

CITY COUNCIL AGENDA

August 5, 2024



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To attend the city council meeting virtually register here:

https://us02web.zoom.us/webinar/register/WN_nppOSdHIToGQvPUjg-nwHA

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

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

AMERICANS WITH DISABILITIES ACT

The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADAAccordinator@ellensburgwa.gov.

COUNCIL MEETING

GUIDELINES FOR PUBLIC PARTICIPATION

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

Public comment on Non-Agenda Issues (Item No. 7) is limited to a combined total of thirty (30) minutes unless Council votes to extend the time. Testimony or comments will be accepted in the following manner:

SUBMISSION OF WRITTEN COMMENTS

- **Written comments submitted in advance of meeting**
Submit written comments by mail to Beth Leader, City Clerk, Ellensburg City Hall, 501 N. Anderson St., Ellensburg, WA 98926, or via email to: cityclerk@ellensburgwa.gov. Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.
- **Comments for public hearings**
Written comments must be received by the City Clerk by 5 p.m. on the meeting date. Comments can either be mailed to Beth Leader, City Clerk, Ellensburg City Hall, 501 N. Anderson St., Ellensburg, WA 98926, or sent via email to: cityclerk@ellensburgwa.gov. 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. Once registered, you will receive an email with the meeting link and phone number (for those who wish to call into the meeting).***
 - a) Anyone wishing to provide public comment on ***Non-Agenda Issues*** (Item No. 7 on the Agenda) must: 1. Register via the Zoom link by no later than 24 hours prior to the meeting; and 2. Provide a description in the Zoom registration form of the topic upon which they wish to speak with sufficient detail to allow the Mayor to determine whether it pertains to City business or a matter over which Council has control.
 - b) Anyone wishing to speak on ***all other Agenda items*** where it specifically states “Public Comment Opportunity” must register prior to 7 p.m. the day of 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. If you wish to speak on an agenda item, you must:
 - a) Wait to be called upon by the Mayor using your name, e-mail, or phone number used to log in to the teleconference.
 - b) Raise your “virtual hand” in the corner of Zoom application on the computer screen or press *9 on your phone. Raising your hand signals the moderator that you wish to speak.
6. Please state your name, whether you live in the City of Ellensburg, Kittitas County or elsewhere, and whether you are representing only yourself or others.

PROCEDURE FOR IN-PERSON PARTICIPATION (COUNCIL CHAMBERS)

- ◆ When recognized, approach the microphone provided on the right side of the room.
- ◆ Please state your name, whether you live in the City of Ellensburg, Kittitas County or elsewhere, and whether you are representing only yourself or others.
- ◆ Each speaker's comments are to be limited to 3 MINUTES.
- ◆ Submit any written comments to the City Clerk.
- ◆ Speakers are cautioned not to make comments of a personal, impertinent or derogatory nature.
- ◆ Speakers may not identify themselves as candidates for elective public office or make any statements which assist or discuss the campaign of a candidate for elective office or discuss or campaign for or against a ballot proposition (unless the ballot proposition is being considered as part of the City Council agenda item).

PUBLIC COMMENT RULES FOR ALL MEETING PARTICIPANTS

1. Each speaker's comments are to be limited to 3 MINUTES.
2. Speakers are cautioned not to engage in conduct that disrupts, disturbs or otherwise impedes the orderly conduct of the Council meeting.
3. Speakers may not identify themselves as candidates for elective public office or make any statements which assist or discuss the campaign of a candidate for elective office or discuss or campaign for or against a ballot proposition (unless the ballot proposition is being considered as part of the City Council agenda item).
4. Speakers providing comments on Item 7, Non-Agenda Issues, may only address the Council on matters which concern the City's business or over which the Council has control, and must announce the topic upon which they wish to speak before making their comments.

Please note: City Council Rules provide that no action will be taken by the Council at the meeting at which a subject is first introduced during the citizen comment period (Item 7 on the Agenda). Council may consider an item at a future meeting, thus you may wish to concisely state your concern and request placement of your matter on a future agenda. Staff will follow up with speakers as necessary.

CONSENT AGENDA

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

AGENDA ITEMS

If you wish to have an item placed on a Council agenda, a written request should be delivered to the City Manager's Office prior to noon on the Monday preceding the Council meeting. Assistance will be provided in preparing a request if you wish to contact the City Clerk at (509) 925-8614.

PUBLIC HEARINGS

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

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

**CITY OF ELLENSBURG
CITY COUNCIL AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Monday, August 5, 2024
6:00 PM – Study Session
7:00 PM - Regular Meeting**

Study Session (No Public Comment)

A Presentation of the Flock License Plate Reader Camera System 6

Pledge of Allegiance

1. Call to Order and Roll Call

2. Proclamations

3. Awards and Recognitions

4. Approval of Agenda (No Public Comment)

5. Consent Agenda (No Public Comment)

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

5.A	Approve Minutes of July 15, 2024 Regular Meeting	15
5.B	Approve Minutes of July 15, 2024 Study Session	19
5.C	Acknowledge Minutes of Boards and Commissions	20
5.D	Accept the Resignation of Wyman Renfrow and Daryl Berge from the LOEFF 1 Disability Board	31
5.E	Additional Services Authorization - Mt View and Bull/Willow Intersection Improvements	33
5.F	Waste Water Treatment Plant Fiber Construction	39
5.G	Signature Authorization for State Home Electrification and Appliance Rebates (HEAR) Program, Contract Number 24-92701-004	43
5.H	Award Bid Call 2024-11 - Kittitas County Courthouse Sidewalk Improvements – 5th Avenue between Water and Main Street	64

5.I	Award Bid Call 2024-18 - 2024 Complete Streets Improvements	66
5.J	Project Acceptance — Bid Call No. 2023-01 Mallard Meadows Electrical Distribution Installation	68
5.K	Approve August 5, 2024 Voucher Listing	69
6.	Petitions, Protests, and Communications	
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7.	Citizen Comment on Non-agenda Issues	
8.	Business Requiring Public Hearings	
8.A	Public hearing (legislative) to adopt a Resolution amending the City's Six-Year Transportation Improvement Plan (TIP) for 2024-2029, revising grant funded projects. (Public Comment Opportunity)	81
8.B	Open Record Hearing (Quasi-Judicial) to consider Resolution 2024-21 to approve the Katie Meadows Long Plat Alteration (File # - P24-040) (Public Comment Opportunity)	86
9.	Introduction and Adoption of Ordinances and Resolutions	
10.	Unfinished Business	
10.A	Letter of Intent for First & Pine Property - Inversion Design Build Affordable Housing Project (Public Comment Opportunity)	138
11.	New Business	
12.	Miscellaneous	
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13.	Executive Session	
14.	Adjournment	



Meeting Date: August 5, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Presentation of the Flock License Plate Reader Camera System
Submitted by: Jim Weed, Captain
Department: Police

Suggested Motion/Action:

This item is for discussion purposes only.

Background/Summary:

The Ellensburg Police Department has been engaged in discussions with Flock Safety, which provides and installs License Plate Readers, regarding the potential for installation of 13 LPR cameras in various locations around the city for the purpose of criminal investigations. The Flock system is in use throughout the Yakima Valley as well as a number of locations in the Columbia Basin and around the country. EPD investigators have been able to leverage the Flock system in use by other law enforcement agencies to apprehend an absconded suspect in California, and most recently utilized this system in use in Kennewick for the apprehension of a suspect who fired several shots at another person at a University Way gas station. Officers were able to learn the location of this suspect within three hours of their incident due to a "hit" on the Flock system.

The Flock system utilizes back-of-vehicle license plate recognition technology to check plates that have been entered into the system by users. An alert is received by patrol officers when a Flock camera recognizes a license plate that has been flagged by law enforcement. These cameras are not used for speed or red light runner traffic enforcement. The system does not photograph drivers and there is no facial recognition technology used. The most common utilization is for the apprehension of stolen vehicles or vehicles involved in other crimes.

Previous Council Action:

Analysis:

This item is for discussion purposes only. A representative from Flock Safety will present more detailed information during the study session on how the system is used and the benefits to law enforcement and our community that would result from using the system. The Flock system is a cost-effective means to make the police department, which is struggling with staffing levels, more efficient by providing technology solutions to assist in solving criminal incidents, and is in keeping with Council's strategic pillar of having a safe community for all.

Financial Impact:

Staff intends to bring a proposed contract with Flock Safety to Council for consideration at its August 19 regular meeting.

Budget Adjustment: No

Attachments:

1. Flock Overview For Cities



Help your city reduce crime with devices that capture objective evidence 24/7



Flock Safety provides an affordable, infrastructure-light public safety operating system for cities who want to reduce crime within a principled framework. Our license plate recognition (LPR) cameras, audio detection sensors, situational awareness cameras, and FlockOS platform help everyone in a city — law enforcement, public officials, schools, businesses, and community members — work together in pursuit of a safer community.

Infrastructure-Free and Discreet Design

Many of our devices run on solar power and LTE connectivity. They can be installed almost anywhere and blend in with your city's aesthetic.

Safety-as-a-Service

We install and maintain the devices, so you can focus on running the city. That means we will support you from procurement, through permitting, and even preparing you to present this project to the City Council.

Vehicle Fingerprint® Technology

Flock Safety's LPR system allows police officers to find vehicle evidence by vehicle type, make, color, and after-market features. It's proven to increase case clearance and solve more crime.

flock safety

flocksafety.com
(866) 901-1781 | support@flocksafety.com

Join thousands of communities using Flock Safety to eliminate crime and shape a safer future, together.



DETECT

Objective evidence
your police need
to solve crime.



DECODE

footage with machine
learning so your police
can investigate.



DELIVER

real-time to police
if a wanted or stolen
vehicle drives by

Public Safety Technology Built with Principles

YOU OWN THE FOOTAGE

We can't share or sell it to private third parties.

PROTECT PRIVACY

All data automatically deletes by default every 30 days on a rolling basis and is encrypted.

PROMOTE TRANSPARENCY AND ACCOUNTABILITY

Flock provides a transparency portal to share data with your community about how the devices work on an ongoing basis. Flock requires an investigative reason to search and logs searches in an audit report.

CLEAR PRICING AND INFRASTRUCTURE FREE

All the data is stored in the cloud at no additional fee and there are no hidden costs.

PROTECT THE WHOLE COMMUNITY

It takes all community members working together to eliminate crime, which is why we created a public private partnership that enables businesses, neighborhoods, schools, and others to partner with your city and police department to build your network.

LEARN MORE



"Flock Safety continues to enhance and help our police department capture these vehicles and return the assets to their owners."

JOSH MCCURN
Council Member | Lexington, KY

About Flock Safety

Frequently Asked Questions

1

WHAT IS LPR?

License Plate Readers (LPR) have long helped law enforcement solve crimes. LPRs capture computer-readable images of license plates, allowing law enforcement agencies to compare plate numbers against those of stolen cars or cars driven by people suspected of being involved in criminal activities.

The information by LPR cameras can help determine whether a vehicle was at the crime scene and discover cars that may be associated with each other. Law enforcement agencies can choose to share their information with other agencies. The cameras can also integrate data from national or state crime databases to provide realtime alerts when a vehicle associated with a known suspect or a stolen vehicle passes the camera.

According to the National Conference of State Legislatures, when employed ethically and objectively, LPRs are an effective force-multiplying tool for law enforcement. A 2011 study by the Police Executive Research Forum concluded that LPRs used by Mesa, Ariz., Police resulted in "nearly three times as many 'hits' for stolen vehicles, and twice as many vehicle recoveries."

A comprehensive study conducted with oversight from independent criminology research experts found a clear correlation between Flock technology and increased case clearance rates.

2

WHAT IS FLOCK SAFETY?

Flock Safety is an all-in-one technology solution to eliminate crime and keep your community safe. Our intelligent platform combines the power of communities at scale – including cities, businesses, schools, and law enforcement agencies – to shape a safer future together.

Our full-service, maintenance-free technology solution is trusted by more than 4,000 communities across the country to help solve and deter crime in the pursuit of safer communities for everyone. Visit www.flocksafety.com for more info.

3

WHO DOES FLOCK SAFETY SERVE?

Flock Safety serves HOAs, neighborhood associations, businesses, law enforcement agencies, schools, cities, counties, and states to provide them with the tools they need to increase the effectiveness of their public safety efforts, target crime efficiently and objectively, and help provide the information police need to stop crime.

4

WHERE IS FLOCK SAFETY LOCATED?

There are thousands of Flock Safety communities across the U.S. We can service customers almost anywhere across the U.S. with our local teams strategically located in cities across the country. Flock Safety is headquartered in Atlanta and has over 700 employees across the U.S.

5

WHAT IS THE FLOCK SAFETY FALCON®?

The Flock Safety Falcon® is a solar-powered, motion-activated, and infrastructure-free camera that leverages Flock's proprietary Vehicle Fingerprint® technology to identify and take a snapshot of the critical details of a vehicle that passes by it.

The Flock Safety Falcon® captures the make, vehicle type, color, license plate (full, partial, or missing), state of the license plate, and the vehicle's unique features, including damage and after-market alterations.

They are connected to the cloud through LTE, like a mobile phone, and perform 24/7 in any weather.

Flock Safety LPR cameras leverage the FBI's National Crime Information Center (NCIC) federal and state hotlist, which are updated at least every 24 hours, to send real-time alerts to nearby law enforcement officers when a wanted or stolen vehicle is detected. Officers can then verify that information with their dispatch to safely make arrests and recover stolen property.

They also integrate with the National Center for Missing and Exploited Children's AMBER Alert database to help locate missing individuals, and can be used in the event of a Silver Alert in the same capacity.



6

WHAT MAKES FLOCK SAFETY LPR UNIQUE?

While traditional automated license plate reading (LPR) cameras are an effective crimefighting option, they are also extremely expensive. The \$10,000-\$40,000 price tag is unrealistic for many of Flock Safety's customers.

As a more affordable option, Flock Safety cameras employ best-in-class LPR and machine learning technology. Flock cameras have an intentionally short shutter speed, which allows the camera to start taking pictures in less than a tenth of a second following vehicle motion sensing and to capture multiple frames of a car traveling up to 75 MPH.

The camera's infrared captures highly-accurate, clear images day or night. The machine learning allows the camera to capture vehicle information beyond the license plate — valuable evidence like vehicle make, type, color, and unusual characteristics.

In side-by-side tests, Flock Safety technology consistently performs above competitors. In a study conducted by a neutral law enforcement agency, Flock Safety produced 30% more accurate reads than the competition.

Additionally, Flock Safety LPR is infrastructure-free, powered by solar and connected through LTE. The flat annual fee covers installation, maintenance, data, security, and customer service.

Lastly, Flock Safety is in the top echelon of the industry for privacy, transparency, and security. Flock Safety data will never be shared without permission, sold to third parties, or used for unpaid fines, unauthorized viewing outside of a legitimate crime-related event, or kept in a library. The footage is fully encrypted and stored in the cloud. All footage is deleted after 30 days on a rolling basis, unless a democratically-elected governing body or official legislates a different retention period.

7

HOW DOES FLOCK SAFETY'S LPR HELP PROMOTE TRANSPARENCY AND OBJECTIVITY IN POLICING?

Flock Safety technology is purpose-built to remove human bias from crime-solving. The LPR cameras and machine learning technology are engineered to capture vehicle characteristics, types, and license plates, which are then checked against state and federal records to ensure accuracy and minimize errors.

The LPR cameras take still images of cars passing through the lens (not video) and cannot follow or track vehicles once they leave the camera's view.

Flock Safety DOES NOT record names, phone numbers, or addresses and doesn't mark specific locations where people have been. There is no capability in the system to mark or annotate the locations of passersby.

Finally, Flock Safety is built to enable and encourage transparency, with several features that create robust audit capability. Both private and law enforcement customers must enter a reason for each search made through the Flock Safety system. That search history can be easily displayed for a community or law enforcement leadership to see what the Flock system has been used for.

Flock Safety has also created the first free, optional LPR Transparency Portal to serve as a hub for a police agency's LPR usage, data retention, and search policies. Any law enforcement customer can access the LPR Transparency Portal.

Flock Safety is committed to building technology, tools, and a team that treats all people equitably, regardless of race, ethnicity, class, background, and orientation. We believe that everyone has a right to public safety.

8

WHAT IS THE FLOCK SAFETY RAVEN® AUDIO SENSOR?

The Flock Safety Raven® is an audio detection device that pairs with the Flock Safety Falcon® LPR camera for law enforcement who want to decrease response times and increase case clearance.

Unlike single-point gunshot detection and traditional LPR, which segment evidence into silos, the Flock Safety Raven® recognizes the sound of gunshots, immediately calls 911, and consolidates actionable LPR and audio evidence into one streamlined system so first responders can save lives and collect crucial evidence that solves crime.

9

HOW DOES THE FLOCK SAFETY RAVEN® WORK?

The Flock Safety Raven® provides law enforcement agencies an affordable, infrastructure-light option for gunshot detection. It wakes when it detects a gunshot and is connected to a Flock Safety Falcon® LPR camera, activating the camera when it detects a crime in progress to capture the vehicle(s) on scene, and helping police build a more robust case.

The Flock Safety Raven® is solar and LTE-powered and can be deployed to mirror the structure of your community.

10

DOES THE FLOCK SAFETY RAVEN® CAPTURE PERSONAL INFORMATION?

No. The Flock Safety Raven® is intended to capture loud sounds indicative of a crime in progress, not human voices or conversations. The audio clip is only a few seconds long, not long enough for any meaningful portion of identifiable audio to be captured. Sounds and data collected by the Flock Safety Raven® are subject to the same privacy and security standards as that of Flock Safety LPR devices.

flock safety

Privacy Commitment

Let's defeat crime together.

Our commitment to **protecting the whole community**

Flock Safety helps thousands of cities prevent and eliminate crime with technology that captures objective evidence and delivers it into the hands that serve and protect. In our pursuit of a safer society, we place our commitment to protecting individual privacy and mitigating bias at the core of every policy and product we develop.

WE FOCUS ON PROTECTING PRIVACY AND ENABLING ACCOUNTABILITY

- Flock devices only capture objective evidence, whether vehicular, audio, or video. Flock does not enable predictive policing.
- Flock devices do not connect to databases to identify name, identifiers, addresses, or other information about people.
- The system always requires a documented search reason or case number every time a user accesses Flock data, creating a permanent audit trail for every user.
- Customers own 100% of all data captured on our devices. We never share or sell data with third parties.
- All images and metadata are encrypted in the cloud for maximum security compliance.
- Flock has created the first LPR Transparency Portal, provided to customers optionally for free, to document LPR usage, policies, and ROI for their community.



flock safety

flocksafety.com

(866) 901-1781 | support@flocksafety.com



CITY OF ELLENSBURG

Minutes of City Council, Regular Meeting

Date of Meeting

July 15, 2024

Time of Meeting

7:00 PM

Place of Meeting

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

Pledge of Allegiance

The Pledge of Allegiance was led by Councilmember Beauchamp

1. Call to Order and Roll Call

Roll Call Present: Sarah Beauchamp, Rich Elliott, Nancy Goodloe, Nancy Lillquist, David Miller, Delano Palmer, Joshua Thompson

Others present in person: City Manager Behrends Cerniwey, City Attorney Weiner, City Clerk Leader, Community Development Director Carlson, Planning Manager Johnston, Assistant Finance Director Bassett, Accountant III - Budget Analyst Lanphere, Public Works and Utilities Director Lyyski, Transit Manager Dunbar, Police Chief Wade and approximately twelve members of the public

Others present remotely via Zoom: three members of the public

2. Proclamations

3. Awards and Recognitions

4. Approval of Agenda

Councilmember Palmer moved to approve the Agenda as presented. **Motion Approved 7-0**

5. Consent Agenda

5.A Approve Minutes of July 1, 2024 Regular meeting

5.B Acknowledge Minutes of Boards and Commissions

5.C Approve University Way Banner from Educational Service District 105 for Medication Take Back - Oct 15-24, 2024

5.D Professional Services Agreement for City of Ellensburg's Reservoir and Substation Property Acquisition

5.E Approve July 15, 2024 Voucher Listing

Councilmember Goodloe moved to approve the Consent Agenda as presented. **Motion**

Approved 7-0

6. Petitions, Protests, and Communications

- 6.A Board and Commission Appointment
Heidi Behrends Cerniwey, City Manager, presented the item.

Councilmember Lillquist moved to appoint Teresa Chanes to the Landmarks and Design Commission “EDA” position. **Motion Approved 7-0**

7. Citizen Comment on Non-agenda Issues

- William Coleman, Kittitas resident, spoke regarding flags
- Juliann Cleman, County resident, spoke regarding a 2020 Independence Day incident
- Pat Kelleher, County resident, spoke regarding the emergency shelter
- Andy Cleman, County resident, speaking for himself, spoke regarding the well-being study
- Jennifer Patteson, County resident, spoke regarding council comment to the well-being study

8. Business Requiring Public Hearings

- 8.A Public Hearing (Legislative) to adopt the 2024-2029 Transit Development Plan and accept the 2023 Annual Report (Public Comment Opportunity)
The Mayor opened the public hearing. Besty Dunbar, Transit Manager, presented information in the staff report. Council asked questions of staff.

With no comments from the public and no further questions from Council, the Mayor closed the public hearing.

Councilmember Miller moved to approve adoption of the 2024 - 2029 Transit Development Plan and Accept the 2023 Annual Report as presented. **Motion Approved 7-0**

9. Introduction and Adoption of Ordinances and Resolutions

- 9.A Ordinance 4943 (Second Reading) Amending the 2023-2024 Biennial Budget (Public Comment Opportunity)
Gloria Lanphere, Accountant III-Budget Analyst, presented information in the staff report.

Councilmember Lillquist moved to approve conducting second reading and adoption of Supplemental Budget Ordinance 4943. **Motion Approved 7-0**

10. Unfinished Business

11. New Business

- 11.A 2024 Annual Docket Cycle Amendment List (Public Comment Opportunity)
Jeremy Johnston, Planning Manager, presented information in the staff report. Council asked questions of staff.

Councilmember Palmer moved to approve proposed amendments 24-01 through 24-05 for docketing during the 2024 annual Comprehensive Plan amendment process. **Motion Approved 7-0**

11.B Regulation of Camping on Public Property Update (Public Comment Opportunity)

Terry Weiner, City Attorney, presented information in the staff report. Ken Wade, Ellensburg Police Chief, presented information to Council.

Councilmembers asked questions of staff.

- Logan Denlinger, County resident, (attending remotely) spoke regarding the ordinance and community engagement on a potential sleep center
- Erin Sinclair, City resident, spoke in favor of lifting restrictions in the ordinance
- Susan Grindle, County resident and HopeSource CEO, speaking on her own behalf, spoke regarding the community and homeless population
- Cheryl Chance, County resident, spoke regarding legislative bills and interaction between elected officials and state representatives
- William Coleman, Kittitas resident, spoke regarding the sleep center and associated costs
- Andy Cleman, County resident, read information from the Grants Pass decision
- Juliann Cleman, County resident, spoke regarding sleep center costs and read information from the Grants Pass decision
- Pat Kelleher, County resident, spoke regarding homeless counts

Councilmember Palmer moved to not make changes to Ordinance 4895 as listed in option two on page 123 of the Agenda. **Motion Approved 6-1**
(Thompson voted no)

12. Miscellaneous

12.A Manager's Report (No Public Comment)

Heidi Behrends Cerniwey, City Manager, presented the report.

An Executive Session was needed per RCW 42.30.110(1)(q). No action would be taken.

12.B Councilmembers' Reports (No Public Comment)

- Councilmember Palmer reported on Affordable Housing Commission
- Councilmember Thompson participated in Landmarks & Design Committee applicant interviews
- Councilmember Beauchamp reported on Lodging Tax Committee and KITTCOM Board
- Councilmember Goodloe attended the Cold Weather Shelter Action Team meeting, County Homelessness & Affordable Housing Commission, and will participate in DEI applicant interviews

-
- Councilmember Lillquist attended the cybersecurity audit exit interview and spoke about the invitation for the Yakima Basin Fish & Wildlife Recovery Board annual meeting
 - Mayor Elliott reported on a recent death of volunteer firefighter, Hayden Fisher, announced that wildfire season is happening now and reported on KITTCOM upgrades

13. Executive Session

13.A Per RCW 42.30.110(1)(q), to consider greenhouse gas allowance auction bidding information that is prohibited from release or disclosure under RCW 70A.65.100(8)

Council recessed to Executive Session at 9:17 pm and was expected to last 15 minutes. No action would be taken.

Council reconvened at 9:33 pm

14. Adjournment

Meeting adjourned at 9:33 pm

Mayor

ATTEST:

City Clerk



CITY OF ELLENSBURG

Minutes of City Council, Study Session

Date of Meeting

July 15, 2024

Time of Meeting

6:00 PM

Place of Meeting

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

Joint Study Session with Planning Commission (No Public Comment)

Councilmembers Present: Sarah Beauchamp, Rich Elliott, Nancy Goodloe, Nancy Lillquist, David Miller, Delano Palmer, Joshua Thompson

Planning Commission members present: Michael Buehn, Ed Harrell and Sathy Rajendran

Others present in person: City Manager Behrends Cerniwey, City Attorney Weiner, City Clerk Leader, Community Development Director Carlson, Planning Manager Johnston and approximately five members of the public

Others present remotely via Zoom: four members of the public

A Wellbeing in Ellensburg Study Results

Heidi Behrends Cerniwey, City Manager, introduced the topic, which was not City funded. The three researchers that worked on the project, Alex Theophilus, Dr. Courtney Flint and Dr. Claudia Wright, of the Intermountain West Transformation Network, reviewed the report, which was funded by the National Science Foundation. Councilmembers asked questions of the presenters.

14. Adjournment

Meeting adjourned at 6:49 pm

Mayor

ATTEST:

City Clerk

CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Diversity, Equity & Inclusion

Commission Meeting

June 11, 2024

3:00 PM

Council Conference Room & Zoom

1. Call to Order and Roll Call

Chair Nancy Goodloe called the meeting to order at 3:03 p.m.

Roll Call Present: Nancy Goodloe, Tylene Carnell, Kandee Cleary, Teresa Divine, Amber Hoefer, and Alex Mandujano.

Also present: Nicole Klauss, DEI Commission staff member; Environmental Commission members Raven Harwood, Nancy Lillquist, and Brenda DeVore; EDA liaison Teresa Chanes; commission applicant M. Eliatamby-O'Brien; Ramona Bryant, League of Women Voters; new CWU liaison Charlita Shelton, interim VP of Equity & Belonging at CWU; Cody Natlund; and one member of the public online.

