

COUNCIL AGENDA

Monday, February 7, 2022



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The 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.

To attend the city council meeting virtually register here:
https://us02web.zoom.us/webinar/register/WN_6UOseTAvSfepFwLEjuxQ_Q

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City Council accepts testimony or comments in person or via remote testimony under Citizen Comment on Non-Agenda Items (Item No. 7) as well as for all 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: 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.

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. Register for the meeting at: https://us02web.zoom.us/webinar/register/WN_vColJqYPSUCzx5lu119S7Q. 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: 1) under Item 7 on non-agenda items, or 2) on any listed agenda items. If you wish to speak, you must:
 - a) **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.
 - b) **Wait to be called upon by the Mayor** using your name, e-mail, or phone number used to log in to the teleconference.
6. **Please state your name, address, and whether you are representing only yourself or others.**

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- ◆ When recognized, approach the microphone provided on the right side of the room.
- ◆ Please state your name, address, and whether you are representing only yourself or others.
- ◆ Each speaker's comments are to be limited to 3 MINUTES.
- ◆ Submit 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).

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 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:

- ◆ 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.
- ◆ Please state your name, address, and whether you are representing only yourself or others.
- ◆ Please limit your comments to 5 MINUTES.
- ◆ Submit written comments to the City Clerk.

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**CITY OF ELLENSBURG
COUNCIL AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And virtually via Zoom
Monday, February 7, 2022
6:00 PM – Study Session
7:00 PM - Regular Meeting**

Study Session

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Pledge of Allegiance

1. Call to Order and Roll Call

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Black History Month 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.

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DEI Commission Minutes 12-14-21
EBDA Minutes 12-8-21
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- 5.E Accept Resignation of Mollie Edson from the Landmarks and Design Commission
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and Addition Project 65
- 5.G Acknowledge Designation of the CWU Representatives on the Public Transit
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- 5.I Ellensburg South Substation Siting Study Agreement for Professional Services 70
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- 5.J Project Acceptance Bid Call No. 2021-04 2021 Central Business District (CBD)
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- 5.L Approve University Way Banner Request for CWU Commencement 2022 - June 6 -
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University Way Banner Request CWU Commencement 2022
- 5.M Accept Resignation of Landis Hanson from the Diversity, Equity and Inclusion
Commission 102
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- 5.N Approve Voucher Listing for February 7, 2022 103
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CITY COUNCIL AGENDA REPORT

City Council Meeting Date: February 7, 2022

Item Title/Agenda Subject: Pearl Street Pedestrianization

Submitted by: Brad Case Parks and Recreation

Recommended Action or Motion: This item is for discussion purposes only.

Background/Summary:

In September 2021 the City hired ECONorthwest to analyze the impacts of closing Pearl Street, between 4th & 5th Avenue, to vehicular traffic on a temporary, seasonal, or permanent basis. The decision to conduct this review was brought forward due to a variety of factors; future decisions related to streeteries, the development of Unity Park and how the park will interface with Pearl Street, the potential for other businesses located along Pearl Street to expand their storefront, and to create a more walkable and pedestrian friendly downtown. The purpose of ECONorthwest's work was to provide the City, business community, and community as a whole with a better understanding about the impacts such closure would have on traffic, vehicular circulation, business activities, and overall business district health.

Previous Council Action:

The Ellensburg City Council, at their July 19, 2021 meeting, received a request from the Ellensburg Downtown Association (EDA), through the city's annual comprehensive plan documenting process, to change Pearl Street between 4th Avenue and 5th Avenue into a pedestrian only zone. The EDA requested this change on the belief that it will result in increased economic vitality throughout the downtown, create a destination zone and attract new businesses to the downtown, and enhance the downtown music, culture, and arts scene. Rather than act on the request from the EDA, the Council directed staff to work with the EDA to come back with a process to determine the feasibility of the closure. At their September 7, 2021 meeting the Council authorized staff to enter into a professional services agreement with

ECONorthwest for the analysis of the potential pedestrianization of Pearl Street between 4th and 5th Avenue.

Analysis:

There is a diverse set of businesses and residents in downtown Ellensburg, each of which uses the public right of way and off-street parking differently. This study analyzed the impacts of closing Pearl Street for businesses and residents. For businesses, ECONorthwest looked at how the closure would impact their customers, employees, and deliveries. For residents, they considered the impacts on their parking and property value. In addition, there was consideration given to the broader impacts to downtown transportation connectivity.

ECONorthwest looked at case studies from similar cities to gather information on their successes and failures related to temporary, seasonal and permanent street closures. They also interviewed a cross section of downtown stakeholders. Outreach was conducted by city staff through the City's community engagement platform, 'Be Heard Eburg' where over 730 people responded to a 7 question on-line survey about how the different levels of closures would impact their downtown travel or experience, the atmosphere they would like to see in downtown Ellensburg, the types of events they would like to see in Unity Park that could extend onto Pearl Street, and which closure proposal they preferred.

Financial Impact: N/A

Attachments:

[Pearl Street Final Framework Report by ECONorthwest](#)
[Ellensburg Pearl Street Promenade Survey Results](#)

DATE: January 25, 2022
 TO: Brad Case, City of Ellensburg
 FROM: Mary Chase, Emily Picha, and Tyler Bump, ECONorthwest
 SUBJECT: Pearl Street Pedestrianization - Investment Decision Framework

The City of Ellensburg is considering making investments on Pearl Street between 4th and 5th Avenues that would complement the future Unity Park and provide more space for businesses, pedestrians, and events. Such an investment would involve closing the street to vehicular traffic either temporarily, seasonally, or year-round, and adding new pedestrian-focused amenities to the street.

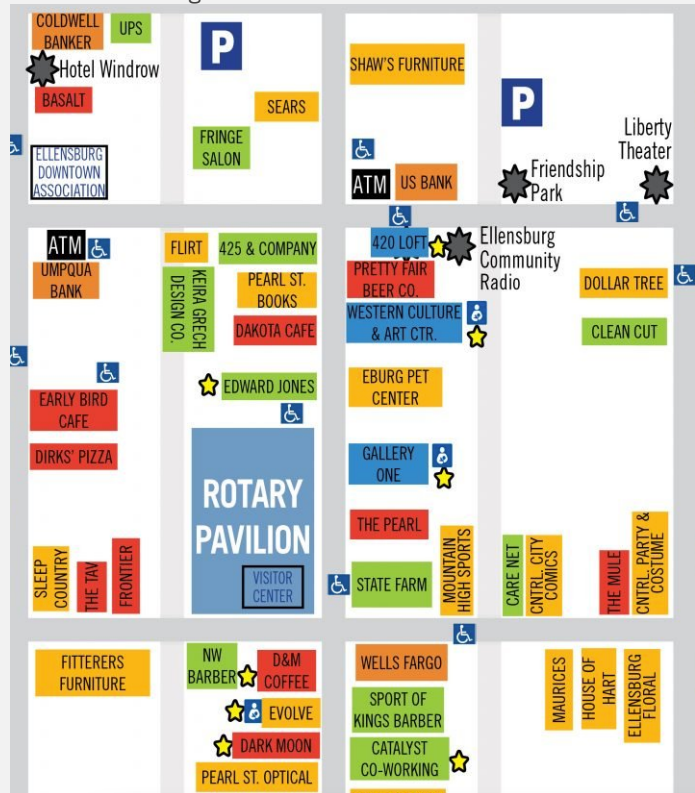
The purpose of this document is to help the City understand the trade-offs to businesses, visitors, and residents related to traffic, vehicular circulation, business activities, and overall business district health with car closure on this block of Pearl Street. The analysis includes findings from case study research, stakeholder interviews, and urban planning practice to create a framework for interpreting the potential impacts of pedestrianization on each type of Pearl Street user. To determine this, we asked a series of questions to address the broad categories of street activation, parking, deliveries, operations, and valuation of right away.

Why now?

- **Unity Park investment.** In 2022, the City will embark on planning for Unity Park, a new park on the corner of 4th Ave and Pearl Street.
- **Potential for public events.** In the past, the street has also hosted public events which require the City to close the adjacent segment of Pearl Street between 4th and 5th Avenues to vehicular traffic.
- **COVID + street activation.** The COVID-19 pandemic severely disrupted activities in Downtown Ellensburg. Some restaurants in the area created street eateries in the public right of way, which have become a popular way to help businesses remain financially viable.

Exhibit 1. Downtown Ellensburg, Detail

Source: Ellensburg Downtown Association



What types of street closure configurations are possible on Pearl Street?

To consider what setup might work for Pearl Street, we explored three potential types of pedestrianization, drawing on examples from cities that had shared features with Ellensburg (relative size, college population, et cetera). These were temporary, seasonal, or permanent configurations undertaken in downtown districts that shut off roads completely to cars. Appendix A summarizes the comparative elements of the case studies referenced below.

Temporary

A temporary pedestrianization configuration would likely begin as a flexible pilot program that closed this segment of Pearl Street for set periods of time. This approach would also likely draw on existing activities and features such as eateries and annual events, as well as simple features like plastic traffic barriers.

This configuration was preferred by those who were generally weary of pedestrianization. Retail and gallery stakeholders were most amenable to this selection; some noting that it did not feel as overwhelming or disruptive as other options.

Case Study: Edmonds

The City of Edmonds, Washington used a similar temporary method as a response to the COVID-19 pandemic in 2020. Businesses led the initiative to extend their operations outdoors as a way for people to maintain physical distance. They closed several blocks on their downtown Main Street from 10am-9 or 10pm on weekends during the summer to allow for shopping, dining, and socializing outside. After extensive feedback and improvements, the program continued with updates in 2021.

Exhibit 2. Edmonds Main Street, Temporary Pedestrianization

Source: Visit Edmonds



Seasonal

Seasonal pedestrianization would likely involve creating a 24/7 pedestrian street on this segment of Pearl during a few months of the year. A seasonal approach would also likely need more durable features like concrete traffic barriers or planters.

A seasonal configuration was seen as a good compromise by several stakeholders—both for those whose first preference was supportive or hesitant of pedestrianization. Given Ellensburg’s climate, summer would likely be an optimal time for users to enjoy outdoor space, though the fluctuation of the college student population at Central Washington University and popular holiday events would also be considerations.

Case Study: Kelowna

The City of Kelowna in British Columbia undertook a similar seasonal project in 2020 and 2021 as a response to the pandemic. They closed roughly four blocks of Bernard Avenue in their downtown to accommodate street seating, arts activities, leisure areas, and bike lanes. It was led by their Downtown Association and tourism organizations in tandem with the city to stimulate activity.

Exhibit 3. Kelowna Bernard Avenue, Seasonal Pedestrianization

Source: Tourism Kelowna



Permanent

A permanent pedestrianization configuration would likely take the form of a pedestrian mall or ‘promenade’ that integrates with the upcoming Unity Park and is closed to cars year-round. It would require larger investments for projects including paving, seating, and street features.

This configuration often prompted the most responses from stakeholders, who either expressed a strong preference for year-round car closure or strong opposition to the idea. In light of the new park, a walking mall would likely share a strong connection to that park space through programming and design. Permanence could also be achieved after pilot programs that tested the waters through temporary or seasonal street closure.

Case Study: Helena

The City of Helena, Montana has had a Walking Mall since the 1970's which has garnered a variety of strong responses. During the Model Cities era, the Walking Mall was constructed as part of a larger urban renewal initiative that involved demolition of buildings in the downtown core, causing community opposition. However, today it hosts art features and events that draw in visitors, including music series, food trucks, and a history tour.

Exhibit 4. Helena Walking Mall, Permanent Pedestrianization

Source: Visit Montana



We reference these types of pedestrianization and specific aspects of case studies throughout the framework as they are relevant to understanding potential challenges, approaches, and tradeoffs. The actions taken by Edmonds, Kelowna, and Helena can be useful to understand possibilities for Ellensburg. They are not meant to be prescriptive answers to activating Pearl Street; rather, they are examples that illustrate options for conceptual paths forward.

Evaluation Framework

To evaluate impacts on businesses, visitors, and residents across relevant dimensions, we separated the implications of pedestrianization into three major categories: 1) Street Activation, 2) Parking, Deliveries, and Operations, and 3) Implementation Process. By applying each of these considerations to different groups of stakeholders, we created a framework that parses out the tradeoffs for Pearl Street users.

In some cases, there may be overlap in the benefits or drawbacks for multiple groups. In other instances, there may be conflict where one group benefits more than another. Further, there are likely sub-groups that have differing concerns within stakeholder categories (particularly between different business types). In the summary table below, we capture major themes, variations, and tradeoffs among potential stakeholder impacts.

Exhibit 5. Pearl Street Pedestrianization Framework

What are the potential implications for....	On...					
	Businesses		Visitors		Residents	
	Benefits	Drawbacks	Benefits	Drawbacks	Benefits	Drawbacks
Street Activation	Increased foot traffic	Uses that don't complement business	Enjoyable walkable environment and events	Potential undesirable uses that don't appeal	Enjoyable walkable environment and events	Potential disruptive uses and nuisances
Parking, Deliveries, and Operations	Little impact on deliveries or freight	Barriers for clientele or employees who drive	Safety for pedestrians walking and biking	Further distance from car to destination	Safety for pedestrians walking and biking	Reduction in 24-hour parking spaces
Implementation Process	Some can use street if willing to join	Some prefer street parking availability	Continued use of popular programs	Differing preferences for street configuration	More consistency in street configuration	Street may feel empty at off hours
Overall	Pedestrian space has potential to attract more customers and allow businesses to expand into street space; not all businesses may wish to engage with street activation, particularly if it impedes quick access to their storefront.		Visitors may enjoy a more pedestrian friendly street and spend more time shopping, dining, and socializing on Pearl; some who prioritize quick and direct access to storefronts may prefer parking space in front of businesses.		Residents of Pearl Street may be able to take the most advantage of pedestrian space outside of their homes for leisure time; noise, crowds, and disruptive activities may cause nuisances if residential needs are not in line with street uses.	

What are the tradeoffs of street activation?

To understand the way that a pedestrianized Pearl Street could activate the business district and create synergies with Unity Park, we asked key stakeholders about what businesses would succeed with pedestrianization, what programming should be considered, and what the implications are for different types of street configuration.

Exhibit 6. Summary of Potential Tradeoffs for Street Activation

	Businesses	Visitors	Residents
Benefits	Street activation that is complementary to businesses could bring in additional clientele and extend the amount of time that people spend patronizing restaurants and shops on Pearl Street.	Street activation could offer more a more pleasant environment for visitors to walk around Pearl Street. It may include features like wayfinding and seating as well as less noise and opportunity to social distance.	Street activation that is well maintained would give Pearl Street residents room to relax and socialize outdoors. This group overlaps with visitors, who would benefit from supportive street features and amenities.
Drawbacks	Programming that conflicts with businesses could be a detriment. Parades or festivals that do not relate to businesses could draw away customers, create bottlenecking, or lead to unequal benefits to retail and restaurants.	Some street activation and configurations may not be preferred activities for some users who regularly shop or dine on Pearl Street. If programming does not engage users, it may deter people from the area.	Activities that attract loud or unwelcome behavior could become a nuisance for residents who live on Pearl Street. While increased traffic may mean more 'eyes on the street' it could also potentially lead to negative interactions.

Impacts to Businesses: What types of businesses succeed on a pedestrianized street?

We first identified and analyzed the types of businesses on Pearl Street. To understand which types may be best positioned to benefit from street closure, we primarily drew on information from stakeholder interviews and case studies. Our interviews included perspectives from restaurant and retail business owners, art gallery affiliates, building owners, and office employees on Pearl Street. These conversations informed specific considerations for Ellensburg, while case study information revealed more general principles regarding business types.

Appendix B indicates the general results and concerns of individual interviews.

Restaurants: Most Benefits

Pearl Street between 4th and 5th Avenues is home to several eating and drinking establishments, including the Pearl Bar & Grille, Dakota Café, and Pretty Fair Beer, as well as a number of such businesses in adjacent blocks. Restaurant owners are the best positioned to benefit from pedestrianization as place-based locations where people go for ambiance and stay for a longer period of time. Since restaurants and bars have been more dependent on atmosphere than retail stores during the pandemic, interviews showed that they were more likely to have already implemented an outdoor element or were receptive to the idea. In case study findings, restaurants also tended to benefit more from temporary and seasonal car closure in Edmonds and Kelowna.

Retail: Most Drawbacks

Retail stores on this stretch of Pearl Street include the Ellensburg Pet Center, Pearl Street Books & Gifts, and sales sections of art galleries. Generally, retail businesses are less likely to benefit from pedestrianization, though there is potential to offset disparate impacts. In case study examples, retail business owners in Edmonds cited issues of ‘bottlenecking’ with groups of visitors who crowd into stores without making purchases. There was also some opposition from retail business owners in interviews, including concerns about inebriated visitors during events and difficulties for customers to load heavy items into their vehicles.

Galleries: Most Conditional

This segment of Pearl Street is distinct for housing several cultural institutions, including Gallery One and the Clymer Museum of Art. The potential for art galleries to succeed on a pedestrianized street was the most asynchronous between case studies and interviews. In all case study areas, arts institutions and organizations were an integral part of supporting pedestrianization efforts through programming. However, interviews revealed hesitation and concern about street closure from gallery affiliates. Access to the front entrance was a consideration, and one gallery expressed that they typically do not remain open during events that are not related to arts.

Offices: Most Neutral

Above storefronts on Pearl, there are offices for businesses and nonprofits. There was little case study coverage of impact to offices, likely due to the prevalence of remote work during the pandemic in the case of Edmonds and Kelowna. Interviews with office workers indicated a receptive outlook; although there were some concerns by employees related to parking for volunteers, there was not a significant concern for business impacts.

What are the implications for Ellensburg?

- **Feedback Channels.** Open lines of communication with businesses owners can address and offset disparities between types of businesses (likely between restaurants and retail). In Edmonds WA, the City promoted specific brick-and-mortar retail stores on their social media sites after owners expressed concerns. Seeking and responding to feedback can provide opportunities to innovate support and mitigate imbalances.
- **Collect and Use Data.** In addition to qualitative feedback, data can also help businesses make appropriate adjustments to street changes. In a case study from Kelowna, the City used people-counter boxes to see the highest traffic times and help businesses optimize their open hours. A concern raised during stakeholder interviews was that the street would feel empty and not receive enough traffic if closed to cars. Collecting counts of when and how many users engage with Pearl Street could help inform decisions.

Impacts to Visitors: What programming should the City consider on Pearl Street and its new park for optimal activation?

Beyond regular business operation on Pearl Street, programming and events can support street activation. The upcoming addition of Unity Park will likely be an integral part of any programming with its supportive space and potential unique features. Case studies and discussion of existing downtown events informed considerations for activation opportunities. Appendix C includes a detailed list of past and recurring events at Unity Park and Pearl Street.

Family Activities

Interviews revealed a high demand for family-oriented activities from all types of stakeholders; even businesses who were generally skeptical of pedestrianization on Pearl Street expressed support for activities that included youth. Case studies also showed examples of features which could encourage such participation. In Helena, a water feature in their pedestrian mall attracts families with children, particularly in summer months, as well as playful art features like a historic trolley. Kelowna's summertime pedestrianization included designated areas for age-specific youth activities that continued throughout the summer. Edmonds provided large sized games for youth to engage with on the street during closures.

Exhibit 7. Youth-Friendly Games in Edmonds

Source: Visit Edmonds



Arts and Music

Arts and music related events were also mentioned in most interviews and are likely to garner more support from the block's three art galleries. One gallery expressed that they usually close their storefront during any events which are not directly related to the arts (i.e., parades, brewfests, etc.). Case study findings all show successful precedent for live music, art exhibitions, or both. Helena has a designated performance space built into their walking mall with recurring weekly music events. Kelowna reflected this principle with set aside busking areas, while Edmonds put on musical events at specific times on weekends.

Exhibit 8. Busker Station in Kelowna

Source: Okanagan Life



Food Vendors

Pearl Street's proximity to the weekly Ellensburg Farmer's Market was brought up in all interviews when discussing programming. Resident and employee stakeholders also expressed a desire for food carts or stalls in a newly pedestrianized area. One group who operates an existing yearly event was enthusiastic about the idea of bringing food trucks to expand the program's offerings with more space provided by street closure. In the Helena case study, food trucks are a feature used in tandem with musical events, like their Revive@5 concert series. However, examples from Kelowna and Edmonds in general spent more effort supporting restaurants already located on pedestrianized streets. There could be potential conflict for restaurant owners if food related events interfere with the available clientele.

Exhibit 9. Food Truck on Pedestrian Mall in Helena

Source: Helena Independent Record



What are the implications for Ellensburg?

- **Build on Existing Programs.** There are already events that have taken place on Pearl Street or at the Rotary Pavilion which parallel these recommendations. Moments to Remember is an example of an existing yearly event in downtown which offers family-friendly activities like a play and scavenger hunt. There are several local events in downtown involving music, including Jazz in the Valley, Buskers in the Burg, and Hoedown in the Downtown. Many events also incorporate food, such as the Ellensburg Germanfest & Parade and the Eastern Washington Brewfest. However, food at events is usually complementary to other activities rather than the standalone theme. The nearby Farmer's Market is a popular event which already has strong, positive recognition with stakeholders on Pearl Street. Ellensburg could build on existing events and programming within a pedestrianized street by expanding or reconfiguring some operations. The CASA Rocks Cornhole event could also potentially branch out to include more activities if provided with additional space.
- **Utilize Unity Park Engagement.** Further engagement with stakeholders and more broad public involvement can direct programming to best benefit businesses, visitors, and residents. In upcoming public engagement for Unity Park, some areas to emphasize and explore could be family-friendly design features, designated space for recurring arts and music related events (e.g., a performance space), potential integration of food trucks, and collaboration with the Ellensburg Farmer's Market. There should also be effort to make sure that families and youth are involved in identifying supportive features.

Impacts to Residents: What specific considerations are there for those who live in Pearl Street?

In addition to visitors, there are tradeoffs that concern residents who live on Pearl Street. Although it is not a primarily residential street, there are occupants who live in apartments above storefronts who could be impacted by street activation. With more activity on the street there will likely be more noise and crowding, which could exceed comfort levels of residents during festivals or gatherings. However, a livelier and more engaging environment with regular activities could increase resident's enjoyment of public space on Pearl Street.

During an interview, one resident indicated that problems related to substance use and threatening altercations have occurred in the space where Unity Park will be located. While there is some concern from residents that such activities could proliferate with more pedestrian space, it is also possible that more visitors spending time on Pearl will work as 'eyes on the street' to improve public safety.

What are the tradeoffs for parking, deliveries, and operations?

Vehicular curb space needs are another vital consideration for the potential pedestrianization of Pearl Street. To understand the possible impacts of car-closure, we examined the ways that removal of street parking may impact business, traffic circulation, deliveries, and alley space.

Exhibit 10. Potential Tradeoffs for Parking, Deliveries, and Operations

	Businesses	Visitors	Residents
Benefits	Businesses who wish to use current parking space for extension of business activities could benefit from using curb space. Additionally, nearby streets like Pine may see cross-circulation if customers and visitors park on adjacent blocks.	With pedestrianization, visitors who do not drive to Pearl Street may prefer less vehicular traffic; bikers and pedestrians may feel safer without cars.	Like general visitors, residents who do not have cars may see minimal impacts or even feel safer with other forms of transportation on Pearl Street.
Drawbacks	Businesses who typically sell items from quick customer visits and are not as place-based may have impediments to customer traffic.	Some street configurations could cause visitors to park further away and impede easy access to storefronts. This could be an annoyance for transporting bulky items and dropping off for programs on Pearl Street.	Loss of 24-hour parking at the future site of Unity Park could present challenges for households with cars. Current three-hour parking provided on Pearl (outside of the lot) is already a challenge that requires 'hopping' spaces.

What are the potential impacts to businesses, residents, and visitors?

Parking space is a key issue for businesses and visitors on Pearl who are accustomed to arriving downtown by car and finding parking space near their destination. Changes to the current configuration of street parking has potential consequences for business activity.

Interview Findings

Opinions ranged from the perspective that parking was not a problem at all to it being a vital part of business operations. Particularly, businesses who sold heavy or delicate objects were worried about the ability of their customers to access storefronts and expressed that losing parking spots in front of their space would be 'devastating.' Questions were also raised about how children would be able to get to programs conducted in gallery spaces without a direct drop off point outside.

Residents and employees further cited issues with finding longer-term parking spaces. The 24-hour parking in the Rotary Pavilion lot was frequently used by these groups; although they were supportive of street space activation, they did also express desire to see a plan for parking that allowed them to stay for more than 3-hour increments.

Some businesses, as well as residents and workers, did not see removing parking from a single block as a significant concern. Some even directly addressed the parking study that was done for downtown Ellensburg as proof that visitors would only need to walk a few blocks to access the street. Often, the existing parking situation was also brought up as a challenge for those who spend longer periods of time on Pearl only being able to park for three-hour increments.

No stakeholders expressed in interviews that they or their customers would be completely unable to park vehicles, but that they would need to potentially walk several blocks to arrive at their destination. Additional distance to destinations may cause some disruptions that require attention but will not likely prohibit drivers from finding parking space overall.

During interviews many did point to problems with existing three-hour parking that necessitated ‘hopping’ between spaces throughout the day for residents, employees, and business owners. There was demand for a solution where these groups would not have to ‘hop’ spaces, particularly after the 24-hour parking area on the future site of Unity Park is no longer available. This is consistent with the findings from Nelson\Nygaard that downtown users are looking for more spaces that are less restrictive to a certain task or location.

It is likely that car closure on Pearl Street would have limited impacts to freight deliveries for businesses. However, outside of typical shipments, transportation of bulky items through storefronts could become more difficult with pedestrianization and necessitate some assistance with drop-off and pick-up.

Stakeholders described alleys as less than ideal locations to park despite their availability for employees and business owners. This is due to the existing potential challenge of being stuck behind a large vehicle making deliveries in the alley. Alleys are also occasionally used for parking space for employees. However, larger vehicles making deliveries can impede its use for parking. In interviews with stakeholders who worked or owned a business on Pearl Street, some mentioned it as an option, but not one that they regularly used as a parking solution.

Those who live on Pearl Street have additional considerations for parking as everyday users; buildings in downtown do not typically include designated garages or lots, so those who have cars are primarily reliant on street parking.

Downtown Parking Plan Findings

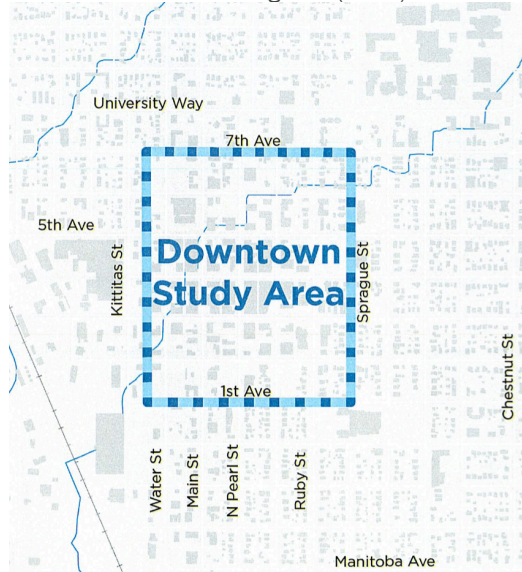
Nelson\Nygaard led Ellensburg’s Downtown Parking Plan in 2018, which included an analysis of parking needs and challenges for the city’s Downtown Study Area (**Error! Reference source not found.**).

