

CITY COUNCIL AGENDA

April 21, 2025



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To attend the city council meeting virtually register here:

https://us02web.zoom.us/webinar/register/WN_bcForX6ESq-bQ-TBNCCKDg

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AMERICANS WITH DISABILITIES ACT

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

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](http://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, April 21, 2025
7:00 PM - Regular Meeting**

Pledge of Allegiance

1. Call to Order and Roll Call

2. Proclamations (No Public Comment)

2.A Bike Month 6

2.B National Child Abuse Prevention Month 7

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 April 7, 2025 Regular Meeting 8

5.B Approve Minutes of April 7, 2025 Study Session 12

5.C Acknowledge Minutes of Boards and Commissions 13

5.D Project Acceptance - Bid Call 2020-34 - University Way and Reecer Creek Road Signalization Project 15

5.E Bid Award – Bid Call No. 2025-01, 2025 Residential Sidewalk Repair Program 17

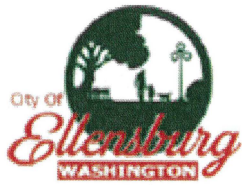
5.F Resolution 2025-06 Approving Kristen and Clayton Wood's Tree Removal Request at 1104 E Craig Avenue 19

5.G Amendment #1 to R24-09 Joint Use Pole Loading Consultant Services 26

5.H Approve April 21, 2025 Voucher Listing 28

6. Petitions, Protests, and Communications

7.	Public Comment on Non-agenda Issues	
8.	Business Requiring Public Hearings	
9.	Introduction and Adoption of Ordinances and Resolutions	
9.A	Amending Ellensburg City Code Chapter 2.34 - Parks & Recreation Rules and Regulations (Public Comment Opportunity)	29
10.	Unfinished Business	
11.	New Business	
11.A	Comprehensive Plan Periodic Update and Suspension of 2026 Annual Update (Public Comment Opportunity)	41
12.	Miscellaneous	
12.A	Manager's Report (No Public Comment)	46
12.B	Councilmembers' Reports (No Public Comment)	
13.	Executive Session	
14.	Adjournment	



City of Ellensburg

PROCLAMATION

Bike Month Proclamation

May 2025

Whereas, May has been celebrated as National Bike Month in communities coast to coast since 1956 to showcase the many benefits of bicycling and encourage more people to give biking a try; and

Whereas, creating a cycling-friendly community has been shown to improve citizens' physical and mental health, well-being, and quality of life, growing the economy, attracting tourism dollars, improving traffic safety, supporting student learning outcomes, and reducing pollution, congestion, and wear and tear on our streets and roads; and

Whereas, greater public awareness of bicycle operation and safety education will reduce collisions, injuries, and fatalities and improve health and safety for everyone on the road; and

Whereas, the State of Washington is ranked the #1 Bicycle-Friendly State in the nation; and

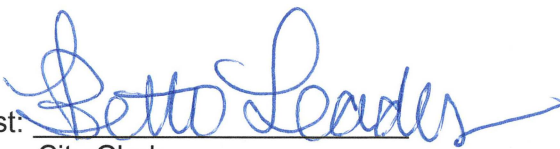
Whereas, the City of Ellensburg is a Silver-level Bicycle Friendly Community and wishes to achieve Gold in 2027; and

Whereas, Ellensburg and Kittitas County's road and trail system attracts bicyclists each year, providing transportation, recreation and exercise, tourism and economic health benefits; and

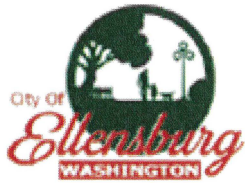
Whereas, the Ellensburg Environmental Commission invites everyone to participate in Bike Month competitions or join the bicycle celebration at Unity Park to receive free helmets, bells, bikes and safety information on Saturday, May 31.

Now therefore, the City Council of the City of Ellensburg does hereby proclaim May as Bike Month in Ellensburg, and urges all residents to give bicycling a try.

Signed this 21 day of April, 2025

Attest: 
City Clerk


Rich Elliott
Mayor



City of Ellensburg

PROCLAMATION

National Child Abuse Prevention Month

April 2025

Whereas, in Federal fiscal year 2022, nearly 3.1 million children received either an investigation response or alternative response; and

Whereas, child abuse and neglect is a serious problem affecting every segment of our community, and finding solutions requires input and action from everyone; and

Whereas, our children are our most valuable resources and will shape the future of the community; and

Whereas, child abuse can have long-term psychological, emotional, and physical effects that have lasting consequences for victims of abuse; and

Whereas, protective factors are conditions that reduce or eliminate risk and promote the social, emotional, and developmental well-being of children; and

Whereas, effective child abuse prevention activities succeed because of the partnerships created between child welfare professionals, education, health, community- and faith-based organizations, businesses, law enforcement agencies, and families; and

Whereas, communities must make every effort to promote programs and activities that create strong and thriving children and families; and

Whereas, we acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promote the social and emotional well-being of children and families in a safe, stable, and nurturing environment; and

Whereas, prevention remains the best defense for our children and families.

Therefore, I do hereby proclaim April as National Child Abuse Prevention Month and urge all citizens to recognize this month by dedicating ourselves to the task of improving the quality of life for all children and families.

Signed this 21st day of April, 2025.

A blue ink signature of the Mayor, consisting of a stylized, cursive name.

Mayor

Attest: A blue ink signature of Betty Leader, the City Clerk, written in a cursive style.

City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

April 7, 2025

7:00 PM

Council Chambers

501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

Pledge of Allegiance

The Pledge of Allegiance was led by Councilmember Palmer

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, Acting City Attorney Reiman, City Clerk Leader, Transit Manager Dunbar, Arts & Economic Development Manager Vandenberg, Energy Services Director Stanavich, Public Works Director Lyyski, Assistant Finance Director Bassett and approximately 25 members of the public

Others present remotely via Zoom: Four members of the public

2. Proclamations

2.A Arbor Day 2025

2.B National Safe Digging Month 2025

3. Awards and Recognitions

4. Approval of Agenda

Councilmember Palmer moved to amend the Agenda by moving Item 11A before Item 10A.

Motion Approved 7-0

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

5. Consent Agenda

5.A Approve Minutes of March 17, 2025 Regular Meeting

5.B Acknowledge Minutes of Boards and Commissions

5.C Washington State Department of Commerce Grid Modernization Grant

5.D Congressionally Directed Spending for the Solar Park and Grid Modernization – Authorization to Sign Contract Documents with Department of Energy

- 5.E Award Bid Call 2025-05 Water Street Overlay- Main St to Bender Rd
- 5.F Public Transit Amendment Agreement between the City of Ellensburg and HopeSource
- 5.G Paratransit Operating Amendment Agreement between the City of Ellensburg and HopeSource
- 5.H Authorize City Manager's Signature on a Memorandum of Understanding with Teamsters Local 760 (Police)
- 5.I Approve April 7, 2025 Voucher Listing

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

6. Petitions, Protests, and Communications

- 6.A Board & Commission Appointment - Lodging Tax Advisory Committee (Public Comment Opportunity)
Kelle Vandenberg, Arts & Economic Development Manager, introduced Arlo Evasick, who was being recommended for appointment to the Lodging Tax Advisory Committee.

Councilmember Goodloe moved to appoint Arlo Evasick to the Lodging Tax Advisory Committee. **Motion Approved 7-0**

- 6.B KITTCOM Update - Rich Elliott, Director
Rich Elliott, KITTCOM Director, presented information to Council regarding dispatching duties and calls received by the communications center. Council asked questions.

7. Public Comment on Non-agenda Issues

- Naomi Peterson, City resident, spoke in favor of Unity Park
- Victoria Thomas, City resident, speaking on her own behalf, spoke regarding city parks and facilities
- Juliann Cleman, County resident, representing herself, spoke regarding the City's social media policy

8. Business Requiring Public Hearings

9. Introduction and Adoption of Ordinances and Resolutions

- 10.A 2023 Electrical System Plan (Public Comment Opportunity)
Buddy Stanavich, Energy Services Director, introduced the item. Consultants Evan Powers and Jeff Shupe, representing Power Engineers, presented information to Council. Council asked questions of the consultants.

Chris Carlson, County resident, spoke regarding future power supply issues

Councilmember Lillquist moved to accept the 2023 Electrical System Plan as complete. **Motion Approved 7-0**

10.B Continued Discussion on Renewing Transportation Benefit District (TBD) Funding by Ballot Measure in 2025 (Public Comment Opportunity)

Heidi Behrends Cerniwey, City Manager, presented information in the staff report. Council asked questions and made comments.