Absent: Phil Backlund

Commissioner Cleary moved to approve an excused absence for Phil Backlund. Commissioner Carnell seconded the motion. There was no discussion. **Motion approved 5-0.**

2. Approval of the Agenda

Commissioner Cleary moved to approve the agenda. Commissioner Carnell seconded the motion. There was no discussion. **Motion approved 5-0.**

3. Approval of Minutes from May 14, 2024, Meeting

Commissioner Divine moved to approve the minutes from the May 14, 2024, DEI Commission Meeting with a correction on a number. Commissioner Cleary seconded the motion. There was no discussion. **Motion approved 5-0.**

4. New Business

A. Bicycling discussion

City Councilmember Nancy Lillquist provided some background on Ellensburg's Bicycle Friendly Silver Award and mentioned there is a desire to improve some of the equity pieces to be able to go for gold in the future and to make bicycling more accessible to everyone. Lillquist asked for feedback on the award application questions surrounding partnerships, tracking bicycle data, measures related to bicycling equity, and expanding diversity roles on the committee (Environmental Commission) to ensure the commission reflects a full range and ability level of cyclists.

Suggestions included:

- Create an incentive program for youth to learn to work on bikes.
- Track how many people load bikes on Central Transit buses.
- Do a community survey.
- Clean up debris in the bike lanes more frequently and add more bike lanes around the university.
- Consider opportunities to partner with the school district, university departments, or businesses.
- Encouraging small businesses and the university to have bike storage options and showers/spaces to change to encourage biking to school or work.
- Look at what other cities that received gold are doing around bicycling equity.
- Consider how to address safety because studies show women, people of color and LGBTQ+ folks are more likely to be harassed when riding bikes.
- Partner with Parks & Recreation to develop a youth bicycling club.
- Have a program about e-bike options and maybe a bicycle sharing program in the community.

Hoefer said Salud America has a health equity report card that includes information about transportation in Kittitas County: <https://salud-america.org/health-equity-report-card/?geoid=05000US53037>

B. Retreat Planning

Klauss reported the DEI Commission Retreat is set for Friday, September 13 from 8-2 in the Council Chambers at City Hall. All current commission members have indicated availability for this date.

Klauss and Goodloe met with a possible facilitator who is already doing work at the City. Commissioner Divine suggested Sigrid Davidson. The Commission discussed wanting to have a person with minoritized identities as a facilitator to model values through money. The commission wants potential facilitators to respond to the question “How would you describe your personal experience with marginalized identities?”

Commission members will submit potential facilitator names to staff by Friday, June 14. Klauss will reach out to the recommended people and see if they are available and interested and will ask for a quote, resume/experience, and the answer to the above question. They will be available for review at the July meeting.

Commissioner Cleary made a motion to move the \$1,300 allocated for the third World Café event to the retreat budget. Commissioner Divine seconded the motion. **Motion approved 5-0.**

The Commission would like to talk about these topics at the retreat:

- Review and update goals list
- How we can better engage with the community using new tools
- How the commission works together within its own identities and how it can advise the Council accordingly; disrupting systems of harm
- Using data in decision making (on the 3-year goal list)

- Brainstorm ideas for activities or performances for the grand opening of Unity Park (will share with the committee working on the event)

Goodloe asked if there was an interest in having the discussion at the retreat about expanding the makeup of the commission to include dominant identities and the commission members expressed concerns about bringing on voices that have been heard consistently and constantly over time. The commission agreed that was not a discussion they wanted added to the retreat agenda.

5. Previous Meeting Motions and 90-Day To-Do List Review:

Carnell reported the Unity Park celebration committee met. There will be a soft opening of the park in late August, but there are items that will still be worked on after that. The City is looking at late September/early October for grand opening. The committee is thinking about incorporating the journey of how the park came to be and the types of performances and cultural opportunities they want to have.

Goodloe will follow up with Carolyn at Dispute Resolution Center.

Divine reached out to the night market and was told to connect with the Farmers Market for a day at the market event.

6. Liaison Reports

Teresa Chanes reported: Juneteenth is on June 19 from 4-9 p.m. coinciding with the Night Market. Black Grenade Entertainment will have performances at The Red Pickle. The museum will have all day programming and the CWU library has some great Juneteenth resources. The EDA received racist comments on Facebook posts of the event and are turning off comments on the posts now. Goodloe encouraged commission members to attend the Juneteenth event.

Charlita Shelton introduced herself as the new CWU liaison. She is the new interim Vice President for Equity and Belonging and Senior Diversity Officer. Charlita has worked in higher education for 35 years, has been president at two universities, and an executive director of a professional school. She has a two-year contract at CWU.

7. Subcommittee Reports

Interview Committee Updates: Chair Goodloe said one interview has been completed. We have two more set up, one in June and one in July.

8. Commission Member Reports

Commissioner Hoefer reported:

There is a Washington LGBTQ+ survey to understand the experiences of LGBTQ+ Washingtonians. It can be taken at <https://lgbtq.wa.gov/survey>

Commissioner Carnell reported:

The last pizza klatch of the year was held and saw double the number of participants. As many as 36 students show up in one day. The average was 28-30 in one week. The last one had about 60 kids.

9. Staff Report

None.

10. Public Comment

Chair Goodloe called for public comment. There was none.

Preview Next Meeting July 9, 2024

- Juneteenth recap
- Review facilitator resumes

Meeting adjourned.

Nicole Klauss

Drafted: 6/12/24

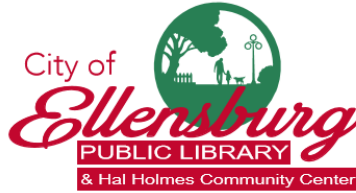
Approved: 7/9/24

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

June 11, 2024

4:30 p.m.

City Hall

Mary James, Chair, term expires December 31, 2027

Vikki Carpenter, Co-Chair, term expires December 31, 2028

Loretta Gray, Secretary, term expires December 31, 2027

Marty Blackson, term expires December 31, 2027

Andreina Delgado, term expires December 31, 2028

Melina Meador, term expires December 31, 2024

Richard Moreno, term expires December 31, 2026

I. CALL TO ORDER

James called the meeting to order at 4:30 p.m.

II. ATTENDANCE

PRESENT: Andreina Delgado, Loretta Gray, Mary James, Melina Meador, Rich Moreno

COUNCIL LIASON: Sarah Beauchamp

ABSENT: Marty Blackson, Vikki Carpenter

STAFF: Josephine Camarillo, Pyper Stever

III. APPROVAL OF AGENDA

Motion made by Meador to approve the agenda, motion seconded, **motion approved**. Motion passed 5-0.

IV. APPROVAL OF MINUTES

Motion made by Meador to approve the May 2024 minutes as adjusted, motion seconded, **motion approved**. Motion passed 5-0.

V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS

A positive verbal comment was provided on the decor of the library.

VI. REPORTS

A. Director's Report for January: (1) Presentation by Washington Humanities Speaker took place on May 14. (2) Facilities Assistant position is now open; interviews will be held soon. (3) Staff in Adult Service have been learning to use new technology and to serve in new roles, as well as attending webinars. (4) Technical Services added more items than they deleted this month. (5) Youth Services is preparing both for the Summer Reading Program and for Sensory Inclusive Storytime. (6) Stats are up from last month and last year. (7) Hal Holmes continues to be busy with various events.

B. Budget Report: Overall, the budget is fine.

C. Friends of the Library Report: James provided background information on the Friends of the Library for new members.

VII. UNFINISHED BUSINESS

A. The Board continued planning for the birthday party scheduled for January 24, 2025.

VIII. NEW BUSINESS

A. The Board reviewed the statistics from January to May 2024.

B. Pyper Stever presented the Summer Reading Program (Adult and Youth) and described volunteer opportunities.

C. Library Board Advocacy will be discussed in July.

IX. UPCOMING PROGRAMS/EVENTS

For June the following have been scheduled: (1) Summer Reading Program, (2) Library Book Club, (3) Puzzle Tournament, (4) WA Humanities Speaker Peter Blecha' presentation of "History of Northwest Rock and Roll," and (5) Amanda Zito's presentation of *The Motorcycle Camp Cookbook*.

X. UNSCHEDULED BUSINESS

None.

XI. NEXT MEETING

Tuesday, July 9, at City Hall

XII. ADJOURNMENT

With no further discussion, the meeting was adjourned by James at 5:32 p.m.

Respectfully submitted,
Loretta Gray, Secretary



CITY OF ELLENSBURG

Minutes of Public Transit Advisory Committee, Regular Meeting

Date of Meeting

May 21, 2024

Time of Meeting

3:30 PM

Place of Meeting

**Council Conference Room
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

1. Call to Order and Roll Call of Members

1.A Call the May 21, 2024 Meeting to order.

Chair Miller called the meeting to order at 3:44 pm.

1.B Roll Call of PTAC Members

The following PTAC members were in attendance:

Joey Bryant, Amy spitznas, Jim Hurson, Deja Blanchard, David Miller

Also in attendance were: Betsy Dunbar - COE, Spencer Klewin - HopeSource, Keiko Walsh - HopeSource

No members of the public were present.

2. Approval of Agenda

2.A Motion to approve the May 21, 2024, PTAC Agenda

Committee member Hurson made the motion to approve the May 21, 2024, PTAC Agenda.

The Motion carried 5-0.

3. Guest Speakers

3.A No guest speakers

4. Meeting Minutes

4.A Motion to approve the April 16, 2024 Meeting Minutes

Committee member Spitznas made the motion to approve the April 16, 2024

Meeting Minutes.

The Motion carried 5-0.

5. Ridership Stats

5.A April 2024 Ridership Stats

The April 2024 Ridership Stats were shared with the committee.

6. Agenda Items

6.A No Agenda Items

7. Transit Marketing Updates

7.A Marketing Agreement

Staff is working to complete the Marketing Agreement with Messer Group.

8. Transit Updates

8.A Fixed Route Brochures

Additional Formatting was needed delaying the printing of the new brochures. The updated proof will go to the printers this week.

8.B ADA Capital Projects Update

The Pre-Construction meeting was held with the contractor. A loose schedule for the transit stop improvements will be sent. Staff will be responsible for the public outreach as well as managing the temporary signs and communication with HopeSource.

8.C Transit Development Plan Draft review

A review of the Transit Development Plan draft was completed. The committee suggested some updates and was encouraged to review the plan and submit questions or suggestions to staff via email before the next meeting. The final draft will be presented to the committee for approval at the June 18, 2024 PTAC meeting.

9. Member Updates

9.A Member Updates

Travel Training information was shared by Keiko Walsh.

Committee member Hurson shared a positive experience while riding the bus.

10. Next PTAC Meeting

10.A June 18, 2024

11. Adjournment

The May 21, 2024, PTAC Meeting was adjourned at 4:46 pm.



CITY OF ELLENSBURG

Minutes of Public Transit Advisory Committee, Regular Meeting

Date of Meeting

June 27, 2024

Time of Meeting

4:00 PM

Place of Meeting

**CouncilConference Room
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

1. Call to Order and Roll Call of Members

1.A Roll Call of Members

Vice Chair Hurson called the June 27, 2024, Special PTAC Meeting to order at 4:13 pm.

The following PTAC members were in attendance virtually:
Joey Bryant, Amy Spitznas, Jim Hurson, Deja Blanchard, David Miller

Also in attendance virtually was: Betsy Dunbar - COE

No members of the public attended the virtual meeting.

2. Approval of Agenda

2.A Motion to approve the PTAC Special Meeting 6-27-24

Committee member Hurson made the motion to approve the June 27th, PTAC Special Meeting Agenda.

The Motion Carried 5-0.

3. Approval of Minutes

NOTE: The May 2024 minutes will be approved at the July 16, 2024 PTAC Meeting.

3.A Approve of the May 21, 2024, Minutes

4. Agenda Items

4.A Approval of the 2024 - 2029 Transit Development Plan and 2023 Annual Report

A review of all edits was completed.

Committee Chair Miller made the motion to approve the 2024 - 2029 Transit Development Plan with possible photo updates and current Transit Capital Project estimate updates.

The Motion carried 5-0.

5. Transit Marketing Updates

5.A ADA Capital Projects Updates

Due to time restrictions, no report was given.

6. Next PTAC Meeting

6.A July 16, 2024

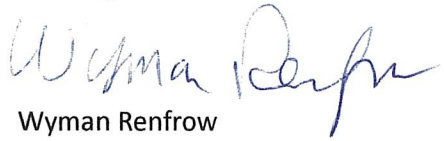
7. Adjournment

The June 27, 2024, Special PTAC Meeting was Adjourned at 4:40 pm.

June 19, 2024

Beth Leader

I have decide that should leave my position on the LEOFF Disability Board. I will not be at the next meeting.


Wyman Renfrow

RECEIVED

JUN 25 2024

CITY CLERK'S OFFICE

From: [Beth Leader](#)
To: [Cynthia LaChappelle](#)
Subject: Resignation from LEOFF 1 Disability Board
Date: Tuesday, July 30, 2024 11:54:48 AM

Cyndi –

I was contacted by Daryl Berge by phone in early June, and would not be able to attend the LEOFF 1 Disability board meetings, due to health reasons. He stated he was resigning from the board effective immediately.

Thank you,
Beth (Board secretary)

Beth Leader

City Clerk | City of Ellensburg
501 N. Anderson Street | Ellensburg, WA 98926
Office: 509-925-8614 | Fax: 509-962--7130
Website: www.ci.ellensburg.wa.us

Confidentiality Notice: This e-mail may contain confidential and privileged information. If you have received this message by mistake, please notify me immediately by replying to this message or telephoning me, and do not review, disclose, copy or distribute.

Advisory: Please be advised the City of Ellensburg is required to comply with the Public Records Act, Chapter 42.56 RCW. This act establishes a strong state mandate in favor of disclosure of public records. Therefore, the information you submit to the City via email, including personal information, may ultimately be subject to disclosure as a public record.



Meeting Date: August 5, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Additional Services Authorization - Mt View and Bull/Willow Intersection Improvements
Submitted by: Grant Maskal, Construction Project Manager
Department: Public Works & Utilities

Suggested Motion/Action:

Staff recommends Council authorize the City Manager to execute the "Additional Services Authorization" with Ardurra in the amount of \$17,760.

Background/Summary:

Staff is requesting Council to approve a contract change order adding cost to the previously approved Phase 2 for the design of signals and other infrastructure for the Mountainview and Bull/Willow Intersection improvements. This change order would add cost for work that is outside of the original scope of the agreement. Staff is requesting Council authorize the City Manager to execute the 'Additional Services Authorization' with Ardurra for these services.

The City of Ellensburg is preemptively engineering and designing intersection improvements in the form of a signalized intersection at Mountainview and Bull/Willow for future housing developments that will eventually take the intersection below an acceptable level of service. This preemptive design will allow for immediate construction at the time that the intersection becomes unserviceable.

Previous Council Action:

Council authorized the City Manager to execute an Agreement for Professional Services with T-O Engineers (now Ardurra) on January 18, 2023 to perform a traffic survey and independent cost estimate of the existing intersection.

Council authorized the City Manager to execute an Agreement for Professional Services with Ardurra on September 18, 2023 to implement design services for a signalized intersection after a signal was recommended by the previous consulting agreement.

Analysis:

Staff has negotiated an 'Additional Services Authorization' in the amount of \$17,760 to perform the described work. The work includes additional time and effort in coordinating the geotechnical investigation and proposed traffic signal design to accommodate the existing site utilities. Existing site utilities include the mainline electrical and natural gas line distribution system from the Kittitas Highway as they enter town. The inclusion of located utilities within the design and the manipulation of ADA ramps around existing utilities and other constraints based upon final locations for traffic signal poles.

Financial Impact:

The Design and Engineering will be funded with a transfer from the Traffic Impact Fees Fund.

Budget Adjustment: No

Attachments:

1. 230609 ASA Agreement No. 3 - Additional Services



332 N. Broadmore Way
Nampa, ID 83687
Ph: (208) 442-6300 • Fax: (208) 466-0944

ADDITIONAL SERVICES AUTHORIZATION

(Please expedite return of signed form.)

DATE: JULY 2024

Contract/Project No: 230609 Project Name: Mtn View Ave and Bull Road Intersection

Name of Client: City of Ellensburg

Address: 501 N Anderson St.

City/State: Ellensburg, WA Zip Code: 98926 Telephone: 509-962-7204

Description of Services to be Provided by Consultant: ASA No 3

Additional services related to utility location investigation and avoidance design in order to clear signal pole foundation locations and get geotech data without drilling and reduce project construction risk. See supplemental scope of work and fee attached.

Ardurra Billing Reference Description: 230609

Budget Estimate: See Exhibit
(Additional services are performed on a time and materials basis unless otherwise shown in writing)

Additional Service Requested By: City and Ardurra mutually

Additional Service Request Rec'd By: _____ via ☐ Verbal ☐ Written

Special Conditions: See scope of work.

The Terms and Conditions of the original contract, 230609, dated 9/20/2023, above are incorporated and made a part of this Agreement.

Offered by Ardurra (Consultant):

Accepted by Client:

Josh Fedora

July 10, 2024

Signature

Date

Signature

Date

Josh Fedora, Project Manager
Printed Name/Title

Name of Client

- ☐ Work will not proceed until authorization is signed by client
- ☒ Work will proceed based on Client's verbal and or email authorization

Exhibit A
Scope of Work
City of Ellensburg Public Works
Mountain View Avenue and Bull Road Intersection:
Phase II Ardurra Scope for Project Design
Ardurra Project No. 230609

Supplement No 3: July 2024

Supplement Background and Description

As noted in Supplement No 1, February 2024, Ardurra review of as-built drawings in the project area identified several critical underground utility systems that were not included in the survey either because they were not located or because they were modified by recent construction that occurred after the field survey was performed. Ardurra and the city also identified the need to fill the existing ditch on the west side of Bull Road and design an extension of the irrigation system running north-south that utilizes the ditch. Supplement No. 1 provided for a no cost scope revision for additional field survey and a lower cost geotechnical approach using the city's vector truck to excavate for geotechnical soils evaluation while simultaneously clearing and/or identifying utility conflicts at proposed signal pole locations.

To develop a preliminary design to serve as the basis for selecting geotechnical excavation locations and to provide for the necessary design confidence needed to advance towards 60% design, additional scope to support iterations of underground utility avoidance design, research and verification of underground utility locations, coordination meetings, development and evaluation of alternatives, avoidance of aerial utility conflicts, and additional design and coordination for undergrounding the irrigation ditch is needed.

Task 2. Design, Specifications, and Cost Estimate.

The current scope of work for Task 2 is **supplemented** with the following design and coordination tasks:

- Utility and irrigation system as-built review, reconciliation of conflicting or missing as-built information with locates on the ground, and detailed coordination with city staff to determine the best available information with regard to the actual location of underground utilities.
- Two iterations of preliminary intersection design for optimization of utility avoidance ahead of the vac truck work. This work is necessary to locate the best possible starting point for excavation and minimize our chance of finding utilities in the excavated locations.
- Coordination with city and franchise utilities to include considerations for overhead utility clearance and balance those requirements with the underground utility avoidance effort.

- Include found utilities and final cleared foundation pole locations. Revise design files accordingly to include all of the utility information that was confirmed and discovered during the geotechnical and utility excavation work.

Assumptions: None.

Deliverables:

- Preliminary Progress Plan set. Meet with City for review, and update plans/signal base location.
- Plan sheet that identifies preferred locations for geotech/utility clearance excavation.
- Updated intersection design layout based on surveyed utility information and geotechnical exploration/utility identification.
- Inclusion of found utility information into the plans, specs, and estimates.

Budget and Schedule

We propose a supplemental increase of **\$17,760** to the current time and materials (T&M) budget of **\$61,400** a new total not to exceed budget of **\$79,160**.

Exhibit A Continued
Project Budget
City of Ellensburg
Bull Road and Mtn View Ave Traffic Signal and Intersection Improvements
Ardurra Group, Inc. Project No 230609
Additional Services Agreement No. 3
July 2024

ITEM NO.	DESCRIPTION OF WORK	Total Hours by Task	Principal in Charge	Project Manager	Project Engineer	Design Engineer	CAD Tech. VI	Traffic Engineer	Total Prime Consultant Labor Cost Computation by Task
	Anticipated Staff Member		Bill White	Josh Fedora	Rebecca Fouts	Matt McDonald	Timothy Fisch	Larry Frostad	
	Direct Salary Rate		\$ 240.00	\$ 250.00	\$ 180.00	\$ 180.00	\$ 160.00	\$ 210.00	
2	Design, Specifications, and Cost Estimate								
2.1	Preliminary Progress Plan Set	24		8	8		8		\$4,720.00
2.2	Plan Sheet for Geotech/Utility Field Work	16		8	8				\$3,440.00
2.3	Updated Intersection Design	16		8	8				\$3,440.00
2.4	Inclusion of Found Utility Information Into PS&E	32		8	8	8	8		\$6,160.00
	Subtotal Estimated Hours and Fee	88	0	32	32	8	16	0	\$17,760.00
	TOTAL OF ESTIMATED HOURS & FEE (PRIME)	88	0	32	32	8	16	0	\$17,760.00

Subconsultants	
N/A	\$ -
Subtotal	\$ -
Administrative Charge	\$ -
Total Subconsultant Expense	\$ -

Reimbursable Direct Non-Salary Costs	
Design & PM Mileage: 2 trips @140 miles RT x \$0.67/mi	\$ -
	\$ -
Total Reimbursible Expense	\$ -

Budget Summary	
Subtotal Estimated Budget (Total Ardurra Group Fee + Total Subconsultant Expense + Total Reimbursible Expense)	\$17,760.00
Management Reserve	\$ -
Total Estimated Project Budget	\$ 17,760.00



Meeting Date: August 5, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Waste Water Treatment Plant Fiber Construction
Submitted by: Ben Faubion, IT/Telecomm Manager
Department: Information Technology

Suggested Motion/Action:

Authorize the City Manager to Sign the Paramount Quote for fiber construction to reach the Waste Water Treatment Facility, and approve the necessary budget adjustments.

Background/Summary:

The Waste Water Treatment Plant is connected via a radio link that is both slow and unreliable. The Waste Water Treatment Plant needs a reliable fiber optic network connection.

Staff wrote a grant to the Kittitas County Conference of Governance for the .09% Distressed County funding to build fiber optic infrastructure in support of other public works projects in three different geographic areas (Gateway 1, Gateway 2, and Bull Road Extension). The application was selected and approved for funding in the amount of \$283,868. Gateway 1 construction was completed. The Bull Road extension engineering and permitting is completed, and the project is now ready for fiber construction to reach the Waste Water Treatment Facility.

Previous Council Action:

On June 21, 2021, the Council authorized the City Manager to sign the 2021 Distressed County Sales and Use Tax Infrastructure Improvement Program Agreement with Kittitas County and approved the necessary budget adjustments.

Analysis:

The fiber underground conduit construction along Bull Road and to cross I-90 was conducted in conjunction with the Public Works & Utilities projects along Bull Road to achieve "dig once" construction and maximize the benefits of collaboration with concurrent projects in the area. The fiber construction for the Bull Road Extension to reach the Waste Water Treatment Facility will be conducted under Washington State Dept. of Enterprise Services Contract #05620 with Paramount Communications, Inc.

Financial Impact:

Per the quote from Paramount, the cost to construct the fiber is \$103,615.50 including WSST. The source of funds for the fiber construction project is the grant awarded to the Telecom Utility from the Kittitas County Conference of Governance for the .09% Distressed County. The 2024 Telecommunications Budget will need to be amended to include the

revenue and expenses for both the Grant funding and the fiber construction costs of \$103,615 including WSST.

Budget Adjustment: Yes

Attachments:

1. Proposal DES COE Wastewater Treatment Plant Fiber Extension



May 9, 2024

Ben Faubion

IT Manager | City of Ellensburg

Office: 509-925-8612

Ben,

Thank you for allowing Paramount Communications, Inc. the opportunity to provide the following quotation for the Wastewater Treatment Fiber Extension Project. **Terms & conditions of this quotation & subsequent billing will be in accordance with Washington State Dept. of Enterprise Services Contract #05620.**

SCOPE OF WORK:

- Provide labor & materials to extend fiber to the Wastewater Treatment Plant per the attached drawings & scope of work.

ASSUMPTION OF SCOPE:

- All work will be performed in accordance with standards in effect at the time of the bid and state and local codes.

EXEMPT FROM SCOPE:

- Unforeseen circumstances or conditions not readily apparent

PRICING:

- \$103,615.50 including WSST

ADDITIONAL TERMS:

- This is a Public Works Project
- If awarded this project, we waive the Performance/Payment Bond requirement & request 5% retainage be held.

Thank you for considering Paramount Communications Inc for your communications needs. If you have any questions, please feel free to contact me at your earliest convenience at 509-736-5477.

Thank you,

Aric H. Ellison

Acceptance of Proposal:

Signature

Date

Print Name / Title

Purchase Order No.



Meeting Date: August 5, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Signature Authorization for State Home Electrification and Appliance Rebates (HEAR) Program, Contract Number 24-92701-004

Submitted by: Nichole Baker, Sustainability & Energy Coordinator
Department: Public Works & Utilities

Suggested Motion/Action:

Authorize the City Manager to sign the Interagency Agreement for the State Home Electrification and Appliance Rebates (HEAR) Program and approve the necessary budget adjustments.

Background/Summary:

The City of Ellensburg Public Works and Utilities Department applied for the State Home Electrification and Appliance Rebates (HEAR) Program grant on March 29, 2024. On May 2, 2024, the City of Ellensburg was notified by the Washington State Department of Commerce of preliminary funding in the amount of \$4,167,455, later adjusted by Commerce to \$4,160,788 on May 13, 2024. The City notified Commerce of the acceptance of the preliminary funding award on May 7, 2024, after Council approval on May 6, 2024.

In compliance with GEO 21-02, Tribal consultation was initiated on June 27, 2024, via the distribution of project letters, and Washington State Department of Archeology and Historic Preservation (DAHP) consultations will be initiated by Plateau CRM. The City's final Work Plan for the State Home Electrification and Appliance Rebates (HEAR) Program was submitted to the Washington State Department of Commerce on July 9, 2024. The final Contract was then received by the City on July 12, 2024, from Commerce. The City Attorney has reviewed the Contract.

Previous Council Action:

City Council approved the acceptance of the preliminary funding award for the State Home Electrification and Appliance Rebates (HEAR) Program Grant on May 6, 2024.

Analysis:

The State Home Electrification and Appliance Rebates (HEAR) Program Grant closing date is June 30, 2025. It will provide rebates and incentives for low- to moderate-income households and small businesses to install heat pumps, heat pump water heaters, induction stoves, heat pump clothes dryers, and electric service upgrades for new high-efficiency equipment.

Financial Impact:

This program provides \$4,160,788 in grant funds, including up to 15% allowed administrative costs. There is no match required by this program. Washington State Department of Commerce will withhold 2% of the total reimbursable amount until the City of Ellensburg provides the official report/ledger from their general ledger for all expenses claimed for Commerce funding from the program.

