

**City of Kittitas
Council Meeting Minutes
September 27, 2016**

COUNCIL MEETING

Mayor Whitford led those assembled in the Flag Salute. Mayor Whitford called the regular Council Meeting to order at 7:00 p.m. September 27, 2016. Councilmembers present: Jerry Gilmour, Pat Cort, Jasen Carlson and John Camarata. Councilmember Ben Whitehurst was absent. Staff present: Debbie Lee – Clerk/Treasurer, Cathy Doyle- Utility Billing Clerk, Christ Taylor – Police Department and Mike Meskimen – Gray & Osborne.

MOTION: Councilmember Camarata made a motion to excuse Councilmember Whitehurst; second by Councilmember Cort.
Motion Carried: 4 yes 0 no.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED
SEPTEMBER 13th, 2016**

MOTION: Councilmember Gilmour made a motion to approve the minutes; second by Councilmember Camarata
Motion Carried: 4 yes 0 no.

ADDITIONS TO AND/OR APPROVAL OF AGENDA

MOTION: Councilmember Camarata made a motion to approve the agenda as presented; second by Councilmember Gilmour.
Motion Carried: 4 yes 0 no.

PUBLIC APPEARANCE COMMENTS

None

REPORT OF OFFICES AND SPECIAL GUESTS

A. Staff Reports (informational only)

Debbie Lee – Clerk/Treasurer

- Classes I attended at the 2016 WFOA Conference in Spokane
- Scholarship awarded
- Evaluating A/R & A/P

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- 2016 Intermediate budgeting how to prepare revenue forecasts
- Common FLSA mistakes exempt & non exempt
- Tips for managing tricky payroll issues call back, off duty, OT, sick leave, donated sick leave
- 2016 SAO
- Understanding and using emotional intelligence
- Understanding and navigating the public record act
- Property tax understanding the levy process
- Leader as influencer Impression management in the spotlight
- Getting in you customers way policies Procedures or people may be dragging them away (outdated)
- Utility Taxes
- How to prepare for an audit

Chris Taylor – Police Department

- Chief Nierman r spoke with Robert Moon the owner of the Bear Valley Trailer Park and informed him of the City Ordinance on garbage and how it was to be stored and disposed of.
- 105 Spokane the police took pictures of the code violations and showed them to owner Arvin Marchel. Two vehicles have been removed already.
- Rainier Estates they have handled a couple of code violations up there as well.
- Councilmember Cort thanked Officer Taylor for the update.

UNFINISHED BUSINESS

None

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NEW BUSINESS

A. Breck Dog Variance

- Steve Breck is a new resident to the City of Kittitas and was unaware of the 2 dog ordinance. He explained that the dogs were small and he would have a fully fenced yard when his house and shop were completed.

MOTION: Councilmember Gilmour made a motion to approve the variance; second by Councilmember Cort.
Motion Carried: 4 yes 0 no.

B. Change Order No. 1 Patrick Avenue Phase 1

- Mike Meskimen from Gray & Osborne explained that this was the only change order on Phase 1. The amount of the change order is \$9925.50 for bank run gravel. This change order will be covered fully by STP and TIB grants. This was an oversight from Kittitas County.
- Councilmember Gilmour wanted to make sure this was covered by the grant. Mike explained yes.

MOTION: Councilmember Camarata made a motion to accept the change order; second by Councilmember Cort.
Motion Carried: 4 yes 0 no.

C. Patrick Avenue Progress Estimate No. 2 and Acceptance of Patrick Avenue Phase 1 Complete

- Mike Meskimen from Gray & Osborne explained that this is the final payment on Phase I and that he suggests Council approve this portion of the project complete. This will trigger WSDOT to close out the project which takes some time. This project came in slightly higher than the bid price due to the change order but still came in under budget.