- Jim Hurson, City resident and PTAC member, speaking on his own behalf, spoke in favor of continuing City transit availability
- Victoria Thomas, City resident, spoke in favor of the City's public transit system

Councilmember Lillquist moved to direct staff to develop a resolution for a ballot measure with .2% dedicated to public transit and .1% dedicated to street maintenance, to be scheduled for the November ballot. **Motion Approved 7-0**

11. New Business

11.A Employment Agreement with Christopher E Horner (Public Comment Opportunity)

Heidi Behrends Cerniwey, City Manager, presented information in the staff report. Chris Horner was present to introduce himself.

Councilmember Miller moved to approve authorizing the City Manager to sign the employment agreement with Christopher E Horner outlining terms as the Ellensburg City Attorney. **Motion Approved 7-0**

12. Miscellaneous

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

Heidi Behrends Cerniwey, City Manager, presented information in the report. Items included on the dais for Council included: a list of consultant contracts for the past two years, listing of federal funding received by the City, and letter from the Arbor Day Foundation.

She spoke regarding the city holding a candidate education opportunity for potential council candidates and the public with the upcoming election.

12.B Councilmembers' Reports (No Public Comment)

- Councilmember Beauchamp attended EDA hosted strategic planning roundtables, the earthquake drill and retirement party for Terry Weiner
- Councilmember Goodloe attended the Braver Angels presentation and Homelessness & Affordable Housing Committee meeting

-
- Councilmember Lillquist attended Environmental Commission, Utility Advisory Committee, Yakima Basin Fish & Wildlife Recovery Board, EDA strategic planning and LEOFF 1 Disability Board meetings
 - Councilmember Miller attended a PTAC meeting and requested an excused absence for the June 16, 2025 meeting

Councilmember Palmer moved to approve an excused absence for Councilmember Miller for the June 16, 2025 meeting. **Motion Approved 7-0**

- Councilmember Palmer requested an excused absence for April 21, 2025 meeting, attended the Affordable Housing Commission and Utility Advisory Commission meetings and the earthquake drill

Councilmember Miller moved to approve an excused absence for Councilmember Palmer for the April 21, 2025 meeting. **Motion Approved 7-0**

- Councilmember Thompson attended Landmarks & Design Commission meeting
- Mayor Elliott reported on the meeting he attended with 13th District Legislators concerning 911 and city issues, attended a Mayor's meeting, and requested the UAC begin a conversation concerning power generation and smart meters in the City electrical system, with consensus by Council

13. Executive Session

14. Adjournment

Meeting adjourned at 9:10 pm

Mayor

ATTEST:

City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Study Session

April 7, 2025

6:00 PM

Council Chambers

501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

Study Session

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, Acting City Attorney Reiman, City Clerk Leader, Public Information Officer Klauss, Arts & Economic Development Manager Vandenberg, and approximately ten members of the public

Others present remotely via Zoom: No members of the public

- A City Communications/Social Media Policy/Board & Commission Discussion
Nicole Klauss, Public Information Officer, presented information to Council regarding how the City communicates with the public and citizens. Council asked questions of staff.

Council consensus was to discuss the following at a future meeting:
Recognition of federal holidays;
Social media discussion concerning comments on/off;
Proclamations;
Level for recording Board & Commission meetings; and
Requirement of staff resources and time to follow social media platforms and provide accessibility

14. Adjournment

Meeting adjourned at 6:49 pm

Mayor

ATTEST:

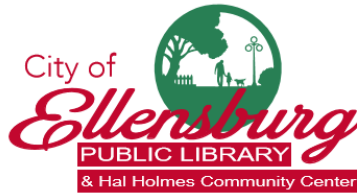
City Clerk

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

March 11, 2025

4:30 p.m.

Council Conference Room

Richard Moreno, Chair term expires December 31, 2026

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

Mary James, term expires December 31, 2027

Marty Blackson, term expires December 31, 2027

Josh Aubol, term expires December 31, 2027

Andreina Delgado, term expires December 31, 2028

Emily Brown-Pratz, term expires December 31, 2030

I. CALL TO ORDER

Carpenter called the meeting to order at 4:32 p.m.

II. ATTENDANCE

PRESENT: Josh Aubol, Marty Blackson, Emily Brown-Pratz, Vikki Carpenter, Andreina Delgado, Mary James, Rich Moreno

ABSENT: None

OTHERS PRESENT: Sarah Beauchamp (Council Liaison), Josephine Camarillo (Staff)

III. APPROVAL OF AGENDA

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

Motion approved. Motion passed 7-0.

IV. APPROVAL OF MINUTES

Motion made by Brown-Pratz to approve the February 2025 minutes, motion seconded by Delgado.

Motion approved. Motion passed 7-0.

V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS

None

VI. REPORTS

A. Director Report: Library/HH retreat was successful and staff was appreciative. Library/HH applying for CBDG grant with support from Public Works and Finance department for new HVAC system. Council presentation and public hearing will take place on March 17, 2025. Three staff members will be attending Washington Library Association conference April 10-12, 2025. Physical circulation of materials are a bit down from last month, due to less days in February but overall is up.

B. Budget Report: Last month budget final numbers not yet ready but budget generally continues to be on track.

C. Friends of the Library Report: Next Book Barn sale will be March 15th. Bloom with Friends event has been rescheduled to September 20, 2025.

D. Library Birthday Event: Board consensus to maintain free community celebration with cake and music but would like to create an additional ticketed event to raise money for the Library Foundation. Director will investigate current Foundation status.

VII. UNFINISHED BUSINESS

A. None

VIII. NEW BUSINESS

A. Library Policy- Fines and Fees: Board reviewed draft of current policy and offered edits and feedback. Director will update draft and will present final draft at next meeting. Next policy to review will be Displays and Bulletin Boards.

IX. UNSCHEDULED BUSINESS

None

X. UPCOMING PROGRAMS/EVENTS

Upcoming events presented.

XI. NEXT MEETING

Tuesday, April 8, 2025, at Council Conference Room, City Hall/ ZOOM

XII. ADJOURNMENT

With no further discussion, the meeting was adjourned by Moreno at 5:17 p.m.

Respectfully submitted,
Josephine Camarillo, staff



Meeting Date: April 21, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Project Acceptance - Bid Call 2020-34 - University Way and Reecer Creek Road Signalization Project
Submitted by: Josh Mattson, Assistant City Engineer
Department: Public Works

Suggested Motion/Action:
Accept Bid Call 2020-34 as complete.

Background/Summary:

The construction of the University Way and Reecer Creek Road Signalization project was completed in May 2023 and installed a traffic signal at the intersection of University Way and Reecer Creek Road. The new signal has traffic control phases dedicated to all through and left-turning movements. The project also included radar/video vehicle and bicycle detection, emergency vehicle detection and preemption, pedestrian push buttons and displays, and will be connected to the City's existing traffic signal management system. Staff has recently received the necessary project closeout paperwork from the Washington State Department of Transportation. Council is now being requested to accept the project as complete.

Previous Council Action:

December 21, 2020 Regular Council Meeting – Council approved a 2021-2026 Six-Year Transportation Improvement Plan amendment confirming grant funding for the project and authorizing the Mayor and staff to execute any and all necessary Surface Transportation Block Grant (STBG) paperwork.

June 7, 2021 Regular Council Meeting - Council awarded the above-mentioned project to Colvico, Inc.

Analysis:

The original contract amount bid for the project was \$576,207.90 with the final contract amount being \$592,414.68 for Schedule "A", the only bid schedule for the project. A change order for signal head mounting adjustments and reinforcement resulted in additional expenditures for the project.

Financial Impact:

An STBG Federal grant in the amount of \$510,608.02 funded most of the project. The City Arterial Street fund had budget to cover the remaining \$81,806.66 which exceeded the grant funding. Kittitas County will reimburse the City for \$74,672.42 of these remaining project costs.

Budget Adjustment: No

Attachments:

None



Meeting Date: April 21, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Bid Award – Bid Call No. 2025-01, 2025 Residential Sidewalk Repair Program

Submitted by: Josh Mattson, Assistant City Engineer

Department: Public Works

Suggested Motion/Action:
Award Bid Call 2025-01 to Eastern Washington Groundworks LLC, the lowest responsive and responsible bidder, in the amount of \$326,371.38, and approve the necessary budget adjustments.

Background/Summary:
Bids were opened on Thursday, April 3rd, 2025, for the 2025 Residential Sidewalk Repair Program. Eastern Washington Groundworks LLC was the low bidder in the amount of \$326,371.38.