Budget Adjustment: Yes

Attachments:

1. HEAR Grant Agreement 24-92701-004



Interagency Agreement with

City of Ellensburg

through

State Home Electrification and Appliance Rebates Program

**Contract Number:
24-92701-004**

For

City of Ellensburg - Electrification and Appliance Rebates Program

Dated: Wednesday, May 1, 2024

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Face Sheet

Contract Number: 24-92701-004

Energy Division Clean Buildings Unit Home Electrification and Appliance Rebates Program

1. Contractor City of Ellensburg 501 N Anderson St Ellensburg, WA 98926		2. Contractor Doing Business As (as applicable) N/A	
3. Contractor Representative Nichole Baker Sustainability and Energy Coordinator 509.962.7271 bakern@ellensburgwa.gov		4. COMMERCE Representative Aaron Dumas Program Manager (564) 999-1414 Aaron.dumas@commerce.wa.gov PO Box 42525 1011 Plum St. SE Olympia, WA 98504	
5. Contract Amount \$4,160,788	6. Funding Source Federal: ☐ State: ☒ Other: ☐ N/A: ☐	7. Start Date 5/1/2024	8. End Date 6/30/2025
9. Federal Funds (as applicable) N/A		Federal Agency: N/A ALN: N/A	
10. Tax ID # 91-6001245	11. SWV # SWV008367-03	12. UBI # 192-000-016	13. UEI # SFRMWQVG79M5
14. Contract Purpose To administer a program that provides rebates and incentives to low- and moderate-income households and small businesses to purchase and install high-efficiency electric equipment and appliances.			
COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget, Attachment "C" – Program Work Plan			
FOR CONTRACTOR NOT AUTHORIZED FOR SIGNATURE _____ Heidi Behrends Cerniwey, MPA, ICMA-CM City Manager _____ Date		FOR COMMERCE _____ Michael Furze, Assistant Director Energy Division _____ Date APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL APPROVAL ON FILE	

Special Terms and Conditions

1. AUTHORITY

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by Chapter 39.34 RCW.

2. ACKNOWLEDGEMENT OF CLIMATE COMMITMENT ACT FUNDING

If this Agreement is funded in whole or in part by the Climate Commitment Act, Grantee agrees that any website, announcement, press release, and/or publication (written, visual, or sound) used for media-related activities, publicity, and public outreach issued by or on behalf of Grantee which reference programs or projects funded in whole or in part with Washington's Climate Commitment Act (CCA) funds under this Grant, shall contain the following statement:

"The Home Electrification and Appliance Rebates Program is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov."

The Grantee agrees to ensure coordinated Climate Commitment Act branding on work completed by or on behalf of the Grantee. The CCA logo must be used in the following circumstances, consistent with the branding guidelines posted at [CCA brand toolkit](#), including:

- A. Any project related website or webpage that includes logos from other funding partners;
- B. Any publication materials that include logos from other funding partners;
- C. Any on-site signage including pre-during Construction signage and permanent signage at completed project sites; and
- D. Any equipment purchased with CAA funding through a generally visible decal.

3. CONTRACT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

4. COMPENSATION

COMMERCE shall pay an amount not to exceed \$4,160,788, for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the Scope of Work.

5. BILLING PROCEDURES AND PAYMENT

COMMERCE will pay Contractor upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than monthly nor less than quarterly.

The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number 24-92701-004. If expenses are invoiced, provide a detailed breakdown of each type. A receipt must accompany any single expenses in the amount of \$50.00 or more in order to receive reimbursement. Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the

Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

Invoices and End of Fiscal Year

Invoices are due on the 20th of the month following the provision of services.

Final invoices for a state fiscal year may be due sooner than the 20th and Commerce will provide notification of the end of fiscal year due date.

The Contractor must invoice for all expenses from the beginning of the contract through June 30, regardless of the contract start and end date.

Duplication of Billed Costs

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

COMMERCE may, in its sole discretion, withhold ten percent (10%) from each payment until acceptance by COMMERCE of the final report (or completion of the project, etc.).

6. SUBCONTRACTOR DATA COLLECTION

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Contract performed by subcontractors and the portion of Contract funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

7. INSURANCE

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

8. FRAUD AND OTHER LOSS REPORTING

Contractor shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Contract immediately or as soon as practicable to the Commerce Representative identified on the Face Sheet.

9. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions

- Attachment A – Scope of Work
- Attachment B – Budget
- Attachment C – Program Work Plan

General Terms and Conditions

1. DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Washington Department of Commerce.
- C. "Contract" or "Agreement" or "Grant" means the entire written agreement between COMMERCE and the Contractor, including any Attachments, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D. "Contractor" or "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.
- E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- F. "State" shall mean the state of Washington.
- G. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

2. ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

3. AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

4. ASSIGNMENT

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION

- A. "Confidential Information" as used in this section includes:
 - i. All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;
 - ii. All material produced by the Contractor that is designated as "confidential" by COMMERCE; and

iii. All Personal Information in the possession of the Contractor that may not be disclosed under state or federal law.

- B. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.
- C. Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

6. COPYRIGHT

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

7. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority

prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

8. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9. INDEMNIFICATION

Each party shall be solely responsible for the acts of its employees, officers, and agents.

10. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

11. RECAPTURE

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

12. RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

The Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

13. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

14. SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

15. SUBCONTRACTING

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

16. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

17. TERMINATION FOR CAUSE

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

18. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days' written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

19. TERMINATION PROCEDURES

Upon termination of this contract, COMMERCE, in addition to any other rights provided in this contract, may require the Contractor to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

- A. Stop work under the contract on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
- C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the contract had been completed, would have been required to be furnished to COMMERCE;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which COMMERCE has or may acquire an interest.

20. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.
- B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management

practices.

- C.** If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D.** The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract.
- E.** All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

21. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

Attachment A: Scope of Work

Purpose

Engrossed Substitute Senate Bill 5200 Section 1008 Subsection 1 states:

Home Electrification and Appliance Rebates (HEAR) Program

For the department (Commerce) to administer grants to eligible third-party administrators for heat pump and other high-efficiency electric equipment rebates, with a focus on low/moderate income households and small businesses. State incentives and rebates for installation of high efficiency electric equipment, including electrical panel upgrades, provide a benefit to the public consistent with the state's energy strategy and climate mandates by reducing greenhouse gas emissions from the built environment.

- (a) \$75,000,000 of the climate commitment account-state appropriation is provided solely for the department to administer ESSB 5200.PL grants to low/moderate income households and small businesses.

Commerce shall implement a statewide high efficiency electric equipment program consistent with the following:

- (a) Aid the transition of residential and commercial buildings away from fossil fuels by providing education and outreach resources for the installation of high efficiency electric heat pumps and other high efficiency electric equipment;
- (b) Provide grants, coordination, and technical assistance to eligible third-party administrators to promote the adoption of high efficiency electric heat pump equipment for space and water heating; and
- (c) Develop strategies to ensure that the program serves low income households, vulnerable populations, and overburdened communities, including dedicating a portion of the program funding for this purpose.

Tasks and Deliverables

Task 1: Funding Priorities

Third-party administrators that receive funding through HEAR, must meet the following funding priorities:

1. **Provide rebates and incentives that serve the following populations:**
 - a. Low-income single- and multifamily households with household income of 80% or less of Area Median Income.
 - b. Moderate-income single- and multifamily households with household income between 80% and 150% of Area Median Income.
 - c. Small businesses with fifty (50) employees or less, or otherwise meet the definition in RCW 39.26.010(22)
2. Rebates and incentives must be for the purchase or installation of high-efficiency electric equipment, including, but not limited to:

Table 1: Eligible High-Efficiency Electric Equipment

Upgrade Type	Eligible Equipment
Appliance	Electric Heat Pump Water Heater
	Electric Air-source or Ground source Heat Pump for Space Conditioning
	Commercial or Residential Induction Kitchen Equipment
	Electric Heat Pump Clothes Dryer

Electric Service necessary for the installation of high-efficiency electric equipment	Electrical Service and Panel Upgrade
	Electric Wiring

- (a) All equipment must meet the following requirements:
- Remove all fossil fuel equipment where technically and economically feasible.
 - All air-source heat pumps must be listed on the Northeast Energy Efficiency Partnership's (NEEP) Cold Climate Air Source Heat Pump (ccASHP) Product List, or meet the most recent ENERGY STAR Cold Climate product criteria.
 - All equipment must be ENERGY STAR Certified or CEE North Region Certified.
 - All equipment that uses refrigerants must follow the statutory global warming potential (GWP) limits from the Washington State Department of Ecology and the U.S. Environmental Protection Agency (EPA), and where technically and economically feasible, must use low GWP refrigerants listed by the EPA's Significant New Alternatives Policy (SNAP) Program, or the California Air Resources Board (CARB).
- (b) Mechanical, electrical, and plumbing (MEP) equipment may be eligible if necessary for the installation of eligible high-efficiency electric equipment listed in Table 1.
- (c) Education and outreach resources to promote the adoption of high-efficiency electric equipment and build workforce capacity.
- (d) Program administration costs not to exceed 15 percent of grant funds.

Task 2: Program Work Plan and Outcomes

Grantees must provide a work plan to COMMERCE. Work plans must address the following:

1. High-level description of the program, including goals and outcomes.
2. Description of the jurisdiction that the program will serve. This may include information on rural status, median income, and population demographics.
3. Total funding for the program – Commerce grant funds plus matching funds – and an anticipated budget that must include at a minimum:
 - a. Costs for rebates and incentives for eligible high-efficiency electric equipment
 - i. Costs should be categorized into the funding allocated to household and small business rebates and incentives, and subsequently by the eligible equipment rebates and incentives the program is providing (as described in Task 1).
 - b. Costs for outreach and education, if applicable.
 - c. Administrative costs.
4. Grantees must ensure that their program only provides rebates and incentives to the eligible rebate recipients listed in Task 1.
 - a. What populations or subsets of the listed eligible rebate recipients, does this program primarily serve? How will your jurisdiction prioritize the populations that will receive rebates and incentives?
 - b. How will the program qualify eligible households and small businesses to receive rebates or incentives? Possible methods for verifying eligibility of households may include participation in other income-qualified benefits programs (LIHEAP, SNAP, etc), tenancy in income-qualified housing units, or other methods, which verify income against the thresholds described in Task 1.
5. Describe how your jurisdiction, and any partners or subcontractors will, provide outreach and education about the program, and resources for the installation of high efficiency electric equipment.
 - a. What strategies will this program use to reach low-income households, vulnerable populations, and overburdened communities?
6. Describe the process for distributing rebates and incentives, including any application process that rebate recipients or contractors must follow.

7. Describe partnerships or subcontracts that the Grantee will use to complete the proposed scope of work of the program.

Task 3: Expenditure Reporting

1. All Grantees are required to submit Project and Expenditure Reports
 - a. Grantees must provide COMMERCE quarterly reports with an official expenditure report/ledger from their general ledger for all expenses claimed for COMMERCE funding from the program and any backup invoice documentation requested from COMMERCE. The expenditure report/ledger must include:
 - i. Number of households and small businesses that were provided rebates and incentives to purchase or install high-efficiency electric equipment and appliances
 - ii. Site information for households and small businesses that received rebates and incentives:
 1. Address, city, and zip code
 2. Date rebate or incentive claimed or issued
 3. Household income or small business size verification
 4. Pre-rebate fuel type of the household or small business
 5. Technical specifications of the equipment and appliances purchased or installed through the program, including, but not limited to the equipment brand, certifications, efficiency (SEER/HSPF/EER/COP), and cost
 6. Amount of the rebate or incentive claimed or issued
 7. Applicable building and electrical permit numbers
2. Grantees must provide COMMERCE an official final/close out expenditure report/ledger from their general ledger for all expenses claimed for COMMERCE funding from the program.
3. Grantees shall also provide information for any subawards, contracts, transfers, and direct payments made using funding from the program.
4. COMMERCE will withhold 2% of the total reimbursable amount for each item listed in Attachment B: Budget until the Grantee provides the official report/ledger from their general ledger for all expenses claimed for COMMERCE funding from the program.

Attachment B: Budget

Item	Description	Amount
1	Grant to administer a rebates and incentives program for high-efficiency electric equipment and appliances	\$4,160,788
	Total Grant Amount	\$4,160,788

Attachment C: Program Work Plan

Program Description: Provide rebates and incentives for high-efficiency electric equipment and appliances to low-income households, moderate-income households, and small businesses within the City of Ellensburg jurisdiction of Ellensburg City Limits, Urban Growth Area, and Gas Utility Area. The City of Ellensburg has a population of 18,666; 99% urban, 1% rural. The median household income of Kittitas County is \$99,800.

Low-Income Eligible Work Plan – Subcontractor Partnership Program

Goal: Procurement of Subcontractor Objective: Issue a RFQ to identify qualified subcontractors to manage the low-income program. Pending Washington State Department of Commerce approval, the approved subcontractor will coordinate with the City – education and outreach, installation professionals, and eligible households.
Goal: Education and Outreach Objective: Identify and market eligible households within the jurisdiction of Ellensburg City of Ellensburg City Limits, Urban Growth Area, and Gas Utility Area. Examples could include, but are not limited to, direct use social media, networking, and advertising to increase awareness of the program throughout the service area. Climate Commitment Act (CCA) messaging will be included on the City of Ellensburg HEAR Grant website and on materials disbursed to the public.
Goal: Program Eligibility Objective: Implement application process and qualify clients. Low-income single- and multifamily households with household income of 80% or less of Area Median Income. Kittitas County FY 2024 Income Limits Documentation System -- Summary for Kittitas County, Washington (huduser.gov). Annual household income of \$79,200 or less will qualify. Low-income and vulnerable populations will be reached by, but not limited to, direct (phone, mail, email, in person) outreach. Working with a qualified subcontractor will allow for their experienced staff to contact eligible low-income and vulnerable populations to include, but not limited to, those in need of past and present services, households with high energy burdens/costs, and participation in other low-income programs. Working with community organizations for vulnerable populations will help to identify additional eligible households. The City of Ellensburg is identified as one of the 16 overburdened communities in Washington State. Reaching eligible households and businesses will benefit the community.
Goal: Project Approval Objective: Pre-approval application for installation approval in accordance with Scope of Work Task 1. Appliance: Electric Heat Pump Water Heater Appliance: Electric Air-source or Ground source Heat Pump for Space Conditioning Appliance: Commercial or Residential Induction Kitchen Equipment Appliance: Electric Heat Pump Clothes Dryer Electric Service necessary for the installation of high-efficiency electric equipment: Electrical Service and Panel Upgrade, Electric Wiring
Goal: Equipment Installation, Inspection, Education Objective: Installation initiation, completion, and client education.
Goal: Subcontractor Payment Objective: Subcontractor to submit invoices to Contractor in accordance with Scope of Work Task 3 for payment.
Goal: Expenditure Reporting

Objective: Project status and expenditure tracking in accordance with Scope of Work Task 3 to Contractor. Contractor will report to Commerce in accordance with Scope of Work Task 3.

Moderate-Income and Small Business Eligible Work Plan – Contractor Program

Goal: Education and Outreach

Objective: Identify and market eligible households and businesses within the jurisdiction of Ellensburg City of Ellensburg City Limits, Urban Growth Area, and Gas Utility Area. Examples could include, but are not limited to, direct social media, networking, and advertising to increase awareness of the program throughout the service area. Climate Commitment Act (CCA) messaging will be included on the City of Ellensburg HEAR Grant website and on materials disbursed to the public.

Goal: Program Eligibility

Objective: Implement application process and qualify clients through self-attestation. Moderate-income single- and multifamily households with household income between 80% and 150% of Area Median Income. Kittitas County [FY 2024 Income Limits Documentation System -- Summary for Kittitas County, Washington \(huduser.gov\)](#). Annual household income of \$79,201 - \$149,700 will qualify. Small businesses with fifty (50) employees or less, or otherwise meet the definition in RCW 39.26.010(22). The City of Ellensburg is identified as one of the 16 overburdened communities in Washington State. Reaching eligible households and businesses will benefit the overburdened community.

Goal: Project Approval

Objective: Pre-approval application for installation approval in accordance with Scope of Work Task 1.

Appliance: Electric Heat Pump Water Heater

Appliance: Electric Air-source or Ground source Heat Pump for Space Conditioning

Appliance: Commercial or Residential Induction Kitchen Equipment

Appliance: Electric Heat Pump Clothes Dryer

Electric Service necessary for the installation of high-efficiency electric equipment: Electrical Service and Panel Upgrade, Electric Wiring

Goal: Equipment Installation

Objective: Installation initiation and completion.

Goal: Moderate-Income and Small Business Client Payment

Objective: Client to submit invoices to contractor in accordance with Scope of Work Task 3 for payment.

Goal: Expenditure Reporting

Objective: Project status and expenditure tracking. Contractor will report to Commerce in accordance with Scope of Work Task 3.

Funding: Anticipated budget for eligible high-efficiency electric equipment and appliances

Total Grant Contract Amount \$4,160,788 No required matching funds			
Client	Rebates	Administrative Costs	Outreach and Education
Single-family and Multifamily	Task 1 Guideline	15% of award amount	
Eligible Households	\$3,328,630.40	\$624,118.20	\$208,039.40
Small Business	As funds are available, priority toward households.		

Eligible Rebate Recipients:

Low-income single- and multifamily household with household income of 80% or less if Area Median Income by household size.

Kittitas AMI: \$99,800

Eligible Low-income Households: \$79,200 or less

Moderate-income single- and multifamily household with household income between 80% and 150% of Area Median Income by household size.

Kittitas AMI: \$99,800

Eligible Moderate-income Households: \$79,201 - \$149,700

Small Business

Fifty (50) employees or less, or otherwise meet the definition in RCW 39.26.010(22)



FY 2024 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](#)
[HUD User Home](#)
[Data Sets](#)
[Fair Market Rents](#)
[Section 8 Income Limits](#)
[MTSP Income Limits](#)
[HUD LIHTC Database](#)

FY 2024 Income Limits Summary

FY 2024 Income Limit Area	Median Family Income Click for More Detail	FY 2024 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Kittitas County, WA	\$99,800	Very Low (50%) Income Limits (\$) Click for More Detail	34,650	39,600	44,550	49,500	53,450	57,400	61,350	65,300
		Extremely Low Income Limits (\$)* Click for More Detail	20,800	23,800	26,750	31,200	36,580	41,960	47,340	52,720
		Low (80%) Income Limits (\$) Click for More Detail	55,400	63,350	71,250	79,200	85,550	91,900	98,200	104,550

Program Qualification Standards:

Low-income single- and multifamily household with household income of 80% or less if Area Median.

To be determined by approved subcontractor

Participation in other income-qualified benefits programs

Moderate-income single- and multifamily household with household income between 80% and 150% of Area Median Income by household size.

Self-attestation

Small Business

Fifty (50) employees or less, or otherwise meet the definition in RCW 39.26.010(22)

Self-attestation



Meeting Date: August 5, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Award Bid Call 2024-11 - Kittitas County Courthouse Sidewalk Improvements – 5th Avenue between Water and Main Street

Submitted by: Josh Mattson, Assistant City Engineer

Department: Public Works & Utilities

Suggested Motion/Action:
Move to award Bid Call No. 2024-11 to Belsaas & Smith Construction, Inc., the lowest responsive and responsible bidder, in the amount of \$298,840.00, and approve the requested budget adjustments for this project.

Background/Summary:
Bids were opened for Bid Call No. 2024-11 on Tuesday, July 16, 2024, for the Kittitas County Courthouse Sidewalk Improvements – 5th Avenue between Water and Main Street. Belsaas & Smith Construction, Inc. was the low bidder in the amount of \$289,840.00.

This project has four separate schedules, “A” through “D”.

Bid schedule “A” is for the Kittitas County Courthouse sidewalk improvements and consists of installation of brick paver sidewalk, ADA compliant curb ramps, street trees, historical three-globe light pole, transit shelter and transit shelter accessories.

Bid schedule “B” consists of installation of a new modular block retaining wall with cap on 5th Ave at the Kittitas County Courthouse.

Bid schedule “C” consists of reconstruction of three alley driveways within the City’s Central Business District.

Bid schedule “D” consists of the restoration of street trees, tree wells, and irrigation at four locations within the City’s Central Business District.

The project is being managed and funded through the City's Public Transit division.

Previous Council Action:
At its February 20, 2024 Regular Meeting, Council authorized the Reimbursement of Work with Kittitas County for the Fifth Avenue Sidewalk Improvements at the Kittitas County Courthouse.

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

Belsaas & Smith Construction, Inc.	\$289,840.00
H & H Construction Solutions, LLC	\$325,981.50
<u>Lowell's Cornerstone Construction LLC</u>	<u>\$354,628.00</u>

Engineer's Estimate \$303,510.00

The low bid is below the engineer's estimate for the project.

Financial Impact:

The bid price from Belsaas & Smith Construction, Inc. for this project consists of the following schedules of work.

Schedule "A" – Kittitas County Courthouse Sidewalk Improvements	\$172,441.00
Schedule "B" – Kittitas County Modular Block Retaining Wall	\$ 43,200.00
Schedule "C" – Alley Access Reconstruction	\$ 54,029.00
Schedule "D" – Street Tree/Tree Well Restoration	\$ 20,170.00

Kittitas County is funding approximately \$158,564 of the project according to the Kittitas County Courthouse Sidewalk Improvements Reimbursement of Work approved by Council. This will fund about \$115,364 of Schedule "A" and all of Schedule "B". The City Transit fund will cover the remaining portion of Schedule "A", and all of Schedules "C" and "D".

There is a need to revise the current budget to show revenue of \$158,564 to the Transit Fund and an expenditure of the same amount for Kittitas County's share of the project and additional budget/expenditure authority of \$100,000 to the Transit Fund to cover the City's portion of project expenditures.

Budget Adjustment: Yes

Attachments:

None



Meeting Date: August 5, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Award Bid Call 2024-18 - 2024 Complete Streets Improvements
Submitted by: Josh Mattson, Assistant City Engineer
Department: Public Works & Utilities

Suggested Motion/Action:
Move to award Bid Call 2024-18 to Lowell’s Cornerstone Construction LLC the lowest responsive and responsible bidder, in the amount of \$440,146.50.

Background/Summary:
Bids were opened on Thursday, July 25, 2024, for the 2024 Complete Streets Improvements project. Lowell’s Cornerstone Construction LLC was the low bidder in the amount of \$440,146.50.

This project has three separate schedules “A” through “C”.

Bid schedule “A” is for new sidewalks on 15th Ave to connect existing sidewalks from Water St to Cora St and bring existing curb ramps up to current ADA requirements.

Bid schedule “B” is for a new sidewalk to be installed on the west side of Anderson St to connect Tacoma Ave to Manitoba Ave.

Bid schedule “C” is for ADA improvements on existing curb ramps for intersections along Washington Ave, Tacoma Ave, and Manitoba Ave.

The City of Ellensburg was successful in securing funding for the project through a 2024 Complete Streets Program (CSP) grant award from the Washington State Transportation Improvement Board (TIB).

Previous Council Action:
At its April 15, 2024 meeting, Council authorized the City Manager to sign the TIB Grant Agreement and Project Funding Status Form for the 2024 CSP and also authorized the Finance Director to execute the necessary budget amendments.

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

Lowell’s Cornerstone Construction LLC	\$ 440,146.50
Ascent Foundations and More LLC	\$ 490,244.58

Nelson Construction Corp.	\$ 515,581.95
Belsaas & Smith Construction Inc.	\$ 517,106.00
J.M. Pacific Construction, Inc.	\$ 557,730.00
Excavation West	\$ 642,630.59
Pro Grade Enterprises, Inc.	\$ 665,704.97
Engineer's Estimate	\$467,670.30

The low bid is below the Engineer's Estimate.

Financial Impact:

The bid from Lowell's Cornerstone Construction LLC for this project consists of the following schedules of work.

Schedule A – 15 th Ave Improvements	\$ 222,046.00
Schedule B – Anderson St. and Tacoma Ave. Improvements	\$ 61,013.50
Schedule C – Washington Ave. and Tacoma Ave. Improvements	\$ 157,087.00

The Arterial Street Fund is being utilized for all project schedules and 85% of the project expenditures, approximately \$374,124, will be reimbursed through the 2024 TIB Complete Streets grant. There are no budget adjustments needed since sufficient budget exists within the Arterial Street Fund for this additional expense.

Budget Adjustment: No

Attachments:

None



Meeting Date: August 5, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Project Acceptance — Bid Call No. 2023-01 Mallard Meadows Electrical Distribution Installation

Submitted by: Dan Davis, Engineering Tech

Department: Public Works & Utilities

Suggested Motion/Action:

Move to accept Bid Call 2023-01 as complete by Potelco, Inc. for the Mallard Meadows Electrical Distribution Installation Contract.

Background/Summary:

Bids were opened on Thursday, February 2, 2023, for the Mallard Meadows Electrical Distribution Installation. Potelco Inc. was selected as the low bidder in the amount of \$179,475.71.

This project had a single schedule that consisted of furnishing all labor, materials, equipment, and other miscellaneous items, not specifically called out in Division 3 Section 3.23 “City Furnished Material,” necessary to install the required underground electrical distribution facilities for the new Mallard Meadows residential subdivision. Work included installation of underground primary and secondary cable and supporting equipment in existing duct and vault system and tying in the new underground facilities to the City’s existing underground primary distribution system. This project is located on the east side of Bull Rd.

Previous Council Action:

Council awarded Bid Call 2023-01 to Potelco Inc. at the February 21, 2023 regular meeting.

Analysis:

The original contract bid amount for the project was \$179,475.71, and the final project cost was \$178,761.14.

Financial Impact:

The developer, DR Horton, signed a Developer’s Agreement and paid all costs associated and budgeted in the previous budget cycle. All costs to the City are offset by payment from the developer.

Budget Adjustment: No

Attachments:

None

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.

Jerica Pascoe

Digitally signed by Jerica Pascoe
Date: 2024.07.30 08:36:44 -07'00'

AUDITING OFFICER

DATE

CLAIMS VOUCHERS AUDITED AND CERTIFIED BY THE AUDITING OFFICER HAVE BEEN RECORDED ON THE ATTACHED LISTING, WHICH HAS BEEN MADE AVAILABLE TO THE COUNCIL AS OF THIS **5TH DAY OF AUGUST 2024**. THE COUNCIL, BY A VOTE, HAS APPROVED FOR PAYMENT THE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS:

Check #'s	166726	TO	166940	\$	1,314,910.65
EFT #'s	6952	TO	6974	\$	1,421,764.99
Treasure Cash					
EFT #'S	652	TO	677	\$	701,003.73
Payroll Fund					
Check #'s	96269	TO	96277	\$	13,919.90
Direct Deposits	80536	TO	80796	\$	543,352.65

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



Meeting Date: August 5, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Board and Commission Appointments (Public Comment Opportunity)

Submitted by:

Department: City Manager

Suggested Motion/Action:
Approve the reappointment of Jeff Watson and the appointment of Vicki Sannuto to the Landmarks and Design Commission as recommended by the subcommittee. Approve the appointment of Serena Turney to the DEI Commission as recommended by the subcommittee.