There is no lack of parking in Downtown Ellensburg as a whole. Nelson\Nygaard’s findings indicated that even at peak hours of parking demand, only 53% of spaces were occupied on weekdays and 44% on weekends.

Just under half of parking spaces in Downtown Ellensburg are off-street. The findings showed 2,587 parking spaces available in downtown Ellensburg, of which roughly 46% are on-street spaces. For on-street spaces, two-hour and all-day spaces were the most common types. On Pearl Street between 4th and 5th Ave., there are 75 spaces (48 on-street and 27 in the Rotary Pavilion’s lot).

Exhibit 11. Parking Plan Study Area Map

Source: Downtown Parking Plan (2018)



Mixed management of parking is a key issue in downtown. All on-street spaces were maintained by the city, while 77% of all off-street parking was private and 81% of private spaces were restricted. Public off-street spaces were also mixed in ownership between the City of Ellensburg (12%) and Kittitas County (11%). These public lots tend to be more popular than underutilized private lots. There are no required parking minimums in downtown Ellensburg, which is zoned as C-C (Central Commercial).

Pearl Street between 4th and 5th Avenues is where vehicles received the most parking citations of any area in downtown, most often for overstaying the time restriction on their parking space. Comments were made in engagement events for the study that indicated confusing and difficult signage may contribute to inadvertent violations.

“People are looking to park in locations that are not restricted to specific purposes or businesses, and locations where parking durations are long enough to allow people to complete errands or remain parked all day without moving their vehicle.”

- Downtown Ellensburg Parking Plan (2018)

How do parking plan strategies match with stakeholder concerns?

Several ‘quick-win’ and longer-term Plan strategies are applicable to potential pedestrianization of Pearl Street. Although there are not specific recommendations that name Pearl between 4th and 5th Avenue, those which align with findings from stakeholder interviews are detailed in Exhibit 12 with the issues they may be able to help address. Some of the key concerns from business owners, employees, and residents related to parking included transporting heavy items, accessibility for children and older adults, and parking for longer periods than two or three hours. The Parking Plan includes strategies intended to mitigate these same issues on a district scale.

Exhibit 12. Parking Plan Alignment with Pearl Street Stakeholder Concerns

Source: Downtown Parking Plan (2018) and ECONorthwest analysis

Downtown Parking Plan Recommendation	Pearl Street Pedestrianization Stakeholder Concern Addressed	Timeframe
Pilot a shared parking program with private lots, including 1-2 new facilities open to employees and the public.	Lack of parking for employees and visitors for longer periods of time	Quick Win
Adopt formal monitoring program and metrics for tracking progress.	Uncertainty of impacts around pedestrianization	Quick Win
Design and adopt a downtown parking brand and develop wayfinding guidance.	Ease of navigation to Pearl Street for visitors	Quick Win
Establish off-site park-and-ride location(s) to reduce parking demand and provide additional capacity at peak periods.	Lack of parking for employees and visitors for longer periods of time	Mid-Term
Develop a permit parking program for downtown residents to park in designated public and private off-street lots.	Difficulty parking for Pearl Street residents	Mid-Term
Prepare for increased passenger loading needs by providing flexible loading regulations during certain times of day and days of the week.	Accessibility for children and older adults; transporting heavy items	Long-Term
Support a ‘park-once’ downtown by improving pedestrian safety and comfort, including investing in landscaping, lighting, crosswalks, and encouraging ground-floor uses.	Accessibility for children and older adults; parking for longer periods	Long-Term

How did the case study cities approach parking?

In all three case study cities, parking was an issue with activating downtown areas for pedestrian use. Auxiliary parking lots have been the primary method of adjusting parking, guided by easily readable wayfinding signage. Each city has responded in different ways to providing solutions for visitors, residents, and businesses.

Edmonds, WA

Feedback from the first year of weekend street closures frequently cited parking as an area for improvement through surveys, emails, calls, and Facebook comments. The impromptu nature of the city's Walkable Main Street meant that the first year of programming had not had the benefit of early planning. In their second year of temporary operations, the City introduced auxiliary parking lots, allowed for U-turns in the streets surrounding Main, provided ADA parking in front of City Hall, and improved signage around downtown. To actually close down streets, the City used standard orange traffic barriers.

Exhibit 13. Edmonds' Temporary Pedestrianization, Including Parking Areas

Source: My Edmonds News



Kelowna, BC

For Kelowna's seasonal closure, there were three parking garages in surrounding blocks which the city indicated online and through easy-to-read maps. Their website includes a virtual dashboard to show the number of available spaces in each garage in real time. Although the street was closed to vehicular traffic 24/7 during the summer, they created temporary accessible parking stalls, as well as 30-minute and five-minute pick-up zones on adjacent cross streets. In their first year of operations, Kelowna used concrete traffic barriers on the edges of the pedestrianized area but upgraded to more aesthetically appealing planters to demarcate space.

Exhibit 14. Kelowna's Seasonal Pedestrianization Area, Indicating Parking Areas

Source: Tourism Kelowna

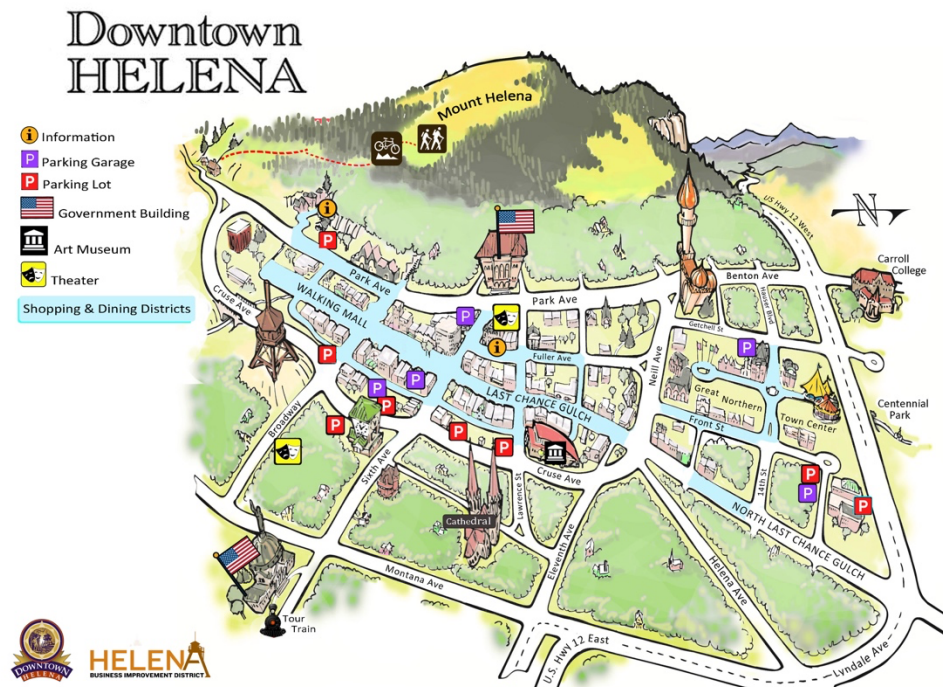


Helena, MT

Helena Walking Mall's permanent location in the city's downtown has drawn criticism in the past for parking difficulties. However, the city has made strides towards providing more space and directing downtown users towards parking areas. There are several parking lots and garages within a short walking distance from the Walking Mall, which are clearly indicated on their downtown tourism maps. Most recently, the City has added free 1-hour parking spots indicated by pink signs that allow customers to make quick trips and errands more easily. There is a distinct curb and landscaping to keep cars out of Helena's Walking Mall, buffered by a sidewalk and clear turning point for cars.

Exhibit 15. Downtown Helena's Walking Mall, Including Parking Areas

Source: Downtown Helena Inc.



Impacts to Businesses: How do Pearl Street businesses use alley space for circulation, freight, and deliveries?

Another potential consideration for business operations is whether freight and service vehicles might be impacted by a full or partial closure of Pearl Street. Interviews revealed nearly universal responses about the way that deliveries arrive on the street.

Stakeholder interviews described using alley space in a consistent manner. It is the primary area where deliveries and freight drop-off shipments for shops, restaurants, and offices. For art galleries, individual artists selling their pieces in the storefront may not be aware of this space and bring in items through the front door as well.

Implications for Ellensburg

- **Align the Pedestrianization with Parking Plan Strategies.** Many of the issues raised by stakeholders can be addressed within the bounds of the existing Downtown Parking Plan. District-wide recommendations are applicable at the smaller scale for Pearl Street. Initiatives like a shared parking program with private lots, formal monitoring, and wayfinding guidance are all quick wins that could benefit temporary or seasonal activation of Pearl Street. Existing mid- to long-term strategies like park and ride lots, residential permits, loading zones, and improvements to streetscape would further complement more permanent pedestrianization.
- **Focus on Investments in Signage and Wayfinding.** Case study areas that provided public auxiliary lots during temporary and seasonal pedestrianization found benefits from wayfinding and signage that allowed visitors to better navigate from those lots to walking areas. Highly readable maps and digital tools can also help streamline the parking process for street users.
- **Allow for Flexible Drop-offs.** An important issue raised by stakeholders involved access to storefronts and office spaces for children participating in art programs. Volunteers for a nonprofit also tended to be older adults who had more difficulty walking longer distances. Both indicated that the additional distance from cars to destinations could create a burden. Flexible spaces for drop-off and pick-up at the edge of the pedestrian area could be used to mitigate this issue, or configurations that allow for coordination with program hours (i.e. if a children's program ends at 3pm, the street closes for cars at 4pm, allowing parents time for pickup).
- **Consider providing residents with 24-hour permits, which are used in some areas of downtown, but not overlaid to Pearl between 4th and 5th Avenues.** The Downtown Parking Plan recommends a permitting system for residents in downtown which could alleviate some difficulty on Pearl. There are already Residential Parking Zones nearby to the north of University Way and northeast of City Hall. Although Pearl is not primarily residential, aligning with the parking plan could offer a helpful option to those who do reside on the street. Temporary drop-off zones may be useful for receiving household deliveries, dropping off groceries, etc., but residents in general require longer term space to park vehicles.

What are considerations for the implementation process?

In considering changes to Pearl Street, the City will need to consider how to value the right-of-way, phasing options, and how the space will be programmed. Additionally, this will need to account for various necessary roles and responsibilities between the city and stakeholders.

Exhibit 16 provides an overview of key tradeoffs for implementation

Exhibit 16. Potential Tradeoffs for Implementation

	Businesses	Visitors	Residents
Benefits	Businesses who are enthusiastic about street activation may see benefits from participating in implementation by sharing their needs and feedback, while clearly defining their role with outdoor features.	Visitors who enjoy current programs may benefit from continued or extended popular events. Centralizing some programs on Pearl will also make it more predictable and easier to navigate to events.	If consistency in street configuration grows, residents may adjust to street closure patterns and be able to plan for days or times when they are not able to bring a car onto Pearl Street.
Drawbacks	If roles are not clearly defined, some businesses may meet unanticipated problems (like upkeep of their streetery space). Additionally, some who prefer street parking may feel overwhelmed or unincluded with new uses.	Those who have different preferences on street configuration may run into barriers at certain times. Some may feel frustrated if they did not realize the street would be closed to parking at a new time or day of the week.	Residents typically spend more time on Pearl Street, including later and earlier hours. Some may feel more unease if the street is empty during off hours or if it attracts too much unwanted activity when there are fewer 'eyes on the street'.

How should the Pearl Street investment relate to Unity Park?

Ongoing actions towards pedestrianization should be interconnected with the planning process for Unity Park. Additional engagement should seek wider community feedback and ensure that residents can see the big picture of activation on Pearl Street. Continued planning should consider the different types of pedestrianization (which are weighed further in the 'Phasing' section below). Although Unity Park will be a permanent feature, adjacent activity may be more flexible and incremental.

Recommendation: Align Pearl Street investments with new Unity Park. Businesses, visitors, and residents may be more amenable to pedestrianization overall if it comes in tandem with other changes to the street from Unity Park. Pairing the two together for consideration will allow a more holistic evaluation of tradeoffs.

Recommendation: Invest in Signage and Wayfinding. Wayfinding and signage that allows visitors to easily navigate the area may be stronger if tied with Unity Park. Highly readable maps, digital tools, and consistent design motifs between Pearl Street, Unity Park, and potentially more areas of downtown could make both sub-areas more inviting and connected.

Recommendation: Consider 24-hour residential parking permits for Pearl Street households.

Some areas of downtown Ellensburg currently offer permits that allow residents to stay in parking spaces for 24-hours. The lot where Unity Park is planned to be constructed currently has the only 24-hour spaces on this section of Pearl Street. A similar system on Pearl would help alleviate challenges for residents who generally require longer term parking spaces that are not included in residential buildings downtown.

How could the City phase these investments and communicate changes over time?

Three types of pedestrianization were analyzed for this report, but not all are necessarily terminal strategies. Temporary programs are the most flexible typology: they can be carried into subsequent phases if successful to become seasonal or permanent. They can also be adjusted if there are problems or discontinued if they fail. Seasonal programs can also be scaled up to longer-standing permanent investments or scaled back down to a shorter temporary duration.

Permanent projects are intimidating for some stakeholders because they do not have the same relative ease of responding to users. In fact, Helena's example highlights the pushback and criticism that often occurs with abrupt changes, even to a relatively small portion of downtown.

Recommendation: Phase investment incrementally. Going directly to permanent pedestrianization is likely to garner the most opposition and challenges. Working with existing programs and events to 'scale up' incrementally could continue momentum that currently exists from events and streateries. In the short term, identify and build partnerships with established events coordinators to explore expanding operations. If expanding events is successful in creating recurring programs, find what times/days are ideal to sustain activation for a longer period with minimal interruption to businesses (most likely seasonally in the summer). Over time, consider investment in permanent features in response to demand.

Recommendation: Be consistent. Whether business owners were supportive or concerned about car closure, there was consensus about desiring consistency. The flexibility and changes during the pandemic were viewed positively, but with the addendum that people would like to see a more predictable situation moving forward. Programming that plans to be extended should establish recurring times or set dates far in advance to prepare stakeholders. A central, widely shared calendar that clearly communicates proposed or planned activities would increase transparency and allow business owners and residents to anticipate activities.

Recommendation: Ensure sustained communication. Continuing conversations with stakeholders regarding Unity Park and pedestrianization of Pearl is vital to implementation. Adjusting along the way has been successful for temporary and seasonal projects in other cities, with frequent response to feedback. In addition to continued dialogues, additional groups should be brought intentionally into the conversation, including families with children, older adults, students, event coordinators, people who do not drive, and street users who visit Pearl Street from other areas of Ellensburg. Feedback may also be gathered as part of a broader conversation about streateries throughout downtown.

Recommendation: Align with Parking Plan strategies and timeframes. The existing Downtown Parking Plan provides phasing recommendations for some of the investments discussed for Pearl Street and Unity Park. Following these district-wide recommendations for quick wins, mid-term, and long-term projects (Exhibit 12) could help set the stage for either temporary, recurring, or permanent improvements on Pearl.

How should the City work with downtown partners to program the pedestrianization?

Downtown Ellensburg is already host to an array of robust programming year-round. Events take place throughout all seasons (Appendix C) but could be extended to greater frequency with a pedestrianized street. Pearl Street may also become a magnet for other events that currently take place elsewhere downtown. For example, the Farmer's Market may make more sense to be located on Pearl to avoid closing multiple streets at the same time.

However, other businesses may have concerns related to sales, operations, and volume of user traffic if the area is not programmed appropriately. Some interviewees also pointed out that empty space could make the area feel empty or unsafe.

Recommendation: Calibrate event schedules and locations. Since many activities already exist on an annual temporary basis, they could be built out to frequently recurring or seasonal programs. Other events that occur in surrounding parts of downtown could be drawn to Pearl to create a critical mass of events (so long as they are not directly place-based). A central calendar or schedule could also clarify and formalize their recurrence.

Recommendation: Solidify partnerships. Organizations who hold events should be consulted about their capacity and interest in developing their operations further or relocation to Pearl. Concentrating activities in an area that is pedestrianized could also help to alleviate expressed concerns about the space going unused and feeling empty. A central schedule of activities could also assist in clarifying plans.

Recommendation: Designate Drop-off Zones. Additional distance from cars to destinations on Pearl could create difficulties for some users, especially while patterns of activation programs are still being established. Designating flexible spaces for drop-off and pick-up at the edge of the pedestrian area could help make sure that there is an option for quick stops. This could include communication with partners to coordinate based on their ideal timeframes.

How should the City decide which street configuration to implement?

There are two types of pilot pedestrianization programs that would likely be the most successful on Pearl Street and would not require significant capital outlay for the City to explore on a pilot project basis:

- **Regular closures.** One option would be a program that closes the street for certain hours of certain days. Based on stakeholder interviews, an evening closure would interfere the least with retail businesses' operations and still allow food and drink establishments to draw in customers. Complementary activities to dining and drinking could include music, arts, and entertainment in street space.
- **Seasonal closure.** A second option would be to extend existing events into a longer duration. Organizers of activities that are only for one day or weekend could be consulted about their capacity to 'build out' for weeks or months. Summer was usually indicated as a high-volume time for tourism and outdoor dining, and the most popular for case studies in our research. With children out of school, youth-focused activities could coordinate with the street's stakeholders who expressed desire for more family-friendly events. However, winter events like Moments to Remember could also present opportunities for family-friendly seasonal activation if extended. Lighting elements and warming stations could lend themselves towards a 'cozy' holiday atmosphere with recognizable event branding for Ellensburg residents.

Recommendation: Explore temporary or seasonal pedestrianization options.

What types of maintenance considerations should the City account for?

In case study areas, permanent pedestrianization had long term considerations for maintenance and upkeep. Helena's Walking Mall has been a part of their downtown for forty years and has naturally run into some considerations for repairs in the city's Downtown Urban Renewal Plan in 2019. Even in shorter term configurations, there will be operational needs related to a higher volume of use, such as street cleaning and trash removal. Some of these concerns came up during interviews, including trash removal and snow shoveling in winter.

In considering implementation, maintenance roles should be clearly identified. Individual businesses will likely be responsible for their own outdoor elements (i.e. tables for restaurants, booths for retail, etc.). The street itself may see higher traffic and over time the city may need to account for more upkeep of public space.

Recommendation: Establish clear roles. Setting clear responsibilities for public and private entities is a key part of implementation. Businesses considering joining a permit program should understand their responsibilities and what will be taken care of by the City. If the City is to have an ongoing role, it will need to determine how much ongoing subsidy or in-kind support the City or its partners are willing to provide to support maintenance.

Recommendation: Assess businesses' willingness to pay for maintenance. The City should discuss with businesses how much they would be willing to pay for programming and maintenance, as part of a potential downtown BID. This should include asking for how long of a duration they would commit to a permit and their rationale.

What are the options for how the City could value its right-of-way for business use?

To understand the value of right-of-way space in Ellensburg, the City can consider (1) the potential impacts of street activation and (2) the current patterns of vehicular traffic and parking to businesses, residents, and visitors.

Businesses

Stakeholder interviews indicated that there is divided opinion about businesses' willingness to pay for use of right-of-way on Pearl Street. Some businesses highlighted the benefits from small installations like streateries, particularly owners of bars and restaurants who expressed that they likely would have lost revenue during the pandemic without use of outdoor seating elements.

Recommendation: Engage with businesses. While most are supportive of streateries and would not oppose an application process for a paid permit system, not all those interviewed agreed that this was the highest and best use of space. Some stakeholders were only supportive of outdoor dining in parking spaces as a temporary, emergency measure during the pandemic. However, residents and employees working on Pearl also expressed enjoyment from frequenting establishments outdoors.

Stakeholder interviews revealed that not all business owners value street activation opportunities more than parking space. Those who do not wish to see sustained pedestrianization have indicated that they receive more value from having parking spaces adjacent to their storefronts. Although on-street space is maintained and managed by the City, its removal has potential to impact these businesses. Estimating the approximate benefit that businesses receive can help illustrate the secondary costs of removing street parking spaces.

- What additional revenue would businesses earn from continuing to operate outdoor streateries, compared to indoor-only operations?
 - How much could be gained or lost from activation (overall and by business type)?
- Would the benefits of street activation stay consistent year-round?
- Would businesses participate in street programming?
- How much would businesses pay for a permit to participate in street activation?
- What are approaches that the City could assist with to assuage concerns about the loss of parking?

Visitors/Residents

Pedestrianizing Pearl Street would provide greater access and public benefits to the community, provided that the elimination of traffic and parking options on the street do not present undue challenges to visitors. Considerations for street users may include benefits or challenges for walkability, social activity, and accessibility. The physical layout may enhance benefits or detract from them and should also be examined in valuing right-of-way.

Recommendation: Engage with the community. Survey Ellensburg residents about their experiences in downtown, how different outdoor elements or events may affect their desire to patronize businesses on Pearl Street, and attitudes toward parking. Potential topics to explore:

- How would this project change your experience in downtown?
- What programmatic or physical elements of street activation are most beneficial?
- Will pedestrian traffic to the area be likely to increase or decrease during different times of day? Days of the week? During different seasons?
- How much would residents be willing to pay for parking downtown or walk from their vehicle to destination on Pearl Street?
- Will all Ellensburg residents be able to benefit from street activation?
 - Who stands to benefit more?
 - Are there ways to promote equity with this investment?

The City should proceed with street activation if net benefits of the investment are likely to outweigh the net benefits of street parking; willingness to pay matches or exceeds the costs of pedestrianization; and impacts are distributed equitably.

What type of street use permit process should the City consider?

A permitting process for businesses to use the street in a consistent manner was favored in several interviews. Although a few stakeholders were wholly against continued use of right-of-way for outdoor dining, those who were open to it were also supportive of a permit system. They recognized that processes have been adaptive to circumstances during the past year and a half due to the pandemic but were not against paying for continued participation.

Further engagement with business owners not only on Pearl Street but throughout downtown could give insight to the benefits of permits and willingness to pay. Initial findings have indicated interest in participating, but a more extensive may reveal specific price points.

Recommendation: Require that businesses who benefit “pay to play.” One stakeholder on the street described their willingness to “pay to play” — indicating that some businesses who wish to extend streateries would be willing to pay for permits if they know that they will be able to continue outdoor operations long term. Valuing the street space for restaurants will help to understand the value that other business types are receiving from current parking spots.

Appendix A: Case Studies Pedestrianization Matrix

Location	Type	Years Operating	Open Hours	Physical Scope	Motivation
Edmonds WA <i>Pop. 42,000</i>	Temporary	2020-2021	10am-10pm Sat-Sun	~3 blocks, Main St	COVID-19 response
Kelowna BC <i>Pop. 138,000</i>	Seasonal	2020-2021	24/7 Jun-Sept	~4 blocks, Bernard Ave	COVID-19 response
Helena MT <i>Pop. 32,000</i>	Permanent	1974-present	24/7 Year-Round	~2 blocks, Last Chance Gulch	Model Cities-era urban renewal

Appendix B: Interviewees

Interview	Business/Affiliation Types	Stance	Preferred Type	Main Concern	Main Advantage
1	Restaurant/Bar Owner, EDA Members (2)	Yes	Permanent	Stability	Permit program
2	Building Owner, Art Gallery Affiliate	Maybe	Seasonal	Emptiness	Arts programs
3	Building Owner, Resident, EDA Member	Yes	Permanent	Public safety	Leisure areas
4	Art Gallery Employee	Maybe	Temporary	Accessibility	Family events
5	Retail Store Owners (2)	No	None	Customer impacts	None
6	Office Employees (2)	Yes	Permanent	Parking	Gathering space

Appendix C: Ellensburg Downtown Events

List of Events at Unity Park and Pearl Street

Source: City of Ellensburg

Event Name	Event Description	Season	Event Duration	Attendance	Location
St. Paddy's Day 5k Run	5k run around downtown, beer garden, kids games, food	Spring	1pm-8pm	850	Unity Park
Eastern Washington Brewfest	Axe throwing, beer garden, mechanical bull, food, music	Spring	11am-6pm	700	Unity Park
Ellensburg Germanfest & Parade	Germanfest and community parade with daschunds	Spring	8am-3pm	600	Unity Park
Hoedown in the Downtown	Live music, beer garden, merchandise vendors, food truck	Summer	1 night, 3 hours	500	Unity Park
Jazz in Valley	Community jazz festival held at various locations; Unity Park is the main location	Summer	3 days, 2 nights	5000	Unity Park
Rodeo Kickoff Breakfast	Kickoff event for the Kittitas County Fair and Ellensburg Rodeo	Summer	6am-11am	500-800	Unity Park
Rodeo Kickoff Parade	Kickoff event for the Kittitas County Fair and Junior Rodeo Parade	Summer	6am-11am	500-800	Pearl Street
Rodeo Parade	Community Parade	Summer	6am-11am	5000	Pearl Street
Buskers in the Burg	Street performers, kids' activities	Fall	9am-2pm	1200	Unity Park
Moments to Remember	Downtown Holiday event	Fall	3pm-9pm	1000	Unity Park
CASA Rocks Cornhole Event	Cornhole tournament, beer garden, family activities, food, bands	Fall	11am-5pm	150	Unity Park
Winterhop Brewfest	Craft and microbrew tasting available throughout downtown; Unity Park is the main check-in	Winter	12pm-5pm	2000	Unity Park

City of Ellensburg —

Pearl Street Promenade Survey Results — Summary of Responses

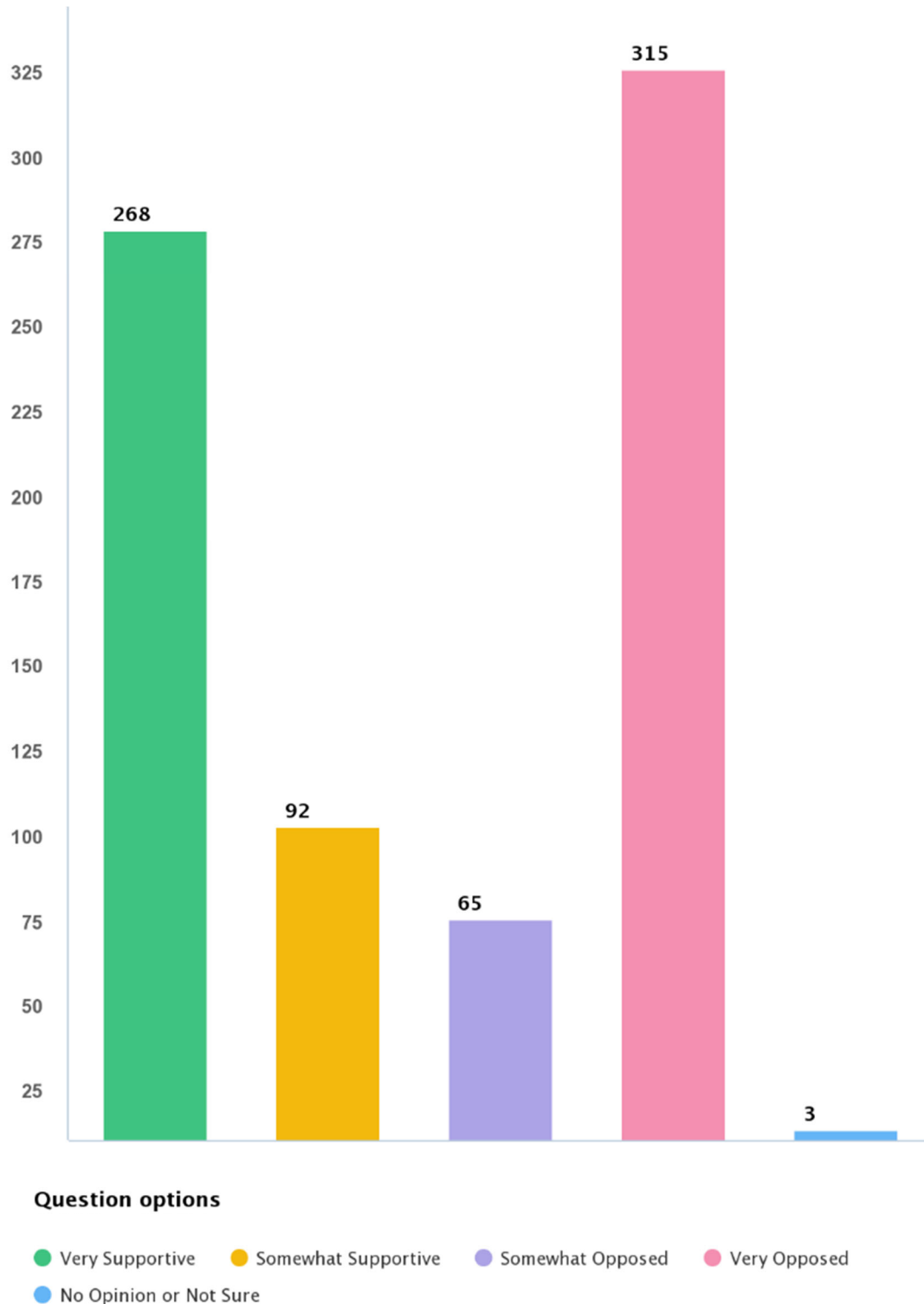
A seven-question survey allowed people to provide feedback on the benefits and concerns about making a one-block section of Pearl Street between 4th and 5th Avenue into a pedestrian street. Participants shared their support for different levels of closure, the impact it would have to their downtown travel or experience, the atmosphere they would like to see in downtown Ellensburg, the types of events they would like to see in Unity Park that could extend onto Pearl Street, and which closure proposal they preferred.

