

**City of Kittitas
Council Meeting Minutes
November 14, 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. November 14, 2017. Councilmembers present: Pat Cort, Jerry Gilmour, Ben Whitehurst, John Camarata and Liz Smith. Staff present: Debbie Lee – Clerk/Treasurer, Tim Schmidt – Fire Chief.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED
OCTOBER 24, 2017**

MOTION: Councilmember Camarata made a motion to approve the regular Council Meeting minutes dated October 24, 2017; second by Councilmember Gilmour.
Motion Carried: 5 yes 0 no.

**APPROVAL OF THE MINUTES FOR THE WORK/STUDY MEETING DATED
OCTOBER 24, 2017**

MOTION: Councilmember Smith made a motion to approve the Work Study Minutes dated October 24, 2017; second by Councilmember Cort.
Motion Carried: 5 yes 0 no.

ADDITIONS TO AND/OR APPROVAL OF AGENDA

MOTION: Councilmember Smith made a motion to approve the agenda as presented; second by Councilmember Gilmour.

DISCUSSION: Discussion was had to remove Executive Session due to not having any information from Teamsters.

MOTION: Councilmember Cort made a motion to remove the Executive Session under New Business; second by Councilmember Whitehurst.
Motion Carried: 5 yes 0 no.

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PUBLIC APPEARANCE COMMENTS

- None

REPORT OF OFFICES AND SPECIAL GUESTS

A. Staff Reports (informational only)

Brenda Bach – WWTP

Water Department-

- The tower has been finished, and the final inspection has been done by Gray & Osborne and the few issues on the punch-list were addressed and completed, Gray & Osborne have requested a paint kit for touch ups in the future and we received that kit last week.
- The Main Valve and the altitude valve at the water tower have been rebuilt. The only thing left to do is the hose that feeds the altitude valve is corroded copper and too small. The company that did the rebuilds will be stopping by on their way through, shouldn't take long to replace the copper tubing with plastic hose to better supply the altitude valve for proper operation. Most of the copper tubing that operates the control valves has been replaced with plastic.

Cross Connection Control Department-

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

Wastewater Department-

- We still have repairs needed at the Benton Lift station which is planned for Wednesday.
- The programmer for the Aqua-Filter was here and found out why when he was here to fix the programming the first time wasn't working, and it has been corrected with NO CHARGE to us. Even though the warranty has expired, we the City of Kittitas wastewater treatment plant were the ones who found the operational glitch in the programming which they didn't even know they had until we pointed it out to them, and the extra nudging from the Mayor they came out again to troubleshoot and correct at no charge.

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Lynette Johnson – Library

	June			July			Aug			Sept			Oct		
	City	County	Total	City	County	Total	City	County	Total	City	County	Total	City	County	Total
Total Cards Used	116	41	157	115	47	162	135	32	167	80	30	110	102	36	138
Children (Attendance)	43	20	63	64	17	81	91	24	115	38	11	49	40	12	52
Adult (Attendance)	108	47	155	125	60	185	128	47	175	101	26	127	107	47	154
Easy Reader	9	5	14	56	6	62	12	16	28	0	3	3	22	6	28
Juvenile Fiction	30	12	42	36	5	41	37	11	48	13	5	18	16	6	22
Juvenile Non-Fiction	0	0	0	1	0	1	0	0	0	2	0	2	1	0	1
Young Adult	5	0	5	2	0	2	1	0	1	3	0	3	7	0	7
Adult Fiction	78	76	154	91	87	178	86	67	153	82	78	160	103	69	172
Adult Non-Fiction	0	0	0	5	5	10	6	3	9	1	0	1	4	1	5
Videos	4	1	5	5	0	5	0	0	0	0	0	0	2	0	2
DVD's	126	3	129	131	0	131	134	2	136	62	0	62	53	2	55
Magazines	0	0	0	1	0	1	1	0	1	1	0	1	6	0	6
1/2 hr. Computer Use	109	0	109	128	4	132	193	1	194	134	0	134	171	0	171
Card Numbers Used	33	0	33	26	1	27	50	1	51	25	0	25	35	0	35
Returns			268			347			331			206	208	0	208
WLBH	3	0	3	6	1	7	0	2	2	0	0	0	0	0	0
CDs Books			0	1	0	1	0	0	0	0	0	0	1	0	1
Online Checkout	15	48	63	20	42	62	22	35	57	10	52	62	11	48	59
Online Cards Used	10	14	24	14	18	32	17	13	30	6	19	25	9	19	28
Volunteer Hrs.			36.5			77.25			16.5			53.5			62.75
Comm Serv Hrs.			0			0			0			0			0
Library Manager Hrs.			81			80			93.5			76.5			85
Money Received			4.4			4.4			7.35			0.25			11.75
Surplus Books			403			0			0			0			306
Items Processed			92			155			219			181			89
Donated Items			49			79			186			179			74
New Card Issues	2	1	3	4	0	4	3	0	3	2	1	3	5	2	7
Move-Out			0	0	0	0			0			0			0
Active Cards			846			850			853			856			863
Cup Of Cocoa			0			0			0			0			0
Summer Reading			28			102			0			0			0
Story Hour			0			0			0			14			46
Halloween/Child			0			0			0			0			106
Halloween/Adult			0			0			0			0			166
Christmas in Kittitas/Child			0			0			0			0			0
Christmas in Kittitas/Adult			0			0			0			0			0

