of Arts Commission - April 8, 2021 15
[4-8-21 Arts Commission Minutes](#)

5.D Acknowledge Minutes of Diversity, Equity and Inclusion Commission - May 11, 2021 17
[5-11-21 DEI Commission minutes](#)

5.E Acknowledge Minutes of Ellensburg Business Development Authority Board - April 14, 2021 22
[4-14-21 EBDA Minutes](#)

5.F Acknowledge Minutes of Environmental Commission - February 17, 2021 24
[2-17-21 Environmental Commission Minutes](#)

5.G	Acknowledge Minutes of Library Board - April 13, 2021 4-13-21 Library Board Minutes	27
5.H	Acknowledge Minutes of Utility Advisory Committee - April 15, 2021 4-15-21 Utility Advisory Committee Minutes	28
5.I	Resolution 2021-14 - 111 N Alder - Moody street tree removal 111 N Alder - Moody request 111 N Alder - Moody - tree removal graphics Resolution 2021-14 - 111 N Alder - Moody street tree removal	31
5.J	Purchase of Residential Gas Meters	36
5.K	Bid Award Bid Call 2020-34 University Way and Reecer Creek Road Signalization SCJ Recommendation of Award Letter	38
5.L	Accept Resignation of Helen Burrows from the Senior Citizens Advisory Commission Resignation of Helen Burrows	41
5.M	Accept Resignation of Shari Smith from the Parks and Recreation Commission Shari Smith Resignation	42
5.N	Award RFQ #R21-18 - Currier Creek and Reecer Creek Primary Extension	43
5.O	Approve University Way Banner Request for 2021 CWU Commencement - June 7-14, 2021 CWU Commencement Banner Request	44
5.P	Approve Voucher Listing for June 7, 2021 6-7-21 Voucher Listing	45
6.	Petitions, Protests, and Communications	
6.A	COVID-19 Update	
6.B	Board and Commission Appointments B and C Agenda Report Chart 6-7-21 Board and Commission Applications	46
6.C	2020 Police Department Annual Report 2020 EPD Annual Report	55
6.D	Unity Park Update Unity Park Presentation to Council	72
7.	Citizen Comment on Non-agenda Issues	

8. Business Requiring Public Hearings

- 8.A Public hearing (legislative) to adopt a Resolution amending the City's Six-Year Transportation Improvement Plan (TIP) for 2021-2026 and revising a grant funded project. 109
Ellensburg-STBG Set-Aside Award Letter 5-26-2021
STBG Ellensburg University Reecer Award Additional Funds 6-3-21
Amended 2021-2026 Six Year TIP
Amended 2021-2026 Six Year TIP #2

9. Introduction and Adoption of Ordinances and Resolutions

- 9.A Ellensburg Business Incubator Purchase and Sale Agreement 114
Resolution 2021-16 Approving Sale of Incubator Building-Gunn

10. Unfinished Business

11. New Business

- 11.A Affordable Housing Commission Recommendation on City Property Contribution for Affordable Housing 139
Stalder Affordable Housing App
Stalder Interests, Inc. Award Letter
- 11.B Notice of intent to commence annexation proceedings parcels 916833, 698633, 708633 and 528633 located at 805 Anderson Road 167
Exhibit1 NOTICE OF INTENT TO ANNEX
Exhibit 2 Proposed Annexation Area

12. Miscellaneous

- 12.A Manager's Report 173
6-7-21 MANAGERS REPORT
2021-2023 WSDOT Grant Award Letter
- 12.B Councilmembers' Reports

13. Executive Session

14. Adjournment

Next Ord. 4874
Next Res. 2021-15



City of Ellensburg

PROCLAMATION

LESBIAN, GAY, BISEXUAL, TRANSGENDER AND QUEER PRIDE MONTH

Whereas, on June 11, 1999, President William Clinton issued Proclamation No. 7203 for Gay and Lesbian Pride Month; and on June 1, 2009, President Barack Obama issued Proclamation No. 8387 designating June as Lesbian, Gay, Bisexual and Transgender Pride Month, and ended the proclamation by urging the public to "turn back discrimination and prejudice everywhere it exists"; and

Whereas, in June 1969, patrons and supporters of the Stonewall Inn in New York City staged an uprising to resist police harassment and persecution facing LGBTQ Americans, and out of this resistance the LGBTQ rights movement in America was born; and the leaders of the Stonewall uprising and the first major Pride movement were trans women of color; and

Whereas, in 1998, President Clinton issued Executive Order 13087 expanding equal opportunity in the Federal government by prohibiting discrimination based on sexual orientation; and

Whereas, on June 26, 2015, the U.S. Supreme Court ruled that the U.S. Constitution provides same-sex couples the right to marry, making gay marriage legal in all 50 states; and

Whereas, we recognize the LGBTQ community has fought tirelessly for their rights from marriage equality to demanding equal protection under the law. While there has been progress, we acknowledge there is more work to be done so LGBTQ youth can live without fear of harassment and LGBTQ families and seniors can live with dignity and respect; and

Whereas, we recognize people and organizations who have worked to bring resources and support to our LGBTQ neighbors such as:

Helen Wise, a former Ellensburg City Council member, who came out as the parent of a gay child in the early 1980s through a letter to the editor, was instrumental in establishing a support group for parents and friends of gays and lesbians in 1992, and formalized the group Parents and Friends of Lesbians and Gays (PFLAG) in the community in 2000.

Pride of Ellensburg, established in 2015 by community activists, with the goal of inspiring and celebrating love, equality and diversity through local events and outreach; and

Ellensburg's Helen House, which provides a safe space for LGBTQ youth to meet and talk with peers and supportive adults about the issues they face; and

Whereas, the City of Ellensburg recognizes and honors the LGBTQ community residing herein who contribute to the strength and vibrancy of our city; and

Now, Therefore, the City Council of the City of Ellensburg does hereby proclaim June 2021 as Lesbian, Gay, Bisexual, Transgender and Queer Pride Month in Ellensburg, and encourages all citizens to join in this observance by building bridges of understanding and friendship with our LGBTQ+ neighbors.

Signed this 7th day of June, 2021.

Bruce Tabb
Mayor

Attest: _____
City Clerk



City of Ellensburg

PROCLAMATION

Race Unity Day 2021

Unity in Diversity

Whereas, the motto E Pluribus Unum invites all people in the United States to reflect on the beauty and richness of the diverse peoples of this great nation, and

Whereas, the leadership of our federal, state, and local governments, our public and non-profit organizations, and our educational and economic systems in this country, recognize that diversity strengthens our democratic structure and makes our nation more resilient, and

Whereas, leaders of faith and religious organizations understand that the only way to peace and harmony in communities is through fellowship and friendship with people of diverse backgrounds, and

Whereas, Ellensburg is a diverse community comprised of multiethnic and multiracial residents, and

Whereas, people from all of society can benefit from increased understanding and improved relationships with each other,

Whereas, the second Sunday of June is recognized annually as Race Unity Day in the United States, and

Whereas, a celebration of Race Unity Day is planned in Ellensburg at Unity Park, June 13, 2021 and all residents and visitors in Kittitas County are invited to attend; now

Therefore, the City Council of Ellensburg proclaims, June 13, 2021 as Race Unity Day in Ellensburg and encourages all residents to recognize this day, attend this celebration, and participate in building bridges of unity in Ellensburg.

Signed this 7th day of June, 2021.

Mayor

Attest: _____
City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

May 17, 2021

7:00 PM

Held Remotely per Governor Inslee's Proclamation

20-28.15, extended by Senate Concurrent

Resolution 8402

Pledge of Allegiance

Councilmember Lamb led the Pledge of Allegiance.

1. Call to Order and Roll Call

Roll Call Present: Stacey Engel, Nancy Goodloe, Tristen Lamb, Nancy Lillquist, David Miller, Mary Morgan, Bruce Tabb

Also Present: City Manager Behrends Cerniwey; City Attorney Weiner; City Clerk Leader; Executive Assistant Gigstead; Senior Planner Henderson; Kittitas County Historical Museum Director, Sadie Thayer; Landmarks and Design Commissioner, Amy McCoy; Kittitas County Health Officer, Dr. Mark Larson; Christine Reynolds, Daphne Condon, Ali Brown; Sigrid Davison; Yngrid Winter and approximately five members of the public

2. Proclamations

3. Awards and Recognitions

- 3.A. Introduction of new City Manager Heidi Behrends Cerniwey
City Manager Behrends Cerniwey introduced herself.

4. Approval of Agenda

Councilmember Mary Morgan moved to Approve the Agenda as presented. **Motion Approved 7-0.**

5. Consent Agenda

5.A. Approve Minutes of the May 3, 2021 Regular Meeting

5.B. Acknowledge Minutes of the Affordable Housing Commission - April 7, 2021

5.C. Approve University Way Banner Request for CWU Fashion Show - May 24 - June 7, 2021

5.D. Approve Appointment of Bryan Clark as the KITTCOM Representative on the Utility Advisory Committee and Authorize a Letter of Appreciation to Bob Johnson.

5.E. Resolution 2021-12 - 507 S Pine St - Swan street tree removal

5.F. COHO Water Resources Water Planning

5.G. Resolution to Reject All Bids for Bid Call No. 2021-03 for the 2021 Residential Sidewalk Repair Program

5.H. Re-Submittal of Project Acceptance – Bid Call No. 2020-02, 2020 Residential Sidewalk Repair Program

5.I. Ellensburg School District RFP for Fiber Optic Services

5.J. Approve Voucher Listing for May 17, 2021

Councilmember Mary Morgan moved to Approve the Consent Agenda as presented. **Motion Approved 7-0.**

6. Petitions, Protests, and Communications

6.A. COVID-19 Update

Dr. Mark Larson gave an update on the vaccine clinic held at Club 301 and explained the current vaccination rate is at 45%.

6.B. Historic Preservation Month: Project Recognition on behalf of the Landmarks and Design Commission and Kittitas County Historical Society

Sadie Thayer, Director of the Kittitas County Historical Museum, presented information regarding Historic Preservation in Ellensburg.

Amy McCoy, Landmarks and Design Commissioner, read the Preservation Month letter.

Stacey Henderson, Senior Planner, reviewed photographs of current historic projects.

Council expressed appreciation for the presentation and the work taking place by those property owners.

6.C. Board and Commission Applications and Requests for Reappointment

Councilmember Morgan commented concerning board & commission member term limits. Councilmembers Morgan and Lamb will work with City Manager Behrends Cerniwey to draft language for appointments and reappointments, term limits and remote meeting attendance.

Councilmember Stacey Engel moved to Approve reappointment of commission members seeking reappointment to City boards and commissions:

- Jerald Dougherty, Alex Eyre and Brian Kooser to the Arts Commission;
- Maurice Blackson, Mollie Edson and Amy McCoy to the Landmarks and Design Commission;

- Laci Harrison and Shari Smith to the Parks and Recreation Commission;
- Wendy-Jean Fischer, Marcia Hedrick and Mildred Miller to the Senior Citizens Advisory Commission.

Motion Approved 7-0.

Daphne Condon introduced herself and spoke regarding her interest in serving on the Environmental Commission.

Ali Brown introduced herself and spoke regarding her interest in serving on the Parks and Recreation Commission.

Sigrid Davison introduced herself and spoke regarding her interest in serving on the Planning Commission.

Christine Reynolds introduced herself and spoke regarding her interest in serving on the Public Transit Advisory Committee.

Yngrid Winter introduced herself and spoke regarding her interest in serving on the Public Transit Advisory Committee.

Councilmember David Miller moved to Approve appointment of Christine Reynolds and Yngrid Winter to the Public Transit Advisory Committee. **Motion Approved 7-0.**

7. Citizen Comment on Non-agenda Issues

Paula McMinn, 2000 N Alder St., welcomed City Manager Behrends Cerniwey on behalf of the Kittitas County Climate Action Coalition and spoke regarding energy resources.

Hugh Spall, 1700 N Water St., representing himself and seven others in his neighborhood, spoke regarding issues with deer in their neighborhood.

Jim Brand, 1602 N Water St., spoke regarding deer in his neighborhood.

8. Business Requiring Public Hearings

9. Introduction and Adoption of Ordinances and Resolutions

10. Unfinished Business

11. New Business

12. Miscellaneous

12.A. Manager's Report

City Manager Behrends Cerniwey reviewed the report. She shared information concerning a Transportation Improvement Plan grant, which would require a public hearing at the June 7, 2021 Council meeting.

Councilmember Mary Morgan moved to Approve setting a public hearing for the June 7, 2021 Council meeting to amend the Six-Year Transportation Improvement Plan. **Motion Approved 7-0.**

12.B. Councilmembers' Reports

- Councilmember Engel attended the Parks and Recreation and Ellensburg Business Development Authority Board meetings;
- Councilmember Morgan attended the KITTCOM Board meeting;
- Councilmember Lamb attended Library Board and Arts Commission meetings;
- Councilmember Miller attended Landmarks and Design Commission meeting, participated in the CWU Civics Week panel and attended the Washington Forestry Council meeting;
- Councilmember Goodloe attended the DEI Commission meeting, provided information regarding the Community Recovery Fund, attended the ceremony for the National Day of Prayer and participated in the CWU Civics Week panel;
- Councilmember Lillquist attended the Airport Advisory Commission, the CWU Civics Week panel and volunteered at the vaccination clinic at the fairgrounds;
- Mayor Tabb toured the Wastewater Treatment Plant with Representative Schrier and recognized City staff members: Buddy Stanavich, Brad Coffey, Derek Mayo and Darin Yusi. He attended the Affordable Housing Commission meeting and spoke regarding a Broadband Action Committee created by the County, which Council consensus was to request Councilmember Lillquist and IT/Telecommunications Manager, Ben Faubion serve as City representatives.

13. Executive Session

Council recessed into Executive Session and began discussion at 8:51 pm. Discussion was anticipated to last approximately ten minutes.

13.A. Per RCW 42.30.110(1)(i), to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

13.B. Per RCW 42.30.110(1)(c), to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.

Council Reconvened at 9:01 pm.

14. Adjournment

Meeting adjourned at 9:01 pm.

Mayor

ATTEST:

City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Special Meeting

March 30, 2021

10:00 AM

Hotel Windrow Yakima Room 502 N Main St.

Ellensburg, WA 98926

Roll Call Present: Stacey Engel, Nancy Goodloe, Tristen Lamb, Nancy Lillquist, David Miller, Mary Morgan, Bruce Tabb

Others Present: Deputy City Clerk Davison; and Greg Prothman of the Prothman Company

Mayor Tabb explained the special meeting was being conducted solely for the purpose of holding an executive session pursuant to RCW 42. 30.110(1)(g) to evaluate the qualifications of applicants for public employment.

Council recessed at 12:15 pm.

Council reconvened at 1:00 pm.

Assistant City Manager/City Attorney Weiner and Human Resources Director Smith joined the executive session at 3:00 pm.

No action was taken following the executive session.

Adjourn

Meeting adjourned at 4:55 pm.

Mayor

ATTEST: _____

Deputy City Clerk



Ellensburg Arts Commission Meeting

Regular Meeting

Thursday, April 8, 2021 4:00 pm

ZOOM Link

Commissioners Present: Alex Eyre, Monica Miller, Jerry Dougherty, Cassandra Town, Brian Kooser, Laura Bobovski, Gwen Budnik

Commissioners/Others Absent: Council Liaison Tristen Lamb

Others Present: Staff Liaison Josephine Camarillo, Kirsten Sackett Community Development

Call to Order: Eyre called the meeting to order at 4:04pm

Guests: Nicole Klauss

Approval of Agenda:

Motion made by Dougherty to accept agenda; seconded by Bobovski. Motion passed.

Citizen Comment on Non-Agenda Items – None

Guest Speaker/Presenter/Correspondence – Nicole Klauss, PIO, introduced herself. She will be helping to update EAC website. Cassandra will contact Nicole to further discuss website updates and changes. Nicole will also create EAC FaceBook page with Josephine and Nicole as admin. Commissioner will send postings to Josephine and Nicole for EAC FaceB

Approval of Minutes from March 11, 2021: Bobovski motioned to accept minutes. Seconded by Miller. Approved.

Budget/Financial Report- None

New Business

1. None

Old Business

1. Bus Shelter Update- Council gave final approval for Shelley family art piece. Need to send her the contract for image use.
2. Rotary Pavilion- Panel met April 7, 2021 to review three finalists. Panel recommends Nina Vichayapai. Her work with fiber art quilt pieces are to be placed in windows in the Rotary Pavilion building. Her proposal was most site responsive and specific and inclusive to our community. Though the art installation would be temporary, she will be gifted her artwork to the City when it is to be removed. The other two proposals were prefabricated pieces with little or no connection to our community. Commissioner will need to help artist obtain content to include in her pieces.
Motion made by Miller to accept panel recommendation of Nina Vichayapai for Rotary Pavilion Art Call. Seconded by Town. Motion approved.
3. Bus Shelters are complete. Publicity has been sent out in various social media.

Subcommittee Business

1. Funding –No report
2. Public Art – No report. Commission would like Mayor to send thank you's to community members that will be helping with the Rotary Pavilion Art Quilt
3. Advocacy/Public Relations – Nicole will be working with EAC to update website and create FB page
4. Art Walk – City has not yet given a go ahead to host Artwalk.

Unscheduled Business

Government level Arts Funding, lots of advocacy happening at this time.

Advocate - Inspiration League

https://inspirationleague.org/advocate?vvsrc=%2fCampaigns%2f83662%2fRespond%3fvvcgUT%3dQg5q4WW8GQvpMOZ4LMk2Xg%26vvcgRD%3dBc6E5GMUK958g6y%26vvsbr%3d493P4dBATahUGcZCiH61_Q

Announcements

None

Next Meeting will be held: May 13, 2021

Submitted by Josephine Camarillo, Staff Liaison Interim

Minutes approved: 4-8-21

Commissioners: Alex Eyre (Chair), Monica Miller (Vice Chair), Laura Bobovski, Cassandra Town, Jerry Dougherty, Brian Kooser, Gwen Budnik



DIVERSITY, EQUITY & INCLUSION COMMISSION

May 11, 2021 Regular Meeting

(3:02 to 4:40 p.m.) Remote Meeting via Zoom

Members Present: Daniel Amos, Tylene Carnell, Delores (Kandee) Cleary, Landis Hanson, and Sara Omrani, Nancy Goodloe

Members Absent: Veronica Acevedo (excused)

Also present: Jamey Ayling, Planning Manager; Kirsten Sackett, Community Development Director; Nicole Klauss, Public Information Officer (Recording Secretary); and Shana Kessler, citizen

1. CALL TO ORDER

Chair Nancy Goodloe called the meeting to order at 3:02 p.m. and welcomed everyone to the first meeting of the Diversity, Equity & Inclusion Commission for the City of Ellensburg.

Chair Goodloe introduced City staff: Nicole Klauss, staff support to the commission; Kirsten Sackett, Community Development Director; and Jamey Ayling, Planning Manager. Goodloe mentioned Sackett and Ayling would be helping the commission develop the diversity, equity and inclusion (DEI) chapter of the comprehensive plan.

Goodloe said one of the first priorities of the commission is to write the DEI chapter of the comprehensive plan.

Commissioner Amos provided an introduction. Commissioner Omrani provided an introduction. Commissioner Carnell provided an introduction. Commissioner Cleary provided an introduction. Commissioner Hanson provided an introduction.

Chair Goodloe introduced Commissioner Acevedo, who was not present, and requested an excused absence for the commissioner for the May 11 and May 25 meetings.

Motion: Commissioner Hanson moved to approve an excused absence for Commissioner Acevedo for the May 11 & May 25 meetings. Commissioner Amos seconded. All in favor; motion passed.

Chair Goodloe provided an introduction.

2. APPROVAL OF AGENDA

Chair Goodloe asked if everybody was in favor of the meeting agenda. All in favor; no formal motion or second.



3. OPEN PUBLIC MEETINGS ACT & PUBLIC RECORDS TRAINING

Nicole Klauss, recording secretary, gave a presentation on the Open Public Meetings Act and shared her screen to review the City Attorney's PowerPoint presentation on Public Records Basics. She noted that there were additional training links in the acceptance letters each commissioner received, and that they should complete the required training and provide documentation to Laurie Gigstead in the City Manager's office.

Commissioner Cleary asked if the City had a staff person to direct public records requests to, and Klauss said they should be forwarded City Attorney Terry Weiner and Klauss.

NEW BUSINESS

4. OVERVIEW OF DEI COMMISSION WORK

Chair Goodloe reviewed Ordinance 4871 establishing the Diversity, Equity & Inclusion Commission, and noted that the purpose of the commission is to assist the Council through action, education and guidance. Goodloe also reviewed term lengths and reappointment, the qualities the Council was looking for in the commission, and absences and removals. Klauss clarified that commission member initial term lengths were drawn at random.

Goodloe discussed the duties and responsibilities outlined in Ordinance 4871. Goodloe said if the commission needs money in the next several months, they will need to take the request to the City Manager, and it will go before the City Council. It will require a budget adjustment for the City since the Council had not budgeted for this commission when they put the last two-year budget together.

Commissioner Hanson asked when the next two-year budget plan would be, and Kirsten Sackett said the City will budget for 2023-2024 in 2022.

Commissioner Carnell asked how much of this commission is a liaison position and how much they can share with other groups about the commission's work. Chair Goodloe said if there are existing group ties, keep the groups updated with where the commission is and how the work is going. Get the word out to combat misinformation.

Klauss mentioned this commission can have subcommittees as needed.

5. DISCUSS COMPREHENSIVE PLAN OVERVIEW AND COMMISSION'S ROLE IN DEI CHAPTER

Kirsten Sackett, Community Development Director, introduced what the Community Development Department is responsible for in terms of planning.

Sackett shared her screen to show where to find the comprehensive plan on the City's website. She explained the City is required to have a comprehensive plan by the state. It is a 20-year plan



for how Ellensburg will grow in the future, and we have the opportunity to amend it once a year, but there's a required periodic update every eight years. Sackett discussed other requirements of the comprehensive plan and structure of plan.

Sackett showed Ellensburg's Community Heart & Soul community values, and mentioned the document was updated to include the value of celebrating diversity, equity and inclusion. This is a living document and can change.

Sackett showed the Washington State Department of Commerce's Comprehensive Planning Basics YouTube 10-minute video at:

www.youtube.com/watch?app=desktop*&v=KwdDxJNVv2E

Sackett showed an example of an existing chapter in the comprehensive plan, and explained they start with overview of what you will find in the chapter, then demographic trends, goals, policies and programs section, action items and a policy connection. The goals, policies and programs section is developed by going out to the community and soliciting feedback.

Sackett said this diversity chapter could be connected to all the others. This is a big topic around the country right now and there are a ton of resources. Chair Goodloe had reached out to the Association of Washington Cities (AWC) and they provided information on current efforts. Seattle, for instance, approached their comprehensive plan by inserting segments into every single chapter. The Planning Association of Washington has resources as well.

Developing an outreach strategy is going to be very important, along with developing questions to ask the public. Commissioners will want to go to their networks to get feedback on identified questions.

Sackett recommended reading the Ellensburg City Council Inclusion, Diversity & Equity Subcommittee Report, and that the commission may be able to pull some information from the report to use as part of the narrative piece of the comprehensive plan chapter.

Sackett has heard public feedback from community members that they felt they didn't get the chance to participate. She said the DEI Commission will want to create opportunities for the public to participate, and then bring the draft chapter back to the public for feedback.

Sackett mentioned the Housing Action Plan and Housing Action Plan Advisory Group, and asked if anyone from the DEI Commission would be interested in participating on that group. Sackett mentioned whoever participates can bring feedback to this group and everybody will have the opportunity to weigh in and fill out surveys.



Chair Goodloe said she and Commissioner Hanson would attend the Housing Action Plan Advisory Group meeting.

REVIEW SCHEDULE FOR REST OF YEAR

Klauss shared the dates for the rest of the year on her screen. She mentioned the commission is going to meet twice a month the rest of the year, but that the schedule can be updated if that schedule is not needed the entire year. She noted the schedule will be emailed to the commission, and meetings will be kept to an hour and a half.

Chair Goodloe mentioned there are deadlines for the comprehensive plan chapter, with about four or five months to meet the deadlines for next year's comprehensive plan amendment.

Sackett said to keep in mind that the group doesn't have to adopt something just because of comprehensive plan deadline. The commission could adopt a really small chapter knowing it will be updated the following year, or hold off and carry into the next year and adopt something they're more comfortable with.

ELECT VICE CHAIR

Commissioner Omrani nominated Commissioner Carnell as Vice Chair. Commissioner Amos seconded. Commissioner Carnell accepted the nomination.

Chair Goodloe called for discussion and other nominations, but there were none. All voted in favor of Commissioner Carnell as the Vice Chair for the Diversity, Equity & Inclusion Commission.

CITIZEN COMMENT

Citizen Shana Kessler commented that we need to be intentional in how we publicize these meetings to make sure that people who want to be able to listen in and have the opportunity to comment, have that access.

Kessler also commented via the Zoom chat that the city website calendar is not intuitive for navigating. There also is not a news announcement about the meeting on the website, so they were unclear of where it is located. They noted too that getting to the calendar on the website is difficult since there isn't a quick link for it.

There was discussion about how the meeting was advertised and how it could be advertised better moving forward. Goodloe suggested posting to some Facebook groups like Kittitas County Community Connect group. Hanson suggested a calendar on social media of all of the upcoming commission and board meetings. Commissioner Omrani mentioned people can be visual so a calendar might be helpful. Commissioner Cleary suggested it could be shared on



Central Today. Commissioner Carnell agreed with Shana Kessler, and said the City's website is not user friendly and it's hard to find things.

Commissioner Hanson requested that beginning at our next meeting we do a land acknowledgement, and also requested implementing it at all City Council meetings. Goodloe mentioned that it needs to be brought up again to Council and the Mayor for consideration.

The meeting adjourned at 4:40 p.m.

Respectfully Submitted by

Nicole Klauss

Recording Secretary

Drafted: 5/12/21

Approved: 5/25/21

Centerfuse

Ellensburg Business Development Authority BOARD OF DIRECTORS MEETING MINUTES

Regular meeting held virtually
Wednesday, April 14, 2021
4:00-5:30 PM

Members in Attendance: James Jankowski, Chair; Linda Schactler, Vice Chair; Grant Clark, Treasurer; Garrett Poshusta, Secretary; John Perrie, Board Member; Del Bankston, Board Member and Jared Vallejo, Board Member

Others present: Stacey Engel, Ellensburg City Council Liaison, and Margaret Reich, Executive Director; presenters Patti Stacey, Kittitas County Solid Waste Director and Wendy Mifflin, Senior Planner HDR

1. Meeting Called To Order

Meeting was called to order at 4:02 PM

2. Approval of Agenda

Motion to amend the agenda to include discussion of CenterFuse board application from Andreas Bohman by Jared Vallejo, second by Linda Schactler. Motion approved by unanimous vote.

3. Approval of Minutes

Motion to approve March 2021 special and regular meeting minutes by Grant Clark, second by Linda Schactler. Motion approved by unanimous vote.

4. Board Business

a. Board Membership

As per the Charter, board membership is a minimum of seven members, but can be increased to nine. The board currently has seven members, and has received an application from Andreas Bohman. Motion to increase from a seven to a nine-member by John Perrie, second by Linda Schactler. Motion approved by unanimous vote.

Board discussion about the application received from Andreas Bohman. Motion to endorse Andreas Bohman's application and forward to the City of Ellensburg for confirmation by John Perrie, second by Jared Vallejo. Motion approved by unanimous vote.

b. Financial Reports

Board Treasurer, Grant Clark, presented financial reports.

c. Strategic Plan Implementation Update

The City of Ellensburg is in the process of selling the Ellensburg Incubator building located at 1000 Prospect, Ellensburg. The interlocal agreement between the City of Ellensburg and CenterFuse includes the provision for CenterFuse to be the city's property manager. The City and CenterFuse also have a lease agreement pertaining to this property. The board discussed next steps considering the sale of the building. Motion to update the interlocal agreement dated November 11, 2020, section 2(F) Incubator Management Services to end June 30, 2021 by John Perrie, second by Grant Clark. Motion approved by unanimous vote.

Motion to direct the Chair and Executive Director to provide 90-day notification of termination of lease agreement with City by Linda Schactler, second by Jared Vallejo. Motion approved by unanimous vote.

Board members Grant Clark and John Perrie reviewed the appraisal of the EBDA Airport building located at 3110 N. Airport, Ellensburg, and presented their recommendation for the board to accept the appraisal as is. Motion to accept the Airport Management Consulting Group appraisal for the building located at 3110 N Airport, Ellensburg by Linda Schactler, second by Grant Clark. Motion approved by unanimous vote.

Board discussion about other capital ventures including life sciences manufacturing and repurposing the soon-to-be former transfer station site, a framework for the CenterFuse Marketing Plan, broadband update, remote worker campaign, and update on the Distressed County Grant.

d. Recycling market update / presentation

Patti Stacey and Wendy Mifflin presented a status report and next steps for the Recycling Development Center grant funded work on centralized recycling and economic development.