MOTION: Councilmember Camarata made a motion to accept the project as complete; second by Councilmember Cort.
Motion Carried: 4 yes 0 no

MOTION: Councilmember Camarata made a motion to approve the final pay request for Patrick Avenue Phase I; second by Councilmember Cort.
Motion Carried: 4 yes 0 no.

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D. Progress Estimate No. 1 Patrick Avenue Phase 2

- This is Phase 2 of Patrick Avenue mainly the sidewalk phase. There will be one change order for installing some additional signs. The costs for these signs are \$2905.52. Mike Meskimen from Gray & Osborne will make the revision of the change order and Council will approve this final payment based on the revision. This project also came in under budget.
- Mayor Whitford asked Mike how he felt the project went. Mike felt it went very well. The roadway looks good as well as the sidewalks. The widening looks nice and clean. There was an additional cross walk added. The project came in on time and under budget.
- Councilmember Carlson stated that maybe next time a little better communication with the contractor and citizens on road closures would be helpful.

MOTION: Councilmember Camarata made a motion to approve this pay request after the revision is made due to the change order; second by Councilmember Cort.

Motion Carried: 4 yes 0 no.

E. Sure Shot Parking Lot

- Mike from Gray & Osborne talked with Todd Lopeman from Sure Shot regarding his parking lot. Todd Lopeman brought this to the Cities attention last winter. The City wants to make sure the fix is acceptable to all parties and the City had tried to seal it in the past. Mike stated that the asphalt has not started cracking. It could be a moisture problem with the snow and the way the lot is slanted that all the moisture runs downhill into the crack where the parking lot and sidewalk meet. Mike from Gray & Osborne gave a coupe options and Todd wanted to check with his contact on this issue before he makes a decision.

PAYMENT APPROVALS

A. September 27, 2016 Payables \$40,776.44

MOTION: Councilmember Camarata made a motion to approve September 27th payables; second by Councilmember Gilmour.

Motion Carried: 4 yes 0 no.

MAYOR'S REPORT

- Mayor Whitford stated that the Council had their first budget meeting and there is another meeting

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planned for October 4th at 6:30 p.m.

- Scott has made contact with the Department of Ecology and the permit has been applied for. Once the permit is obtained Public Works will be able to get the trees out of the creek before it floods.
- Sunday October 2nd at 2:00 p.m. there will be a birthday party for Jerry Gilmour at the Community Hall.
- Fellowship of the Vine has scheduled 3 Sunday work parties to get the Community Hall ready for Christmas in Kittitas.
- Mayor Whitford is preparing for Truck of Treat on October 29th from 3:00 p.m. - 5:00 p.m. New Life Assembly will be having their Harvest Festival and Curly's is planning on having a haunted house maze.

COUNCIL DISCUSSION

- Councilmember Carlson will not be able to attend the budget meeting on October 4th but would like to attend via speaker phone if possible. Mayor Whitford stated that will work.
- Councilmember Carlson was also inquiring about the Verizon Lease with the water tower; Mayor Whitford explained that they are just now ironing out the easement issues.
- Councilmember Carlson was wondering if the City would consider hiring out the fix of the water leak, Mayor Whitford explained that once Public Works, Gray & Osborne and Bill Gordon discuss where the line will go the City will have a better idea.
- Councilmember Camarata is working with COG on how many jobs the City of Kittitas has available in the City and County as well. COG made a decision to advance the money so the incubator could fix their roof sooner than later.
- Councilmember Gilmour wants to make sure the City surplus vehicles that are no longer running or being used so we can save on insurance.
- Councilmember Cort inquired about the temporary repair on the water tower and when that would take place. Mike Meskimen from Gray & Osborne was not totally sure but that the material they were using stated it had to stay above 40* for several days.
- Kash and Scott are working on getting their trenching and shoring cards and they will meet with Scott, Brenda, Mike Meskimen and Bill Gordon and make a plan for repairing the water main leak.

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ADJOURN: 8:50 p.m.

Attest:

Mayor Whitford

Debbie L. Lee Clerk/Treasurer