

**City of Kittitas  
Council Meeting Minutes  
July 25, 2017**

**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. July 25, 2017. Councilmembers present: Pat Cort, Jerry Gilmour, Ben Whitehurst, Liz Smith and John Camarata. Staff present: Debbie Lee – Clerk/Treasurer.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED  
JULY 11, 2017**

**MOTION:** Councilmember Gilmour made a motion to approve the regular Council Meeting minutes dated July 11, 2017; second by Councilmember Camarata.  
Motion Carried: 5 yes 0 no.

**APPROVAL OF THE MINUTES FOR THE WORK/STUDY MEETING DATED  
JULY 11th, 2017**

**MOTION:** Councilmember Camarata made a motion to approve the Work Study Minutes dated July 11<sup>th</sup>, 2017; second by Councilmember Cort.  
Motion Carried: 5 yes 0 no.

**APPROVAL OF THE MINUTES FOR THE SPECIAL MEETING DATED  
JULY 6<sup>th</sup>, 2017**

**MOTION:** Councilmember Gilmour made a motion to approve the minutes for the Special Meeting dated July 6, 2017; second by Councilmember Camarata.  
Motion Carried: 5 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 Smith.  
Motion Carried: 5 yes 0 no.

**PUBLIC APPEARANCE COMMENTS**

- Kris Carlson read parts of a letter that was written by the City of Kittitas in July of 1999 regarding property at 301 W. 2<sup>nd</sup>. The letter read in part that there were two manufactured

**City of Kittitas  
Council Meeting Minutes  
July 25, 2017**

homes on the property and they were removed the City stated in the letter that this would remain as the same use. Currently it has two water and sewer services at this address. Christina Wollman from Pertect answered his questions stating that yes this letter was written but now the lot size has changed so it is currently not big enough for two homes on this property. Kris Carlson felt that was a vague answer and wanted more clarification.

- Mayor Whitford asked Clerk Debbie Lee to get the address file and put in her mailbox for the Mayor to review. Mayor Whitford also stated that Council will look at all of the information and make a proper decision.
- Councilmember Camarata stated that in 2007 per the Growth Management Act (GMA) lots were smaller. Since the update of the GMA the lot size was made larger.

**REPORT OF OFFICES AND SPECIAL GUESTS**

**A. Staff Reports (informational only)**

**Brenda Bach – Waste Water Treatment Plant**



WUE Report  
2016.pdf

**1. Water Department-**

a. Waiting to hear from Gray & Osborne on the schedule for painting the water tower. I'm sure it will be soon.

b. Completed the WUE (Water Use Efficiency) and the Consumer Confidence reports for 2016. The consumer confidence report has been mailed out. The water use efficiency report is attached for your review. The percentage of leaks has gone up from 2015 due partly to water leaks getting worst, and partly because getting information on water used from outside entities have proved very difficult, including our fire department's water usage having no records of water used in 2015. So, all the water going through the water meter at the water tower needs to be accounted for and ALL UN-accounted for water is presumed leakage.

**2. Cross Connection Control Department-**

**City of Kittitas**  
**Council Meeting Minutes**  
**July 25, 2017**

a. No new news, inspections ongoing and records updated. With an addition of photos being added to all cross-connection locations within the City limits.

**3. Wastewater Department-**

a. We had Conley engineering come down to the plant to trouble shoot the electrical wiring for the new level sensors. They found a burnt-out module in the electrical panel and have ordered new replacements. They shall be here early this week.

b. We were having problems cleaning the bottoms of the aqua filter, and the irrigation water holding tank. We needed this to finish the repair because the drains are raised up off the bottom which makes it impossible to clean/drain completely. Mike had a great idea for removing one of the side wall plugs and rigging a quick connect 3" hose and reducer for the Vactor truck to hook up to and installed a 2" quick connect hose on the inside of the tank so we could vacuum up the sludge off the bottom of both those tanks. Worked very well and we can continue the repair and part replacement. The Aqua filter is a very large and complex piece of equipment which takes time to go over every aspect to repair, maintain and install worn out replacement parts. With this last inspection, crawling on the bottom we found more broken springs that help push the backwash closer to the filters for cleaning. Without them the Aqua filter can't clean it's self for proper operation.

c. A lot of the maintenance issues that we are having are unfortunately due to bad engineering and or ease of manufacturing equipment used in wastewater treatment plants to keep costs down. And therefore, we do the best we can to correct them when we can, and deal with the ones we can't. And to make equipment's access easier/safer and the maintenance accessible to keep the plant running 24/7.....which is always a challenge.