5. **Items for Future Consideration**

The board received an update on legislative activity, specifically Tax Increment Financing and competing broadband bills before the Governor. Council member Engel requested the board to consider housing as a priority issue for economic development.

6. **Adjournment** – time 5:30 Motion to adjourn by Grant Clark.

Drafted: 4/15/2021

Approved:



Submitted by: Margaret Reich

ELLENSBURG ENVIRONMENTAL COMMISSION

**February 17, 2021 Regular Meeting
(5:17 p.m. to 6:32 p.m.)
Remote Meeting via Zoom**

Members Present: Kristine Steinkoenig, Andrea Sledge, Christina Wollman, James Rivard, Laura Busby, PJ MacPhaiden, and Annie Schlanger

Members Absent: Emily Jacobs (excused),

Also present: Nancy Lillquist, Council Liaison; Suzanne Noble, and Laura Wilson, Planner

Commissioner Wollman called the meeting to order at 5:17 p.m.

AGENDA

There were no changes to the agenda.

ELECTION OF NEW OFFICERS

Laura Wilson, Planner, explained the nomination process.

Motion

Commissioner Busby motioned to nominate Commissioner Wollman to serve as Chairperson for another year. Commissioner MacPhaiden seconded the motion. The motion passed with all in favor.

Motion

Commissioner Sledge nominated Commissioner Rivard to serve as Vice Chairperson. Commissioner Busby seconded the motion. The motion passed with all in favor.

MINUTES

Commissioner MacPhaiden moved to approve the December 16, 2020 Environmental Commission regular meeting minutes as presented. Commissioner Rivard seconded the motion. The motion passed with all in favor.

CITIZEN COMMENT

Suzanne Noble attended the meeting to introduce herself to the Commission. She stated she was a volunteer for the Ellensburg Glass Recycling Cooperative and wanted to know more about the Environmental Commission. There was a brief discussion about glass recycling efforts in the county.

NEW BUSINESS

P20-113 Bender Plat SEPA

Council Member Lillquist recused herself from the discussion and left the meeting.

Mrs. Wilson presented the Bender Plat SEPA. She gave a brief history of the project which included information on a pre-annexation agreement with the City. The agreement allowed residential densities of the three parcels to be consolidated onto on 4.5 acre parcel, this was in part because of possible wetlands and the airport overlay zone. The plat is for 49 lots; 47 lots on the 4.5 acre parcel and the two remaining parcels would be allowed to place one single family residence. Restrictive covenants will be recorded that limit density to one unit per parcel on the two larger parcels. The applicants proposed to building project in 3 phases. Mrs. Wilson briefed the commission on the comments received from Washington State Department of Historic Preservation (DAHP), Department of Fish and Wildlife (DFW), Public Works, and Kittitas County PUD. DFW noted there wouldn't

be an impact on habitat but did caution the high water table. DAHP requested the owner have a cultural resources survey done on the property. When the first comment period the owner was given an opportunity to respond. The owner acknowledged the comments but declined to have a cultural resources done. Mrs. Wilson stated the SEPA was in its second comment period and several comments had been received. The comments were from the Yakima Nation requesting a cultural resources survey and the other comment was from Department of Ecology requesting more information on the presence of wetlands on the property. A preliminary MDNS was issued for this project.

There was a brief discussion on future development and future road extensions and connections to the East. Mrs. Wilson explained city code required connectivity to other roads. Commissioner Sledge asked for clarification on wetlands caused by irrigation and other wetlands and if there would be protection requirements. Mrs. Wilson referenced the wetland report submitted by the applicant and Department of Ecology's request of a wetland delineation and rating. There was some discussion on Department of Ecology's wetland rating system and how the delineation and rating would indicate if there was a presence of wetlands on the parcels. It was noted that city code would need to be followed if it were determined to be a wetland. There was a brief discussion that Bender was a non-motorized transportation route and the required bike lane as part of the half street improvement.

Motion

Commissioner Wollman motioned that the Environmental Commission encourage the City to require an additional wetlands study as recommended by the Department of Ecology. Commissioner MacPhaiden seconded the motion. The motion passed with all in favor.

P21-004 Meng Chou Mixed Use Building SEPA

Council Liaison Lillquist recused herself from the discussion and left the meeting.

Mrs. Wilson presented the Meng Chou Mixed Use Building SEPA.. She explained that staff was using the optional process which resulted in one comment period rather than two comment periods. She noted that staff received one comment so far from DAHP (Department of Historic Preservation). They had requested a survey to determine if the corner house could be eligible for the National Registry. Mrs. Wilson shared that Stacey Henderson, City of Ellensburg Historic Preservation Planner, acknowledged a significant amount of alterations had been made to the structure which may render it ineligible. The use will be mixed use to include retail on the main level and four dwelling units on the second level. All design standards of city code will be met..

There was a brief discussion on open space and the number of required parking spaces. The commission expressed concern with how much the site would be developed with parking. Mrs. Wilson clarified that the required number of spaces was dictated by city code, but only 9 or 10 parking spaces were on site and the rest would be street parking. The site would be required to provide open space, but the code allowed open space to be provided in a variety of ways such as private balconies or a common green space. The commissioners asked if allowing the interior materials to be recycled or salvaged could be an option. Mrs. Wilson shared that the owner had planned on donating the structures to the fire department for training, but the Environmental Commission could request the building materials be recycled or salvaged.

Motion

Commissioner Rivard moved that the Environmental Commission recommend the owner allow material salvage or pick up of materials of historical value or significance to other homes in the community. Commissioner MacPhaiden seconded the motion. The motion pass with all in favor.

BICYCLE ADVISORY

Council Member Lillquist provided an update to the Environmental Commission. She read an email from Josh Mattson, Assistant City Engineer, regarding the following projects the city is working on.

1. Design is complete on Helena Ave Complete Streets filling in sidewalk gaps on the north side. The

city is currently working to get full width of right of way. Hoping it will get built this year! This project will maintain the no parking area on the north side of the street (from Walnut to Water) and add sharrows to the wider traffic lanes.

2. Gateway I is nearing design completion. We are also hoping for this project to be built this year. It has a 12 foot wide shared use pathway on the south side from Wenas St to the Critter Care Animal Clinic.
3. We are planning to install sharrows on the Walnut St/Chestnut St bike route from Mountain View Ave to University Way.
4. Design will start soon for the Reconnect Trail section on Alder St from the PTC trailhead to Dean Nicholson. We are selecting a design consultant this week. This project will be built next year.
5. All new signals being installed have video detection, which includes bike detection. So far, this advanced detection is up and running at Vantage & Pfenning, Canyon & Umptanum, Main & Manitoba, Main & Capitol, Water & 15th, University & Wildcat, Wildcat & Dean Nicholson, and Walnut & 18th (phew!). This year we plan to install new or upgrade signals with the same advanced detection at Dolarway & 5th, University & Reecer, University & Main, Main & 5th, and Main & 3rd. Another signal is planned for 2022 at Alder St & Dean Nicholson with the Reconnect Trail project.
6. We are also hiring a consultant to update our Traffic Impact Fees. As part of this effort, we are going to ask the consultant how and if non-motorized projects can be included in the fee schedule.

STAFF UPDATE/DISCUSSION ITEMS

Mrs. Wilson informed the commission that she was drafting the 2021 Water Quality Grant for Mid-Columbia Fisheries. She reviewed past meeting minutes and noted there was a conversation about potentially forming a sub-committee to discuss conditions on the agreement regarding changes in thresholds on water quality grant agreements. Mrs. Wilson asked if the commission would like to form the sub-committee. The commission discussed forming the sub-committee, concluding one wasn't necessary. Discussion ensued regarding what percentage a budget line item could change before they would want to be informed.

Motion

Commissioner Busby moved that the Environmental Commission amend the agreement with Mid Columbia Fisheries to state that prior to making changes to their budget in more than 10% per line item, they will need to come back to the commission to approve and amend the agreement. Commissioner Sledge seconded the motion. Discussion on the language to be used for the motion, the commission will take the next month to work on the language and it will be voted on next month. Commissioner Busby tabled her motion.

Jill Scheffer wanted to inform the commission that their storage shed at Helen McCabe Park was broken into and equipment that was possibly purchased by grant money was stolen.

The meeting adjourned at 6:32 pm.

Respectfully Submitted by
Alicia Winbauer
Recording Secretary (Drafted 2/18/2021)



209 North Ruby Street, Ellensburg, WA 98926

LIBRARY BOARD MEETING

Tuesday, April 13, 2021

ZOOM

PRESENT: Julie Cloninger, Andreina Delgado, Loretta Gray, Mary Holmgren, Andrea Sledge

COUNCIL LIASON: None

ABSENT: Marty Blackson, PJ MacPhaiden (technical problems)

STAFF: Josephine Camarillo

- I. CALL TO ORDER: Holmgren called the meeting to order at 3:35 p.m.
- II. Approval of the Agenda: M/S/P
- III. Approval of the Minutes: M/S/P
- IV. Citizen Comment/Suggestions: Disgruntled patron expressed unwillingness to wear a mask.
- V. Reports
 - A. Director's Report: (1) A new City Manager was hired: Heidi Behrends Cerniwey. (2) Virtual storytime has been well received. (3) Circulation is up, with a large increase in the number of physical items borrowed. Kanopy continues to be popular.
 - B. Budget Report: The Library is at 19.69%. Hal Holmes is at 15.49%.
 - C. Friends' Report: The Friends declined an offer to be given a building by Larry Nickel.

VI. Old Business

- A. None

VII. New Business

- A. The new City Manager's background was discussed.
- B. Library and HH are now in Phase 3. Both are moving forward cautiously.

VIII. Upcoming Programs/Events: (1) April 14, Baby Bounce Grab and Go Kits (2) April 21, Poetry Grab and Go Kits

IX. Unscheduled Business: The bus shelter by the Library will have artwork designed by a family who frequents the Library. The artwork highlights the importance of reading.

Next regular meeting will be May 11, 2021. Location: TBA.

Respectfully submitted,
Loretta Gray



CITY OF ELLENSBURG

Utility Advisory Committee

Date of Meeting

April 15, 2021

Time of Meeting

3:30 PM

Place of Meeting

Virtual Conference

Nancy Lillquist, Chairperson, term expires May 31, 2022

Ed Barry, Vice Chairperson, term expires May 31, 2023

Nancy Goodloe, City Council, term expires May 31, 2021

Gary Gleason, CWU, term expires May 31, 2022

Bob Johnson, KITTCOM, term expires May 31, 2023

Jim Goeben, Telecommunications Utility customer, term expires May 31, 2023

Nate Sitton, City Utility Customer, term expires May 31, 2023

1. CALL TO ORDER

Chair Lillquist called the meeting to order at 3:30 pm.

2. ROLL CALL

Members present: Nancy Lillquist, Chair; Ed Barry, Vice Chair; Nancy Goodloe, City Council; Gary Gleason, CWU; Jim Goeben, Telecomm; Bob Johnson, Telecomm; Nate Sitton, City Utility Customer.

Also present: Ryan Lyyski, Public Works & Utilities Director; Kim Caulkins, Operations Analyst; Buddy Stanavich, Power & Gas Manager; Darren Larsen, Assistant Utilities Director; Darin Yusi, Gas Engineer; Mike Helgeson, Assistant PW Director; Derek Mayo, Engineering Manager; Ben Faubion, IT & Telecomm Manager; Margaret Reich, CenterFuse; Andrew Lyons, HopeSource; Bryan Clark, Kittcom.

3. APPROVAL OF MINUTES

3.A. Approve minutes - March 18th, 2021 regular meeting minutes

Barry moved to approve the minutes. Goodloe seconded. All in favor; **motion approved.**

4. APPROVAL OF CONSENT AGENDA

Consent items have been distributed to committee members in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a committee member or at the request of a member of the public with concurrence of a committee member.

5. CORRESPONDENCE AND CITIZEN COMMENTS ON NON-AGENDA ITEMS

6. TELECOMMUNICATIONS UTILITY DISCUSSION ITEMS

6.A. Telecommunications Utility April Update

Ben Faubion presented a telecom update. After an extensive discussion around the City's strategic plan, it was decided that telecomm will hold another study session to create a draft report to be reviewed by the UAC before going to council.

7. ELECTRIC, NATURAL GAS, WATER, WASTEWATER, STORMWATER UTILITY DISCUSSION ITEMS

7.A. February sale of natural gas

Barry moved the committee make a favorable recommendation to City Council for proceeds to be returned to gas utility customers by dedicating half of the proceeds into stabilizing rates to prevent potential rate increases and half into a reserve to finance future capital Gas projects. Gleason seconded. All in favor; **motion approved.**

7.B. Spurling Court Solar Agreement with HopeSource

Goodloe moved the committee make a favorable recommendation allowing the City manager to sign the Implementation Agreement in the amount of \$30,000 between the City of Ellensburg and HopeSource for a Renewable Energy System on Low-Income Housing and authorize signing the Match Commitment Letter. Forward a favorable recommendation to City Council authorizing a carry forward of the previously adopted 2019/20 biennium budget for this \$30,000 project to the 2021/22 budget. Barry seconded. All in favor; **motion approved.**

8. INFORMATION ONLY ITEMS

8.A. Past Due Utility Accounts

Staff shared charts and graphs of past due utility accounts. Andrew Lyons mentioned HopeSource is currently setting up a program to disburse additional federal dollars received for low income utility customers.

8.B. March Groundwater Elevations

Mike Helgeson shared historic graphs of static water levels on City wells.

8.C. Public Works & Utilities Issues and Updates

Darren Larsen commented the Gas division will be replacing the rectifier anode at Walnut Street in 2021, instead of the projected 2023/2024 budget cycle. Mike Helgeson shared the water department finished their annual leak detection survey with less leaks found this year than last year.

9. NEXT MEETING

9.A. May 20th, 2021 at 3:30 pm

10. ADJOURNMENT

With no further discussion, the meeting adjourned at 5:20 pm.

Kim Caulkins

Recording Secretary
Drafted: 4/19/2021
Approved: 5/20/2021



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: June 7, 2021

Item Title/Agenda Subject: Resolution 2021-14 - 111 N Alder - Moody street tree removal

Submitted by: Gordon Crane Public Works & Utilities

Recommended Action or Motion: Adopt the attached resolution authorizing Amanda Moody to remove the aforementioned trees.

Background/Summary: Amanda Moody is requesting permission to remove two street trees at 111 N Alder Street, on the 2nd Ave frontage. Both trees are Colorado Spruce.

Tree Condition: These two trees are the last ones of what was a tightly spaced row of trees, located behind the sidewalk. Other trees in the same row have died and/or been removed, due to a variety of health and safety issues. The last tree that was removed had root failure.

These two remaining trees are in decline, with declining live foliage due to previous overcrowding and competition for light and water with adjacent trees. The westerly tree has numerous dead branches on two sides of the tree. The easterly tree is in better condition, with more live foliage. Both trees had been sheltered from the wind from upwind trees, but are now exposed to the wind.

City Infrastructure damage: none.

Tree Maintenance activity by City: none known.

Species suitability to location: Colorado Spruce are common street trees in Ellensburg, representing about 5% of all street trees. However, they not on the approved street tree list. Colorado Spruce often have large surface roots that can damage nearby walks or pavement.

Private damage claims processed by the City: None known.

Previous Council Action: None.

Analysis: Removal of the trees is appropriate. Both trees are in decline, have unbalanced crowns due to overcrowding, and adjacent trees have a history of root decay.

Financial Impact: None for the City. The cost will be borne by the applicant.

Attachments:

[111 N Alder - Moody request](#)

[111 N Alder - Moody - tree removal graphics](#)

[Resolution 2021-14 - 111 N Alder - Moody street tree removal](#)

Sent: Friday, May 7, 2021
To: Gordon Crane <craneg@ci.ellensburg.wa.us>
Subject: [Ext] Tree Removal Request

Gordon,

I would like to be able to remove 2 future hazard spruce trees at 111 N Alder St. They are declining in health and pose a safety hazard.

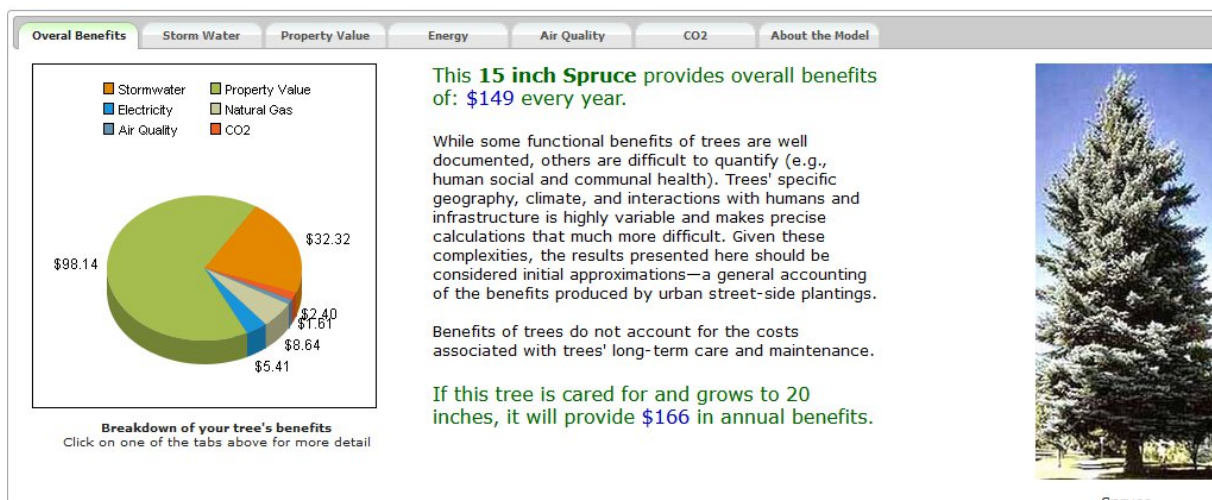
Thank you,
Amanda Moody



Two Colorado Spruce trees on 2nd Ave.

National Tree Benefit Calculator

Beta



RESOLUTION NO. 2021-14

A RESOLUTION authorizing Amanda Moody to remove two street trees at 111 N Alder Street;

WHEREAS, ECC 4.36.380 requires that any person, firm or corporation may apply for the removal of street trees, subject to city council approval, under such conditions and requirements as set forth in the Ellensburg City Code;

WHEREAS, Amanda Moody has requested permission to remove two street trees;

WHEREAS, the City Arborist has reviewed the condition of the tree and the proposed replanting of the trees, and recommends the City Council authorize removal of the trees;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ellensburg, Washington, as follows:

Section 1. Amanda Moody is authorized to remove two street trees located at 111 N Alder Street. Approval is conditioned upon Amanda Moody first receiving a Street Tree Permit and Public Works Permit from the City of Ellensburg Public Works & Utilities Department for removal of the trees at Amanda Moody's expense including removal of the stumps, and replanting two street trees from the City's Street Tree List in the City right of way in an approved location, within one year.

Section 2. A \$600 refundable deposit shall be posted prior to the issuance of the Street Tree Permit to assure replacement of the trees.

Section 3. Removal of the stumps shall be done within 30 days of the removal of the trees.

ADOPTED by the City Council of the City of Ellensburg this June 7, 2021.

MAYOR

CITY CLERK



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: June 7, 2021

Item Title/Agenda Subject: Purchase of Residential Gas Meters

Submitted by: Darin Yusi Public Works & Utilities

Recommended Action or Motion: Recommendation to Approve Quote for Purchase of Residential Gas Meters to Tri-Pacific, the lowest responsive and responsible quote, and approve the necessary budget adjustments.

Background/Summary: As aged natural gas meters near the end of their expected life span, the Gas Division proactively replaces those meters within its change-out program. In preparation for this, staff requested quotes to build the inventory for residential natural gas meters to accommodate the change-out program, utilizing the City Vendor List. The requested quote included a quantity of meters adequate for the next 2 years as the gas industry is experiencing extended lead times on materials. The typical lead time for meters is 6-8 weeks, but with COVID affecting supply, the current lead times are 24-28 weeks.

Staff received 3 responses as follows:

Meter, Valve, and Control: Non-Responsive, as items did not meet required specifications

Miners and Pisani: \$67,081.44

Tri-Pacific: \$57,621.72

Previous Council Action: None.

Analysis: Tri-Pacific provided the lowest qualified quote for the residential gas meters. It is recommended to Council that the quote be approved to allow staff to move forward with purchase of the gas meters.

Financial Impact: The gas budget includes funds for new meters and specifically calls out in the 6-year capital improvement plan funds for meter change-outs. There is adequate ending fund balance for the purchase of the gas meters. However, because of the long lead times on meters, staff is requesting to order meters for the next

2 years and requests approval to bring forward the \$20,000.00 designated for meter change-outs in 2022 by supplemental budget request.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: June 7, 2021

Item Title/Agenda Subject: Bid Award – Bid Call 2020-34 University Way and Reecer Creek Road Signalization

Submitted by: Hunter Slyfield Public Works & Utilities

Recommended Action or Motion: Award bid call 2020-34, to Colvico Inc. in the amount of \$576,207.90, the lowest responsive and responsible bidder, and approve the necessary budget adjustments.

Background/Summary: Bids were received on Tuesday May 4, 2021 for the above-mentioned project. Colvico Inc. was the lowest responsive and responsible bidder in the amount of \$576,207.90. Council is being requested to award the bid to Colvico Inc.

The project will improve the intersection of University Way and Reecer Creek Road by installing a traffic signal system. The work will include roadway excavation, grading, drainage installation, concrete curb and gutter, concrete sidewalk, ADA compliant curb ramps, guardrail placement and adjustment, traffic signal installation, illumination system adjustments, pavement markings and permanent signage. This project will bring the intersection into compliance with the City's adopted level of service standards for intersections and satisfy the traffic impact SEPA requirements of the new Kittitas County Transfer Station.

Previous Council Action: December 21, 2020 Regular Council Meeting - Council adopted Resolution 2020-38 amending the Six-Year Transportation Improvement Plan (STIP) for 2021-2026 showing the project with secured funding. Council also authorized the Mayor and staff to execute any and all necessary grant paperwork associated with this project.

Analysis: The project was advertised and bids were received as follows:

Colvico Inc.:	\$576,207.90
Neppel Electrical & Controls LLC:	\$714,861.50
Transportation Systems Inc.	\$739,892.95
Engineer's Estimate:	\$428,751.00

The low bid submitted by Colvico Inc. is above the engineer's estimate and above the amount budgeted in 2021.

Financial Impact:

The bid portion of the project is estimated to cost \$576,207.90, which exceeds the 2021 budgeted amount of \$450,000. A budget amendment will be needed to increase the Arterial Street 2021 budget by \$126,207.90 and to reflect the recently secured STBG Federal grant in the amount of \$427,309. Kittitas County will reimburse the City for total project costs which exceed the grant funding.

Attachments:

[SCJ Recommendation of Award Letter](#)



Recommendation of Award

May 17, 2021

Derrick Mayo
501 North Anderson Street
Ellensburg, WA 98926

RE: University Way and Reecer Creek Road Intersection Improvements Project – STPUS-6900(008)
Ellensburg, WA

Dear Mr. Mayo:

SCJ Alliance has reviewed the bid proposals submitted on May 4, 2021 for the subject project. Based upon the bid proposals accepted and meeting the contract requirements, we recommend awarding the contract to Colvico Incorporated in the bid amount of \$576,207.90.

If you have any questions, feel free to give me a call at (509) 886-3265.

Respectfully,
SCJ Alliance

Dan Ireland, PE
Project Manager

Cc: Mark Cook – Kittitas County Public Works



Laurie Gigstead

From: Katelyn Clavette
Sent: Thursday, May 20, 2021 2:23 PM
To: Laurie Gigstead
Subject: Helen Burrows Resignation of Senior Advisory Commission

Hello Laurie,

I have been given permission on behalf of Helen Burrows to inform you of her resignation from the Senior Advisory Commission effective immediately on May 20, 2021.

Thank you,

Katelyn Clavette

Adult Activity Center, Coordinator
506 S. Pine Street, Ellensburg, WA 98926
Phone: 509.962.7242

Laurie Gigstead

From: Brad Case
Sent: Tuesday, June 1, 2021 5:02 PM
To: Laurie Gigstead
Subject: FW: [Ext] Resignation from Parks and Recreation Commission

From: Shari Smith <sharigsmith@hotmail.com>
Sent: Tuesday, June 1, 2021 4:08 PM
To: Brad Case <caseb@ci.ellensburg.wa.us>
Subject: [Ext] Resignation from Parks and Recreation Commission

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

Brad,

Please accept my resignation as a volunteer on the Ellensburg City Parks and Recreation Commission effective immediately.

While my term expired on May 31, 2021, I had requested that I be reappointed to the position but I now withdraw my request.

Under your guidance, it has been my pleasure to serve on the commission along with each of the other volunteer commissioners. I feel a new volunteer might provide better representation of more active park users and their needs, as my park usage has decreased markedly since I first joined the commission, and I am concerned that I may not represent the community well.

I will follow all park developments with keen interest, and will appreciate the work you, your department staff, the City Council, and the commission members put into making our parks great.

Thank you,

Shari



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: June 7, 2021

Item Title/Agenda Subject: Award RFQ #R21-18 - Currier Creek and Reecer Creek Primary Extension

Submitted by: Paul Meyer Public Works & Utilities

Recommended Action or Motion: Award RFQ #R21-18 to Titan Electric Inc., the lowest responsive and responsible bidder, in the amount of \$53,991.80.

Background/Summary: The City of Ellensburg installed a conduit and vault system from the corner of Hwy 10 and Clearview Dr. heading east to Reecer Creek Rd. then north to the North West Corner of the Reecer Creek Road and West Bender Road. This conduit and vault system was installed to serve future developments along Reecer Creek Road. The scope of this project is to install primary distribution cable and equipment to serve the Black Horse and other future developments, within the existing conduit and vault system. Staff issued this project to small works contractors on Friday May 21st with bids due on Friday May 28th.

Previous Council Action: None

Analysis: The project was advertised and bids were received as follows:

- Titan Electric. Inc: \$53,991.80
- Magnum Power: \$84,396.80
- DJ's Electrical: \$141,742.00
- Palouse Power: \$261,019.53
- *Engineer's Estimate:* \$90,347.00

Financial Impact: The low bid is within the amount budgeted for the project in the Light Fund and is below the engineer's estimate.

Central Washington University

University Way Banner Request Form

Name of Event/Program: Commencement 2021

Contact Person: Lauren Zeutenhorst Phone Number: 509-952-6998

Banner Hang Dates (Monday-Sunday): June 7, 2021 thru June 14, 2021

- CWU Scheduling Center has reserved the banner dates.
Phone: 509-963-1321 or 509-963-1641, Email: schedule@cwu.edu
- This Banner is a **maximum of 30' x 52"** and a **minimum of 24' x 48"** with **3" turnback at the top and bottom of the banner that will allow steel cable to be strung through it. No grommets.**
 - We recommend that wind flaps be cut into the banner to prevent wind damage



* Example of a correctly made banner.

Provide an Example of Your Banner in the Box Below (Please fill in writing and logos)

COMMENCEMENT

Important Notes:

Banners affiliated with University business have priority. Therefore, banners from non-University groups requesting dates that conflict with a University banner may be rescheduled

If your banner does not meet manufacturing specifications, we will be unable to process your request and the banner will not be hung

The CWU Scheduling Center will not be held responsible for any weather-related damage that occurs to your banner

For more information please contact CWU Student Union Operations & Scheduling Center at 509-963-1321 or 509-963-1641.

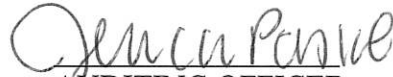
City of Ellensburg approved by: _____ Date: _____

Disapproval/Reasons: _____

Updated May 26, 2020

VOUCHER APPROVAL

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED, OR THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF ELLENSBURG, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

 6/11/2021
AUDITING OFFICER DATE

CLAIMS VOUCHERS AUDITED AND CERTIFIED BY THE AUDITING OFFICER HAVE BEEN RECORDED ON THE ATTACHED LISTING, WHICH HAS BEEN MADE AVAILABLE TO THE COUNCIL AS OF THIS **7TH DAY OF JUNE 2021**. THE COUNCIL, BY A VOTE, HAS APPROVED FOR PAYMENT THE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS:

Claims Fund			Total Amounts	
Check #'s	153196	TO	153419	\$ 1,262,901.38
EFT #'s	4848	TO	4878	\$ 1,523,511.85

Payroll Fund			Total Amounts	
Check #'s	95328	TO	95332	\$ 9,056.85
Direct Deposits	61850	TO	62073	\$ 390,394.15

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: June 7, 2021

Item Title/Agenda Subject: Board and Commission Appointments

Submitted by: Laurie Gigstead City Manager Department

Recommended Action or Motion: Consider board and commission appointments.

Background/Summary: Three people have recently applied to serve on various City boards and commissions. As directed by Council, applications are presented to Council for consideration. The attached chart shows current vacancies and applicants. Copies of the Applications for Appointment are included with the agenda report.

Previous Council Action: Daphne Condon, Ali Brown and Sigrid Davison were introduced at the May 17, 2021 Council meeting.

Analysis: There are current vacancies on the Environmental Commission, Parks and Recreation Commission and the Planning Commission.