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

Bid schedule “A” is for general repair of concrete curb ramps and sidewalks in the City, with focus on upgrading existing curb ramps to ADA compliance.

Bid schedule “B” consists of City-wide transit improvements, upgrading existing sites to ADA compliance with improved wheelchair and ambulatory passenger deployment. Three transit shelters will be installed.

Separate bid schedules “C” & “D” are established unit prices for City departments to utilize throughout 2025 for curb and sidewalk repairs required by their respective operations.

Previous Council Action:
None

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

Eastern Washington Groundworks LLC	\$326,371.38
Belsaas & Smith Construction, Inc.	\$356,352.44
Ascent Foundation & More	\$369,206.31
Calli Denney Construction	\$404,257.55
Lowell’s Cornerstone Construction LLC	\$454,843.68
Kennedy Contracting	\$523,168.40

H & H Construction Solutions, LLC	\$537,899.72
Engineer's Estimate	\$364,458.87

The low bid is below the Engineer's estimate.

Financial Impact:

The bid price from Eastern Washington Groundworks LLC for this project consists of the following schedules of work.

Schedule "A" – Residential Sidewalk Repair	\$131,052.50
Schedule "B" – Transit Stop Improvements	\$119,187.50
Schedule "C" – Streets On Call Repairs	\$ 30,161.00
Schedule "D" – Utilities On Call Repairs	\$ 45,970.38
 Total	 \$326,371.38

City crews have been able to perform needed sidewalk work over the winter and have utilized funding from the Sidewalk Improvement Fund. An increase to the 2025 Sidewalk Improvement Fund budget by \$15,000 is necessary to accommodate the additional work, with funding coming from the ending fund balance.

The other divisions (Sch B-D) have approved funding for their respective schedules. Adequate expenditure authority for each of these schedules exists within the respective budgets.

Budget Adjustment: Yes

Attachments:

None



Meeting Date: April 21, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Resolution 2025-06 Approving Kristen and Clayton Wood's Tree Removal Request at 1104 E Craig Avenue.
Submitted by: Erin McGowan, Stormwater/Urban Forestry
Department: Public Works

Suggested Motion/Action:

Adopt Resolution 2025-06, authorizing Kristen and Clayton Wood to remove the designated street trees at 1104 E Craig Avenue.

Background/Summary:

Kristen and Clayton Wood, owners of the property at 1104 E Craig Avenue, are requesting approval to remove fifteen Colorado Spruce and two Grand Fir trees located in the right-of-way adjacent to their driveway and home, just east of Reed Park. These trees frequently shed dead limbs, cones, and needles, raising concerns about potential damage to their vehicles and property.

Additionally, within the past two years, two large Colorado Spruce trees have uprooted and fallen during high winds. To address these concerns, the property owners are proposing the tree removals as part of a beautification project and plan to replace the trees with more suitable species from the City's approved street tree list.

Tree Condition: The trees are in moderate condition due to their age, variety, and the site's environmental challenges, including poor soil, dry conditions, and high wind exposure.

City Infrastructure damage: None known

Tree Maintenance Activity by the City: The City has removed two root balls from fallen trees and assisted in clearing a tree that blocked a driveway.

Species Suitability to the Location: These trees are not well-suited for this location. The soil is poor and compacted, which restricts root growth. Additionally, the trees are planted on a hill with no protection from strong winds, making them more susceptible to being uprooted. The dry conditions and lack of irrigation further impact their health and stability.

Private damage claims processed by the City: None known

Previous Council Action:

None

Analysis:

The removal of these trees is appropriate. Colorado Spruce and Grand Fir are not approved for planting in the City right-of-way. The environmental challenges at this site, poor soil, dry conditions, and high wind exposure, have further compromised the health and stability of these trees, increasing the risk of failure and potential property damage. Replacing them with

a more suitable species from the City's approved street tree list will improve the safety, sustainability, and aesthetics of the area.

Financial Impact:

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

Budget Adjustment: No

Attachments:

1. 1104 E Craig Ave Wood Tree Removal Request
2. 1104 E Craig Ave Wood Graphics
3. 1104 E Craig Ave Wood Proposed Tree Layout
4. Resolution 2025-06 1104 E Craig Ave Wood Street Tree Removal

Proposal for Tree Removal

Dear City Council,

We are writing to propose the removal of several trees from our property located at 1104 E Craig Avenue. After careful consideration and consultation with landscaping professionals, we believe this action is necessary to address several pressing concerns that have escalated over time.

The trees have become a safety hazard, especially during adverse weather conditions. Several trees have fallen during wind events, narrowly missing vehicles parked in our driveway and our house. They pose a threat to our safety and that of our visitors.

An additional concern is the adverse impact of the trees on our swimming pool. The sap and debris from the trees have consistently contaminated the pool water, leading to increased maintenance efforts and costs. This issue has affected the usability and enjoyment of our pool and surrounding area.

We are committed to undertaking the removal process in an environmentally responsible manner. The operation will be carried out by a professional tree removal service who will ensure that the trees are safely removed. Furthermore, we plan to replace the removed trees with species that are more suitable for our setting, ensuring continuity in ecological value.

We met with Erin McGowan on site and had the trees in question assessed by the city's arborist. Attached is a proposed plan for removal and replacement.

We kindly request your approval of this proposal and are available for any further discussions to facilitate the decision-making process. Your support in this matter will greatly contribute to the enhancement of property safety and aesthetic value.

Thank you for considering our proposal.