**Lynette Johnson - Library**

- Things have been busy at the Library this summer. Our Summer Reading Activity Program started June 28<sup>th</sup> and finishes July 26<sup>th</sup>. We have had a total of 41 children enrolled this year, up 12 kids over last year. Weekly attendance is averaging 28 children, which is more than twice last year's weekly attendance. Our theme this year is "Build a Better World". If you drove by the park during one of our sessions, you may have seen kids learning about construction equipment while knocking down bricks (painted cardboard boxes) with a wrecking ball, or, you may have seen them getting to look over a real crane thanks to Operating Engineers!
- We continue to work on barcoding in the Juvenile Fiction section. We are reorganizing the shelves as we go as well and reclassifying some of the Juvenile Fiction as Youth Fiction. The Youth Fiction section should go a lot faster when we start barcoding it because we have already barcoded ones that have been changed. Once those 2 sections are completed, we will barcode the Children's VHS movies. Once those are finished, we will start to tackle Adult Fiction, our largest section.

**City of Kittitas  
Council Meeting Minutes  
July 25, 2017**

- The Washington State Library will have a couple of representatives here August 5<sup>th</sup>. They are making their way around the State to visit all the smaller libraries. Last time they were here, they told us we have the largest Western Fiction section in the State!

|                             |   |    |      |    |    |      |    |    |      |    |    |      |    |    |      |      |
|-----------------------------|---|----|------|----|----|------|----|----|------|----|----|------|----|----|------|------|
| WLBH                        | 0 | 0  | 0    | 5  | 0  | 5    | 9  | 0  | 9    | 4  | 3  | 7    | 2  | 2  | 4    | 3    |
| CDs Books                   | 0 | 0  | 0    | 0  | 0  | 0    | 0  | 0  | 0    | 6  | 0  | 6    | 0  | 0  | 0    | 0    |
| Online Checkout             | 8 | 43 | 51   | 15 | 36 | 51   | 14 | 39 | 0    | 20 | 40 | 60   | 11 | 57 | 68   | 63   |
| Online Cards Used           | 4 | 16 | 20   | 11 | 11 | 22   | 10 | 15 | 25   | 12 | 14 | 26   | 11 | 20 | 31   | 24   |
| Volunteer Hrs               |   |    | 20.5 |    |    | 71.7 |    |    | 54.7 |    |    | 34.5 |    |    | 57.2 | 36.5 |
|                             |   |    |      |    | 5  |      |    | 5  |      |    |    |      |    |    | 5    |      |
| Comm Serv Hrs               |   |    | 0    |    |    | 0    |    |    | 0    |    |    | 0    |    |    | 0    | 0    |
| Library Manager Hrs         |   |    | 65   |    |    | 64   |    |    | 75   |    |    | 85   |    |    | 82.5 | 81   |
| Money Received              |   |    | 1.55 |    |    | 8    |    |    | 3.25 |    |    | 2.6  |    |    | 59.6 | 4.4  |
|                             |   |    |      |    |    |      |    |    |      |    |    |      |    |    | 5    |      |
| Surplus Books               |   |    | 0    |    |    | 0    |    |    |      |    |    | 89   |    |    | 0    | 403  |
| Items Processed             |   |    | 147  |    |    | 141  |    |    | 124  |    |    | 126  |    |    | 0    | 92   |
| Donated Items               |   |    | 125  |    |    | 53   |    |    | 38   |    |    | 65   |    |    | 0    | 49   |
| New Card Issues             | 2 | 1  | 3    | 2  | 1  | 3    | 2  | 3  | 5    | 2  | 2  | 4    | 5  | 0  | 5    | 3    |
| Move-Out                    |   |    | 0    |    |    |      |    |    | 0    |    |    | 0    |    |    | 0    | 0    |
| Active Cards                |   |    | 827  |    |    | 830  |    |    | 835  |    |    | 839  |    |    | 843  | 846  |
| Cup Of Cocoa                |   |    | 0    |    |    | 161  |    |    | 0    |    |    | 0    |    |    | 0    | 0    |
| Summer Reading              |   |    | 0    |    |    | 0    |    |    | 0    |    |    | 0    |    |    | 0    | 28   |
| Story Hour                  |   |    | 0    |    |    | 0    |    |    | 8    |    |    | 16   |    |    | 29   | 0    |
| Halloween/Child             |   |    | 0    |    |    | 0    |    |    | 0    |    |    | 0    |    |    | 0    | 0    |
| Halloween/Adult             |   |    | 0    |    |    | 0    |    |    | 0    |    |    | 0    |    |    | 0    | 0    |
| Christmas in Kittitas/Child |   |    | 0    |    |    | 0    |    |    | 0    |    |    | 0    |    |    | 0    | 0    |
| Christmas in Kittitas/Adult |   |    | 0    |    |    | 0    |    |    | 0    |    |    | 0    |    |    | 0    | 0    |

**UNFINISHED BUSINESS**

**A. MOU (Memo of Understanding) Pacific Loop Lights**

- Matt Boast the General Manager of PUD stated that he has been working with Phil from Zirkle Fruit regarding the lighting on Pacific Loop.
- Certain areas of Kittitas are serviced by PUD and PSE. PUD currently has service available in the area of Pacific Loop. This development had some challenges as the previous developer had already installed curb, gutter and sidewalk and bases for lighting. Typically there is a circuit installed that

**City of Kittitas**  
**Council Meeting Minutes**  
**July 25, 2017**

will meter the electricity, this instance there was not so a flat rate will be charged per light pole. This type of billing is usually for security type lights.