Financial Impact: N//A

Attachments:

[B and C Agenda Report Chart 6-7-21](#)
[Board and Commission Applications](#)

Boards and Commissions	Affordable Housing Commission	Arts Commission	Building Appeals Board	Civil Service Commission	Diversity, Equity & Inclusion Commission	Ellensburg Business Development Authority Board	Environmental Commission	Landmarks and Design Commission	Library Board	Lodging Tax Advisory Committee	Parks and Recreation Commission	Planning Commission	Public Transit Advisory Committee	Senior Citizens Advisory Commission	Utility Advisory Committee
MEMBERS	7	7	5	3	7	9	7	7	7	7	7	7	7	7	7
Residency Requirements	Y	N	N	Y	Y	N	Y	Y	Y	N	Y	Y	N	N	Y
Current Members within City Limits	6	2	0	3	6	3	5	6	4	4	5	6	7	4	7
Current Members Outside City Limits	1	5	3	0	1	5	1	1	2	3	0	0	0	2	0
Current Members Outside but in UGA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VACANCIES	0	0	2	0	0	1	1	0	1	0	2	1	0	1	0
APPLICANTS															
Daphne Condon							1 st								
Ali Brown											1 st				
Sigrid Davison												1 st			

Laurie Gigstead

From: noreply@civicplus.com
Sent: Tuesday, May 4, 2021 2:52 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

Application for Appointment

Application for Appointment
For volunteering to serve on a Board or Commission

Boards & Commissions Environmental Commission

Name of Applicant: Daphne Condon

Address

Mailing Address (If
Different)

City Ellensburg

State WA

Zip 98296

Email Address

Phone Number

Length of Residence in
Ellensburg one year

Do you live within the city
limits? Yes

If applying for the Sr.
Citizens' Advisory Board, are
you at least 55 years of
age? No

Occupation Status and
Background: I am a Graduate Research and Teaching Assistant at Central
Washington University studying Cultural and Environmental
Resource Management (CERM). My thesis work involves

utility-scale solar permitting best practices in Kittitas County, Washington. Previously, I attended Western Washington University (WWU) where I received my BA in Environmental Policy with a minor in Leadership. I have held positions at the WWU sustainability club, as well functioned as Hall Council Historian where I helped to advocate for sustainability on campus. Outside of academia, I love to volunteer and assist the community, as well as learn new ways to reduce waste and live sustainably.

Organization Affiliations:

Central Washington University, Cultural and Environmental Resource Management (CERM) Master's Program.

Why are you seeking appointment?

I am seeking appointment to hopefully contribute my academic and personal knowledge the community's environmental concerns.

Will you be able to attend meetings regularly if appointed?

Yes

If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?

Boards & Commissions

Utility Advisory Commission

Boards & Commissions

Planning Commission

Email not displaying correctly? [View it in your browser.](#)

Laurie Gigstead

From: noreply@civicplus.com
Sent: Monday, March 8, 2021 1:45 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

Application for Appointment

Application for Appointment
For volunteering to serve on a Board or Commission

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Ali Brown

Address

Mailing Address (If Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 3 years this time, 2 years prior

Do you live within the city limits? Yes

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age? *Field not completed.*

Occupation Status and Background: I am currently on disability due to a chronic illness, but my background is varied. I attended CWU and majored in Psychology with a minor in sociology and criminology. As far as

occupational background, I have worked in the food service industry in both front of house and back of house, as both staff and management; I have been a teaching assistant, office assistant and been a store manager for a small retail store. The last job I had, before having to stop working, was as a nanny for an autistic boy and his sister. I have worked in all kinds of different places, which has given me an opportunity to work with people from all different walks of life.

Organization Affiliations:

I have worked with Special Olympics Washington, Rotary International, Make-A-Wish Foundation

Why are you seeking appointment?

My father grew up in Ellensburg. He has told me horror stories of how "others" were treated in this town in the 50's and 60's. I still see a very large divide here and the BIPOC community does not feel welcome, overall, here. I want to use my place of privilege to be a part of the solution.

Will you be able to attend meetings regularly if appointed?

Yes

If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?

Boards & Commissions

Parks and Recreation Commission

Boards & Commissions

Affordable Housing Commission

Email not displaying correctly? [View it in your browser.](#)

Laurie Gigstead

From: noreply@civicplus.com
Sent: Friday, March 19, 2021 12:25 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

Application for Appointment

Application for Appointment
For volunteering to serve on a Board or Commission

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Sigrid Davison

Address

Mailing Address (If Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 7 years

Do you live within the city limits? Yes

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age? No

Occupation Status and Background: I am the Associate Director, Diversity and Inclusivity at Central Washington University. In the role, I provide strategic leadership and planning to promote and strengthen diversity

and inclusiveness, build effective pathways for professional success and capacity for action in justice, equity, diversity and inclusion. Currently, I am a doctoral student at Northeastern University in the College of Professional Studies Graduate School of Education's Organizational Leadership Studies track and am anticipating graduation in 2021. For my doctoral work, I have partnered with Ellensburg High School and the principal, Beau Snow. I am ABD in Social Psychology and have a MS in Social Psychology at Syracuse University and a BA in Psychology at the University of Washington – Seattle. As a member of the Society for College and University Planning, I facilitate strategic planning development workshops and am an evaluator for the Northwest Commission on Colleges and Universities.

I have over 20 years experience in social justice and social justice education, and over 12 years' experience designing and teaching academic credit bearing courses, as well as developing, implementing and evaluating programs and workshops grounded in substantiated research and best practices of social justice education.

Organization Affiliations:

Central Washington University, Society for College and University Planning (SCUP), Northwest Commission on Colleges and Universities (NWCCU), Ellensburg High School, Washington Association of Latino Administrators and Superintendents (WALAS)

Why are you seeking appointment?

I believe that I have skills and knowledge that will significantly support an implementable pathway to advance diversity, equity and inclusion. This is work I do well and for which I have a great deal of passion. Also, this appointment would facilitate my efforts for change at CWU, and my efforts at CWU would facilitate the work I do with the commission. CWU's employees are a part of the problem, the experience, and the solution. Lastly, I am excited to take on a new challenge to work in a different industry (city government), with people for whose invested interest is personal and enduring, and who are interested in taking immediate action towards a long-term vision. Ellensburg is on the cusp of change; I would like to be a part of the effort to encourage, prepare and establish this community as an attractive place to call home, not only in a geographically and economically convenient sense, also socially and culturally.

Will you be able to attend meetings regularly if appointed?

Yes

If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?

Boards & Commissions	Planning Commission
----------------------	---------------------

Boards & Commissions	<i>Field not completed.</i>
----------------------	-----------------------------

Email not displaying correctly? [View it in your browser.](#)



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: June 7, 2021

Item Title/Agenda Subject: 2020 Police Department Annual Report

Submitted by: Ken Wade Police

Recommended Action or Motion: No Action Needed

Background/Summary: The Police Department has released its 2020 Annual Report to the public and City Council for review. The Police Department has a long history of producing an annual report to inform our community what we do on an annual basis. Additionally, the annual report highlights individual employee achievement, community-policing initiatives and provides a transparent look into departmental operations and activities.

There have been several changes made to this year's annual report. In the past, we published crime statistics from our internal records management system. Although that provided accurate crime statistics, it did not provide comparable data, meaning the definitions may not be consistent across the state or nation. In order to provide better information, we will be utilizing the FBI's NIBRS Crime statistics, which will come out later in the year. When the NIBRS information is published, we will provide a crime report comparing historical crime statistic.

Previous Council Action: N/A

Analysis: This past year we faced many challenges which, included the completion of the facility remodel, the COVID pandemic, and the social justice movement.

It was also a year of accomplishments. During 2020 the department created a new mission statement, re-focused our vision statement, and identified our goals and objectives, which we included in our newly developed Operation Plan. Officer Daniel Ashby was selected as the 2020 Officer of the Year, an award selected by officers and sergeant of the department. This award looks at the overall contributions an officer made towards policing in the Ellensburg community. Also, the Chief's

Award went to the entire police department. The Chief's award looks at those who went above and beyond in their service to the department and the community. Although we faced many challenges during 2020, our officers came to work every day. We still handled every call, investigated every crime, rendered assistance to everyone in need, not to mention processing every public disclosure request, processing weapons transactions, and cared for the domestic pets that entered our shelter.

In addition to meeting the numerous challenges created by the pandemic, we also successfully completed our Washington Association of Sheriffs and Police Chiefs 2020 accreditation audit with no negative findings. We are 1 of 60 accredited law enforcement agencies in the state and the only accredited agency in Kittitas County. In addition to the state accreditation, we were also certified by the United States Department of Justice as meeting all standards of the Safe Policing for Safe Communities program, established by Presidential Order # 13929.

Response to Resistance: As we have presented during past annual reports, how we respond to resistance or assaultive behavior is with either implied force or actual force. As an example, drawing a weapon or Taser and pointing it at the suspect is implied force; striking with a fist, applying the Taser or shooting an individual is actual force. We are all aware of the nation's attention on police reform is focused on how police respond to these situations. As we prepared our annual report the Washington State Legislature introduced and subsequently passed HB5259, which created a standardized tracking and reporting process. Although the statewide reporting to the Attorney General will not begin until 2022, we decided to begin with the 2020 data. Of the 13 categories of force, we reported in three categories for an overall total of 4 incidents. One involved drawing and pointing a firearm, one involved applying a Taser, and 2 instances where officers used a part of their body to physically strike a person. To put this into context, of the 15,142 calls we responded to in 2020, we used reportable force 4 times (.03%). In 2020 officers were assaulted 9 times, one requiring medical attention. In all incidents there were no serious injuries, hospitalizations or deaths.

Complaints: The Ellensburg Police Department accepts all complaints involving any member of the department and complaints about the department itself. During 2020, the department received 11 complaints. Each was shared with the involved employees, investigated and reviewed by the administration for violations of policy or law. At the conclusion of each investigation, the findings are shared with the complainant. Of those complaints filed in 2020, all eleven were determined to be unfounded. Being unfounded means there was insufficient evidence to show a violation of policy occurred. This does not mean that there was nothing done. We learn from every contact and we make adjustments to better serve our community. We appreciate our community. In addition, we will continue to provide the best in police services.

Specific Division Services: The patrol division's primary responsibilities are responding to calls for police services, investigations, proactive crime reduction, school security and traffic enforcement. They are the public face and the largest division of the department. Even though there were restrictions in place patrol officers still handled 15,142 calls, down only slightly from the 15,518 calls handled in 2019.

The detective division is responsible for significant investigations, follow-up investigations and proactive criminal investigations such as drug trafficking and gang crimes. During 2020 they were responsible for 187 investigations, the most serious being a homicide.

Code Enforcement plays a vital role in quality of life concerns and in keeping our community healthy. Code's efforts were significantly impacted by the COVID restrictions last year.

Animal Control's primary responsibility are animal complaints and sheltering in Ellensburg and by contract, shelter services for Kittitas County. COVID also had a significant impact with our response to animal complaints and the overall shelter operations, however; moving our pet licensing to an online process in 2019 allowed for uninterrupted access to 2020 and 2021 licensing. Shelter staff were creative in managing the needs of the animals under their care. Our partnerships with

animal rescues and adoption services from western Washington also helped.

The Reserve Program. The reserve academy is a joint program involving the Kittitas County Sheriff's Office and our department where law enforcement training, developed and approved by the Criminal Justice Training Commission, is taught over several months. Only a couple of weeks into the 2020 reserve academy, COVID restriction took effect shutting down our in-person classroom training. An online solution was developed and we were able to successfully finish the class. In total the reserves volunteered 1576 hours.

The Records Division did an outstanding job adjusting to a work-from-home environment. The responsibilities of the criminal justice system does not stop due to a pandemic and public safety agencies are still required to enter warrants, conduct backgrounds for pistol transfers, enter court orders and track and process police reports. We were also fortunate to bring back former employee Renee Moore to the records division. Having spent 9 years in the position previously, her transition back was easy.

Training is another topic often discussed with regards to police reform. Although the COVID restrictions forced the cancellation of most in-person training, we were still able to average 57 hours of training, which is over twice as many hours as the 24 required for certification. These restrictions also caused us to pause our specialized training program which was scheduled to occur June 2020 involving police relations with the LGBTQ community, taught by Seattle Police Officer Jim Ritter (retired). I am happy to report we recently completed this training and it was very well received. We partnered with CWU Police to bring this training to Ellensburg and all commissioned officers and deputies in Kittitas County were invited.

One of the 2019 legislative requirements for police training involved the creation of the Patrol Tactics Course. This course covers a variety of reform topics and is focused on strategies to reduce resistance and gain cooperation and compliance. There were a very limited number of instructors selected for this program and we were fortunate to have Sgt. Brett Koss

chosen.

In summary, 2020 was a difficult and challenging year but we worked hard to meet the community's needs. We will continue to look for ways to improve our service and build trust in our community.

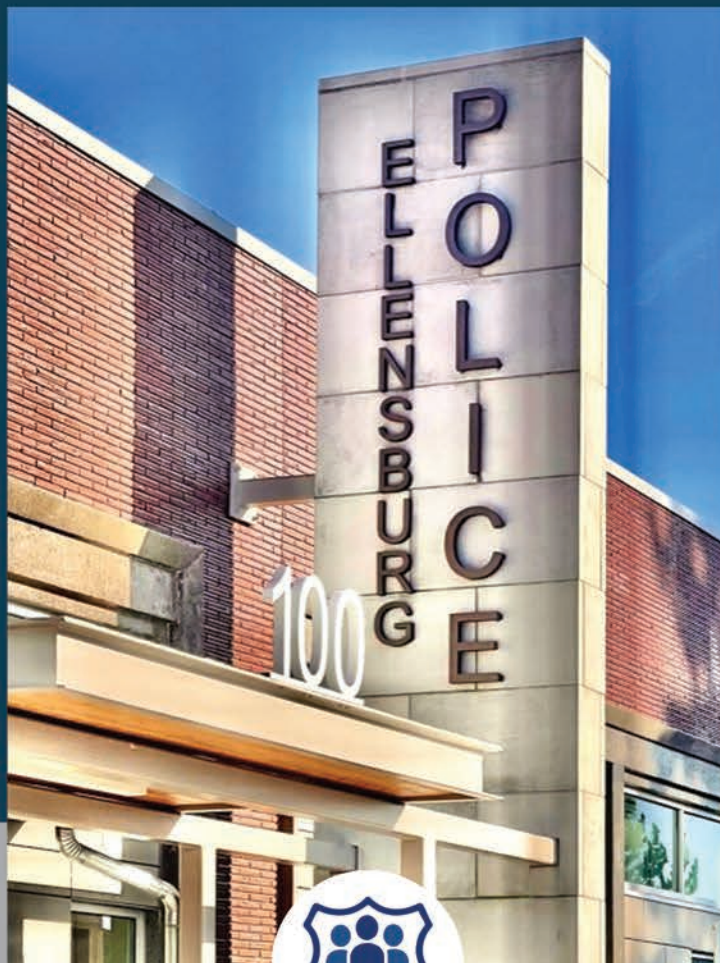
Financial Impact:

None

Attachments:

[2020 EPD Annual Report](#)

2020



ELLENSBURG POLICE DEPARTMENT REPORT

SERVICE IS OUR PURPOSE



MISSION

The Ellensburg Police Department's Mission is to provide our community with efficient, effective and ethical police services through relationships with our public, businesses and educational communities, and law enforcement partners.

VISION

Our vision is to protect our citizens and improve the quality of life for all of those in our community by providing excellence in professional law enforcement through our commitment to transparency, compassion and honor of our service.

GOALS & OBJECTIVES

- To reduce crime and improve traffic safety within our community.
- To provide quality community services.
- To provide leadership and resources.
- To build trust within our community.



Officer Daniel Ashby

OFFICER OF THE YEAR

Officer Daniel Ashby has been chosen as the 2020 Ellensburg Police Department Officer of the Year.

Officer Ashby's outstanding level of calls for service as well as his pro-active approach to his daily patrol activities, his attention to detail,

can-do attitude and his high level of professionalism have enabled him to interact well with the community and his co-workers alike.

Officer Ashby continues to place an emphasis on traffic related public safety which has made a positive impact in the City of Ellensburg.

CHIEF'S AWARD

2020 challenged the men and women of the Ellensburg Police Department like no other. The construction of the new police department and the moving of our office space, the COVID-19 pandemic, employee and community health planning while still providing public safety services, and the social justice movement and activities, were all challenges to our community, which all members of the police department handled throughout the year. Each

placed a huge strain, both physically and mentally on all members. It is because of the contributions each member of the department made to our community that I award the Chief's Award to all members of the department. Each person faced both professional and personal difficulties and did so without complaint. Thank you for your service. You are a shining example of a public servant and a valuable member of the city of Ellensburg.



Chief Ken Wade

FROM THE CHIEF

A YEAR OF CHALLENGES

» Major events test department's resilience

To the Honorable Mayor, Ellensburg City Council and the Ellensburg Community, I present the 2020 Ellensburg Police Department Annual Report

This past year has presented many challenges for the community and the department. The police department has never encountered so many major events in a single year with each requiring a department-wide response.

First was the police department remodel, which started the year with a move from the old portion of the building into the completed phase 1 section. Six months later we moved into the completed phase 2. The completion of the facility occurred in the fall and we are very grateful to the community and council for providing us such a wonderful facility that gives us an outstanding workplace with the capability to meet our current and future needs.

Along with the rest of the world, we faced the COVID-19 pandemic. This began near the end of January for the police department when we met with members of Central Washington University and our community healthcare partners to develop an operational plan. Throughout the year we have dealt with a variety of ever changing issues all focused on providing service to our community, while keeping our officers and staff safe and healthy. We were challenged to develop a plan for an infectious pandemic that our nation was not prepared for. Our partnerships, planning, management and communication were key to the success of preventing wide spread infection amongst our staff. Throughout this pandemic, we continued our work of responding to calls and keeping our community safe.

The social justice/ anti-police movement came along in early June. We have always been supportive of equal rights, building relationships within our community, ensuring an appropriate response to resistance is applied

and transparency/accountability. We ensured the safety of all those who chose to voice their personal or political opinion and we remained neutral and focused on our public safety mission.

This past year also brought with it our Washington Association of Sheriffs and Police Chiefs (WASPC) Accreditation, the only statewide accrediting organization in Washington. Accreditation contained 18 chapters covering 137 individual standards. The inspection consists of a detailed policy and practice review which includes an on-site inspection and interviews of staff. This a big project and I am very proud to report we had no negative findings. Additionally, we were certified by the United States Department of Justice as meeting all the standards of Safe Policing for Safe Communities, established through President Trump's Executive Order No. 13929.

This has also been a very violent year with one homicide, two non-fatal stabbings, five drive-by shootings, 24 aggravated assaults plus nine assaults on officers. Weapons complaints and overall gang activity has drastically increased over previous years.

You will notice changes to our annual report this year. In past years, we published crime statistics from our internal records management system. Although this provided accurate crime statistics it did not provide comparable data, meaning the definitions may not be consistent across the state or nation. In order to provide better information, we will be utilizing the FBI's NIBRS Crime statistics, which will come out later in the year. When the NIBRS information is published we will provide a crime report comparing historical crime statistics.

It continues to be an honor serving our community and we look forward to the challenges we face in the coming years.

Chief Ken Wade,
Ellensburg Police Department



USE OF FORCE

RESISTANCE RESPONSE

» Senate Bill 5259 has become newest law

The 2021 Washington State Legislature is in session during the preparation of this year's annual report. One piece of legislation moving forward is Senate Bill 5259, which creates a reporting procedure to the Washington State Attorney General's Office on law enforcement's response to resistance. Here is the department's report:

- Fatality occurred in connection with the use of force; **EPD had none**

- Great bodily harm occurred in connection with the use of force; **EPD had none**

- Substantial bodily harm occurred in connection with the use of force; **EPD had none**

A law enforcement officer:

- Discharged a firearm at or in the direction of a person; **EPD had none**

- Pointed a firearm at a person; **EPD had one (1)**

- Used a chokehold or vascular neck restraint; **EPD had none**

- Used an electronic control weapon including, but not limited to, a Taser, against a person; **EPD had one (1)**

- Used oleoresin capicum spray against a person; **EPD had none**

- Discharged a less lethal shotgun or other impact munitions at or in the direction of a person; **EPD had none**

- Struck a person using an impact weapon or instrument including, but not limited to, a club, baton, or flashlight; **EPD had none**

- Used any part of their body to physically strike a person including, but not limited to, punching, kicking, slapping, or using closed fists or feet; **EPD had two (2)**

- Used a vehicle to intentionally strike a person or vehicle; **EPD had none**

- Used a dog by releasing it from the physical control of the law enforcement officer or had under the law enforcement officer's control a canine that bites a person. **EPD had none**

This past year was a violent year for the Ellensburg Community with five shootings, one of which resulted in a death and two stabbings — a 125% increase over 2019 — and nine assaults on officers. Out of 15,142 police contacts in 2020, the Ellensburg Police Department had four uses of force based on the above listed criteria.

What this new law has not changed is our commitment to investigate and analyze every response to resistance.



REVIEW OF COMPLAINTS

The Ellensburg Police Department accepts all complaints involving any member of the department and complaints about the department itself. During 2020, the department received eleven complaints. Each was shared with the involved employees, investigated and reviewed by the administration for violations of policy or law. At the conclusion of each investigation the findings are

shared with the complainant. Of those complaints filed in 2020, all eleven were determined to be unfounded, meaning there was insufficient evidence to show a violation of policy occurred. This does not mean that there was nothing done. We learn from every contact and we make adjustments to better serve our community and continue to provide the best in police services.



PATROL

OFFICER DUTIES ARE VARIED

» Patrol officers are public's first resource

There are 21 officers assigned to the Patrol Division. When fully staffed 20 are assigned to four patrol squads with five officers on each squad. Patrol squads work a 12-hour shift ranging from 7a.m. to 7p.m. or 7p.m. to 7a.m. It's important to point out that this is an optimum staffing schedule but due to vacancies, vacation, training and sick leave, full staffing levels are not always realized. The Operations Captain oversees Patrol and works closely with the Patrol Sergeants to achieve the Department's goals and objectives. The full-time School Resource Officer is assigned to the Patrol and supplements the day shift squads when school is not in session.

The Ellensburg Police Department relies on officers to fulfill several roles within the Department. We don't have a designated Crime Scene Investigation Unit, Community Policing Unit, Traffic Unit — the list could go on. We have highly-trained police officers who fulfill each of these functions along with other responsibilities. Officers are expected to investigate crime scenes, participate in community outreach programs and conduct traffic enforce-

ment. Their duties include patrolling around local schools and neighborhoods and responding to a variety of calls for service ranging from noise complaints to family violence. The basic nature of an officer's job is both the most exciting and most dangerous because they never know what the next dispatched call or encounter will be. They must be alert at all times for their safety and the safety of the community they serve, while at the same time being an approachable servant to the citizens of Ellensburg. Patrol Officers can't be the solution for every need in the community but they are often the first resource to respond to a crises or need within the community.

"The police at all times should maintain a relationship with the public that gives reality to the historic tradition that the police are the public and the public are the police; the police are the only members of the public who are paid to give full-time attention to duties which are incumbent on every citizen in the intent of the community welfare."

-Sir Robert Peel





Sgt. Cameron
Clasen



Detective
Derek Holmes



Detective
John Bean



Detective
Ryan Potter



Detective
Ryan Shull

DETECTIVES

SPECIALIZED INVESTIGATORS

» Five-man unit suss out city's major crimes

The detective unit for the Ellensburg Police Department consists of five officers. Two act as generalist detectives, two as anti-crime detectives and one as a supervisor sergeant. Detectives receive additional specialized training each year to give them the skill set to handle these types of investigations.

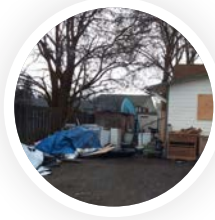
In 2020 the unit handled 187 investigations. Those included a variety of investigations such as missing persons, runaway juveniles, child assaults, sexual assaults, fraud, shootings and homicides.

The anti-crime detectives primary focus is drug related crimes. Along with investigating the sale and delivery

of controlled substances, they investigate related crimes such as theft or trafficking in stolen property. Anti-crime detectives investigate gang activity occurring in their jurisdiction including drive-by shootings and gang graffiti. They assist generalist detectives in investigating larger scale investigations when they occur.

The two generalist detectives are Detective Ryan Shull, who has been in the unit for nine years, and Ryan Potter, who is new to the unit. John Bean is in his fifth year as an anti-crime detective and Derek Holmes is in his second year. The unit is supervised by Sgt. Cameron Clasen who joined the unit in 2019.





CODE ENFORCEMENT

IT'S ABOUT EQUITY, SAFETY

» Education and assistance offered by officers

The Ellensburg Code Enforcement Division is made up of three limited commissioned officers. These Officers are responsible for enforcing the City of Ellensburg parking and nuisance ordinances which can be found on the City's website at www.codepublishing.com/WA/Ellensburg/#!/EllensburgNT.html.

The Historical Downtown is one of the main concerns for parking enforcement. The city allows three hours of free parking in the downtown to assist downtown businesses that have limited parking. Another parking concern for Code Enforcement is the Residential Parking Zones (RPZ) near Central Washington University. The purpose of the RPZ is to alleviate the parking congestion in the neighborhoods surrounding CWU. Many of the residents in these areas do not have off street parking and the RPZ ensures there is ample parking for the residents and their guests. Code Enforcement also looks for other parking violations such as being parked too close

to fire hydrants, stop signs and crosswalks as well as no parking zones.

In addition to parking, officers also enforce the Ellensburg City Code that includes tall grass, weeds, snow removal and proper garbage disposal. The purpose behind these codes is to create and maintain a safe and healthy environment for the citizens of Ellensburg. Some of the nuisances are complaint based but most are observed by our officers who patrol the city looking for these violations. Officers are able to handle a vast majority of these code violations through education and assistance from the property owner and/or responsible person to address the violation.

Officers can also help with abandoned vehicles, junk vehicle affidavits and vehicles blocking public and private driveway access. You can contact the Code Enforcement Office, Monday through Friday 8 a.m. to 5 p.m. by phone at 509-962-7282 or by email at parking@ci.ellensburg.





Shelter Manager
Paula Hake



ACO
Kimberly Henle



ACO
Heidi Monson



Shelter Aide
Tanya Davis

ANIMAL SHELTER

SMALL SHELTER, BIG HEARTS

» Responsible pet ownership encouraged

The Ellensburg Animal Shelter is a small shelter with limited space. Two full-time animal control officers along with one full-time manager and two part time shelter aides make up the Animal Shelter and Control Division.

The shelter takes in stray, neglected, abandoned and law enforcement impounds. Owner surrendered animals are accepted when space allows. The shelter office is open by appointment only at this time due to Covid-19, but staff is available Monday through Saturday to assist the public. The animals are given care and maintenance seven days a week.

Shelter staff promotes responsible pet ownership while enforcing the laws pertaining to animal control. Each day the staff has a multitude of duties both including daily maintenance of shelter animals, collecting impounds, licensing and boarding fees, releasing pets to owners, data entry, report writing and animal adoptions.

Shelter personnel also patrol the city for stray or injured animals, investigate suspected cases of animal cruelty, handle state mandated bite quarantines, protect citizens from vicious animals and respond to a variety of other animal related citizen complaints. Staff acts as advocates for the neutering or spaying of all companion animals.

In 2020 the shelter took in 379 animals, which is down from the usual annual amount of more than 500. This is due to the COVID-19 shutdown. The majority of animals were either reunited with their owners,

adopted or transferred. To ensure there is available kennel space for the revolving door of strays and law enforcement impounds, around half

of the shelter animals are transferred to adoption based organizations on the west side of Washington State. The Ellensburg Shelter partners with The NOAH Center in Stanwood, Seattle Humane in Bellevue and Homeward Pet in Woodinville. Nearly every week NOAH and Seattle Humane visit Shelters and Humane Societies in Eastern Washington to meet dogs and cats available to transfer. When animals are accepted by Homeward Pet, volunteers drive them to Woodinville. Through hard work, dedication and the transfer program the euthanasia rate at the Ellensburg Animal Control Shelter in 2020 was 2%.

When animals are adopted from our shelter the price of adopting a pet includes a pet license (when applicable), a veterinary health exam, a series of vaccinations and the spaying or neutering procedure to guard against contributing to pet overpopulation.

ANIMALS TAKEN IN - 379
NUMBER OF ADOPTIONS - 177



Briley Cameron



Isaac Sandoval



Jared Watson

RESERVES

VIRUS AFFECTS NEW CLASS

» Department still able to add more officers

In 2020 the Ellensburg Police Department reserve program was affected by Covid-19. The virus struck while a new reserve class was in the academy. The academy was put on hold for a few weeks and then resumed via online meetings. Fortunately the department was able to add three new reserve officers from the academy — Isaac Sandoval, Briley Cameron, and Jared Watson. The program also picked up a lateral reserve from the Kittitas County Sheriff's Office, Nathan Rawson.