Background/Summary:

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

- Attachments:**
1. B and C Agenda Report Chart 8-5-2024
 2. Jeff Watson Memo to CC
 3. JWatson Application
 4. Vicki Sannuto Memo to CC
 5. VSannuto Application
 6. Recommendation of Appointment Serena Turney
 7. STurney Application

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	LEOFF Board	Library Board	Lodging Tax Advisory Committee	Parks and Recreation Commission	Planning Commission	Public Transit Advisory Committee	Utility Advisory Committee
MEMBERS	7	7	3	9	7	7	7	5	7	7	7	7	7	7
Residency Requirements	Y	N	Y	Y	N	Y	Y	Y	Y	N	Y	Y	N	Y
Current Members within City Limits	6	5	3	7	4	6	4	2	6	3	4	5	5	5
Current Members Outside City Limits	1	2	0	0	3	0	0	2	1	4	0	0	0	1
Current Members Outside but in UGA	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VACANCIES	0	0	0	1	0	2 1-EHS	2	1	1	0	3	1	2	1 (Tele)
APPLICANTS:														
Jeff Watson							Re-appt							
Vicki Sannuto							1st							
Serena Turney				1st										



TO: City Council
FROM: Landmarks and Design Commission
DATE: August 5, 2024

RE: Recommendation of Appointment

Jeff Watson submitted an application for Reappointment to the Landmarks and Design Commission (LDC) on May 31, 2024. As a current commission member over the past two years, he has attended many meetings.

The LDC interview subcommittee consisting of Councilmember Joshua Thompson, Chair Fred Redmon, and Jeremy Johnston, staff, conducted the interview on July 8, 2024.

The Landmarks and Design Commission currently has two vacancies: Historic Property Owner, and Professional. Based on the interview and application materials, it is clear that Jeff is passionate about historic preservation and serving his community. His support, insight, and professional skillset has served valuable to the commission thus far, and the commission would like to continue collaborating and working with Jeff.

The subcommittee is recommending that City Council appoint Jeff Watson to the vacant Landmarks and Design Commission "Professional" position, for his experience working in local government, planning, and previous experience on the commission.

From:
To:
Subject: [Ext] Online Form Submittal: Application for Reappointment
Date: Tuesday, May 28, 2024 8:36:13 AM

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 Reappointment

Application for Reappointment

For volunteering to serve on a Board or Commission

Name of Board or Commission	Landmarks and Design Commission
-----------------------------	---------------------------------

Current Term Expires	May 31 of current year
----------------------	------------------------

First Name of Member	Jeff
----------------------	------

Last Name of Member	Watson
---------------------	--------

Address 1	
-----------	--

Address 2	Field not completed.
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City	Ellensburg
------	------------

State	WA
-------	----

Zip	98926
-----	-------

Phone Number	
--------------	--

Email Address	
---------------	--

I am requesting to be considered for reappointment for another ____ year term.	4
--	---

Why are you seeking reappointment?	I love the history of Ellensburg and want make sure that we do what we can to preserve it
------------------------------------	---

Type your name as	Jeff Watson
-------------------	-------------

your electronic
signature

Date

5/28/2024

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



TO: City Council
FROM: Landmarks and Design Commission
DATE: August 5, 2024

RE: Recommendation of Appointment

Vicki Sannuto submitted an application for appointment to the Landmarks and Design Commission (LDC) on June 18, 2024. She attended the July 2, 2024 Landmarks and Design Commission meeting.

The LDC interview subcommittee consisting of Councilmember Joshua Thompson, Chair Fred Redmon, and Jeremy Johnston, staff, conducted the interview on July 8, 2024.

The Landmarks and Design Commission currently has two vacancies: Historic Property Owner, and Professional. Based on the interview and application materials, it is clear that Vicki is passionate about historic preservation and would serve as a helpful member to the Landmarks and Design Commission. The care she has taken to restore her historic Victorian home makes her a great candidate to fill the historic property owner position.

The subcommittee is recommending that City Council appoint Vicki Sannuto to the vacant Landmarks and Design Commission "Historic Property Owner".

From: noreply@civicplus.com
To:
Subject: [Ext] Online Form Submittal: Application for Appointment
Date: Tuesday, June 18, 2024 7:16:44 PM

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 Landmarks and Design Commission

Have you attended a meeting for the board or commission you are applying to?

No

Name of Applicant: Vicki Sannuto

Address

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

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residency in Kittitas County 24 years

Do you live within the city limits? Yes

ECC 1.12.120 Residency qualification. Except where a commission, board or committee specifically requires city residency as a condition of appointment, members of all other commissions, boards and committees shall maintain

residency within the Kittitas County limits. "Residency," as used herein, means residing within the city or county limits, as applicable, both at the time of appointment and for at least 270 days within each calendar year for the duration of the member's term, but shall not include any period for which a member is absent due to military service.

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age?	<i>Field not completed.</i>
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Occupation Status and Background:	retired from Central Washington University (former director of CWU Career Services)
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Organization Affiliations:	Kittitas County Historical Museum and Gallery One member, Olmstead-Smith Historical park gardener, Kittitas County Master Gardeners
----------------------------	---

Why are you seeking appointment?	I live in a house built in 1885 and previous to that, one built in 1911. I've always loved architecture and history and would love to be a part of helping to preserve Ellensburg's historical culture. I do not have a formal educational background or work experience in this area but I like to learn!
----------------------------------	--

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	<i>Field not completed.</i>
----------------------	-----------------------------

Boards & Commissions	<i>Field not completed.</i>
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Email not displaying correctly? [View it in your browser.](#)



To: City Council
From: Diversity, Equity & Inclusion Commission
Date: July 16, 2024
Re: Recommendation of Appointment

Serena Turney submitted an application for appointment to the Diversity, Equity & Inclusion Commission on July 8, 2024. Serena Turney attended the July 9, 2024 Diversity, Equity & Inclusion Commission meeting.

The Diversity, Equity & Inclusion Commission subcommittee consisting of Nancy Goodloe, Teresa Divine, and Kandee Cleary conducted the interview on July 16, 2024.

Based on the interview, the subcommittee is recommending that the City Council appoint Serena Turney to the Diversity, Equity & Inclusion Commission. The commission currently has one vacancy. Two other applicants were interviewed and their information will be kept on file.

Print

Application for Appointment - Submission #9364

Date Submitted: 7/8/2024

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:*

Serena Turney

Address*

Mailing Address (If Different)

City*

Ellensburg

State*

WA

Zip*

98926

Email Address*

Phone Number*

Length of Residency in Kittitas County*

4 years

Do you live within the city limits?*

☒ Yes ☐ No

ECC 1.12.120 Residency qualification. Except where a commission, board or committee specifically requires city residency as a condition of appointment, members of all other commissions, boards and committees shall maintain residency within the Kittitas County limits. "Residency," as used herein, means residing within the city or county limits, as applicable, both at the time of appointment and for at least 270 days within each calendar year for the duration of the member's term, but shall not include any period for which a member is absent due to military service.

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age?

☐ Yes☒ No

Occupation Status and Background:*

I am currently working at Central Washington Disability Resources as an Administrative Assistant. I have a Bachelors of Science in Public Health with a specialization in Nursing, and am in the process of getting a Master's in Health Administration.

Organization Affiliations:*

I work for Central Washington Disability Resources.

Why are you seeking appointment?*

Our organization believes that it is important to have representation everywhere, and that being on the board for Diversity, Equity, and Inclusion, we can represent a part of the disabled community here in Ellensburg and ensure that our voices are heard by the city. Our organization is by and for people with disabilities and we are dedicated to, and passionate about, increasing diversity, equity, and inclusion in our community.

In a more personal sense, I have loved policy development and planning ever since I began taking Public Health courses at Central. I have wanted to be a part of a commission or a planning board since my Junior year, but was never able to have the opportunity. I am now at a stage in my life where I can devote the time and energy necessary to be on a board like this and to fulfill my desire to help those around me.

Will you be able to attend meetings regularly if appointed?*

☒ Yes☐ No

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

Boards & Commissions

Planning Commission

Boards & Commissions

Senior Citizens Advisory Commission



Meeting Date: August 5, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Public hearing (legislative) to consider Resolution 2024-20, amending the City's Six-Year Transportation Improvement Plan (TIP) for 2024-2029, revising grant funded projects. (Public Comment Opportunity)

Submitted by: Josh Mattson, Assistant City Engineer

Department: Public Works & Utilities

Suggested Motion/Action:

Move to adopt Resolution 2024-20 amending the 2024-2029 Six-Year TIP and authorize the Mayor and staff to execute any and all necessary WSDOT grant paperwork associated with the 'Water Street Overlay (Main St. to Bender Road)'.

Background/Summary:

Staff recently received confirmation of secured grant funding for the 'Water Street Overlay – Main St. to Bender Road' project from the Washington State Department of Transportation.

Staff would now like to amend the 2023 resolution which previously approved the City of Ellensburg's current 2024-2029 Six-Year Transportation Improvement Plan (TIP), to show that funding has been secured for this project. In addition, staff is requesting Council to authorize the Mayor and staff to execute the necessary grant paperwork associated with this project.

Previous Council Action:

On June 20, 2023 Council conducted a public hearing and adopted the current 2024-2029 Six-Year TIP through Resolution 2023-14.

Analysis:

The Water Street Overlay project will grind the existing street surface and install an overlay of new asphalt for 2.3 miles on Manitoba Ave. from Main St. to Water St. and on Water St. from Manitoba Ave. to Bender Rd. including striping, ADA sidewalk curb ramp upgrades as needed, and conversion of traffic signals to video/radar detection.

Prior to having funds obligated and available for reimbursement, WSDOT requires agencies' current TIP to accurately reflect each project and its funding. The City is currently operating under the 2024-2029 TIP approved by Council on June 20, 2023. Funds for this project must be obligated by September 2024 in the 2024-2029 TIP in order to be available for expenditure in 2025.

TIP project #24, 'Water St. Overlay – University Way to Manitoba, Manitoba from Water to Main' will be revised to 'Water Street Overlay (Main St. to Bender Road)' and be shown with

secured funding. The TIP funding allocation will be revised to show \$3,050,000 for the WSDOT grant award and \$476,000 in local match. The project is planned for engineering design in 2024 and construction in 2025.

TIP project #33, 'Water St. Overlay – University Way to Helena' will be deleted since the extent of this project is being included in TIP project #24.

Financial Impact:

No fiscal impact at this time. Project will be budgeted in the 2025/2026 budget.

Budget Adjustment: No

Attachments:

1. Six-Year TIP Amedment Resolution 2024-20
2. 2024-2029 Six Year TIP Exhibit A - Amendment #1
3. WSDOT Award Email 7-11-24

RESOLUTION NO. 2024-20

A RESOLUTION amending Resolution 2023-14 regarding the City of Ellensburg's Six-Year Transportation Improvement Plans (TIP) for the years 2024 to 2029, inclusive, as recommended to the City Council by the Public Works and Utilities Department.

WHEREAS, the Ellensburg City Council passed Resolution 2023-14, which approved and adopted the City's Six-Year TIP for the years 2024-2029; and

WHEREAS, City staff recently received confirmation of secured grant funding for the 'Water Street Overlay (Main St. to Bender Road)' project; and

WHEREAS, City staff recommends updating the extent of the Water St. Overlay project (TIP project #24) from Main St. to Bender Road and deleting the second Water St. Overlay project (TIP project #33); and

WHEREAS, the Ellensburg City Council held a public hearing on said Plan at its regularly scheduled June 20, 2023 meeting, in the manner required by law;

NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON,
DOES RESOLVE AS FOLLOWS:

Section 1. The 2024-2029 Six-Year TIP as adopted in Resolution 2023-14 is amended, as attached hereto, to rename the 'Water St. Overlay – University Way to Manitoba, Manitoba from Water to Main' project #24 to the 'Water Street Overlay (Main St. to Bender Road)' project with secured funding and update the budget for this revised project.

Section 2. The 2024-2029 Six-Year TIP as adopted in Resolution 2023-14 is amended, as attached hereto, to delete the 'Water St. Overlay – University Way to Helena' project #33.

ADOPTED by the City Council of the City of Ellensburg this 5th day of August 2024.

Mayor

ATTEST:

City Clerk

EXHIBIT A

CITY OF ELLENSBURG 6-YEAR TRANSPORTATION IMPROVEMENT PLAN 2024 TO 2029 (INCLUDES CURRENT WORK REMAINING IN 2023)			PUBLIC HEARING DATE: 8/5/2024 ADOPTION DATE: 8/5/2024 RESOLUTION NO. 2024-20								
REVENUE BY YEAR (thousands)											
SOURCE			2023*	2024	2025	2026	2027	2028	2029		TOTALS
ARTERIAL STREET			744	202	408	45	113	395	118		2,025
REGIONAL STBG			185	1,119	0	0	0	710	750		2,764
SALES TAX RESERVE			1,546	337	1,136	297	875	1,155	500		5,846
FEDERAL SAFE ROUTES TO SCHOOL & PEDESTRIAN/BICYCLE GRANTS			0	227	3,225	0	750	750	250		5,202
WSDOT SAFETY PROGRAM			0	0	0	4,350	0	0	0		4,350
TRANSPORTATION IMPROVEMENT BOARD (TIB) - Grant Programs			437	1,668	0	200	700	3,475	3,427		9,907
DISTRESSED COUNTY SALES/USE TAX			62	0	278	0	0	609	0		949
1/4 CENT REAL ESTATE EXCISE TAX			540	1,434	362	240	0	465	0		3,041
MAP-21 TRANSPORTATION ALTERNATIVES PROGRAMS			43	360	0	0	0	475	0		878
DOE FISCAL YEAR WATER QUALITY GRANT			1,810	515	3,375	0	0	0	0		5,700
COUNTY LODGING TAX GRANT			0	67	0	0	0	0	0		67
LOCAL LODGING TAX FUNDS			0	66	0	0	0	0	0		66
TRANSIT			25	0	0	0	0	0	0		25
OTHER AGENCY OR CITY DEPARTMENT			155	341	1,450	6,394	3,072	1,036	444		12,892
LOCAL IMPROVEMENT DISTRICT (LID) / DEFERRALS			0	0	0	0	1,145	695	12,900		14,740
TRAFFIC IMPACT FEES			62	0	811	2,195	0	990	993		5,051
NOT FUNDED			0	0	0	0	0	0	0		0
TOTAL REVENUE			5,609	6,336	11,045	13,721	6,655	10,755	19,382		73,503
EXPENDITURES BY YEAR (thousands)			2023*	2024	2025	2026	2027	2028	2029	Future	TOTALS
Funding (S/P)	PROJECT		2023*	2024	2025	2026	2027	2028	2029	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 (Semi-Annual)	80	0	85	0	90	0	95	0	350
5	S	University Way and Reece Creek Road Signalization	25	0	0	0	0	0	0	0	25
6	S	5th Ave. and Railroad Ave. Traffic Signal Installation	124	0	0	0	0	0	0	0	124
7	S	University Way Gateway - Nanum Street to Red Horse Diner	2,500	0	0	0	0	0	0	0	2,500
8	S	Downtown Slurry Seal	129	0	0	0	0	0	0	0	129
9	S	Main St. Overlay - 3rd Ave to University Way	592	0	0	0	0	0	0	0	592
10	S	Wildcat Way Overlay (University Way to 18th Ave)	646	0	0	0	0	0	0	0	646
11	S	Ruby St Skim Patch	220	0	0	0	0	0	0	0	220
12	S	Pfennig Road Shared Use Pathway	50	526	0	0	0	0	0	0	576
13	S/P	Helena Ave Imp (Water St to 3,200' west, Cora Connection, portion in KC juris)	150	300	0	0	0	0	5,450	0	5,900
14	S	Brick Rd Improvements	191	1,485	0	0	0	0	0	0	1,676
15	S/P	Mountain View Ave and Bull Rd/Willow St Intersection Enhancements	75	0	750	0	0	0	0	0	825
16	S/P	University Way Gateway II - Vista Rd to east City Limits	510	515	5,125	0	0	0	0	0	6,150
17	S	Pfennig Rd Sidewalk - 240' North of Vantage Hwy to Radio Rd	272	1,867	0	0	0	0	0	0	2,139
18	S/P	Alder St Sidewalk - One Side - Capitol Ave to 4th Ave	0	75	0	80	0	85	0	0	240
19	P	Large Scale Wayfinding Implementation Project	0	133	0	0	0	0	0	0	133
20	S/P	Capitol Ave Sidewalk Replacement - Main St. to Sampson St.	0	100	0	110	0	130	0	0	340
21	P	Anderson/Umptanum/Railroad Ave. Road Widening/Overlay (Joint w/ County)	0	500	550	6,260	0	0	0	0	7,310
22	P	Recon. Trail and Sidewalk Extension - PTC to Bender and Hannah to Whiskey	0	250	2,791	0	0	0	0	0	3,041
23	P	University Way Overlay - (BNSF To Whiskey Creek)	0	540	0	0	0	0	0	0	540
24	S	Water Street Overlay - Main St. to Bender Road	0	0	0	0	3,526	0	0	0	3,526
25	P	1st Ave Sidewalk Improvements - Ruby St. to Sampson St. - North Side	0	0	234	0	0	0	0	0	234
26	P	Palouse to Cascades Reconnect Trail - Sanders to Airport	0	0	804	0	0	0	0	0	804
27	P	15th Ave Sidewalk Improvements - Cora St to Water St - North Side	0	0	185	0	0	0	0	0	185
28	P	Wildcat Way and 18th Intersection Enhancements	0	0	0	756	0	0	0	0	755
29	P	University Way and Water Street Intersection Enhancements and Widening	0	0	0	3,270	0	0	0	0	3,270
30	P	Mountain View Ave and Ruby St Intersection Enhancements and Widening	0	0	0	2,920	0	0	0	0	2,920
31	P	Canyon Rd Overlay - Umptanum to Mountain View Ave	0	0	0	280	0	0	0	0	280
32	P	Walnut St and 18th Bike Lane - Dean Nicholson to Alder St	0	0	0	0	150	0	0	0	150
33	P	Water St. Overlay - University Way to Helena	0	0	0	0	0	0	0	0	0
34	P	University Way Sidewalks - Brick Rd. to Vista Rd.	0	0	0	0	2,040	0	0	0	2,040
35	P	Industrial Way Improvements - LID	0	0	0	0	1,280	0	0	0	1,280
36	P	Canyon Rd and Umptanum Rd Intersection Enhancements and Widening	0	0	0	0	0	3,390	0	0	3,390
37	P	3rd Ave. Paverstone Sidewalks and Historic Lighting - Water St. to Depot	0	0	0	0	0	810	0	0	810
38	P	Capitol Ave. Improvements - Willow St. to Oak St.	0	0	0	0	0	1,525	0	0	1,525
39	P	Airport Rd Sidewalk Improvements - Dean Nicholson to N. City Limits	0	0	0	0	0	1,170	0	0	1,170
40	P	City to Canyon Trail - Umptanum Rd to Tjossem Rd	0	0	0	0	0	3,600	0	0	3,600
41	P	3rd Ave and Ruby St Intersection Enhancements	0	0	0	0	0	0	890	0	890
42	P	14th Ave and Wildcat Way Bike Lane - B St to University Way	0	0	0	0	0	0	103	0	103
43	P	Mountain View Overlay - Canyon to Willow	0	0	0	0	0	0	1,500	0	1,500
44	P	Helena Ave Extension - PTC Trail to Dry Cr Rd	0	0	0	0	0	0	4,100	0	4,100
45	P	Cora Street Ext - PTC Trail to Bender Rd (portion in KC jurisdiction)	0	0	0	0	0	0	7,200	0	7,200
46	P	Chestnut St and Walnut St Bike and Ped Improvements								263	263
47	P	8th Ave LID (University Way to Maple St)								1,061	1,061
48	P	Trail Connection - 5th Ave to University Way (near CWU)								250	250
49	P	5th and Ruby Intersection Enhancements and Widening								741	741
50	P	Helena Ave and Walnut St Intersection Enhancements and Widening								740	740
51	P	Circle the City Trail - Enterprise Way to Faust Rd								4,200	4,200
52	P	Helena Ave and Water St Intersection Enhancements and Widening								936	936
53	P	Manitoba Ave and Ruby St Intersection Enhancements and Realignment								1,332	1,332
54	P	University Way and Alder St Intersection Enhancements and Widening								1,558	1,558
55	P	University Way and Main St Intersection Enhancements and Widening								3,338	3,338
56	P	Water St and Bender Rd Intersection Enhancements								966	966
57	P	Airport Rd and Bender Rd Intersection Enhancements								1,008	1,008
58	P	Capitol Ave and Chestnut St Intersection Enhancements								672	672
59	P	Sanders Rd and Alder St Intersection Enhancements								665	665
60	P	Capitol Ave and Willow St Intersection Enhancements								524	524
61	P	Anderson Rd and Umptanum Rd Intersection Enhancements								1,252	1,252
62	P	15th Ave and Cora St Intersection Enhancements								432	432
63	P	18th Ave and Alder St Intersection Enhancements								720	720
64	P	Pfennig Rd Sidewalks - Radio Rd to 14th Ave								1,101	1,101
TOTAL EXPENDITURE			5,609	6,336	10,569	13,721	7,131	10,755	19,383	21,759	95,262
ARTERIAL STREET FUND BEGINNING BALANCE (01/01/2023))			1,329	705	623	335	410	417	142		
EST. GAS TAX REVENUE & SCHEDULED SALES TAX TRANSFER			120	120	120	120	120	120	120		
ARTERIAL STREET FUND ENDING BALANCE			705	623	335	410	417	142	144		

*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 \$1,079,000 per year.)

Josh Mattson

From: Tax, Stephanie <stephanie.tax@wsdot.wa.gov>
Sent: Thursday, July 11, 2024 4:50 PM
To: Cameron Curtis - External; Josh Fredrickson-External
Cc: Walker, Seth; Kaiser, Dave; Josh Mattson; Ben Annen; Huntley, Nancy
Subject: [Ext] RE: Updated 2024 Redistribution OA - Kittitas County

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

Hello –

Appreciate the additional details. We have determined that at this time on the Kittitas Co and Ellensburg will be on the list to receive redistributed OA, as follows:

SC	Kittitas Co	TBD	Vantage Hwy MP 6.56-MP 11.17	2,500,000	STBG-R	86.5%	CN
SC	Ellensburg	TBD	Water Street Overlay (Main St. to Bender Road)	3,050,000	STBG(US)	86.5%	CN

Please ensure that the STIP is updated identifying these funds in 2027, Nancy is available to assist you. Also, it will be imperative that you continue to coordinate with Seth, South Central Region Local Programs office, in submitting a complete construction funding package for authorization FHWA releases the funding, sometime after September 1, 2024.

Thanks

Stephanie Tax

WSDOT - Local Programs
Manager, Program Management
360-480-1494 (cell)



Meeting Date: August 5, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Open Record Hearing (Quasi-Judicial) to consider Resolution 2024-21 to approve the Katie Meadows Long Plat Alteration (File # - P24-040) (Public Comment Opportunity)

Submitted by: Shannon Johnson, Sr. Planner

Department: Community Development

Suggested Motion/Action:

Move to adopt attached Resolution 2024-21, approving the Plat Alteration application for Phase II of the Katie Meadows Subdivision, submitted by Tyler Glahn, property owner, and incorporating the Recommended Findings of Fact, Conclusion of Law, Decision and Conditions of Approval.

Background/Summary:

City Council approved Resolution 2022-14 for the preliminary plat approval of the Katie Meadows Phase II plat on May 2, 2022 (Exhibit 3). The applicant recently purchased an adjacent parcel to add approximately .70 acres of land to alter and increase the size of the original plat which will result in a more cohesive road system, and creation of 14 additional lots for single family housing within the currently undeveloped, unrecorded, preliminarily approved phase II portion of the plat. The request to increase the number of lots and change the road system on a plat approved by Council requires approval through the plat alteration process.

A Pre-Application meeting for the plat alteration was conducted on July 29, 2021. The City of Ellensburg Fire Marshal, along with the Public Works and Utilities Departments, have worked diligently with the applicant in order to process the plat alteration, while also ensuring that the utility, water, and sewer regulations and guidelines can be met (Exhibits 4-6). Staff has determined that the requested changes constitute a major plat alteration due to the fact that the original plat was approved by City Council, the proposal involves additional lots, the rearrangements of lots, and the interior road system. Therefore, it shall be reviewed in the same manner as a new preliminary subdivision application. ECC Table 15.210.050(D) specifies that a major plat alteration is a Type IV project review, which requires City Council approval following a quasi-judicial open record hearing.

Public Notice

A Combined Legal Notice of Application and Notice of the City Council's August 5, 2024 public hearing were published in the Daily Record On June 11, 2024 (Exhibit 8). Notices were also mailed to all property owners within 300 feet of the property (Exhibit 9). At this time, no comments have been received.

SEPA Review

The City of Ellensburg, on July 24, 2024, issued an Addendum to the SEPA Mitigated Determination of Non-Significance (MDNS) for the original Katie Meadows Plat proposal (P21-111) issued October 18, 2021. The addendum addresses modifications to the project that do not substantially change the previous analysis. (Exhibit 7)

Previous Council Action:

Approved original Katie Meadows Preliminary Plat on March 2, 2022, under Resolution 2022-11. (Exhibit 3)

Analysis:

The Review Procedures and Criteria for the Plat Alteration process are outlined in ECC 15.260.110(C)(2)(a), which states the following:

2. Criteria for Approval of a Subdivision Plat Alteration.

- a. The plat alteration may only be approved after a written determination is made that:
 - i. That the public use will be served by the alteration of the subdivision;

Staff Comment: The preliminary plat for the subdivision was approved in 2022. The applicant met all of the conditions of approval and the all phases of the preliminary plat were approved on May 2, 2022. The proposed plat alteration will not diminish the public use. The addition of 14 developable lots and a more functional road system will better serve the public.

- ii. That the altered subdivision will be in compliance with all zoning and design standards in this title or in the public works development standards;

Staff Comment: As proposed, the reconfigured lots along with the additional 14 lots meet the form and intensity standards outlined in ECC Table 15.320.040. Other applicable design standards will be reviewed and implemented upon submittal of building permits for each individual lot. Additionally, the revised final plat drawings and associated civil engineering will be required to show compliance with the zoning and public works development standards.

- iii. If any land within the alteration is part of an assessment district, any outstanding assessments shall be equitably divided and levied against the remaining lots, parcels, or tracts, or be levied equitably on the lots resulting from the alteration; and

Staff Comment: All of the lots within the area of the plat alteration are currently undeveloped. There are no outstanding assessments as per the Kittitas County Assessor's records at this time.

- iv. If any land within the alteration contains a dedication to the general use of persons residing within the subdivision, such land may be altered and divided equitably between the adjacent properties.

Staff Comment: All of the lots within the area of the plat alteration are currently

undeveloped. No land is proposed to be dedicated to the general use of property owners within the subdivision.

Financial Impact:

Potential tax revenue for 14 residential lots.