No questions were mandatory. The online survey was open from 12/1/2021-1/2/2022

N= 738 total responses

Q1: How supportive would you be of closing Pearl Street to vehicles between 4th & 5th Avenue in some capacity (temporary, seasonal, or permanent)?

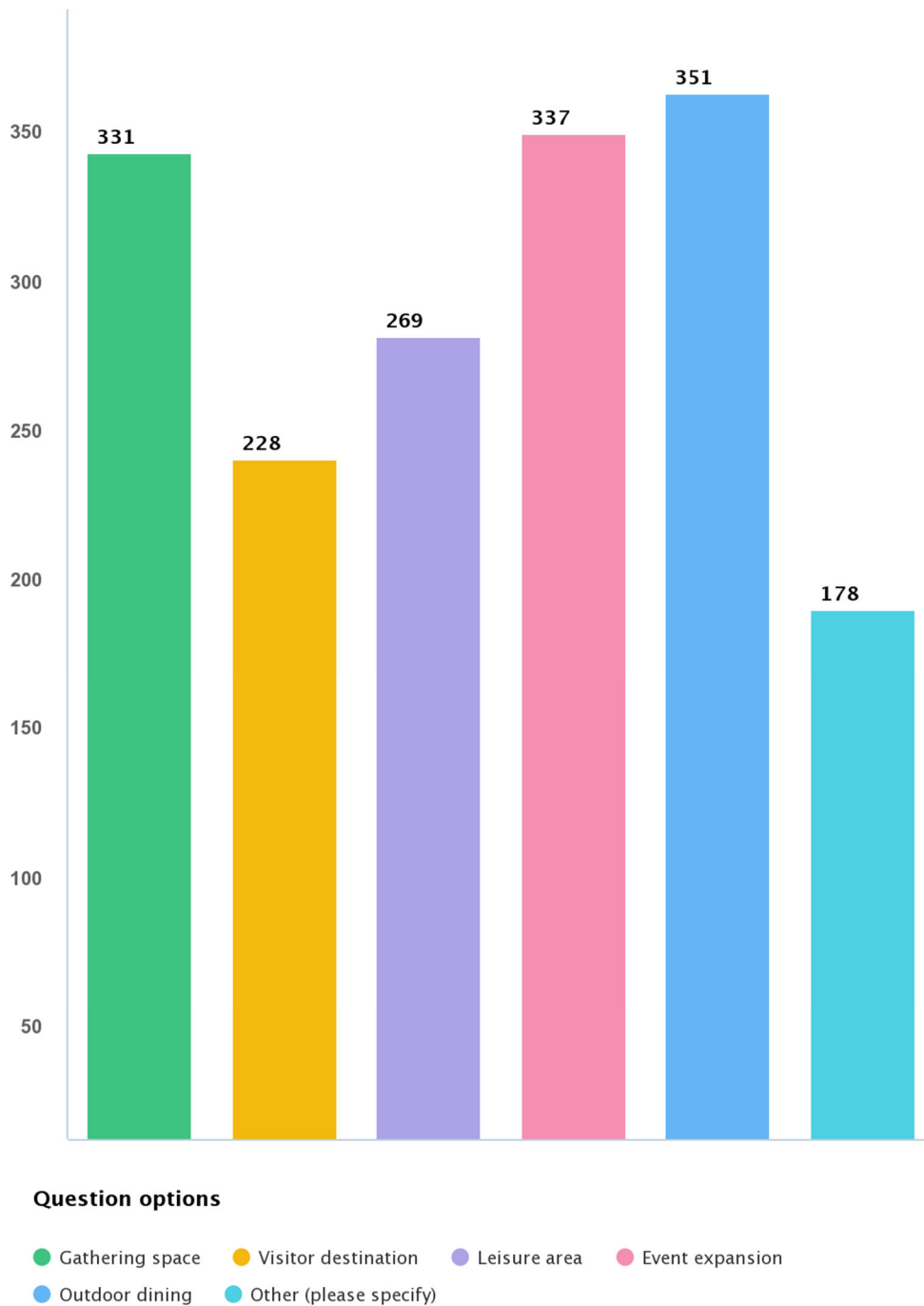
There were 734 responses to this question, 4 skipped.



Q2: What benefits do you see (if any) to making the one-block section of Pearl Street between 4th and 5th Avenue into a pedestrian street?

There were 611 responses to this question, 127 skipped.

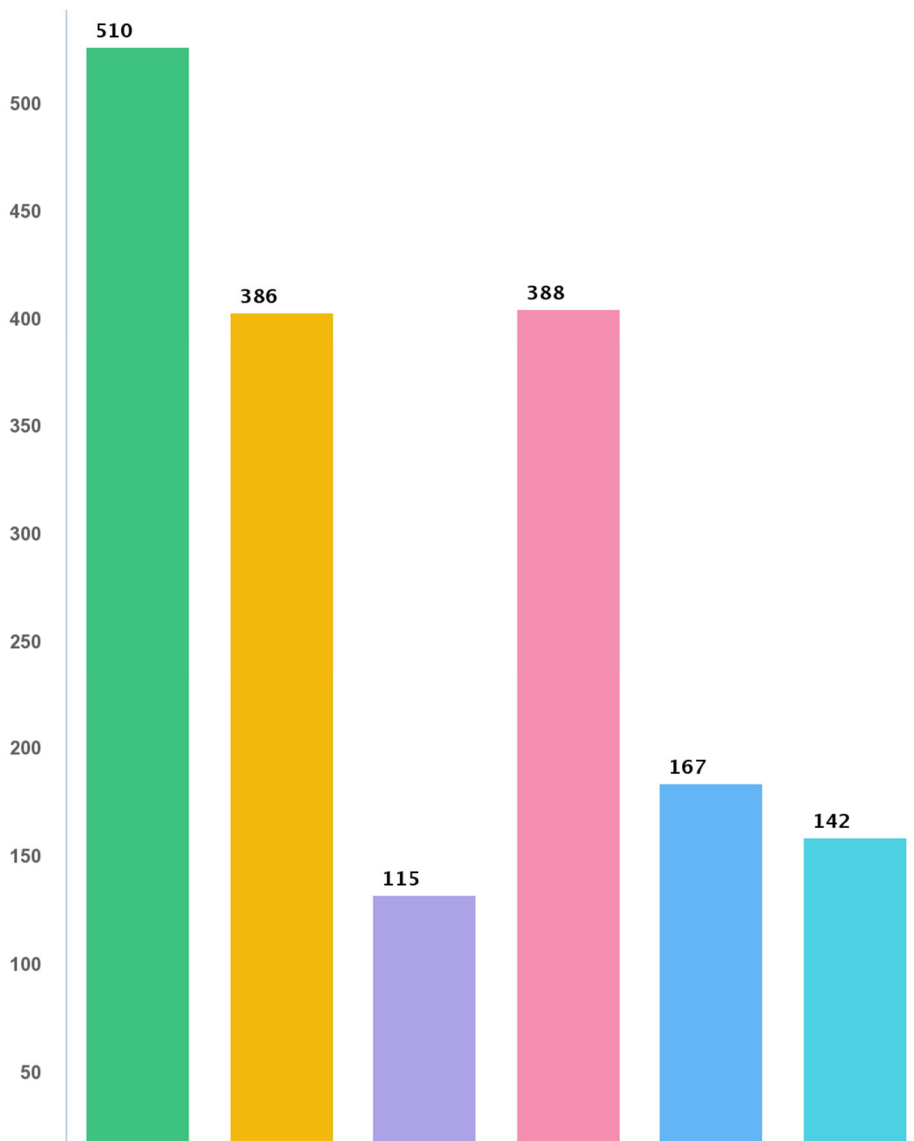
Of those that selected "Other" commonly occurring themes included: Music, event space, and safer for pedestrians. "None" was mentioned 62 times, "no benefit" was mentioned 37 times, and there were 7 references to "don't see a benefit."



Q3 What concerns do you have (if any) about making the one-block section of Pearl Street between 4th and 5th Avenue into a pedestrian street? (Other (please specify))

There were 654 responses to this question, 84 skipped.

Of those that selected other, commonly occurring themes included: Access to businesses (senior access & emergency responders), homelessness, logistics of Pearl plus 4th Ave. closure during farmers market, unfair advantage to businesses, parking (mentioned 34 times) and no concerns/none (mentioned 9 times).



Question options

- Parking Problems
- Traffic congestion
- Maintenance
- Accessibility
- Cost
- Other (please specify)

Q6: What kind of events would you like to see in Unity Park that you could also see extending onto Pearl Street? (e.g. family-friendly activities, arts and music events, food festivals, charity fundraisers)

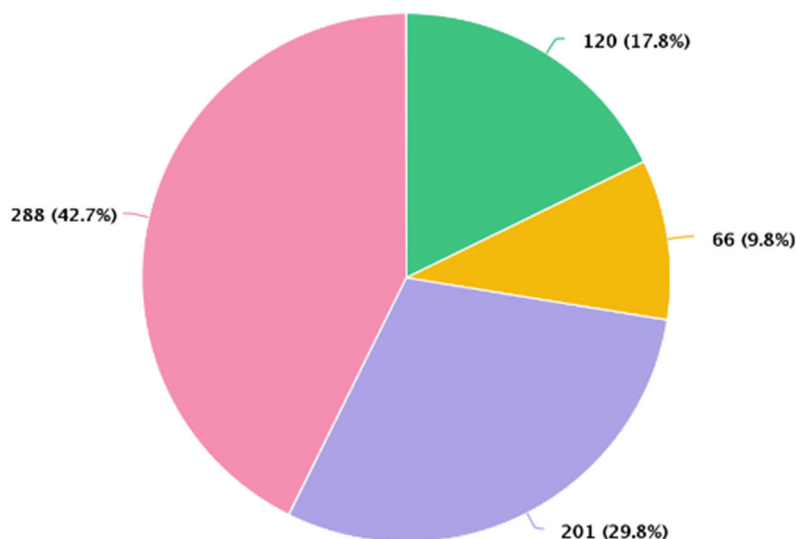
There were 543 responses to this question, 195 skipped.

Commonly occurring themes included: music, family, food, beer, arts, farmers market and kids.



Q7: Which of these proposals do you prefer (all closures pertain to the closure of Pearl Street between 4th & 5th Avenue to vehicles)?

There were 675 responses to this question, 63 skipped.



- A seasonal closure of Pearl Street (example June – September closure)
- A temporary daily closure of Pearl Street (example 3pm–10pm closure)
- Permanent closure of Pearl Street
- Leave Pearl Street as is



City of Ellensburg **PROCLAMATION**

National Black History Month 2022

Whereas, the roots of National Black History Month date to 1865 as the beginning of an annual celebration of emancipation. Carter G. Woodson, the “father of Black History,” began Negro History Week, on February 1, 1926; and

Whereas, Negro History Week evolved to “National Black (Afro-American) History Month” through Congressional Public Law 99-244 in 1986; and

Whereas, President Bill Clinton described Black history as “America’s struggle to become a more perfect union;” and

Whereas, we acknowledge that Black History is American History; and

Whereas, during the brutality of slavery, hope of emancipation, and reconstruction through restrictions of Jim Crow laws and redlining, it took extraordinary courage, faith and determination for Black Americans to build lives for themselves and their families; and

Whereas, we recognize and celebrate the contributions of Black Americans to our nation’s culture, the sciences, the arts, and education as we remember the outstanding work of General Colin Powell, poet bell hooks, and Congressman John Lewis from which we all benefit; and

Whereas, Black Americans made significant contributions to the strength and character of the City of Ellensburg, we honor:

Stan Barnett, a man who found beauty in everything and who owned Capitol Avenue Repair for 40 years;

Mamie Evans Taylor Robertson, Ellensburg resident from 1915 – 1956 and the pastor of the First African Methodist Episcopal (AME) Church on Main Street for 25 years before her death;

Bobby Cummings, Central Washington University Distinguished Professor, who began the process to develop an Africana and Black Studies minor, and in 2020 received the Lifetime Achievement Award in Diversity and Equity;

and Lenny Price, current Ellensburg resident, singer, composer, jazz saxophonist, music educator, record producer and performing arts activist who has graced us with his music on many occasions and in many venues.

Now, Therefore, the City Council of Ellensburg does hereby proclaim February 2022 as National Black History Month in Ellensburg and honors the courage and contributions of Black Americans throughout this city, state, and nation.

Signed this 7th day of February, 2022.

Nancy Lillquist
Mayor

Attest: _____
City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

January 18, 2022

7:00 PM

**Council Chambers 501 North Anderson Street
Ellensburg, WA 98926
And virtually via Zoom**

Pledge of Allegiance

Councilmember Elliott led the Pledge of Allegiance.

1. Call to Order and Roll Call

Roll Call Present: Rich Elliott, Nancy Goodloe, Nancy Lillquist, Bruce Tabb, Adam Winn

Councilmember David Miller arrived at 7:05 pm

Others present in person: City Manager Behrends Cerniwey, City Attorney Weiner, City Clerk Leader, Executive Assistant Gigstead and approximately fifteen members of the public

Others present remotely via Zoom: Planning Manager Ayling and approximately ten members of the public

2. Proclamations

3. Awards and Recognitions

4. Approval of Agenda

Councilmember Elliott moved to Approve the Agenda with deletion of item 5D from the Consent Agenda. **Motion Approved 5-0.**

5. Consent Agenda

5.A. Approve Minutes of January 3, 2022 Regular Meeting

5.B. Bid Award - Bid Call 2021-07 for Walnut Street Rectifier and Deep Well Anode Replacement and Relocation.

5.C. Accept Resignation of Lilly Park from the Senior Citizens Advisory Commission.

5.D. Acknowledge Designation of Kathleen Klaniecki, CWU Representative, on the Public Transit Advisory Committee. **REMOVED**

5.E. 2022 City-County Library Services Agreement

5.F. Bid Award of Bid Call 2021-05 5th Avenue and Railroad Avenue Signalization

5.G. Resolution 2022 -02 – Alder Street tree removal located at Alder St and 14th Ave/Dean Nicholson Blvd Signalization and Palouse to Cascades Reconnect Trail Project

5.H. Contract Time Extension - Anderson Road Sewer Extension (Amendment #1)

5.I. Approve Voucher Listing for January 18, 2022

Councilmember Elliott moved to Approve the Consent Agenda as amended. **Motion Approved 5-0.**

6. Petitions, Protests, and Communications

6.A. Central Washington University Update from President Wohlpart
CWU President, James Wohlpart, presented information concerning issues and priorities for Central Washington University.

6.B. COVID-19 Update
MacKenzie Carter, Health Promotion Project Specialist with Kittitas County Public Health Department, gave an update concerning the COVID-19 dashboard, vaccinations, masks and home test kits. She also spoke about formation of a COVID-19 Health Equity Coalition comprised of community members within the County.

6.C. Board and Commission Applications
Mayra Colazo (attending remotely) introduced herself and spoke on her interest in serving on the DEI Commission.

Teresa Francis Divine (attending remotely) introduced herself and spoke on her interest in serving on the DEI Commission.

Alex Mandujano (attending remotely) introduced himself and spoke on his interest in serving on the DEI Commission.

Laci Harrison and Kasey Ross stated they were withdrawing their applications due to other qualified applicants for consideration.

Councilmember Goodloe agreed to conduct interviews of the four candidates with designated staff and return with a recommendation.

6.D. City Council Position 7 Applications and Introductions
Mayor Lillquist explained applicants would be given three minutes to introduce themselves. Applicants included:
Sarah Beauchamp, James Choe, David Hartless, Jean Marie Linhart, Jennifer Lubanski, Monica Miller, David R. Pena-Alfaro, Adriana Rios (attending remotely), Jeffery St. John, Joshua Thompson, and Darren Wright

Candidate interviews would take place at a special meeting on January 24, 2022 where Council would hold discussion and potential appointment.

7. Citizen Comment on Non-agenda Issues

Aiden Mendoza, CWU Student and Civic Engagement Coordinator, spoke regarding qualified immunity in the police priorities section of the Council legislative priorities.

Pat Kelleher, 6530 Wilson Creek Rd, spoke regarding public safety concerns on Cora Street.

8. Business Requiring Public Hearings

9. Introduction and Adoption of Ordinances and Resolutions

9.A. Second Reading of Ordinance 4885 Amending Chapter 2.30 ECC Multifamily Property Tax Incentives

Jamey Ayling, Planning Manager, presented information in the staff report.

Councilmember Elliott moved to Approve second reading and adoption of Ordinance 4885.
Motion Approved 6-0.

10. Unfinished Business

11. New Business

11.A. Subcommittee Report and Recommendation for DEI Commission Member
Councilmember Goodloe reviewed the sub-committee report included in the Agenda.
DEI Commission member Hanson addressed City Council.

Councilmembers commented on the issue.

Councilmember Tabb moved to remove commission member Landis Hanson from the DEI Commission. **Motion Failed 1-5** (Elliott, Goodloe, Lillquist, Miller and Winn voted nay).

Councilmember Goodloe moved to accept the recommendation of the subcommittee.
Motion Approved 4-2 (Tabb and Elliott voted nay).

12. Miscellaneous

12.A. Manager's Report

The City Manager reviewed the report

Councilmember Tabb moved to Approve setting a public hearing on February 7, 2022 to amend the Six Year Transportation Plan. **Motion Approved 6-0.**

Councilmember Elliott moved to Approve setting a study session for 6:00 pm on February 7, 2022 to discuss the consultant report on the Pearl Street Promenade. **Motion Approved 6-0.**

12.B. Councilmembers' Reports

- Councilmember Elliott reported on KITTCOM staffing issues and long term strategic planning and attended the EBDA, Planning Commission and Parks and Recreation Commission meetings
- Councilmember Goodloe reported on the DEI Commission and attended the Martin Luther King Jr. celebration at Paul Rogers Park
- Councilmember Miller attended Landmarks & Design Commission, expressed appreciation to DEI subcommittee members and attended an MRSC webinar on climate resiliency
- Councilmember Tabb gave updates on Public Transit Advisory Committee, coordination of a Homeless Ad Hoc Committee and requested a letter of City support be sent regarding Senate Bill 5510, pertaining to transportation benefit districts. He requested Council review legislative priorities concerning qualified immunity at a future Council meeting
- Councilmember Winn attempted to attend the Parks and Recreation Commission and Arts Commission meetings
- Mayor Lillquist attended Developmental Disabilities Commission meeting and stated the Department of Ecology will make a presentation concerning the Climate Commitment Act at the January 20th Utility Advisory Committee meeting. She thanked everyone who assisted with snow removal

13. Executive Session

14. Adjournment

Adjourned at 8:48 pm

Mayor

ATTEST: _____
City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Study Session

January 18, 2022

6:00 PM

Council Chambers 501 North Anderson Street

Ellensburg, WA 98926

And virtually via Zoom

Roll Call Present: Rich Elliott, Nancy Goodloe, Nancy Lillquist, Bruce Tabb, Adam Winn

Absent: David Miller

Also present in person: City Manager Behrends Cerniwey, City Attorney Weiner, City Clerk Leader,

Also present virtually via Zoom: Kittitas County Commissioner Corey Wright, and approximately four members of the public

Study Session

Incident Command System (ICS) Training for Elected Officials

Councilmember Elliott reviewed the Incident Command System information. He explained the organizational structure of leadership and the Incident Management Team and command staff.

Council and Kittitas County Commissioner Wright asked questions.

13. Adjournment

Meeting adjourned at 6:55 pm

Mayor

ATTEST:

City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Special Meeting

December 24, 2022

6:00 PM

Council Chambers 501 N Anderson Street

Ellensburg, WA 98926

And remotely via zoom

Roll Call Present: Rich Elliott, Nancy Goodloe, David Miller, Bruce Tabb, Adam Winn, Nancy Lillquist

Others Present: City Manager Behrends Cerniwey; City Attorney Weiner, Executive Assistant Gigstead, Deputy City Clerk Davison, Assistant City Attorney Reiman, Sarah Beauchamp, James Choe, David Hartless, Jeff St. John, Jean Marie Linhart, Jennifer Lubanski, David Pena-Alfaro, Adrianna Rios, Darren Wright, and approximately 8 members of the public.

Present Remotely Via Zoom: Monica Miller, and approximately 7 members of the public.

1. City Council Applicant Interviews

Mayor Lillquist opened the special meeting with a brief overview of the rules for the interviews.

1.A. Council conducted interviews with the applicants for City Council. City Manager Behrends Cerniwey reported that Joshua Thompson withdrew his application.

1.B. There were no comments from the public.

1.C. Mayor Lillquist opened the discussion for Council to review the applicants.

Councilmember Tabb moved to go into Executive Session. **Motion Approved 6-0**

2. Executive Session

Per RCW 42.30.110(1)(h), to evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public.

Council recessed into Executive Session at 8:06 pm. Discussion was anticipated to last 15 minutes.

Council Reconvened at 8:20 pm.

Mayor Lillquist opened the discussion for Council to review the applicants' qualifications and present nominations.

Councilmember Winn nominated Adriana Rios.

Councilmember Tabb spoke regarding the qualifications of Monica Miller and Sarah Beauchamp.

Councilmember Miller identified Monica Miller and Sarah Beauchamp as two candidates who stood out. Councilmember Miller nominated Monica Miller.

Councilmember Goodloe spoke regarding the experience of Monica Miller and Sarah Beauchamp.

Councilmember Elliott applauded the involvement and achievements of all the applicants. Councilmember Elliott nominated Sarah Beauchamp.

Mayor Lillquist spoke regarding the value of civic involvement.

Council voted by ballot on the nominations.

Councilmember Winn voted for Adrianna Rios.
Councilmember Tabb voted for Monica Miller.
Councilmember Miller voted for Monica Miller.
Councilmember Goodloe voted for Monica Miller.
Councilmember Elliott voted for Sarah Beauchamp.
Mayor Lillquist voted for Sarah Beauchamp.

Councilmember Elliott moved to remove nominee Adrianna Rios from the vote. **Motion Approved 6-0.**

Council conducted a second vote by ballot on the two remaining nominees.

Councilmember Winn voted for Sarah Beauchamp.
Councilmember Tabb voted for Monica Miller.
Councilmember Miller voted for Monica Miller.
Councilmember Goodloe voted for Monica Miller.
Councilmember Elliott voted for Monica Miller.
Mayor Lillquist voted for Sarah Beauchamp.

Monica Miller was declared the winner of the nomination.

3. Oath of Office

The Deputy City Clerk administered the oath of office to Councilmember Monica Miller.

4. Adjournment

Meeting adjourned at 8:39 pm.

Mayor

ATTEST:

Deputy City Clerk

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



ARTS COMMISSION

December 9, 2021

3:00pm

ZOOM

Alex Eyre, Chair, term expires May 31, 2025

Monica Miller, Co-Chair, term expires May 31, 2023

Laura Bobovski, term expires May 31, 2022

Jerald Dougherty - term expires May 31, 2025

Gwen Budnik, term expires May 31, 2022

Cassandra Town, term expires May 31, 2022

Brian Kooser, term expires May 31, 2025

1. CALL TO ORDER

Chair Eyre called the meeting to order at 3:03pm

2. ATTENDANCE

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

COUNCIL LIASON: Tristen Lamb

ABSENT: Tristen Lamb

VISITOR: None

STAFF: Josephine Camarillo, Nicole Klauss

3. APPROVAL OF AGENDA

MOTION made by Budnik to approve the agenda, seconded by Bobovski, motion approved.

4. CORRESPONDENCE AND CITIZEN COMMENTS

None

5. APPROVAL OF MINUTES

MOTION made by Town to approve November minutes, seconded by Eyre, motion approved. Correction Kooser taken off Absent

6. BUDGET/FINANCIAL REPORT

2021- Reviewed

2022 Draft - Reviewed

7. NEW BUSINESS

Poet Laureate – Unclear where previous applications were left. Town would like to create an advisory committee and would like to meet early January. Award could be broadened to Literary Laureate. Kathy Whitcomb can help draft application. Plan in City Policy may need to be updated, if so, it will need to go to Council. Would like to simplify application but will stick to current process this year and then alter change. Cass, Dougherty and Miller will work on application. Meeting Wed. Dec. 15 at 1pm

2022 EAC Action Plan- Miller presented PowerPoint for EAC 2022 Action Plan, starting with goals within plan stating Commissions' strengths and weaknesses, benefits and dangers.

