

**CITY OF ROSLYN
CEMETERY COMMISSION
MEETING MINUTES
MARCH 7, 2013 – 10:30 A.M.**

Roslyn Council Chambers, 201 S. 1st, Roslyn, Washington

CALL TO ORDER, FLAG SALUTE, ROLL CALL, AGENDA UPDATE: 7:07pm
Chairperson Watts, Commission James Ash, **DISCUSSION:**

PRESENT: Mayor Neal Lockett, Councilmember Andy Januskiewicz,
Councilmember Laura Osiadacz, Councilmember Geoff Scherer,
Councilmember Karen Flowers, Councilmember Nolan Weis, and
Councilmember Derek Gruber

STAFF PRESENT: Amber Shallow, Clerk – Treasurer; Mitch Long, Public Works
Crewmember & Roslyn Urban Forest Citizen’s Advisory
Committee Staff Liaison; Joe Peck, Public Works Crewmember;
Erin Krake, Librarian

CONSENT AGENDA:

- 1.) Manual Check **#11574** in the amount of **\$500** and Accounts Payable Checks **#11575 - #11595**, in the amount of **\$162,207.94**
- 2.) Accounts Payable Checks **#11596 - #11618**, in the amount of **\$53,803.33**
- 3.) Payroll Checks of October 15, 2012 **#8043 - #8054**, in the amount of **\$12,827.52**
- 4.) Payroll Checks of October 31, 2012, **#8055 - #8077**, in the amount of **\$19,073.39**
- 5.) Minutes of Regular City Council meeting of August 14, 2012 and September 11, 2012

Mayor Lockett read the consent agenda.

MOTION: Councilmember Weis **MOTIONED** to approve the consent agenda.
Councilmember Flowers **SECONDED** the motion. The motion was **APPROVED 6-0.**

ANNOUNCEMENTS, PRESENTATIONS, APPOINTMENTS:

- 6.) **AB12-055** Presentation by Kittitas County Sherriff’s Office regarding
Emergency Management Plan

***Mayor is authorized to sign the renewal agreement for Roslyn’s participation in the Kittitas County Emergency Management Plan after attorney review.**

Mayor read the agenda bill for this item and then turned it over to Sergeant Fred Slyfield.

Sgt. Fred Slyfield – I have been with the department since 1982 and the last time I was in this space there were jail cells here! We have been receiving money from homeland security which helped us identify and staff an emergency management position within the department which is what I've been doing. One of the strings of the grant is an emergency plan which has been in place.

There is no cost associated with this plan; it's just a plan to help us deal with any manmade/technical emergency within the county.

We are asking Roslyn to sign on as a partner and by doing so it opens the door for us to help you with any disaster. We aren't going to come in and take over the show, just simply assist. We also have that link tied in with the state so we can get additional support there. There are no strings and no money, we are just doing this to be good neighbors.

Mayor Lockett asked how the plan worked (for the fires).

Sgt. Slyfield stated it worked well. When we go to the public meetings and there are only one or two people upset then it tells us we are doing well.

Mayor Lockett asked Sgt. Slyfield what he wanted from Roslyn.

Sgt. Slyfield replied a signature on two things, the management plan and a mutual aid agreement.

Mayor Lockett then asked Council what they thought.

Councilmember Flowers – I would like to review it.

Councilmember Gruber – I'm all for it.

Mayor Lockett – How long the city has been part of this?

Sgt. Slyfield - since 2004 and there is formatting changes but no major changes, so this would just be a renewal of our agreement.

Mayor Lockett asked Mitch Long about the hazard mitigation plan.

Mitch Long – the hazard mitigation plan is the pre-plan and this would be post-disaster.

Councilmember Januskiewicz – so there are two things which is the management plan and mutual aid agreement. Is the Cle Elum/Roslyn police department aware of these?

Sgt. Slyfield– the Mayor of Cle Elum has signed on.

Chief Ferguson – I'm aware of this manual and we go to it if we are ever in a situation that we need it. I think it's a wonderfully done manual and spells out what needs to be done.

After further discussion the Council agreed by consensus to allow Mayor Lockett to sign the agreements after Margaret King, City Attorney, reviewed them.

Sgt. Slyfield stated he will scan & email the pages that need signature to be sent to the city attorney for review.

CITIZEN’S COMMENTS: (non-agenda items)

Peg Bryant, Roslyn (Chair of the Roslyn Urban Forest Citizen’s Advisory Committee (CAC)) – if you have any questions on the CAC budget I’m here to answer those and at the Mayor’s request we reduced the budget and noted the additional money brought in the past two years. We will also be presenting the summary report within the next couple of weeks. We are looking at how we can best create an environment to help support businesses and for residents to better access the forest.

Gene McDonald, Cle Elum (Friends of the Roslyn Library Representative) – just would like a quick update on grant writer.

Councilmember Scherer – we were trying to get together today but it didn’t work out.

PUBLIC HEARING:

- 7.) **AB12-051a** Continuation of Public Hearing & Resolution – setting the 2013 Property Tax Levy and 2013 Preliminary Budget

Mayor Lockett read the agenda bill for this item and then **continued** the public hearing at **7:41pm** and after taking public comments **closed** the public hearing at **7:46pm**.

Peg Bryant, Roslyn – asked about property valuation vs. taxes and if the lower property rates would affect the city.

Discussion ensued regarding assessed valuations vs. levy rates and actual dollars assessed.