Budget Adjustment: No

Attachments:

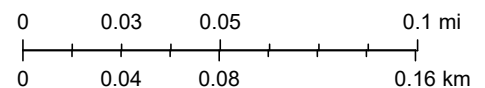
1. Exhibit 1 - Vicinity Location Map
2. Exhibit 2 - Katie Meadows Phase II Plat Alteration Map & Original Preliminary Plat Map
3. Exhibit 3 - Katie Meadows Preliminary Plat Resolution 2022-14
4. Exhibit 4 - June 26, 2024 Memo from City of Ellensburg Light Department
5. Exhibit 5 - July 2, 2024 Memo from City of Ellensburg Public Works Department
6. Exhibit 6 - April 16, 2024 Memo from City of Ellensburg Fire Marshal
7. Exhibit 7 - July 24, 2024 SEPA MDNS Determination
8. Exhibit 8 - Legal Notice of Public Hearing
9. Exhibit 9 - 300-Foot Buffer Mailing and Notification List
10. Exhibit 10 - Affidavit of Posting & Photo Notice of Sign on Property
11. Exhibit 11 - Application Cover Page & Materials
12. Resolution 2024-21

P24-040 Vicinity Location Map



7/25/2024, 12:03:26 PM

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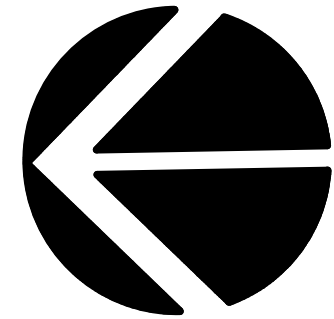
COE GIS, Google Maps

KATIE MEADOWS PRELIMINARY PLAT
A PORTION OF THE NW 1/4 OF THE SE 1/4 OF SECTION 26
TOWNSHIP 18 NORTH, RANGE 18 EAST, W.M.
CITY OF ELLENSBURG, KITTITAS COUNTY

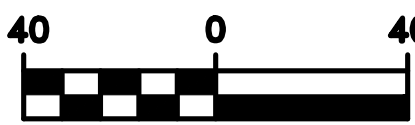
ADJACENT SURVEY BOOK 29, PAGE 88

ADJACENT SURVEY BOOK 12, PAGE 8

DATUM:
TBM SET ON THE SOUTHWEST PROPERTY CORNER OF
PARCEL 1, RECORD OF SURVEY BK. 43, PG. 199
ELEV. 1630.3,
ELEVATION DERIVED FROM NGS PID SX0581,
NEAR THE NE CORNER OF SANDERMILL RD AND
NORTH WALNUT STREET, DISK IN MONUMENT CASE,
ELEVATION 1667.24 NAVD88.



NORTH



SCALE 1" = 40'

LEGEND

FOUND IRON PIN
SET IRON PIN
PROPERTY LINE
EXISTING FENCE
EXISTING ASPHALT
NON-INCLUSIVE EASEMENT
PROPOSED SIDEWALK
PROPOSED CENTERLINE
PROPOSED LOT LINE
PROPOSED STREETLIGHT

ENGINEER:

EXPEDIENT CIVIL ENGINEERING, PLLC
9200 SUITS US DR, STE. B
BELLA VISTA, AR 72714

ZONING:

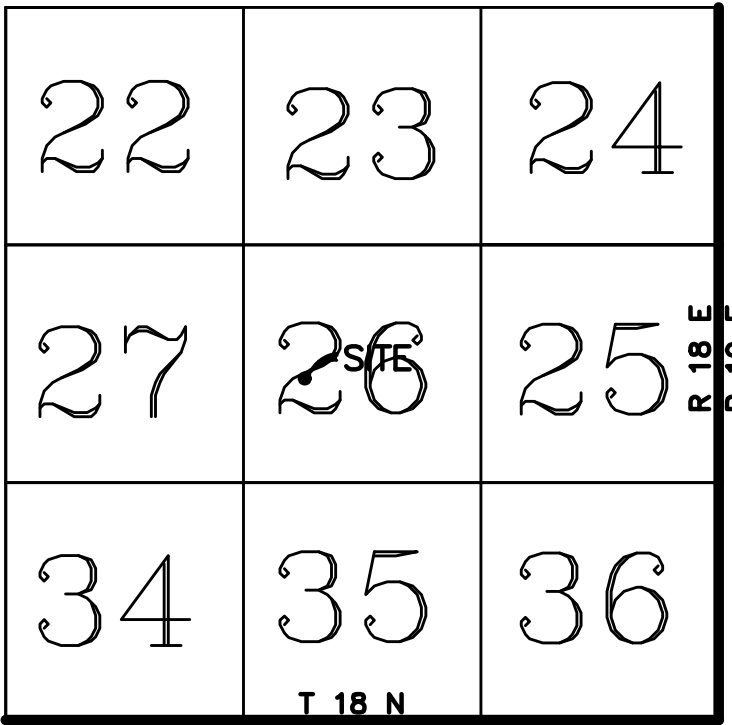
RS-RESIDENTIAL SUBURBAN

OWNER/DEVELOPER:

CRYTL ENTERPRISES, INC.
P.O. BOX 454
ELLENSBURG, WA 98926

SURVEYOR:

GRAY SURVEYING &
ENGINEERING, INC.
P.O. BOX 510
YAKIMA, WA 98907



SECTION MAP
NOT TO SCALE



VICINITY MAP
NOT TO SCALE



DESCRIPTIONS OF EXISTING PARCELS

PARCEL 791133

PARCEL 2 OF THAT CERTAIN SURVEY AS RECORDED MAY 10, 2021, IN BOOK
43 OF SURVEYS, PAGE 199 AND 200, UNDER AUDITOR'S FILE NO.
202105100003, RECORDS OF KITTITAS COUNTY, WASHINGTON; BEING A PORTION
OF THE SOUTHWEST QUARTER OF SECTION 26, TOWNSHIP 18 NORTH, RANGE 18
EAST, W.M., IN THE COUNTY OF KITTITAS, STATE OF WASHINGTON.

Curve #	Length	Radius	Chord Direction	Chord Length
C9	31.33'	20'	N45°32'58"W	28.23'
C10	14.94'	72'	S05°37'24"E	14.92'
C11	37.82'	72'	S27°39'21"E	37.44'
C12	37.82'	72'	S57°49'40"E	37.44'
C13	22.14'	72'	S91°43'58"E	22.07'
C14	22.49'	72'	N07°30'12"E	22.40'
C15	37.82'	72'	N08°28'58"E	37.44'
C16	37.82'	72'	N28°17'44"E	37.44'
C17	14.94'	72'	S05°19'57"W	14.91'
C18	31.31'	20'	S44°27'02"W	28.30'
C21	31.31'	20'	N45°31'31"W	28.21'
C22	31.31'	20'	S44°27'02"W	28.30'

CERTIFICATE OF CASCADE IRRIGATION DISTRICT
THIS PRELIMINARY PLAT MEETS ALL MINIMUM REQUIREMENTS
AND STANDARDS OF THE CASCADE IRRIGATION DISTRICT.

CASCADE IRRIGATION DISTRICT _____ DATE _____

RECORDER'S CERTIFICATE

FILED FOR RECORD THIS _____ DAY OF _____ 2022 AT _____
IN BOOK _____ AT PAGE _____ AT THE REQUEST OF _____

SURVEYOR'S NAME _____

COUNTY AUDITOR _____

CERTIFICATE OF KITTITAS COUNTY TREASURER
I HEREBY CERTIFY THAT ALL STATE AND COUNTY
TAXES HERETOFORE LEVIED AGAINST THE PLATTED
PROPERTY DESCRIBED HEREON ACCORDING TO THE
BOOKS AND RECORDS OF MY OFFICE, HAVE BEEN
PAID AND DISCHARGED.
PARCEL NO. 791133

KITTITAS COUNTY TREASURER _____ DATE _____

CRYTL ENTERPRISES, INC.

DATE _____

APPROVALS:

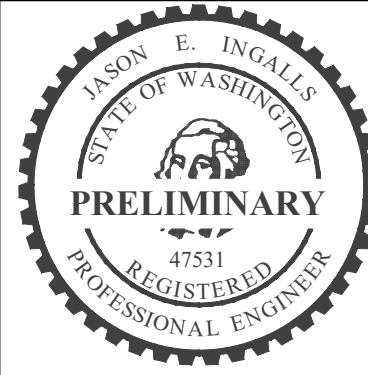
CITY ENGINEER
THIS PRELIMINARY PLAT MEETS ALL MINIMUM
REQUIREMENTS AND STANDARDS OF THE CITY OF
ELLENSBURG SUBDIVISION ORDINANCE. ALL
PROCEDURES OF SAID ORDINANCE HAVE BEEN
COMPLIED WITH.

CITY ENGINEER _____ DATE _____

PUBLIC WORKS DIRECTOR _____ DATE _____

COMMUNITY DEVELOPMENT
DIRECTOR _____ DATE _____

MAYOR _____ DATE _____



3/1/2024

Date	Comments	Rev
12/18/22	PER CITY COMMENTS	2
1/30/2023	PER CITY COMMENTS	3
2/22/2023	PER CITY COMMENTS	4
3/10/2023	PER CITY COMMENTS	5

KATIE MEADOWS SUBDIVISION

PHASE 2

BENDER ROAD ELLENSBURG, WA

CRYTL ENTERPRISES, INC.

P.O. BOX 454, ELLENSBURG, WA 98926

CONTRACT NO. 21-1046
B
BELLA VISTA, AR 72714
O (479) 384-0028
F (479) 384-0028
M (509) 755-5300
EMAIL: jason@ec-engine.com



DRAWN BY:

JEI

CHECKED BY:

JEI

DATE

7/29/2022

JOB NUMBER

21-1046

SHEET NAME

CONCEPT PLAN

File No.

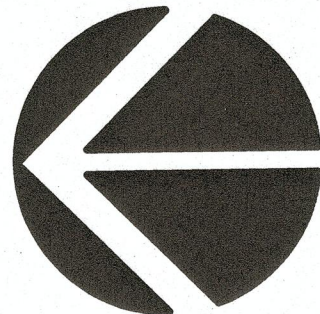
21-1046 PLAT.dwg

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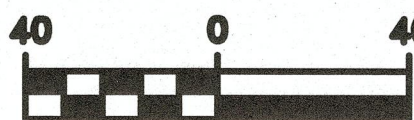
KATIE MEADOWS PRELIMINARY PLAT
A PORTION OF THE NW 1/4 OF THE SE 1/4 OF SECTION 26
TOWNSHIP 18 NORTH, RANGE 18 EAST, W.M.
CITY OF ELLENSBURG, KITTITAS COUNTY

ADJACENT SURVEY BOOK 29, PAGE 88

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ELEV. 1830.3.
ELEVATION DERIVED FROM NGS PID SX0581,
NEAR THE NE CORNER OF SANDERMILL RD AND
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ELEVATION 1867.24 NAVD83.



NORTH



SCALE 1" = 40'

LEGEND

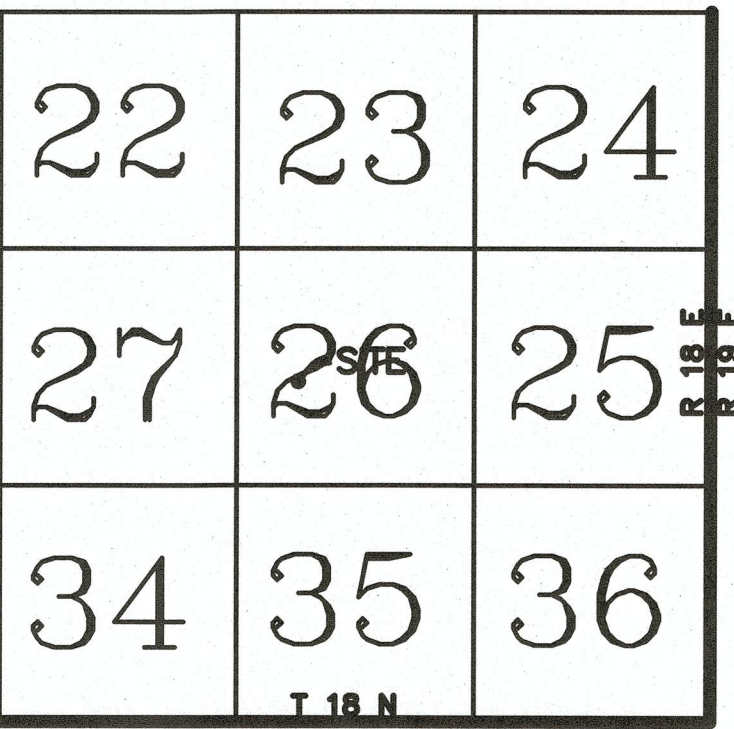
- FOUND IRON PIN
- SET IRON PIN
- PROPERTY LINE
- EXISTING FENCE
- EXISTING ASPHALT
- NON-INCLUSIVE EASEMENT
- PROPOSED SIDEWALK
- PROPOSED CENTERLINE
- PROPOSED LOT LINE
- PROPOSED STREETLIGHT

ENGINEER:
EXPEDIENT CIVIL ENGINEERING, PLLC
9200 SUITS US DR, STE. B
BELLA VISTA, AR 72714

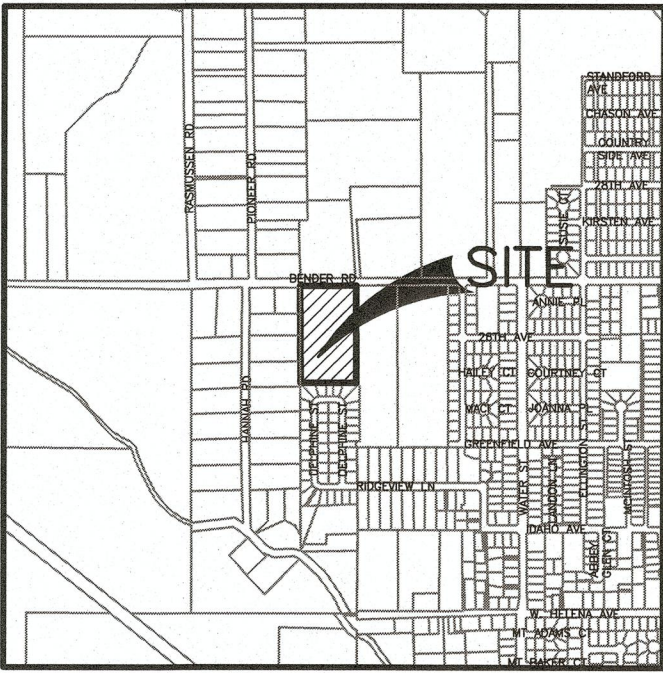
OWNER/DEVELOPER:
CRYTIL ENTERPRISES, INC.
P.O. BOX 454
ELLENSBURG, WA 98926

ZONING:
RS-RESIDENTIAL SUBURBAN

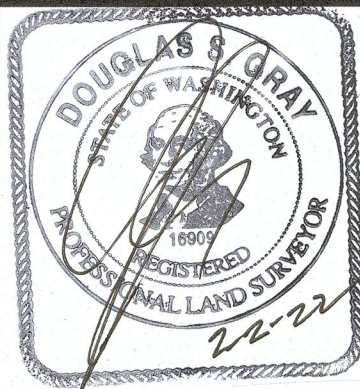
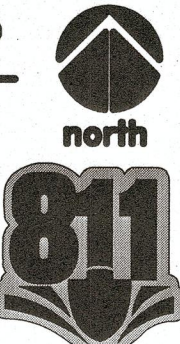
SURVEYOR:
GRAY SURVEYING &
ENGINEERING, INC.
P.O. BOX 510
YAKIMA, WA 98907



SECTION MAP
NOT TO SCALE



VICINITY MAP
NOT TO SCALE



Date	
Comments	
Rev	

KATIE MEADOWS SUBDIVISION
ELLENSBURG, WA
BENDER ROAD
CRYTIL ENTERPRISES, INC.
P.O. BOX 454, ELLENSBURG, WA 98926

18200 SUITS US DR, STE. B
BELLA VISTA, AR 72714
D: 479.367.2624
F: 479.367.2625
EMAIL: jason@expedient-civil.com



DRAWN BY:
JEI

CHECKED BY:
JEI

DATE
1/10/2022

JOB NUMBER
21-1046

SHEET NAME
PRELIMINARY PLAT

File No.
21-1046.dwg

C4.0

APPROVALS:

CITY ENGINEER
THIS PRELIMINARY PLAT MEETS ALL MINIMUM
REQUIREMENTS AND STANDARDS OF THE CITY OF
ELLENSBURG SUBDIVISION ORDINANCE. ALL
PROCEDURES OF SAID ORDINANCE HAVE BEEN
COMPLIED WITH.

CITY ENGINEER _____ DATE _____

PUBLIC WORKS DIRECTOR _____ DATE _____

COMMUNITY DEVELOPMENT
DIRECTOR _____ DATE _____

MAYOR _____ DATE _____

CERTIFICATE OF CASCADE IRRIGATION DISTRICT
THIS PRELIMINARY PLAT MEETS ALL MINIMUM REQUIREMENTS
AND STANDARDS OF THE CASCADE IRRIGATION DISTRICT.

CASCADE IRRIGATION DISTRICT _____ DATE _____

RECORDER'S CERTIFICATE _____

FILED FOR RECORD THIS _____ DAY OF _____ 2022 AT _____
IN BOOK _____ AT PAGE _____ AT THE REQUEST OF _____

SURVEYOR'S NAME _____

COUNTY AUDITOR _____

CERTIFICATE OF KITTITAS COUNTY TREASURER
I HEREBY CERTIFY THAT ALL STATE AND COUNTY
TAXES HERETOFORE LEVIED AGAINST THE PLATTED
PROPERTY DESCRIBED HEREON ACCORDING TO THE
BOOKS AND RECORDS OF MY OFFICE, HAVE BEEN
PAID AND DISCHARGED.
PARCEL NO. 791133

KITTITAS COUNTY TREASURER _____ DATE _____

CRYTIL ENTERPRISES, INC. _____ DATE _____

DESCRIPTIONS OF EXISTING PARCELS

PARCEL 791133
PARCEL 2 OF THAT CERTAIN SURVEY AS RECORDED MAY 10, 2021, IN BOOK
43 OF SURVEYS, PAGE 199 AND 200, UNDER AUDITOR'S FILE NO.
202105100003, RECORDS OF KITTITAS COUNTY, WASHINGTON; BEING A PORTION
OF THE SOUTHWEST QUARTER OF SECTION 26, TOWNSHIP 18 NORTH, RANGE 18
EAST, W.M., IN THE COUNTY OF KITTITAS, STATE OF WASHINGTON.

RESOLUTION NO. 2022-14

A RESOLUTION OF THE CITY COUNCIL OF ELLENSBURG, WASHINGTON

relating to the preliminary plat approval of the Katie Meadows Subdivision No. P21-157 of property located in Ellensburg, Washington.

WHEREAS, on December 15, 2021 Tyler Glahn, Crytly Enterprises Inc., property owner, filed a preliminary plat application (P21-157) for forty (40) lots to be developed on Kittitas County Assessor Parcel ID #791133 (7.32 acres), located at 604 W. Bender Road, commonly referred to as the "Katie Meadows Subdivision"; and

WHEREAS, the applicant also submitted an associated Washington State Environmental Policy Act (SEPA) checklist as part of the application; and

WHEREAS, on October 18, 2021 the City's SEPA Responsible Official issued a Mitigated Determination of Non-Significance (MDNS) for the preliminary plat; and

WHEREAS, following a duly noticed open record public hearing held before the Hearing Examiner on March 25, 2022 to consider the preliminary plat application for the Katie Meadows Subdivision, as provided by Chapter 15.260 ECC, the Hearing Examiner received exhibits and testimony into evidence, and issued his March 25, 2022 Recommended Findings of Fact, Conclusions of Law, Decision and Conditions of Approval; and

WHEREAS, following a duly noticed closed record public hearing held during a regularly scheduled Ellensburg City Council Meeting on May 2, 2022, regarding the preliminary plat application for the Katie Meadows Subdivision application, the City Council approved the preliminary plat subject to certain conditions;

NOW, THEREFORE, the Ellensburg City Council do resolve as follows:

Section 1. The Ellensburg City Council makes the following findings of fact:

A. The proposed preliminary plat is in conformance with the goals and polices of the City of Ellensburg Comprehensive Plan, as amended, if developed in accordance with the conditions stated herein;

B. The proposed use and corresponding preliminary plat has been designated in accordance with the permitted uses and future land use designations within the Comprehensive Plan classification and standards for development set forth in the City's Land Development Code if developed in accordance with the conditions stated herein;

C. Appropriate provisions have been made for public health, safety, and general welfare and for such other factors enumerated in RCW 58.17.110(2)(a) if the preliminary plat is developed subject to the conditions stated herein. Public facilities, such as roads, sewer and water and other public facilities are adequate to support the use and layout of the proposed preliminary plat if developed in accordance with the conditions stated herein;

D. The public use and interest will be served if the preliminary plat is developed in accordance with the conditions stated herein;

E. The proposal for the preliminary plat development conforms to the policies, standards and design principles specified in Chapter 15.260 of the Ellensburg City Code if developed in accordance with the conditions stated herein; and

F. The findings of fact and recommendations of the Hearing Examiner dated March 25, 2022 are hereby adopted and incorporated herein as the findings of the Ellensburg City Council with respect to the preliminary plat.

G. Any Conclusion of Law that is more correctly a Finding of Fact is hereby incorporated as such by this reference.

Section 2. The preliminary plat involving property is located at 604 W. Bender Road, commonly referred to as the Katie Meadows Subdivision, and legally described as follows:

Parcel 2 of that certain Survey as recorded May 10, 2021, in Book 43 of Surveys, Pages 199 and 200, under Auditor's File No. 202105100003, records of Kittitas County, Washington; being a portion of the Southwest Quarter of Section 26, Township 18 North, Range 18 East, W.M., in the County of Kittitas, State of Washington.

Section 3. The preliminary plat of the Katie Meadows Subdivision (P21-157) shall be developed in accordance with the following conditions of approval, which shall apply to the applicant, and the applicant's heirs, successors in interest and assigns:

1. Fulfillment of all City code required final plat design and construction requirements for on-site and off-site improvements prior to final plat approval.
2. The applicant will meet the requirements of the Energy Services – Light Department discussed in its memorandum dated March 8, 2022.
3. The applicant will meet the requirements of the Energy Services – Gas Department discussed in its memorandum dated March 17, 2022.
4. The applicant will meet the requirements of the Public Works & Utilities Department discussed in its memoranda dated March 11, 2022.
5. The applicant will meet the requirements of the City of Ellensburg Fire Marshal's memorandum March 9, 2022.
6. The applicant will meet the requirements of the SEPA Official's issuance of Mitigated Determination of Non-Significance (MDNS) dated October 18, 2021.

7. If applicable, the applicant may be required to obtain an NPDES Construction Storm Water General Permit from the Washington State Department of Ecology, as well as all other permits (site grading permit, SWPPP, etc.) that may be required as a result of plat development. Subdivision and land development activities shall follow the requirements of the Ellensburg City Code, including the Design Standards.
8. All requirements of utility providers, City departments, and affected districts must be satisfied, as outlined in adopted City Codes and other regulatory documents.
9. No certificates of occupancy shall be issued prior to completion of required public improvements in a manner acceptable to the City in its sole discretion. Issuance of any certificate of occupancy prior to full completion of any of the required improvements shall not be deemed to be a waiver of this section, and such issuance shall not stop the City or impair its ability to demand full completion of required improvements prior to issuance of any further certificates of occupancy.

Section 4. The Ellensburg City Council makes the following conclusions of law:

A. As conditioned, the proposed use is consistent with the intent, purposes and regulations of the Ellensburg City Code and Comprehensive Plan.

B. As conditioned, the proposal does conform to the standards specified in Ellensburg City Code.

C. As conditioned, the use will comply with all required performance standards as specified in the Ellensburg City Code.

D. As conditioned, the proposed use will not be contrary to the intent or purposes and regulations of the Ellensburg City Code or the Comprehensive Plan.

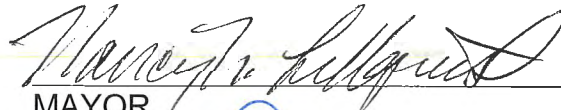
E. As conditioned, this proposal does comply with Comprehensive Plan, the zoning code and other land use regulations, and SEPA.

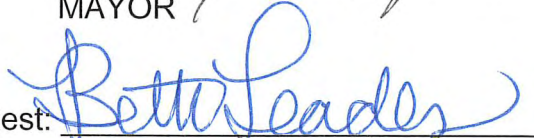
F. Any Finding of Fact that is more correctly a Conclusion of Law is hereby incorporated as such by this reference.

Section 5. This resolution is the final decision of the City of Ellensburg upon this matter.

Section 6. Notice is hereby given that appeal of the land use decision shall be barred unless a petition requesting review is filed in the Superior Court of the State of Washington and properly served within twenty-one (21) days after passage of this resolution in accordance with Chapter 36.70C of the Revised Code of Washington.

Adopted this 2nd day of May, 2022.


MAYOR

Attest: 
City Clerk



CITY OF ELLENSBURG

City Light Department

501 North Anderson Street; Ellensburg, WA 98926

Ph: (509) 962-7124 Fax: (509) 925-8662

www.ci.ellensburg.wa.us

Memorandum

Date: 6/26/24

To: Stacey Henderson, Office of Community Development

From: Luis Perez, Eng. Tech. (Light)

Re: SEPA and Plat Alteration For Kaie Meadows Ph 2 P24-040 and P24-041

The following are the City of Ellensburg Electric Utility comments for SEPA and Plat Alteration For Kaie Meadows Ph 2 P24-040 and P24-041, for the site located at 510 W Bender Rd.

Electric:

The plat will need to include an easement for the existing overhead service to 510 W Bender Rd unless the service is altered before the plat is recorded. A 10ft easement will be needed on the north side of the 20ft alley. Language to dedicate the easements for their purposes hereon should also be included, contact the Light department for more details.

Any removal of trees near Bender Road will need to be done by a qualified arborist if the tree is closer than 10ft from the high-voltage line.

Tall trees should not be planted under or near overhead power lines. Vegetation should not be planted within transformer clearances.

Any water wells need to be noted on plans so transformer placements can be decided.



CITY OF ELLENSBURG

Public Works Department
501 N. Anderson St.; Ellensburg, WA 98926
Ph: (509) 962-7230 Fax: (509) 962-7127

Memorandum

Date: July 2, 2024
To: Shannon Johnson, Senior Planner
From: Craig Jones, Development Coordinator *CJ*
Through: Derek Mayo, City Engineer *DKM*
Re: SEPA and Plat Alteration for Katie Meadows Phase II P24-040 and P24-041

The following are the Public Works comments for the proposed Kate Meadows Phase II Plat in the 600 blk of west Bender Rd.