The incumbent reserve officers each received at least 24 hours of training, which was difficult due to the pandem-

12 RESERVE OFFICERS IN 2020
TOTAL HOURS WORKED - 1,576

ic. Trainees managed by using online meetings, which included presentations and video of patrol incidents. Overall the department has a great reserve cadre of officers. They are all citizens of the community. Reserve officers range in age from 21-years-old to people in their 50s. Some reserves

want to make a career of law enforcement and there are some who are professionals who volunteer their time to serve the community. We are lucky to have a strong representation of school district employees who also reserve with us. It helps the School Resource Officer program and helps keep the children of the community safe.





RECORDS

TRACKING INFORMATION

» Clerks are department's public assistants

When entering the Ellensburg Police Department, whether to file a report with an officer or fill out a public records request, the first person you will see is a Records Clerk. As your first point of contact with the Department, Records Clerks will direct you to the appropriate forms, departments or officers to best assist you — whether by phone, e-mail or in person.

Every record, report, ticket or document handled or generated by the department

will make its way to Records. Records Clerks are then responsible for data entry, transcription of recordings, dissemination of confidential information and gathering and

CONCEALED PISTOL LICENSES – 202
PISTOL TRANSFERS – 1050
WARRANTS ENTERED – 305
COURT ORDERS ENTERED – 126
PUBLIC DISCLOSURE REQUESTS – 1,226
REPORTS PROCESSED – 4,852

reporting statistics. In addition to these tasks Records Clerks also fulfill public disclosure requests, concealed pistol license applications and processes ticket payments, just to name a few. Information to the National Incident Based Reporting System

is submitted monthly for further crime analysis.

WELCOME BACK



Records Clerk
Renee Moore

In September 2020, the Ellensburg Police Department welcomed back Renee Moore as our new Full-Time Records Clerk. Renee began her law enforcement career in 1999 with the Union Gap Police Department. She also spent time as a law clerk with the Kittitas County Sheriff's Office before arriving at EPD where she worked as

a Records Clerk from 2005-2014. Though she left EPD for a few years to pursue other interests, she always knew EPD was where she belonged and we are thrilled to have her back! Outside of EPD, Renee enjoys camping, gardening, antiques and spending time with her family, friends and fur babies.



TRAFFIC SAFETY

GOAL: STOP INJURY, DEATH

» Target Zero is used as an educational tool

The Ellensburg Police Department is an active partner with Target Zero, Washington State's Strategic Highway Safety Plan. The goal of this plan is to have zero deaths and zero serious injuries by 2030.

One of our officers is a Target Zero liaison who helps coordinate Target Zero's high visibility enforcement (HVE) campaign in conjunction with other law enforcement agencies in the county. HVE campaigns include seatbelts, distracted driving and driving under

the influence.

The department also has an assigned traffic safety officer who is focused on traffic enforcement. Last year the department bought a vehicle that is dedicated for traffic enforcement and safety use only. The department also utilizes motorcycles for traffic enforcement and is looking to add additional certified motorcycle officers in 2021.

For more about the program go to targetzero.com.





TRAINING

CONTINUED EDUCATION

» Department maintains high standards

The Ellensburg Police Department has prioritized training as a means to better equip our officers to deal with the difficult and quickly unfolding incidents they deal with on a daily basis. The state of Washington Criminal Justice Training Commission mandates officers receive 24 hours of training every year. Even in 2020, which saw most training canceled due to the pandemic, Ellensburg commissioned officers averaged 57 hours each. In 2019, the average was higher still.

In 2018, the voters of Washington State passed initiative 940. The initiative dictated that officers should receive further training on de-escalation, mental health and first aid. Upon completion of the rule making process and curriculum development, the Washington State Criminal Justice Training Commission began training the instructors on this curriculum and the Ellensburg Police Department was among the first departments

sending instructors to training. We held our first training of our officers in the fall of 2020. All Ellensburg Police Department officers will be trained on this curriculum before the first half of 2021. We continue to send officers and investigators to specialized, topic-specific training in addition to state mandates, as we believe educating our officers in the best industry standards is the means by which we most closely match the expectations of our constituency.

Ask our officers about their I-940 training and they will tell you about the topics of time, distance and shielding, mental health and de-escalation. They will continue to be very well prepared to respond to anything they are called upon to handle. We are proud of their leadership in their industry with regard to helping all communities within Ellensburg, who struggle with difficulties in their lives.



Sgt. Brett Koss

NEW TRAINING INSTRUCTOR

Washington State passed I-940 which directs law enforcement officers, “to obtain violence de-escalation and mental health training so they are better prepared to resolve conflict without the use of physical or deadly force.” The law requires officers to complete 24 hours of training from a patrol tactics instructor.

The Ellensburg Police Department sent Sgt. Brett Koss to the 80 hour Patrol Tactics Instructor class to become a certified trainer. Instructors are required to conduct

annual trainings to provide training to officers of their home and neighboring agencies.

The Ellensburg Police Department began the process of having all its officers attend the Patrol Tactics course by running a joint class with the Kittitas County Sheriff’s Office in the fall of 2020. The class includes practical exercises, de-escalation techniques and review of case law and legal authority. All officers are scheduled to complete the training in 2021.



Unity Park Update Presented to City Council June 7, 2021



Google Earth

What's Been Accomplished So Far

Property Acquisition

Agreement with Walker | Macy to
develop concept plans

Initial Public Participation & Input

Development of Concept Plans &
Preliminary Cost Estimates

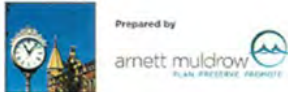
Secured Grant Funding to Remove
Drive Thru Structure

Property Acquisition





Downtown Market Study and Economic Development Plan
ELLENSBURG, WASHINGTON



Prepared for
City of Ellensburg Lodging Tax Commission
Ellensburg Downtown Association
Ellensburg Business Development Authority
Kittitas County Chamber of Commerce



City of Ellensburg
**CITY OF ELLENSBURG PARKS & RECREATION SYSTEM
COMPREHENSIVE PLAN UPDATE
2016**



City of Ellensburg
**Tourism Strategic Plan
2020-2024**



Prepared by:
Jay Ray
525 Dock Street, Suite 205
Tacoma, Washington 98402

2019

City of Ellensburg
Her 2021 Tourism Strategic Plan





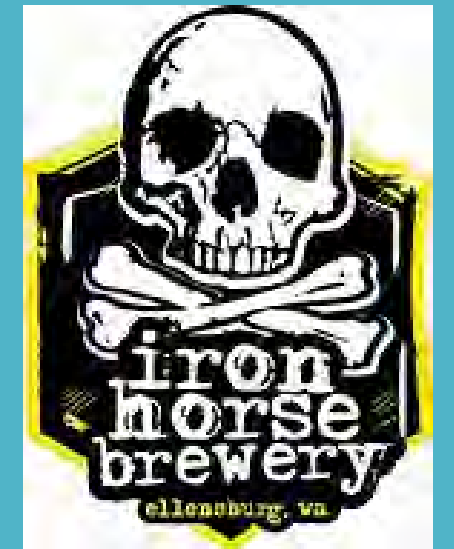




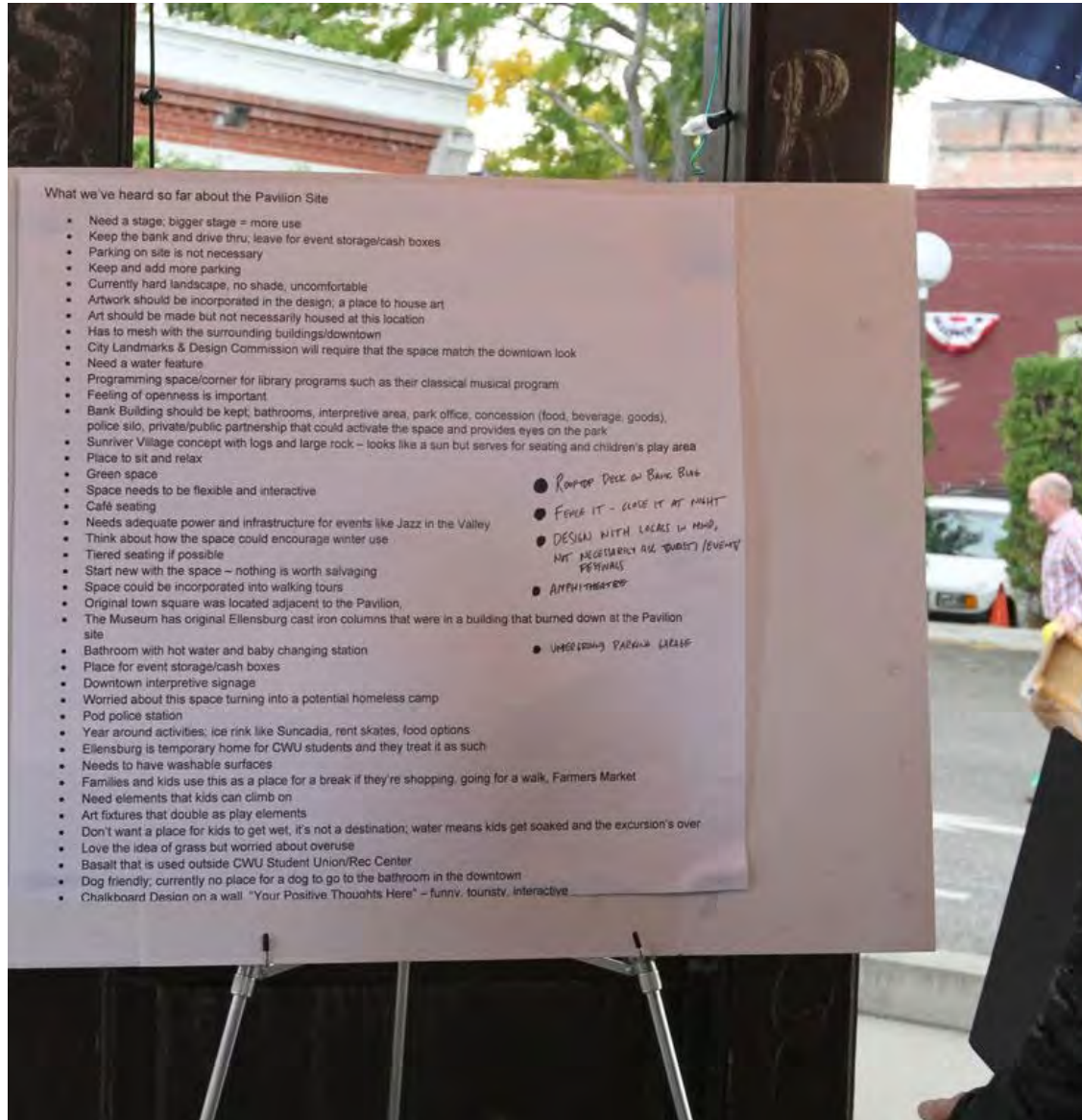
Public Participation and Input



Stakeholders Meetings October 2018









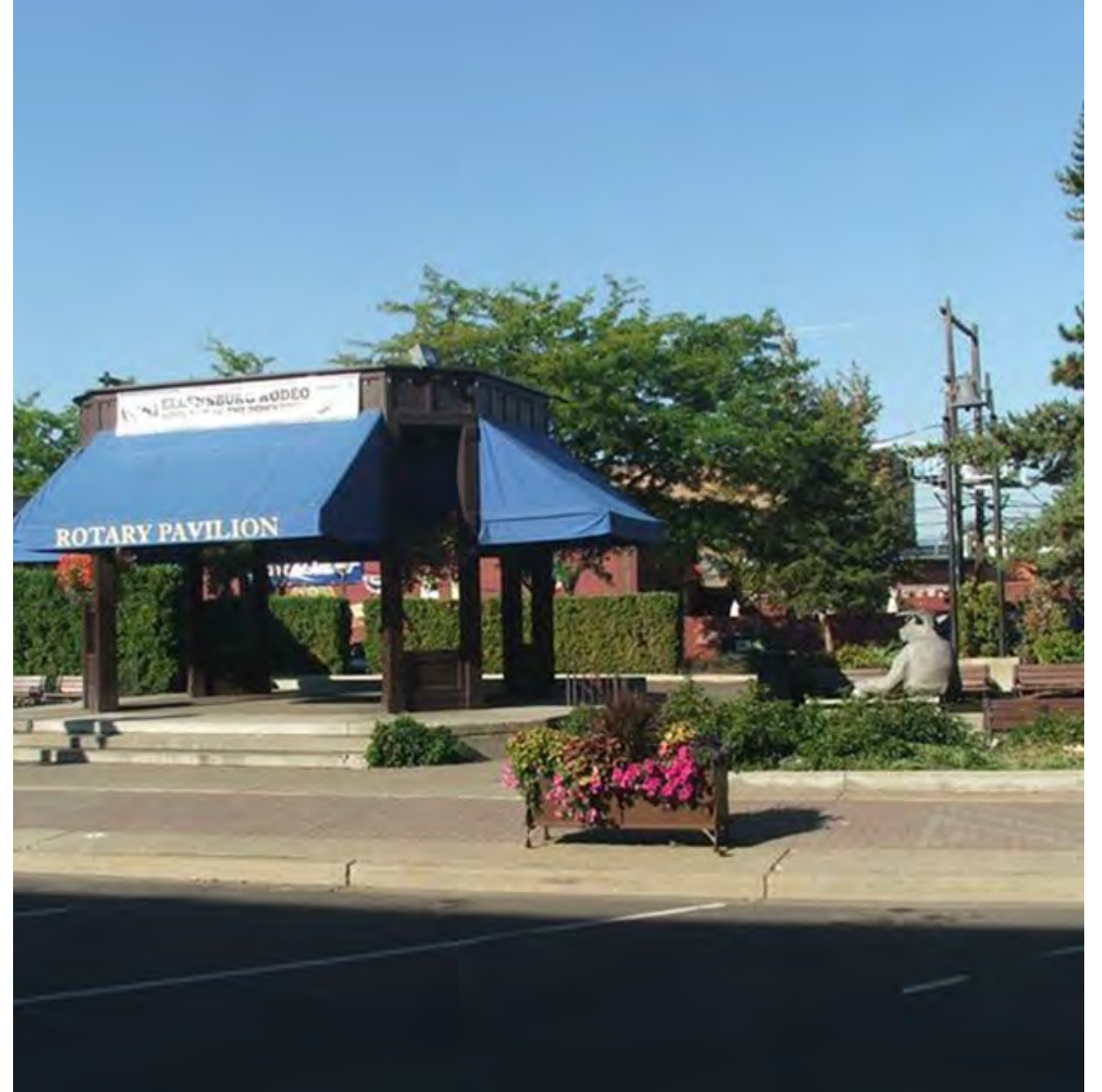
Imagine Ellensburg's Town Center

right in the heart of Ellensburg

What's your vision for the future use of the public space located at 4th Avenue and Pearl Street?



What We Heard



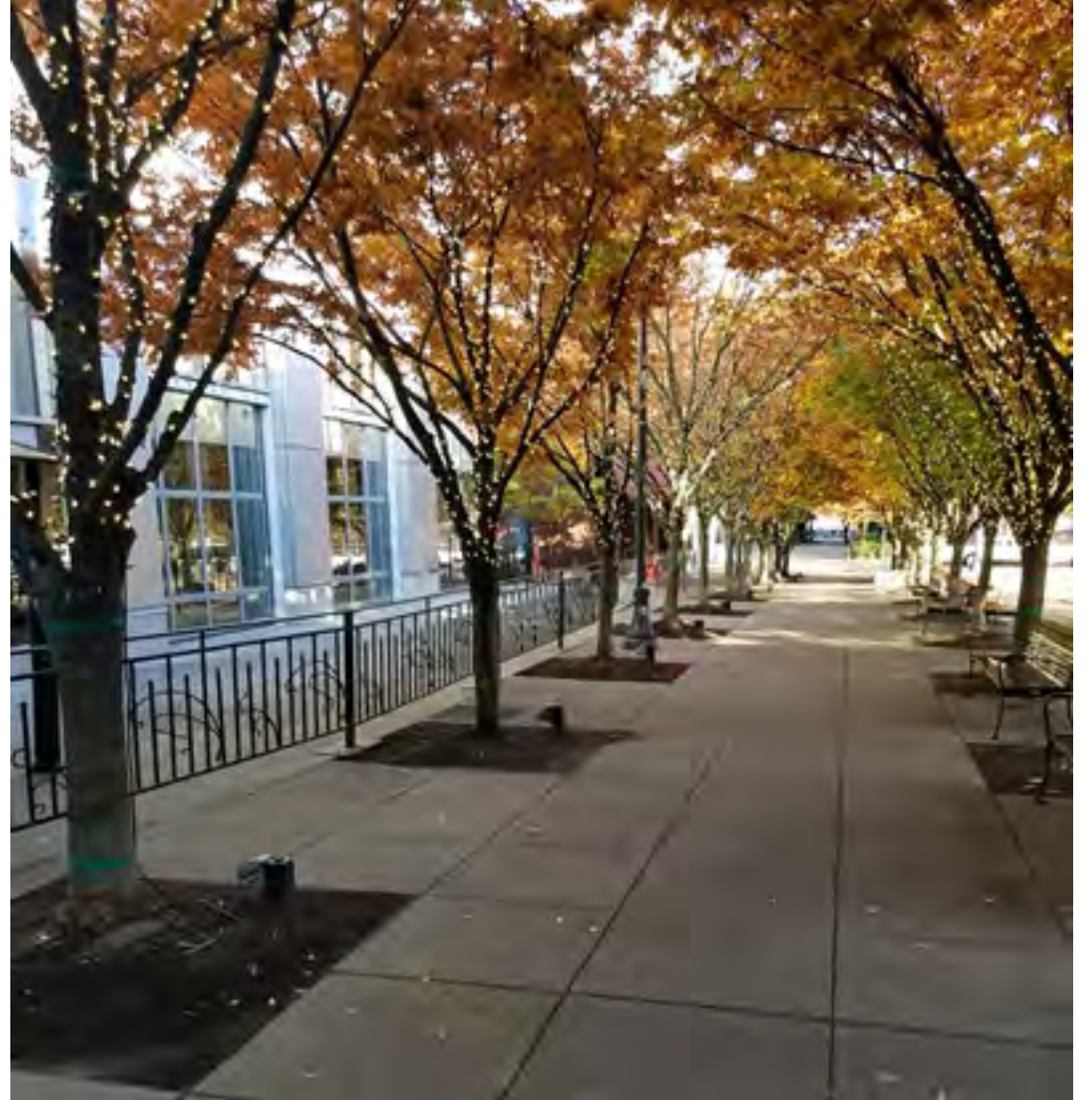








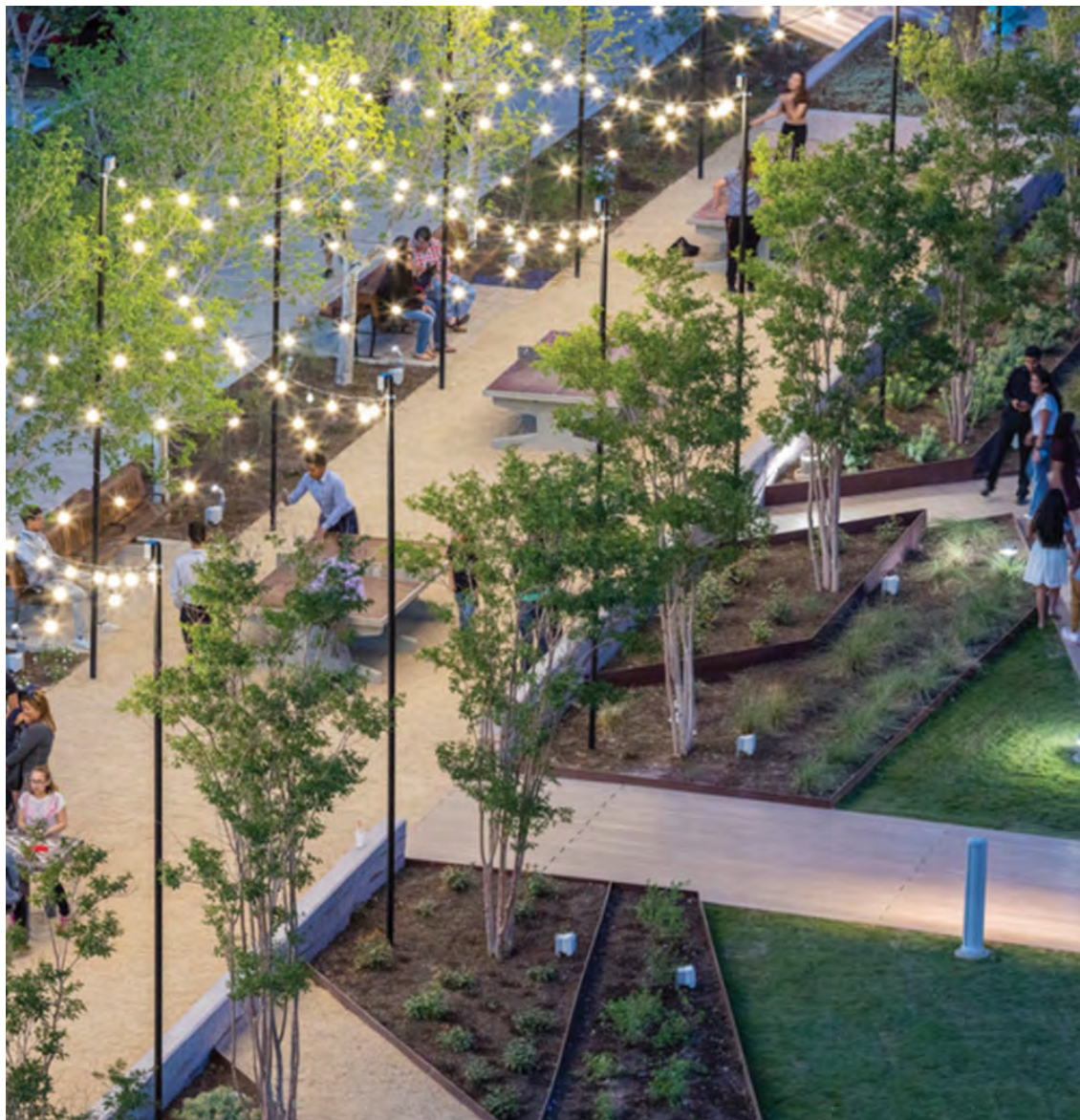






















CONCEPT DESIGN 1



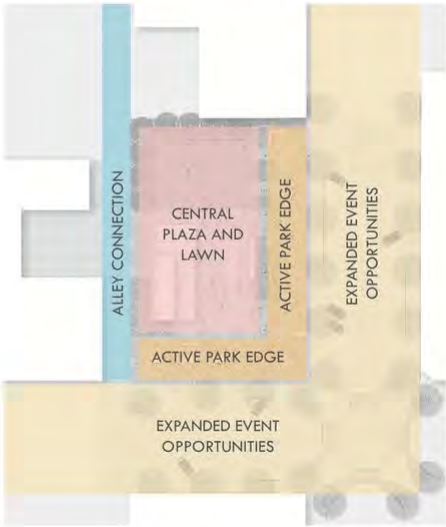
CONCEPT DESIGN 2



CONCEPT DESIGN



CONCEPT DIAGRAM



PRECEDENT IMAGES



CONCEPT DESIGN

ROTARY PAVILION PARK
City of Ellensburg, Washington



Partners and Roles Going Forward

Boards & Commissions

Parks & Recreation Commission

- Consultant Selection for final design (if necessary)

- Approval of Final Design

Landmarks & Design

- Participate in park planning final design process; provide feedback on elements specific to architectural design and appearance

Council

- Approval and adoption of final plan

Public

- Providing additional input on the plan and design elements

Ellensburg Downtown Association

- Assist the City in getting communication out to the downtown businesses about park development and design

- Look for opportunities to partner with or assist the City in securing funding for park development

Final Steps

Authorize

Bring back a professional services contract to finalize the Unity Park Master Plan and prepare construction documents.

Adopt

Finalize and Adopt Master Plan

Fund &
Construct

Continue to work with project partners to identify funding sources for park development

Questions?





CITY COUNCIL AGENDA REPORT

City Council Meeting Date: June 7, 2021

Item Title/Agenda Subject: Public hearing (legislative) to adopt a Resolution amending the City's Six-Year Transportation Improvement Plan (TIP) for 2021-2026 and revising a grant funded project.

Submitted by: Josh Mattson Public Works & Utilities

Recommended Action or Motion: Adopt the proposed Resolution amending the TIP for 2021-2026 and authorize the Mayor and staff to execute any and all necessary Surface Transportation Block Grant (STBG) grant paperwork associated with the 'Pfenning Road Shared Use Pathway' project.

Background/Summary: Staff recently received confirmation of additional STBG Regional Federal Funds for the University Way and Reecer Creek Road Signalization project and secured federal STBG Transportation Alternatives (TA) Set-Aside Program funding for the 'Pfenning Road Shared Use Pathway' project. In addition, additional grant funding has been secured the University Way and Reecer Creek Road Signalization project

Staff would now like to amend the resolutions which previously approved and amended the City of Ellensburg's current 2021-2026 Six-Year Transportation Improvement Plan (TIP), to show that funding has been secured for the Pfenning Road Shared Use Pathway project and additional funding has been secured for the University Way and Reecer Creek Road Signalization projects..

In addition, staff is requesting Council to authorize the Mayor and staff to execute the necessary grant paperwork associated with the Pfenning Road Shared Use Pathway project.

Previous Council Action: On June 15, 2020 Council conducted a public hearing and adopted the 2021-2026 Six-Year TIP through Resolution 2020-14. On December 21, 2020 Council conducted a public hearing and adopted the current revised 2021-2026 Six-Year TIP through Resolution 2020-38.

Analysis:

The University Way and Reecer Creek Signalization project will improve the intersection by installing a traffic signal system, ADA compliant curb ramps, and lighting. Surface Transportation Block Grant (STBG) grant funding has been previously awarded for the project. The City of Ellensburg was recently awarded additional STBG grant funding for the project since the low bid for construction was above the amount budgeted. The match for the project from Kittitas County will also be increased to account for the higher bid.

The Pfenning Road Shared Use Pathway project will install a ten-foot wide paved shared use pathway on the west side of Pfenning Road from 3rd Avenue to the Palouse to Cascades (PTC) trailhead south of Vantage Highway, including curb, gutter, a buffer strip, and stormwater improvements. The project will fill in the missing pedestrian link on Pfenning Road between the existing shared use pathway and sidewalk on 3rd Avenue to the existing sidewalks and trail at the PTC just south of Vantage Highway. The City of Ellensburg applied for the grant as lead agency, but also partnered with Kittitas County, as a large portion of the project is just outside of the City Limits, but within the Urban Growth Area. This was one of the two highly ranked projects featured in the city's 2020 Active Transportation Plan. The City of Ellensburg and Kittitas County are committed to partnering and sharing the 30% local match for the project.

Prior to having funds obligated and available for reimbursement, the Washington State Department of Transportation (WSDOT) requires agencies' TIPs to accurately reflect each project and its funding. Therefore, the funding for TIP project #20, 'University Way and Reecer Creek Road Signalization' will be increased to \$630,000 for Region STBG funding and \$110,000 for other agency match (Kittitas County).

TIP project #32, 'Pfenning Rd Sidewalks – 3rd Ave to 14th Ave (joint with County)' will be revised to 'Pfenning Road Shared Use Pathway' and shown with secured funding. The TIP funding allocation will be revised to show \$403,011 for the TA grant award and \$172,719 in local match. The project is

planned for engineering design in 2021 and 2022 followed by construction in 2022 or 2023.

A separate TIP project #33 will be created for the sidewalk gap on Pfenning Road from Vantage Highway to 14th Ave with this Six-Year TIP amendment, 'Pfenning Rd Sidewalks – Vantage Hwy to 14th Ave'. The TIP funding allocation for this project will be revised to show the updated project limits.

Financial Impact: No fiscal impact at this time.

Attachments:

[Ellensburg-STBG Set-Aside Award Letter 5-26-2021](#)

[STBG Ellensburg University Reecer Award Additional Funds 6-3-21.pdf](#)

[Amended 2021-2026 Six Year TIP](#)

[Amended 2021-2026 Six Year TIP #2.pdf](#)

CHAIRMAN:
Todd O'Brien, Director
 Adams County Dept. of Public Works
 210 West Alder
 Ritzville, WA 99169
 (509) 659-3276

LEAD AGENCY:
 Adams County
 Department of Public Works
 210 West Alder
 Ritzville, WA 99169
 (509) 659-3276

QUADCO RTPO
 Quad County
 Regional Transportation Planning Organization

May 26, 2021

Derek Mayo, City Engineering Services Manager
 City of Ellensburg
 501 N. Anderson
 Ellensburg, WA 98926

RE: Surface Transportation Block Grant Set-aside Program (TA) Application
 Pfenning Road Shared Use Pathway

Dear Derek,

Congratulations! Your project has been approved for STBG (TA) funding in the amount of \$403,011 to develop and construct the above referenced project.

Please contact your regional Highways and Local Programs Engineer at WSDOT for the next step in the process.

