

# CITY COUNCIL AGENDA

April 1, 2024



Ellensburg City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at [ectv2.com](http://ectv2.com) or on YouTube at ECTV Ellensburg. Members of the public may attend City Council meetings either in person in the City Council Chambers, 501 N Anderson Street, Ellensburg, WA 98926 or by registering to attend remotely via video conference.

To attend the city council meeting virtually register here:

[https://us02web.zoom.us/webinar/register/WN\\_Zxi7AVmOTRGUfVFs0iWIXg](https://us02web.zoom.us/webinar/register/WN_Zxi7AVmOTRGUfVFs0iWIXg)

The 6 p.m. Study Session will take place in the City Council Chambers, 501 N Anderson Street, Ellensburg, WA 98926. No public comment will be accepted. The meeting is available to livestream on YouTube at ECTV Ellensburg.

Closed Captioning is available to Zoom viewers. To enable closed captioning, you will need to click on the "CC" button at the bottom of your Zoom screen and then select either "Show Subtitle" or "View Full Transcript."

## **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 by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email [ADAcordinator@ellensburgwa.gov](mailto:ADAcordinator@ellensburgwa.gov).*

# **COUNCIL MEETING**

## **GUIDELINES FOR PUBLIC PARTICIPATION**

All City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at [www.ectv2.com](http://www.ectv2.com) or on YouTube at [ECTV Ellensburg](https://www.youtube.com/ECTV_Ellensburg). You may also attend by phone, only, and listen to the meeting by following the registration instructions under “Procedure for Remote Participation During Meeting” below. Once you register, you will be sent a meeting invitation with a phone number for the meeting.

Only persons attending the City Council meeting in-person may provide public comment on Non-Agenda Issues (Item No. 7), which is limited to a combined total of thirty (30) minutes unless Council votes to extend the time. For all other Agenda items, City Council accepts testimony or comments in person or via remote testimony for most other topics under the Regular Agenda. Testimony or comments will be accepted in the following manner:

### **SUBMISSION OF WRITTEN COMMENTS**

- **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: [cityclerk@ellensburgwa.gov](mailto:cityclerk@ellensburgwa.gov). 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: [cityclerk@ellensburgwa.gov](mailto:cityclerk@ellensburgwa.gov). Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.

### **PROCEDURE FOR REMOTE PARTICIPATION DURING MEETING**

1. **Advance registration is required to provide public comment or hearing testimony via remote meeting attendance.** Anyone wishing to speak on items under the Agenda must register prior to 7 p.m. the day of the meeting. Once registered, you will receive an email with the meeting link and phone number (for those who wish to call into the meeting).
2. **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.
3. Please note that there may be several items on the City Council Agenda that will precede the agenda item you wish to address.
4. **The Mayor will identify the agenda item** and ask if anyone wishes to speak on the matter.
5. Any interested person may provide comments, virtually, on any listed agenda items except under Item 7 for Non-Agenda Issues (see below). **Public comment on Item 7 for Non-Agenda items will only be accepted from persons attending Council meetings in-person,** i.e., Zoom comments are not accepted for **Non-Agenda Issues.**
6. If you wish to speak on an agenda item, you must:
  - a) **Wait to be called upon by the Mayor** using your name, e-mail, or phone number used to log in to the teleconference.
  - b) **Raise your “virtual hand”** in the corner of Zoom application on the computer screen or press \*9 on your phone. Raising your hand signals the moderator that you wish to speak.
7. **Please state your name, whether you live in the City of Ellensburg, Kittitas County or elsewhere, and whether you are representing only yourself or others.**

## **PROCEDURE FOR IN-PERSON PARTICIPATION (COUNCIL CHAMBERS)**

- ◆ When recognized, approach the microphone provided on the right side of the room.
- ◆ Please state your name, whether you live in the City of Ellensburg, Kittitas County or elsewhere, and whether you are representing only yourself or others.
- ◆ Each speaker's comments are to be limited to 3 MINUTES.
- ◆ Submit any written comments to the City Clerk.
- ◆ Speakers are cautioned not to make comments of a personal, impertinent or derogatory nature.
- ◆ 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).

## **PUBLIC COMMENT RULES FOR ALL MEETING PARTICIPANTS**

1. Each speaker's comments are to be limited to 3 MINUTES.
2. Speakers are cautioned not to engage in conduct that disrupts, disturbs or otherwise impedes the orderly conduct of the Council meeting.
3. 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).
4. Speakers providing comments on Item 7, Non-Agenda Issues, may only address the Council on matters which concern the City's business or over which the Council has control, and must announce the topic upon which they wish to speak before making their comments.

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). Council may consider an item at a future meeting, thus you may wish to concisely state your concern and request placement of your matter on a future agenda. Staff will follow up with speakers as necessary.