Sincerely,

Kristen and Frank (Clayton) Wood

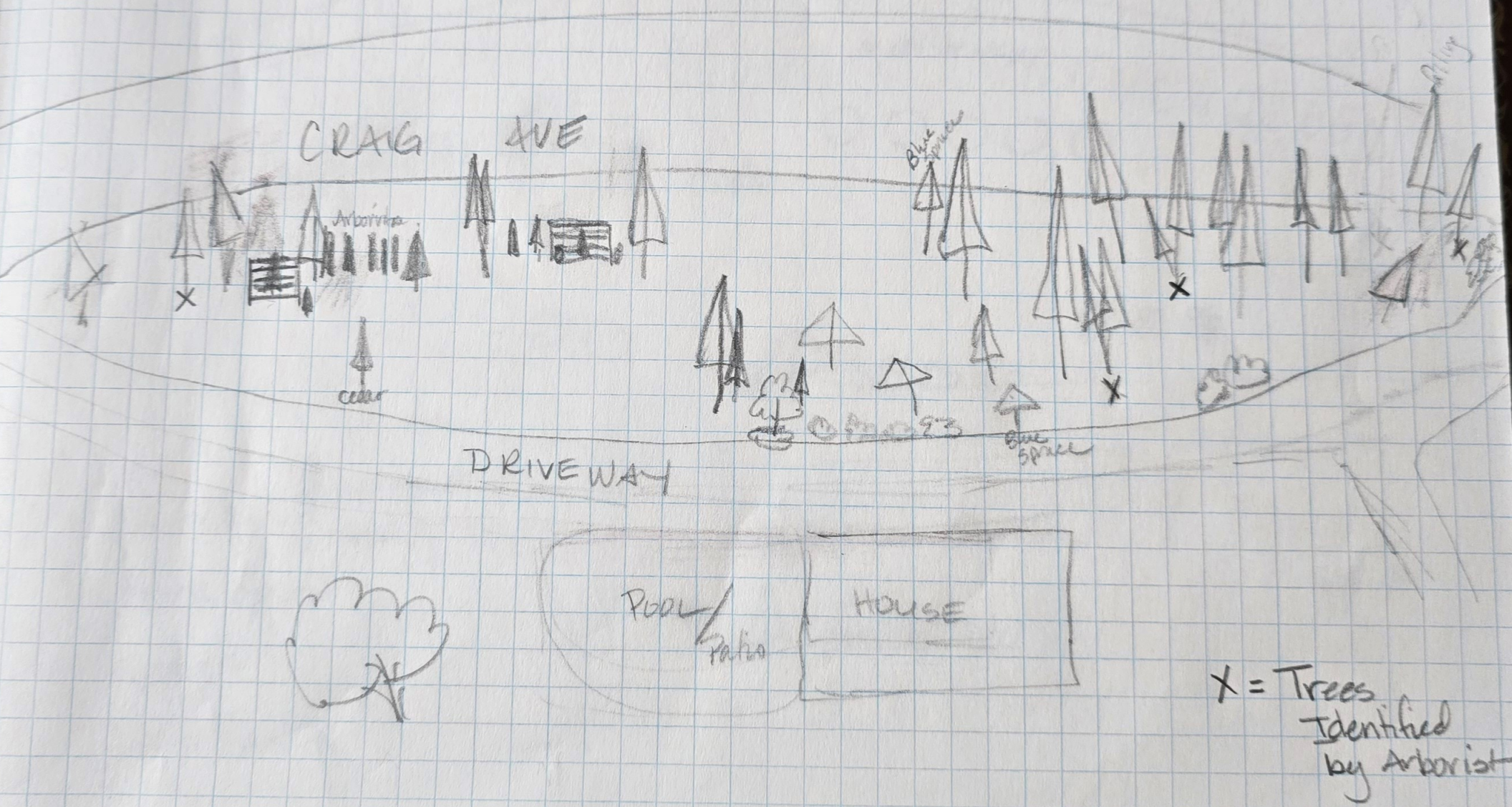
1104 E Craig Ave



Current

Clayton
& Kristen
Wood

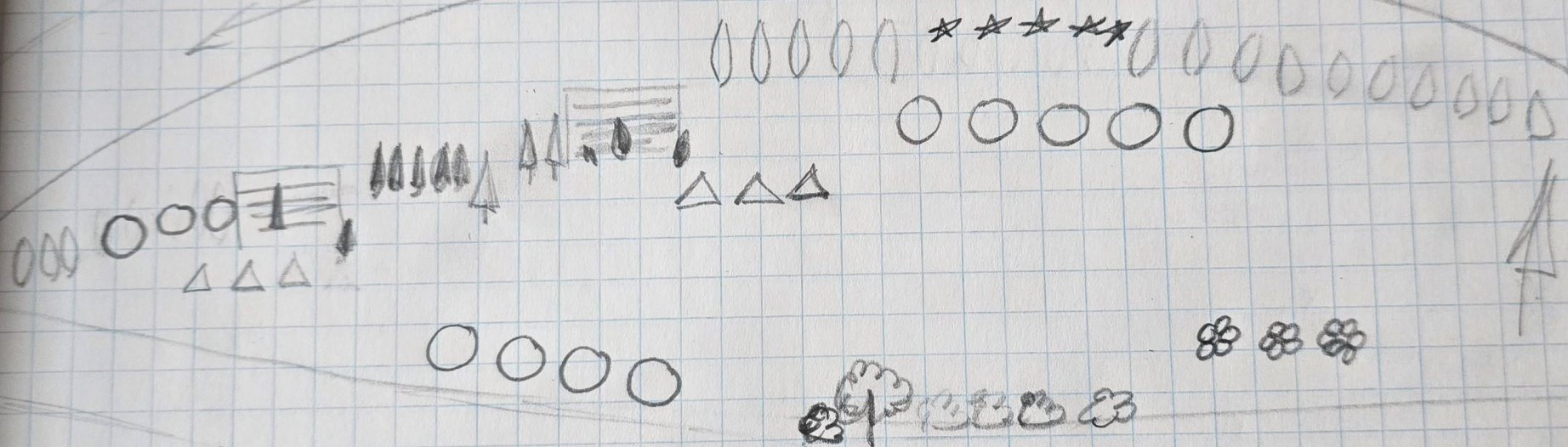
Reed Park



REED PARK

Clayton + Kristen Wood
Future Plan

CRAIG AVE



○ Arborvitae - ● current
○ new

△ Alberta Spruce

☼ Hydrangea

○ Skip Laurel

★ Nandina Shrub

☼ current Shrubs

△ current trees

RESOLUTION NO. 2025-06

A RESOLUTION of the Ellensburg City Council authorizing Kristen and Clayton Wood to remove seventeen street trees located at 1104 E Craig Avenue.

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

WHEREAS, Kristen and Clayton Wood have requested permission to remove seventeen street trees;

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

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

Section 1. Kristen and Clayton Wood are authorized to remove seventeen street trees located at 1104 E Craig Avenue. Approval is conditioned upon Kristen and Clayton Wood first receiving a Street Tree Permit and Public Works Permit from the City of Ellensburg Public Works Department for removal of the trees at Kristen and Clayton Wood's expense including removal of the stumps, and replanting seventeen street trees from the City's Approved Street Tree List in the City right of way in an approved location, within one year.

Section 2. A \$3,600 refundable deposit shall be posted prior to the issuance of the Street Tree Permit to assure replacement of the trees.

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

ADOPTED by the City Council of the City of Ellensburg this April 21, 2025.

MAYOR

ATTEST: _____
CITY CLERK



Meeting Date: April 21, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Amendment #1 to R24-09 Joint Use Pole Loading Consultant Services
Submitted by: Paul Meyer, Electrical Engineer
Department: Energy Services

Suggested Motion/Action:

Authorize the City Manager to execute Amendment #1 to the agreement for professional services for Joint Use Pole Load Analysis.

Background/Summary:

Due to the recent increase in applications for fiber attachments to city-owned poles and the need to meet applicants' desired timelines, staff determined that hiring a consultant was necessary to support the review and approval process. Staff issued RFQ R24-09 and, following a thorough review, selected Power Engineers as the most qualified consultant. A per-unit contract was negotiated with Power Engineers at a rate of \$145 per pole, with a maximum contract value of \$75,500. All costs associated with the consultant's services are passed on to the applicant, with a 15% markup.

Previous Council Action:

None

Analysis:

The consultant has reached the current contract limit of \$75,500, and the influx of pole contact applications continues to grow. Staff has determined that additional consultant services are necessary to manage the increased volume. To accommodate this, Amendment 1 to the professional services agreement raises the contract's maximum amount to \$200,000.

Financial Impact:

A budget adjustment will be necessary for the OH Conductors - Professional Services. All costs associated with the consultant's services will be passed through to the applicant with a 15% markup. Sufficient funds are available within the 2025 Light Division budget to cover the cost of the additional services.

Budget Adjustment: Yes

Attachments:

1. RFQ R24-09 Pole Loading Consultant - Amendment #1

**AMENDMENT 1 TO THE
AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE
CITY OF ELLENSBURG
AND
POWER ENGINEERS INC.**

RELATING TO: MAXIMUM COMPENSATION

THIS AGREEMENT is made and entered into this _____ day of _____, 2025, by and between THE CITY OF ELLENSBURG (hereinafter called the "CITY") and POWER ENGINEERS INC., (hereinafter called the "CONSULTANT").

WHEREAS, the CITY entered into an AGREEMENT with the CONSULTANT on September 18, 2024, (the AGREEMENT); and

WHEREAS, the CITY desires to amend the AGREEMENT to revise the maximum compensation; and

WHEREAS, Section 12, 13 and 21 of the AGREEMENT provides that the AGREEMENT terms may be changed by execution of an amendment signed by the parties;

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

I MAXIMUM COMPENSATION

Section 5.1 of the original AGREEMENT is amended to read as follows:

5.1 The CONSULTANT's total compensation and reimbursement under this Agreement, including labor, direct non-salary reimbursable costs and outside services, shall not exceed the maximum sum of ~~\$75,500.00~~ \$200,000.00 including tax. This amount is the maximum amount to be paid under this Agreement and shall not be exceeded without prior written authorization from CITY in the form of a negotiated and executed amendment of this Agreement.

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

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

CITY OF ELLENSBURG

APPROVED AS TO FORM:

HEIDI BEHREND S CERNIWEY, CITY MANAGER

CHRIS HORNER, CITY ATTORNEY

CONSULTANT

ATTEST:

DAVID LESLIE, VICE PRESIDENT

BETH LEADER, CITY CLERK

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: 2025.04.14 12:00:10 -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 **21ST DAY OF APRIL 2025**. THE COUNCIL, BY A VOTE, HAS APPROVED FOR PAYMENT THE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS:

Claims Fund				Total Amounts
Check #'s	169712	TO	169834	\$ 521,670.03
EFT #'s	7365	TO	7383	\$ 1,687,011.88
Treasure Cash				Total Amounts
EFT #'S	1087	TO	1113	\$ 399,406.00
Check #'s	34303	TO	34321	\$ 2,227.93
Payroll Fund				Total Amounts
Check #'s	96390	TO	96395	\$ 12,032.73
Direct Deposits	85055	TO	85305	\$ 538,481.96

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



Meeting Date: April 21, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Amending Ellensburg City Code Chapter 2.34 - Parks & Recreation Rules and Regulations (Public Comment Opportunity)

Submitted by: Brad Case, Parks & Recreation Director

Department: Parks & Recreation

Suggested Motion/Action:

Move to conduct first reading of Ordinance 4959, amending Chapter 2.34 of the Ellensburg City Code.