Discussion, what do we want to accomplish next year:

- Public engagement
- Increase First Friday Art Walk venues
- Consistent Committee Meetings
- Complete tasks and communicate with commissioner/staff before the meeting
- Strengthen community knowledge as to the importance of the arts and artist
- Engage artists
- Work with City's priorities (how can the arts help)
- Identify needs outside of our grants

Breakout groups: what commitments do we need to work on as an action plan?

Completed action plan attached.

Commission action items:

- Eyre will meet will meet with Klauss to learn about City resources and tools available.
- Town will hold a meeting to discuss the Poet Laureate and follow through with program.
- Kooser will hold a public relations subcommittee meeting to talk about goals.
- Klauss will brainstorm marketing plan/calendar.
- Dougherty will compile EAC data and move it to a shared drive.
- Miller will write a Unity Park update for Commission. She will also continue to work on cultural assessment and compile documents from retreat.
- Bobovski and Budnik will updating Art Walk list and prepare for 2022 starting in February. Art Walk signs will also be evaluated.

8. OLD BUSINESS

None

9. SUBCOMMITTEE BUSINESS

A. Funding: No report

B. Public Art: No report

C. Advocacy/Public Relations: No report

D. Art Walk: No report

10. UNSCHEDULED BUSINESS

None

11. ANNOUNCEMENTS

12. NEXT MEETING

January 13, 2022

13. ADJOURNMENT

With no further discussion, meeting adjourned at 5:30pm

Respectfully submitted,
Josephine Camarillo, Staff Liaison
Drafted: 12-8-21
Approved: 1-13-22



DIVERSITY, EQUITY & INCLUSION COMMISSION (DEI)
December 14, 2021 Regular Meeting
(3:00 to 4:30 p.m.) Remote Meeting via Zoom

Members Present: Tylene Carnell, Daniel Amos, Kandee Cleary, and Nancy Goodloe (chair)

Members Absent: Sara Omrani (excused) and Landis Hanson

Also present: Nicole Klauss, Public Information Officer (Recording Secretary); Betsy Dunbar, Transit Manager; and 2 members of the public.

1. CALL TO ORDER / INTRODUCTIONS

Chair Nancy Goodloe called the meeting to order at 3:01 p.m.

Motion: Commissioner Daniel Amos moved to approve an excused absence to Commissioner Sara Omrani. Commissioner Kandee Cleary seconded. No discussion. The Commission voted 3-0 in favor of the motion; motion passed.

2. APPROVAL OF MINUTES FROM NOVEMBER 9, 2021 MEETING

Motion: Commissioner Tylene Carnell moved to approve the agenda. Commissioner Amos seconded the motion. There was no discussion. The Commission voted 3-0 in favor of the motion; motion passed.

Motion: Commissioner Carnell moved to approve the minutes from the November 9, 2021 DEI Commission Meeting, and Commissioner Amos seconded. There was no discussion. The Commission voted 3-0 in favor of the motion; motion passed.

3. CENTRAL TRANSIT BRIEFING

City Transit manager Betsy Dunbar talked about paratransit service, the Transit app, SMS and IVR technology, bus schedules in Spanish and English, paratransit brochures in Braille, and CentralTransit.org.

Commissioner Amos asked how to apply for ADA paratransit, and Dunbar will provide the brochure to Klauss to forward to the commission.

Commissioner Carnell works at Helen House and receives questions from youth about accessing buses or other ways to get home. Carnell asked if there could be conversations about stops being added to fill gaps near the middle school. Dunbar said if there's a need we want to fill it. Central Transit does track ridership and is aware what areas are being utilized, but they are always looking to fill gaps where there is a need.

4. LAND ACKNOWLEDGEMENT REVIEW AND DISCUSSION

Chair Goodloe reviewed the most current land acknowledgement statement that had been discussed at the commission, a statement she had drafted, a statement with suggested language from Sia and Tony Aronica, CWU's statement and Morgan Middle School's statement.

Some of the comments Chair Goodloe received from the Aronica family included that the statement is important to recognize the land. The work of the commission and the work of the city and what can be done through forums, websites, conversations, the education and historical issues around the land is where they felt like those pieces should happen, not in the statement.



Commissioner Carnell appreciated the suggestions from the Aronica family, and one of the challenges that Carnell had in putting this together from the very beginning was trying to encapsulate the greatest untold stories of an unrecognized history. Carnell said if we have a statement from our local Indigenous community, it's hard to want to change that.

Commissioner Cleary said the statement should be acknowledging the people and the land. The City should use the history, the colonialism, the broken treaties, the stealing children from their homes, missing and murdered Indigenous women, in a much broader form and talk about that history today. Cleary suggested including a reason on why they're reading the statement, why they're acknowledging the land, how is it meaningful in the specific situation.

The commission recommended a small addition to the statement provided by Sia and Tony, which came from a previous draft. The addition spoke to the history and the longevity of recognizing and caring for the land.

Some of the language suggestions will be saved for future Native American Heritage Month proclamations.

The commission reached consensus on moving forward with the land acknowledgement statement as follows:

"The City of Ellensburg is located on the historic home of the K'ti'tas and Pshwánapam bands of indigenous people. Today, these bands are part of the Confederated Tribes and Bands of the Yakama Nation, a federally-recognized Native Nation constituted under the Treaty with the Yakamas of 1855. The indigenous stewards of this land practiced a subsistence lifestyle through fishing, hunting, and gathering since time immemorial and remain committed stewards of this land, cherishing it, protecting it and using it, as instructed by their elders through generations; actively practicing the traditions and culture as neighbors in the Ellensburg community."

The commission started discussing whether there should be rules of use for the statement submitted as a recommendation to the City Council on whether to allow people to choose when to use the statement so they can make sure there is meaning to the action.

Commissioner Amos said if the city is using public lands, this statement should be as close to mandatory as possible at the very minimum.

The commission will think about recommendations for use of the land acknowledgment, whether to provide recommendations of use or not, and will bring them to the January 11 meeting. The commission hopes to make a formal motion and recommendation about the land acknowledgement at that meeting.

Klauss will work on the resolution and staff report to bring to the January 11 meeting.

5. SUBCOMMITTEE REPORTS

Skipped this due to time.



6. STAFF REPORT

Klauss provided the staff report:

- Reviewed the 2022 meeting schedule and the 2022 proclamation schedule.
- The City Council is currently seeking applications for a vacancy, and they are due January 7.
- The DEI commission vacancy will be advertised in the new year.
- Washington Outdoor School may be interested in partnering with the DEI Commission on MLK Day project.
- Brad Case is scheduled for the January 11 meeting to provide a Unity Park update and Laci Harrison has also been invited.
- There will be a second reading of the comprehensive plan updates at the December 20 meeting, including the new DEI Chapter.

7. COMMISSIONER REPORTS

Chair Goodloe said there is a new documentary called "Paper and Glue" showing how art can be used to address differences in populations and bring people together.

8. PUBLIC COMMENT

Chair Goodloe called for public comment. There was none.

The meeting adjourned at 4:32 p.m.

Respectfully Submitted by

Nicole Klauss

Recording Secretary

Drafted: 12/15/2021

Approved: 1/11/2022



Centerfuse

Ellensburg Business Development Authority BOARD OF DIRECTORS MEETING MINUTES

Regular meeting held synchronously in-person and virtually

Wednesday, December 8, 2021

4:00-5:30 PM

Members in Attendance: James Jankowski, Chair; Linda Schactler, Vice Chair; John Perrie, Board Member; Jared Vallejo, Board Member; Andreas Bohman, Board Member, Del Bankston, Board Member and Bob Rapp, Board Member

Others present: Amanda Blackmore (public), Laura Troyani (PlanBeyond) and Margaret Reich, Executive Director. Rich Elliott, Ellensburg City Council liaison (phoned in)

Excused: Grant Clark, Treasurer and Garrett Poshusta, Secretary

1. Meeting Called To Order

Meeting was called to order at 4:04 PM

2. Approval of Agenda

Motion to approve the meeting's agenda by Linda Schactler, second by Andreas Bohman.
Motion approved by unanimous vote.

3. Approval of Minutes

Motion to approve November 2021 regular meeting minutes by John Perrie, second by Bob Rapp. Motion approved by unanimous vote.

4. Board Business

a. Financial Reports

Margaret Reich, Executive Director, presented financial reports and provided an update to the board about the account sent to collections.

b. Market Research Presentation

PlanBeyond presented summary findings and recommendations of the segmented market research study focused on existing CenterFuse customers. The board will review the final report and discuss report adoption at the January 2022 meeting.

c. Executive Director report



Executive Director Margaret Reich presented information, matters for board consideration and questions to the board including pursuing grant funding from the USDA Rural Business Development Grant (RBDG) program, county/city economic development update kick-off meeting, city's 30-day notice to terminate/amend interagency agreement, and city council's disapproval of then referral to 2022 the update to the Economic Development Chapter of the Ellensburg Comprehensive Plan. The board questioned Ellensburg City Council liaison, Rich Elliott, about the council action on the economic development chapter, however he did not respond to questions.

Motion to approve resolution 6 authorizing the Executive Director to prepare and submit a grant application to the USDA RBDG by John Perrie, second by Bob Rapp. Board discussed the possible use of grant funds.

- d. Board Roster 2022
Chair Jankowski nominated a slate of officers for 2022: Garrett Poshusta, Chair; Andreas Bohman, Vice Chair; Grant Clark, Treasurer; and Del Bankston, Secretary. Elections will be held at the board's January 2022 meeting.
- e. Draft 2022 CenterFuse Budget
The board discussed the draft 2022 CenterFuse budget and how it supports the board approved 2022 goals, objectives, and outcomes.

5. Items for Future Consideration

Items listed in the agenda will be carried forward to the January 2022 board meeting.

6. For the good of the order

Board discussion on the Executive Director position.

7. Adjournment – time 5:40 Motion to adjourn by Andreas Bohman

Drafted: 12/9/2021

Approved: 

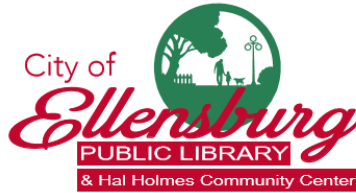
Submitted by: Margaret Reich

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

December 14, 2021

4:30pm

Council Chamber/ZOOM

Mary Holmgren, Chair, term expires December 31, 2021

Loretta Gray, Secretary, term expires December 31, 2022

Andreina Delgado, term expires December 31, 2023

Julie Cloninger, term expires December 31, 2024

Andrea Sledge, term expires December 31, 2021

Marty Blackson, term expires December 31, 2022

Mary James, term expires December 31, 2022

1. CALL TO ORDER

Chair Holmgren called the meeting to order at 4:40pm

2. ATTENDANCE

PRESENT: Marty Blackson, Julie Cloninger, Andreina Delgado, Mary Holmgren, Mary James, Andrea Sledge

COUNCIL LIASON: None

ABSENT: Loretta Gray

VISITOR: None

STAFF: Josephine Camarillo

3. APPROVAL OF AGENDA

Motion made by Blackson to approve the agenda, seconded, **motion approved.**

4. APPROVAL OF MINUTES

Motion made by James to approve November minutes, seconded, **motion approved.**

5. CORRESPONDENCE AND CITIZEN COMMENTS

Note sent to library returning missing puzzle piece. Family had moved across the country and found a puzzle piece they believe belonged to a library puzzle. They commended the library and expressed appreciation for our dept. Another letter was sent with a monetary donation thank our dept. for our services.

6. REPORTS

A. Director's Report: (1) Josephine gave presentation to DEI commission highlighting how the library has and continues to promote diversity, equity and inclusivity. (2) Staff celebrating holiday cheer every Wed in the break room. (3) Mobile printing now available at the library. (4) Wonderbooks now available in the youth department. These are preloaded audio picture books donated from the FOL (5) FOL also donated two new book club sets, How much of these hills are gold by C. Pam Zhang and Thursday murder club by Richard Osman.

- B. Budget Report: November report presented. Budget doing well.
- C. Friends of the Library Report: FOL purchased archival boxes and materials for our Local History dept.

7. OLD BUSINESS

- A. Board Elections: 2022 Nomination slate- Chair Marty Blackson, Vice Chair Julie Cloninger and Secretary Lori Gray. Motion made by James to accept slate, seconded, **motion approved.**
- B. Board term renewals: Holmgren and Sledge terms have been renewed and will expire Dec. 31, 2026.

8. NEW BUSINESS

- A. Board Retreat: Feb 8, 2022, 3:30pm-7:00pm at City Council Chambers
- B. Homelessness: Josephine reported a homeless tent set up in front of library that later moved to library alley. Public sent complaints and Josephine responded with empathy. Legally, library is a public facility and cannot remove people from camping on the grounds. Library/HH staff frequently checked in with the person and tried to direct her to local services to help her come off the streets. She has since moved on.

9. UPCOMING PROGRAMS

City Employee Appreciation scheduled for Dec. 15 with Library/HH staff 9:30am-10am. Youth holiday program in the HH on Dec. 15 1pm-3pm.

10. UNSCHEDULED BUSINESS

None

11. NEXT MEETING

December 14, 2021

12. ADJOURNMENT

With no further discussion, meeting adjourned at 5:00pm

Respectfully submitted,
Josephine Camarillo, Director
Drafted: 12-14-21
Approved: 1-11-22



CITY OF ELLENSBURG

Utility Advisory Committee

Date of Meeting

December 16, 2021

Time of Meeting

3:30 PM

Place of Meeting

Council Conference & remotely via Zoom

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, 2024

Gary Gleason, CWU, term expires May 31, 2022

Bryan Clark, 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; Nancy Goodloe, City Council; Nate Sitton, City Utility Customer; Bryan Clark, KITTCOM. Gary Gleason, CWU; Jim Goeben, Telecom. Ed Barry previously requested an excused absence. Goodloe moved to approve the excused absence. Sitton seconded. All in favor; **motion approved.**

Also present: Ryan Lyyski, Public Works & Utilities Director; Darren Larsen, Assistant Utilities Director; Darin Yusi, Gas Engineer; Kim Bowie, Operations Analyst; Buddy Stanavich, Power & Gas Manager; Heidi Behrends Cerniwey, City Manager; Paul Meyer, Electrical Engineer; Ben Faubion, IT & Telecom Manager; Jerica Pascoe, Finance Director; Lynne Perrie, Utility Supervisor; Terry Weiner, City Attorney; Josh Mattson, City Engineer; Bradley Campbell, Light Engineer; approximately 1 other virtual attendees.

3. APPROVAL OF MINUTES

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

Goodloe moved to approve the minutes. Gleason 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.

4.A. Bid Call 2021-13 Illinois Well Facility

4.B. Amendment #2 Memorandum Of Understanding (MOU) between City of Ellensburg, Bureau of Reclamation and Twin City Foods

4.C. Interlocal Cooperation Agreement with NoaNet

Goodloe moved to approve the consent agenda. Gleason seconded. All in favor; **motion approved.**

5. CORRESPONDENCE AND CITIZEN COMMENTS ON NON-AGENDA ITEMS

No Correspondence.

6. TELECOMMUNICATIONS UTILITY DISCUSSION ITEMS

6.A. Telecommunications Issues and Updates

Ben Faubion gave an update for the Telecom Utility.

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

7.A. Past Due Utility Accounts

The Finance Director gave an update on past due utility accounts and the next steps being discussed to recover unpaid funds since March 2020.

7.B. Natural Gas Rate Stabilization

The Committee discussed ways to utilize funds obtained from the sale of natural gas in February 2021. One suggestion was to apply a credit once rates exceed a certain threshold. Staff will research and return with more information for the Committee.

8. INFORMATIONAL ITEMS

8.A. Dolarway Substation Improvements Information Update

Paul Meyer gave an update on the upcoming Dolarway substation project projected to be completed by 2024.

8.B. PHMSA Grant Program

Darin Yusi spoke about a potential grant program through H.R. 3684 "Infrastructure Investment and Jobs Act" signed by President Biden November 2021. Staff will continue to look into the criteria to determine if our system would be eligible for the grant program.

8.C. Public Works & Utilities Issues and Updates

Staff gave updates for sewer, water, stormwater, gas & light departments. Darren Larsen notified the members of the commission term limits being discussed at council December 20th. Nancy Lillquist praised the heat pump water heater rebate program.

9. NEXT MEETING

9.A. January 18th, 2022 at 3:30 pm

10. ADJOURNMENT

With no further discussion, the meeting adjourned at 4:49 pm.

Kim Bowie
Recording Secretary
Drafted: 12/16/2021
Approved: 1/20/2022

LODGING TAX ADVISORY COMMITTEE

December 8, 2021 (2:02 p.m. to 2:25 p.m.)

Members Present: Steve Townsend, Jim Nale, Lacie Dawson, Marie Smith, and Monica Miller.

Members Absent: Mary Morgan.

Others Present: Laurie Gigstead, Executive Assistant.

1. **Call to Order.** Steve Townsend, Vice Chair, called the meeting to order at 2:02 p.m.
2. **Minutes of the November 3, 2021 meeting.** Moved and seconded (Marie/Jim) to approve minutes as written. Motion approved.
3. **Correspondence and Public Comment Period.** None.
4. **Unfinished Business.**
 - A. **Budget/Financials Review.** Reviewed and acknowledged.
 - B. **Tourism Report.** No Report – Director of Tourism not in attendance.
5. **New Business.**
 - A. **Consider 2022 CLTAC Grant Funding Distribution and Make Recommendation to the City Council to Adopt Resolution.** An overview of the November 19, 2021 Consolidated meeting was discussed and the proposed distribution/award of 2022 funds.

Moved and seconded (Monica/Lacie) to forward the proposed Resolution for lodging tax funds disbursements in the amount of \$45,842.75 to the City Council. Motion approved.

The members discussed ideas for improving the process and inquired when the Consolidated Group would meet again. They also suggested training geared to the LTAC members for application scoring. Laurie will contact Taylor at the County to determine the next meeting. The members inquired how they could research what other entities do and how much funding they allocate. Laurie advised that she submits the funding information to the State of Washington through the JLARC report and will forward the link for the data to the members.

With no further business, the meeting was adjourned at 2:25 p.m.

Respectfully submitted,
Laurie Gigstead
Recording Secretary

Drafted: 12/09/2021

Approved: 02/02/2022

Laurie Gigstead

From: Nancy Lillquist
Sent: Monday, January 17, 2022 11:35 AM
To: mollieedson@gmail.com
Cc: Kirsten Sackett; Stacey Henderson
Subject: Re: [Ext] Landmarks and Design Commission

Mollie,

Thank you for your message. Your voice on the Landmarks Commission will be missed.

A simple thank you doesn't seem enough for all of the time and effort you have invested over the years in preserving Ellensburg's landmark historic structures and institutionalizing the programs that will carry those efforts into the future. I hope you know that your work is appreciated.

Best wishes,

Nancy N. Lillquist
Ellensburg City Council
501 N. Anderson
Ellensburg, WA 98926
(509)962-7221 City Hall
(509)899-2821 cell
lillquistn@ci.ellensburg.wa.us

Messages to and from this e-mail address subject to public disclosure

From: mollieedson@gmail.com <mollieedson@gmail.com>
Sent: Monday, January 17, 2022 7:29 AM
To: Nancy Lillquist <lillquistn@ci.ellensburg.wa.us>
Cc: Kirsten Sackett <sackettk@ci.ellensburg.wa.us>; Stacey Henderson <hendersons@ci.ellensburg.wa.us>
Subject: [Ext] Landmarks and Design 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.

Dear Mayor Lillquist,

This is to inform you and the Council that I have resigned from the Landmarks and Design Commission, effective immediately.

Sincerely,
Mollie Edson



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: February 7, 2022

Item Title/Agenda Subject: Project Acceptance - Bid Call 2019-01 Ellensburg Police Department Renovation and Addition Project

Submitted by: Laurie Gigstead City Manager Department

Recommended Action or Motion: Staff recommends Council accept Bid Call 2019-01 Ellensburg Police Department Renovation and Addition Project as complete.

Background/Summary: The construction of the Ellensburg Police Department Renovation and Addition Project was completed in December 2020. Staff recently received the necessary project closeout paperwork from the contractor and Council is being requested to accept the project as complete.

Previous Council Action: Council awarded the construction of this project to TW Clark Construction Inc. of Spokane, Washington at the March 18, 2019 meeting.

Analysis: Substantial completion of the project was reached July 1, 2020. Closeout and warranty items have been resolved since substantial completion. City staff has recently received all necessary construction documentation and the project is ready to be closed out. Council is now being requested to accept the project as complete.

Financial Impact: Funding for this work is within the amount budgeted in the 2019/2020 Biennial Budget. The original construction contract amount bid for the project was \$5,640,000, not including sales tax. The final construction cost is \$6,043,419.89 (not including sales tax), but includes twelve change orders in the amount of \$395,419.89 which were within budget and the construction contingency for the project. The final sales tax amount for construction is \$501,603.85.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: February 7, 2022

Item Title/Agenda Subject: Acknowledge Designation of the CWU Representatives on the Public Transit Advisory Committee and the Utility Advisory Committee.

Submitted by: Laurie Gigstead City Manager Department

Recommended Action or Motion: Acknowledge designations.

Background/Summary: Ellensburg City Code Sections 1.50.040 (Utility Advisory Committee) and 1.84.020(B) (Public Transit Advisory Committee) provides that a representative from Central Washington University shall represent the general interests of CWU and be designated by CWU Administration.

Staff received the attached letters designating Shane Scott as the CWU representative on the Utility Advisory Committee, and Joseph Bryant as the CWU representative on the Public Transit Advisory Committee. Shane Scott will be replacing Gary Gleason on the Utility Advisory Committee, whose term expires in 2022 and Joseph Bryant will replace Jason Berthon Koch who stepped down from the Public Transit Advisory Committee.

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A

Attachments:

[Shane Scott Recommendation - UAC](#)

[Joseph Bryant Recommendation - PTAC](#)

January 24, 2022

Laurie Gigstead
Office of the City Manager
501 N Anderson Street
Ellensburg, WA 98926

Re: Nomination for CWU representative to **Utility Advisory Committee**

Councilmembers,

The Office of the President would like to nominate Shane Scott, Associate Vice President of Campus Planning & Facilities Management, to serve as CWU representative on the Utility Advisory Committee.

Please feel free to contact me with any questions.

Sincerely,



Linda Schactler
Chief of Staff

Office of the President

400 East University Way • Ellensburg WA 98926-7501 • Office: 509-963-2111 • Fax: 509-963-3206
Office location Barge Hall Room 314 • E-mail: CWU_President@cwu.edu • Web: www.cwu.edu/president

EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION E-MAIL: CDS@CWU.EDU

January 24, 2022

Laurie Gigstead
Office of the City Manager
501 N Anderson Street
Ellensburg, WA 98926

Re: Nomination for CWU representative to **Public Transit Advisory Committee**

Councilmembers,

The Office of the President would like to nominate Joseph Bryant, Executive Director of Student Rights & Responsibilities, to serve as CWU representative on the Public Transit Advisory Committee.

Please feel free to contact me with any questions.

Sincerely,



Linda Schactler
Chief of Staff

Office of the President

400 East University Way • Ellensburg WA 98926-7501 • Office: 509-963-2111 • Fax: 509-963-3206
Office location Barge Hall Room 314 • E-mail: CWU_President@cwu.edu • Web: www.cwu.edu/president

EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION E-MAIL: CDS@CWU.EDU



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: February 7, 2022

Item Title/Agenda Subject: Bid Call 2021-16 Electrical Utility On Call Construction Services

Submitted by: Paul Meyer Public Works & Utilities

Recommended Action or Motion: Award the bid to the lowest responsive and responsible bidder, Potelco Inc. for Bid Call 2021-16 Electrical Utility On Call Construction Services in the amount of \$490,231.16.

Background/Summary: To address the occasional need for additional electrical utility labor, staff advertised Bid Call 2021-16 Electrical Utility On Call Construction Services. Bids were due on January 19, 2022 and the City received two bids with Potelco Inc. being the lowest responsive bidder in the amount of \$490,231.16.

Previous Council Action: September 16, 2019 Council awarded Bid Call 2019-26 Electrical Utility On Call Construction Services.

Analysis: Bids are listed below and were evaluated in the order of low to high. The following is a summary of the base bids (including sales tax) for each Bidder.

1. Potelco Inc \$490,231.16
2. Titan Electric \$590,345.30

Engineers Estimate \$556,201.45

Financial Impact: The 2021-2022 Electric Fund budget includes adequate expenditure authority for this contract.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	February 7, 2022
Item Title/Agenda Subject:	Ellensburg South Substation Siting Study Agreement for Professional Services
Submitted by:	Bradley Campbell Public Works & Utilities
Recommended Action or Motion:	Authorize the City Manager to sign and execute the attached Ellensburg South Substation Siting Study Agreement for Professional Services with Electrical Consultants, Inc., and authorize necessary budget adjustments.
Background/Summary:	With the extension of utilities down Bull Rd. and the potential for retail and commercial development near the south interchange, system loading is expected to increase in that area. It is recommended that land for a future substation be purchased soon, prior to development, scarcity of land, and increased real-estate costs. This project will hire a consultant to review the City's existing distribution system, loading and projected growth to determine a suitable location for a future substation located near the southern portion of Ellensburg. Land purchase will be part of a future South Substation Land Purchase Project.
Previous Council Action:	At its January 20, 2022 meeting, the Utility Advisory Committee recommended the City Council execute the attached Ellensburg South Substation Siting Study Agreement for Professional Services with Electrical Consultants, Inc.
Analysis:	Staff issued a request for qualifications to select consultants from the consultant roster list. The City received one submittal from Electrical Consultants Inc. (ECI). Staff reviewed their submittal and found them to be qualified for this scope of work. ECI has experience in performance of siting and routing studies for substations and transmission/distribution lines. They were also the team that completed the City Light Department's 2017 Twenty-Year Long Range Plan.
Financial Impact:	The consultant has provided a preliminary, not to exceed, cost of \$50,468 for the scope of work identified in the attached

agreement. Adequate funds exist within the Light fund to cover this and any additional costs. The 2021 Budget included \$60,000 for this work. A budget adjustment is requested to carry this forward to the 2022 Budget.

Attachments:

Ellensburg Exhibit A Scope of Work Rev 1
Ellensburg Exhibit B Schedule Rev 0.1 - Copy
Ellensburg Exhibit C Costs Rev 0.1
Ellensburg Exhibit D Budget Rev 0.1
ECI Contract

EXHIBIT A - SCOPE OF WORK

SECTION 1. PROJECT DESCRIPTION

The City of Ellensburg is located approximately 100 miles east of Seattle on Interstate 90, in the middle of Washington and has its own electrical distribution system (electric utility). The electric utility purchases most of its power from Bonneville Power Administration (BPA). The City is projecting regional growth in the southern portion of the City and a new substation will be necessary for future growth as part of the Comprehensive Plan. The new substation (Project) will be located at the southern end of the City and will connect to the City's existing electric infrastructure.