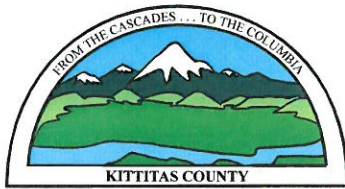
Beginning July 1, 2021, Kittitas County will be the Lead Agency contact for QUADCO. Please keep Nicole Ogan (509-962-7610, Nicole.ogan@co.kittitas.wa.us) informed about your progress.

Sincerely,



Todd O'Brien
 QUADCO RTPO Chair
 Adams County Public Works, Lead Agency

cc: Paul Gonseth, South Central Region



KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS

June 3, 2021

Derek Mayo, City Engineer
City of Ellensburg Public Works and Utilities
501 N. Anderson St.
Ellensburg, WA 98926

RE: Kittitas County Region STBG Regional Federal Funds FFY 2021

Dear Mr. Derek Mayo:

I am pleased to notify you that City of Ellensburg has been selected to receive FFY 2021 STBG Regional federal funds for the following project:

University Way and Reecer Creek Road Signalization Project:
2021 in the amount of \$127,550

This project was selected as one of the regional priorities in the Kittitas County region in accordance with Washington State Department of Transportation (WSDOT guidelines for programming STBG funds). The City of Ellensburg's University Way and Reecer Creek Road Signalization Pathway project must be identified in the State Transportation Improvement Plan (STIP) prior to obligation of federal funds.

Please find a copy of Resolution No. 2021-087 enclosed. If you have any questions or concerns, please contact Nicole Ogan at (509) 962-7610 or via email at nicole.ogan@co.kittitas.wa.us.

Sincerely,

Nicole Ogan, Environmental/Transportation Planner

cc: Randy Giles, WSDOT Local Programs
Mark Cook, Public Works Director

Attachments: Resolution 2021-087

BOARD OF COUNTY COMMISSIONERS
COUNTY OF KITTITAS
STATE OF WASHINGTON

RESOLUTION NO. 2021 - 087

AWARD SURFACE TRANSPORTATION BLOCK FUNDS TO THE CITY OF
ELLENSBURG AND TO THE CITY OF CLE ELUM

WHEREAS: Federal Transportation Funding is available to local agencies via the Surface Transportation Block Grant (STBG) program administered by Kittitas County Department of Public Works; and

WHEREAS: Funding availability in the current two-year cycle of STBG funding allows for reinvestment by the Kittitas County Board of County Commissioners; and

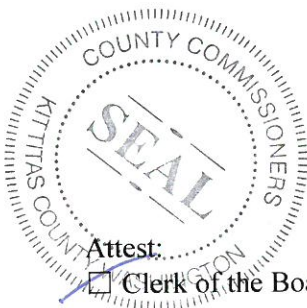
WHEREAS: A Surface Transportation Block Grant application has been received from the City of Ellensburg and from the City of Cle Elum; and

WHEREAS: The total money available for award to be obligated by August 31, 2021 from STBG funding is \$372,401.00;

NOW, THEREFORE BE IT RESOLVED that the Board of County Commissioners, in the best interest of the public, does hereby award to the City of Ellensburg \$127,550.00 in Surface Transportation Block Grant funds supporting the signalization of University Way at Reecer Creek Road; and

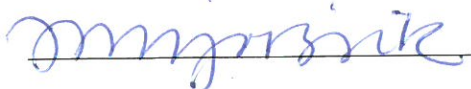
FURTHER RESOLVED that the Board of County Commissioners, in the best interest of the public, does hereby award to the City of Cle Elum \$224,009.00 in Surface Transportation Block Grant funds supporting the design of a non-motorized walking and rolling pathway along Second Street from Stafford Avenue to Short Avenue.

DATED on this 1st day of June 2021, at Ellensburg, Washington.

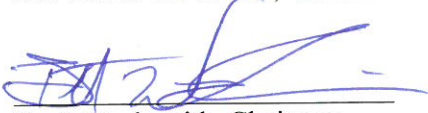


☒ Clerk of the Board- Julie Kjorsvik

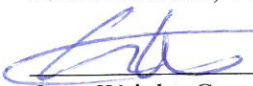
☐ Deputy Clerk of the Board- Mandy Buchholz



BOARD OF COUNTY
COMMISSIONERS
KITTITAS COUNTY, WASHINGTON


Brett Wachsmith, Chairman


Laura Osiadacz, Vice-Chairman


Cory Wright, Commissioner

RESOLUTION NO. 2021-_____

A RESOLUTION amending Resolutions 2020-14 and 2020-38 regarding the City of Ellensburg's Six-Year Transportation Improvement Plan (TIP) for the years 2021 to 2026, inclusive, as recommended to the City Council by the Public Works and Utilities Department.

WHEREAS, the Ellensburg City Council adopted Resolution 2020-14 on June 15, 2020, which approved and adopted the City's Six-Year TIP for the years 2021-2026;

WHEREAS, the Ellensburg City Council adopted Resolution 2020-38 on December 21, 2020, which amended the City's Six-Year TIP for the years 2021-2026;

WHEREAS, City staff recently received confirmation of additional secured grant funding for the 'University Way and Reecer Creek Road Signalization' project;

WHEREAS, City staff recently received confirmation of secured grant funding for the 'Pfenning Road Shared Use Pathway' project;

WHEREAS, a public hearing on said Plan has been held on June 7, 2021 in the manner required by law;

NOW THEREFORE, BE IT RESOLVED, by the City Council for the City of Ellensburg, Washington as follows:

Section 1. The 2021-2026 Six-Year TIP as adopted in Resolution 2020-14 and amended in Resolution 2020-38, is amended, as attached hereto, to update the secured funding allocation for the 'University Way and Reecer Creek Road Signalization' project, to revise the 'Pfenning Rd Sidewalks – 3rd Ave to 14th Ave (joint with County)' project to the 'Pfenning Road Shared Use Pathway' project with secured funding, add the 'Pfenning Rd Sidewalks – Vantage Hwy to 14th Ave' project, and update budgets for all revised projects.

ADOPTED by the City Council of the City of Ellensburg this 7th day of June 2021.

Mayor

ATTEST:

City Clerk

EXHIBIT A

CITY OF ELLENSBURG 6-YEAR TRANSPORTATION IMPROVEMENT PLAN 2021 TO 2026 (INCLUDES CURRENT WORK REMAINING IN 2020)					PUBLIC HEARING DATE: 6/7/2021 ADOPTION DATE: 6/7/2021 RESOLUTION NO. TBD					
REVENUE BY YEAR (thousands)										
SOURCE		2020*	2021	2022	2023	2024	2025	2026	TOTALS	
ARTERIAL STREET		342	114	108	308	108	108	108	1,196	
REGIONAL STBG		1,011	427	0	0	0	490	540	2,468	
SALES TAX RESERVE		630	644	0	936	756	938	515	4,419	
FEDERAL SAFE ROUTES TO SCHOOL & PEDESTRIAN/BICYCLE GRANTS		0	0	570	0	1,000	0	0	1,570	
WSDOT SAFETY PROGRAM		125	1,199	440	0	1,200	0	0	2,964	
TRANSPORTATION IMPROVEMENT BOARD (TIB) - Grant Programs		500	470	927	2,310	1,500	1,826	890	8,423	
DISTRESSED COUNTY SALES/USE TAX		0	65	334	400	0	0	375	1,174	
1/4 CENT REAL ESTATE EXCISE TAX		0	285	238	125	180	75	30	933	
MAP-21 TRANSPORTATION ALTERNATIVES PROGRAMS		0	35	368	0	1,050	0	0	1,453	
DOE FISCAL YEAR WATER QUALITY GRANT		70	2,573	0	319	319	3,612	0	6,893	
COUNTY LODGING TAX GRANT		0	67	0	0	0	0	0	67	
LOCAL LODGING TAX FUNDS		0	66	0	0	0	0	0	66	
STREET		65	0	0	0	0	0	0	65	
TRANSIT		272	0	15	0	0	0	0	287	
OTHER AGENCY		979	591	85	0	0	0	0	1,655	
LOCAL IMPROVEMENT DISTRICT (LID) / DEFERRALS		0	160	0	0	200	765	600	1,725	
TRAFFIC IMPACT FEES		750	273	609	1,284	600	676	665	4,857	
NOT FUNDED		0	0	0	0	0	0	0	0	
TOTAL REVENUE		4,744	6,969	3,694	5,682	6,913	8,490	3,723	40,215	
Funding (S/P)	EXPENDITURES BY YEAR (thousands)									
PROJECT		2020*	2021	2022	2023	2024	2025	2026	Future	TOTALS
1	S Bridge Inspections	3	3	3	3	3	3	3	0	21
2	S Engineering Transfer	15	15	15	15	15	15	15	0	105
3	S Signal Optimization	25	25	25	25	25	25	25	0	175
4	S Alley Reconstruction (Annual)	65	65	65	65	65	65	65	0	455
5	S Cora Street Curb/Sidewalk - 15th Avenue to Palouse to Cascades (PTC) Trail	375	0	0	0	0	0	0	0	375
6	S Main Street Overlay - Mountain View Ave. to 3rd Ave.	600	0	0	0	0	0	0	0	600
7	S Helena Ave. Complete Streets Sidewalk Improvements - Water St. to Walnut St.	500	0	0	0	0	0	0	0	500
8	S Willow Street Improvements - Mtn. View Ave. to Capitol Ave.	1,170	0	0	0	0	0	0	0	1,170
9	S 14th/Wildcat-Signal/Channelization	667	0	0	0	0	0	0	0	667
10	S 18th/Walnut- Signal/Channelization	687	0	0	0	0	0	0	0	687
11	S Transit Capital Improvements (Misc)	272	0	0	0	0	0	0	0	272
12	P 1st Ave Sidewalk Improvements - Ruby St. to Sampson St. - North Side	0	195	0	0	0	0	0	0	195
13	S Main St. Corridor Intersection Enhancements	190	1145	0	0	0	0	0	0	1,335
14	S Capitol Ave.Sidewalk Replacement - Main St. to Sampson St.	0	75	0	75	0	75	0	0	225
15	P Helena Ave Overlay - Water St. to Airport Road	0	700	0	0	0	0	0	0	700
16	P Large Scale Wayfinding Implementation Project	0	133	0	0	0	0	0	0	133
17	P Canyon/190 EB Ramps-Signal/Illumination/Rechannel and Sidewalks	0	708	0		0	0	0	0	708
18	S University Way Gateway - Nanum Street to Red Horse Diner	100	3,027	0	0	0	0	0	0	3,127
19	P Palouse to Cascades Reconnect Trail - Sanders to Airport	0	0	670	0	0	0	0	0	670
20	S University Way and Reece Creek Road Signalization	75	665	0	0	0	0	0	0	740
21	P W. Univ. Way Ped. Impr. - Lighting & Widen North Shoulder - Hwy 97 to Red Horse	0	60	440	0	0	0	0	0	500
22	S 5th Ave. and Railroad Ave. Traffic Signal Installation	0	65	395	0	0	0	0	0	460
23	S Alder St and 14th Ave Signalization - PTC Reconnect Trail from 14th to KVEC	0	185	1,425	0	0	0	0	0	1,610
24	P Multimodal Facility	0	0	100	0	0	0	0	0	100
25	P Alder St Sidewalk - One Side - Capitol Ave to 4th Ave	0	0	30	0	30	0	30	0	90
26	P Wildcat Way/18th - Signal/Illumination	0	0	0	594	0	0	0	0	594
27	P University Way/Water Street-Signal Modification/Illumination/Widening	0	0	0	2,800	0	0	0	0	2,800
28	P Downtown Slurry Seal	0	0	0	550	0	0	0	0	550
29	P Water St. Overlay - University Way to Manitoba, Manitoba from Water to Main	0	0	0	1,180	0	0	0	0	1,180
30	P Mtn View/Ruby-Signal Modification/NB/SB Right Turn	0	0	0	0	2,000	0	0	0	2,000
31	P University Way Sidewalks - Brick Rd. to Vista Rd.	0	0	0	0	1,700	0	0	0	1,700
32	S Pfennig Road Shared Use Pathway	0	50	526	0	0	0	0	0	576
33	P Pfennig Rd Sidewalks - Vantage Hwy to 14th Ave	0	0	0	0	2,700	0	0	0	2,700
34	P Industrial Way Improvements - LID	0	0	0	0	0	1,065	0	0	1,065
35	P Canyon/Umptanum-Signal Modification/Illumination/Widening	0	0	0	0	0	2,252	0	0	2,252
36	P Canyon Rd./Main St. Overlay - Umptanum to Mtn View, 3rd Ave to University V	0	0	0	0	0	740	0	0	740
37	P University Way Gateway II - Vista Rd to east City Limits	0	0	0	375	375	4,250	0	0	5,000
38	P 3rd Ave. Paverstone Sidewalks and Historic Lighting - Water St. to Depot	0	0	0	0	0	0	674	0	674
39	P Capitol Ave. Improvements - Willow St. to Oak St.	0	0	0	0	0	0	1,271	0	1,271
40	P Airport Road Sidewalk Improvements - Dean Nicholson to N. City Limits	0	0	0	0	0	0	975	0	975
41	P 3rd/Ruby-Signal/Illumination	0	0	0	0	0	0	665	0	665
42	P Umptanum /Anderson /Railroad Ave. Road Widening/Overlay (Joint w/ County)								10,000	10,000
43	P Brick Road Sidewalk Extension								600	600
44	P 5th/Ruby-Signal/Illumination/Rechannel								665	665
45	P Helena/Walnut-Signal/Illumination/Widening								665	665
46	P Helena/Water-Signal/Illumination/Widening								797	797
47	P Manitoba/Ruby-Signal/Illumination/Realignment								2,452	2,452
48	P University Way/Alder-Signal Modification/Widening								1,208	1,208
49	P University Way/Main-Signal Modification/Illumination/Widening								2,731	2,731
50	P Water/Bender Signal/Illumination								825	825
51	P Airport/Bender Signal/Illumination								857	857
52	P 18th/Alder Signal/Illumination								649	649
TOTAL EXPENDITURE		4,744	7,116	3,694	5,682	6,913	8,490	3,723	21,449	61,811
ARTERIAL STREET FUND BEGINNING BALANCE (01/01/2020))		888	661	662	669	476	483	490		
EST. GAS TAX REVENUE & SCHEDULED SALES TAX TRANSFER		115	115	115	115	115	115	115		
ARTERIAL STREET FUND ENDING BALANCE		661	662	669	476	483	490	497		

*Current year projects shown for accounting purposes.

**TIP plans calls for road widening/impr. projects to be funded from Sales Tax Reserve, to replace the Federal STP funding which is now shown for potential asphalt overlay funding. (Average annual need to overlay the arterial street system on a 15 year cycle is in excess of \$800,000 per year.)



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: June 7, 2021

Item Title/Agenda Subject: Ellensburg Business Incubator Purchase and Sale Agreement

Submitted by: Terry Weiner City Attorney Department

Recommended Action or Motion: Approve the sale of the Ellensburg Business Incubator to Steve and Susan Gunn, and authorize the City Manager to execute all documents necessary to complete the sale.

Background/Summary: In 1989, The Ellensburg Business Incubator, built and owned by the City of Ellensburg, opened at 1000 Prospect Street off Dolarway Road. In 1994, the City Council established the Ellensburg Business Development Authority (EBDA) and turned over management of the 8500-square foot facility and program over to them. The EBDA functioned as part of the Phoenix Group (a countywide economic development non-profit) until it merged and contracted with the Chamber of Commerce in 2010, now operating on a countywide basis as the Kittitas County Chamber of Commerce. The City of Ellensburg continued to provide maintenance and some groundskeeping services. In 2017, the City cancelled its contract with the Chamber and moved the EBDA back into the City, which continued management of the facility and commenced a review of the operating procedures. In 2019 the EBDA established CenterFuse as its dba and with its new vision, mission, and values, reviewed the history, current facility and market conditions of the incubator.

Since 2003, over \$220,000 has been invested by the EBDA, the City, and proceeds for the County's distressed county sales tax in maintenance, repairs and landscaping services. In order to lessen both the financial and staffing burden of running an incubator that has limited capacity, CenterFuse recommended the City of Ellensburg sell the property.

Previous Council Action: City Council declared the property as surplus by adoption of Resolution 2021-09 at its April 19, 2021 meeting.

Analysis: Following adoption of the surplus Resolution, the property was

advertised for sale by sealed bid. Prospective bidders were invited to tour the property, and informed the sale would be subject to the City reserving a utility and access easement along the property's northern boundary. The minimum acceptable bid was established at \$550,000. The bidding period ended May 13, 2021 and eight bids were received. The highest bid was received from Steve Gunn in the sum of \$710,000.00.

A Purchase and Sale Agreement has been prepared for Council's review which reflects a cash sale of the property with closing to occur on June 30, 2021. There are three current tenant leases that will need to be assigned to the buyer by the EBDA, although Mr. Gunn is one of the tenants. Accounts payable and receivable, including the rent rolls (Exhibit C to the Agreement) will be updated and prorated through the closing date. The buyer will be required to separately record the City's Access and Utility Easement at the time of closing.

Financial Impact:

The parties will share closing costs. Council has previously directed that proceeds from the sale shall be maintained in a separate fund for future economic development activities.

Attachments:

[Resolution 2021-16 Approving Sale of Incubator Building-Gunn](#)

RESOLUTION NO. 2021-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, authorizing the Mayor and City Manager to execute the Agreement for the Purchase and Sale of Real Estate and other related documents for the sale of surplus property owned by the City of Ellensburg ("City") to Steve and Susan Gunn ("Buyers").

WHEREAS, the City Council of Ellensburg ("City Council") approved Resolution No. 2021-09 on April 19, 2021, which declared the property commonly referred to as the "Ellensburg Incubator Building," which includes approximately 2.1 acres located at 1000 Prospect Street, Kittitas County Tax Parcel No. 328736 ("subject property"), as surplus to the City's needs, and its sale by any means authorized in the Ellensburg City Code and state law; and

WHEREAS, the City has commissioned an appraisal of the subject property, following which the property was advertised for sealed public bids, which included a requirement for the reservation of a certain access and utility easement to the City as a condition of the sale; and

WHEREAS, in response to the advertisement for public bid for the subject property, Steve and Susan Gunn submitted a bid of \$710,000 and were determined to be the highest qualified bidder;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, AS FOLLOWS:

Section 1. The "Whereas" provisions set forth above are hereby incorporated in this Resolution as findings in support of the actions authorized in this Resolution.

Section 2. The disposition of the City's property as authorized herein shall be by "Negotiated sale" with Buyers pursuant to ECC 2.06.100(C).

Section 3. The Mayor is hereby authorized to execute an agreement for the purchase and sale of the subject property, attached hereto as Exhibit 1 and incorporated by reference herein. The Mayor and City Manager are also authorized to execute all other documents necessary to complete the sale of the property as set forth herein.

Section 4. If any section, sentence, clause, or phrase of this Resolution shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

// // //

// // //

// // //

ADOPTED by the City Council of the City of Ellensburg this 7th day of June,
2021.

MAYOR

ATTEST: _____
CITY CLERK

Exhibit 1

AGREEMENT FOR PURCHASE AND SALE OF REAL PROPERTY

This Agreement for Purchase and Sale of Real Property ("Agreement") is made and entered into this ____ day of June, 2021 between the City of Ellensburg, a Washington municipal corporation ("Seller"), and Steve Gunn and Susan Gunn, husband and wife ("Buyer").

1. Purchase and Sale of Property. Seller agrees to sell, and Buyer agrees to purchase from Seller, the following (collectively, "the Property") pursuant to the terms and conditions set forth herein.

1.1 Approximately 2.1 acres of property located at 1000 Prospect Street, Ellensburg, Washington, identified as Kittitas County Tax Parcel No. 328736, and legally described as:

Lot 1, ELLENSBURG INDUSTRIAL PARK, in the County of Kittitas, State of Washington, as per plat thereof recorded in Book 8 of Plats, page 19, records of said County.

AND

That portion of Vacated Lot C of that certain Survey as recorded June 8, 1989, in Book 16 of Surveys, page 32, under Auditor's File No. 520966, records of Kittitas County, Washington; being a portion of the Southeast Quarter of the Southeast Quarter of Section 34, Township 18 North, Range 18 East, W.M., in the County of Kittitas, State of Washington; accruing thereto by operation of law.

EXCEPTING THEREFROM:

Lot B of that certain Survey as recorded June 8, 1989, in Book 16 of Surveys, page 32, under Auditor's File No. 520966, records of Kittitas County, Washington; being a portion of the Southeast Quarter of the Southeast Quarter of Section 34, Township 18 North, Range 18 East, W.M., in the County of Kittitas, State of Washington; accruing thereto by operation of law.

And including:

1.1.1 The buildings, structures, fixtures and other improvements affixed to or located on the land, excluding fixtures owned by tenants (collectively, the "Improvements");

1.1.2 Any and all of Seller's right, title and interest in and to the following (collectively, the "Leases"), acting by and through the Ellensburg Business Development Authority dba CenterFuse under a separate Interlocal Agreement: (i) the leases, licenses and occupancy agreements and amendments identified in the list of leases and rent roll

for the Property attached as Exhibit C, in accordance with the covenants set forth in Section 6.1.8 (the "Rent Roll"); (ii) all rents, reimbursements of real estate taxes and operating expenses, and other sums due under all agreements identified in the Rent Roll and relating to periods after the Closing (the "Rents"); and (iii) all refundable security, cleaning and other deposits in Seller's possession in connection with the foregoing (the "Security Deposits"); and

1.2. Seller's Reservation of Easement. Seller desires to reserve a non-exclusive easement right on the Property as contained substantially in the form attached hereto as Exhibit B (the "Easement"). In consideration for the sale, Buyer shall execute the Easement and deposit the executed Easement with the Escrow Agent prior to Closing. The Escrow Agent shall have the Easement recorded immediately after Closing. In the event Closing does not occur or this Agreement is otherwise terminated, the Escrow Agent shall return the Easement to Buyer and Seller agrees that the Easement shall automatically terminate.

1.3. Scrivener's Errors. In the event of an error in the legal description, the parties agree that either party or a scrivener may correct the error.

1.4. Laws and Rights. It is understood that the sale and conveyance to be made pursuant to this Agreement shall be subject to any and all applicable federal, state and local laws, orders, rules and regulations.

1.5. Conveyance; Deed Restriction. The real property described in Section 1.1 shall be conveyed to Buyer by Warranty Deed subject only to the permitted exceptions and free and clear of all encumbrances and defects that interfere with Buyer's intended use of the Property, in Buyer's sole and absolute discretion.

1.6 City Property Declared to be Surplus to the City's Needs. The City warrants that its City Council declared in Resolution 2021-09 as surplus to the City's needs the Property identified in Section 1 above, and that in declaring the property surplus it has followed the required legal procedures for declaring the Property surplus and selling the Property to Buyer.

2. Purchase Price; Payment.

2.1 Purchase Price; Earnest Money. Subject to the terms of this Agreement, Buyer shall pay to Seller as the Purchase Price for the Property the sum of Seven Hundred and Ten Thousand Dollars and no/100ths (\$710,000.00). The earnest money under this Agreement will be in the sum of Thirty-Five Thousand and Five Hundred Dollars and no/100ths Dollars (\$35,500), which will be held by the closing agent and applied to the Purchase Price paid at closing. Buyer will deposit the Earnest Money with the closing agent within ten (10) days of the Executed Contract Date (defined in Section 3.1) of this Agreement by Buyer and Seller.

2.2 Cash Purchase. Not later than 10 a.m., Pacific time, on the Closing Date (as defined in Section 4.2), Buyer shall deposit with the Escrow Holder (as identified in Section 4), via wire transfer, the Purchase Price set forth in Section 2.1, less the amount of Earnest Money deposited with the Escrow Holder, together with the Buyer's share of closing costs and prorations.

2.3 Costs Upon Termination. If this Agreement is properly terminated, any costs authorized under this Agreement to be advanced from the earnest money deposit will be deducted before the remaining earnest money is refunded to Buyer or forfeited to Seller if and as permitted under this Agreement. If a dispute arises regarding the disbursement of the earnest money, the closing agent may interplead the earnest money and interest earned thereon into the registry of the superior court of the county in which the real property subject to this Agreement is situated pursuant to RCW 64.04.220 and the closing agent will recover all reasonable costs and attorney fees associated with the interpleader action incurred by the closing agent from the earnest money before any other disbursements from the earnest money are made.

3. Conditions Precedent to Sale. This Agreement is made and executed by the parties hereto subject to the following conditions precedent.

3.1. Executed Contract. The "Executed Contract Date" is the date that both parties have signed this Agreement. If the Agreement is signed on different days, the Executed Contract Date is the date of the last signing party. Both Buyer and Seller must sign this Agreement within fifteen (15) days of approval from the Ellensburg City Council. If signatures are not received by both parties within fifteen (15) days, this Agreement shall immediately terminate and be without any further force and effect, and without further obligation of either party to the other.

3.2. Title Review. Prior to or within ten (10) days after the Executed Contract Date, Seller shall order from AmeriTitle title company, Ellensburg, WA, (the "Title Company") a preliminary title report on the Property, and copies of all documents referred to therein.

3.4. Due Diligence; Inspection. Upon execution of this Agreement by both parties, Buyer is granted a due diligence period until and including thirty (30) days after the Executed Contract Date. Said due diligence period may be extended an additional thirty (30) days upon written notice delivered to Seller. Buyer may conduct, at its own expense, a full review of legal, title, environmental, archaeological and any other related issues regarding the Property. Buyer shall have the right to make a physical inspection of the Property (including 100% of the units therein). If the results of said review and inspection are unsatisfactory in Buyer's sole absolute discretion, Buyer may, at its option, elect to terminate this Agreement by giving Seller written notice of termination prior to the end of the due diligence period. In the event of termination by Buyer under this section, this Agreement shall immediately terminate and be without any further force and effect, and without further obligation of either party to the other; provided that in such event,

Buyer shall be entitled to a refund of the earnest money.

3.5 Termination of Service Contracts. Prior to expiration of the Due Diligence Period, Buyer may give notice to Seller specifying which Service Contracts Buyer elects to assume and which Service Contracts Buyer elects to be terminated as of Closing. Buyer's failure to give notice, prior to expiration of the Due Diligence Period, of its election to assume any Service Contract as of Closing shall be deemed to constitute Buyer's election that such Service Contract be terminated. Notwithstanding the foregoing, Buyer shall not be deemed to assume, and Seller shall in any event terminate at or before Closing, each existing property management agreement, listing agreement and lease brokerage agreement with respect to the Property and each Service Contract that is not assignable by its terms. Effective at or before Closing, and at Seller's sole cost, Seller shall terminate each Service Contract that is not assignable by its terms, or that Buyer has elected or is deemed to have elected to be terminated as of Closing. Buyer shall be responsible for any charges accruing on or after the date of Closing under any Service Contracts that Buyer has elected to assume. Seller shall be responsible for all other charges accruing under the Service Contracts.

4. Escrow Holder; Closing. Upon execution of this Agreement, or as soon thereafter as is convenient, the parties shall open an escrow with AmeriTitle, 101 West Fifth Street, Ellensburg, Washington, 98926, attention Schiree Minor, telephone number (509) 925-1477 (the "Escrow Holder") for the purpose of closing the purchase and sale of the Subject Property. Escrow shall close no later than the Closing Date specified in Section 4.2, below, provided that closing will be subject to Seller being in a position to convey title to the Subject Property and subject to the satisfaction of the conditions precedent set forth in Paragraph 3 above. On or before the date of closing, Buyer shall deliver to the Title Company the Purchase Price for the Property, whereupon the Title Company shall issue a standard owner's policy of title insurance in the full amount of the Purchase Price, Title Company shall record and deliver to Buyer the standard owner's policy of title insurance.

4.1. Closing Costs. Seller and Buyer shall each pay one-half (1/2) of the costs of a standard form title policy. Buyer shall pay any excess premium attributable to any extended coverage title policy. This sale of the Seller's property to Buyer is not subject to the state Real Estate Excise Tax pursuant to RCW 82.45.010(3)(n).

4.2. Closing Date. The closing of the transaction, payment to Seller, and delivery of all items shall occur at AmeriTitle, Ellensburg, WA, and shall occur on a date specified by Buyer and occurring within 45 days of Buyer's notice to Seller that all conditions precedent to closing have been deemed satisfied or waived by Buyer in Buyer's sole absolute discretion. In the event closing shall not have occurred within 180 days after the Execution Date, this agreement shall terminate and be without any further force and effect, and without further obligation of either party to the other.

5. Covenants, Representations and Warranties.

5.1. Seller's Covenants. Seller hereby covenants and agrees as follows:

5.1.1. From the date of this Agreement through the closing date (the "Contract Period"), the Seller shall not make any material alterations to the Property or to any of the licenses, permits, legal classifications or other governmental regulations relating to the Property, nor enter into any leases or agreements pertaining to the Property without the Buyer's prior written consent.

5.1.2. During the Contract Period, Seller shall not voluntarily cause to be recorded any encumbrance, lien, deed of trust, easement or the like against the title to the Property without Buyer's prior written consent.

5.1.3. Seller shall remove all disapproved exceptions including all monetary liens affecting the property prior to closing.