Background/Summary:

Attached for Council's consideration is a proposed ordinance amending Chapter 2.34 of the Ellensburg City Code; specifically the rates and fees for programs at the Kittitas Valley Memorial Pool and Fitness Center (KVMP), park rental fees, athletic field use, and updating language in the alcohol policy for City facilities.

Previous Council Action:

One of the goals and priorities identified by the Council during the 2025/26 biennial budget process was to increase revenues and reduce operational costs within the parks and recreation department, as well as identify a sustainable revenue source.

Analysis:

Staff are proposing the following changes to section 2.34.240, 2.34.300, 2.34.040:

- Adult Activity Center staff are proposing an increase to the hourly rental room fees. There are approximately 3-5 organizations that rent space at the AAC throughout the year. The current fees have been in place since at least 1986.
- Sports Activity Fees - staff are proposing an increase to the per team charge for youth and adult sports. The proposal is to increase the youth fees from \$20.00 per team to \$30.00 per team and the adult fees from \$50.00 per team to \$60.00 per team. Like the AAC rental fees, the sports fees have been in place since at least 1986.
- Picnic Shelter Rental Rates & Upper Carey Lake - staff recommend that the picnic shelter rental rates reflect a five-hour and all-day shelter rental. Rental rates are currently based on the number of attendees. The fee to use Upper Carey Lake for events increased from \$25.00 to \$100.00 for the day.
- Alcohol Policy - staff updated code language, replacing references to the Rotary Pavilion with Unity Park, increased the insurance requirements for events serving alcohol at the Adult Activity Center, and added cider as a permissible type of alcohol that can be served.

- **Tournament Fees & Maintenance Fees** - staff requests that these fees be removed from the city code and to be published annually by the parks and recreation director to include recovery of maintenance staffing to support tournaments. For many years, field prep and maintenance was the responsibility of park user groups and their volunteers. Under this system there were many inconsistencies in how the fields were maintained. There was uncertainty about what work the volunteers could do and what the city would do. It requires that the user groups have all their own field maintenance equipment and supplies, and it often leads to volunteer burn out. Bringing this work under the umbrella of the city has resulted in higher-quality fields, the ability to host tournaments, and a much better working relationship between the user groups and the city.
- **Kittitas Valley Memorial Pool & Fitness Center Fees** – Staff recommends adjustments between 10%-30% to all the fee categories at the pool. The last Council discussion regarding fees took place in December 2017 when the Council decided to suspend the annual 5% fee increase at the pool. Since that time, the operating cost at the pool has increased by 42%. In 2024, 70% of the pool patrons used some form of a pass to gain admission to the pool. Under our current fee structure, the savings from using a pass versus paying the daily admission fee ranges between 24%-27%. This is a generous cost-savings percentage and should be more in the 10-15% range. Under the proposed fees, passholders still have a 14% savings compared to those paying the daily admission rate.

The pool was constructed in 1979 with funding from a Recreation and Conservation office grant and through a voted tax on city residents, which is the reason the pool has in-city and out-of-city rates. In 2024 there were over 51,000 daily pool uses, an increase of 8% from 2023, and 1,178 swim lessons, making it the most utilized recreational facility in our department. To support the popularity of the pool the city continues to invest in the pool in addition to the daily operating expenses. A few of these improvements include a roof replacement in the late 1990's, hot tub renovation in 2005, HVAC and mechanical upgrades in 2011, exterior building upgrades in 2016, and sauna replacement in 2019, among other repairs.

These proposed fee changes were reviewed by the Parks and Recreation Commission at their meeting on March 12, 2025, and given a positive recommendation to forward to the City Council for consideration and adoption.

Financial Impact:

The proposed changes would have a positive financial impact to the City. Using attendance numbers from 2024 and the proposed fees, the pool revenue would increase by over \$21,000 in 10 visit and 3-month passes alone. Field use fees would offset the cost of staffing tournaments to the tune of \$55,000 a year and create a better tournament experience which brings additional teams and revenue into our local economy.

Budget Adjustment: No

Attachments:

1. Ordinance 4959 - Parks and Recreation Policies and Fees

ORDINANCE NO. 4959

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO PARKS AND RECREATION FEES AND POLICIES, AMENDING SECTIONS 2.34.240, 2.34.300, AND 2.38.040, REPEALING SECTION 2.34.200, AND REPEALING CHAPTER 2.35 - RACQUET AND RECREATION CENTER RATES AND FEES OF THE ELLENSBURG CITY CODE.

WHEREAS, the City of Ellensburg (“City”) wishes to update the fee categories to reflect the current rates at City parks and the Kittitas Valley Memorial Pool & Fitness Center;

WHEREAS, the City wishes to update City Code to repeal City Code referencing the Racquet and Recreation Center;

WHEREAS, the City wishes to expand the use of sports fields by developing a tournament and maintenance fee schedule to support and encourage sports tourism activities;

NOW, THEREFORE, the City Council of the City of Ellensburg, Washington do hereby ordain as follows:

Section 1. Section 2.34.240 of the Ellensburg City Code, as last amended by Section 1 of Ordinance 4786, is hereby amended to read as follows:

2.34.240 Fees and charges.

A. Sports activity fees.			
	Daily class	Fee	Deposit
Organized sports activities using park facilities			
Youth team (18 and under)	A-B-C	\$20.00 <u>\$30.00</u> per team per season	
Adult team	A-B-C	\$50.00 <u>\$60.00</u> per team per season	
Baseball/softball	A-B-C	\$200.00/ tournament	\$100.00
Tournament field			

Over 10 teams (Youth and charitable purpose exempt from additional team cost) (Fee does not include infield maintenance)		\$20.00/each for each team over 10	
Upper Carey Lake		\$25.00 <u>\$100.00</u> per day	
Lighting per field	B-C	\$5.00	
Lighting whole complex	B-C	\$8.00 per hour	
<u>The parks and recreation director shall annually publish a schedule of tournament and maintenance rates and fees for sports fields.</u>			
B. Picnic shelter rental rates. Park picnic shelters. Permittee shall have exclusive use of immediate pavilion area, tables and barbeque grill(s) only. Other areas of the park remain open to the public (four hour maximum).			
Number of People	Duration of Rental	Rates	
1—50	4- <u>5</u> -hour block	\$31.50 <u>\$50.00</u>	
51—100	4-hour block <u>Full Day Rental</u>	\$42.00 <u>\$100.00</u>	
101—200	4-hour block	\$63.00	
201+	4-hour block	\$78.75	
C. Parks grounds fees. Fees shall be charged for renting unsheltered portions of city parks for private functions and shall be charged at the same rates as set forth for picnic shelter rental rates.			

D. Adult Activity Center fees.

Classifications:

A. City-sponsored senior activities or free, broad-based community events with wide interest and involvement, e.g. a public forum, nonprofit community festival.

B. Public programs, meetings, educational, recreational, and cultural programs; activities of nonprofit groups, organizations, local government agencies, and nonsponsored senior activities.

C. Private noncommercial events; state and federal government uses; group activities of commercial entities not selling a product or service.

D. Convention and trade show activities; activities of commercial entities selling a product or service on a one-time or occasional basis.

Hourly rates (all rentals include the use of bathroom and lobby):

	A	B	C	D
Ballroom	NC	\$10.00 <u>\$15.00</u>	\$15.00 <u>20.00</u>	\$25.00 <u>30.00</u>
Conference room	NC	\$3.00 <u>5.00</u>	\$6.00 <u>8.00</u>	\$9.00 <u>11.00</u>
Kitchen	NC	\$3.00 <u>5.00</u>	\$6.00 <u>8.00</u>	\$9.00 <u>11.00</u>

Classification B senior activities will be charged at the rate of \$10.00 per day.

E. Parks vending and concession fees.	A-B-C	\$15.00 per day
F. West Ellensburg Park concession and storage facility fees.	A-B-C	\$5.00 per game or \$15.00 per day

G. The parks and recreation director shall annually publish any changes to the rates and fees identified in this section.

H. All vendors shall have a city business license and a state of Washington tax identification number or show proof that an exemption has been granted for each and comply with all state and county regulations.

(Ord. 4786 § 1, 2017; Ord. 4435 § 1, 2006; Ord. 3904 § 1, 1994; Ord. 3614 § 1, 1988; Ord. 3585 § 1, 1987; Ord. 3496 § 2, 1985; Ord. 3477 § 1, 1985; Ord. 3439 § 1, 1984; Ord. 3391 § 6, 1983)

Section 2. Section 2.34.300 of the Ellensburg City Code, as last amended by Section 5 of Ordinance 4795, is hereby amended to read as follows:

2.34.300 Alcohol policy for city facilities.

A. *Private parties or groups.* Subject to the prior approval of the Ellensburg city council, private parties or groups may be authorized to serve and/or consume alcohol at the city facilities identified in this section.