MOTION: Councilmember Gruber **MOTIONED** to approve **Resolution #12-029**. Councilmember Weis **SECONDED** the motion. The motion was **APPROVED 6-0**.

Councilmember Gruber – “every little “scosche” counts.”

INTRODUCTION:

- 8.) **AB12-056** Resolution Authorizing Electrical work in the Roslyn Fire Station

Mayor Lockett read the agenda bill for this item.

MOTION: Councilmember Weis **MOTIONED** to approve **Resolution #12-030**. Councilmember Flowers **SECONDED** the motion. The motion was **APPROVED 6-0**.

Councilmember Weis – in the interest of full disclosure I am a friend of the contractor but I will not benefit financially from this transaction.

- 9.) **AB12-057** Resolution Authorizing a Contract Amendment with Gray & Osborne for work on the Storm water Management Plan

Mayor Lockett read the agenda bill for this item.

MOTION: Councilmember Scherer **MOTIONED** to approve **Resolution #12-031**. Councilmember Gruber **SECONDED** the motion. The motion was **APPROVED 6-0**.

Councilmember Januskiewicz – is G&O’s incapacity to meet the original deadline holding anything up for public works?

Mitch Long – no this is more on major capital projects and we are only working on minor improvements.

Joe Peck – there were several errors in the plan and we discussed some things we would like to see in the plan and there is a large ticket price for fixing the entire system. There is also a portion of the plan that would tax the public to pay for these improvements. We need to make sure the plan is understood by everyone so we can say yes we need to do this. The flood in 2009 is what is driving this plan but we want to make sure that it is a good one. I recommended to Mayor Lockett that we use a date of June next year so we can review this properly.

At this point in the meeting Mayor Lockett invited Chief Ferguson to give his report.

Police Chief Scott Ferguson – sorry you don’t have an officer report tonight, my assistant is on leave, so I will get that report to you soon. Our Officers attended a weapon qualification course; this course was done at night. In October an officer attended drug training. On Halloween night we had an officer out in all three communities and no incidents or acts of vandalism. Winter parking hours are now in effect, 24 hour parking rule applies for all city right of ways. Lastly, the passage of I-502 goes into effect December 6 – in regards to possession of marijuana for adults over 21 we are taking a hands off approach.

Mayor Lockett – Chief it may be a small thing but thank you on behalf of the residents for following up on your word regarding the department sign.

Chief Ferguson – I would love for Roslyn to get at least two electronic speed signs, they are around \$2500 each. I’m willing to keep my eyes open and see what is available in the form of grants if it’s ok with you folks.

Council agreed by consensus.

10.) AB12-058 Resolution Authorizing a Contract with Washington Collectors for Collection Services related to the Municipal Court

Mayor Lockett read the agenda bill for this item.

MOTION: Councilmember Weis **MOTIONED** to approve **Resolution #12-032**. Councilmember Scherer **SECONDED** the motion. The motion was **APPROVED 6-0**.

11.) **AB12-059** Resolution Authorizing a Contracts for work associated with the 2012 Washington Library Digitization Grant Project
Mayor Lockett read the agenda bill for this item.

MOTION: Councilmember Flowers **MOTIONED** to approve **Resolution #12-033**. Councilmember Weis **SECONDED** the motion. The motion was **APPROVED 6-0**.

Councilmember Weis – good job Erin on getting the other grant.

12.) **AB12-060** Authorizing the purchase of two handheld meter reading devices

Mayor Lockett read the agenda bill for this item.

MOTION: Councilmember Osiadacz **MOTIONED** to approve **Resolution #12-034**. Councilmember Gruber **SECONDED** the motion. The motion was **APPROVED 6-0**.

Council & staff discussed the issues of taking meter reads with pen and paper and the benefits of the handhelds, specifically the reduction in human error.

13.) **AB12-061** Authorizing the Contract for work associated with the 2012 Historic Properties Inventory Survey

Mayor Lockett read the agenda bill for this item.

MOTION: Councilmember Scherer **MOTIONED** to approve **Resolution #12-035** authorizing a contract with Donovan & Associates. Councilmember Januskiewicz **SECONDED** the motion. The motion was **APPROVED 5-1** (Councilmember Flowers).

Councilmember Scherer informed the Council that the Planning & Historic Preservation Commission voted 3 for Donovan & Associates & 2 for Eastern Washington University (EWU).

Councilmember Scherer would like to go with Commission's choice by majority.

Amanda Heins, Roslyn – I would think you would like to look at a Washington based business vs. an Oregon business.

Councilmember Januskiewicz – Donovan & Associates definitely has more experience and the majority of their work is in Washington. While EWU appears to be a school upon closer inspection it looks as if it's a private business through the school.

Councilmember Osiadacz – it is evident that Donovan & Associates tend to be more thorough.

MAYOR AND COUNCIL CONCERNS AND INITIATIVES:

Mayor Lockett read a letter from a citizen regarding a problem with a grave site and thanked everyone for their work on the Robinson plot.

Mayor Lockett offered congratulations to the Cle Elum/Roslyn Warriors for advancing to state playoffs for the first time in 25 years.

Mayor Lockett informed the Council of a problem with an older burial for the Shuey Family and how it was resolved.

ADJOURNMENT: 8:55pm

MOTION: Councilmember Weis **MOTIONED** to adjourn at 8:55pm.
Councilmember Flowers **SECONDED** the motion. The motion was **APPROVED 6-0.**

Neal R. Lockett, Mayor

Attest: _____
Amber J. Shallow, Clerk - Treasurer