5.1.4. During the Contract Period, Seller will operate and maintain the Property in a manner consistent with Seller's past practices relative to the Property and so as not to cause waste to the Property.

6.1. Seller's Representations and Warranties. Seller hereby makes the following representations and warranties to Buyer, each of which shall be true on the date hereof and on the date of closing. Seller shall immediately provide Buyer with written notice of any event which would make any representation or warranty set forth below incorrect or untrue, and upon receipt of such notice, Buyer may elect to terminate this Agreement. Upon Buyer's election to terminate, this Agreement shall be without any further force and effect, and without further obligation of either party to the other; provided that in such event, Buyer shall be entitled to a refund of the earnest money.

6.1.1. Seller has full power and authority to enter into and carry out the terms and provisions of this Agreement and to execute and deliver all documents which are contemplated by this Agreement, and all actions of Seller necessary to confer such authority upon the persons executing this Agreement and such other documents have been, or will be, taken, inclusive of obtaining the consent and approval to this Agreement and to any conveyance instrument required herein by any person or persons holding a monetary lien interest in the Property. Consummation of this transaction will not breach any agreement to which Seller is a party. Buyer shall have no obligation to pay any funds prior to, at, or following closing to any third party, including any person or persons holding a monetary lien interest in the Property.

6.1.2. Seller has not received any written notice from any governmental authorities or regulatory agencies that eminent domain proceedings for the condemnation of the Property are pending or threatened.

6.1.3. Seller has not received any written notice of pending or threatened investigation, litigation or other proceeding before a governmental body or regulatory agency which would materially and adversely affect the Property.

6.1.4. Seller has not received any written notice from any governmental authority or regulatory agency that Seller's use of the Property is in violation of any applicable zoning, land use or other law, order, ordinance or regulation affecting the Property.

6.1.5. No special or general assessments have been levied against the Property except those disclosed in the Preliminary Title Report and Seller has not received written notice that any such assessments are threatened.

6.1.6. Seller is a municipal corporation organized under the laws of the State of Washington and owns the Property, which is otherwise subject to no unrecorded leases, easements, encumbrances or other agreements affecting the property except as shown on the Preliminary Title Report.

6.1.7. To the knowledge of Seller: (a) no hazardous substances are, will be, or have been, stored, treated, disposed of or incorporated into, on or around the Property in violation of any applicable statutes, ordinances or regulations; (b) the Property is in material compliance with all applicable environmental, health and safety requirements; and (c) any business heretofore operated on the Property has disposed of its waste in accordance with all applicable statutes, ordinances and regulations. Seller has no actual notice of any pending or threatened action or proceeding arising out of the condition of the Property or any alleged violation of environmental, health or safety statutes, ordinances or regulations.

6.1.8 To Seller's knowledge, the Rent Roll, and each revision thereof, is correct and complete in all material respects as of the Effective Date and the date of each such revision. There are no leases, rental agreements, license agreements or other occupancy agreements currently in effect which affect the Property other than the Leases listed in the Rent Roll, true and correct copies of which (including all amendments thereto and all guaranties thereof) have been or will be delivered to Buyer pursuant to Section 3.1 (in the case of Leases existing as of the Effective Date) or promptly following the execution thereof (in the case of Leases or amendments executed after the Effective Date). To Seller's knowledge, each of such Leases is in full force and effect and there exists no uncured default on the part of landlord, or on the part of any tenant or licensee, under any of the Leases. Except as set forth on the Rent Roll, to Seller's knowledge, no tenant under any of the Leases has, or as of Closing will have, prepaid any rent or other charges for more than one (1) month in advance.

6.2. Buyer's Representations and Warranties. Buyer hereby makes the following representations and warranties to Seller, each of which shall be true on the date hereof and on the date of closing:

6.2.1. Buyer has full power and authority to enter into and carry out the terms and provisions of this Agreement and to execute and deliver all documents which are contemplated by this Agreement, and all actions of Buyer necessary to confer such authority upon the persons executing this Agreement and such other documents have been, or will be, taken.

6.2.2. Buyer represents that it has sufficient funds to close this transaction.

6.2.3. To Buyer's knowledge, there is no action, suit, arbitration, unsatisfied order or judgment, government investigation or proceeding pending or threatened against Buyer which, if adversely determined, could individually or in the aggregate materially interfere with the consummation of the transaction contemplated by this Agreement.

6.2.4. No bankruptcy, insolvency, reorganization, or similar action or proceeding, whether voluntary or involuntary, is pending, or, to Buyer's knowledge, has been threatened in writing, against Buyer.

6.2.5. BUYER ACKNOWLEDGES THAT THE PURCHASE PRICE HAS BEEN NEGOTIATED TO REFLECT THE CURRENT CONDITION OF THE PROPERTY, "AS IS" AND "WHEREE IS." BUYER ALSO REPRESENTS HE HAS ENTERED INTO THIS AGREEMENT WITH THE INTENTION OF MAKING AND RELYING UPON HIS OWN COMPLETED INVESTIGATION OF THE PHYSICAL, ENVIRONMENTAL, ECONOMIC AND LEGAL CONDITION OF THE PROPERTY. SUBJECT TO THE EXPRESS REPRESENTATIONS AND WARRANTIES SET FORTH IN THIS AGREEMENT OR IN THE SELLER CLOSING DOCUMENTS, BUYER FURTHER ACKNOWLEDGES THAT IT HAS NOT RECEIVED FROM ANY SELLER ANY ACCOUNTING, TAX, LEGAL, DEVELOPMENT PLANNING, ENVIRONMENTAL, ARCHITECTURAL, ENGINEERING, MANAGEMENT OR OTHER ADVICE WITH RESPECT TO THIS TRANSACTION AND IS RELYING SOLELY UPON THE ADVICE OF ITS OWN ADVISORS.

6.3. Survival of Covenants. The covenants, representations, and warranties contained in Sections 5 and 6 of this Agreement shall survive the delivery and recording of the Warranty Deed from the Seller to the Buyer.

7. Possession. Buyer shall be entitled to possession of the Property the day after the Closing. Prior to Closing, Seller agrees to remove the several large containers holding an unknown liquid, which are currently located on the Property.

8. Casualty and Condemnation. If, prior to closing, any of the Property is destroyed or materially damaged by fire or other casualty, Buyer may (a) elect to terminate this Agreement and have all of the earnest money returned to Buyer or (b) continue to closing and have all rights to any property insurance claims and/or proceeds that result from said destruction or damage assigned to Buyer at the time of closing.

8. Default Remedies. If Seller, without legal right, refuses or otherwise fails to complete the transaction contemplated in this Agreement, Buyer may seek specific performance, damages, or any other remedy available at law or equity. If Buyer, without legal right, refuses or otherwise fails to complete the transaction contemplated in this Agreement, Seller's remedy will be limited as follows: the earnest money deposit will be forfeited to Seller as Seller's sole and exclusive remedy for such refusal or failure.

9. Miscellaneous.

9.1. Finder's Fee. Buyer and Seller each agree that a real estate finder's fee ("Real Estate Compensation") is not due to each other or to any third party. Each party hereby agrees to indemnify and defend the other against and hold the other harmless from and against any and all loss, damage, liability or expense, including costs and reasonable attorneys' fees, resulting from any claims for Real Estate Compensation by any person or entity other than provided herein. The provisions of this section shall survive the closing.

9.2. Time of the Essence. Time is of the essence of every provision of this Agreement.

9.3. Notices. Whenever any party hereto shall desire to give or serve upon the other any notice, demand, request or other communication, each such notice, demand, request or other communication shall be in writing and shall be given or served upon the other party by personal delivery (including delivery by written electronic transmission) or by certified, registered or express United States mail, or Federal Express or other commercial courier, postage prepaid, addressed as follows:

TO BUYER:

Steve Gunn
381 Fields Rd
Ellensburg, WA 98926

AND TO:

Jeff Slothower
Lathrop, Winbauer, Harrel, Slothower &
Denison, LLP
P.O. Box 1088
Ellensburg, WA 98926

TO SELLER:

Heidi Behrends Cerniwey, City Manager
City of Ellensburg
501 N. Anderson St.
Ellensburg, WA 98926

Any such notice, demand, request or other communication shall be deemed to have been received upon the earlier of actual delivery thereof or three (3) days after having been mailed as provided above, as the case may be.

9.4. Amendment. This Agreement may be amended only by the written agreement of each of the parties to this Agreement.

9.5. Assignment. Except as otherwise expressly provided in this Agreement, Buyer may not assign this Agreement or Buyer's rights hereunder without Seller's prior written consent, which consent may not be unreasonably withheld or delayed; provided, however, Buyer, with written notice to Seller, is permitted to assign Buyer's interest under this Agreement to an entity wholly-owned by Buyer.

9.6. Attorneys' Fees and Costs. If any party to this Agreement brings a legal action to interpret or enforce this Agreement, the substantially prevailing party in the action will be entitled to an award of the reasonable attorneys' fees and costs it incurs in the action, whether in arbitration, at trial, on appeal, or in a bankruptcy proceeding.

9.7. Governing Law and Venue. This Agreement will be interpreted, construed, and governed by the laws of the State of Washington. The exclusive venue for any legal action to interpret or enforce this Agreement shall be in Kittitas County Superior Court.

9.8. Captions. Paragraph titles or captions contained herein are inserted as a matter of convenience and for reference, and in no way define, limit, extend or describe the scope of this Agreement.

9.9. Severability. If any provision of this Agreement is determined to be invalid or unenforceable, that provision and the remainder of this Agreement will continue in effect and be enforceable to the fullest extent permitted by law. Furthermore, it is the intention of the parties to this Agreement that if any provision of this Agreement is capable of two constructions, one of which would render the provision void, and the other of which would render the provision valid, then the provision will have the meaning that renders the provision valid.

9.10. Exhibits. All exhibits attached hereto shall be incorporated by reference as if set out in full herein.

9.11. Binding Effect. Regardless of which party prepared or communicated this Agreement, this Agreement shall be of binding effect between Buyer and Seller only upon its execution by an authorized representative of each such party.

9.12. Construction; Role of Legal Counsel. The parties acknowledge that each party has reviewed this Agreement, and that the normal rule of construction providing that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or any amendment or exhibits hereto. If Buyer has any questions regarding this Agreement and any addenda, attachments, or other related documents, Buyer should consult an attorney or tax advisor of Buyer's own choice. Buyer, by the signature appearing below, agrees and affirms that it has had an adequate

opportunity to secure independent legal counsel of its own choosing to review this Agreement and the documents attached hereto.

9.13. Counterparts. This Purchase and Sale Agreement may be executed in several counterparts, each of which shall be an original, but all of such counterparts shall constitute one such Agreement.

9.14. Cooperation and Further Assurances. Each party shall cooperate with the other in good faith to achieve the objectives of this Agreement. The parties shall not unreasonably withhold responses to requests for information, approvals, or consents provided for in this Agreement. The parties agree to take further action and execute further documents, both jointly or within their respective powers and authority, as may be reasonably necessary to implement the intent of this Agreement.

9.15. Merger. The delivery of the Warranty Deed and any other documents and instruments by Seller and the acceptance and recordation thereof by Buyer shall effect a merger, and be deemed the full performance and discharge of every obligation on the part of Buyer and Seller to be performed hereunder, except those clauses, covenants, warranties and indemnifications specifically provided herein to survive the closing.

9.16. Complete Agreement. This Agreement represents and contains the entire understanding between the parties related to the acquisition of the Property. The parties acknowledge that no other oral or written collateral agreements, understandings, or representations exist outside of this document, with the exception of any documents expressly incorporated by reference in this Agreement. Any prior agreements, whether verbal or written, not specifically referred to in this Agreement are hereby terminated.

9.17. Scrivener. The party drafting this Agreement is the Seller. The Seller makes no representations regarding the rights or responsibilities of Buyer under this Agreement. Buyer is encouraged to review the completed contract with legal counsel before signing this Agreement.

9.18 Waiver. Failure of either Party at any time to require performance of any provision of this Agreement shall not limit the party's right to enforce the provision. Waiver of any breach of any provision shall not be a waiver of any succeeding breach of the provision or a waiver of the provision itself or any other provision.

9.19 Successors and Assigns. All of the terms and provisions contained herein shall inure to the benefit of and shall be binding upon the parties hereto and their respective heirs, legal representatives, successors and assigns.

[Remainder of page intentionally blank]

IN WITNESS WHEREOF, the Buyer has executed this Agreement on the date shown next to its signature, and Seller has accepted on the date shown next to its signature.

BUYER:

SELLER:

STEVE GUNN

**CITY OF ELLENSBURG, WASHINGTON,
a Washington municipal corporation**

By: Heidi Behrends Cerniwey
Its: City Manager

Date: _____

Date: _____

SUSAN GUNN

Approved by Legal Counsel for the
City of Ellensburg:

By: Terry Weiner, City Attorney

Date: _____

EXHIBIT A

Legal Description and Depiction of Property

Approximately 2.1 acres of property located at 1000 Prospect Street, Ellensburg, Washington, identified as Kittitas County Tax Parcel No. 328736, and legally described as:

Lot 1, ELLENSBURG INDUSTRIAL PARK, in the County of Kittitas, State of Washington, as per plat thereof recorded in Book 8 of Plats, page 19, records of said County.

AND

That portion of Vacated Lot C of that certain Survey as recorded June 8, 1989, in Book 16 of Surveys, page 32, under Auditor's File No. 520966, records of Kittitas County, Washington; being a portion of the Southeast Quarter of the Southeast Quarter of Section 34, Township 18 North, Range 18 East, W.M., in the County of Kittitas, State of Washington; accruing thereto by operation of law.

EXCEPTING THEREFROM:

Lot B of that certain Survey as recorded June 8, 1989, in Book 16 of Surveys, page 32, under Auditor's File No. 520966, records of Kittitas County, Washington; being a portion of the Southeast Quarter of the Southeast Quarter of Section 34, Township 18 North, Range 18 East, W.M., in the County of Kittitas, State of Washington; accruing thereto by operation of law.

EXHIBIT B

Form of Easement Agreement
[begins on following page]

After recording return to:

Public Works Department
City of Ellensburg
501 N Anderson St
Ellensburg, WA 98926

DOCUMENT TITLE: NON-EXCLUSIVE PERPETUAL ACCESS AND
UTILITY EASEMENT
GRANTORS: STEVE GUNN AND SUSAN GUNN
GRANTEE: City of Ellensburg, a Washington municipal corporation.

LEGAL DESCRIPTION: < Easement Area>: Beginning at the Northwest corner of Lot 1, ELLENSBURG INDUSTRIAL PARK, as per plat thereof recorded in Book 8 of Plats, at page 19, records of Kittitas County, Washington; thence S 00°44'39" E, along the west boundary of said Lot 1, 100.91 feet to the true point of beginning for said described line; thence S 45°18'00" E, along a line parallel with the northeasterly boundary of said Lot 1, 401.94 feet to a point 40 feet southwesterly, perpendicular measure, of said northeasterly boundary of Lot 1; thence S 00°44'39" E, 60.14 feet to a point on the northeasterly boundary of the Prospect Street cul-de-sac as delineated on Book 16 of Surveys at page 32, as recorded June 8, 1989, under Auditor's File No. 520966, records of Kittitas County, Washington, which point bears N 52°54'54" W, 56.77 feet from the southerly most corner of Lot C of that certain survey as recorded June 8, 1989 in Book 16 of Surveys at page 32, under Auditor's File No. 520966, records of said county; thence along the northerly boundary of said cul-de-sac, along a 60.00 foot radius curve to the right, through a central angle of 56°28'12", an arc distance of 59.14 feet to said southerly most corner of Lot C and the end of said described line. See Exhibit 1.

ASSESSOR'S TAX PARCEL NO.: 328736 / 18-18-34051-0001

NON-EXCLUSIVE PERPETUAL ACCESS AND UTILITY EASEMENT

THIS NON-EXCLUSIVE PERPETUAL ACCESS AND UTILITY EASEMENT (hereinafter referred to as the "Access and Utility Easement" or "Easement") is made, declared and established this _____ day of _____, 2021, by and between STEVE GUNN and SUSAN GUNN, Grantors and the CITY OF ELLENSBURG, a Washington municipal corporation, Grantee (collectively referred to as the "Declarants").

WHEREAS, the Grantors own the real property situated in Kittitas County, State of Washington which is legally described above; and

WHEREAS, the Grantors desire to establish unto the City of Ellensburg certain non-exclusive, perpetual easements for access and utility purposes;

NOW, THEREFORE, for and in consideration of the benefits contained and derived hereunder, and for other good and valuable consideration, the receipt and sufficiency of which Grantors hereby acknowledge, Grantors, for and on behalf of themselves and their successors in

interest and assigns, does hereby convey, grant, declare, reserve unto itself, and establish the following easements for the benefit of Grantee:

1. ACCESS AND UTILITY EASEMENT

1.1 Location. The Grantors hereby grant, declare, reserve, and establish an exclusive, perpetual easement over, across, and under the parcel as previously described (the “Easement area”).

1.2 Use. The Declarants acknowledge and agree the Access and Utility Easement exists for the benefit of Grantee’s access, public utilities and burdens Grantors’ property. The Access and Utility Easement is to be used by the Grantee, and its successors and assigns for the purposes of access, locating, constructing, operating, repairing, maintaining, improving, removing and enlarging utility systems, including but not limited to water, sewer, storm water, street, gas, electric, communications and light utility systems, and any and all associated facilities or appurtenances necessary or convenient to the foregoing. Following the initial construction of all or a portion of its systems, Grantee may, from time to time, construct such additional facilities as it may require for such systems. Grantee shall have the right of access over and across the above-described parcel to enable Grantee to exercise its rights hereunder. Further, Grantee reserves the right to convey, grant, or declare private utility easements within the Easement area, with the same access rights thereto over and across the above-described parcel, when Grantee determines the same to be in the public interest.

1.3 Maintenance of the Surface of the Utility Easement. If and when the Grantee maintains, repairs, or improves the Access and Utility Easement or the utilities within the Access and Utility Easement for any reason, the Grantee, at the conclusion of said maintenance, repair, or improvement of said access or utilities located on the Access and Utility Easement shall have the obligation of returning any unused surface area of the easement to the condition it was in prior to the maintenance, repair, or improvement which resulted in a disturbance of the surface. The cost of returning the surface to its prior condition shall be the sole and separate responsibility and obligation of the Grantee.

1.4 Clearing and Maintenance. Grantee shall have the right to remove, trim or cut any brush, trees, shrubs or other vegetation standing or growing upon or adjacent to said facilities which in the opinion of the Grantee constitute an obstruction to the maintenance, repair or improvement of, or a danger to, said facilities. Grantee shall also have the right to control, on a continuing basis and by any prudent and reasonable means, the establishment and growth of brush, trees, shrubs or other vegetation in the Easement area. In addition, Grantee shall have exclusive use of the property as described in the easement.

The Grantors further agree and confirm that no permanent above ground structures will be located in the Easement Area. Further, the Grantors shall keep all new structures set back from the perimeter of the Easement Area a distance equal to that as contained in the zoning classification for the property in order to ensure that no conflicts arise between the permanent improvements on the remainder of the property not subject to the easement, and future construction of the access, utilities or other facilities.

2. AGREEMENTS BETWEEN GRANTORS AND GRANTEE.

The rights, title, privileges, and authority hereby granted shall continue and be in full force until such time as the Grantee, its successors or assigns, shall permanently remove said facilities and/or appurtenances from said property, or shall otherwise permanently abandon said facilities, at which time all such rights, title, privileges, and authority hereby granted shall terminate, and Grantee, at the request of Grantors, shall execute a document evidencing such termination and clearing title of this easement.

3. EASEMENT RUNS WITH THE LAND.

The easement granted herein, the restrictions established herein, and the covenants on the part of the Declarants, shall run with the land described herein and shall bind and be obligatory upon the parties and their respective successors and assigns, tenants, subtenants, licensees, and invitees.

4. SUCCESSORS AND ASSIGNS.

Grantee shall have the right to assign, apportion or otherwise transfer any or all of its rights, benefits, privileges and interests arising in or under the easements conveyed, granted and reserved herein. Without limiting the generality of the foregoing, the rights and obligations of the Declarants shall inure to the benefit of and be binding upon their respective successors and assigns.

5. TITLES AND HEADINGS.

Titles and headings are for descriptive purposes only and do not control or alter the meaning of this agreement or any provision thereunder as set forth herein.

6. WARRANTIES AND REPRESENTATIONS.

Grantors represent and warrant to the Grantee that: (a) Grantors have all necessary power and authority to execute and deliver this easement to the Grantee; (b) that Grantors are the owners of the herein-described real property; c) to the best of Grantors' actual knowledge, Grantors have never generated, stored, handled, or disposed of any hazardous waste or hazardous substance on any of said real property, including the Easement Area and Grantors' adjacent real property, in violation of applicable laws and Grantors have no actual knowledge of any hazardous waste or hazardous substance on said real property.

7. ENTIRE AGREEMENT.

This agreement constitutes the entire understanding and agreement between the parties as to the subject matter herein and no other agreements or understandings, written or otherwise, shall be binding upon the parties upon the execution of this agreement. No change in or amendment to this easement shall be valid unless set forth in writing and signed by all of the parties after execution of this agreement.

STEVE GUNN, GRANTOR

CITY OF ELLENSBURG, GRANTEE

By: _____

By: _____

Its: _____

Its: _____

SUSAN GUNN, GRANTOR

By: _____

Its: _____

STATE OF WASHINGTON)
) ss.
County of Kittitas)

On this day personally appeared before me, the undersigned Notary Public, in and for the State of Washington, duly commissioned and sworn, STEVE GUNN, as GRANTOR, a Washington municipal corporation, which executed the within and foregoing instrument, and acknowledge the said instrument to be the free and voluntary act and deed of said university, for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute said instrument.

Dated this _____ day of _____, 2021.

Printed Name: _____

Notary Public in and for the State of Washington, residing at _____

My Commission Expires: _____

STATE OF WASHINGTON)
) ss.
County of Kittitas)

On this day personally appeared before me, the undersigned Notary Public, in and for the State of Washington, duly commissioned and sworn, SUSAN GUNN, as GRANTOR, a Washington municipal corporation, which executed the within and foregoing instrument, and acknowledge the said instrument to be the free and voluntary act and deed of said university, for the uses and purposes therein mentioned, and on oath stated that she was authorized to execute said instrument.

Dated this _____ day of _____, 2021.

Printed Name: _____

Notary Public in and for the State of Washington, residing at _____

My Commission Expires: _____

STATE OF WASHINGTON)
) ss.
County of Kittitas)

On this day personally appeared before me, the undersigned Notary Public, in and for the State of Washington, duly commissioned and sworn, _____, the _____ of the CITY OF ELLENSBURG, as GRANTEE, a Washington municipal corporation, which executed the within and foregoing instrument, and acknowledge the said instrument to be the free and voluntary act and deed of said city, for the uses and purposes therein mentioned, and on oath stated that _____ was authorized to execute said instrument.

Dated this _____ day of _____, 2021.

Printed Name: _____

Notary Public in and for the State of Washington, residing at _____

My Commission Expires: _____

CRUSE
& ASSOCIATES
PROFESSIONAL LAND SURVEYORS

**CITY OF ELLENSBURG ACCESS & UTILITY EASEMENT
5/5/21**

An easement of variable width across the below described parcels, being that portion of said parcels lying east and northeast of a line described as follows:

Beginning at the Northwest corner of Lot 1, ELLENSBURG INDUSTRIAL PARK, as per plat thereof recorded in Book 8 of Plats, at page 19, records of Kittitas County, Washington; thence S 00°44'39" E, along the west boundary of said Lot 1, 100.91 feet to the true point of beginning for said described line; thence S 45°18'00" E, along a line parallel with the northeasterly boundary of said Lot 1, 401.94 feet to a point 40 feet southwesterly, perpendicular measure, of said northeasterly boundary of Lot 1; thence S 00°44'39" E, 60.14 feet to a point on the northeasterly boundary of the Prospect Street cul-de-sac as delineated on Book 16 of Surveys at page 32, as recorded June 8, 1989, under Auditor's File No. 520966, records of Kittitas County, Washington, which point bears N 52°54'54" W, 56.77 feet from the southerly most corner of Lot C of that certain survey as recorded June 8, 1989 in Book 16 of Surveys at page 32, under Auditor's File No. 520966, records of said county; thence along the northerly boundary of said cul-de-sac, along a 60.00 foot radius curve to the right, through a central angle of 56°28'12", an arc distance of 59.14 feet to said southerly most corner of Lot C and the end of said described line.

Described Parcels:

Lot C of that certain survey as recorded June 8, 1989 in Book 16 of Surveys at page 32, under Auditor's File No. 520966, records of Kittitas County, Washington; being a portion of the Prospect Street right of way vacated by City of Ellensburg Ordinance No. 3651.

AND

Lot 1, ELLENSBURG INDUSTRIAL PARK, as per plat thereof recorded in Book 8 of Plats, at page 19, records of Kittitas County, Washington; EXCEPT Lot B of that certain survey as recorded June 8, 1989 in Book 16 of Surveys at page 32, under Auditor's File No. 520966, records of Kittitas County, Washington.

All as per attached Exhibit.



217 E. FOURTH • P.O. BOX 959 • ELLENSBURG, WA 98926 • (509) 962-8242

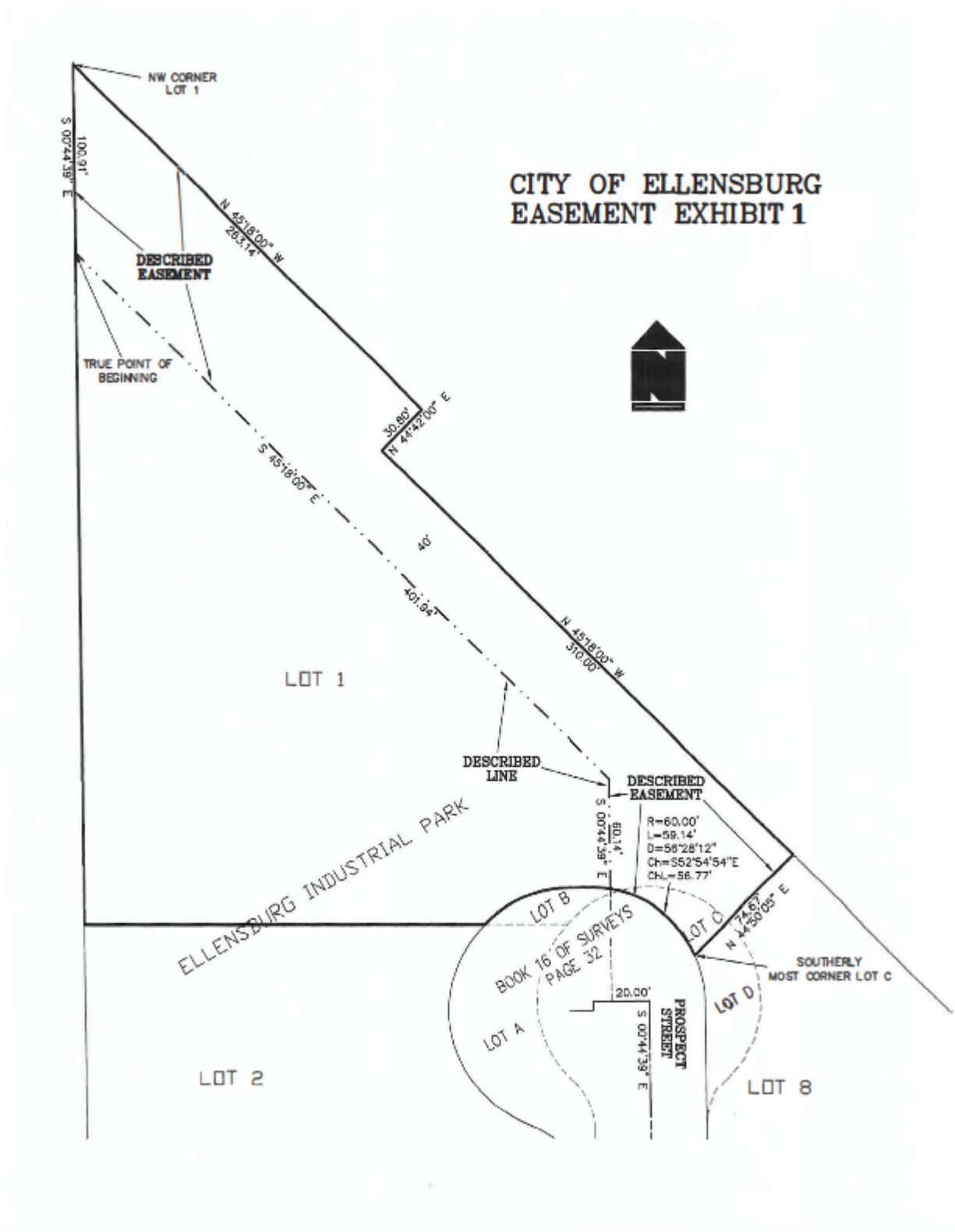


EXHIBIT C

List of Leases and Rent Roll



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: June 7, 2021

Item Title/Agenda Subject: Affordable Housing Commission Recommendation on City Property Contribution for Affordable Housing

Submitted by: Jamey Ayling Community Development

Recommended Action or Motion: Authorize the Mayor's signature on the award letter to Stalder Interests, and provide staff direction to initiate contract negotiations with Stalder Interests upon receipt of signed acknowledgement of conditions.