B. *Types of alcohol allowed.* Conditions of this policy allow for the serving of wine, cider, champagne and bottled or canned beer only. Individuals may consume beer in a can; otherwise, these types of alcohol may only be consumed from a plastic or paper cup or similar soft-sided container. Liquor, drinks containing liquor and beer kegs are prohibited.

C. *Locations.*

1. *Adult Activity Center.* The service and consumption of alcohol may be allowed at the Adult Activity Center subject to the requirements of this chapter. Alcohol is only allowed in areas of the center designated by the parks and recreation director. Alcohol is not allowed outside of the center.
2. *~~Rotary Pavilion~~ Unity Park.* The service and consumption of alcohol may be allowed at ~~Rotary Pavilion~~ Unity Park for permitted special events subject to the requirements of chapter 6.64 ECC, including city council approval. The restrictions of subsections (B), (D) and (E) of this section do not apply to special events issued a permit pursuant to chapter 6.64 ECC.

D. *Approval procedure.* Parties or groups wishing to serve alcohol at the Adult Activity Center must:

1. Fill out the appropriate city of Ellensburg facility use permit form. Forms are available at the administrative offices for the parks and recreation department. This form requires information including, but not limited to, the name of the private party or group sponsoring the event (the "applicant"), the number of people expected to attend the event, the date, time and location of the event, and the type or types of alcohol proposed to be served. This form shall contain a requirement that the applicant shall indemnify, defend and hold the city of

Ellensburg, its officials, officers and employees harmless from and against any and all claims, damages, losses, demands, actions, causes of action or liabilities of any nature or kind whatsoever (including reasonable attorneys' fees) arising out of the applicant's, and applicant's invitees', use of the facility, including the service and consumption of alcohol. Applicants must complete and submit a facility use permit form at least six weeks prior to the scheduled date of the event.

2. The request will then be forwarded to the city council for consideration of approval. If approved, city staff will issue a letter in reply giving permission for the applicant to obtain a banquet permit or special event permit from the Washington State Liquor and Cannabis Board for the event. This letter will be sent to the applicant or applicant's representative.
3. The applicant must provide staff with a copy of a valid banquet permit or special event permit issued by the Washington State Liquor and Cannabis Board for the event and display the permit for the duration of the event. The applicant's failure or inability to obtain the necessary permit from the liquor and cannabis board shall preclude the service and/or consumption of alcohol at the event, and the city shall bear no responsibility for the applicant's failure or inability to obtain such permit(s).
4. At least seven days prior to the event, the applicant shall purchase:
 - a. A general liability policy of no less than \$1,000,000.00 per occurrence, \$2,000,000.00 general aggregate; and
 - b. A liquor liability policy of no less than ~~\$1,000,000.00~~ \$5,000,000.00 per occurrence, ~~\$1,500,000.00 general aggregate~~, and shall furnish the city by such time a certificate of insurance for each such policy, showing "The City of Ellensburg" as an additional named insured.

Both policies shall be occurrence-based and must provide, or be endorsed to provide, that the applicant's insurance coverage shall be the primary insurance. Any insurance, self-insurance, or insurance pool coverage maintained by the city of Ellensburg will be excess of the applicant's insurance and shall not contribute to it. The two insurance policies and terms thereof shall be subject to review and approval by the city attorney.

E. *Additional requirements.*

1. *Security.* The applicant shall provide adequate security for the event, consisting of either off-duty police personnel, a licensed private security company or a combination thereof. All arrangements for security, including the nature and

extent of the security to be provided, are subject to the prior approval of the city and shall be dependent upon the nature, attendance, time and duration of the event.

2. *No advertising permitted.* The applicant shall not advertise to the general public any alcoholic beverage in conjunction with the event.
3. *Training required.* Prior to the event, volunteers or staff for the event will be required to attend a training session run by the liquor and cannabis board on ID checks and overservice.
4. *Presence of minors.* Applicants must ensure that if minors are by law authorized to be present at the event, that they do not possess or consume alcohol.
5. *No overservice allowed.* Applicants must take all necessary measures to control the amount of alcohol consumed by each individual to prevent them becoming a public nuisance or hazard to themselves or others.
6. *License to be posted.* The applicant shall post the event's approved liquor license(s) in a conspicuous location for the duration of the event.
7. *Violations.* Serving or consuming alcohol without proper approval or in violation of any of the rules or requirements of this section or those of the Washington State Liquor and Cannabis Board will result in appropriate law enforcement action by police and/or the Washington State Liquor and Cannabis Board, immediate shut down of the event, forfeiture of any damage deposit and/or facility use fees, and liability for any damages in excess of such deposit and fees. Further, any such violation may result in the applicant's loss of eligibility to serve alcohol at the Adult Activity Center in the future.
8. *Compliance with laws.* The authorization to serve and/or consume alcohol under this section shall in no way relieve the applicant from the obligation to secure any other applicable license, permit or approval required by city ordinance, local, state or federal law, rule or regulation; and the applicant shall at all times comply with all applicable city ordinances and local, state and federal laws, rules and regulations, as well as with all applicable parks and recreation department facility use requirements and other department rules, regulations and requirements pertaining to applicant's use of the Adult Activity Center.
9. *Parks and recreation director's authority.* The parks and recreation director is hereby authorized to promulgate any and all rules, regulations and requirements necessary to implement the provisions of this section and not inconsistent herewith.

F. *Intent.* The provisions of this section are intended for the protection of the public in general and are not intended to create any duty to individuals or to any particular class of individuals. These provisions are not for the protection of any person or class of persons.

(Ord. 4795 § 5, 2018; Ord. 4515 § 1, 2008)

Section 3. Section 2.38.040 of the Ellensburg City Code, as last amended by Section 3 of Ordinance 4786, is hereby amended to read as follows:

2.38.040 Rates and fees.

The schedule of rates and fees is hereby adopted as hereinafter set forth:

Kittitas Valley Memorial Swimming Pool Rates and Fees

	Admission		10-visit pass		Annual pass		Quarterly pass (3-month)	
	City	Out-of-city	City	Out-of-city	City	Out-of-city	City	Out-of-city
Senior citizen (60 or over)	\$3.00	\$3.60	\$21.90	\$27.40	\$251.75	\$314.10	\$66.25	\$82.70
	<u>\$3.30</u>	<u>\$4.00</u>	<u>\$28.50</u>	<u>\$35.60</u>	<u>\$327.40</u>	<u>\$408.50</u>	<u>\$86.15</u>	<u>\$107.50</u>
Veteran	\$3.00	\$3.60	\$21.90	\$27.40	\$251.75	\$314.10	\$66.25	\$82.70
	<u>\$3.30</u>	<u>\$4.00</u>	<u>\$28.50</u>	<u>\$35.60</u>	<u>\$327.40</u>	<u>\$408.50</u>	<u>\$86.15</u>	<u>\$107.50</u>
Youth (17 and under)	\$3.00	\$3.60	\$21.90	\$27.40	\$251.75	\$314.10	\$66.25	\$82.70
	<u>\$3.30</u>	<u>\$4.00</u>	<u>\$28.50</u>	<u>\$35.60</u>	<u>\$327.40</u>	<u>\$408.50</u>	<u>\$86.15</u>	<u>\$107.50</u>
Adult	\$6.00	\$7.20	\$43.80	\$54.80	\$503.50	\$628.20	\$132.50	\$165.40
	<u>\$6.60</u>	<u>\$8.00</u>	<u>\$57.00</u>	<u>\$71.25</u>	<u>\$654.75</u>	<u>\$817.00</u>	<u>\$172.30</u>	<u>\$215.00</u>
Family	<u>\$9.75</u>	<u>\$12.60</u>			\$881.60	\$1,006.95	\$232.05	\$265.00
					<u>\$1146.50</u>	<u>\$1,309.10</u>	<u>\$301.70</u>	<u>\$344.50</u>

Hours available for reduced admission fees:	City	Out-of-city
Friday after-school swim	\$0.25 <u>\$1.00</u>	\$0.35 <u>\$1.00</u>
Family swim	\$6.50	\$8.40
Adult half-price swim	\$3.00	\$3.60

Rate for swim lessons:	City	Out-of-city
Per half-hour lesson	\$4.40 <u>\$5.30</u>	\$5.80 <u>\$6.95</u>

Rate for after hours/nonscheduled hours pool rental:		
Private use	\$126.75 <u>\$177.45</u> /hour with 2 guards \$15.75/hour for each additional guard required	
Educational use	Groups of less than 15 persons using pool during nonpublic hours:	
	City	Out-of-City
	\$3.00	\$3.60 youth
	\$6.00	\$7.20 adult
School district use	\$76.80/hour <u>\$126.75/hour</u> \$92.55/hour (with guard)	
Special contract	City may enter into a contract with large user groups for a reduced fee or no fee with city council approval	

(Ord. 4786 § 3, 2017; Ord. 4485 § 2, 2007; Ord. 4278, 2001; Ord. 4069 § 1, 1996; Ord. 3903 § 1, 1994; Ord. 3854 § 1, 1993; Ord. 3720 § 1, 1991; Ord. 3687 § 1, 1990; Ord. 3580 § 1, 1987; Ord. 3518 § 1, 1985; Ord. 3417 § 1, 1983)

Section 4. Section 2.34.200 of the Ellensburg City Code, as last amended by Section 5 of Ordinance 3391, is hereby repealed in its entirety:

Section 5. Chapter 2.35 of the Ellensburg City Code, as last amended by Section 2 of Ordinance 4786, is hereby repealed in its entirety:

Section 6. Severability. If any portion of this ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portion(s) of this ordinance.