## **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 (509) 925-8614.

## **PUBLIC HEARINGS**

City Council accepts testimony or comments in person or via remote testimony on a particular subject schedule for Public Hearing. Council will consider all testimony, respond to any questions, and take action after the public hearing is closed. Testimony or comments will be accepted in the following manner:

1. When recognized,
  - If attending in the Council Chambers, approach the microphone provided on the right side of the room.
  - If attending remotely, raise your "virtual hand" in the corner of Zoom application on the computer screen or press \*9 on your phone.
2. Please state your name, address, and whether you are representing only yourself or others.
3. Please limit your comments to 5 MINUTES.
4. Submit written comments to the City Clerk.

**CITY OF ELLENSBURG  
CITY COUNCIL AGENDA  
Council Chambers  
501 North Anderson Street  
Ellensburg, WA 98926  
And remotely via Zoom  
Monday, April 1, 2024  
6:00 PM – Study Session  
7:00 PM - Regular Meeting**

**Study Session** (No Public Comment)

|   |                                              |    |
|---|----------------------------------------------|----|
| A | 2021 Washington State Energy Code Update     | 6  |
| B | City Communication Tools and How We Use Them | 13 |

**Pledge of Allegiance**

**1. Call to Order and Roll Call**

**2. Proclamations** (Public Comment Opportunity)

|     |                                          |    |
|-----|------------------------------------------|----|
| 2.A | Arbor Day Proclamation 2024              | 20 |
| 2.B | National Safe Digging Month Proclamation | 21 |
| 2.C | National Child Abuse Prevention Month    | 22 |

**3. Awards and Recognitions**

|     |                                                                              |  |
|-----|------------------------------------------------------------------------------|--|
| 3.A | Zoe Trudeau, Kittitas County Girl Scouts Honor Mayor Pro Tem Nancy Lillquist |  |
|-----|------------------------------------------------------------------------------|--|

**4. Approval of Agenda** (No Public Comment)

**5. Consent Agenda** (No Public Comment)

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 March 18, 2024 Regular Meeting                                      | 23 |
| 5.B | Acknowledge Minutes of Boards and Commissions                                          | 29 |
| 5.C | Approve University Way Banner Request for National Day of Prayer, April 23-May 6, 2024 | 47 |
| 5.D | Project Acceptance Bid Call No. 2022-06 2022 City Property Groundskeeping              | 48 |
| 5.E | Bid Award - Bid Call 2024-07 for Residential Natural Gas Meters                        | 50 |

|            |                                                                                                                                                              |     |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 5.F        | Bid Award - Bid Call 2024-08 for Natural Gas Meter ERTs                                                                                                      | 51  |
| 5.G        | Professional Services Agreement with Evergreen StormH2O for Stormwater Asset Data Collection                                                                 | 52  |
| 5.H        | Resolution 2024-07 Approving Cason Salvati's Street Tree Removal Request at 604 S. Maple Street.                                                             | 73  |
| 5.I        | City of Ellensburg Urban Flooding Analysis FCAAP Grant                                                                                                       | 78  |
| 5.J        | Approve April 1, 2024 Voucher Listing                                                                                                                        | 102 |
| <b>6.</b>  | <b>Petitions, Protests, and Communications</b>                                                                                                               |     |
| 6.A        | Recommendation of Appointments to the Lodging Tax Advisory Committee and the Library Board (Public Comment Opportunity)                                      | 103 |
| <b>7.</b>  | <b>Citizen Comment on Non-agenda Issues</b>                                                                                                                  |     |
| <b>8.</b>  | <b>Business Requiring Public Hearings</b>                                                                                                                    |     |
| 8.A        | Ordinance 4940 (First Reading) Amending the 2023-2024 Biennial Budget (Public comment Opportunity)                                                           | 116 |
| 8.B        | Public Hearing (Legislative) to Consider Annexation of 10 Parcels and First Reading of Ordinance 4941 Approving the Annexation (Public Comment Opportunity)  | 127 |
| <b>9.</b>  | <b>Introduction and Adoption of Ordinances and Resolutions</b>                                                                                               |     |
| 9.A        | Resolution 2024-06, Multifamily Housing Limited Property Tax Exemption Agreement with Patricia Place LLC for 501 N Water Street (Public Comment Opportunity) | 159 |
| <b>10.</b> | <b>Unfinished Business</b>                                                                                                                                   |     |
| <b>11.</b> | <b>New Business</b>                                                                                                                                          |     |
| 11.A       | Arbor Day Tree Giveaway Program Expansion (Public Comment Opportunity)                                                                                       | 168 |
| 11.B       | Fieldhouse Owner's Advisor Consultant Agreement (Public Comment Opportunity)                                                                                 | 170 |
| <b>12.</b> | <b>Miscellaneous</b>                                                                                                                                         |     |
| 12.A       | Manager's Report (No Public Comment)                                                                                                                         | 196 |
| 12.B       | Councilmembers' Reports (No Public Comment)                                                                                                                  |     |
| <b>13.</b> | <b>Executive Session</b>                                                                                                                                     |     |
| <b>14.</b> | <b>Adjournment</b>                                                                                                                                           |     |