ECI would complete the siting analysis with the publication of a Final Siting Study deliverable to include the following chapters:

1. Introduction and Executive Summary,
2. Methods,
3. Resource Inventory and Analysis,
4. Evaluation of Alternatives Locations,
5. Preferred Project Location,
6. Preparers, and
7. References.

The final siting study will contain a report of preferred locations complete with a site plan and a 3D modeling simulation for two Alternatives.

SECTION 2. SCOPE OF WORK

Electrical Consultants, Inc (ECI) will complete the scope of work identified in the Project Request for Qualifications. ECI will follow the statutory requirements and the City of Ellensburg standards identified below. If deviations from the City of Ellensburg standards are required, then an operational and economic impact study would be required as an additional scope item.

Statutory Requirements:

- National Electrical Safety Code compliant
- Conditional Use Permit
- Property purchase price and gifting laws
- Historical and cultural significance
- Shoreline
- Flood zones
- Wetlands
- Critical areas (i.e. wildlife corridors)

The City of Ellensburg Standards:

- Up to (33) MVA substation transformer
- 115kV transmission voltage
- 12.47kV distribution voltage
- General 1 acre parcel
- Overhead transmission
- America National Standards Institute
- Institute of Electrical and Electronics Engineers
- Awareness of most current technology (National standard)

The following variables will be accounted for when choosing the preferred site location and will be a balance between costs, aesthetics, reliability and operations.

System Considerations:

- Proximity to existing transmission lines
- Proximity to service area
- Positioned to alleviate electrical load on existing substations serving the area

Environmental:

- Groundwater and wildlife areas
- Easements and permitting
- Security of location
- Threats from natural disasters
- Disturbance of land

Land Considerations:

- Land availability
- Parcel size
- Land purchase price
- Site access
- Land slopes
- Land contours

Aesthetics and Neighborhood Values:

- General aesthetics and view
- Underground and overhead distribution lines
- General health concerns
- General property value concerns
- Proximity to existing density
- Outreach to impact customers/property owners.

As defined in the Request for Qualifications, the following site specific items will be completed for or provided to the City of Ellensburg.

- Site Plan & 3D Modeling Simulation, equipment layout and survey requirements.
- Soil samples, earthwork design and seismic testing requirements of site.
- Perimeter fencing, signage and lighting requirements (New/Existing)
- Site grading, fill, crushed rock surfacing, new access road/entrance, topsoil and landscaping.
- Conduit run and vault requirements.
- Control and power cable design to/from and between each piece of equipment.
- Access road to the site for smooth movement of construction machines, equipment and transformers. Good roadways to the construction site and shorter distance to rail head if possible.
- The site will be chosen to avoid soil filling, earth removal etc. if possible, to minimize time and cost of the substation.
- Historical flood data will be taken into account to avoid water logging of the substation in case of possibility of flood. Flood plains and wetlands will be avoided if possible.
- Proximity will be accounted for to minimize interference with communication signals. Any authorities that may require permission will be identified.
- The substation will be located far from the crowded places, outside city areas if possible.
- Public involvement support can be provided in the form or attendance of city council meetings if approved by the City of Ellensburg.

The following miscellaneous items will also be completed by ECI for the City of Ellensburg.

- All anticipated permits pertaining to the project that the City of Ellensburg or ECI may need will be identified, including but not limited to Federal, State, Local and Environmental permits.
- ECI will provide detailed research results, in both electronic copy and three ring binder form, for each preferred site researched.
- ECI will maintain an FTP site the duration of the project to exchange documents with the City.
- ECI will be responsible for updating all as-buils and site drawings to be provided as research is completed. These drawings will be organized into a final drafting package and provided to the City in both PDF and AutoCAD (version 2020 in dwg format or newer).
- All documents provided by the consultant shall be for the City's unrestricted use.
- Project deliverables will be submitted to the City of Ellensburg for review prior to finalization.

SECTION 3. DELIVERABLES

The Project includes multiple major work tasks including study area identification, data collection, sensitivity analysis, location identification and alternative analysis and preferred project determination. The deliverables from each major work task are identified below.

Study Area Identification

A Study Area map will be submitted as a deliverable for this work task. The deliverables will include draft Project base maps showing existing facilities, topography, water features, published resource inventories, land jurisdiction and other readily available GIS based resource-mapping information within the Study Area. Based on a preliminary Project review during the proposal phase, ECI identified a draft study area where the substation is anticipated to be situated in. This draft study area map will be revised as necessary.

Data Collection

A Field Review Report with a Study Area summary, any identified resources of concern and any maps used or photos taken onsite will be submitted to the City of Ellensburg as a deliverable for this work task. Additional Study Area maps that include resource sensitive areas for natural, biological, cultural, land use and visual resources will also be provided.

Sensitivity

A Resource Sensitivity and Constraint Analysis Table will be completed.

Location Identification and Analysis

The following deliverables will be produced in the location identification stage of the Project:

- Description of 3 site locations location including a preferred location and alternative,
- Preliminary location maps overlain onto sensitivity maps for each of 3 sites,
- Final location maps for each of 3 sites, and
- Documentation of alternative locations considered but dismissed.

Preferred Project Determination

The following deliverables will be completed for the Preferred Project Determination including the analysis of three sites:

- Overall constraint table and corresponding maps,
- Recommended Preferred Project with a site plan
- 3D modeling simulations of the 2 sites,
- Elevation models of the GA provided in the 2017 LRP,
- Draft Siting Study Report, and
- Final Siting Study Report.

Permits and Approvals

A permit table with statutory references, permit tasks and timelines that apply to the Project.

EXHIBIT B - SITING STUDY SCHEDULE

The development of the draft report will occur on the timeline detailed in the bid, unless a shorter timeline is agreed upon by the City of Ellensburg and ECI. Due to the iterative nature of the bid, the time might be extended between the draft and final report to incorporate the City's comments and evaluate additional locations proposed by the City between the draft and final reports.

The schedule is as follows:

1. Full Notice to Proceed February 8, 2022,
2. Siting Study Issued August 26, 2022, and
3. Project Closure August 31, 2022

Some of the items outside of the siting study that were requested as part of the scope of work include a site plan, GA elevation models and 3D simulation modeling. ECI has also included the optional task of providing public involvement support in the form or attendance of city council meetings.

EXHIBIT C – CONSULTANT COSTS

The consultant labor costs and the consultant non-salary reimbursable costs are included below.

The labor and expenses associated with the visual simulation services provided by SWCA is anticipated to be \$18,522.



ELECTRICAL CONSULTANTS, INC.

CORPORATE OFFICE: 3521 GABEL ROAD, BILLINGS, MONTANA 59102 • PHONE: 406-259-9933 • FAX: 406-259-1164

2021 RATE SCHEDULE

(Rates are valid for the period of January 1 through December 31, 2021)

<u>Category/Position</u>	<u>Hourly Rate</u>
Engineering / Management	
Senior Project Manager II.....	\$228
Senior Project Manager 1	\$188
Project Manager II	\$168
Project Manager I.....	\$150
Senior Engineer II.....	\$189
Senior Engineer I	\$161
Senior Project Supervisor	\$157
Project Supervisor.....	\$119
Project Engineer II.....	\$136
Project Engineer I	\$129
Associate Engineer II.....	\$133
Associate Engineer I	\$127
Design Engineer III.....	\$113
Design Engineer II.....	\$105
Design Engineer I	\$98
Senior Designer II.....	\$140
Senior Designer I	\$125
Designer III.....	\$110
Designer II	\$97
Designer I.....	\$82
Program Management / Support Staff	
Project Controls Coordinator	\$173
Project Controls Specialist III.....	\$133
Project Controls Specialist II	\$105
Project Controls Specialist I	\$89
Senior Drafter II.....	\$97
Senior Drafter I	\$94
Drafter III.....	\$84
Drafter II	\$82
Drafter I.....	\$72
Administrative – Executive	\$110
Administrative Assistant.....	\$74

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OFFICE LOCATIONS NATIONWIDE

• BILLINGS, MONTANA – (406) 259-9933

• SALT LAKE CITY, UTAH – (801) 292-9954

• MADISON, WISCONSIN – (608) 240-9933

• PHOENIX, ARIZONA – (602) 997-9933

• PORTLAND, OREGON – (503) 747-2235

• SAN DIEGO, CALIFORNIA – (619) 398-9370

• MANKATO, MINNESOTA – (507) 388-9933

• TUCSON, ARIZONA – (520) 219-9933

• DENVER, COLORADO – (720) 536-8261

• TULSA, OKLAHOMA – (918) 296-7911

• CRANFORD, NEW JERSEY – (908) 967-6363

• ORLANDO, FLORIDA – (407) 960-1796

Survey / Real Estate

Senior Surveyor	\$144
Surveyor II	\$117
Surveyor I	\$100
Survey Technician II.....	\$82
Survey Technician I.....	\$63
Senior Real Estate Specialist	\$137
Real Estate Specialist II	\$119
Real Estate Specialist I	\$80

Construction / Field Testing

Senior P&C Technician	\$189
P&C Technician.....	\$130
Construction Project Manager	\$186
Field Construction Manager	\$178
Technician III/Inspector III.....	\$130
Technician II/Inspector II	\$112
Technician I/Inspector I.....	\$74
Safety Specialist.....	\$129

Corporate Project Management / Technical Oversight

Principal	\$238
Director/PhD.....	\$238

Electrical Consultants, Inc.

Chargeable Expenses – 2021

Project Expenses:

Airline & Charter Aircraft	Actual Cost
Rental Vehicles	Actual Cost
Standard & Four-Wheel Drive	Federal Allowable Rate
All Terrain Vehicles	\$10.00/hour
Meals	Actual Cost
Lodging	Actual Cost
Parking	Actual Cost
Long Distance & Telephone Charges	Actual Cost

CADD Software/Plotting:

AutoCAD Drafting Equipment	\$8.00/hour
Microstation Drafting Equipment	\$8.00/hour
HP Design Jet Monochrome Plots	\$5.00 each
HP Design Jet Color Plots	\$10.00 each
LD3 Modeling	\$8.00/hour

Prints and Copies:

Arc Flash Labels	\$6.00 each
Large Format Copies:	
C, D Size	\$2.35 each
E Size	\$2.60 each
F Size	\$2.75 each
Larger Sizes	25¢/sq. ft.

Engineering Software:

Radial Voltage Drop – SynerGEE & Milsoft	\$30.00/hour
Load Flow / Stability (PSLF/PSSE)	\$40.00/hour
ASPEN	\$30.00/hour
STRU DL/Structural Software	\$40.00/hour
GIS Mapping Software	\$8.00/hour
Visual Analysis & STAAD Pro	\$20.00/hour
CDEGS (Grounding)	\$50.00/hour
SKM	\$25.00/hour
TLCADD & PLS-CADD	\$10.00/hour
CYMCAP	\$40.00/hour
ETAP	\$20.00/hour
PSCAD/EMT	\$40.00/hour
PTI – Power System Analysis	\$40.00/hour
T-Flash	\$40.00/hour

Survey Equipment/Software:

Cyclone Software	\$30.00/hour
Terra Solid Laser Imaging	\$20.00/hour
Theodolite, Total Station	\$11.00/hour
Robotic Total Station	\$15.00/hour
Survey Grade GPS, Base Station & Rovers	\$30.00/hour
Staking Supplies	\$10.00/line-mile

Testing Equipment:

5 kV Megger	\$60/day, \$200/week
Phase Angle Meter	\$50/day, \$200/week
Automated CT Test Set	\$125/day, \$420/week
Transformer Turns Ratio Test Set	\$75/day, \$300/week
Earth Resistivity Test Set	\$100/day, \$400/week
Power Quality Analyzer	\$75/day, \$150/week
Hi-Potential Test Set	\$120/day, \$300/week
VLF AC Hi-Potential Test Set	\$500/day, \$2,000/week
Doble F6150 Relay Test Set	\$375/day, \$1,500/week
Doble M4000 Power Factor Test Set	\$500/day, \$2,000/week
Doble M5400 Seep Frequency	\$1,000/day
Dilo SF-6 Moisture Analyzer	\$150/day, \$600/week
Dilo SF-6 Breaker Analyzer	\$450/day
CT-7000 Breaker Motion Analyzer	\$125/day, \$350/week
Ductor Low Resistivity & High Current	\$75/day, \$300/week
FLIR Infrared Camera	\$500/day, \$2,000/week
GPR (ground penetrating radar)	\$1,000/day
HD 3-D Laser Scanner	\$600/day
Dranetz 8000 Analyzer	\$500/day
Fluke 435 Meter	\$1,000/month
Other equipment (Load Banks, Meter Standard, etc.)	Job Quote

EXHIBIT D – BUDGET

The following costs are estimated to complete the siting tasks for the Project.

Task	Cost
Siting Study Report	\$16,485
Site Plan	\$2,944
3D Simulation Modeling	\$18,522
GA Elevation Models	\$2,944
Public Involvement Support (optional)	\$9,573
Total	\$50,468

Assumptions

1. Field review and travel is included in the cost for only 2 trips for the Siting Study Report and 1 trip for Public Involvement Support,
2. Engineering tasks will utilize commercially available DTM data and will also include a list of all engineering assumptions and clarifications,
3. Natural Resource surveys are not included in the cost,
4. ECI will not discuss the project with governmental agencies except to request data from Washington Natural Heritage Program, and
5. ECI will use the existing GA included with the 2017 LRP to provide elevation models and a new GA will not be provided.

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF ELLENSBURG
AND
ELECTRICAL CONSULTANTS, INC.**

RELATING TO: Ellensburg South Substation Sighting Study

THIS TOTAL NOT TO EXCEED AGREEMENT is made and entered into this ____ day of _____, 20__ ("Effective Date"), by and between THE CITY OF ELLENSBURG, a non-charter code city of the State of Washington (hereinafter called the "CITY") and Electrical Consultants, Inc., a Corporation/LLC/Sole Proprietorship authorized to do business in the state of Washington (hereinafter called the "CONSULTANT").

1. RECITALS.

1.1. The CITY desires to obtain professional services for work related to the Ellensburg South Substation Sighting Study Project.

1.2. The CITY has solicited for such professional services as required by law, including RCW Chapter 39.80 if applicable.

1.3. CONSULTANT represents that it is available and able to provide qualified personnel and facilities necessary for the work and services contemplated herein, and can accomplish the work and services within the required time period and in accordance with CITY's specifications, WSDOT Standard Specifications (as applicable), and professional standards.

1.4. CONSULTANT agrees to perform the work and services specified herein in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the above representations and the terms, conditions, covenants, and agreements set forth below, the parties hereto agree as follows:

2. SCOPE OF WORK.

2.1. The scope of professional services to be performed and the results to be achieved by the CONSULTANT shall be as detailed in the attached Exhibit A and shall include all services and material necessary to accomplish the work ("Services").

2.2. The CITY may review the CONSULTANT'S work product, and if it is not satisfactory, the CONSULTANT shall make such changes as may be required by the CITY. Such changes shall not constitute "Extra Work" as related in Section 13 of this Agreement.

2.3. The CONSULTANT agrees that all services performed under this Agreement shall be in accordance with the standards of the profession and in compliance with applicable

federal, state and local laws.

2.4. The Scope of Work may be amended upon written approval of both parties.

3. TIME OF PERFORMANCE. The CONSULTANT may begin work upon the Effective Date of this Agreement by both parties, or the CITY's issuance of a Notice to Proceed, whichever is applicable, and the duration of the Agreement shall extend through (MONTH, DAY, and YEAR). The work shall be completed in accordance with the schedule set forth in the attached Exhibit B.

4. PAYMENT. The CITY shall pay the CONSULTANT as set forth in this section of the Agreement. Such payment shall be full compensation for work performed, services rendered, and all labor, materials, supplies, equipment and incidentals necessary to complete the work.

4.1. The CITY shall pay the CONSULTANT as set forth in this section. In no event shall the amount paid by CITY exceed the Maximum Compensation as set forth in Section 5, unless otherwise agreed to by the CITY in writing. Such payment shall be full compensation for work performed, services rendered, and all labor, materials, supplies, equipment and incidentals necessary to complete the work.

4.2. The CONSULTANT shall submit invoices to the CITY for work completed in accordance with Exhibit A. Invoices shall detail the work, and shall itemize with receipts and invoices the non-salary direct costs.

4.3. The CITY shall review the invoices and make payment for the portion of the project or tasks that have been completed less the amounts previously paid.

4.4. The CONSULTANT invoices are due and payable within 30 days of receipt. In the event of a disputed billing, only the disputed portion will be withheld from payment.

4.5. Final payment for the balance due to the CONSULTANT will be made after the completion of the work and acceptance by the CITY.

4.6. Payment for "Extra Work" performed under Section 13 of this Agreement shall be as agreed to by the parties in writing.

5. MAXIMUM COMPENSATION.

5.1. The CONSULTANT's total compensation and reimbursement under this Agreement, including labor, direct non-salary reimbursable costs and outside services, shall not exceed the maximum sum of \$50,468 Plus applicable sales taxes. This amount is the maximum amount to be paid under this Agreement and shall not be exceeded without prior written authorization from CITY in the form of a negotiated and executed amendment of this Agreement.

5.2. The budget for each task is as set forth in the attached Exhibit D. Budgets for task(s) may be modified upon mutual agreement between the two parties, but in any event, the total payment to CONSULTANT shall not exceed the maximum amount per Section 5.1 above.

6. RELATIONSHIP OF PARTIES.

6.1. The relationship created by this Agreement is that of owner-independent contractor. Neither the CONSULTANT nor CONSULTANT's employees are employees of the CITY and are not entitled to the benefits provided by the CITY to its employees. The CONSULTANT, as an independent contractor, has the authority to control and direct the performance of the details of the services to be provided. No employee, agent, representative or sub-consultant of CONSULTANT shall be or shall be deemed to be the employee, agent representative or sub-consultant of the CITY. The CONSULTANT shall assume full responsibility for all wages, along with any Federal, State, and local taxes or contributions imposed or required, including, but not limited to, unemployment insurance, Social Security, and income tax, payable as a result of work performed under this Agreement.

6.2. Employees of the CONSULTANT, while engaged in the performance of any work or services under this Agreement, shall be considered employees of the CONSULTANT only and not of the CITY, and claims that may arise under the Workman's Compensation Act on behalf of said employees while so engaged, and any and all claims made by a third party as a consequence of any negligent act or omission on the part of the CONSULTANT'S employees while so engaged, on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT. On or before the Effective Date, CONSULTANT shall file, maintain and/or open all necessary records with the Internal Revenue Service and the State of Washington, and as may be required by RCW 51.08.195, to establish CONSULTANT's status as an independent contractor.

7. OWNERSHIP OF DOCUMENTS.

7.1. The work product and all documents produced under this Agreement shall be furnished by the CONSULTANT to the CITY, and upon completion of the work shall become the property of the CITY, for use without restriction and without representation as to suitability for reuse by any other party unless specifically verified or adapted by the CONSULTANT, except that the CONSULTANT may retain one copy of the work product and documents for its records. The CONSULTANT will be responsible for the accuracy of the work, even though the work has been accepted by the CITY.

7.2. In the event that the CONSULTANT shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the CONSULTANT, along with a summary of work as of the date of default or termination, shall become the property of the CITY. Upon request, the CONSULTANT shall tender the work product and summary to the CITY. Tender of said work product shall be a

prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the CITY.

7.3. CONSULTANT will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of CONSULTANT.

8. RECORDS. As a public agency, the CITY is subject to the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that CONSULTANT keeps records that are deemed public records and are needed for the CITY to respond to a request under the Act, as determined by the CITY, CONSULTANT agrees to make them promptly available to the CITY. Pursuant to Chapter 40.14 RCW, CONSULTANT shall retain records associated with this Agreement in accordance with the applicable retention schedule. CONSULTANT also agrees to indemnify and hold the CITY harmless from any claims or losses caused by CONSULTANT'S failure to make records available to the CITY as provided in this Agreement.

9. NONDISCRIMINATION. The CONSULTANT shall conduct its business in a manner, which assures fair, equal and non-discriminatory treatment of all persons, in particular:

9.1. The CONSULTANT shall maintain open hiring and employment practices and will welcome applications for employment in all positions, from qualified individuals who are members of minorities protected by federal equal opportunity/affirmative action requirements; and,

9.2. The CONSULTANT shall comply with all requirements of applicable federal, state or local laws or regulations issued pursuant thereto, relating to the establishment of non-discriminatory requirements in hiring and employment practices and assuring the service of all persons without discrimination as to any person's race, creed, color, religion, national origin, status as a military veteran, marital status, gender, sexual orientation, disability or other legally protected classification.

10. SUBCONTRACTING.

10.1. The CONSULTANT shall not sublet or assign any of the work covered by this Agreement without the written consent of the CITY.

10.2. In the event any subcontracting is approved, the subcontractor and its employees shall be required to execute the Non-Disclosure Agreement prior to being given access to any confidential information regarding the CITY's computer system.

10.3. In all solicitation either by competitive bidding or negotiation made by the CONSULTANT for work to be performed pursuant to a subcontractor, including procurement of materials and equipment, each potential sub-consultant or supplier shall be notified by the CONSULTANT of CONSULTANT's obligations under this Agreement, including the

nondiscrimination requirements.

10.4. In performing this Agreement, the CONSULTANT shall not subcontract with or employ any CITY employee without the CITY's written consent.

11. SUPERVISION, INSPECTION AND PERFORMANCE.

11.1. Even though CONSULTANT is an independent contractor with the authority to control and direct the performance and details of the Services, the Services must meet the approval of CITY and shall be subject to CITY's general right of inspection and supervision to secure the satisfactory completion of this Agreement.

11.2. CONSULTANT represents that it has or will obtain all personnel necessary to perform the Services and that such personnel shall be qualified, experienced, and licensed as may be necessary or required by applicable laws and regulations to perform the Services. All Services shall be performed by CONSULTANT, its employees, or by sub-consultants whose selection has been authorized by CITY; provided that CITY's authorization shall not relieve CONSULTANT or its sub-consultants from any duties or obligations under this Agreement, or at law, to perform the Services in a satisfactory and competent manner. CONSULTANT shall ensure that all contractual duties, requirements and obligations that CONSULTANT owes to CITY shall also be owed to CITY by CONSULTANT's sub-consultants retained to perform the Services.

11.3. CONSULTANT shall be responsible for the professional quality, technical adequacy, accuracy, timely completion, and coordination of the Services and all plans, designs, drawings, specifications, reports, and other work performed pursuant to this Agreement. CONSULTANT shall perform the Services in accordance with the standard of care of its profession in the same or similar localities at the time services are performed. CONSULTANT shall be responsible for the professional standards, performance, and actions of all persons and firms performing the Services under this Agreement. CONSULTANT shall, without additional compensation, correct any specific breach of a contractual obligation in the Services and revise any errors or omissions in any plans, designs, drawings, specifications, reports, and other products prepared under this Agreement.

12. CHANGES IN WORK. Other than changes directed by the CITY as set forth in Section 1 above, either party may request changes in the scope of work. Such changes shall not become part of this Agreement unless and until mutually agreed upon and incorporated herein by written amendments to this Agreement executed by both parties.

13. EXTRA WORK. The CITY may desire to have the CONSULTANT perform work or render services in connection with this project, in addition to the Scope of Work set forth in Exhibit A and minor revisions to satisfactorily completed work. Such work shall be considered as "Extra Work" and shall be addressed in a written supplement to this Agreement. The CITY shall not be responsible for paying for such extra work unless and until the written supplement is executed

by both parties.

14. TERMINATION.

14.1. The CITY may terminate this Agreement in whole or in part whenever the CITY determines, in its sole discretion that such termination is in the best interests of the CITY, upon not less than ten (10) days' written notice to the CONSULTANT. Written notice will be by certified mail sent to the CONSULTANT'S designated representative at the address provided by the CONSULTANT. If this Agreement is terminated in its entirety by the CITY for its convenience, the CITY shall pay the CONSULTANT for satisfactory services performed through the date of termination, but no amount shall be allowed for anticipated profit on unperformed Services or other work.

14.2. The CITY may terminate this Agreement, in whole or in part and at any time, in writing if CONSULTANT substantially fails to fulfill any or all of its material obligations through no fault of CITY. If CITY terminates all or part of this Agreement for default, CITY shall determine the amount of Services satisfactorily performed to the date of termination and the amount owing to CONSULTANT using the criteria set forth below; provided that (a) no amount shall be allowed for anticipated profit on unperformed Services or other work, and (b) any payment due to CONSULTANT at the time of termination may be adjusted to the extent of any additional costs CITY incurs or will incur because of CONSULTANT's default. In such event, CITY shall consider the actual costs incurred by CONSULTANT in performing the Services to the date of termination, the amount of Services originally required which was satisfactorily completed to the date of termination, whether the Services or deliverables were in a form or of a type which is usable and suitable to CITY at the date of termination, the cost to CITY of either completing the Services itself or employing another firm to complete the Services in addition to the inconvenience and time which may be required to do so, and other factors which affect the value to CITY of the Services performed to the date of termination. Under no circumstances shall payments made under this provision exceed the Schedule of Charges. This provision shall not preclude CITY from filing claims and/or commencing litigation to secure compensation for damages incurred beyond that covered by withheld payments.

14.3. In the event this Agreement is terminated prior to the completion of the work, a final payment shall be made to the CONSULTANT, which, when added to any payments previously made, shall compensate the CONSULTANT for the portion of work completed. Whenever the Agreement is terminated in accordance with this Section 14, the CONSULTANT shall be entitled to payment for actual work performed up to the termination date. Upon such termination, whether for convenience or default, an equitable adjustment in the contract price will be made by the CITY for partially completed items of work, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination under this Section 14 shall not constitute a breach of the Agreement by the CITY.

15. INDEMNIFICATION/HOLD HARMLESS.

15.1. CONSULTANT shall defend, indemnify and hold the CITY, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the CONSULTANT in performance of this Agreement, except for injuries and damages caused by the sole negligence of the CITY.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the CONSULTANT and the CITY, its officers, officials, employees, and volunteers, the CONSULTANT's liability, including the duty and cost to defend, hereunder shall be only to the extent of the CONSULTANT's negligence.

15.2. It is further specifically and expressly understood that the indemnification provided herein constitutes the CONSULTANT's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

15.3. In no event shall CONTRACTOR be liable to CITY for any damages, claims, demands, suits, causes of action, losses, expenses or liabilities in excess of an amount equal to 100% of the Agreement price or \$1,000,000, whichever is greater.

15.4. The provisions of this section shall survive the expiration or termination of this Agreement. Further, the indemnity obligations shall extend to claims that are not reduced to a suit and to any claims that may be compromised prior to the culmination of any litigation or the institution of any litigation. Inspection, acceptance or payment by CITY of or for any Services performed by CONSULTANT shall not be grounds for avoidance of any Indemnity Obligations.