Section 7. Corrections. Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 8. Effective Date. This ordinance shall take effect and be in force five (5) days after its passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the _____ day of May, 2025.

MAYOR

ATTEST:

CITY CLERK

Approved as to form:

CITY ATTORNEY

Publish:

I, Beth Leader, City Clerk of said City, do hereby certify that Ordinance No. 4959 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4959 was published as required by law.

BETH LEADER



Meeting Date: April 21, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Comprehensive Plan Periodic Update and Suspension of 2026 Annual Update
Submitted by: Dan Carlson, Community Development Director
Department: Community Development

Suggested Motion/Action:

Approve suspension of the 2026 Annual Comprehensive Plan Update process to prioritize resources for the Periodic Update.

Note: The 2025 Comprehensive Plan Amendment Process will continue as outlined in ECC 15.250.090. See note in analysis section related to applications received.

Background/Summary:

Comprehensive plans are a 20-year plan that articulates a community's vision through a series of goals, objectives, policies, and actions that guide the day-to-day decisions of elected officials and local government staff. The planning process for developing and updating comprehensive plans includes robust community input through a variety of means (surveys, workshops, open houses, etc.) that are described in a community's public participation plan.

As a fully-planning city under the Growth Management Act (GMA), the City of Ellensburg is required to conduct a thorough review of our comprehensive plan every 8 years (changing to 10, following the 2026 update). This update is called the "periodic update." The periodic update is intended to reflect new population, employment, and housing projections, and any related urban growth area changes, changes in state law, and changes in community priorities. The City of Ellensburg is required to complete the periodic update by June 30, 2026. Through the methods included in the public participation plan, the City of Ellensburg will seek to listen to many voices in the community to determine qualities and vision for the future. This will be important in order to communicate with the community, educate the public on the GMA, involve community members in the planning process, and ensure that community members can provide input on the comprehensive plan update and understand how their feedback is incorporated into the plan.

The GMA also allows cities such as Ellensburg the option of amending their comprehensive plan on an annual basis. This allows for updates in between the mandatory periodic updates that can be reviewed and adopted concurrently to consider the cumulative impacts of various proposed changes. However, the GMA allows for comprehensive plan amendments only one time per year. The City Council has established a process for that yearly amendment review, Ellensburg City Code (ECC) 15.250.090. Steps in the process and timelines are laid out explicitly in code.

Previous Council Action:

Council adopted the 2024 annual amendment of the Comprehensive Plan on October 24, 2024.

Analysis:

15.250.090 Comprehensive plan amendments—Type V review process.

- A. *Purpose.* A comprehensive plan amendment or review is a mechanism by which the city may modify the text or map of the comprehensive plan in accordance with the provisions of the Growth Management Act, in order to respond to changing circumstances or needs of the city, and to review the comprehensive plan on a regular basis.
- B. *Initiation of text and map amendments.*
 - 1. The city's comprehensive plan shall be subject to continuing evaluation and review by the city. Any amendment or revision to the comprehensive plan shall conform to chapter 36.70 RCW.
 - 2. Comprehensive plan amendments may be initiated by citizens, by the planning commission or other boards and commissions of the city, city staff, city council, or any other interested persons including applicants, hearing examiners and staff of other agencies. The proposed amendments or revisions to the comprehensive plan shall be docketed and considered by the city no more frequently than once every year except that amendments may be considered more frequently under the following circumstances:
 - a. The initial adoption of a subarea plan. Subarea plans adopted under this section must clarify, supplement, or implement jurisdiction-wide comprehensive plan policies, and may only be adopted if the cumulative impacts of the proposed plan are addressed by appropriate environmental review under chapter 43.21C RCW;
 - b. The development of an initial subarea plan for economic development located outside of the 100-year floodplain in a county that has completed a state-funded pilot project that is based on watershed characterization and local habitat assessment;
 - c. The adoption or amendment of a shoreline master program under the procedures set forth in chapter 90.58 RCW;
 - d. The amendment of the capital facilities element of a comprehensive plan that occurs concurrently with the adoption or amendment of a county or city budget; or
 - e. The adoption of comprehensive plan amendments necessary to enact a planned action under RCW 43.21C.440; provided, that amendments are considered in accordance with the public participation program established by the county or city under RCW 36.70A.130(2)(a) and all persons who have requested notice of a comprehensive plan update are given notice of the amendments and an opportunity to comment.

3. All docketed amendment proposals shall be considered by the city concurrently so the cumulative effect of the various proposals can be ascertained. However, the city may adopt amendments or revisions to its comprehensive plan that conform with chapter 36.70 RCW after appropriate public participation whenever an emergency exists or to resolve an appeal of a comprehensive plan filed with the growth management hearings board or with a court.
- C. *Periodic review of comprehensive plan and development regulations.* The Growth Management Act requires the city to periodically conduct a thorough review of its comprehensive plan and regulations to bring them up to date with any relevant changes in the Growth Management Act and to respond to changes in land use and population growth. Consistent with the schedule in RCW 36.70A.130, the city shall periodically review and, if necessary, revise and adopt its comprehensive plan and development regulations every eight years.
- D. *Procedures.* Comprehensive plan amendments are subject to the Type V review process with the following variations:
1. A complete application for a comprehensive plan amendment shall be made on the comprehensive plan amendment form provided by the Ellensburg community development department. Additional supporting materials, such as photographs, statistics, etc., shall be included with the application;
 2. The city will accept applications for comprehensive plan amendments from April 1 to March 31 of the following year. The start of that acceptance period shall be advertised in accordance with the city's noticing requirements;
 3. In the city council's second regular meeting in July, the city council shall review the proposed amendments timely submitted for consideration to be docketed for review that year. Each proposed amendment shall be accompanied by the amendment application materials and a staff discussion of the proposed amendment with a recommendation on whether or not the proposed amendment is an appropriate amendment subject and is ready for consideration to be docketed for review that year;
 4. The proposed amendments chosen to be docketed by city council shall then be transmitted to the SEPA responsible official for SEPA review, and a 60-day notice of intent to adopt comprehensive plan or development regulation amendments shall be sent to the Washington State Department of Commerce. The city council may also request other city boards or agencies or other governmental entities to provide comments and recommendations on proposed comprehensive plan amendments. The comments and recommendations must be submitted to the city by the date of the planning commission's hearing unless the city grants an extension of time. Letters of support or objection to a proposed comprehensive plan amendment may be filed by any interested party. The letters must be filed by the date of the city council public hearing unless an extension of time is granted;
 5. The SEPA responsible official shall issue a notice of the SEPA threshold decision on the docketed amendments;
 6. The planning commission shall schedule and hold a public hearing on the docketed amendments and shall then make a recommendation to city council. The planning

commission shall make one of four decisions in considering comprehensive plan text and map amendments:

- a. Approval in the form submitted for public hearing;
 - b. Approval with changes;
 - c. Approval in part; or
 - d. Disapproval.
7. A public hearing to consider the docketed amendments shall be scheduled for city council following the planning commission hearing. Any appeal of the SEPA threshold determination shall also be heard at that public hearing;
8. The city council, after a recommendation from staff and the planning commission, and after holding a public hearing, shall make one of the following decisions:
- a. Approval in accordance with the findings and recommendations submitted by the planning commission;
 - b. Approval with modifications;
 - c. Refer all or part of the plan text or map amendment proposal back to the planning commission;
 - d. Refer all or part of the plan text or map amendment proposal to the following year's annual amendment process; or
 - e. Disapprove.