The applicant can view the City of Ellensburg's Development Standards on the City's website for more information. <https://city-of-ellensburg.dcatalog.com/v/Public-Works-Development-Standards/?page=1>

At time of civil plan review, Staff will work with the developer's engineer regarding the specific issues related to frontage and utility improvements.

Water:

The water main available to serve this development is a 12" Ductile Iron main that runs in Bender Rd, as well as an 8" Ductile Iron main stubbed to the extents of Katie Meadows Phase I Plat. Both mains require connection, and the 12" Ductile Iron main will need to be hot tapped. Each lot will need a separate water service. The maximum number of lots that can be served by one water connection is 40 lots. Looping of an interior water main may be needed depending on fire flows. The existing house will need to be connected to City water, and all existing wells will need to be abandoned. See attached utility map.

Fire hydrants shall be placed in the proposed development per the Fire Marshal's requirements. Developer's engineer may be required to verify that fire flow capacity will meet the necessary requirements.

Specific issues related to water main and meter locations will be addressed at project civil submittal.

Sewer:

The sewer main available to serve this development is an 8" PVC main stubbed to the extents of the Katie Meadows Phase I Plat. The developer will need to install 8" sewer mains on the interior roads to Bender Road and side sewer stubs to each lot. The existing house will need to connect to City sewer, and all existing septic systems will need to be abandoned. See attached utility map.

Specific issues related to sewer main and side sewer construction will be addressed at project civil submittal.

Roadway and access:

This project will trigger the requirement for half street improvements along the Bender Rd frontage. The interior roads will need full street improvements and have adequate turn-around that meet KVFR and City Development Standards. Bender Rd is a collector road and is a designated bike route on the Active Transportation Plan and will need to include additional width to accommodate the future bike lane. Street improvements include concrete curb/gutter, sidewalks, street lighting, permanent signage, asphalt, asphalt markings, gravel base, storm drainage, and other items associated with minimum public improvements consistent with Public Works Development Standards. Under the Land Development Code the sidewalks will need to be separated from the curb. Existing power poles may need to be relocated to accommodate these frontage improvements. The proposed hammerhead at the North end of Emery Street will need to be private with an access and utility easement, and not dedicated as Public Right-of-Way. In addition, “no parking” signs will need to be installed within the proposed hammerhead easement.

Specific issues related to roadway and access construction will be addressed at project civil submittal.

Storm water:

There is no storm system available for a direct discharge. The existing road side ditches along Bender Rd will need to be conveyed across the frontages of the property. All storm facilities will need to be designed so they will not be inundated with ground water. Your engineer will need to verify groundwater during peak irrigation season to confirm the project will not be effected by it.

The applicant shall use the current Stormwater Management Manual for Eastern Washington, or approved equivalent for reference in design of stormwater treatment and flow control for post construction requirements for new development and redevelopment. The design shall at a minimum use the following design storms, or as recommended for the proposed BMP, whichever is greater. Treatment shall be designed for the first ½” of rainfall on the property, and storm drainage detention on a 10 year storm event (1.2” of precipitation/24 hours) and retention facilities based on a 25 year storm event (1.6” of precipitation/24 hours). Specific issues related to storm water will be reviewed at time of civil plan submittal.

The applicant’s design engineer should determine groundwater elevations in the vicinity of proposed storm water treatment and flow control facilities. The water surface elevation needs to be utilized in the facility designs and should be verified when groundwater is at its highest. Typically the groundwater in the Ellensburg area is elevated from April 15th through October 15th. However, groundwater on the subject site may not be associated with seasonal irrigation and could crest at another time during the year.

The following comments are from the City Stormwater Department;

1. If the site is an acre or greater the developer will need to make Notice of Intent (NOI) with Ecology and apply for a Stormwater General Construction Permit months in advance of construction. <https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Construction-stormwater-permit>

2. The Ecology permit requires a Stormwater Pollution Prevention Plan (SWPPP) be submitted with the plan set and be reviewed by the City of Ellensburg Stormwater Utility along with a set of temporary sediment erosion control plans (TESC).
3. In addition, Ecology now requires an Operation and Maintenance (O&M) Plan be submitted to the City for review and retainage. The O&M Plan must address the long term maintenance of the stormwater facilities (swales) that will be constructed onsite to deal with the flow control and treatment requirements of Core Element 5&6 in the Eastern Washington Stormwater Management Manual.

Here is a link for additional information from Ecology;

<https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Construction-stormwater-permit/eCoverage-package>

Other issues:

During civil plan review, Public Works establishes the preliminary addressing plan, the developer will need to work with the Post Office to establish the mail delivery routing plan and mailbox locations. The Post Office requires the use of metal Collection Box Unit style mailboxes.

Due to the size of this project, at minimum a trip generation and distribution letter will be required. A full Traffic Impact Analysis (TIA) may need to be completed depending on the trip generation and distribution letter. The TIA will need to evaluate the traffic impact before and after the proposed project. The TIA will need to identify how many PM peak trips will be generated by the project. Contact the Public Works Department to discuss the limits of the TIA scope. The city has established transportation impact fees. This project may be required to pay impact fees. You can view the traffic impact fees online at <http://www.codepublishing.com/wa/ellensburg/>

The developer is required to obtain all other permits (HPA if required, DOE construction site grading permit, etc.) that may be required as a result of plat development.

Additional utility easements may be required for any proposed utility outside of the right of way. Specific issues will be addressed at civil plan submittal.

Irrigation water will need to comply with Irrigation District requirements, and be continued through the site to downstream users.

Landscape plans will need to be included for review of any conflicts with existing or proposed utilities.

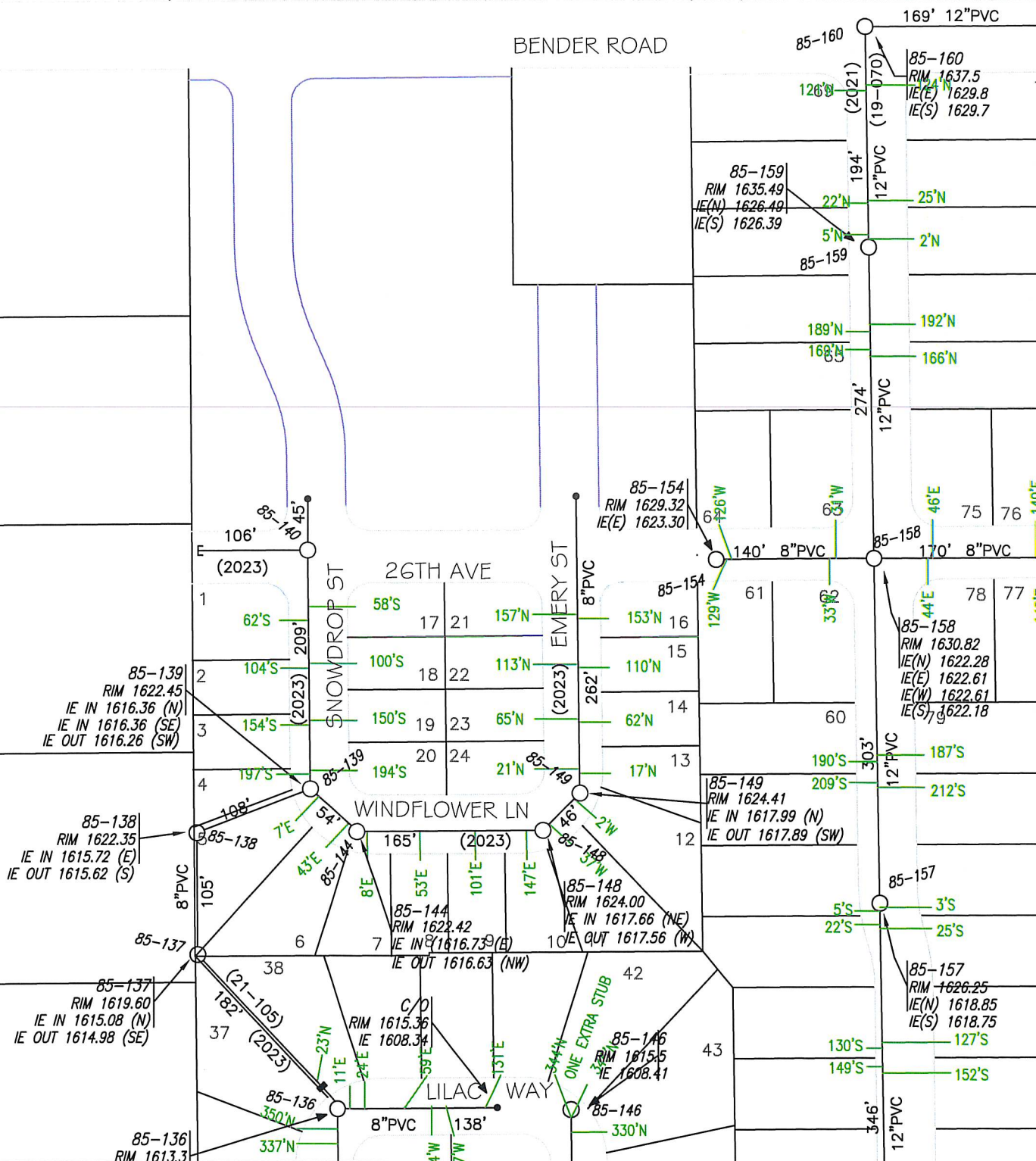
Cc File 21-105



CITY OF ELLENSBURG PUBLIC WORKS DEPARTMENT

UTILITY MAP REQUEST INFORMATION

SEWER



DISCLAIMER:

THE CITY OF ELLENSBURG PUBLIC WORKS DEPARTMENT CANNOT VERIFY THE ACCURACY OF THE UTILITIES REPRESENTED ON THIS PLAN. THEY ARE DISPLAYED FOR EASE OF PLANNING AND INSTALLATION AND ARE BASED UPON THE BEST INFORMATION AVAILABLE. CONTRACTORS AND DEVELOPERS SHOULD REFER TO CIVIL PLANS FOR MOST CURRENT DESIGN REVISION AND CALL 811 BEFORE YOU DIG.



Know what's below.
Call before you dig.



Fire Marshal
509-856-4455 cell
509-933-7241 office
prevention@kvfr.org

Fire Marshal Pre-application Comments

Project: Katie Meadows PH II- Major Platt alteration
Site Address: 510 W Bender Rd.
Permit#: P24-017
Occupancy Type: Residential Platt
Date: 04/16/2024

Comments:

- 1) Must meet current 2021 IFC and City of Ellensburg Code requirements at the time of construction for the occupancy classification and construction type. Will be required to meet current IFC and City of Ellensburg Code anytime there is a change in occupancy classification.
- 2) Standard Addressing per City Code requirements to include ADU units if applicable.
- 3) Fire dept. access and turnarounds per IFC and Appendix D. Fire department access roads shall be a minimum of 20' wide, access roads shall be a minimum of 26' wide in the vicinity of fire hydrants or meet the City Street Standard if greater. There will be no parking allowed 20' from center of hydrant. It may be required to post "No Parking Signs" on one or both sides of the fire access road, depending on width. If access road is greater than 26' but less than 32' wide parking is allowed on one side of site. Fire dept. access roads cannot exceed 150' in length without an approved turnaround per IFC Appendix D. Road surfaces must be rated for a minimum of 75,000 lbs. or City of Ellensburg Street standard if it requires a higher rating.
 - *The fire access road to lots #49, 48, 47 and 46 at end of Emery St. will be required no parking permitted posted on both sides of fire access road.
 - *Emery St. and Snowdrop St. will be required to be posted no parking on one side of street, due to fire access road being less than 32 feet in width.

* Signs shall be 12 in wide by 18 in high with NO PARKING FIRE LANE in Red letters on white reflective background. An arrow to be used indicating which side no parking allowed, if no parking on one side only.

- 4) Fire Hydrant quantity and spacing are based on proposed sq. ft. of buildings and per requirements of IFC Section 5, Appendix B and C. As currently designed with road travel over 200 feet to nearest hydrant on dead end street per appendix C table C102.11 foot note d. The site would require an additional hydrant on the East side on corner of Emery St. at end entering hammer head fire access lane. Hydrants are required to be spaced every 400-600' on an approved route of travel.
- 5) Any phasing of the project would be required to meet IFC requirements for Fire Dept. access, turnarounds, and water supply.

Thank you,



Dan Johnson
Fire Prevention Captain
Fire Investigator, IAAI FIT
Kittitas Valley Fire & Rescue
400 E. Mountain View Ave, Ellensburg WA 98926
Office: 509.933.7241
Cell/Text: 509.856.4455
Fax: 509.933.7245
prevention@kvfr.org





**COMMUNITY DEVELOPMENT DEPARTMENT
501 N. Anderson St., Ellensburg, WA 98926**

**State Environmental Policy Act (SEPA)
MODIFIED MITIGATED DETERMINATION OF NON-SIGNIFICANCE (MDNS)**

Proponent: Tyler Glahn, Owner

Description: This is an Addendum to the SEPA Environmental Checklist, **Case # P21-111** which was **submitted** on May 2, 2024 providing additional information to the original SEPA Checklist, **Case # P21-111**. A Mitigated Determination of Non-Significance (MDNS) was previously issued for the Katie Meadows Subdivision on October 18, 2021. This determination was processed as an addendum to the original determination under the procedures outlined in WAC 197-11-625. All conditions of that MDNS still apply, in addition to the new conditions provided below for this threshold determination.

This project application is for the proposed Type IV Major Plat Alteration to add approximately .70 acres of adjacent land to the original Katie Meadows Plat (P21-157) which will result in a more cohesive road system, and creation of 14 additional lots for single family housing within the currently undeveloped, unrecorded preliminarily approved phase II portion of the plat.

Location: The project proposal is located on the south side of Bender Rd, just east of the Bender Rd. and Hannah Rd. intersection, on Parcel ID #'s 781133 & 963631.

Lead Agency: City of Ellensburg

File #: P24-041

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public upon request. The lead agency for this proposal has also determined that certain **mitigation measures** shall be necessary in order to issue a Determination of Non-Significance for this proposal. Failure to comply with the mitigation measures herein will result in the issuance of a Determination of Significance (DS) for this project. **The mitigation measures include the following conditions which shall apply based on project specific analysis:**

The following conditions were specified in the original MDNS issued for P21-111:

1. The applicant shall comply with all requirements outlined in the City of Ellensburg Public Works division memo, dated 9/20/2021, regarding roadway and access, water, sewer, stormwater and the TIA.
2. The applicant shall comply with all requirements outlined in the City of Ellensburg Fire Marshall's memo, dated 9/23/2021, regarding IFC and City of Ellensburg code requirements.
3. The applicant shall develop civil and building plans that address the stormwater requirements of both the City of Ellensburg and the State Department of Ecology. These

shall address any potential for flooding as may be required by Ellensburg City Code Chapter 15.630. Such plans shall be approved by City Staff prior to construction.

4. Per the request of the Department of Archaeology and Historic Preservation (DAHP), email dated 9/22/2021, the applicant shall complete a professional archaeological survey of the property. The completed report shall be sent to all requesting parties, and the City, for review and approval prior to ground disturbing activities.
5. In the event that previously unknown cultural resources or human remains are encountered during the implementation of the project, work in the vicinity of the discovery shall be halted and a professional archaeologist, the Washington State DAHP, and all affected tribes should be consulted before proceeding.
6. The applicant shall comply with all requirements outlined in the Cascade Irrigation District memo, dated 9/9/2021, regarding irrigation on the property.
7. Requirements of all City Departments, the Fire District, all utility providers, and affected agencies must be satisfied, as outlined in adopted City Codes and other regulatory documents.
8. If the applicant wishes to add to, or change, the proposed scope of work included in this application, a new SEPA proposal and/or addendum will need to be submitted to address any changes.

Based on the additional information that has been provided through the addendum process for P24-041, the following additional conditions shall also apply:

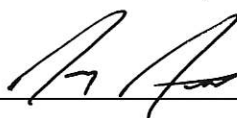
9. The applicant shall comply with all requirements outlined in the City of Ellensburg Fire Marshall's memo, dated 4/16/2024, regarding IFC and City of Ellensburg code requirements.
10. The applicant shall comply with all requirements outlined in the City of Ellensburg Public Works division memo, dated 7/02/2024, regarding roadway and access, water, sewer, stormwater and the TIA.
11. The applicant shall comply with all requirements outlined in the City of Ellensburg Light division memo dated 6/26/2024, regarding electric utility and City of Ellensburg code requirements.

This **Modified Mitigated Determination of Non-significance (MDNS)** is issued after using the optional MDNS process in WAC 197-11-355. There is no further comment period on the MDNS.

Responsible Official: Jeremy Johnston
Title: Planning Manager
Address: City of Ellensburg
Community Development Dept.
501 N. Anderson St.
Ellensburg WA 98926
Phone: (509) 962-7232 Fax: (509) 925-8655

Date: 07/27/24

Signature: _____



**NOTICE OF APPLICATION AND PUBLIC HEARING
P24-040 MAJOR LONG PLAT ALTERATION APPLICATION
P24-041 SEPA REQUEST**

NOTICE IS HEREBY GIVEN that the City of Ellensburg City Council will hold an open record public hearing at **07:00 pm on Monday, August 5, 2024** to consider a Major Long Plat Alteration application (P24-040) submitted by Tyler Glahn, Crytyl Enterprises Inc, property owner. The applicant seeks a major plat alteration parcel #'s 781133, 963631, and has submitted an addendum to the original SEPA Environmental Checklist (P21-111) to address changes to the application in order to add approximately .70 acres of adjacent land to the original Katie Meadows Plat (P21-157) which will result in a more cohesive road system, and creation of 14 additional lots for single family housing within the currently undeveloped, unrecorded preliminarily approved phase II portion of the plat.

Date of application: May 02, 2024

Date of notice of complete application: May 21, 2024

Date of revised application submittal: May 30, 2024

Comments due date: July 3, 2024

Project Location: The proposed major plat alteration is located on the south side of Bender Rd, just east of the Bender Rd. and Hannah Rd. intersection, on Parcel ID #'s 781133,963631.

Additional Permits: Additional permits submitted associated with the proposed Plat Alteration , include a SEPA Checklist Addendum (P24-041).

NOTICE IS FURTHER GIVEN that all persons interested in these matters may attend in person or remotely. Written comments may be filed with the Community Development Dept, City Hall, 501 N. Anderson St., Ellensburg, WA 98296, attention: Senior Planner Shannon Johnson, or to her email: johnsons@ellensburgwa.gov. **Comments must be submitted in writing by 5:00 pm on Wednesday, July 3, 2024 in order to be included in the staff report provided to the City Council in advance of the hearing. Any comments received after this date and time will be provided to the City Clerk at the meeting itself.**

The City of Ellensburg strives to make our meetings and activities readily accessible by individuals with disabilities. Please furnish your request in sufficient time for the City to provide a reasonable accommodation by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADAcoordinator@ci.ellensburg.wa.us.

Environmental Review: The City expects to issue a **Modified Mitigated Determination of Non-Significance (MDNS)** for this proposal and will use the optional DNS process under WAC 197-11-355, meaning this may be the only opportunity for the public to comment on the environmental impacts of the proposal. Mitigation measures may be required under applicable codes, and the project review process may incorporate or require mitigation measures regardless of whether an EIS is prepared. A copy of the threshold determination may be obtained from the City once made.

Please Publish: **Tuesday June 11, 2024**

P24-040
P24-041

RECEIVED

JUN 18 2024

COMMUNITY DEVELOPMENT

AFFIDAVIT OF PUBLICATION

State of Washington, County of Kittitas, ss: The undersigned being first duly sworn on-oath, deposes and says: That he/she is the representative of The Daily Record, a daily newspaper. That said newspaper is a legal newspaper and has been approved as a legal newspaper by order of the superior court in the County in which it is published and it is now and has been for more than six months prior to the date of the publications hereinafter referred to, published in the English language continually as a newspaper in Ellensburg, Kittitas County, Washington, and it is now and during all of said time printed in an true copy of

CITY OF ELLENSBURG-CITY CLERK
NOA&PH: P24-041 MAJOR LONG

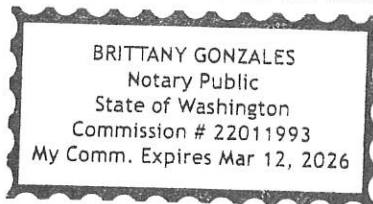
is published in regular issues (and not in supplement form) of said newspaper once a week for a period of 1 consecutive week(s), commencing on the following days.

06/11/24

All dates inclusive and that such newspaper were regularly distributed to its subscribers during all of said period. That the full amount of the fee charged for the foregoing publication is the sum of \$282.99 the rate of \$13.75 per column inch for each insertion.

August Rose Gallo

Subscribed to me this date: 06/13/24



Brittany Gonzales

Printed Name
Notary Public in and for
The State of Washington
(SEAL)

Signed Name

TO PLACE AN AD CALL 509-25-1414

Classifieds & Legals

VISIT US ONLINE AT DAILYRECORDNEWS.COM



Self-Serve Classifieds Now Available at DailyRecordNews.com

CAREERS

Help Wanted

Shuttle Drivers Needed
- CCL Required
The Gorge Amphitheater
Part time: \$22 - \$25 per hour, plus great tips
Schedule: Weekends
May 25th - Oct 7th, 2024
Will be working at the Gorge Amphitheater.
Call Jeff at 206-227-9372
www.surfincollection.com

THORP SCHOOL DISTRICT #400
3rd Grade Elementary Teacher - Job Share
Starting 2024-2025 School Year
\$52,522-\$104,404 DOE/E (0.5 FTE)
Position and benefits descriptions at www.thorpschools.org
Send applications to mckeeb@thorpschools.org

Ads with a price always generate more qualified call.

THORP SCHOOL DISTRICT #400
K-12 Art Instructor/CTE Graphic Arts-12th grade
Starting 2024-2025 School Year
\$52,522-\$104,404 DOE/E (1.0 FTE)
Position and benefits descriptions at www.thorpschools.org
Send applications to mckeeb@thorpschools.org

Legals

NOTICE TO SUBCONTRACTORS AND MATERIALMEN

The State of Washington, Central Washington University, acting by and through Facilities Management Department, hereby advises all interested parties that Contract No. 16066-01 for the Short Gulch Boiler Replacement, Central Washington University, Ellensburg, Washington with Apollo Mechanical Contractors, Kennewick, WA has been accepted as of May 23, 2024 by the Senior Vice President for Finance and Administration of Central Washington University.

The statutory lien period became effective for the filing of all liens and claims against the retained percentage of payment to the Contractor on the above date.

Any liens filed subsequent to July 7, 2024 will not be recognized.

STATE OF WASHINGTON
CENTRAL WASHINGTON UNIVERSITY
FACILITIES MANAGEMENT DEPARTMENT

PUBLISH: Daily Record: May 26, June 4 & 11, 2024/
LEGAL #: 519659

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and more!
Subscribe Today!

Help Wanted

THORP SCHOOL DISTRICT #400
P-12 School Counselor
Starting 2024-2025 School Year
\$52,522-\$104,404 DOE/E (1.0 FTE)
Position and benefits descriptions at www.thorpschools.org
Send applications to mckeeb@thorpschools.org

THORP SCHOOL DISTRICT #400
Para Educator SY 2024-25
Hiring for the 2023-2024 School Year
PARAPROFESSIONAL \$16.25-\$22.34/hr DOE
Position description at www.thorpschools.org
Send applications to mckeeb@thorpschools.org

MERCHANDISE

Wanted

\$5 PAYING TOP DOLLAR \$5 for sport card collections!
Baseball, basketball, football & Pokemon. Premium paid for vintage.
Call Corey
541-938-0364

NOTICES, CHILD CARE

Lost & Found

FOUND
Sword found on May 14, 2024 in the 400 block of N. Walnut St. Contact the Ellensburg Police Department to claim. M. Th. Barnum, 509-925-8627.

Legals

Legals

NOTICE OF APPLICATION AND PUBLIC HEARING P24-041 MAJOR LONG PLAT ALTERATION APPLICATION P24-040 SEPA REQUEST

NOTICE IS HEREBY GIVEN that the City of Ellensburg City Council will hold an open record public hearing at 07:00 pm on Monday, August 5, 2024 to consider a Major Long Plat Alteration application (P24-040) submitted by Tyler Glahn, Crytal Enterprises Inc., property owner. The applicant seeks a major plat alteration parcel #s 761133, 963631, and has submitted an addendum to the original SEPA Environmental Checklist (P21-111) to address changes to the application in order to add approximately .70 acres of adjacent land to the original Katie Meadows Plat (P21-157) which will result in a more cohesive road system, and creation of 14 additional lots for single family housing within the currently undeveloped, unrecorded preliminary approved phase II portion of the plat.

Date of application: May 02, 2024

Date of notice of complete application: May 21, 2024

Date of revised application submittal: May 30, 2024

Comments due date: July 3, 2024

Project Location: The proposed major plat alteration is located on the south side of Bender Rd, just east of the Bender Rd. and Hannah Rd. intersection, on Parcel ID #s 761133, 963631.

Additional Permits: Additional permits submitted associated with the proposed Plat Alteration, include a SEPA Checklist Addendum (P24-041).

NOTICE IS FURTHER GIVEN that all persons interested in these matters may attend in person or remotely. Written comments may be filed with the Community Development Dept, City Hall, 501 N. Anderson St., Ellensburg, WA 98926, attention: Senior Planner Shannon Johnson, or to her email: johnson.s@ci.ellensburg.wa.gov. Comments must be submitted in writing by 5:00 pm on Wednesday, July 3, 2024 in order to be included in the staff report provided to the City Council in advance of the hearing. Any comments received after this date and time will be provided to the City Clerk at the meeting itself.

The City of Ellensburg strives to make our meetings and activities readily accessible by individuals with disabilities. Please furnish your request in sufficient time for the City to provide a reasonable accommodation by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADACoordinator@ci.ellensburg.wa.us.

Environmental Review: The City expects to issue a Modified Mitigated Determination of Non-Significance (MDNS) for this proposal and will use the optional DNS process under WAC 197-11-355, meaning this may be the only opportunity for the public to comment on the environmental impacts of the proposal. Mitigation measures may be required under applicable codes, and the project review process may incorporate or require mitigation measures regardless of whether an EIS is prepared. A copy of the threshold determination may be obtained from the City once made.

PUBLISH: Daily Record: June 11, 2024/
LEGAL #: 523522

NOTICE TO SUBCONTRACTORS AND MATERIALMEN

The State of Washington, Central Washington University, acting by and through Facilities Management Department, hereby advises all interested parties that Contract No. 16222-01 for the CWU Parking Lots Asphalt Repairs, Central Washington University, Ellensburg, Washington with Central Paving, LLC, Ellensburg, WA has been accepted as of June 5, 2024, by the Vice President for Business and Financial Affairs of Central Washington University. The statutory lien period became effective for the filing of all liens and claims against the retained percentage of payment to the Contractor on the above date. Any liens filed subsequent to July 20, 2024, will not be recognized.