16. INSURANCE.

16.1. The CONSULTANT shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, its agents, representatives, employees or subcontractors.

16.2. CONSULTANT'S maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the CONSULTANT to the coverage provided by such insurance, or otherwise limit the CITY'S recourse to any remedy available at law or in equity.

16.3. Minimum Scope of Insurance. CONSULTANT shall obtain insurance of the types described below:

16.3.1. Automobile Liability insurance covering all owned, non-owned, hired and

leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contract liability coverage; and,

16.3.2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, and personal injury and advertising injury. The CITY shall be named or added as an additional insured under the Consultant's Commercial General Liability insurance policy using ISO endorsement form CG 20 26, or coverage at least as broad; and,

16.3.3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington; and

16.3.4. Professional Liability insurance appropriate to the CONSULTANT's profession.

16.4. Minimum Amounts of Insurance. CONSULTANT shall maintain the following insurance limits:

16.4.1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

16.4.2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.

16.4.3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

16.5. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

16.5.1. The CONSULTANT's insurance coverage shall be primary insurance with respect to the CITY. Any insurance, self-insurance, or insurance pool coverage maintained by the CITY shall be excess of the CONSULTANT's insurance and shall not contribute with it.

16.5.2. Any payment of deductible or self-insured retention shall be the sole responsibility of the CONSULTANT.

16.5.3. The CONSULTANT'S insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.

16.6. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

16.7. **Verification of Coverage.** CONSULTANT shall furnish the CITY with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the CONSULTANT before commencement of the work.

16.8. **Cancellation.** CONSULTANT will provide notice to the CITY of any cancelation of coverage by no later than three (3) days after CONSULTANT is notified by its insurer that coverage will or has been canceled, whichever occurs earliest.

16.9. **CITY Full Availability of CONSULTANT Limits.** If the CONSULTANT maintains higher insurance limits than the minimum amounts shown above, the CITY shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the CONSULTANT, irrespective of whether such limits maintained by the CONSULTANT are greater than those required by this Agreement or whether any certificate of insurance furnished to the CITY evidences limits of liability lower than those maintained by the CONSULTANT.

17. **APPLICABLE LAW/VENUE.** This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington, and in the event of dispute the venue of any litigation brought hereunder shall be Kittitas County.

18. **NOTICE.** All communications regarding this Agreement shall be sent to the parties at the addresses listed below, or at such other address as given pursuant to this Section, and shall be effective on the next business day if sent by registered or certified mail or deposited with an overnight delivery service.

City of Ellensburg
Department of Energy Services
Attention: Paul Meyer Senior Electrical Engineer
501 N. Anderson
Ellensburg, WA 98926

Electrical Consultants, Inc.
Attention: David Maehl, PE, Vice President
3521 Gabel Road
Billings, MT 59120

19. **ENTIRE AGREEMENT.** The written terms and provisions of this Agreement, together with all referenced Exhibits, supersede all prior verbal statements of any officer or other representative of CITY, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement. The entire agreement between the parties with respect to the subject matter hereunder is contained in this Agreement and the referenced Exhibits.

20. PRIORITY OF DOCUMENTS. In the event that the language and provisions of this Agreement are contrary to or conflict with any language or provisions set forth in any exhibit to this Agreement, the language and provisions of this Agreement shall control, and the contrary or conflicting language or provisions of the exhibit(s) shall be disregarded and shall be considered void.

21. MODIFICATION. No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of CITY and CONSULTANT.

22. ASSIGNMENT. Any assignment of this Agreement by CONSULTANT without the prior written consent of CITY shall be void.

23. WAIVER. A waiver of any breach by either party shall not constitute a waiver of any subsequent breach.

24. THIRD-PARTY BENEFICIARIES. There are no third-party beneficiaries to this Agreement.

25. EXHIBITS AND SIGNATURES. This Agreement, including its exhibits, constitutes the entire Agreement, supersedes all prior written or oral understandings, and may only be changed by a written amendment executed by both parties. The following exhibits are hereby made a part of this Agreement:

Exhibit A – Scope of Work

Exhibit B – Schedule for the Work

Exhibit C – Consultant Labor Costs and Non-salary Reimbursable Costs

Exhibit D – Budget for Each Task

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

CONSULTANT:

By: David Maehl

Printed Name: David Maehl, PE

Title: Vice President

Tax ID#81-0427018

THE CITY OF ELLENSBURG:

By: _____

Printed Name: _____

Title: City Manager

ATTEST: _____
Clerk

Approved as to Form:

City Attorney



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: February 7, 2022

Item Title/Agenda Subject: Project Acceptance – Bid Call No. 2021-04 2021 Central Business District (CBD) Alley Reconstruction Project

Submitted by: Dan Davis Public Works & Utilities

Recommended Action or Motion: Staff recommends Council accept bid call 2021-04 as complete.

Background/Summary: Work on the 2021 Central Business District (CBD) Alley Reconstruction Project has now been completed. Central Paving, LLC was the contractor awarded the project. Council is now being requested to accept bid call 2021-04 as complete.

This project completed the reconstruction of approximately 6,000 square feet of alley, located between Main St./Water St., and 3rd Ave./4th Ave. The project also consisted of driveway approach and sidewalk improvements at both alley entrances.

Two change orders were added to this project. The first change order was added to the project for minor additional work.

A second change order was added to the project for adjacent asphalt and roadway repairs. The alley surfacing north of the project site needed repair after damage from a water main break earlier in the year. Fourth Ave, just west of the site, needed reconstruction due to persistent settling of the roadway.

Previous Council Action: Council awarded Bid Call 2021-04 at its June 21, 2021 regular meeting.

Analysis: The original contractor bid amount for the project was \$61,505.00.

The final cost of the project is \$90,889.36. The main CBD Alley Reconstruction Project total project cost is \$54,470.00. Change order #1 was for \$1,760.00. Change order #2 was for

\$34,659.36.

Change order #2 added \$34,659.36 to the project cost to fix the two additional repair sites. This change order was signed by and within the spending authority of the City Manager:

- The cost for the alleyway road surface that had been damaged as result of a water main break totaled \$7,726.24. The funding for this damage repair was allocated from the Public Works Water Division account.
- The cost for 4th Ave roadway reconstruction totaled \$26,933.12. The funding for this damage repair was allocated from the Public Works Arterial Street account.

Water main break alleyway repair	\$7,726.24
4 th Ave roadway repair	\$26,933.12
Total Change Order #2	\$34,659.36

Financial Impact:

The following is a financial breakdown for the project.

- The final cost of the CBD Alley Reconstruction Project was within the contract bid amount and budget.
- Sufficient budget existed for change order #1. An amount of 87.5% is allocated from the Arterial Street budget and; 12.5% is allocated from the Street Division Budget.
- Sufficient budget existed for change order #2. The repair work on the 4th Ave roadway settling was allocated from the Arterial Street budget and; the work repairing the alleyway road surface caused by the water main break was allocated from the Water Division budget.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: February 7, 2022

Item Title/Agenda Subject: Amendment to Professional Services Agreement with Brookhouse Professional Services LLC

Submitted by: Jerica Pascoe Finance Department

Recommended Action or Motion: Staff requests Council authorize the City Manager to sign Agreement Amendment No.1 with Brookhouse Professional Services LLC for Customer Information Services software replacement and Value Added Reseller (VAR) search, extending time of performance to December 31, 2022.

Background/Summary: The City entered into an agreement with Brookhouse Professional Services LLC (BPS) effective December 7, 2020, for services in the search of a new Customer Information Systems (CIS) software. The CIS software is used for utility billing and payment recording. The scope of work contained a needs discovery, RFP development, RFP management, proposal review and support, solution demonstrations, due diligence, site visits, decision support, and contract review. Change orders were approved to include additional software vendor demos and a Dynamics GP Value Added Reseller (VAR) selection.

Previous Council Action: The City Manager approved the original agreement on December 7, 2020. Change Orders #1, #2 were approved on June 29, 2021 and August 24, 2021.

Analysis: Work on the CIS and VAR search is nearing completion. Additional due diligence, site visits (remote), final decisions, and contract review are remaining. Exhibit A includes an updated scope of work.

Financial Impact: The 2021 Budget contained funding for the CIS software and VAR replacement search. The original agreement was for \$39,680 with change orders totaling \$8,800 for a total not to exceed of \$48,480. Total spent to date is \$39,560. A budget adjustment is needed to carryover \$8,920 in funding into the 2022 budget.

Attachments:

Brookhouse Agreement Amendment (2022)

City of Ellensburg 2022 Consulting Services Exhibit A

**AMENDMENT 1 TO THE
PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF ELLENSBURG
AND
BROOKHOUSE PROFESSIONAL SERVICES LLC. (BPS)**

THIS AGREEMENT is made and entered into this _____ day of _____, 2022, by and between THE CITY OF ELLENSBURG (hereinafter called the "CITY") and Brookhouse Professional Services (hereinafter called the "BPS").

WHEREAS, the CITY entered into an AGREEMENT with BPS effective December 7, 2020 (the AGREEMENT); and

WHEREAS, the CITY desires to amend the AGREEMENT to amend the Contract Period; and

WHEREAS, the CITY desires to amend the AGREEMENT to amend the Scope of Work; and

WHEREAS the City entered into CHANGE ORDER 1 with BPS effective June 29, 2021; and

WHEREAS the City entered into CHANGE ORDER 2 with BPS effective August 24, 2021; and

WHEREAS the City and BPS were unable to complete the Scope of Work before the end of the Contract Period;

NOW, THEREFORE, in consideration of the above representations and the terms, conditions, covenants, and agreements set forth below, the parties hereto agree as follows:

I. SCOPE OF WORK

Section 2 of the original AGREEMENT is amended for additional scope of work as detailed in Exhibit A.

II. TIME OF PERFORMANCE

Section 3 of the original AGREEMENT is amended to read as follows:

The CONSULTANT may begin work upon the Effective Date of this Agreement by both parties, or the CITY's issuance of a Notice to Proceed, whichever is applicable, and the duration of the Agreement shall extend through 12/31/22. The work shall be completed in accordance with the schedule set forth in the attached Exhibit B.

Except as modified herein, the original AGREEMENT shall remain in effect.

In WITNESS WHEREOF, the parties hereto have executed Amendment 1 to the AGREEMENT as of the date and year first written above.

BROOKHOUSE PROFESSIONAL SERVICES

CITY OF ELLENSBURG

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

APPROVED AS TO FORM:

Terry Weiner, City Attorney

EXHIBIT A:

Consulting Services – CIS Replacement Project

UNDERSTANDING

The City of Ellensburg (“the City”) requests a continuation of assistance from Brookhouse Professional Services (“BPS”) related to the replacement of its Customer Information System (CIS). The request includes the following services:

- Ad hoc support and guidance for remaining due diligence
- Contract review
- Dynamics GP partner search

ADDED DUE DILIGENCE

Activities:

1. Support resolution of any questions, follow-up demonstrations (remote), and other due diligence as needed to enhance understands of proposals.
2. Assist with the questions and planning of associated due diligence activities to be conducted by City personnel.

CONTRACT REVIEW

Activities:

1. Review vendor contract documents and provided red-lined recommended changes to the contract to include license and maintenance agreements, Statement of Work, and ancillary contract documents.
2. Advise City throughout the negotiation process as requested.

Assumptions:

1. City staff will lead contract negotiations
2. Contract documents will be developed by the selected vendor or City staff
3. BPS will not provide legal assistance

CONTRACT REVIEW

Activities:

1. Assist with evaluation and identification of a Dynamics GP partner. The purpose of the selected partner is to assist with data preparation and extraction, integration with the selected CIS solution, and general knowledge of the solution.

FEE SUMMARY

Services are proposed as a pool of hours to be utilized at the direction of the City. The City will be notified in advance as hours consumed approach the limit of the pool.

Fees

Item	Hours	Rate	
Consulting Services	55	\$160	\$8800.00
	Total Fees		\$8800.00

Central Washington University

University Way Banner Request Form

Name of Event/Program: Commencement 2022

Contact Person: Lauren Zeutenhorst Phone Number: 509-963-2487

Banner Hang Dates (Monday-Sunday):

- 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 - Hang dates - June 6-12, 2022

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: _____

Dear City Council, _____

I want to start off by saying how thankful I am to the city for granting me the opportunity to be a part of the DEI commission, it has been amazing working with the people on the commission to make Ellensburg a better place for all. My schedule as of late, however, has not allowed me to make it to the commission meetings as I need to, and therefore I must step down from my role. I thoroughly believe that the DEI commission has the members it needs to continue to do great things in our community, and this puts me at ease with my decision.

I want to make it clear that this decision is made by my own volition and not motivated by any pressure, coercion, or other forms of influence from any individual. Furthermore, I want to make it clear that I am not stepping down due to the recent controversy surrounding myself. I stand firmly where I have stood since the controversy was brought to my attention, that though my words were regrettable, the intentions of my actions were justified.

This commission has been under much undo scrutiny since its inception. This scrutiny does not come from the majority of residents in our city, but instead from a small minority. This minority, having faced a world built for and by people who look, act, and speak like them, feel threatened by the presence of institutions built for all. As the adage goes "when you're accustomed to privilege, equality feels like oppression."

I strongly believe that this city needs to continue to make our community one where everyone feels welcome no matter any immutable characteristic one might hold. This City needs to also understand that our history, and present here is not one of peace and tranquility but instead one of violence and oppression, violence towards indigenous folx, violence towards black and brown folx, violence to gay and trans people, and this is not going to be fixed or undone, unless we commit to radical change, change like defunding our police force, and using those funds for housing, community programs, and indigenous reparations. Change that doesn't paint our town with the pride flag or the power fist, but instead materially benefits the communities those symbols represent.

Please consider this my letter of resignation.

Thank you,

Landis Hanson

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.


AUDITING OFFICER

1/31/22
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 FEBRUARY 2022**. THE COUNCIL, BY A VOTE, HAS APPROVED FOR PAYMENT THE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS:

Claims Fund

Check #'s	156090	TO	156365	\$ 1,011,098.85
EFT #'s	5268	TO	5313	\$ 2,557,223.84

Total Amounts

Payroll Fund

Check #'s	94536	TO	95441	\$ 6,188.97
Direct Deposits	65867	TO	66084	\$ 420,393.85

Total Amounts

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: February 7, 2022

Item Title/Agenda Subject: Review Council Assignments on Boards and Commissions

Submitted by: Laurie Gigstead City Manager Department

Recommended Action or Motion: Review Council Assignments

Background/Summary: Council annually reviews and updates their assignments to boards and commissions. Attached is the grid and list of the current Council assignments to boards, commissions, and liaison positions for review and for consideration of updates.

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A

Attachments:

[Council Assignments Grid 2022](#)

[2021 Council - Board Appointments](#)

	MONICA	BRUCE	NANCY L.	NANCY G.	DAVID	ADAM	RICH
Affordable Housing Commission		X					
City Finance Committee		X			X		
Diversity, Equity & Inclusion Commission				X			
Lodging Tax Advisory Committee							
Utility Advisory Commtee			X	x			
KITTCOM Administrative Board							
Airport Advisory Committee			X				
KCCOG		X			X		
EMS and Trauma Care Council							
Homelessness Committee					X		
Law and Justice Council				X			
Fire Relief & Pension Board			X (Mayor)				
Developmental Disabilities Board			X				
Disability Board (LEOFF)			X (Mayor)				
Yakima Basin Fish & Wildlife Recovery Bd.			X				
Solid Waste Advisory Committee							
Public Transit Advisory Committee		X					
Kittitas County Health Network			X(Mayor)				
Land Conservancy-Checkerboard Partnership			Alt.				
Steer I-90 Coalition							X
Kittitas County Bowling Alley Subcommittee		X					
LIAISON POSITIONS	MONICA	BRUCE	NANCY L.	NANCY G.	DAVID	ADAM	RICH
Chamber of Commerce Legislative Comm.		X	X				
ASCWU-BOD		X					
Arts Commission							
Ellensburg Business Development Auth. Bd.							X
Environmental Commission			X				
Landmarks and Design Commission					X		
Library Board							
Parks and Recreation Commission							X
Planning Commission							X
Senior Citizens Advisory Commission							
* Mayor Liaison Alternate							2/2/2022
NEED TO ASSIGN	AVAILABLE FOR REASSIGNMENT			EXPRESSED INTEREST IN SERVING			

Council Board & Committee Assignments January 2021

BOARD OR COMMITTEE	MEETING TIME	REPRESENTATIVE
Affordable Housing Commission 501 N. Anderson Street Ellensburg, WA 98926 Kirsten Sacket 962-7232	1 st Wednesday Every Month (3 rd as needed) 4:30 p.m. Council Chambers	Tabb
Central Cascades Community Forest Group (Checkerboard Partnership) Brian Straniti The Nature Conservancy 110 E. First Street Cle Elum, WA 98922 509-248-6672 Ext. 606	As Scheduled	Morgan (Alt. Lillquist)
Chamber of Commerce Liaison 609 N. Main Street Ellensburg, WA 98926 925-2002	4 th Tuesday Every Month 7:30 a.m. Chamber	Tabb/Lillquist
City Finance Committee Jerica Pascoe, Finance Director 501 N. Anderson Street Ellensburg, WA 98926 962-7205	Quarterly (Jan., Apr., July, Oct.) 3 rd Wednesday 4:00 p.m.	Miller Tabb
Diversity, Equity and Inclusion Commission Nicole Klauss 501 N. Anderson Street Ellensburg, WA 98926 925-8657	2 nd Tuesday Every Month (4 th as needed)	Goodloe
Lodging Tax Advisory Committee Laurie Gigstead 501 N. Anderson Street Ellensburg, WA 98926 962-7221	1 st Wednesday Every Month 2:00 p.m. Council Chambers	Morgan
Utility Advisory Committee Darren Larsen 501 N. Anderson Street Ellensburg, WA 98926 962-7227	3 rd Thursday Every Month 3:30 p.m. Council Conference Room	Lillquist Goodloe
KITTCOM Administrative Board George Long 700 Elmview Road Ellensburg, WA 98926 925-8530	2 nd Thursday Every Month 1:30 p.m.	Morgan

BOARD OR COMMITTEE	MEETING TIME	REPRESENTATIVE
Kittitas County Airport Advisory Committee Airport Office 3110 N. Airport Road, Suite 1 Ellensburg, WA 98926 Ken Grannan	2 nd Wednesday Every Month 5:30 p.m. Airport Office	Lillquist
Kittitas County Conference of Governments Candie Leader 962-7523	3 rd Wednesday 6:00 p.m. Location alternates between Upper and Lower County	Tabb Miller
Kittitas County EMS and Trauma Care Council Cheryl Burrows PO Box 821 Cle Elum, WA 98922 674-2932	1 st Thursday Even Months 7:00 p.m. Location alternates between Upper and Lower County	Lamb
Kittitas County Homelessness & Affordable Housing Committee 205 W. 5 th Street, Suite 108 Ellensburg, WA 98926 Taylor Crouch 962-7508	Last Friday 10:00 a.m. BOCC Auditorium	Miller
Kittitas County Law and Justice Council Kittitas County Courthouse 205 W. 5 th Street Ellensburg, WA 98926 Pat Gigstead 962-7670	3 rd Wednesday Every Month 8:00 a.m. BOCC Auditorium	Goodloe
Fire Relief & Pension Board Beth Leader, City Clerk 501 N. Anderson Street Ellensburg WA 98926 925-8614	AS NEEDED	Mayor (Lillquist)
Kittitas County Developmental Disabilities Advisory Committee 205 W. 5 th Street Ellensburg WA 98926 Kasey Knutson 925-7090	2 nd Tuesday Every Other Month 6:00 p.m.	Lillquist
Kittitas County Disability Board (LEOFF) Krista Wallace 962-7531	4 th Wednesday Each Month 8:00 a.m. BOCC Conference Room	Mayor (Lillquist)
Yakima Basin Fish and Wildlife Recovery Board Alex Conley 1200 Chesterly Drive, Suite 280 Yakima, WA 98902 509-453-4104	One Thursday Afternoon Every Other Month 2:00 p.m.	Lillquist

<u>BOARD OR COMMITTEE</u>	<u>MEETING TIME</u>	<u>REPRESENTATIVE</u>
Kittitas County Solid Waste Advisory Committee Patti Johnson 925 Industrial Way Ellensburg WA 98926 962-7070	AS NEEDED (Generally 2 times per yr.) 6:30 p.m.	Lamb
Steer I-90 Coalition Commissioner Osiadacz 962-7569		Elliott
Kittitas County Bowling Alley Subcommittee Patti Stacey 962-7542		Tabb
ASCWU-BOD Liaison 400 East University Way Ellensburg, WA 98926 963-1693		Tabb
Public Transit Advisory Committee 501 N. Anderson Street Ellensburg, WA 98926 Josh Mattson 925-8699	3 rd Tuesday 3:30 p.m.	Tabb
Kittitas County Health Network 700 E. Mountain View Avenue, Suite 501 Ellensburg, WA 98926 Susan Grindle 509-925-1448	3 rd Wednesday 4:00 p.m.	Lillquist (Mayor)

COUNCIL LIAISONS TO BOARDS AND COMMISIONS

Arts Commission – Tristen Lamb	2 nd Thursday at 4:00 p.m.
Ellensburg Business Development Authority Board – Rich Elliott	2 nd Wednesday at 4:00 p.m.
Environmental Commission – Nancy Lillquist	3 rd Wednesday at 5:15 p.m.
Landmarks and Design Commission – David Miller	1 st and 3 rd (as needed) Tuesday at 5:15 p.m.
Library Board – Tristen Lamb	2 nd Tuesday at 4:30 p.m.
Parks and Recreation Commission – Rich Elliott	2 nd Wednesday at 5:30 p.m.
Planning Commission – Rich Elliott	2 nd Thursday at 5:45 p.m.
Senior Citizens Advisory Commission – Tristen Lamb	2 nd Tuesday at 1:00 p.m.

* Mayor alternate for all liaison assignments

1/05/2022



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: February 7, 2022

Item Title/Agenda Subject: Board and Commission Appointments.

Submitted by: Laurie Gigstead City Manager Department

Recommended Action or Motion: Consider recommendation of appointment of Teresa Divine and Mayra Colazo to the Diversity, Equity and Inclusion Commission.

Background/Summary: Seven people recently applied to serve on the Diversity, Equity and Inclusion (DEI) Commission. As directed by Council, applications are presented to Council for consideration. The attached chart shows the current vacancies and applicants. Copies of the Applications for Appointment are included with the agenda report.

Previous Council Action: Six applicants were introduced at the January 3 and 18, 2022 meetings. Two applicants withdrew their applications from consideration and one applicant did not respond or attend the City Council meeting for introductions. At the January 18, 2022 Council meeting, the Council requested that the Chair of the DEI Commission and assigned staff member conduct interviews of the remaining four applicants and provide Council with an appointment recommendation at the February 7, 2022 meeting. The DEI Commission Chair and assigned staff member conducted interviews on January 25, 2022 and are recommending Teresa Divine and Mayra Colazo for appointment.

Analysis: There are two vacancies on the Diversity, Equity and Inclusion Commission.

Financial Impact: N/A

Attachments:

[B and C Agenda Report Chart 2-7-22](#)
[DEI Commission Applications for Appointment](#)

Boards and Commissions	Affordable Housing Commission	Arts Commission	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	3	7	9	7	7	7	7	7	7	7	7	7
Residency Requirements	Y	N	Y	Y	N	Y	Y	Y	N	Y	Y	N	N	Y
Current Members within City Limits	6	1	3	4	4	6	5	5	2	5	7	7	3	7
Current Members Outside City Limits	1	5	0	1	4	0	1	2	3	2	0	0	2	0
Current Members Outside but in UGA	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VACANCIES	0	1	0	2*	1	1	1*	0	2	0	0	0	2	0
APPLICANTS														
Taurino Lozano				1 st										
Mayra Colazo				1 st										
Teresa Francis Divine				1 st										
Alex Mandujano	2 nd			1 st		3 rd								

*Resignations included on the February 7, 2022 Consent Agenda

Laurie Gigstead

From: noreply@civicplus.com
Sent: Tuesday, January 4, 2022 6:49 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

Have you attended a
meeting for the board or
commission you are
applying to? No

Name of Applicant: Mayra Colazo

Address

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

City Ellensburg

State Wa

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg 18 years

Do you live within the city
limits? Yes

If applying for the Sr.
Citizens' Advisory Board, are No

you at least 55 years of age?

Occupation Status and Background:

Executive Director for non-profit organization that provides services to Individuals with all types of disabilities. I come from low income family so I know the struggles of living paycheck to paycheck. Am also Hispanic and I understand the barriers and discrimination that we face in our community.

Organization Affiliations:

Executive Director, Central Washington Disability Resources

Why are you seeking appointment?

Want to utilize my skills and knowledge to give back to my community.

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

Field not completed.

Boards & Commissions

Field not completed.

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

Laurie Gigstead

From: noreply@civicplus.com
Sent: Wednesday, January 12, 2022 7:45 AM
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

Have you attended a meeting for the board or commission you are applying to? No

Name of Applicant: Teresa Francis Divine

Address

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

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 15 years

Do you live within the city limits? Yes

If applying for the Sr. Citizens' Advisory Board, are *Field not completed.*

you at least 55 years of age?

Occupation Status and Background: Professor in the Department of Law and Justice at Central Washington University

Organization Affiliations: I am on many diversity committees at CWU

Why are you seeking appointment? I am Black woman who lives and works in this community. I have volunteered in this community. I believe in the safety and well being for all of our residents. Especially our young people who are Gay/ trans and persons of color.

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 *Field not completed.*

Boards & Commissions *Field not completed.*

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Monday, December 20, 2021 12:47 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

Have you attended a meeting for the board or commission you are applying to? No

Name of Applicant: Taurino Lozano

Address

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

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 6 years

Do you live within the city limits? Yes

If applying for the Sr. Citizens' Advisory Board, are *Field not completed.*

you at least 55 years of age?

Occupation Status and Background:

I have lived in Ellensburg since 2015. Currently, I am a full-time Central Washington University student. I am majoring in Elementary Education with a minor in Special Education. Before becoming a full-time student at CWU, I worked for the Early Head Start and Head Start program in Ellensburg for over 5 years.

Organization Affiliations:

My current affiliations are Central Washington University and Youth Services. I volunteer for Youth Service as a mentor for kids. I have been volunteering for the Mentor Program since March 2021.

Why are you seeking appointment?

I want to join the diversity, equity, and inclusion commission because Ellensburg is my home, and I would like to live in a community that is welcoming to all people.

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

Field not completed.

Boards & Commissions

Field not completed.

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

Laurie Gigstead

From: noreply@civicplus.com
Sent: Monday, January 3, 2022 10:13 AM
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

Have you attended a meeting for the board or commission you are applying to? No

Name of Applicant: Alex Mandujano

Address

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

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 28 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?