Background/Summary: On February 17, 2021 the City received an application from Stalder Interests requesting acquisition of City surplus property to develop 57 units in three buildings providing rental opportunities to low income families. The Affordable Housing Commission (AHC) is charged with making recommendations to City Council regarding City surplus property for affordable housing, as well as allocation of the affordable housing sales tax funds. On May 5, 2021 the AHC heard a presentation from Matthew Stalder regarding the proposed development, and provided an opportunity for questions and answers. The AHC discussed the project and is forwarding a recommendation to City Council to pursue property contribution for this project.

Pursuant to RCW 39.33.15 and Ellensburg City Code Chapter 2.06, the City of Ellensburg has identified two City-owned sites (total of three parcels) available for affordable housing development proposals that serve residents earning 80% or less of the Area Median Income. The application from Stalder Interests is requesting contribution of the city surplus property consisting of two lots at 1st and Pine, referred to as the Community Garden Property.

Previous Council Action: City Council has appointed the Affordable Housing Commission to provide oversight of affordable housing within Ellensburg, including providing recommendations on city surplus property, and administering the revenue generated by the housing sales tax. On December 7, 2020 Council took

action approving a recommendation of the Affordable Housing Commission for a similar but different project and sent a subsequent award letter to the applicant initiating contract negotiations. The current application was part of an open application process for property the City Council determined was eligible for surplus in 2017, as opposed to the RFP process that was utilized in 2019.

Analysis:

The City received an application for "City Property Contribution for Affordable Housing" from Stalder Interests dated February 17, 2021. Per the guidance of Council and the open application process, the Affordable Housing Commission reviewed the application at its regular meeting on May 5, 2021.

Consistent with RCW 39.33.15, transfer, lease, disposal of public property for affordable housing surplus property allocated to projects that create new affordable housing in Ellensburg. Eligible uses of property include affordable housing development proposals that serve residents earning 80% or less of the Area Median Income.

The Stalder Interests application indicated the ability to provide 57 units to persons who make less than 60% AMI. The time to complete the project is estimated to take two years as detailed in the application. The applicant demonstrated they are able to meet the requirements of the affordable housing property contribution application, and will help the city to address the identified housing needs in the community.

Stalder Interests is not pursuing any local funding for this project; rather they will be applying for Section 221(d)(4) federal funds from the Department of Housing and Urban Development. The AHC recommended awarding City surplus property to this project. If approved, City staff will coordinate with legal counsel to develop an affordable housing contract. The contract will assure that the project is in the vital and best interest of City and the health, safety and welfare of the residents of the City, and in accord with the public purposes and provisions of applicable federal, state and local laws and requirements.

Financial Impact:

The subject property was valued at \$158,188.73 in November

2019, based on the assessed value of comparable properties.

Attachments:

[Stalder Affordable Housing App](#)
[Stalder Interests, Inc. Award Letter](#)



CITY-OWNED PROPERTY CONTRIBUTION FOR AFFORDABLE HOUSING 2019 APPLICATION

APPLICATION COVER SHEET

Please refer to the Request for Proposals on the Community Development webpage:

<https://ci.ellensburg.wa.us/1069/Housing-In-Ellensburg>

A complete application must include a signed application and the following attachments:

1. Signed City of Ellensburg pre-funding application submittal
2. Documentation to support collaboration
3. Project site/development plan
4. Resident screening/monitoring tool

Prior to execution of contracts with successful applicants, applicants will be required to submit financial information for review. This will include 2 years of income statements (revenue/expenditures and net profit/loss, and past 2 years balance sheets (assets/liabilities).

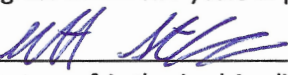
Incomplete applications will not be considered. Missing or incomplete information will result in a forfeiture of application. Do not include any information beyond what is requested in the application. **Please note, all funding applications and associated materials are public record.**

- Questions on land use regulations and building codes, please contact the Community Development Department at 509-962-7231
- Questions on Affordable housing funding, please contact Angela San Filippo at 509-925-8653 or sanfilippoa@ci.ellensburg.wa.us

CERTIFICATION and AUTHORIZED SIGNATURE: To the best of my knowledge and belief, the information contained in this application, and in the additional required documentation submitted with this application, is true and correct. I understand that any false information or omission may disqualify my organization from further consideration for City assistance. I authorize the investigation of any or all statements contained in this application and any other information pertinent to this application and my organization and its employees and board members.

The signatory possesses the legal authority to apply for and receive City of Ellensburg assistance, and the person signing the application has the proper authority from the governing body of the organization. The applicant understands the City will not be responsible for any costs incurred by the applicant in developing and submitting this application, and that all applications submitted become the property of the City and applications are public record.

The applicant agrees that if this project is allocated City surplus property, the applicant will enter into a contract with the City of Ellensburg and will be required to submit annual reports attesting to compliance with the agreed upon retention of affordability and residents of housing developments funded through the City's local housing fund or constructed on property contributed by the City. The applicant further agrees that if this project is allocated City surplus property, it will comply with all federal, state, and local statutes, regulations, policies, and requirements applicable to City assistance. If the awarded project does not show substantial progress within two years of property allocation the property will revert back to the City for reallocation.

 10/13/20
Signature of Authorized Applicant Representative Date

Matt Stalder Stalder Interests Partner
Name of Authorized Applicant Representative (Please Print or Type) Title (Please Print or Type)

1. PROJECT DESCRIPTION AND ELIGIBILITY

A. Project Name:	1st & Pine Studios
Agency Name:	Stalder Interests
Contact Person:	Matthew Stalder
Mailing Address:	2000 Quartz Mtn Dr
City, State, Zip:	Ellensburg, WA 98926
Phone:	509 929 4820
Email:	staldermw@gmail.com

B. Project Location:	Corner of 1st st and Pine st
Primary Street Address:	N Pine St
City, State, Zip:	Ellensburg, WA 98926
Tax Parcel ID #:	937033 617033

C. Project Activity (check all that apply)

- | | | |
|---|---|--|
| ☐ Acquisition | ☐ Demolition/Redevelopment | ☒ New Construction |
| ☐ Adaptive Reuse | ☐ Mixed Use | ☐ Rehabilitation |
| | | ☐ Other |

If you checked Mixed Use or Other above, please explain:

D. Type of organization or company

- | | |
|---|--|
| ☐ Nonprofit organization 501(c)(3) | ☐ Public organization |
| ☒ For profit organization | ☐ Other: _____ |

E. Has this organization/developer previously received funding from the City of Ellensburg?

☐ Yes ☒ No If yes, please indicate funding source _____

F. City Property Request. Please indicate City property contribution parcel number.

City property contribution
parcel number: 937033 617033 Total Project Budget: \$ 5,000,000.00

G. Project Summary. Briefly summarize your proposed project in a couple of paragraphs; include a general statement of the project’s overall purpose, scope, and intent. **(300 words or less)**

The purpose of this project is to utilize the City owned property at 1st & Pine st to develop 57 studio units for multiple types of low income renter categories. The project would use the zone and street frontage types to build 3 buildings of 19 units each. As rents for single tenant units have surpassed \$1,000/month and pent up demand will continue to raise the price, units that do not have specifically limited rent at a much lower than market price will be gone in 3-5 years. This project would alleviate that using federal housing funds as leverage to complete a large scale build that would be financially feasible with rents well below market rate.

H. Populations to be served. Please select the household income for each unit proposed to be developed on one of the identified City-owned properties.

% of Area Median Income	# of Units	# of bedrooms	Tenant monthly rent/mortgage
Select item			
Select item			
Select item			
Select item			
Select item			
Select item			
Select item			
Select item			
Select item			
Select item			
Select item			
Total	0		

- I. Summary of all housing units.** Please include **ALL** housing units in the project. Projects proposed for City-owned property may be eligible for households earning 80% or below Area Median Income.

Area Median Income	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom	Total Units
At or below 30%						0
35%						0
40%						0
45%						0
50%						0
55%						0
60%	57					57
65%						0
70%						0
75%						0
80%						0
Total	57	0	0	0	0	57
# of ADA Compliant Units	3					3
Average Square feet	375					

2. COMMUNITY IMPACT

- A. Community impacts.** The following targets have been identified as having a tangible benefit for intended residents. Please check all that apply to the proposed project location.

- ☒ Within ½ mile of public transit stop
 ☐ Within ½ mile of senior center
☒ Within ½ mile of park or recreation area
 ☒ Within ½ mile of grocery store with fresh food
☒ Within ½ mile of public school
 ☒ Within ½ mile of medical services
☒ Other Downtown core/ large local employers

- B. Financial stability.** Please describe how this project will provide opportunities for beneficiaries to build financial stability. **(100 words or less)**

This project will improve financial stability as the combination of lowered rent and the cost savings of being close to groceries, employment, and public amenities will allow tenants to put more into savings while spending less hours on work related things and more on advancement.

- C. Sense of place and community.** Please describe how the proposed project will promote a sense of place and community for intended residents and the greater Ellensburg community. **(100 words or less)**

As the land is currently residentially vacant, the multiple building project and amount of inhabitants able to live in it will create a community in itself as well as an expanded community for the nearby residential district to the south. It will also increase the greater Ellensburg community by bringing more density to the boundary of the downtown core providing more patronage for the downtown area.

D. Other community impacts. Please describe other tangible benefits the project will have for the intended beneficiaries as well as the greater Ellensburg community. **(200 words or less)**

A large tangible benefit will be the monetary impact of the development. As almost everything in town was impacted by covid, the project will generate over a hundred thousand dollars in fees to the city for permitting as well as the amount above average amount going to the residents of the city as the project will be prevailing wage giving local contractors a boost.

3. RETENTION OF AFFORDABILITY

A. Please indicate how this project will help retain affordable housing units in the community. Please note housing projects receiving City property contribution will be required to maintain affordability for a minimum of 40 years. **(200 words or less)**

As the units will be rental units, there will be a multi decade requirement for decreased rent for the units and so affordability of the housing will be retained as it will be required to be.

4. HOUSING NEEDS AND INVESTMENT PRIORITIES

- A. Describe how the proposed project addresses Ellensburg's identified housing needs. Describe what this project will accomplish and how the proposed housing units will help meet the community's housing needs as identified in the current [Ellensburg Housing Needs Assessment](https://ci.ellensburg.wa.us/1609/Housing-In-Ellensburg) data available at: <https://ci.ellensburg.wa.us/1609/Housing-In-Ellensburg>. Please only include information not covered in Section 2 - Community Impacts. (500 words or less)

As the average multifamily designated project in Ellensburg is small in scale and the majority of current development push is single family housing, the housing crunch will continue to increase as population growth is projected to be about 2.5%, and in reality will be more. The number of units, both rental and owned, will not keep up with as the above mentioned scale of most builds is too small and the emphasis on duplexes, triplexes and townhouses instead of large scale complexes is only making the problem worse. It is also pointed out that as of 2018 half of Ellensburg housing stock is single family houses while almost three quarters of the population are renters. The units this project will create will allow renters to move out of single family houses into something more appropriate and allow the houses to become available to the open market where there is a very limited supply that is increasing home ownership prices. The project would also address the continuing issue of sub 1% vacancy rates by bringing a larger amount of units online at once and allowing low income renters to have a suitable unit instead of competing with professionals with much higher budgets.

5. PROPERTY MANAGEMENT AND DEVELOPMENT

A. Project Applicant/Developer

Firm Name:	Stalder Interests Inc
Contact person and title:	Matt Stalder
Phone Number:	509 929 4820
Email address:	staldermw@gmail.com
Address:	2000 Quartz Mtn Dr
City/State/Zip:	Ellensburg, WA 98926
Federal Tax ID #:	91-1565776
Unified Business Identifier:	601 395 858

B. Architect

Firm Name:	TBD
Contact person and title:	
Phone Number:	
Email address:	

C. General Contractor

Firm Name:	TBD
Contact person and title:	
Phone Number:	
Email address:	

D. Property Management Firm (as applicable)

Firm Name:	Hopesource (anticipated)
Contact person and title:	
Phone Number:	
Email address:	

6. PROPERTY MANAGEMENT AND DEVELOPMENT TEAM EXPERIENCE

A. Project Applicant/Developer Experience. For completed projects, list only projects completed in the last 5 years. For pipeline projects, list projects for which you plan to seek funding in the next 12 months or have received at least one funding commitment.

Projects Completed								
Project Type	Activity Type	Role (i.e. owner, developer)	City and State	# Units	Date project activities began	On Time, On Budget	Placed in service date	Type of financing
Multifamily	New Construction	Owner/Developer	Ellensburg	20	10/19	Yes, Yes	01/21	Cash Equity, Mezzanine Debenture, Debt
Multifamily	New Construction	Owner/Developer	Ellensburg	40	06/13	Yes, Yes	09/19	Equity, Debt
Select item	Select item					Select item		
Select item	Select item					Select item		
Select item	Select item					Select item		
Select item	Select item					Select item		
Select item	Select item					Select item		

Project Pipeline								
Project Type	Activity Type	Role (i.e. owner, developer)	City and State	# Units	Date project activities began	On Time, On Budget	Placed in service date	Type of financing
Multifamily	New Construction	Developer	Ellensburg	30	07/19	Yes, Yes	12/21	Cash
Multifamily	New Construction	Developer	Ellensburg	5	10/20	Yes, Yes	12/21	Cash, Grants
Select item	Select item					Select item		
Select item	Select item					Select item		
Select item	Select item					Select item		
Select item	Select item					Select item		

B. Project Property Management Firm Experience. As applicable, please list up to 10 similar projects that your organization, or your selected Property Management firm, has managed or currently manages.

Project	City and State	# Units	Unit Type	Target population	Effective date of management contract	End date (current if still managing)
Place Apartments	WA	40	2-bed	Students	N/A	N/A
			Select item			
			Select item			
			Select item			
			Select item			
			Select item			
			Select item			
			Select item			
			Select item			
			Select item			

7. LEVERAGE AND COLLABORATION

A. Financing Sources. Please complete all information applicable to your project. Include all financing term assumptions even if they are funder's standard terms. Include funds contributed by applicant through initial start-up capital or expected applicant contribution.

Name	Type	Proposed Amount	Committed Amount	Date Applied	(Projected) award date	Grant/loan	Term	Payment structure
N Pine St	City property	\$ 0.00	\$ 0.00	10/13/20				
Sect. 221(d)(4)	Federal	\$4,000,000						
	Select Item							
	Select item							
	Select item							
	Select item							
	Select item							
	Select item							
	Select item							
TOTAL		\$4,000,000	\$ 0.00					
CITY PROPERTY REQUESTED		937033.617033						

B. Please describe how the City property contribution requested will be leveraged. Provide a brief narrative of financing sources listed above and the city funds will be leveraged. **(100 words or less)**

With the land being contributed as equity, outside bridge capital may be sought and the main funding will be through a Section 221 loan HUD loan up to 87% LTC.

C. Please describe in-kind contributions and/or volunteers/pro-bono services that support project development. Your narrative response must focus on the in-kind contributions, volunteers, and pro-bono services that will be used for the proposed project, and not the agency in general. **(100 words or less)**

The contributions to the project will be work on entitlements and applications as well as site planning. The design of the building and site plan will be done pro bono before being sent for final engineering. The project will also require a code departure request, SEPA, pre-application, and several other applications before application for permits will be allowed which will be contributed.

D. Collaboration and Partnership. Please describe activities that demonstrate active partnerships and/or regular coordination with other relevant public, nonprofit, and private entities that support similar goals or related activities. Examples might include membership on advisory groups, financial contributions, sharing data or best practices, and soliciting input from community partners. **Your narrative must focus on community partnerships that will be used for the proposed project, and not for the agency in general. (300 words or less)**

Active collaboration with Hopesource with consulting and development of other low income projects providing advisory and physical contributions. As the project is also large enough in size, public comment will be asked for during several parts of the entitlement process allowing for active public participation.

8. PROJECT SCHEDULE AND BUDGET

A. Project Schedule. Provide date completed and status information for the following project tasks. If a task does not apply to your project, enter N/A. To include additional tasks please attach additional sheets as necessary. Please only enter details for each task in the “Notes/Status” Column.

Category	Tasks	Date completed or expected completion	Notes/Status
Site Control	Purchase and Sale Agreement/Option		Land to be Contributed
Site Control	Closing		
Feasibility/Due Diligence	SEPA		SEPA to take 1-2 Months to Complete
Financing	Appraisal		
Financing	Financial underwriting		Underwriting during A&E
Financing	Application(s) for other funding source(s)		
Design/Permitting	Preliminary drawings completed		Preliminary drawings 75% done
Design/Permitting	Zoning approval		No rezone required, code departure
Design/Permitting	Site plan approval		Site plan part of full A&E, 6-9 months
Design/Permitting	Building/civil permit submitted		Civil part of full A&E
Design/Permitting	Building/civil permits issued		
Design/Permitting	Other agency permits issued		
Construction	Selection of general contractor		
Construction	Begin construction		
Construction	Issued certificate of occupancy		Const. to take 15-20 months
Occupancy	Selection of management firm		
Occupancy	Begin leasing/selling		

B. Project Budget. Amounts in the total project cost must be accounted for in full by assigning them to funding sources as appropriate. Do not combine funding sources in a column. All residential development costs should be included in this budget.

Total	%	Funding source	Funding source	Funding source	Funding source	Funding source	Funding source
		Federal	Select Item	Select item	Select item	Select item	Select item

Acquisition costs

(such as: existing structures, land, closing costs, etc.)	\$ 0.00	0.00%						
---	---------	-------	--	--	--	--	--	--

Construction costs

(such as: demolition, new building, rehabilitation, contractor overhead and profit, site work and infrastructure costs)	\$ 3,700,000	90.3%	\$3,700,000					
---	--------------	-------	-------------	--	--	--	--	--

Soft costs

(such as: appraisal, legal fees, technical experts, environmental studies, project management, other consultants)	\$ 100,000	2.4%		\$100,000				
---	------------	------	--	-----------	--	--	--	--

Other development costs

(such as: permits, utility hook-ups)	\$ 250,000	6.1%	\$250,000					
--------------------------------------	------------	------	-----------	--	--	--	--	--

Financing costs

(such as loan fees, legal fees, etc.)	\$ 50,000.00	1.2%	\$50,000					
---------------------------------------	--------------	------	----------	--	--	--	--	--

Total	\$4,100,000		\$4,000,000	\$100,000	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
--------------	-------------	--	-------------	-----------	---------	---------	---------	---------

C. Budget Narrative. As necessary, include budget narrative to support and/or supplement the information included in the project budget tables above. **(100 words or less)**

The generalized budget above was taken from a more detailed budget of costs deriving from recent costs to build on similar projects, adjusting for prevailing wage, general contractor preliminary bids and other cost data.

9. ATTACHMENTS TO APPLICATION

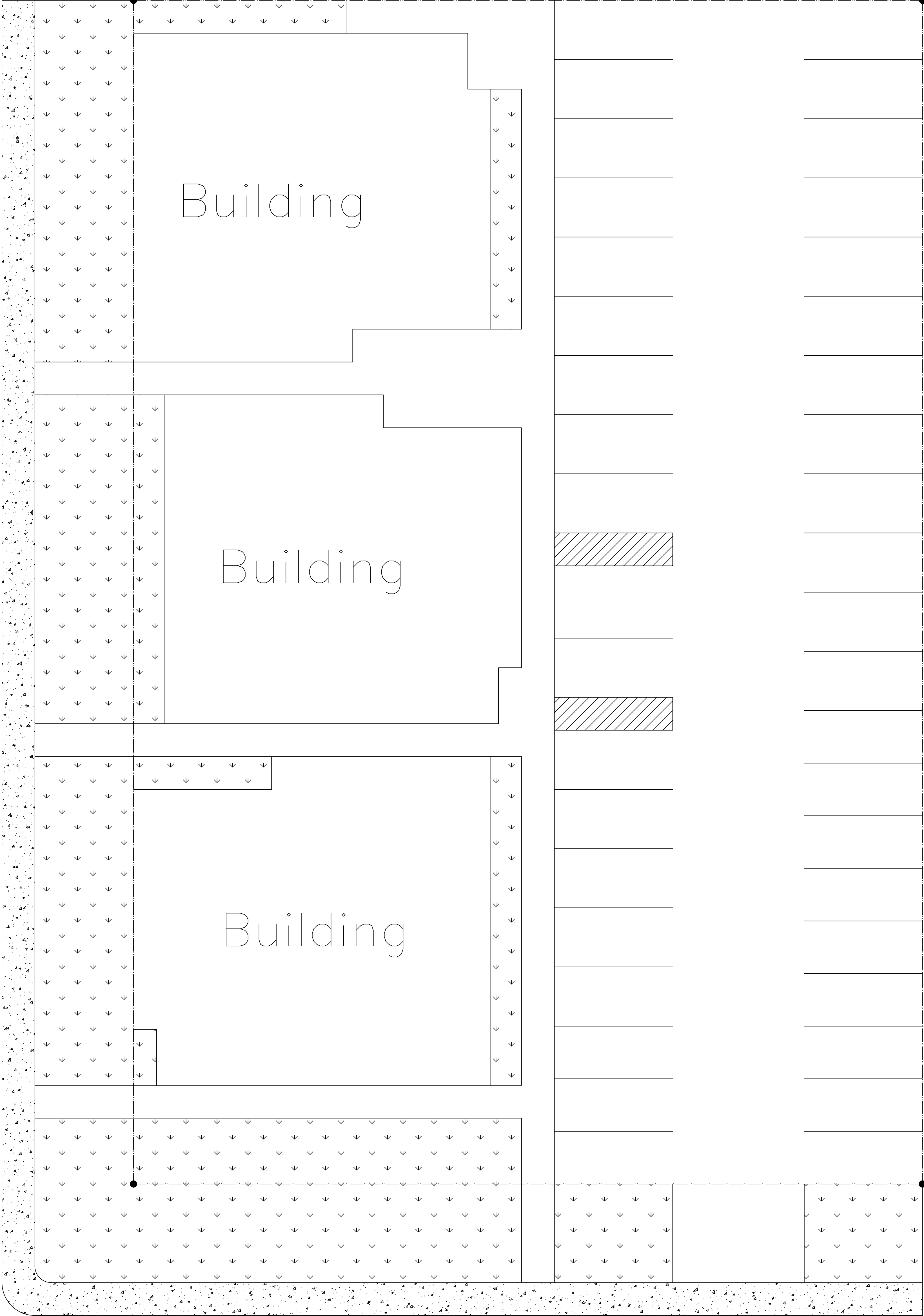
- ☒ Signed City of Ellensburg pre-funding application submittal
- ☐ Documentation to support collaboration
- ☒ Project site/development plan
- ☒ Resident screening/monitoring tool

N Pine St



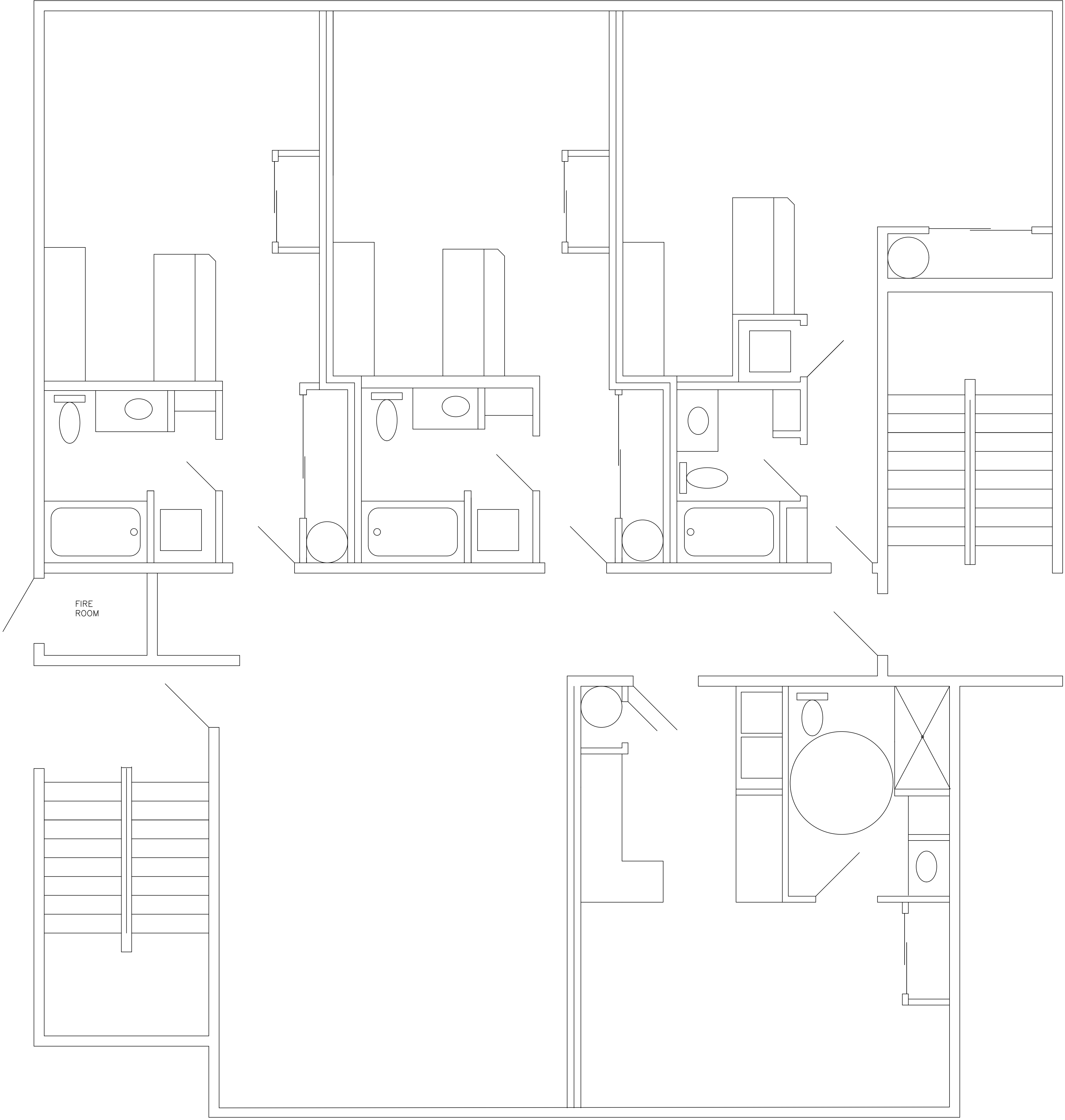
Existing City
Parking Lot

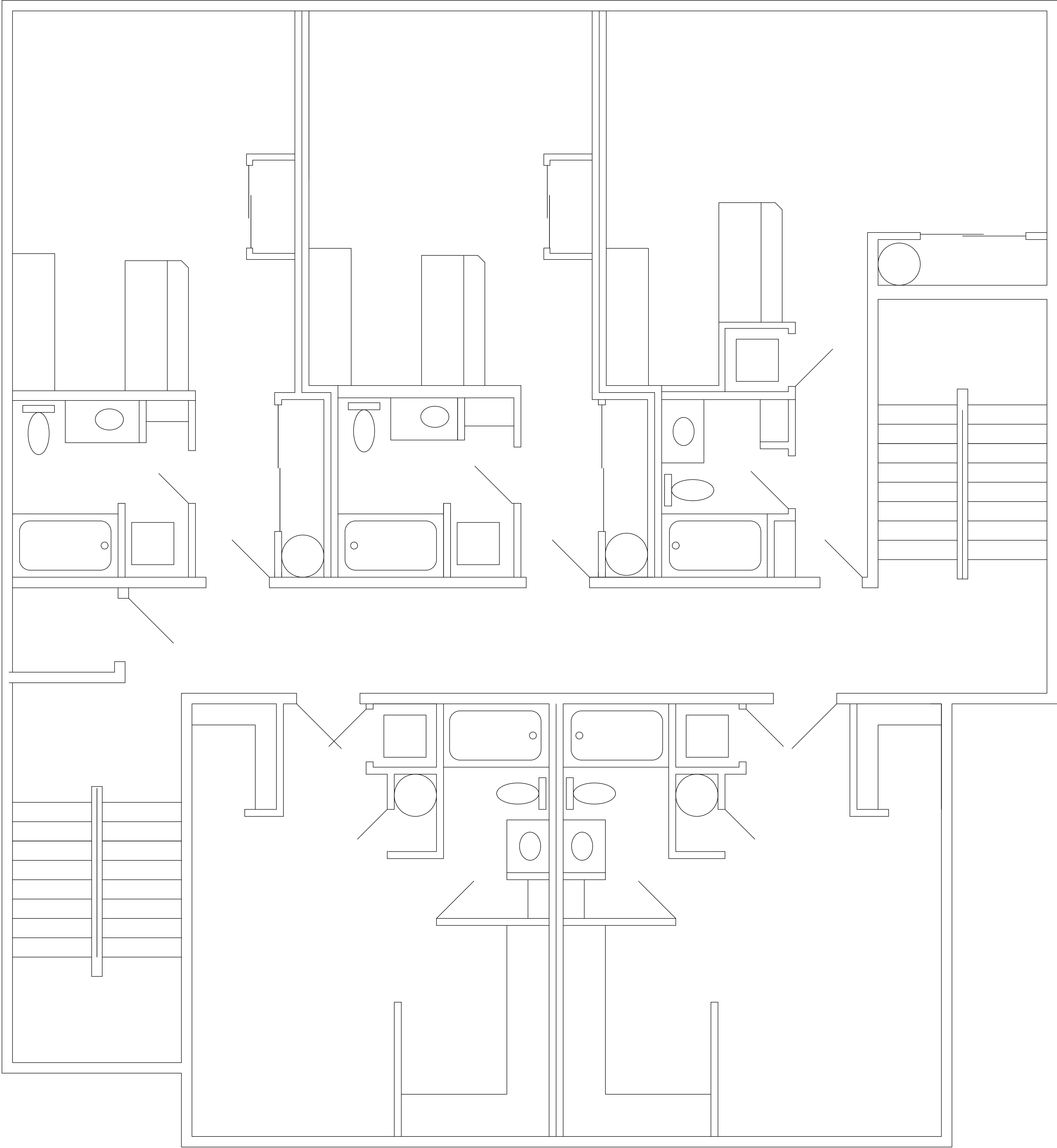
Property Corner



E 1st Ave

Alley





INITIAL APPLICATION FOR HOUSING

I. Applicant Information: Please Print NEATLY In Ink

LAST NAME	FIRST NAME	MIDDLE INITIAL
MAILING ADDRESS	APT. NO.	CITY
	()	()
STATE	ZIP	
EMAIL ADDRESS	CELL PHONE	WORK / MESSAGE PHONE