STATE OF WASHINGTON
CENTRAL WASHINGTON UNIVERSITY
FACILITIES MANAGEMENT DEPARTMENT

PUBLISH: Daily Record: June 11, 13 & 15, 2024/
LEGAL #: 522773

SUBSCRIBE TODAY

Legals

Legals

Notice of Public Hearing The Outpost CU-23-00002

NOTICE IS HEREBY given that Kittitas County, CDS and the Kittitas County Hearing Examiner will meet at 6:00 p.m. on June 18, 2024, to conduct a virtual public hearing to consider The Outpost Conditional Use Permit application (CU-23-00002). The applicants are proposing a campground/quest ranch on four parcels totaling approximately 9.97 acres. The proposal includes development of approximately 30 cabins, a lodge, parking, and associated infrastructure. The property is zoned Rural Recreation with a Rural Recreation land use designation. The proposed use may be permitted in this zoning designation with a Conditional Use Permit under KCC 17.15.060.

All interested parties are encouraged to attend the virtual public hearing. Please contact staff for virtual meeting details.

Anyone with an interest in this matter is urged to attend this noticed virtual hearing where testimony will be taken. Written comments will also be received. Documents may be viewed at <https://www.ci.kittitas.wa.us/cda/land-use/default.aspx>, under "Conditional Use," "View Active Applications," and file number "CU-23-00002 The Outpost" or at Kittitas County Community Development Services, 411 N. Ruby St. Suite 2, Ellensburg, WA 98926 during regular business hours prior to the hearing. Interested persons are encouraged to verify date and time prior to attending.

Staff Planner: Chace Pedersen, 509-962-7505

PUBLISH: Daily Record: May 9 & June 11, 2024/
LEGAL# 513051

DEPARTMENT OF HOMELAND SECURITY

FEDERAL EMERGENCY MANAGEMENT AGENCY

Proposed Flood Hazard Determinations for the City of Ellensburg and the Unincorporated Areas of Kittitas County, Washington, and Case No. 24-10-0037P. The Department of Homeland Security's Federal Emergency Management Agency (FEMA) solicits technical information or comments on proposed flood hazard determinations for the Flood Insurance Rate Map (FIRM), and where applicable, the Flood Insurance Study (FIS) report for your community. These flood hazard determinations may include the addition or modification of Base Flood Elevations, base flood depths, Special Flood Hazard Area boundaries or zone designations, or the regulatory floodway. The FIRM and, if applicable, the FIS report have been revised to reflect these flood hazard determinations through issuance of a Letter of Map Revision (LOMR), in accordance with Title 44, Part 65 of the Code of Federal Regulations. These determinations are the basis for the floodplain management measures that your community is required to adopt or show evidence of having in effect to qualify or remain qualified for participation in the National Flood Insurance Program. For more information on the proposed flood hazard determinations and information on the statutory 30-day period provided for appeals, please visit FEMA's website at <https://www.floodmaps.fema.gov/firm/firm-studyable-map.asp>, or call the FEMA Mapping and Insurance eXchange (FMIx) toll free at 1-877-FEMA MAP (1-877-336-6277).

PUBLISH: Daily Record: June 11 & 18, 2024/
LEGAL # 522753

Kittitas School District No. 403 NOTICE OF MEETING TO ADOPT 2023-2024 BUDGET EXTENSION AND CONDUCT PUBLIC HEARING

NOTICE is hereby given, pursuant to RCW 28A.505.170 and RCW 28A.505.180, that the Board of Kittitas School District No. 403, Kittitas County, Washington will hold a regular meeting on June 20, 2024, commencing at 7:00 pm in the Kittitas Secondary School, located at 7511 Kittitas Hwy, Kittitas, Washington. The meeting is called for the purpose of regular monthly district business including the adoption of the budget extension for the General Fund. Prior to adoption of the 2023-2024 budget extension, the Board will hold a hearing for the purpose of receiving comments from the public on the 2023-2024 extension. Any person may appear at the hearing and be heard for or against any part of the 2023-2024 budget extension. Upon conclusion of the hearing, the Board shall file and determine the appropriation from each fund contained in the 2023-2024 budget extension and shall, by resolution, adopt the 2023-2024 budget extension. Fiscal year 2023-2024 budget extension information is available from the District by contacting Michelle Holgeson, Business Manager, at 509-955-3122.

PUBLISH: Daily Record: June 11 & 18, 2024/
LEGAL # 519207

CRYTYL ENTERPRISES INC
PO BOX 454
ELLENSBURG, WA 98926-1915

MONTZ, JERRY & HELENA
2468 MARSH CT
DURHAM, CA 95938

BALL, MICHAEL A & LYNETT L
2606 N HANNAH RD
ELLENSBURG, WA 98926-9402

CRYTYL ENTERPRISES INC
PO BOX 454
ELLENSBURG, WA 98926-1915

TOLMAN, ROSCO N
704 W BENDER RD
ELLENSBURG, WA 98926-9484

MURREY, DALLAS JACOB & CHRISTINE ELIZABETH
2606 LEAH LN
ELLENSBURG, WA 98926

LOWERY, ROBERT ETUX
2714 PIONEER RD
ELLENSBURG, WA 98926

SSHI LLC, DBA DR HORTON
11241 SLATER AVE NE STE 200
KIRKLAND, WA 98033-8826

CRANDALL, JOHN & GABRIELLE
410 W 26TH AVE
ELLENSBURG, WA 98926

SSHI LLC, DBA DR HORTON
11241 SLATER AVE NE STE 200
KIRKLAND, WA 98033-8826

PATRY, KATHERINE
3741 S FERGUSON RD
ELLENSBURG, WA 98926

MCCABE, ABIGALE LORD & HARRISON
2512 N LEAH LN
ELLENSBURG, WA 98926

CRYTYL ENTERPRISES INC
PO BOX 454
ELLENSBURG, WA 98926-1915

CRYTYL ENTERPRISES INC
PO BOX 454
ELLENSBURG, WA 98926-1915

CRYTYL ENTERPRISES INC
PO BOX 454
ELLENSBURG, WA 98926-1915

STAWICKI, CAROL V
607 W BENDER RD
ELLENSBURG, WA 98926

STAWICKI, CAROL V
607 W BENDER RD
ELLENSBURG, WA 98926

CRYTYL ENTERPRISES INC
PO BOX 454
ELLENSBURG, WA 98926-1915

SSHI LLC, DBA DR HORTON
11241 SLATER AVE NE STE 200
KIRKLAND, WA 98033-8826

LAWHEAD, ANNIE
413 W 26TH AVE
ELLENSBURG, WA 98926

CRYTYL ENTERPRISES INC
PO BOX 454
ELLENSBURG, WA 98926-1915

RICHARDSON, RANDI GRACE
2611 N LEAH LN
ELLENSBURG, WA 98926

CRYTYL ENTERPRISES INC
PO BOX 454
ELLENSBURG, WA 98926-1915

CRYTYL ENTERPRISES INC
PO BOX 454
ELLENSBURG, WA 98926-1915

ALVIAR, MADISON & CHRISTIAN
501 W 26TH AVE
ELLENSBURG, WA 98926

CRYTYL ENTERPRISES INC
PO BOX 454
ELLENSBURG, WA 98926-1915

MONTZ, JERRY & HELENA
2468 MARSH CT
DURHAM, CA 95938

CRYTYL ENTERPRISES INC
PO BOX 454
ELLENSBURG, WA 98926-1915

CRYTYL ENTERPRISES INC
PO BOX 454
ELLENSBURG, WA 98926-1915

CERTIFICATE OF TRANSMITTAL

On this day, the undersigned sent to
the addressee(s) the original
document(s) by U.S. Mail.

I certify under penalty of perjury
under the laws of the State of WA
that the foregoing is true and correct.

Date 6/11/24 Signed S. Johnson



COMMUNITY DEVELOPMENT DEPARTMENT

501 N. Anderson St., Ellensburg WA 98926

Land Use Permitting (509) 962-7231
comdev@ci.ellensburg.wa.us

Construction Permitting (509) 962-7239
permits@ci.ellensburg.wa.us

June 11, 2024

RE: Notice of Application and Open Record Public Hearing (Revised Hearing Date to be held before the Ellensburg City Council) for the Major Plat Alteration (P24-040), SEPA (P24-041), applications submitted for a proposal at W Bender Road, Ellensburg.

Dear Property Owner,

NOTICE IS HEREBY GIVEN that the City of Ellensburg has received a plat alteration application and SEPA Addendum Environmental Checklist for the following project that may be of interest to you. As a property owner within three hundred feet (300') of this proposal, you are invited to comment.

NOTICE IS ALSO HEREBY GIVEN that an **Open Record Public Hearing** has been scheduled before the **City of Ellensburg City Council for Monday, August 5, 2024 at 7:00 pm** to consider Katie Meadows Phase II Plat Alteration Application, P24-040. The hearing will be held both in person and remotely via Zoom.

The City of Ellensburg strives to make our meetings and activities readily accessible by individuals with disabilities. Please furnish your request in sufficient time for the City to provide a reasonable accommodation. A "Request for Accommodation" form may be obtained from the City Clerk (First Floor – City Hall).

WRITTEN COMMENTS: The public is encouraged to review and comment on this proposed project. Comments must be submitted in writing by 5:00pm on Wednesday, July 3, 2024. All interested persons may participate at the Open Record Public Hearing on Monday, August 5, 2024 at 7:00 pm and provide verbal testimony for or against this matter.

Materials Available for Review: The submitted application and file documents may be examined by the public by visiting the **City of Ellensburg Community Development Department webpage at <https://www.ci.ellensburg.wa.us/623/Public-NoticesCurrent-Projects>**.

PROJECT INFORMATION:

Date of application: May 2, 2024

Date of notice of complete application: May 21, 2024

Date of revised application submittal: May 30, 2024

Comments due date: July 3, 2024

Additional Permits: Additional permits submitted associated with the proposed plat alteration include a SEPA Addendum Checklist (P24-041).

[illegible]

Questions about this plat alteration may be directed to the Community Development Department, 501 North Anderson Street, or via email: johnsons@ellensburgwa.gov.

Shannon D. Johnson

Community Development Senior Planner



COMMUNITY DEVELOPMENT DEPARTMENT

501 N. Anderson St, Ellensburg WA 98926

Land Use Permitting (509) 962-7231

Construction Permitting (509) 962-7239

AFFIDAVIT OF POSTING

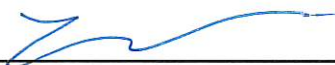
The Ellensburg City Code requires that all projects requiring Type IV Permit Review to have a notice sign posted at the site of the project. Per ECC 15.270.140, the following shall apply:

1. The posting of a weather-resistant sign or signs on the subject property, visible to members of the public who may be passing on nearby public rights-of-way and free from obstructions.
2. If the project abuts more than one public right-of-way (ROW), more than one sign will be required; one per ROW, as determined by the responsible official.
3. **The responsibility for the posting of the sign or signs shall be upon the project applicant or his or her agent.**
4. The sign matrix provided by Planning Dept. Staff shall be made into a sign or signs at least two feet by three feet (2' x 3') in size.

DATE: 6/10/2024	PLANNER: Shannon Johnson – Senior Planner
PROJECT NAME AND SUMMARY: Type IV Plat Alteration Review – <u>City Council</u> <u>Open Record Public Hearing</u> for the proposed Major Plat Alteration – Katie Meadows Phase II W Bender Rd, Ellensburg WA 98926.	FILE NUMBER(S): P24-040 & 041

PLEASE COMPLETE THE FOLLOWING:

I, _____, certify that I am the landowner and/or authorized agent responsible for the posting of this land use project site and further certify that the site has been posted as required by Ellensburg City Code. I understand that the posting period begins immediately and ends after the ending of the appeal period on the final decision by the City Council and the sign(s) will be posted at the site until this time. **Failure to post the site and return this form to Community Development in a timely manner will result in a delay of the application review for the project.**



Signature

June 11, 20 24

Please return the above **affidavit and photograph(s) of the posted notice sign board(s)** to:
Shannon Johnson, Senior Planner, 509-962-7108, via email: johnsons@ellensburgwa.gov ;
Fax: 509-925-8655; or mail to: Community Development Dept., City Hall, 501 N. Anderson St.,
Ellensburg, WA 98926.

Shannon Johnson

From: Tyler Glahn <tylerglahn@gmail.com>
Sent: Thursday, June 13, 2024 8:50 AM
To: Shannon Johnson
Subject: [Ext]

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



Sent from my iPhone

P24-040
P24-041

Land Use Application Cover Sheet

PA-01
APPLICATION

RECEIVED

Community Development Department

501 N. Anderson, Ellensburg, WA 98926

MAY 02 2024

(509) 962-7239 (Building) permits@ci.ellensburg.wa.us (509) 962-7231 (Planning) comdev@ci.ellensburg.wa.us

INSTRUCTIONS - PLEASE READ FIRST AND ANSWER ALL QUESTIONS COMPLETELY. COMMUNITY DEVELOPMENT

If you have any questions about this form or the application process, please ask to speak with a planner. All necessary attachments and the filing fee are required upon submittal. Filing fees are not refundable. This application consists of two parts. PART I - GENERAL INFORMATION and PART II, project descriptions and site plan contain additional information specific to your proposal and all required information MUST be attached to this page to complete the application process.

PART I - GENERAL INFORMATION

1. Applicant's Information	Name:	Tyler Glahn						
	Mailing Address:	PO Box 454						
	City:	Ellensburg	St:	WA	Zip:	98926	Phone :	(360) 220 6518
	E-Mail:	tylerglahn@gmail.com						
2. Applicant's Interest in Property	Check One:	☒ Owner	☐ Agent	☐ Purchaser	☐ Other			
3. Property Owner's Information (If other than Applicant)	Name:							
	Mailing Address:							
	City:		St:		Zip:		Phone :	()
	E-Mail:							
4. Subject Property's Assessor's Parcel Number(s): 781133, 963631								
5. Legal Description of Property. (if lengthy, please attach it on a separate document) see attached								
6. Property Address: 604 W Bender RD 501 W Bender RD								
7. Property's Existing Zoning: ☒ RS ☐ RL ☐ RM ☐ RH ☐ RO ☐ CN ☐ CH ☐ CC ☐ CCII ☐ IL ☐ NC-MU ☐ RC-MU ☐ IH ☐ PR ☐ MHP								
8. Type Of Application: (Check All That Apply)								
☐ Final Plat Application			☐ Environmental Checklist (SEPA Review)			☐ Conditional Use Permit		
☐ Type (II) Review			☐ Landmarks COA			☐ Rezone		
☐ Boundary Line Adjustment			☐ Landmarks Demolition			☐ Shoreline		
☐ Short Plat Alteration			☐ Commercial Wireless Communication			☐ Critical Areas Review		
☐ Preliminary Short Subdivision			☐ Appeal to HE / City Council			☐ Variance/Admin. Variance		
☒ Preliminary Long Subdivision			☐ Code Interpretation			☐ Temporary Use Permit		
☐ Plat Vacation			☐ Regional Retail Master Plan			☐ Design Review Major/Minor		
☒ Plat Alteration			☐ Design Review Departure			☐ Binding Site Plan		
☐ Master Plan P-R Use			☐ Comprehensive Plan Amendment			☐ Essential Public Facility		
☐ Annexation			☐ Development Code Amendment			☐ Site Development Permit		

9. PART II - PROJECT DESCRIPTION AND SITE PLAN (See attached page)

10. I certify that the information on this application and the required attachments are true and correct to the best of my knowledge.

Property Owner's Signature

Date

Applicant's Signature

Date

FILE/APPLICATION(S)#

DATE FEE PAID:

RECEIVED BY:

AMOUNT PAID:

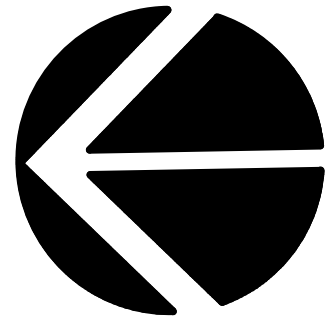
RECEIPT NO:

KATIE MEADOWS PRELIMINARY PLAT
A PORTION OF THE NW 1/4 OF THE SE 1/4 OF SECTION 26
TOWNSHIP 18 NORTH, RANGE 18 EAST, W.M.
CITY OF ELLENSBURG, KITTITAS COUNTY

ADJACENT SURVEY BOOK 29, PAGE 88

ADJACENT SURVEY BOOK 12, PAGE 8

DATUM:
TBM SET ON THE SOUTHWEST PROPERTY CORNER OF
PARCEL 1, RECORD OF SURVEY BK. 43, PG. 199
ELEV. 1630.3,
ELEVATION DERIVED FROM NGS PID SX0581,
NEAR THE NE CORNER OF SANDERMILL RD AND
NORTH WALNUT STREET, DISK IN MONUMENT CASE,
ELEVATION 1667.24 NAVD88.



NORTH
SCALE 1" = 40'
LEGEND

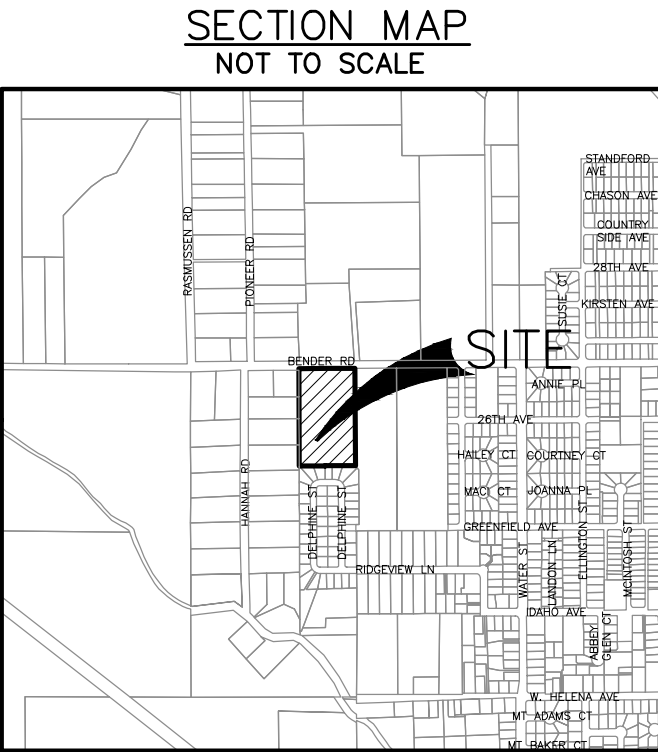
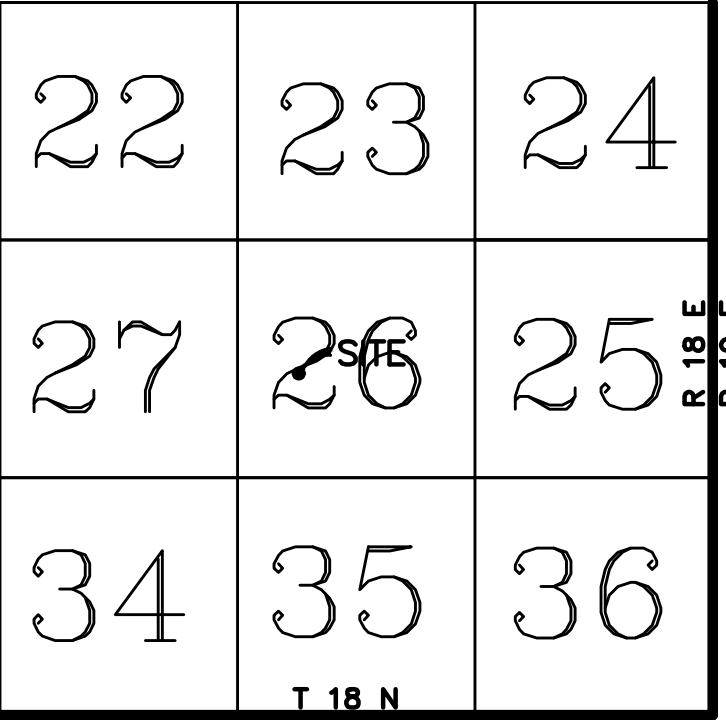
FOUND IRON PIN
SET IRON PIN
PROPERTY LINE
EXISTING FENCE
EXISTING ASPHALT
NON-INCLUSIVE EASEMENT
PROPOSED SIDEWALK
PROPOSED CENTERLINE
PROPOSED LOT LINE
PROPOSED STREETLIGHT

ENGINEER:
EXPEDIENT CIVIL ENGINEERING, PLLC
9200 SUITS US DR, STE. B
BELLA VISTA, AR 72714

ZONING:
RS-RESIDENTIAL SUBURBAN

OWNER/DEVELOPER:
CRYTYL ENTERPRISES, INC.
P.O. BOX 454
ELLENSBURG, WA 98926

SURVEYOR:
GRAY SURVEYING &
ENGINEERING, INC.
P.O. BOX 510
YAKIMA, WA 98907



VICINITY MAP
NOT TO SCALE



DESCRIPTIONS OF EXISTING PARCELS

PARCEL 791133

PARCEL 2 OF THAT CERTAIN SURVEY AS RECORDED MAY 10, 2021, IN BOOK
43 OF SURVEYS, PAGE 199 AND 200, UNDER AUDITOR'S FILE NO.
202105100003, RECORDS OF KITTITAS COUNTY, WASHINGTON; BEING A PORTION
OF THE SOUTHWEST QUARTER OF SECTION 26, TOWNSHIP 18 NORTH, RANGE 18
EAST, W.M., IN THE COUNTY OF KITTITAS, STATE OF WASHINGTON.

Curve #	Length	Radius	Chord Direction	Chord Length
C9	31.33'	20'	N45°32'58"W	28.23'
C10	14.94'	72'	S05°37'24"E	14.92'
C11	37.82'	72'	S27°39'21"E	37.44'
C12	37.82'	72'	S57°49'40"E	37.44'
C13	22.14'	72'	S91°43'56"E	22.07'
C14	22.49'	72'	N07°30'12"E	22.40'
C15	37.82'	72'	N08°28'58"E	37.44'
C16	37.82'	72'	N28°17'44"E	37.44'
C17	14.94'	72'	S05°19'57"W	14.91'
C18	31.31'	20'	S44°27'02"W	28.30'
C21	31.31'	20'	N45°31'31"W	28.21'
C22	31.31'	20'	S44°27'02"W	28.30'

CERTIFICATE OF CASCADE IRRIGATION DISTRICT
THIS PRELIMINARY PLAT MEETS ALL MINIMUM REQUIREMENTS
AND STANDARDS OF THE CASCADE IRRIGATION DISTRICT.

CASCADE IRRIGATION DISTRICT _____ DATE _____

RECORDER'S CERTIFICATE

FILED FOR RECORD THIS _____ DAY OF _____ 2022 AT
IN BOOK _____ AT PAGE _____ AT THE REQUEST OF _____

SURVEYOR'S NAME _____

COUNTY AUDITOR _____

CERTIFICATE OF KITTITAS COUNTY TREASURER
I HEREBY CERTIFY THAT ALL STATE AND COUNTY
TAXES HERETOFORE LEVIED AGAINST THE PLATTED
PROPERTY DESCRIBED HEREON ACCORDING TO THE
BOOKS AND RECORDS OF MY OFFICE, HAVE BEEN
PAID AND DISCHARGED.
PARCEL NO. 791133

KITTITAS COUNTY TREASURER _____ DATE _____

CRYTYL ENTERPRISES, INC.

DATE _____

APPROVALS:

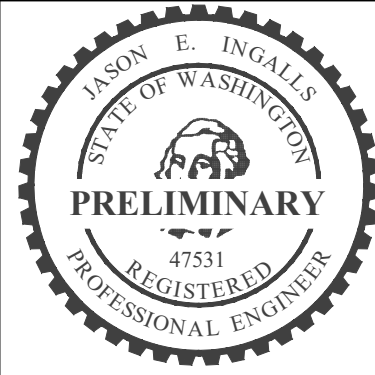
CITY ENGINEER
THIS PRELIMINARY PLAT MEETS ALL MINIMUM
REQUIREMENTS AND STANDARDS OF THE CITY OF
ELLENSBURG SUBDIVISION ORDINANCE. ALL
PROCEDURES OF SAID ORDINANCE HAVE BEEN
COMPLIED WITH.

CITY ENGINEER _____ DATE _____

PUBLIC WORKS DIRECTOR _____ DATE _____

COMMUNITY DEVELOPMENT
DIRECTOR _____ DATE _____

MAYOR _____ DATE _____



3/1/2024

Date	Comments	Rev
12/18/22	PER CITY COMMENTS	2
1/30/2023	PER CITY COMMENTS	3
2/22/2023	PER CITY COMMENTS	4
3/10/2023	PER CITY COMMENTS	5

KATIE MEADOWS SUBDIVISION

PHASE 2

BENDER ROAD ELLENSBURG, WA

CRYTYL ENTERPRISES, INC.

P.O. BOX 454, ELLENSBURG, WA 98926

EXPEDIENT CIVIL ENGINEERING, PLLC
9200 SUITS US DR, STE. B
BELLA VISTA, AR 72714
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DRAWN BY:

JEI

CHECKED BY:

JEI

DATE

7/29/2022

JOB NUMBER

21-1046

SHEET NAME

CONCEPT PLAN

File No.