Occupation Status and Background:

Currently operate a safety consulting business, previously an L&I safety inspector, and a science technician before that.

Organization Affiliations:

APOYO food bank (Ellensburg), ESL/Spanish community volunteer, pre-pandemic, at the public library now conducting meetings out of APOYO's building, on CWU campus. Affiliated with La Casa Hogar of Yakima, assisting future U.S citizens with test preparations.

Why are you seeking appointment?

Upon my arrival to Ellensburg, in 1992, the minority population was small, as we all know now, that has changed to where minorities are now a visible part of our community and with it, comes change that requires representation and education for all in order to create harmony.

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

Affordable Housing Commission

Boards & Commissions

Environmental Commission

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



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: February 7, 2022

Item Title/Agenda Subject: Update - Animal Control and Shelter Services

Submitted by: Ken Wade Police

Recommended Action or Motion: No Action needed - Updating Council

Background/Summary: Since December 16, 2021, the Ellensburg Police Department, Animal Control & Shelter experienced the loss of three of five employees, including the shelter manager, two employees to retirement and one left for a full time position with the school district. Losing these employees so suddenly, created several challenges for the department to continue normal operations. Thus, in early January we moved to emergency operations model as we work towards the return to full shelter services.

In order to continue with emergency services, staff temporarily limited the intake of animals to those where quarantine was needed and those that patrol officers determined to be sheltered. The City continued to meet the requirements of the contract for shelter services with Kittitas County. City Patrol Officers and Code Enforcement Officers continued to handle all animal complaint calls from the community. Chief Wade also recognized the need for a contingency plan for animal care should the Animal Control staff experience a COVID-19 outbreak and reached out to the Yakima County Humane Society for assistance.

Chief Wade met with a long-time advocacy group in the community, the Kittitas County Friends of Animals, and discussed the current situation. Representatives from "Friends" offered to participate in a needs assessment for shelter services.

Ellensburg Police Department (EPD) staff continue to monitor social media and correct false or misleading information related to the Ellensburg Animal Shelter.

In November 2021, EPD began testing to establish a hiring list for the shelter aid position. Unfortunately, there was little interest and the single candidate turned down the position. The City re-advertised, and although we still had very little interest, we were able to identify two qualified candidates. One has accepted the job and the other is considering the offer. Once both are trained, we should be back to full basic operations, 7 days a week.

Previous Council Action: N/A

Analysis: We are currently assessing the needs of the community and the services which the shelter provides for domestic animals. One thing we have recognized is the current services provided by Ellensburg's Animal Shelter are very basic and for the most part have not changed since the creation of the shelter. Over the next several weeks, EPD staff will research the shelter services being provided throughout central and eastern Washington to see what programs are available to our community to improve animal care, educate pet owners, and improve communications with the public. Outreach efforts include a community survey to poll service demand. Results will be reported to City Council at a future meeting.

Financial Impact: None



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: February 7, 2022

Item Title/Agenda Subject: Update on Implementation of Behavioral Health Court for Kittitas County

Submitted by: Aaron Reiman City Attorney Department

Recommended Action or Motion: None. Informational only.

Background/Summary:

In its 2021 decision, *State v. Blake*, the Washington State Supreme Court struck down the State's drug possession laws as unconstitutional for failing to require an element of "knowingly" possessing the controlled substance. In response to the Supreme Court's ruling, the State Legislature passed Engrossed Senate Bill (ESB) 5476, which among other things, established a funding structure for the creation of local therapeutic courts to address the substance abuse and behavioral health factors contributing to the drug problem. The Washington Administrative Office of the Courts created an application process offering up to \$200,000 in one-time funds to create a therapeutic court.

Successful applicants would be required to use the awarded funds to *"identify individuals before the courts with substance use disorders or other behavioral health needs, and engage those individuals with community-based therapeutic interventions."* ESB 5476, Sec. 23. Moreover, successful applicants would have the discretion to determine how best to meet those requirements, whether that is paying for staffing, supplies, contracting with outside services such as mental health treatment providers, or a wide variety of other costs. The funds are only available to judge-included therapeutic court programs, not programs run by outside agencies; and may not be used to pay for defense services or prosecutors.

The Kittitas County District Courts, in collaboration with probation, prosecutors, defense attorneys, and mental health and substance use professionals submitted an application for

funding in September 2021; and in November 2021, was awarded \$139,521.

Previous Council Action: None.

Analysis:

Local Behavioral Health Court stakeholders have been meeting weekly to identify the evaluation team members, establish the process, and create documents for the program. The result is a partnership between the Upper and Lower Kittitas County District Court, Kittitas County Prosecutor's Office, City of Ellensburg, City of Cle Elum/Roslyn, defense attorneys, Kittitas County Misdemeanor Probation, Merit Resource Services and Comprehensive Mental Health, and HopeSource.

The BHC is a two-track therapeutic specialty court that is limited to misdemeanor and gross misdemeanor crimes referred for prosecution in the Upper and Lower District Courts for Kittitas County and the municipal courts operated within those respective courts by contractual arrangement. The two tracks of the BHC reflect a treatment need for substance use disorders as well as serious and persistent mental health diagnosis.

The primary mission of the BHC is to address recidivist defendants in Kittitas County with clear and obvious substance use and/or mental health issues by treating the substance use and/or behavioral health factors that contribute to their poor decision-making. This mission will promote public safety, reduce criminal activity, and will enable participants to live productive and law-abiding lifestyles in our community.

State funding for the BHC will be allocated toward a court compliance-specialist, who will be the primary contact for defendant's accepted into the program, potential training opportunities for BHC Team members, as well as resources for defendants to become stable; including but not limited to, food security, housing, employment, financial health, education, and medical.

Court appearances by offenders may occur on separate or combined court dockets. This intensive collaborative team approach is a partnership of professionals who assist and

supervise offenders who are willing to be committed to their mental health and substance use disorder treatment and making changes in their lives using best practices and evidence-based approaches to treatment coupled with accountability.

The expectation is to begin accepting applications on February 14, 2022. The BHC Team, made up of treatment professionals, the judge, a prosecutor and defense attorney, probation, law enforcement, and the compliance specialist, will meet each Thursday at 4:00 p.m. to discuss the new applicants and the status of current participants. Court will follow at 5:00 p.m. to admit new participants and to address the successes or shortcomings of current participants.

If referred and accepted, the defendant must voluntarily agree to waive his or her rights to a speedy and jury trial. The defendant must also agree to a stipulated facts trial in the event of termination or opting out of the program after accepting into the program. The defendant must agree to enter and abide by the conditions set forth in the program contract. If a defendant successfully completes the program (graduates), the pending charges will be dismissed, with prejudice.

Financial Impact:

No City impact. A \$150 program fee will be assessed to each successful participant, based upon his/her ability to pay. Once the State funding is exhausted, any additional request for funds, if necessary, will be brought before the Board of County Commissioners. Moreover, treatment providers are able to provide services with their own funding sources and no new or additional personnel will be hired.

Attachments:

[Screening Process for Defense Attorney](#)

KITTITAS COUNTY BEHAVIORAL HEALTH COURT

DISTRICT COURT SCREENING AND OPT-INSTRUCTIONS FOR DEFENSE ATTORNEYS

The Kittitas County Behavioral Health Court (“BHC”) is a two track Therapeutic Specialty Court that services misdemeanor crimes for the Upper and Lower District Courts for Kittitas County and the contractual municipal courts operated within those respective courts by contractual arrangement. The two tracks of the BHC reflect a treatment need for substance use disorders as well as serious and persistent mental health diagnosis. In court appearances by offenders may occur on separate or combined court dockets. The BHC offers eligible participants the chance to enter an alternative treatment program for persons with serious and persistent mental illness and/or a substance use disorder. This intensive collaborative team approach is a partnership of professionals who assist and supervise offenders who are willing to be committed to their mental health and substance use disorder treatment and making changes in their lives using best practices and evidence-based approaches to treatment coupled with accountability.

Beginning in 2022, the BHC will include a “pre-disposition” program accepting cases from either of the two District Courts or their contractual Municipal Courts. To participate, the defendant must voluntarily agree to waive his or her rights to a speedy and jury trial. The defendant must also agree to a stipulated facts trial in the event of termination or opting out of the program after accepting into the program. The defendant agrees to enter and abide by the conditions set forth in the program contract. If a defendant successfully completes the program (graduates), the pending charges will be dismissed, with prejudice.

The mission of the BHC is to promote public safety, reduce criminal activity associated with offenders with a mental illness or substance use disorder, and to enable participants to live productive and law-abiding lifestyles in our community.

Step 1 – Defense Screening

- Discuss the program with your client to see if he/she is interested in BHC. To qualify, participants must be legal residents of Kittitas County. Participants must have a diagnosed serious and persistent mental illness as set forth in the BHC Eligibility Criteria and/or a diagnosed substance use disorder. If your client has an outdated evaluation or has not been engaged in services, there are ways to have him/her evaluated in custody for at least preliminary consideration. Please contact Emily Brown, Compliance Specialist.

- The alleged criminal behavior in the pending offense must be related to or caused by the individual's mental illness and/or substance use disorder as supported by the respective mental health or substance use disorder suitability screen and/or evaluation.

Step 2 – Referral to BHC

- Any request for participation in the BHC program must be made to the assigned Deputy Prosecuting Attorney (“DPA”) or the City Prosecutor (“CP”). The DPA or CP has the discretion to approve or deny a request for BHC screening/participation. Upon initial approval for screening, the DPA or CP will refer the defendant to the BHC program. Approved referrals will be sent and processed through the BHC Compliance Specialist:
 - The Compliance Specialist will notify all BHC team members of a potential referral.
 - The Prosecuting Authority will run a full NCIC III criminal history and gather any pertinent police reports as part of the suitability screening process.
 - The Compliance Specialist or Probation Officer will gather any background or current case information that will be pertinent for suitability for the program.
- At time of referral, Defendant signs a consent and release of confidential information for eligibility determination. Defendant must also sign a speedy trial waiver to allow time to undergo mental health and/or substance use disorder screening and for the BHC team to staff the case.
 - Forms filed at time of referral:
 - “Request for Referral to Behavioral Health Court”
 - “Behavioral Health Court Consent for Disclosure of Substance Use Disorder and Mental Health Information”
 - Defendant will be scheduled to meet with the BHC Compliance Specialist for review of Participant Handbook and BHC Performance Contract.
- The BHC Probation Officer or Compliance Specialist will conduct an initial screening and risk assessment with the defendant to help determine eligibility criteria. Defendant will be referred to the appropriate assessment agency.
 - Defendant will be referred by the Compliance Specialist to Comprehensive Healthcare and/or Merit Resource services for a mental health and/or substance use disorder evaluation using the agreed upon diagnostic criteria established for the BHC.

Step 3 – BHC Team Screening

- Every Thursday prior to the BHC docket, and as part of the BHC Team Staffing, the BHC team screens potential BHC participants. This screening includes input from the

BHC Compliance Specialist and Probation Officer's initial screening results. Each referral will be staffed and decided upon by the BHC team for eligibility and suitability for the BHC program.

- No participant will be approved for BHC without input from the mental health professional(s) and substance use disorder professional(s) on the team, regarding the suitability of the client based on the mental health and/or substance use disorder diagnosis and the nexus between the diagnosis and criminal behavior.
- No participant will be approved for BHC without final approval by the Prosecuting Authority – relates primarily to the possibility of new information having come to light after initial case approval.

Step 4 – Opting Defendant into BHC

- Paperwork necessary for acceptance into the BHC court is the “Stipulation and Order to Participate in Behavioral Health Court”. Defense attorney must provide this document prior to acceptance.
- Defendant opt-in dates are Thursdays at 5:00 p.m. A defendant who is in the process of applying for acceptance (which includes application, pre-screening, and team screening) shall appear in the BHC to observe the proceedings during the pendency of their application for admission. Their attendance will be noted, but otherwise questions will not be asked of them, and their attorneys will not need to be in attendance.

Step 5 – Completion or Termination from the BHC

If a defendant successfully completes the program, the Prosecuting Authority will enter a dismissal of charges. If a defendant is terminated from the BHC, the defense attorney may represent the defendant for the stipulated facts trial and sentencing.

Behavioral Health Court – Fee Information

The BHC fee is \$150. There is only one fee to apply for participation no matter how many separate cases your client has. If your client is terminated from the program, he/she will still be required to pay any of the unpaid balance of the \$150 fee, if found to be financially able to pay.

QUESTIONS? CONTACT:

Contact	Email	Phone
Eileen Murphy BHC Defense Attorney	eileenmmurphy@fairpoint.net	
Emily Brown BHC Compliance Specialist	lkd@co.kittitas.wa.us	509-962-7511
Pat Gigstead BHC Probation Officer		
Kittitas County Prosecutor		
City of Ellensburg Prosecutor		
City of Roslyn/Cle Elum Prosecutor		



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: February 7, 2022

Item Title/Agenda Subject: Public Hearing (legislative) to Adopt a Resolution Amending the City's Six-Year Transportation Improvement Plan (TIP) for 2022-2027; Revising a Grant Funded Project and Adding New Projects.

Submitted by: Josh Mattson Public Works & Utilities

Recommended Action or Motion: Conduct public hearing and adopt a Resolution amending the 2022-2027 Six-Year TIP. Authorize the Mayor and staff to execute any and all necessary STBG grant paperwork associated with the 'Brick Rd Improvements' project.

Background/Summary: Staff recently received confirmation of secured federal Surface Transportation Block Grant (STBG) grant funding from Kittitas County for the 'Brick Rd Improvements' project .

Staff would like to amend the resolution which previously approved the City of Ellensburg's current 2022-2027 Six-Year Transportation Improvement Plan (TIP), to show that funding has been secured for the Brick Rd Improvements project and rename the project. Staff also recommends adding the separate 'Helena Ave Improvements and Extension' project from Water Street to Dry Creek Road and the 'Cora Street Improvements and Extension' project from the Palouse to Cascades (PTC) Trail to Bender Road to the plan, as potential projects that do not have any secured funds.

In addition, staff is requesting Council to authorize the Mayor and staff to execute any and all necessary grant paperwork associated with the Brick Rd Improvements project.

Previous Council Action: On June 21st, 2021, Council conducted a public hearing and adopted the current 2022-2027 Six-Year TIP through Resolution 2021-18.

Analysis: The Brick Rd Improvements project will complete necessary multi-modal improvements on Brick Road between Radio Road and the north City Limits at McElroy Park. The project will

include widening and overlaying the existing roadway to maintain the existing two lanes of travel and will include the installation of curb/gutter, stormwater facilities, illumination, and sidewalks. This project will update the 'Brick Road Sidewalk Extension' in the Future section of the Six-Year TIP. Funding is shown on the amended plan in 2022 for project design and 2023 and 2024 for construction.

The 'Helena Avenue Improvements and Extension' will complete frontage improvements on Helena Avenue from Water Street $\frac{1}{4}$ mile west to the end of the paved street near the Town Ditch Canal and extend full street improvements from this point $\frac{3}{4}$ mile further west to Dry Creek Road. The 'Cora Street Improvements and Extension' will complete frontage improvements on the west side of Cora Street from the PTC 800 feet north to the end of the street and extend full street improvements from this point $\frac{1}{2}$ mile north to Bender Road. Both projects are planned for 2027 (year six of the TIP) and include installation of curb/gutter, stormwater facilities, illumination, sidewalks and street paving.

Prior to having funds obligated and available for reimbursement, Washington State Department of Transportation (WSDOT) requires agencies' TIPs to accurately reflect each project and its funding. For the sole purpose of WSDOT submission, TIP project #43, 'Brick Road Sidewalk Extension' will be revised to 'Brick Rd Improvements' and shown with a secured funding allocation revised to show \$1,284,000 for the STBG grant award and \$351,000 in local match. The project is planned for engineering design in 2022 followed by construction in 2023 or 2024.

The 'Helena Avenue Improvements and Extension' project will be added as TIP project #60. The 'Cora Street Improvements and Extension' project will be added as TIP project #61. Funding for both projects is potential and not secured. With these projects included in the TIP, it will be easier for staff to pursue funding sources.

Financial Impact:

No fiscal impact at this time.

Attachments:

Amended 2022-2027 Six-Year TIP
Six-Year TIP Amendment Resolution
STBG Ellensburg Brick Rd Improvements
Kittitas County Resolution 2021-204

EXHIBIT A

CITY OF ELLENSBURG 6-YEAR TRANSPORTATION IMPROVEMENT PLAN 2022 TO 2027 (INCLUDES CURRENT WORK REMAINING IN 2021)			PUBLIC HEARING DATE: 2/7/2022 ADOPTION DATE: 2/7/2022 RESOLUTION NO. TBD							
REVENUE BY YEAR (thousands)										
SOURCE		2021*	2022	2023	2024	2025	2026	2027		TOTALS
ARTERIAL STREET		559	125	621	100	105	105	410		2,025
REGIONAL STBG		555	120	1,164	0	490	0	2,040		4,369
SALES TAX RESERVE		64	947	998	100	700	300	945		4,054
FEDERAL SAFE ROUTES TO SCHOOL & PEDESTRIAN/BICYCLE GRANTS		0	0	195	570	625	0	500		1,890
WSDOT SAFETY PROGRAM		1,145	0	0	0	1,534	0	0		2,679
TRANSPORTATION IMPROVEMENT BOARD (TIB) - Grant Programs		620	925	350	1,884	750	3,456	2,611		10,596
DISTRESSED COUNTY SALES/USE TAX		65	160	0	100	0	0	375		700
1/4 CENT REAL ESTATE EXCISE TAX		65	333	15	180	15	285	15		908
MAP-21 TRANSPORTATION ALTERNATIVES PROGRAMS		35	368	0	0	0	1,050	0		1,453
DOE FISCAL YEAR WATER QUALITY GRANT		191	2,720	4,232	0	0	0	0		7,143
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		0	0	0	104	0	0	0		104
TRANSIT		26	0	0	0	0	0	20		46
OTHER AGENCY		1,000	10	0	0	0	0	80		1,090
LOCAL IMPROVEMENT DISTRICT (LID) / DEFERRALS		0	0	0	0	200	765	11,400		12,365
TRAFFIC IMPACT FEES		15	785	0	1,370	700	866	826		4,562
NOT FUNDED		0	0	0	0	0	0	0		0
TOTAL REVENUE		4,340	6,626	7,575	4,408	5,119	6,827	19,222		54,117
Funding (S/P)	EXPENDITURES BY YEAR (thousands)									
	PROJECT	2021*	2022	2023	2024	2025	2026	2027	Future	TOTALS
1	S/P Bridge Inspections	5	5	5	5	5	5	5	0	35
2	S/P Engineering Transfer	15	15	15	15	15	15	15	0	105
3	S/P Signal Optimization	25	25	25	25	25	25	25	0	175
4	S/P Alley Reconstruction (Annual)	65	65	70	70	75	75	80	0	500
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 Helena Ave Complete Streets Sidewalk Improvements - Water St. to Walnut St	540	0	0	0	0	0	0	0	540
7	S Helena Ave Overlay - Water St. to Airport Road	495	0	0	0	0	0	0	0	495
8	S Main St. Corridor Intersection Enhancements	1,145	0	0	0	0	0	0	0	1,145
9	S Canyon/190 EB Ramps-Intersection Improvments - Illumination/Rechannel/Sid	500	0	0	0	0	0	0	0	500
10	S University Way and Reecer Creek Road Signalization	665	0	0	0	0	0	0	0	665
11	S 5th Ave. and Railroad Ave. Traffic Signal Installation	65	395	0	0	0	0	0	0	460
12	S University Way Gateway - Nanum Street to Red Horse Diner	10	3,017	0	0	0	0	0	0	3,027
13	S Alder St and 14th Ave Signalization - PTC Reconnect Trail from 14th to KVEC	185	1,425	0	0	0	0	0	0	1,610
14	S Pfennig Road Shared Use Pathway	50	526	0	0	0	0	0	0	576
15	S/P Capitol Ave Sidewalk Replacement - Main St. to Sampson St.	0	60	0	80	0	85	0	0	225
16	P Large Scale Wayfinding Implementation Project	0	133	0	0	0	0	0	0	133
17	S Sixth Ave Paverstone Walk & Angle Parking (N. of City Hall)	0	125	0	0	0	0	0	0	125
18	S Downtown Slurry Seal	0	450	0	0	0	0	0	0	450
19	S/P Alder St Sidewalk - One Side - Capitol Ave to 4th Ave	0	35	0	35	0	35	0	0	105
20	P Water St. Overlay - University Way to Manitoba, Manitoba from Water to Main	0	0	1,180	0	0	0	0	0	1,180
21	P 1st Ave Sidewalk Improvements - Ruby St. to Sampson St. - North Side	0	0	195	0	0	0	0	0	195
22	S/P University Way Gateway II - Vista Rd to east City Limits	200	200	4,600	0	0	0	0	0	5,000
23	P Palouse to Cascades Reconnect Trail - Sanders to Airport	0	0	0	670	0	0	0	0	670
24	P 15th Ave Sidewalk Improvements - Cora St to Water St - North Side	0	0	0	154	0	0	0	0	154
25	P Wildcat Way and 18th Intersection Enhancements	0	0	0	630	0	0	0	0	630
26	P University Way and Water Street Intersection Enhancements and Widening	0	0	0	2,724	0	0	0	0	2,724
27	P Canyon Rd./Main St. Overlay - Umptanum to Mtn View, 3rd Ave to University V	0	0	0	0	740	0	0	0	740
28	P Mountain View Ave and Ruby St Intersection Enhancements and Widening	0	0	0	0	2,434	0	0	0	2,434
29	P Walnut St and 18th Bike Lane - Dean Nicholson to Alder St	0	0	0	0	125	0	0	0	125
30	P University Way Sidewalks - Brick Rd. to Vista Rd.	0	0	0	0	1,700	0	0	0	1,700
31	P Pfennig Rd Sidewalks - Vantage Hwy to 14th Ave	0	0	0	0	0	2,700	0	0	2,700
32	P Industrial Way Improvements - LID	0	0	0	0	0	1,065	0	0	1,065
33	P Canyon Rd and Umptanum Rd Intersection Enhancements and Widening	0	0	0	0	0	2,822	0	0	2,822
34	P Vantage Highway Overlay - 100' E of Brick Rd to E. City Limits	0	0	0	0	0	0	950	0	950
35	P Multimodal Facility Study	0	0	0	0	0	0	100	0	100
36	P 3rd Ave. Paverstone Sidewalks and Historic Lighting - Water St. to Depot	0	0	0	0	0	0	674	0	674
37	P Capitol Ave. Improvements - Willow St. to Oak St.	0	0	0	0	0	0	1,271	0	1,271
38	P Airport Rd Sidewalk Improvements - Dean Nicholson to N. City Limits	0	0	0	0	0	0	975	0	975
39	P 3rd Ave and Ruby St Intersection Enhancements	0	0	0	0	0	0	741	0	741
40	P 14th Ave and Wildcat Way Bike Lane - B St to University Way	0	0	0	0	0	0	86	0	86
41	P Anderson/Umptanum/Railroad Ave. Road Widening/Overlay (Joint w/ County)								10,000	10,000
42	P Chestnut St and Walnut St Bike and Ped Improvements								263	263
43	S Brick Rd Improvements	0	150	1,485	0	0	0	0	0	1,635
44	P Trail Connection - 5th Ave to University Way (near CWU)								47	47
45	P 5th and Ruby Intersection Enhancements and Widening								741	741
46	P Helena Ave and Walnut St Intersection Enhancements and Widening								740	740
47	P Helena Ave and Water St Intersection Enhancements and Widening								936	936
48	P Manitoba Ave and Ruby St Intersection Enhancements and Realignment								1,332	1,332
49	P University Way and Alder St Intersection Enhancements and Widening								1,558	1,558
50	P University Way and Main St Intersection Enhancements and Widening								3,338	3,338
51	P Water St and Bender Rd Intersection Enhancements								966	966
52	P Airport Rd and Bender Rd Intersection Enhancements								1,008	1,008
53	P Capitol Ave and Chestnut St Intersection Enhancements								672	672
54	P Sanders Rd and Alder St Intersection Enhancements								665	665
55	P Capitol Ave and Willow St Intersection Enhancements								524	524
56	P Mountain View Ave and Bull Rd Intersection Enhancements								681	681
57	P Anderson Rd and Umptanum Rd Intersection Enhancements								1,252	1,252
58	P 15th Ave and Cora St Intersection Enhancements								432	432
59	P 18th Ave and Alder St Intersection Enhancements								720	720
60	P Helena Ave Imp & Ext - Water St to Dry Creek Rd (portion in KC jurisdiction)	0	0	0	0	0	0	8,500	0	8,500
61	P Cora Street Imp & Ext - PTC Trail to Bender Rd (portion in KC jurisdiction)	0	0	0	0	0	0	5,800	0	5,800
TOTAL EXPENDITURE		4,340	6,626	7,575	4,408	5,119	6,827	19,222	25,875	79,992
ARTERIAL STREET FUND BEGINNING BALANCE (01/01/2021))		1,347	903	893	387	402	412	422		
EST. GAS TAX REVENUE & SCHEDULED SALES TAX TRANSFER		115	115	115	115	115	115	115		
ARTERIAL STREET FUND ENDING BALANCE		903	893	387	402	412	422	127		

*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.)

RESOLUTION NO. 2022-_____

A RESOLUTION amending Resolution 2021-18 regarding the City of Ellensburg's Six-Year Transportation Improvement Plan (TIP) for the years 2022 to 2027, inclusive, as recommended to the City Council by the Public Works and Utilities Department.

WHEREAS, the Ellensburg City Council passed Resolution 2021-18, which approved and adopted the City's Six-Year TIP for the years 2022-2027;

WHEREAS, City staff recently received confirmation of secured grant funding for the 'Brick Road Improvements' project;

WHEREAS, City staff recommends adding the 'Helena Avenue Improvements and Extension' project and 'Cora Street Extension' project to the sixth year of the TIP;

WHEREAS, the Ellensburg City Council held a public hearing on said Plan at its regularly scheduled February 7, 2022 meeting, 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 2022-2027 Six-Year TIP as adopted in Resolution 2021-18 is amended, as attached hereto, to rename the 'Brick Road Sidewalk Extension' project as the 'Brick Rd Improvements' project with secured funding and update the budget for this revised project.

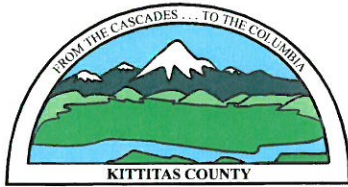
Section 2. The 2022-2027 Six-Year TIP as adopted in Resolution 2021-18 is amended, as attached hereto, to add the 'Helena Avenue Improvements and Extension' project and the 'Cora Street Improvements and Extension' project to the TIP with a planned 2027 funding budget.

ADOPTED by the City Council of the City of Ellensburg this 7th day of February, 2022.