If the city council's decision is to refer the amendment request back to the planning commission, the council must specify which matters it wishes reconsidered by the planning commission. The final form and content of the comprehensive plan is determined by the city council; and

9. The annual docket cycle shall be completed by December 31 of the docket year. The comprehensive plan together with any and all amendments shall be provided to the city clerk to be placed in a permanent file and made available for public inspection. The city shall also transmit a complete and accurate copy of its comprehensive plan amendments to the Washington State Department of Commerce within ten days of adoption in accordance with state law.

Because the Periodic review is intended to be a thorough update, many communities suspend their annual process for one to two years to allow staff to focus resources on the numerous activities involved. Staff recommend that Council suspend the 2026 annual comprehensive plan amendment process to allow for staff and consultants to focus on the extensive community outreach and activities to conduct the periodic update to the comprehensive plan, due June 30, 2026.

2025 Annual Comprehensive Plan Amendment Process Overview

The City's Community Development Department received 309 Comprehensive Plan Amendment applications for the 2025 annual update. Although language in the applications varied, the majority of the applications submitted effectively requested to eliminate Chapter 9, Diversity Equity and Inclusion of the Comprehensive Plan (and/or eliminate the DEI Commission). Staff are completing formal intake of these applications and compiling an

analysis for further review. According to City Code, Council will review all proposed amendments at the City Council meeting on July 21, 2025 to consider whether the items will be docketed for review in 2025.

Financial Impact:

The 2025-2026 Biennial Budget included funding to provide professional services to assist the City in community outreach efforts and development of the periodic update. Grants from the Department of Commerce in the amounts of \$125,000 and \$150,000 will support this work. Staff have selected a consultant through an open competitive process and will bring forward an agreement for Council consideration at a future meeting.

Budget Adjustment: No

Attachments:

None



MANAGER'S REPORT

DATE: April 21, 2025

To: Ellensburg City Council

FROM: Heidi Behrends Cerniwey, City Manager

1. Public Hearings Scheduled for May 5 Meeting

There are two public hearings are scheduled for the City Council meeting on May 5.

- P24-120- Closed Record Hearing for a Site-Specific Rezone for The Silver Star Event Center. The applicant and property owner, Jim Ritter, is proposing to rezone two parcels along Reecer Creek Road to support the future development of an event center and museum space.
- P25-006- Closed Record Hearing for a Site-Specific Rezone for the Fyall Climbing Center. Applicant Loren Bayles on behalf of property owner Ken Fyall is proposing to rezone a parcel at 308 W 4th Ave to establish a commercial indoor recreational climbing center in an existing building.

2. Apply for the 2025 Washington Collaborative Elected Leaders Institute

City elected officials are invited to apply to join the second cohort of the Washington Collaborative Elected Leaders Institute (WA-CELI). This immersive, three-month training program equips small teams of city elected officials with collaborative leadership skills to tackle real-world challenges facing our cities and towns. Teams learn and practice a broad range of strategies to engage with differing viewpoints and build consensus to govern more effectively. The Institute is offered by the AWC Center for Quality Communities and AWC, in partnership with the Ruckelshaus Center and the UW Evans School. Apply by May 12.

3. Ellensburg Recycling and Medication Take Back & Paper Shred Events on April 26

The City of Ellensburg is partnering with Waste Management, Central Washington University, and Ellensburg Glass Recycling Cooperative to hold the Ellensburg Recycling Event from 10:00 a.m. to 1:00 p.m. on Saturday, April 26, 2025, in the parking lot at the southeast corner of 2nd Avenue and Pine Street. People can bring recyclables and learn about curbside service and local recycling drop-off locations. Event collection items include single-stream recyclables (paper, cardboard, cans, and plastic bottles and jugs), bicycle tubes, and bicycles in any condition. Bicycle donations will be refurbished and given away at future community events.

There is also a "Medication Take Back & Paper Shred Day from 9:00 a.m. to 1:00 p.m., sponsored by Kittitas County Health Network and other partners, located at CHCW, 521 E Mountain View Avenue in Ellensburg on April 26.

4. Take the Survey – How Would You Define Economic Development?

A community awareness campaign on has been launched, including a survey asking the public to define how they see "economic development" and requesting community feedback about the City's economic development initiatives. Visit: <https://vwc.my/ecod>

5. Apply to Serve on a City Advisory Board or Commission

Help make a difference in your community and apply to join a City advisory board or commission! Multiple positions have terms expiring in May 2025, and some have current vacancies. Visit the City website for more information: [Boards & Commissions | Ellensburg, WA](#) Note: Some positions may have specific eligibility requirements.

6. Next Coffee with Council on May 31st

The next Coffee with Council will be held on Saturday, May 31st from 10 am to noon at Unity Park during the Bike Month Event.

7. Joint City/County Study Session Meeting on May 8

The City of Ellensburg will host the Board of Kittitas County Commissioners (BOCC) on Thursday, May 8, 2025, beginning at 5:30 p.m. for a Joint study session meeting in the Council Chambers at Ellensburg City Hall, 501 N. Anderson.

8. Council Candidate Information Session on April 30

The City of Ellensburg will host an information session for anyone considering running for a City-elected office at 5:30 p.m. on April 30, 2025, in the Council Chambers at City Hall, 501 N. Anderson St. In November, all City of Ellensburg voters will elect three (3) City Council representatives to serve four-year terms. The session will include an overview of the City's form of government and offer potential candidates an opportunity to learn about City functions and services, the role of a City Councilmember, and the City organization. The session will be presented by the Ellensburg City Manager and Senior Staff. The Kittitas County Auditor Bryan Elliott will also be present to provide information on filing and elections. The session will be available to view live at:

https://us02web.zoom.us/webinar/register/WN_4Mv9aGt7R0uvqqjwSb5MGg

A recorded version will be posted online after the session.

9. Take the Parking Survey before May 31

The City's Parking Team meets monthly to monitor and maximize Downtown parking. The Team issued a Parking Survey to measure perceptions and challenges for people who visit our Downtown: www.ellensburgwa.gov/parkingsurvey

10. Register for Ellensburg Academy on May 27

Ellensburg Academy is a series of civic education workshops designed to inform residents and community stakeholders about the operations of City government and what is involved in delivering and maintaining services to Ellensburg. The series is free to attend and open to all. [Register for 2025 sessions](#) on the City website.

Next session is scheduled for Tuesday, May 27, 2025, in the City Council Chambers, 6 p.m. Topics include: City 101, What Happens When You Flush – Virtual Tour of Wastewater Treatment, and Day in the Life of a Patrol Officer. Accommodation is available upon request.

11. Preview of May 5th Agenda

Staff request Council cancel the regular study session on May 5 due to the joint meeting scheduled later the same week. For the regular meeting, two public hearings are scheduled for site-specific rezones (see item 1 above), quarterly financial reports for the City, Community Development fees, and a proposed Wayfinding Sign Plan for Creative District are on the agenda. The update from KVFR Chief Goldsmith, originally planned for April 21 will be postponed to later in the year.



KITTITAS COUNTY
Health Network

ELLENSBURG
HealthyYouth
COALITION

KITTITAS COUNTY'S

Medication

Take Back & Paper Shred

DAY

**Saturday,
April 26 at CHCW**

521 East Mountain View Ave

For more information
scan here



9am - 1pm

In partnership with:



KCRCO

KITTITAS COUNTY RECOVERY
COMMUNITY ORGANIZATION

CWU



Community Health
of Central Washington

WH

Whole Health
— PHARMACY —



Kittitas County
Public Health
Department

Washington State
Health Care Authority

healthierkittitas.org



ELLENSBURG RECYCLING EVENT

FREE COLLECTION DAY

April 26, 2025 | 10 A.M.-1 P.M.

Parking lot at SE corner of 2nd Ave. & Pine St.
(south of Hal Holmes Community Center)

**Bring your recyclables and learn about curbside service
and local recycling drop-off locations!**

Event Collection Items:

- Bicycles, in any condition. Your donation will be refurbished and given away at community events.
- Bicycle tubes.
- Single-stream recyclables: plastic bottles/jugs, cardboard, paper, and food/beverage cans.

Local Recycling Information:

- Curbside Recycling – Single-Stream Do's and Don'ts
- Community Recycling Resources – Beyond Curbside
- Air Quality Grant – Share Your Project Ideas
- Ellensburg Glass Recycling Coop – New Sand (glass cannot be accepted at event)