21-1046 PLAT.dwg

C4.0



KITTITAS COUNTY WASHINGTON

P24-040
P24-041



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[PAYMENT CART\(0\)](#)

Mike Hougardy
Kittitas County Assessor 205 W 5th Ave Ste 101 Ellensburg WA 98926

Assessor Treasurer Appraisal MapSifter

Parcel



Parcel#: 781133 **Owner Name:** CRYTYL ENTERPRISES INC
DOR Code: 11 - Residential - Single Family **Address1:**
Situs: 510 W BENDER RD ELLENSBURG **Address2:** PO BOX 454
Map Number: 18-18-26030-0002 **City, State:** ELLENSBURG WA
Status: **Zip:** 98926-1915
Description: ACRES 0.70; PTN NW1/4 SW1/4 (PARCEL 1, B43/P199-200); SEC 26, TWP 18, RGE 18
Comment: BLA (P21-024) WITH PARCELS 961647 & 791133, 21 FOR 22

2024 Market Value

2024 Taxable Value

2024 Assessment Data

Land:	\$139,570	Land:	\$139,570	District:	18 - CIEB SD401 F2 H1 CO COF ST
Improvements:	\$230,010	Improvements:	\$230,010	Current Use/DFL:	No
Permanent Crop:	\$0	Permanent Crop:	\$0	Senior/Disability Exemption:	No
Total	\$369,580	Total	\$369,580	Total Acres:	0.70000

Ownership

Owner's Name	Ownership %	Owner Type
CRYTYL ENTERPRISES INC	100 %	Owner

Sales History

Sale Date	Sales Document	# Parcels	Excise #	Grantor	Grantee	Price
04/19/24	2024-518	1	2024-518	BEACH, PAUL & SANDRA	CRYTYL ENTERPRISES INC	\$400,000
09/16/21	2021-2512	1	2021-2512	RONNING, CRAIG & TERI L	BEACH, PAUL & SANDRA	\$0
06/21/21	2021-1502	2	2021-1502	VISTOSO PROPERTIES LLC	RONNING, CRAIG & TERI L	\$0
10/20/05	2005-2914	1	2005-2914	MANN, ROBERT D. ETUX	BEACH, PAUL ETUX &	\$321,000
10/01/88	2631800	1	2631800	FRANK W. PHELPS	MANN, ROBERT D. ETUX	\$53,500

Building Permits

No Building Permits Available

Historical Valuation Info

Year	Billed Owner	Land	Impr.	PermCrop Value	Total	Exempt	Taxable
2024	CRYTYL ENTERPRISES INC	\$139,570	\$230,010	\$0	\$369,580	\$0	\$369,580
2023	BEACH, PAUL & SANDRA	\$128,570	\$198,230	\$0	\$326,800	\$70,000	\$202,850
2022	BEACH, PAUL & SANDRA	\$101,380	\$171,470	\$0	\$272,850	\$163,710	\$109,140
2021	BEACH, PAUL & SANDRA	\$76,700	\$90,260	\$0	\$166,960	\$50,000	\$81,410
2020	BEACH, PAUL & SANDRA	\$76,700	\$86,480	\$0	\$163,180	\$50,000	\$81,410

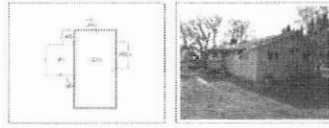
[View Taxes](#)

Parcel Comments

Date	Comment
07/19/21	BLA (P21-024) WITH PARCELS 961647 & 791133, 21 FOR 22
06/01/21	CREATED LESS HOMESITE P# 961647 FOR SR/DISABILITY EXEMPTION PURPOSES ONLY, 18 FOR 19, 19 FOR 20, 20 FOR 21
03/12/09	ANNEX TO THE CITY OF ELLENSBURG, PER ORD 4523; 09 FOR 10

Property Images

Click on an image to enlarge it.



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Data current as of: 4/30/2024 5:11 PM

TX_RollYear_Search: 2024



KITTITAS COUNTY WASHINGTON

P24-040
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[PAYMENT CART\(0\)](#)

Mike Hougardy
Kittitas County Assessor 205 W 5th Ave Ste 101 Ellensburg WA 98926



Assessor Treasurer Appraisal MapSifter

Parcel

Parcel#: 963631 **Owner Name:** CRYTYL ENTERPRISES INC
DOR Code: 11 - Residential - Single Family **Address1:**
Situs: **Address2:** PO BOX 454
Map Number: 18-18-26109-0025 **City, State:** ELLENSBURG WA
Status: **Zip:** 98926-1915
Description: ACRES 3.38; KATIE MEADOWS PHASE I, LOT 25; SEC 26, TWP 18, RGE 18
Comment: NEW PLAT CREATED FROM P# 791133, 23 FOR 24

2024 Market Value

2024 Taxable Value

2024 Assessment Data

Land:	\$255,480	Land:	\$255,480	District:	18 - CIEB SD401 F2 H1 CO COF ST
Improvements:	\$275,470	Improvements:	\$275,470	Current Use/DFL:	No
Permanent Crop:	\$0	Permanent Crop:	\$0	Senior/Disability Exemption:	No
Total	\$530,950	Total	\$530,950	Total Acres:	3.38000

Ownership

Owner's Name	Ownership %	Owner Type
CRYTYL ENTERPRISES INC	100 %	Owner

Sales History

No Sales History

Building Permits

No Building Permits Available

Historical Valuation Info

Year	Billed Owner	Land	Impr.	PermCrop Value	Total	Exempt	Taxable
2024	CRYTYL ENTERPRISES INC	\$255,480	\$275,470		\$0 \$530,950	\$0	\$530,950

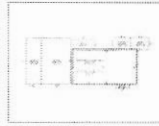
[View Taxes](#)

Parcel Comments

Date	Comment
12/11/23	NEW PLAT CREATED FROM P# 791133, 23 FOR 24

Property Images

Click on an image to enlarge it.



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P24-041

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COMMUNITY DEVELOPMENT

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies:

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals:

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

A. Background

1. Name of proposed project, if applicable: Katie Meadows Plat Phase II
2. Name of applicant: Crytly Enterprises Inc., Tyler Glahn
3. Address and phone number of applicant and contact person: Tyler Glahn (360) 220-6518 PO Box 454 Ellensburg WA 98926

4. Date checklist prepared: 4/25/2024
5. Agency requesting checklist: City of Ellensburg
6. Proposed timing or schedule (including phasing, if applicable): Hoping for a fall 2024 construction start date.
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. No
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. An environmental report was done on the parcel in 2021 none of the two parcels are not in critical areas of any kind.
9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain. None known
10. List any government approvals or permits that will be needed for your proposal, if known. The long plat subdivision process through the city of Ellensburg needs to be completed for the additional 14 lots being created since the last SEPA Checklist completed in 2021-2022
11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.) Parcel ID #781133 (.70 ac) will be sub-divided, simultaneously, the neighboring Parcel ID #963631 (3.38ac) will be Plat altered. The combine process of plat alteration and plat subdivision will create an additional 14 lots to the original Katie Meadows 40 Lot Plat. Lots will range from 4000 sf to 7000sf intended for single family home construction. This subdivision/ plat alteration of the two parcels will produce a more cohesive road accesses and utility layout.
12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist. Project will be completed on parcels 781133 and 963631 510 W Bender road and 604 W Bender road respectively.

Legal description 510 W bender: ACRES 0.70; PTN NW1/4 SW1/4 (PARCEL 1, B43/P199-200); SEC 26, TWP 18, RGE 18

Legal description 604 W Bender: ACRES 3.38; KATIE MEADOWS PHASE I, LOT 25; SEC 26, TWP 18, RGE 18

(See attached preliminary Plat Map)

B. ENVIRONMENTAL ELEMENTS

1. Earth

- a. General description of the site: Flat
- b. What is the steepest slope on the site (approximate percent slope)? About 3%
- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils. The site is old pasture and lawn area. Housing developments border its East and South side. Soils are dry, clay loam with rock cobble.
- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. None known
- e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill. Approximately .5 acres will be affected by some type of excavation/grading in preparation for road/alleys and utilities. Minimum import material other than base course for road build up and bedding material for utilities will be hauled in from a local gravel pit.
- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. Very minimal because much of the topography is flat. An erosion control plan will be submitted to the city prior to construction and followed as such.
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? Approximately 1/3
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any: We will follow our site specific erosion control plan.

2. Air

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known. Once complete normal emissions from lawn and garden maintenance as well as vehicles coming to and from newly built homes.
- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. The increase traffic impact from vehicles moving to and from the newly built homes.
- c. Proposed measures to reduce or control emissions or other impacts to air, if any: Limit the idle time of equipment and trucks during construction. Also using modern diesel equipment with low emissions technology as much as possible.

3. Water

a. Surface Water:

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. No
- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. No
- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. None
- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. No
- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. No
- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. No

b. Ground Water:

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known. No
- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals . . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve. None

c. Water runoff (including stormwater):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. Storm water retainage will be designed by a qualified civil engineer in accordance with the storm water management manual for Eastern Washington. Storm water will be retained onsite.

2) Could waste materials enter ground or surface waters? If so, generally describe. Not to my knowledge

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe. Not to my knowledge

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any: Build an engineer designed storm water retention system to retain storm water on the property.

4. Plants

a. Check the types of vegetation found on the site:

- ☐ deciduous tree: alder, maple, aspen, other
- ☐ evergreen tree: fir, cedar, pine, other
- ☐ shrubs
- ☒ grass
- ☒ pasture
- ☐ crop or grain
- ☐ Orchards, vineyards or other permanent crops.
- ☐ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- ☐ water plants: water lily, eelgrass, milfoil, other
- ☐ other types of vegetation

b. What kind and amount of vegetation will be removed or altered? .5 acers

c. List threatened and endangered species known to be on or near the site. None known

- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: The homes will be mostly dryscaped with some small lawn areas along the back. The plants will be a low water use species native to our climate.
- e. List all noxious weeds and invasive species known to be on or near the site. None at this time we spray weed killer and mow the site periodically to comply with Ellensburg noxious weed code.

5. Animals

- a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Sparrows and other types of songbirds are all I have seen onsite.
- b. List any threatened and endangered species known to be on or near the site. None known
- c. Is the site part of a migration route? If so, explain. Not to my Knowledge
- d. Proposed measures to preserve or enhance wildlife, if any: None
- e. List any invasive animal species known to be on or near the site. None known

6. Energy and Natural Resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. The homes will be all electric and will comply with state energy standards measured with the credit system.
- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. None to my knowledge
- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any: Compliance with the state energy standards

7. Environmental Health

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe. None

- 1) Describe any known or possible contamination at the site from present or past uses.
None known
- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity. None
- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project. None
- 4) Describe special emergency services that might be required. Normal public emergency needs for the increase in housing for the 14 new families/occupants.
- 5) Proposed measures to reduce or control environmental health hazards, if any: Silt fence surrounding the site, spill control kits in all vehicles.

b. Noise

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? Typical construction noises for the duration of the build between the hours of 7:00 am to 5:00 pm Monday-Friday. Occasional construction noise might occur 8:00 am-3:00 pm on Saturday during the months of May, June, July and August.
- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hour's noise would come from the site? Typical construction noises for the duration of building, typical noise from housing developments for the long term.
- 3) Proposed measures to reduce or control noise impacts, if any: Compliance with local noise ordinances.

8. Land and Shoreline Use

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe. Single family homes surround the property. This proposal will add density to the area, Bender st and 26th ave will become more frequently used with the increase of 14 additional homes

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use? The property has not been farmed for more than 20 years no agricultural impact will persist due to the development of more homes at this location.

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how: None to my knowledge

c. Describe any structures on the site. There are currently two houses on the two parcels incorporated into this application. The house at 604 W Bender will be demolished, so Snowdrop st can run straight north where the house is currently located. The design is necessary so Snowdrop can be built straight rather than make an awkward turn before going straight once again. The other home 501 W Bender will remain in place on a newly created lot.

d. Will any structures be demolished? If so, what? The house and shop at 604 Bender RD will be demolished.

e. What is the current zoning classification of the site? Residential Suburban

f. What is the current comprehensive plan designation of the site? Urban Neighborhood

g. If applicable, what is the current shoreline master program designation of the site? N/A

h. Has any part of the site been classified as a critical area by the city or county? If so, specify.
No

i. Approximately how many people would reside or work in the completed project? 14 families
approximately 28-56 people

j. Approximately how many people would the completed project displace? None

k. Proposed measures to avoid or reduce displacement impacts, if any: None taken

- L. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: Plat will be designed and approved in accordance with city land development code
- m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any: None

9. **Housing**

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. 14 new homes for middle income families
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. One higher income house (based on lot size/shop size) will be eliminated 14 middle income houses will be added.
- c. Proposed measures to reduce or control housing impacts, if any: The addition of more middle income housing

10. **Aesthetics** [\[help\]](#)

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? 28' feet, fiber cement lap or board and batt siding.
- b. What views in the immediate vicinity would be altered or obstructed? Territorial views of the current field will change into a housing development.
- c. Proposed measures to reduce or control aesthetic impacts, if any: Houses will be in compliance with city of Ellensburg design standards and city of Ellensburg streetscape designs.

11. **Light and Glare** [\[help\]](#)

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur? Normal glare from windows during sunrise to sunset
- b. Could light or glare from the finished project be a safety hazard or interfere with views? No hazards I can think of

c. What existing off-site sources of light or glare may affect your proposal? Streetlights as required by city of Ellensburg Public Works Department

d. Proposed measures to reduce or control light and glare impacts, if any: None

12. Recreation [\[help\]](#)

a. What designated and informal recreational opportunities are in the immediate vicinity? Two city parks located within .75 miles are Kiwanis Park and North Alder street Park

b. Would the proposed project displace any existing recreational uses? If so, describe. No

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: None taken

13. Historic and cultural preservation [\[help\]](#)

a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers ? If so, specifically describe. No

b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources. None to my knowledge

c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc. I have reviewed all available historic maps and have consulted with the local library and county museum. I see no historic or cultural impacts this development would impose on another parcel.

d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required. If artifacts are found, all work must cease until an archaeologist or other specialist can examine the site, to determine mitigation, per federal and state laws.

14. Transportation

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any. The site will be accessed off bender road and 26th ave as shown on the preliminary plans.
- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop? Yes, the corner of Water st and Bender road is the closest bus stop for public transportation by Central Transit.
- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate? 56 New spaces would be added 2 at 604 Bender would be eliminated.
- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private). All roads/sidewalks/planters on preliminary plans would be built new paid for by the developer.
- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. No
- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates? Approximately 90-110 trips per day
- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe. No
- h. Proposed measures to reduce or control transportation impacts, if any: None

15. Public Services [\[help\]](#)

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe. The project will increase the public services needs relative to 14 new families entering the community

- b. Proposed measures to reduce or control direct impacts on public services, if any. New sewer/water lines, new roads, curb sidewalks and gutters will be built for the public needs of the additional 14 homes

16. **Utilities** [\[help\]](#)

- a. Circle utilities currently available at the site: Electricity, water, refuse service, telephone, cable and sanitary sewer are all available onsite
- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed. Two sewer mains will extend north along snowdrop st and Emery Street. Water will connect to Bender rd. Power, cable and telephone will extend along those two streets as well to service both West and East run of lots. All utilities except Cable and telephone are owned by the city of Ellensburg. Telephone will be owned by consolidated communications. Cable is owned by Spectrum.

C. Signature [\[help\]](#)

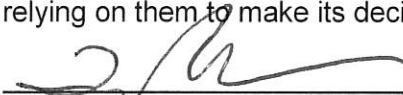
The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: _____

Name of signer _____

Position and Agency/Organization _____

Date Submitted: _____


Tyler Glahn
president Crytyl Enterprises
5/1/24

D. supplemental sheet for nonproject actions [\[help\]](#)

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

Proposed measures to protect such resources or to avoid or reduce impacts are:

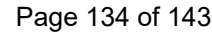
5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.



RESOLUTION NO. 2024-21

**A RESOLUTION OF THE CITY COUNCIL OF ELLENSBURG, WASHINGTON
RELATING TO THE APPROVAL OF THE KATIE MEADOWS - PHASE II PLAT
ALTERATION NO. P24-040 OF PROPERTY LOCATED IN ELLENSBURG,
WASHINGTON.**

WHEREAS, on May 30, 2024 property owner Tyler Glahn, Crytly Enterprises Inc. filed a plat alteration application in order to add approximately .70 acres of land to alter and increase the size of the original plat which will result in a more cohesive road system, and creation of 14 additional lots for single family housing within the currently undeveloped, unrecorded preliminarily approved phase II portion of the plat for property located on Kittitas County Assessor Parcel ID #'s 781133 & 963631, on the south side of Bender Road, just east of the Bender/Hannah Road intersection in the City of Ellensburg, WA; and

WHEREAS, on July 24, 2024, the City of Ellensburg issued an Addendum to the SEPA Mitigated Determination of Non-Significance (MDNS) for the original Katie Meadows Plat proposal (P21-111) issued October 18, 2021; and

WHEREAS, following a duly noticed open record public hearing held before the City Council on August 5, 2024, to consider the Katie Meadows Phase II plat alteration application, as provided by Chapter 15.260 ECC, the City Council approved the plat alteration subject to certain conditions as set forth herein;

NOW, THEREFORE, the Ellensburg City Council hereby resolves as follows:

Section 1. The Ellensburg City Council makes the following findings of fact:

A. The proposed plat alteration is in conformance with the goals and polices of the City of Ellensburg Comprehensive Plan ("Comprehensive Plan"), as amended, if developed in accordance with the conditions stated herein;

B. The proposed use and corresponding plat alteration has been designated in accordance with the permitted uses and future land use designations within the Comprehensive Plan classification and standards for development set forth in the City's Land Development Code if developed in accordance with the conditions stated herein;

C. Appropriate provisions have been made for public health, safety, and general welfare and for such other factors enumerated in RCW 58.17.215 if the plat alteration is developed subject to the conditions stated herein. Public facilities, such as roads, sewer and water and other public facilities are adequate to support the use and layout of the proposed plat alteration if developed in accordance with the conditions stated herein;

D. The public use and interest will be served if the plat alteration is developed in accordance with the conditions stated herein;

E. The proposal for the plat alteration conforms to the policies, standards and design principles specified in Chapter 15.260 of the Ellensburg City Code if developed in accordance with the conditions stated herein; and

F. Any Conclusion of Law that is more correctly a Finding of Fact is hereby incorporated as such by this reference.

Section 2. The plat alteration involving property located along West Bender Road, commonly referred to as Katie Meadows plat – phase II, and legally described as follows:

Acres 0.70; Portion of the Northwest Quarter of the Southwest Quarter (Parcel 1, B43/P199-200); Section 26, Township 18 North, Range 18 East, W.M., in the County of Kittitas, State of Washington; Portion of Parcel 2 of that certain Survey as recorded May 10, 2021, in Book 43 of Surveys, Pages 199 and 200, under Auditor's File No. 202105100003, records of Kittitas County, Washington; being a portion of the Southwest Quarter of Section 26, Township 18 North, Range 18 East, W.M., in the County of Kittitas, State of Washington.

Section 3. The Katie Meadows Phase II plat alteration (P24-040) shall be developed in accordance with the following conditions of approval, which shall apply to the applicant, and the applicant's heirs, successors in interest and assigns:

A. Fulfillment of all City code required final plat design and construction requirements for on-site and off-site improvements prior to final plat alteration approval.

B. The applicant will meet the requirements of the Energy Services Light Department discussed in its memorandum dated June 26, 2024.

C. The applicant will meet the requirements of the Public Works & Utilities Department discussed in its memorandum dated July 2, 2024.

D. The applicant will meet the requirement of the City of Ellensburg Fire Marshal's memorandum dated April 16, 2024.

E. The applicant will meet the requirements of the SEPA Official's issuance of Mitigated Determination of Non-Significance (MDNS) dated July 24, 2024.

F. The applicant is required to obtain an NPDES Construction Storm Water General Permit from the Washington State Department of Ecology, as well as all other permits (site grading permit, SWPPP, etc.) that may be required as a result of plat development. Subdivision and land development activities shall follow the requirements of the Ellensburg City Code, including the Design Standards.

Section 4. The Ellensburg City Council makes the following conclusions of law:

A. As conditioned, the proposed use is consistent with the intent, purposes and regulations of the Ellensburg City Code and Comprehensive Plan.

B. As conditioned, the proposal does conform to the standards specified in Ellensburg City Code.

C. As conditioned, the use will comply with all required performance standards as specified in the Ellensburg City Code.

D. As conditioned, the proposed use will not be contrary to the intent or purposes and regulations of the Ellensburg City Code or the Comprehensive Plan.

E. As conditioned, this proposal does comply with Comprehensive Plan, the zoning code and other land use regulations, and SEPA.

F. Any Finding of Fact that is more correctly a Conclusion of Law is hereby incorporated as such by this reference.

Section 5. The Findings of Facts and Conclusions of Law, as set forth in this resolution, constitute the final decision of the City of Ellensburg upon this matter.

Section 6. Notice is hereby given that appeal of the land use decision shall be barred unless a petition requesting review is filed in the Superior Court of the State of Washington and properly served within twenty-one (21) days after passage of this resolution in accordance with Chapter 36.70C of the Revised Code of Washington.

Passed this 5th day of August, 2024.

MAYOR

Attest: _____
City Clerk



Meeting Date: August 5, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Award Letter and Conditions of Approval for First & Pine Affordable Housing Project to Inversion Design (Public Comment Opportunity)

Submitted by: Lily Frey, Housing and Grants Manager

Department: Community Development

Suggested Motion/Action:

Approve Inversion Design Build Award Letter and Conditions for City of Ellensburg 1st and Pine Property Contribution to Affordable Housing Project.

Background/Summary:

Consistent with RCW 39.33.015, in October 2021, the City Council designated two city-owned parcels located at the intersection of E 1st Avenue and N Pine Street as surplus for the construction of affordable housing (Resolution 2021-32).

On June 17, 2024, City Council discussed both proposals received in response to a request for proposals (RFP) specific to the site with the applicants. The Inversion Design Build proposal selected for the site proposes 36 studio and one-bedroom units on the properties, including 12 three-unit stacks, each of which would include one owner-occupied unit and two rental units.

In July 2024, staff met with Inversion Design Build to discuss the basic provisions of an affordable housing agreement for the proposed development on the site. Basic agreement terms are included in the attached draft letter, but the final agreement may include additional terms.

Previous Council Action:

On June 17, 2024, City Council authorized staff to prepare this award letter. On October 18, 2021, the City of Ellensburg declared these properties surplus for affordable housing purposes through Resolution 2021-32.

Analysis:

This letter follows up on the previous Council recommendation and will enable Inversion Design Build to move forward with securing additional funding for the project. Contract negotiations will begin upon acceptance of the award letter by Inversion.

Financial Impact:

The applicant is not seeking any affordable housing funding from the City, so there is no direct financial impact to the City.

Budget Adjustment: No

Attachments:

1. Inversion Design Build Award Letter



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

August 5, 2024

Nathan Poel
Architect / Owner
Inversion Design Build
5501 W. Powerhouse Road
Yakima, WA 98908

RE: Inversion Design Build Award Letter and Conditions for City of Ellensburg 1st and Pine Property Contribution

Dear Mr. Poel:

Congratulations! Your application for the City-owned property located at E 1st Ave and N Pine Street has been conditionally approved by Ellensburg City council.

This award is conditional and is not a guarantee of property contribution. This letter provides an overview of City conditions and some details you can expect in the contractual agreement. Upon issuance of this letter, the City will initiate contract negotiations which, upon completion and approval by both parties, will culminate in the transfer of ownership of the 1st and Pine property.

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

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

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

CONDITIONS

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

- The contract term for project completion will be consistent with the development timeline.
- In addition to the overall project completion term, the contract will also include a schedule of performance that will include, but not be limited to: submitting a finance plan (pro forma),

obtaining civil permits, scheduling a closing date, commencement of construction, completion of construction, review of eligibility requirements for homebuyers, and conveyance of homes to initial homebuyers and renters.

- The scope of work will be based on the application submitted.
- The proposal and contract must meet the requirements of the City of Ellensburg Affordable Housing program and RCW 39.33.015.
- Applicant will submit a written status report when changes to the project cause the proposal to differ from the RFP application or previous status reports. Reports must explain any problems or needed modifications and propose a plan for addressing them. Modifications may require a mutually agreed-upon amendment of the contract documents.
- Contract terms must be agreed to by January 15, 2025 or the City of Ellensburg reserves the right to withdraw this award.

Please notify the Community Development Department as you reach each funding and other milestone or encounter challenges. The City anticipates reserving this property for the time period specified in your application, i.e., through June 2026, conditioned upon the contractual schedule of performance being met.

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

Sincerely,

Rich Elliott, City of Ellensburg Mayor

Acknowledgement of Conditions

I acknowledge that I have read and understand the above conditions.

ORIGINAL SIGNATURE OF AUTHORIZED OFFICIAL

Signature:

Title:

Name:

Date:

Organization:



MANAGER'S REPORT

DATE: August 5, 2024

To: Ellensburg City Council

FROM: Heidi Behrends Cerniwey, City Manager

1. 2023 Wastewater Treatment Plant Outstanding Performance Awards.

We were notified by the Department of Ecology that the Ellensburg Wastewater Treatment Plant is receiving the 2023 "Wastewater Treatment Plant Outstanding Performance" Award. The Department of Ecology writes, "Turning wastewater into water clean enough to discharge takes efficient process control, skill, teamwork, and good judgement. This truly is a 24/7 responsibility. Ecology appreciates the extraordinary level of effort your plant's operator's make to protect water quality and provide a critical service to the community." Ellensburg is one of 118 plants statewide that achieved top performance of its operations in 2023. The full list of 2023 award recipients will be forthcoming. The award presentation will be scheduled for a future City Council meeting.

2. City Participation in the WA Families Clean Energy Credits Program.

As approved by Council on June 3, the City is participating in the one-time Washington state \$200 utility bill credit program for low to moderate income accounts. We will be working with Commerce's subcontractor, Promise, to promote the program and identify qualifying households. One \$200 credit per eligible household is allowed. Interested participants may find more information and apply at [Clean Energy Credits for Washington Families | Promise \(wacleanenergycredits.com\)](https://wacleanenergycredits.com).

3. Temporary Cold Weather Shelter Update.

The City received one response, from HopeSource, to the Joint Request For Proposals (RFP) for operation of the temporary Cold Weather Shelter issued by the City and Kittitas County. Although a second response was also received, it did not comply with the requirements of the RFP and was therefore deemed nonresponsive. The Cold Weather Shelter Action Team is meeting August 6 to review a shortlist of potential temporary shelter locations. A shelter operations contract with HopeSource will be finalized after a site is secured.

DO YOU QUALIFY FOR REDUCED UTILITY RATES?

The City of Ellensburg contracts with HopeSource to review and qualify customers for these low-income rates. Upon approval, HopeSource notifies the City of qualified applicants.

The City of Ellensburg offers reduced utility rates for customers meeting the following definitions established in Ellensburg City Code 9.30.020:

Low-Income Senior Citizens

“Low-income senior citizen” means a person who is 65 years of age or older with a combined household income at or below 125 percent of the federally established poverty level.

Low-Income Disabled Citizens

“Low-income disabled citizen” means a person with a combined household income at or below 125 percent of the federally established poverty level who: (A) provides documentation of disability from the Social Security Administration of the federal government; or (B) qualifies for special parking privileges under RCW 46.19.010(a) through (j); or (C) demonstrates through documentation from a qualified medical professional that he or she has a disability identified in RCW 46.19.010(a) through (j); or (D) qualifies as a blind person as defined in RCW 74.18.020.

Contact HopeSource to see if you qualify for reduced rates.



****Electric Rate Discount**

50% of daily service charge and kWh consumption charge

****Gas Rate Discount**

50% of daily service charge and base rate

Sewer Rate Discount

50% of daily service charge and volume charge

Water Rate Discount

50% of daily service charge and consumption charge

HopeSource offers additional energy assistance, home weatherization and additional resources and programs for qualified applicants.

** Additional qualifications: Must not reside in federally subsidized housing. Qualified applicants must agree to participate in energy conservation programs available at no charge. The utility account holder must be the person that qualifies for the discount.

HopeSource Ellensburg Office
606 West 3rd Avenue, Ellensburg, WA 98926
Phone: (509) 925-1448
Fax: (509) 955-1854
Email: info@hopesource.us
Website: <https://hopesource.us/>
Monday-Friday 8:00 a.m. - 4:00 p.m.
Saturday 9:00 a.m. - 1:00 p.m.
Sunday Closed