Mayor

ATTEST:

City Clerk



KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS

January 4, 2022

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 2022-2024

Dear Mr. Derek Mayo:

I am pleased to notify you that City of Ellensburg has been selected to receive FFY 2022-2024 Surface Transportation Block Grant (STBG) Regional federal funds in the amount of \$1,284,000 for the following project:

Brick Rd Improvements

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

STBG funding is allocated each Fiscal Year, and funding of this project and other STBG awarded projects will occur as funds become available from WSDOT. You will be required to work with Kittitas County, providing project progress updates, to ensure timely obligation and expenditures of funds.

Please find a copy of Resolution No. 2021-204 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 2021-204

**BOARD OF COUNTY COMMISSIONERS
COUNTY OF KITTITAS
STATE OF WASHINGTON**

RESOLUTION NO. 2021 - 204

**AWARD SURFACE TRANSPORTATION BLOCK FUNDS TO KITTITAS
COUNTY, THE CITY OF ELLENSBURG AND 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 three-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 Kittitas County, City of Ellensburg, and City of Cle Elum; and

WHEREAS: The total money available for award to be obligated by August 2, 2022, from STBG funding is \$1,169,424.00 with additional funds available annually until 2024;

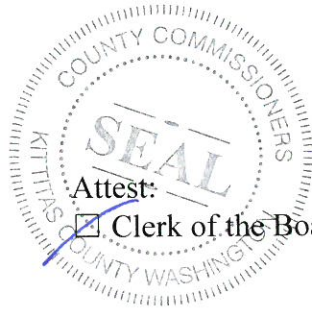
NOW, THEREFORE BE IT RESOLVED that the Board of County Commissioners, in the best interest of the public, does hereby award to the City of Ellensburg \$1,284,000.00 in Surface Transportation Block Grant funds supporting Brick Rd Improvements; and

FURTHER RESOLVED that the Board of County Commissioners, in the best interest of the public, does hereby award to the City of Cle Elum \$747,108.00 in Surface Transportation Block Grant funds supporting the First Street Downtown Revitalization – Phase 3B Project; and

FURTHER RESOLVED that the Board of County Commissioners, in the best interest of the public, does hereby award to Kittitas County \$870,000.00 in Surface Transportation Block Grant funds supporting the Vantage Hwy over Cascade Canal Bridge (No. 89342) Replacement.

DATED on this 21st day of December 2021, at Ellensburg, Washington.

BOARD OF COUNTY
COMMISSIONERS
KITITAS COUNTY,
WASHINGTON



Attest:

☒ Clerk of the Board- Julie Kjorsvik

☐ Deputy Clerk of the Board- Mandy Buchholz

Julie Kjorsvik

Brett Wachsmith
Brett Wachsmith, Chairman

Laura Osiadacz
Laura Osiadacz, Vice-Chairman

Cory Wright
Cory Wright, Commissioner



CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	February 7, 2022
Item Title/Agenda Subject:	Ellensburg Downtown Association (EDA) Agreement
Submitted by:	Heidi Behrends Cerniwey City Manager Department
Recommended Action or Motion:	Approve the 2022-2023 professional services agreement in substantially similar format and authorize the necessary budget adjustments.
Background/Summary:	The City of Ellensburg has funded activities to support the Ellensburg Downtown Association (EDA) through a professional services agreement. The EDA is a nonprofit corporation, established to promote downtown business, property development, and community engagement through a comprehensive process that includes outreach, promotion, design, and economic development of the downtown core. The previous 2-year agreement expired December 31, 2021.
Previous Council Action:	The City Council approved previous agreements and adopted funding through the biennial budget. Formed in 2004, the EDA has been a key nonprofit partner in the revitalization of historic Downtown Ellensburg by following the National Main Street Center's 4-Point Approach. The 4-Point Approach is a comprehensive community based approach to community revitalization that emphasizes efforts in each of the four points – design, promotion, economic vitality and outreach. These points are reflected in the organization's annual work plans and included in the scope of work for previous professional service agreements with the City.
Analysis:	Historically, the base agreement has been \$50,000 annually. This base amount has been constant since the first agreement. Additional compensation of \$12,200 was added several years ago for these expanded services, including the downtown cleanup and annual planter maintenance program. The EDA requested a base amount increase beginning in 2022 to offset the rising cost of operation infrastructure, increased cost associated with event planning, downtown lighting services, and expanded community development support for the

downtown.

The EDA's original request included a base agreement increase of \$25,000 to accommodate rising operational costs and expanded services. Staff recommendation is to increase the agreement by \$10,000 annually, included in the proposed agreement. The EDA is committed to finding other funding resources to achieve the outcomes in their work plan. The proposed agreement includes quarterly reporting and a provision to remove the "snowflakes" in early 2022.

Financial Impact:

This agreement provides for an annual rate of \$60,000 for the base agreement, plus an additional \$12,200 annual payment for cleaning and planter maintenance services (consistent with past agreements). The base agreement amount includes an increase of \$10,000 annually which requires additional spending authority from Council. Fund balance is available in the 2021-2022 budget for the increased cost.

Attachments:

[2022 Professional Services Agreement - EDA](#)

[Exhibit A - 2022 EDA Committee Workplans](#)

[Exhibit B - Ellensburg Downtown Association 2022 Budget](#)

[Exhibit C - 2022 Calendar of Events](#)

[EDA Transmittal Letter](#)

Professional Services Agreement

Between the Ellensburg Downtown Association

And

The City of Ellensburg

An agreement by which the **Ellensburg Downtown Association**, a 501c3 nonprofit Washington State corporation (hereafter known as the “EDA”), agrees to provide professional services to the **City of Ellensburg** (hereafter known as the “City”), for the stated consideration and in accordance with the terms and conditions provided herein, and establishing the rights and responsibilities of the parties.

WHEREAS, the EDA is a private, nonprofit corporation, established to promote downtown business, property development, and community engagement through a comprehensive process that includes outreach, promotion, design, and economic development of the downtown core, and

WHEREAS, the City desires to promote and sustain the economic development of the downtown businesses for the benefit of the City’s residents, and

WHEREAS, the City has a need for additional assistance in the planning and implementation of downtown revitalization and improvement, and

WHEREAS, the City desires to provide for the protection of the health, safety, and general welfare of the City’s residents and visitors:

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services: The EDA will, in conformance with the attached FY2022 Work Plan (Exhibit A), and FY2022 Budget (Exhibit B):

- A. Continue to maintain an active organization that supports the growth, development, and vitality of downtown businesses, owners, and properties within the downtown focus area.
- B. Actively participate in business retention and recruitment for downtown Ellensburg.
- C. Work with property owners and business owners on opportunities and education regarding the rehabilitation and restoration of buildings within the downtown area.
- D. Continue to work with the City to improve overall beautification of the downtown area, oversee the revitalization plan of Pine Street, and contract for cleaning, maintenance, and seasonal planting and lighting of the downtown, including removal of snowflakes by February 28, 2022.
- E. Work with various community partner organizations and groups to promote the City and the Downtown area through various events. (Exhibit C)
- F. Provide a quarterly written report summarizing outcomes from the annual Work Plan (Exhibit A) and events (Exhibit B).

2. Payment. In consideration of the services to be performed for the City as set forth in the Section 1 above, the City shall pay the EDA the amount of Sixty Thousand Dollars (\$60,000.00) for the base agreement and Twelve Thousand, Two Hundred Dollars (\$12,200.00) for the cleaning and planter maintenance services agreement in quarterly installments for each year of the agreement.

3. Term. This agreement shall become effective January 1, 2022, and terminate on December 31, 2023, unless terminated sooner as provided in Section 10.

4. Insurance. The EDA shall procure and maintain for the duration of this agreement, liability insurance against claims for injuries to persons or damage to property arising from or in connection with the services to be performed under this agreement, and the EDA shall upon the City's request, provide proof of such insurance to the City Clerk. Such insurance shall provide liability limits of no less than \$1 million per occurrence, and name the City as an additional insured.

5. Indemnification. The EDA shall indemnify, defend and hold harmless the City of Ellensburg, and its officers, agents, employees, and volunteers from and against any and all claims, actions, suits at law or equity, liability, loss, cost, expenses or damages of any nature or kind whatsoever (including but not limited to reasonable attorney's fees and litigation costs), brought against the City of Ellensburg, its officers, agents, employees, and/or volunteers arising out of, or in connection with, or incident to, the execution of this agreement and/or the performance or failure to perform any aspect of this agreement; provided however, that nothing herein shall require the EDA to hold harmless or defend the City of Ellensburg, its officers, agents, employees, or volunteers from any claims arising from the sole negligence of the City of Ellensburg, its officers, agents, employees, or volunteers.

6. Maintaining Records. The EDA agrees to maintain books, records and documents using accounting procedures which accurately reflect all payments received and expenditures made related to the performance of services under this agreement. The EDA's fiscal management system shall include the capability to provide accurate and complete disclosure of all such payments and expenditures and, upon reasonable notice the City, may examine the EDA's records to verify the accuracy of the same.

7. No Joint Venture. No agent, employee or representative of the EDA shall be deemed to be an agent, employee or representative of the City. In its performance of services hereunder, the EDA is an independent contractor with the authority to control and direct the performance of the details of the services.

8. Assignment. This agreement cannot be assigned, transferred or any portion subcontracted by either party hereto without the prior written consent of the other party.

9. Future Support. The City makes no commitment to future support and assumes no obligation for future support of any activity contracted for herein, except as may be expressly set forth in this agreement.

10. Termination. This agreement shall remain in full force and effect unless earlier termination is desired by either party to the contract. Termination shall be effective sixty (60) days following written notice sent by either party as follows:

For the City:

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

For the EDA:

Brenda DeVore
Executive Director
119 W. 5th Ave., Ste. 102
Ellensburg WA 98926

Upon termination, the City shall pay the EDA any amounts owing according to the payment schedule set forth in Section 2 on a prorata basis through the termination date.

11. Compliance with Laws. The EDA, in its performance of this agreement, agrees to comply with all applicable local, State, and Federal laws and ordinances.

12. Entire Agreement. This agreement is the complete expression of the terms herein and any oral representation(s) or understandings not incorporated herein are excluded. This agreement may be amended only through mutual written agreement of the parties.

DATED this _____ day of _____, 2022

CITY OF ELLENSBURG

Heidi Behrends Cerniwey
City Manager

Approved as to form:

City Attorney

ELLENSBURG DOWNTOWN ASSOCIATION

Brenda DeVore
Executive Director



2022 Committee Work Plan

Design Committee

Downtown Planters

- Repair of corroded metal bottoms in Downtown Planters
- Permanent watering contract solution

Downtown & Roofline Lighting

- Pine Street Rehabilitation Lighting Donations addressed
 - Fitterer's, Yakima Federal, Hotel Windrow, Debra Clerf /Donated \$1000ea
 - Work with Senske Lighting on quadrant installation

Snowflake Lighting

- Permanent solution for install, removal and storage

Historic Preservation Awareness & Education (May)

- Partake in Historic Preservation Month
 - Work with Landmarks & Design Commission

Annual Downtown Cleanup with City and CLCE (on-going)

- Add a second downtown clean up in the fall
 - Establish partners & clean up needs
 - Volunteers needed along with a succession plan on leadership

Organization Committee

Volunteer Relations

- Semi Annual Volunteer Open House
 - Transplants getting connected
 - Bringing all committee volunteers together
- EDA Specific Volunteers
 - Board member recruitment to committees
 - Present volunteer opportunities to businesses

Ellensburg Downtown Association
119 W 5th Ave, Suite 102, Ellensburg, WA, 98926
Director@EllensburgDowntown.org | (509) 962-6246



- CWU Athletics partnership
- Creating Welcome packet for new businesses & new homeowners
 - Work with relator groups to distribute a Downtown Welcome Packet
- Review volunteer documents and refine procedure for welcoming new volunteers
 - Volunteer handbook
 - Committee information sheet
 - Update contacts for current volunteers

EDA Promotion

- Create spaces for people to learn about the EDA
 - Mixers/Happy Hour
 - Promoting the next event at current event (connect EDA to our events)
 - CWU outreach for sharing events & recruiting volunteers
- Combination of Print & Digital presence
 - Update downtown map
 - Convert print to an online interactive map
 - Replenish print maps as well
 - Update website
 - Using QR features such as maps
 - New board roster
 - More accountability of what we're up to!

Collaborating with Downtown Building Owners

- Compile contact information with owners, LLC's, & direct contact info

Work with the City

- Code changes
- City projects (Unity Park specifically)



Promotions Committee

Reevaluate Business Support Systems

- Survey Business for Input
 - Following up with businesses on how to move past Covid
 - What supports do they need from us now?
 - Partner with design, outreach/organization, and EV

Evaluate Yearly Annual Events

- Keeping Events:
 - Girls Night Out (Spring & Holiday)
 - Hoedown In The Downtown
 - Buskers In The Burg
 - Hometown Holidays
 - Shop Local
 - Town Hall (quarterly)
 - Deck the Halls
 - Volunteer Appreciation & Annual Meeting
 - Dachshunds on Parade – Dogs & Beer
 - Spring & Fall Clean-Up
 - Night Market
 - Downtown Trick or Treat and Driving Tour
- Possible Additions:
 - Service Orientated Events
 - Historic Pub Crawl (4x per year)
 - Guys Night (Poker Run)
 - Shop Local (2nd round)
 - Comedy Nights

Networking and relationship building

- Work to enhance relationship between CWU students and downtown life
 - More Tabling on campus
 - Student Coupon Book

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- Establishing communication pathway to students

Community Engagement

- Adding EDA branding to events (banner, flyers, merch, volunteer lists)

Measure Success & Gathering Metrics

- Be supportive to the EDA's 2022 strategic planning process, including surveys and collecting comments from downtown businesses, stakeholders, and EDA supporters

Economic Vitality Committee FY 22 Strategic Work Plan

I. Establish Business Incubator Tool Kit: Micro to Main Street

- Welcome Packet & New Business Resources (New Businesses)
- Develop B2B Mentorship Program
- Establish B2B Roundtable/Merchant Gathering (Qtrly)
- Update Online Resources for Businesses (EDA website)
- Revise/Revamp “NxtLevel” Courses that work for the current marketplace to include:
 - Coaching
 - Marketing
 - Business Development
 - Operations
 - Ala Cart options
- Merchant Surveys (in person and online)

II. Develop and Grow Business Funding Pipelines

- Grant Funding Program (External Support)
 - Public Funding Sources: Gov't Agencies/
 - Private Funding Sources: Banks/Corporations/Foundations/Organizations
 - Existing Businesses within Downtown Core
 - New Potential Businesses Opportunities
- Establish and Secure Funding for:
 - Capacity Building (EDA/Internal)

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III.

Build Micro Business Assistance

- The Ellensburg Night Market/Pop-Up Shop Fairs
- Expand and Develop EDA & CWU School of Business MOU to include:
 - Business-to-Business Student Mentorship
 - Participate/Assist in CWU School of Business Programs, Workshops, and Curriculum
- Identify and Promote Non-Store Front Businesses (goal to help them grow)

IV.

Establish a Vacant Storefront Program

- Identify Storefronts and Develop Strong Relationships with Owners
- Work with Owners on Acceptable Lease Options
- Develop Property Tour Program
- Establish Business Recruitment to Downtown

Ellensburg Downtown Association 2022 BUDGET

	Outreach	Promotion	Design	Economic Vitality	Admin/ Overhead	TOTAL
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
Ordinary Income/Expense						
Income						
4000 · Rev from Direct Contributions						
4010 · Partnerships & Other Donations	20,000.00	0.00	0.00	0.00	0.00	20,000.00
4030 · Main Street Tax Credit Contrib	150,000.00	0.00	0.00	0.00	0.00	150,000.00
4075 · Uncollectible Pledges	0.00	0.00	0.00	0.00	0.00	0.00
Total 4000 · Rev from Direct Contributions	170,000.00	0.00	0.00	0.00	0.00	170,000.00
5000 · Revenue from Governmnt Agencies						
5040 · City Contracts	50,000.00	2,500.00	36,600.00	0.00	0.00	89,100.00
5050 · County Project Funding	0.00	0.00	50,000.00	0.00	0.00	50,000.00
Total 5000 · Revenue from Governmnt Agencies	50,000.00	2,500.00	86,600.00	0.00	0.00	139,100.00
5100 · Rev from Program-Related Activ						
5150 · Sponsorships	0.00	10,500.00	2,000.00	4,500.00	0.00	17,000.00
5180 · Program Service Fees	0.00	6,000.00	0.00	0.00	0.00	6,000.00
Total 5100 · Rev from Program-Related Activ	0.00	16,500.00	2,000.00	14,500.00	0.00	33,000.00
5400 · Revenue from Other Sources						
5401 Cultural Arts Plan Revenue	38,400.00	0.00	0.00	0.00	0.00	38,400.00
5490 · Misc. Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total 5400 · Revenue from Other Sources	38,400.00	0.00	0.00	0.00	0.00	38,400.00
Total Income	258,400.00	19,000.00	88,600.00	14,500.00	0.00	380,500.00
Gross Profit	258,400.00	19,000.00	88,600.00	14,500.00	0.00	380,500.00

**Ellensburg Downtown Association
2022 BUDGET**

	Outreach	Promotion	Design	Economic Vitality	Admin/ Overhead	TOTAL
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
Expense						
7000 · Grant & Contracts Exp						
7001 · Cultural Strategic Arts Plan	38,400.00	0.00	0.00	0.00	0.00	38,400.00
7010 · City Contracts	0.00	0.00	36,200.00	0.00	0.00	36,200.00
Total 7000 · Grant & Contracts Exp	38,400.00	0.00	36,200.00	0.00	0.00	74,600.00
7200 · Salary and Employee Benefits						
7210 · Directors Salary	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	65,000.00
7220 · Asst Director, PR Coord, Other	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	40,000.00
7240 · Employee Benefit (not pension)	0.00	0.00	0.00	0.00	7,020.00	7,020.00
7250 · Payroll Taxes - Employer	1,606.50	1,606.50	1,606.50	1,606.50	1,606.50	8,032.50
Total 7200 · Salary and Employee Benefits	22,606.50	22,606.50	22,606.50	22,606.50	29,626.50	120,052.50
7500 · Contract Service Expenses						
7530 · Accounting and Legal Fees	0.00	0.00	0.00	0.00	7,500.00	7,500.00
7540 · Credit Card and Bank Fees	0.00	0.00	0.00	0.00	0.00	0.00
Total 7500 · Contract Service Expenses	0.00	0.00	0.00	0.00	7,500.00	7,500.00
8100 · Nonpersonnel Expenses						
8110 · Supplies	0.00	3,300.00	23,000.00	3,100.00	2,000.00	31,400.00
8120 · Event Activities	0.00	13,500.00	15,000.00	250.00	0.00	28,750.00
8130 · Telecommunications	0.00	0.00	0.00	0.00	2,000.00	2,000.00
8140 · Postage, shipping, delivery	0.00	0.00	0.00	0.00	50.00	50.00
8160 · Equipment and Software	15,200.00	0.00	0.00	0.00	3,000.00	18,200.00
8170 · Printing & copying	250.00	1,750.00	0.00	0.00	500.00	2,500.00
8180 · Books, subscriptions, reference	0.00	0.00	0.00	0.00	500.00	500.00
Total 8100 · Nonpersonnel Expenses	15,450.00	18,550.00	38,000.00	3,350.00	8,050.00	83,400.00
8200 · Facility and Equipment						
Repairs & Maintenance	0.00	0.00	20,000.00	0.00	0.00	20,000.00
8210 · Rent	0.00	0.00	0.00	4,800.00	15,000.00	19,800.00
Total 8200 · Facility and Equipment	0.00	0.00	20,000.00	4,800.00	15,000.00	39,800.00

Ellensburg Downtown Association 2022 BUDGET

	Outreach	Promotion	Design	Economic Vitality	Admin/ Overhead	TOTAL
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
8300 · Travel and Meetings Expenses						
8330 · Other Meetings, Volunteer Devel	3,000.00	0.00	0.00	0.00	500.00	3,500.00
8320 · Staff Development	0.00	0.00	0.00	0.00	1,500.00	1,500.00
Total 8300 · Travel and Meetings Expenses	3,000.00	0.00	0.00	0.00	2,000.00	5,000.00
8500 · Other Expenses						
8520 · Insurance - D&O, General Liab	0.00	0.00	0.00	0.00	5,000.00	5,000.00
8530 · Memberships, Subscript, License	0.00	0.00	0.00	0.00	1,000.00	1,000.00
8570 · Advertising	3,000.00	2,050.00	5,000.00	1,200.00	0.00	11,250.00
Total 8500 · Other Expenses	3,000.00	2,050.00	5,000.00	1,200.00	6,000.00	17,250.00
Total Expense	82,456.50	43,206.50	121,806.50	31,956.50	68,176.50	347,602.50
Net Ordinary Income	175,943.50	-24,206.50	-33,206.50	-17,456.50	-68,176.50	32,897.50
Other Income/Expense						
Other Income						
5425 · Dividend Income - Edward Jones	0.00	0.00	0.00	0.00	500.00	500.00
9000 · Short term investment income	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Total Other Income	0.00	0.00	0.00	0.00	3,500.00	3,500.00
Net Other Income	0.00	0.00	0.00	0.00	3,500.00	3,500.00
Net Income	175,943.50	-24,206.50	-33,206.50	-17,456.50	-64,676.50	36,397.50



2022 Calendar of Events

MONTH	DATE	DAY	EVENTS
February	9th	Wednesday	Merchant Gathering
	24th	Thursday	Volunteer Fair and Annual Awards Meeting
April	23rd	Saturday	Downtown Spring Clean Up
	28th	Thursday	Spring Girl's Night Out
May	11th	Wednesday	Merchant Gathering
August	10th	Wednesday	Merchant Gathering
	31st	Wednesday	Hoedown in Downton
September	23rd	Friday	Buskers Comedy Kickoff
	24th	Saturday	Buskers in the Burg
October	22nd	Saturday	Downtown Fall Clean Up
	31st	Monday	Downtown Trick or Treat
November	9th	Wednesday	Merchant Gathering
	25th	Friday	Moments to Remember
December	8th	Thursday	Holiday Girl's Night Out
TBD	TBD	TBD	Dachshunds on Parade

Website: www.ellensburgdowntown.org Facebook/Instagram: @ellensburgdowntown
 119 W. 5th Ave. #102 Ellensburg, WA Office: 509-962-6246 Email: programs@ellensburgdowntown.org

The Ellensburg Downtown Association's mission is to empower and preserve community by amplifying our economy and creating a sense of place for all.



119 W. 5th Ave., Ste. 102
Ellensburg WA 98926
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December 15, 2021

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

Dear Heidi,

Please find enclosed our FY2022 Professional Services Agreement between the Ellensburg Downtown Association and the City of Ellensburg, along with several support exhibits for reference.

In reviewing the history of this agreement, there has not been a change in payment for services since its inception when the EDA and the City entered into contractual partnership. Since that time however, the EDA has incurred operational increase as the downtown has grown and the cost of living has increased.

We therefore, respectfully request that the payment amount for services rendered be increased from \$50,000.00 to \$75,000.00/annually. The additional funds will be used to offset the rising cost of operational infrastructure, increased cost associated with event planning, downtown lighting services, and increased community development support that the EDA is taking a larger role in.

The efforts of the EDA, even during the pandemic, has been largely an all-volunteer effort with over 1,300 volunteers hours logged for Q3 alone. While we have had a shift in leadership, we are a stronger, more focused organization with a clear actionable strategy for FY22 and beyond. Some of our recent highlights have included bringing back the Hoedown in the Downtown, Busker's in the Burg, our first Merchant Meeting, a very successful and well attended Moments to Remember, and at the most recent Girl's Night Out, our community spent \$39,000.00 in three hours in with our downtown merchants.

While we do not know the status of the next 12-18 months as we all continue to do business with a lingering global pandemic, we at the EDA are more committed than ever to work with our community partners to strengthen, support, and preserve the vitality of our downtown for the betterment of our entire community and we are grateful for the continued partnership with the City of Ellensburg.

With Regards,

Kelle Vandenberg
Board President

Melanie Swanson
Board Treasurer

Cait Dalton
Board Secretary

Brenda DeVore
Executive Director



MANAGER'S REPORT

DATE: February 7, 2022

TO: Ellensburg City Council

FROM: Heidi Behrends Cerniwey, City Manager

1. Request to Set Public Hearing to Declare Surplus Property.

Staff requests Council set a public hearing for February 22, 2022 in accordance with the provisions of Chapter 2.07 of the Ellensburg City Code for the purpose of declaring as surplus to the City's needs utility and non-utility materials and equipment.

2. Public Hearing Set to Consider Mallard Meadows Preliminary Plat.

Staff would like to advise Council that a public hearing has been set for February 22, 2022 to consider application #P21-125, a Type IV Preliminary Plat submitted by Tom Abbott, agent for the owner, for the Mallard Meadows Plat addressed as Bull Road, in the City of Ellensburg, Washington, Kittitas County Assessor's Parcel Numbers: 17825 and 17827.

3. Move Regular Study Sessions to First Monday of the Month in 2022.

Councilmember Monica Miller advised Mayor Lillquist and staff of a standing schedule conflict at 6:00 p.m. on the third Monday of every month. She requested Council consider moving the regular study sessions for 2022 to the first Monday at 6:00 p.m.

4. Finance Department Closed on February 9, 2022.

Staff would like to inform Council that the Finance Department will be closed on Wednesday, February 9, 2022 from 8:00 am to 5:00 pm for training and discussion about fraud issues in the workplace. Notice has been advertised in the Daily Record, on the City Website and posted on the front doors of City Hall.

5. Notice of Natural Gas Purchases.

Staff is notifying City Council, as required by Chapter 9.80 of the Ellensburg City Code, of nine (9) recent natural gas purchase commitments to Shell Energy North America. The purchase commitments are for the months of November through March and span over years 2022 through 2027. The total combined value of the nine (9) contract purchases is \$2,755,490. The attached table shows the purchase commitments.

	Sumas	Wyoming Pool (Rox)
Deal ID	#15032323	#15032319
Dth's/Day	0	500
\$\$/Dth	\$5.11	\$4.10
Nov22-Mar23 - Total	<u>\$0</u>	<u>\$309,550</u>
Dth's/Day	500	500
\$\$/Dth	\$4.48	\$4.06
Nov23-Mar24 - Total	<u>\$340,480</u>	<u>\$308,560</u>
Dth's/Day	500	500
\$\$/Dth	\$4.14	\$3.85
Nov24-Mar25 - Total	<u>\$312,570</u>	<u>\$290,675</u>
Dth's/Day	500	500
\$\$/Dth	\$4.13	\$3.82
Nov25-Mar26 - Total	<u>\$311,815</u>	<u>\$288,410</u>
Dth's/Day	500	500
\$\$/Dth	\$4.11	\$3.75
Nov26-Mar27 - Total	<u>\$310,305</u>	<u>\$283,125</u>
Deal Totals	<u>\$1,275,170</u>	<u>\$1,480,320</u>
Total Purchase Amount	<u>\$2,755,490</u>	