- City of Kittitas Street Standard Code calls for aggregate type light posts to match Main Street. PUD does not carry this type of lights so a MOU is being presented with the understanding that the City of Kittitas is responsible for the maintenance of the lights and the expense of the power.
- Councilmember Gilmour asked why PUD is not maintaining the light post it was explained they do not keep these types of poles in stock and it would be cost prohibitive to keep these in stock for the City of Kittitas only. The poles that PUD usually installs are not the look that the City of Kittitas wants in a residential neighborhood.
- Phil from Zirkle Fruit stated that they took this development over when they purchased the remainder of the property and is putting in the lights per City of Kittitas Street specifications. This plan was put together with the Catlin Electric and presented to Safe Built and Gray & Osborne for the final approval of the development process.
- PUD wrote up a three party agreement between PUD, Zirkle Fruit and the City of Kittitas with a rate schedule and maintenance schedule for agreement between all three parties.
- PUD proposed a flat rate for the electricity about \$12 per light and there are 8 street lights in place.
- Councilmember Smith stated that too much work would have to be done to trench all the existing sidewalks and driveways to install a junction box for metered electricity. Councilmember Smith also stated that street lighting is a good thing.
- Currently PUD supplies electricity to Benton Street and Alpine and those lights are the long spindle pole these were installed before the Street Standards were updated. These lights are at a flat rate as well.
- Citizen Kris Carlson informed Council that it would be a good idea to have a few spare parts in stock as those posts might become obsolete and harder to find parts.
- Phil from Zirkle Fruit stated this was all approved as a condition of the issuance of the building permit and does not want to force the Cities hand but he will install as directed and then it will be the City of Kittitas decision as to when to turn the lights on.
- Matt Boast from PUD stated that the next development that is proposed to the City that Council and Public Works should make sure that there is a street light circuit installed with a meter so the entire development can be metered as a development condition.

**City of Kittitas  
Council Meeting Minutes  
July 25, 2017**

**MOTION:** Councilmember Smith made a motion to approve the MOU; second by Councilmember Camarata.

Motion Carried: 5 yes 0 no.

**NEW BUSINESS**

**A. Chamber of Commerce Request for Temporary Noise Variance**

- This is an annual request from the Chamber of Commerce in relation to the Burn Outs.

**MOTION:** Councilmember Whitehurst made a motion to approve the Variance; second by Councilmember Cort.

Motion Carried: 5 yes 0 no.

**PAYMENT APPROVALS**

**A. July 25, 2017 Payables \$32,129.37**

**MOTION:** Councilmember Camarata made a motion to approve July 25, 2017 payables; second by Councilmember Smith.

Motion Carried: 5 yes 0 no.

**MAYOR'S REPORT**

- Mayor Whitford informed Council that Public Works and the Police Department are still short staffed but more applications have been received so hopefully they will be doing interviews and hiring in the next few weeks.
- Mayor Whitford showed Council the signs that she had made that show the new branding and coloring that says "Yard of the Month" Mayor Whitford will be choosing a yard and place at their home showcasing the hard work that citizens put into their homes. This sign will travel each month to each new winner. Mayor Whitford stated she would gladly take nominations from the citizens.
- The Burnouts are August 12<sup>th</sup> and staff has been meeting with the Chamber of Commerce to iron out all the details on a weekly basis. A lot of the events this year will take place at Wilson Park and

**City of Kittitas  
Council Meeting Minutes  
July 25, 2017**

they will highlight the train depot.

**COUNCIL DISCUSSION**

- Councilmember Gilmour wondered if the Fellowship of the Vine was taking care of the weeds at the Community Hall/Library as they were getting tall.
- Mayor Whitford told Councilmember Smith that she is a breath of fresh air to the Council; Smith stated that all is good and she is enjoying all of the information but she is sure the novelty will wear off.
- Councilmember Cort informed Council that they will need to start gathering information for the Town Hall Meeting in September and making an agenda. Council also needs to start working on getting committee's together for Trunk or Treat and Christmas in Kittitas.
- The Train Depot will be able to fall under the 501 3C umbrella of the Chamber of Commerce. Friends of the Depot will be making T-Shirts and buttons for donations during the burnouts to raise some funds for future projects with the depot.
- Councilmember Cort also stated that the Planning Commission needs to hold a meeting to work on the Zoning of Main Street.

**MOTION:** Councilmember Cort made a motion to adjourn; second by Councilmember Camarata.

Motion Carried: 5 yes 0 no.

**ADJOURN: 7:32 p.m.**

**Attest:**

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Mayor Whitford

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Debbie L. Lee Clerk/Treasurer