PLEASE LIST ANY OTHER NAMES YOU MAY HAVE USED IN THE PAST (MAIDEN NAME, ALIAS, ETC.): _____

Primary Language: _____

 Translation Services Needed: ☐ YES ☐ NO

II. Household Information:

1. Please list ALL HOUSEHOLD MEMBERS who will be living in the assisted unit. (List additional Members on a separate page if more space is needed):

Mbr #	LAST NAME	FIRST NAME	MI	SEX (M/F)	RELATION TO HEAD	DATE OF BIRTH (MM/DD/YYYY)	DISABLED	US MILITARY VETERAN
1					SELF		☐ YES ☐ NO	☐ YES ☐ NO
	SOCIAL SECURITY #	COUNTRY OF BIRTH	RACE: Select all that apply				Ethnicity: Select one	
			☐ Caucasian ☐ Black/African American ☐ Native American ☐ Asian ☐ Hawaiian/Pacific Islander				☐ Hispanic/Latino ☐ Non-Hispanic/Latino	

Mbr #	LAST NAME	FIRST NAME	MI	SEX (M/F)	RELATION TO HEAD	DATE OF BIRTH (MM/DD/YYYY)	DISABLED	US MILITARY VETERAN
2							☐ YES ☐ NO	☐ YES ☐ NO
	SOCIAL SECURITY #	COUNTRY OF BIRTH	RACE: Select all that apply				Ethnicity: Select one	
			☐ Caucasian ☐ Black/African American ☐ Native American ☐ Asian ☐ Hawaiian/Pacific Islander				☐ Hispanic/Latino ☐ Non-Hispanic/Latino	

Mbr #	LAST NAME	FIRST NAME	MI	SEX (M/F)	RELATION TO HEAD	DATE OF BIRTH (MM/DD/YYYY)	DISABLED	US MILITARY VETERAN
3							☐ YES ☐ NO	☐ YES ☐ NO
	SOCIAL SECURITY #	COUNTRY OF BIRTH	RACE: Select all that apply				Ethnicity: Select one	
			☐ Caucasian ☐ Black/African American ☐ Native American ☐ Asian ☐ Hawaiian/Pacific Islander				☐ Hispanic/Latino ☐ Non-Hispanic/Latino	

Mbr #	LAST NAME	FIRST NAME	MI	SEX (M/F)	RELATION TO HEAD	DATE OF BIRTH (MM/DD/YYYY)	DISABLED	US MILITARY VETERAN
4							☐ YES ☐ NO	☐ YES ☐ NO
	SOCIAL SECURITY #	COUNTRY OF BIRTH	RACE: Select all that apply				Ethnicity: Select one	
			☐ Caucasian ☐ Black/African American ☐ Native American ☐ Asian ☐ Hawaiian/Pacific Islander				☐ Hispanic/Latino ☐ Non-Hispanic/Latino	

Mbr #	LAST NAME	FIRST NAME	MI	SEX (M/F)	RELATION TO HEAD	DATE OF BIRTH (MM/DD/YYYY)	DISABLED	US MILITARY VETERAN
5							☐ YES ☐ NO	☐ YES ☐ NO
	SOCIAL SECURITY #	COUNTRY OF BIRTH	RACE: Select all that apply				Ethnicity: Select one	
			☐ Caucasian ☐ Black/African American ☐ Native American ☐ Asian ☐ Hawaiian/Pacific Islander				☐ Hispanic/Latino ☐ Non-Hispanic/Latino	

Mbr #	LAST NAME	FIRST NAME	MI	SEX (M/F)	RELATION TO HEAD	DATE OF BIRTH (MM/DD/YYYY)	DISABLED	US MILITARY VETERAN
6							☐ YES ☐ NO	☐ YES ☐ NO
	SOCIAL SECURITY #	COUNTRY OF BIRTH	RACE: Select all that apply				Ethnicity: Select one	
			☐ Caucasian ☐ Black/African American ☐ Native American ☐ Asian ☐ Hawaiian/Pacific Islander				☐ Hispanic/Latino ☐ Non-Hispanic/Latino	

Mbr #	LAST NAME	FIRST NAME	MI	SEX (M/F)	RELATION TO HEAD	DATE OF BIRTH (MM/DD/YYYY)	DISABLED	US MILITARY VETERAN
7							☐ YES ☐ NO	☐ YES ☐ NO
	SOCIAL SECURITY #	COUNTRY OF BIRTH	RACE: Select all that apply				Ethnicity: Select one	
			☐ Caucasian ☐ Black/African American ☐ Native American ☐ Asian ☐ Hawaiian/Pacific Islander				☐ Hispanic/Latino ☐ Non-Hispanic/Latino	

Mbr #	LAST NAME	FIRST NAME	MI	SEX (M/F)	RELATION TO HEAD	DATE OF BIRTH (MM/DD/YYYY)	DISABLED	US MILITARY VETERAN
8							☐ YES ☐ NO	☐ YES ☐ NO
	SOCIAL SECURITY #	COUNTRY OF BIRTH	RACE: Select all that apply				Ethnicity: Select one	
			☐ Caucasian ☐ Black/African American ☐ Native American ☐ Asian ☐ Hawaiian/Pacific Islander				☐ Hispanic/Latino ☐ Non-Hispanic/Latino	

2. Is anyone in the household expecting a baby? ■ YES ■ NO If YES, please list the name(s): _____

3. **HOUSEHOLD INCOME:** Please list ALL sources of income received by ALL members of your household:
 Examples: Wages, Pension, Child Support, SSI, SSA, L&I, TANF, and Regular Gifts. List additional income on a separate page if more space is needed.

MBR#	Type of Income (wages, etc.)	Amount Received	(Circle one)				Hrs. per wk. (if applicable)
1		\$	per	hour	week	month	
2		\$	per	hour	week	month	
3		\$	per	hour	week	month	
4		\$	per	hour	week	month	
5		\$	per	hour	week	month	
6		\$	per	hour	week	month	
7		\$	per	hour	week	month	
8		\$	per	hour	week	month	

III. Family Information:

1. Does anyone listed on your application have a Criminal Record? Answering YES, will not automatically exclude you from housing. A Criminal History background check will be run on you and your adult family members. ■ YES ■ NO

If YES, please list any criminal history, which will appear on your records and where it occurred: _____

2. Has anyone listed on your application previously lived in Public Housing? ■ YES ■ NO

If YES, please list who, along with when and where they lived in Public Housing: _____

3. Does your family require a handicapped-modified unit? (Examples: roll-in shower, wheelchair accessible, etc.) ■ YES ■ NO

4. Does any family member require a reasonable accommodation? (Example: live-in aid, etc.) ■ YES ■ NO

If YES, please complete a **Reasonable Accommodation form**, available from any KCHA office.

IV. Preferences:

Extremely Low Income Preference

1. Do you currently live in subsidized housing or receive a government rent subsidy?

☐ YES ☐ NO

If you answered “YES” you do not qualify for the **Extremely Low Income** preference. Go to Question 3.

If you answered “NO”, go to question 2.

2. Is your yearly income *at or below* the limits given for your family size on the chart below?

☐ YES ☐ NO

Family Size	Annual Income	Family Size	Annual Income	Family Size	Annual Income	Family Size	Annual Income	Family Size	Annual Income	Family Size	Annual Income
1	\$25,100	3	\$32,250	5	\$38,700	7	\$44,400	9	\$50,150	11	\$57,560
2	\$28,650	4	\$35,800	6	\$41,550	8	\$47,300	10	\$53,080		

3. Are you currently homeless?

☐ YES ☐ NO

Homeless is defined as lacking a fixed, regular and adequate nighttime residence and has a primary nighttime residence where the family is: (1) Living outside (i.e. no fixed roof, in a park, in a tent, etc.) (2) Living in a temporary publicly or privately owned shelter (3) Living in a car or a recreational vehicle.

- If you answered “YES”, please check the situation that most applies to you:
 - ☐ Living outside (i.e. no fixed roof, in a park, in a tent, etc.) or in a car or recreational vehicle
 - ☐ Living in a temporary publicly or privately owned shelter. Name of the shelter: _____
 - ☐ Living in other unstable temporary housing (i.e. “couch surfing, doubled up, etc.)
 - ☐ You are in the process of graduating from a KCHA-funded sponsor-based program
 - ☐ You are a graduate of the Shelter-Plus Care Program

4. Substandard Housing, Displaced, & Rent Burden Preferences (This Section applies to all applicants)

- a) Do you currently live in a dilapidated home or live in a home without one of the following: plumbing, toilet, tub/shower, kitchen, electricity, or heat? ☐ YES ☐ NO
- b) Are you currently displaced from your home by natural disaster, government action, domestic violence, or forced to move to avoid reprisal, due to hate crimes, owner action, or unit inaccessibility? ☐ YES ☐ NO
- c) Have you been paying more than 50% of your Gross Income (income *before* taxes are taken out) for rent and utilities for the last 90 days? Utilities do not include phone or cable. ☐ YES ☐ NO

**IF YOU ANSWERED “YES” TO ANY OF THE ABOVE QUESTIONS (4 A-C), YOU APPEAR TO QUALIFY FOR A PREFERENCE.
PLEASE NOTE: ALL PREFERENCES WILL BE VERIFIED PRIOR TO AN OFFER OF HOUSING.**

IF YOU DID NOT ANSWER “YES”, TO ANY OF THE ABOVE QUESTIONS, THEN YOU DO NOT APPEAR TO QUALIFY FOR A PREFERENCE AT THIS TIME AND WILL BE PLACED ON OUR WAITING LIST AS A NON-PREFERENCE.

V. Signature:

I hereby certify that the information provided in this application is true to the best of my knowledge and belief. I understand that any false statements made on this application may result in the cancellation of my application and if housed, my family will be subject to eviction. I also understand I must report any changes in the above information to the housing office in writing. Failure to report accurate information with regards to my family circumstances and any changes that may occur may result in delays in the application process and could ultimately lead to cancellation of my application, without further notice. I certify that I have read and understand this declaration and I understand that I will be required to successfully complete a criminal background check, a credit history check, provide landlord history for the past three years and update my local preference and income status, which will be verified by the Housing Authority before a final determination regarding the suitability of my application will be made. Failure to respond to any correspondence from the Housing Authority may result in delays in the application process and could ultimately lead to cancellation of my application without further notice.

Head of Household Signature: _____ **Date:** _____

Spouse/ Co-HOH Signature: _____ **Date:** _____

Adult Signature: _____ **Date:** _____

Adult Signature: _____ **Date:** _____

Adult Signature: _____ **Date:** _____



Matthew Stalder <staldermw@gmail.com>

Affordable Housing alternative option

4 messages

Matthew Stalder <staldermw@gmail.com>

Mon, Oct 12, 2020 at 7:00 AM

To: engels@ci.ellensburg.wa.us, goodloen@ci.ellensburg.wa.us, lambt@ci.ellensburg.wa.us, lillquistn@ci.ellensburg.wa.us, millerda@ci.ellensburg.wa.us, morganm@ci.ellensburg.wa.us, tabbb@ci.ellensburg.wa.us

Cc: Kirsten Sackett <sackettk@ci.ellensburg.wa.us>, aylingj@ci.ellensburg.wa.us, Craig Kelly <ckelly@hopesource.us>

Hello, this is in regard to the current situation of the affordable housing fund after the email that was presented last week to the Affordable Housing Commission from Crytl Enterprises in which the project at 113 Bender Rd was withdrawn from. As the contract for that development is now off and the funds for it now in limbo, I have an alternative project that would instead use the parcels 617033 and 937033 at the 1st and Pine property owned by the City. As I am a multifamily developer it would be a larger scale apartment complex that could tentatively hold 57 units. I have done the surface level numbers to include the prevailing wage in the costs and the lowered rent rates and the project looks like it would financially work. For the leverage part of the financing, a section 221(d)(4) loan would be used and with the resulting higher than average loan to cost amount allowed, the cash amount now free in the AH fund would be enough bridge capital to cover the remaining costs. I have done a basic site plan for it and some unit layouts along with a preliminary budget and pro forma for feasibility. I would like to present this project as an alternative for the now available AH funds and land. If this is something that would be of interest please let me know. Thanks.

Matthew Stalder
509 929 4820

Craig Kelly <ckelly@hopesource.us>

Thu, Oct 15, 2020 at 4:37 PM

To: Matthew Stalder <staldermw@gmail.com>

Cc: "douglasstalder@gmail.com" <douglasstalder@gmail.com>

Matt, where you planning on partnering with us on your proposal? If so we should meet so we can help you with the application process.

[Quoted text hidden]

Matthew Stalder <staldermw@gmail.com>

Thu, Oct 15, 2020 at 4:42 PM

To: Craig Kelly <ckelly@hopesource.us>

I was planning on developing and having some sort of agreement on completion for management/ownership of the project if the city was interested but it still has to go through community development and the housing committee before the council will have their review but that will take at least a few weeks so I was going to wait for discussion as it is still an If with the departments being ok with it.

[Quoted text hidden]

Craig Kelly <ckelly@hopesource.us>

Thu, Oct 15, 2020 at 4:45 PM

To: Matthew Stalder <staldermw@gmail.com>

Understood.

[Quoted text hidden]



**501 North Anderson Street
Ellensburg, Washington 98926**
Telephone: (509) 962-7221 | Fax: (509) 962-7143

June 7, 2021

Matthew Stalder
Stalder Interests, Inc.
2000 Quartz Mountain Dr.
Ellensburg, WA 98926

RE: Stalder Interests, Inc. Award Letter for City of Ellensburg Affordable Housing Property Contribution

Dear Mr. Stalder:

Congratulations! Your application for the City owned surplus property located at the corner of 1st and Pine for development of Affordable Housing has been conditionally approved by Ellensburg City Council.

This award is conditional and is not a guarantee of property. This letter provides an overview of City conditions and some details you can expect in the contractual agreement. Upon issuance of this letter, the City will initiate contract negotiations to initiate transfer of ownership of the "Community Garden" property.

This letter does not cover all local requirements or all the terms that will be included in contract documents including legal rights and obligations.

Please read this letter carefully and return a signed copy of the Acknowledgement of Conditions at the bottom to the City of Ellensburg Community Development Department.

The City's reservation of property is based upon representations made in your applications. Changes to those representations must be reported as specified in the Conditions and approved by Community Development in writing. Unreported changes may result in a delay and/or a loss of City-owned property contribution. These requirements are designed to ensure productive communication between the applicant and the City regarding project status prior to property transfer.

CONDITIONS

The City of Ellensburg will initiate contract negotiations after receipt of the signed Acknowledgement of Conditions. The City requires that the contract stipulate:

- The contract term will be consistent with the development timeline in your application. Any extension of the timeline is subject to City approval.
- The budget and scope of work will be based on the applications submitted.
- The proposal and contract must meet the requirements of the City of Ellensburg Affordable Housing Fund and RCW 39.33.015.

- Applicant shall submit a written status report when changes to the project cause the proposal to differ from the application or previous status reports. Reports must explain any problems, or needed modifications, and propose a plan for addressing them.
- The transfer of the City's property to Stalder Interests, Inc. for this project is subject to approval of your financing by the Department of Housing and Urban Development as well as approval of all contract documents by the Ellensburg City Council.

Please notify the Community Development Department as you reach each funding and other milestones or encounter challenges. The City anticipates reserving this award for the time period specified in your application. If you do not demonstrate the progress you proposed within two years of the date of this letter, or fail to meet any of the conditions herein, the City of Ellensburg reserves the right to withdraw this award.

Thank you for your commitment to make the City of Ellensburg more affordable for everyone in our community!

Sincerely,

Bruce Tabb, City of Ellensburg Mayor

Acknowledgement of Conditions

I acknowledge that I have read, understand and agree to the above conditions.

ORIGINAL SIGNATURE OF AUTHORIZED OFFICIAL

Signature:

Title:

Name:

Date:

Organization:



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: June 7, 2021

Item Title/Agenda Subject: Notice of intent to commence annexation proceedings – parcels 916833, 698633, 708633 and 528633 located at 805 Anderson Road

Submitted by: Jamey Ayling Community Development

Recommended Action or Motion:

1. Consider notice of intent to commence annexation proceedings.
2. Set annexation area as shown on the attached map.
3. Direct simultaneous adoption of zoning as provided for in this agenda report.
4. Determine whether the City shall require the assumption of all or of any portion of existing city or town indebtedness by the area to be annexed.

Background/Summary: A notice of intent to commence annexation (EXHIBIT 1) was received by the Community Development Department to consider annexation of parcels 916833, 698633, 708633 and 528633 located at 805 Anderson Road. The notice of intent consists of signatures from the owners of the property. This is a notice of intent for four parcels with one property owner, therefore the owners' signature is 100% of the total assessed property value.

A map of the parcel proposed to be annexed is attached to this report (EXHIBIT 2). Per Chapter 35A.14 RCW, City Council is to determine the following at this initial meeting:

1. Whether the City will accept, reject, or geographically modify the proposed annexation. Acceptance does not constitute approval, but rather affirms the process of consideration will continue. Once a geographic boundary has been set at this meeting, it cannot be expanded to include additional area.
2. Whether the City shall require the simultaneous adoption of the proposed zoning for the parcel proposed to be annexed.

3. Whether the City shall require the assumption of all, or part of, existing City indebtedness by the area, if annexed.

If Council agrees to move forward with the intent to annex, the requestor then files a petition for annexation with City Council. The petition is reviewed by City staff, and must be sent to the County Auditor within three days of receipt of the petition. The Auditor must then certify the petition within a reasonable amount of time. After receipt of the Auditor's certification of the petition to annex, Council may then schedule a public hearing to formally consider and act upon the proposed annexation. A decision to approve the annexation is implemented by ordinance, which may be given first reading at the conclusion of the public hearing.

Previous Council Action: N/A

Analysis: The proposed parcels to be annexed are not currently served by City utilities nor does the property have a Utility Extension Agreement. Once the property is annexed, further development will necessitate connection to City utilities. The parcels are bordered by City limits on the north and west sides. Annexation of these parcels would be a logical extension of the City.

Staff recommends Light Industrial (I-L) zoning for the parcels proposed to be annexed. These parcels are designated as Light Industrial in the Comprehensive Plan and are adjacent to I-L zoning to the north and west of the parcels.

Financial Impact: No fiscal impact at this time.

Attachments:

[Exhibit1 NOTICE OF INTENT TO ANNEX](#)
[Exhibit 2 Proposed Annexation Area](#)



Notice of Intention to Annex

PF-04
FORM

Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) permits@ci.ellensburg.wa.us

NOTICE OF INTENTION TO COMMENCE ANNEXATION TO THE CITY OF ELLENSBURG, WASHINGTON

TO: THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON

The undersigned, representing the ownership of more than ten percent of the acreage of the real property for which annexation is sought, as more particularly described below, hereby gives notice to the City Council of the City of Ellensburg, Washington, of their intent to commence annexation proceedings.

The City Council of the City of Ellensburg is hereby requested to set a date not later than 60 days after the date this NOTICE OF INTENTION is filed with the Community Development Department for a meeting with the initiating party to determine whether the city will accept, reject, or geographically modify the proposed annexation, whether it will require the simultaneous adoption of a proposed zoning regulation, and whether it will require the assumption of all or any portion of existing city indebtedness by the area sought to be annexed.

Information regarding real property for which annexation is sought:

805 Anderson Road (parcel 916833) & XXX Anderson Road (parcels 698633, 708633, 528633)	Ellensburg, WA 98926-9592
<i>(Street address of property)</i>	<i>(City, State, Zip Code)</i>
916833, 698633, 708633, 528633	9.8 ac, 7.35 ac, 0.14 ac, 0.91ac
<i>(Parcel Number)</i>	<i>(Acreage)</i>
See Attached	
<i>(Legal)</i>	

Respectfully submitted:


(Signature of Initiator of Annexation)

Steve M. Gordon, CFO / MTA Holdings, LLC
(Printed Name of Initiator of Annexation)

910 Anderson Road
(Petitioner's Address)

Ellensburg, WA 98926
(City, State, Zip Code)

509-962-0738
(Phone number)

5/13/21
(Date Signed)

**** List this same information for all signers representing the ownership of at least 10% of the most recent assessed valuation of the real property for which annexation is sought. Attach additional sheets, as necessary.**

**** Provide a location map identifying the area you are requesting to be annexed.**

-------	-------

-------	-------

-------	-------

-------	-------

-------	-------

-------	-------

-------	-------

-------	-------

-------	-------

-------	-------

-------	-------

-------	-------

-------	-------

-------	-------

-------	-------

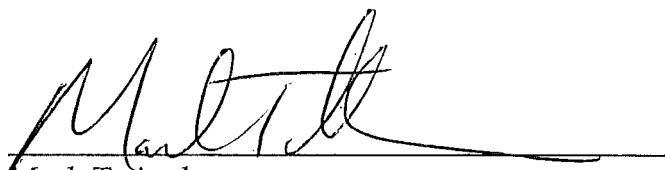
CONSENT TO ACTION
IN LIEU OF SPECIAL MEETING
OF DIRECTORS
OF
M T A HOLDINGS, L.L.C.

The undersigned, being the sole member of M T A Holdings, L.L.C. hereby approves and consents to the following action:

Signature Authority of Steve Gordon. The following resolution is hereby adopted:

RESOLVED, that Steve Gordon, the Secretary/Treasurer and Chief Financial Officer of Anderson Hay & Grain Co., Inc., shall have authority to sign, acknowledge, and deliver any and all contracts, promissory notes, deeds, deeds of trust, bank account documents, checks, and any other written instruments on behalf of M T A Holdings, L.L.C.

APPROVED AND CONSENTED TO as of 2/15, 2013.

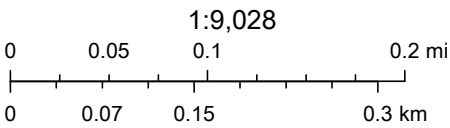

Mark T. Anderson
Managing Member

Proposed Anderson Annexation



5/26/2021, 9:49:09 AM

-  Override 1
-  Urban Growth Area
-  City Limits



© OpenStreetMap (and) contributors, CC-BY-SA



MANAGER'S REPORT

DATE: June 7, 2021

TO: Ellensburg City Council

FROM: Heidi Behrends Cerniwey, City Manager

1. Notice of Natural Gas Purchase.

Staff is notifying City Council, as required by Chapter 9.80 of the Ellensburg City Code, of a recent natural gas purchase commitment to Shell Energy North America. The purchase commitment is for 500 MMBtu/day at \$3.795/MMBtu for the months of November 2021 through March 2022. The total value of the contract purchase is \$286,522.50.

2. Main Street Corridor Intersection Enhancements Construction Notification.

Construction of the Main Street Corridor Intersection Enhancements project will begin Monday June 7, 2021. Council approved award of the construction contract for the project to Neppel Electric and Controls at its May 3, 2021 meeting. The contractor has 60 working days to complete the underground and surface restoration work of the project with a planned completion date of July 29, 2021 and a completion date of October 29, 2021 for installation of the traffic signal systems. The project will include improvements to four intersections along Main Street including:

- Main Street/Manitoba Avenue - New signal cabinet, new signal heads, flashing yellow arrows, new pedestrian pushbutton system and ADA improvements
- Main Street/3rd Avenue - Four new signal poles, new signal cabinet, protected left turn phases, flashing yellow arrows, new pedestrian pushbutton system, vehicle detection and ADA improvements
- Main Street/5th Avenue - Two new signal poles at the northeast and southwest corners, new signal heads, additional protected left turn phases, flashing yellow arrows, upgraded vehicle detection and ADA improvements
- Main Street/University Way- New signal heads, flashing yellow arrows and upgraded vehicle detection

Traffic signal timings and coordination along the Main Street corridor and adjacent Water Street and University Way corridors will also be updated as a result of this project.

3. 2021-2023 WSDOT Consolidated Grant Program Award.

On May 17, 2021, the Washington State Department of Transportation awarded Central Transit a 2021 – 2023 biennium Consolidated Grant in the amount of \$961,340. (See attached letter.) These funds will be reimbursable for grant-supported activities beginning July 1, 2021. This Grant replaces the previous biennium award for 2019 – 2021 and is an \$119,840 increase over the previous biennium funding of \$841,500. The scope of work is to sustain and improve public transportation for the general public and special needs populations in the City of Ellensburg.

4. Request to Set Public Hearing for Six Year Transportation Plan Update for 2022-2027.

The City is required by law to annually update its Six-Year Transportation Improvement Plan (TIP) and file a copy with the Washington State Department of Transportation. The plan, which requires a public hearing by the Council, must be adopted by resolution. Staff requests that Council set a public hearing on June 21, 2021, to consider the plan for 2022-2027.

5. Temporary Streatery Permits Extended Through September 30,2021.

A City Management Emergency Order was issued on May 26, 2021, to extend the Temporary Streatery Permits to September 30, 2021. This action will allow time for a policy discussion by the City Council and the community on the future of these outdoor service extensions and explore standards for more permanent structures, if allowed.

May 17, 2021

Betsy Dunbar, Transit Manager
City of Ellensburg/CENTRAL TRANSIT
501 N Anderson St
Ellensburg, WA 98926-3147

Subject: 2021-2023 Consolidated Grant Program Award

Dear Betsy Dunbar:

Congratulations! The Washington State Department of Transportation (WSDOT) is pleased to provide your organization's Consolidated Grant Program award for the 2021-2023 biennium. Listed in the table below are your funded project(s), contingent upon approval of the state's budget and federal appropriations:

Project	Award 2021-2023	Projected 2023-2025
City of Ellensburg's Central Transit Fixed Route and ADA Demand Response Service	\$961,340	\$0

Please note that funds are reimbursable for grant-supported activities beginning July 1, 2021. Project expenditures accrued prior to this date may not be charged to your award.

Primary point of contact

Kate Tollefson, Community Liaison, is your primary WSDOT contact. They will assist you in developing your project scope, schedule of deliverables, budget and contract execution. Kate can be reached at kate.tollefson@wsdot.wa.gov or 509-724-8688. Contact your Community Liaison if you have any questions or concerns.

Scoring methodology

Part of the score for your project(s) was determined by Regional Transportation Planning Organizations. An independent review panel also scored your project(s). WSDOT Public Transportation Division data analysts combined those scores to develop a ranked list of projects. Final award determinations were based on ranking, funding availability, budgets, revenues and actual expenditures.

Betsy Dunbar
City of Ellensburg/CENTRAL TRANSIT
May 17, 2021
Page 2

Additional information

If you are unable to successfully implement your project, your matching-funds sources are no longer available, or you will be unable to meet your application's pledged match, please contact your Community Liaison.

You will be using the new, online Grants Management System (GMS) to manage your grant(s). Announcements regarding GMS user trainings will be sent out late spring or early summer. If you have questions regarding the GMS, contact PTDGMSsupport@wsdot.wa.gov or 360-705-7111.

We appreciate the valuable services your agency provides. We look forward to finalizing your grant agreement(s) and funding your project(s). Again, congratulations!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jillian', with a stylized flourish at the end.

Jillian Nordstrom, Grants and Community Partnerships Manager
Public Transportation Division

cc: Kate Tollefson, WSDOT
Firas Makhoulouf, WSDOT
Evan Olsen, WSDOT
Susan Garber-Yonts, WSDOT
Betsy Dunbar, City of Ellensburg/CENTRAL TRANSIT