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Tim Schmidt - Fire Chief

- The results of the election determined that the Kittitas Volunteer Fire Department will annex with Kittitas Valley Fire and Rescue effective January 2018. Chief Schmidt stated that this is bittersweet as the volunteer department was established in 1931. The annexation will provide better service to the community.
- KVFR will come and look at the state of the equipment, vehicles, supplies etc. and they have already determined that the SCBA's were out of date.
- KVFR will draft an annexation agreement and bring to Council for approval.
- The volunteer's supported this annexation.
- The Fire Department will start collecting food for sponsoring 4 families at Christmas time. They will also be collecting money for the Shop With a Cop event.
- Donations are being accepted.
- The call volume for the last month has been low a few aid calls and fortunatly no fire calls.
- Mayor Whitford inquired about Christmas in Kittitas and the Fire Departments involvement. Chief Schmidt stated that KVFR informed him that they will continue to support the City of Kittitas events as in the past.
- Chief Schmidt will get the volunteer point list to Clerk Debbie Lee for volunteer pay in November.

Scott Moore – Public Works

Month of September:

- Paint sprayer problems, needed to order parts
- Cleaned up downed tree at Caribou Creek

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- Interviewed applicants for the open position of Utility Worker II. Hired Kurin Simplot who has 5 years combined experience in Public Works with Cle Elum and Ellensburg.
- Ford service truck is out of service with fuel supply problems
- Assembled new excavation tip for the Vac truck for increased performance of lower water consumption and better cutting.
- Put away the A/C unit from the Library
- No more aluminum recycle container. This was not cost effective with garbage clean up.
- Started Pacific Loop Sewer excavation
- Got LED digital reader board installed

Month of October:

- Inventory of PW shop and organize shop
- Completed new sewer service main line for Zirkle Fruit (Pacific Loop)
- Excavated water box and repaired supply line in alley of Lewis & Clark @ 2nd street
- HVAC service done for City Hall building
- Started winterizing parks and irrigation systems
- Removed over grown tree on the west side of Library
- Located Jack Clerfs' un-metered water line
- Mary Duke utility locates 1st & Railroad – Foundation construction has started
- Excavated and installed water service main line tap for Pacific Loop open space (park) for Zirkle Fruit

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Budget Report

- On track

Treasurer's Report

- No Comment

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Planning Commission – Status Update

- Mayor Whitford liked the status update report from Safe Built regarding the planning commission.
- Councilmember Cort liked that the information was being given to Council.

B. Pay Request #1 Final Progress Estimate/Project Acceptance Reservoir Re-Coating

- This pay request is for the majority of the work on the water tower less the retainer that will be held until closeout documents and all affidavits of wages paid are filed and cleared with Labor & Industries and the Department of Revenue.

MOTION: Councilmember Camarata made a motion to approve the payment to Purcell; second by Councilmember Cort.

Motion Carried: 5 yes 0 no.

- Councilmember Gilmour thought the bid was for \$22,000 and asked how it increased to \$27,000.

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PAYMENT APPROVALS

A. November 14, 2017 Payables via EFT \$79,368.39

MOTION: Councilmember Camarata made a motion to approve November 14, 2017 Payables via EFT; second by Councilmember Gilmour.

Motion Carried: 5 yes 0 no.

B. October Bank EFT's \$1,279.63

MOTION: Councilmember Camarata made a motion to approve October bank EFT's: second by Councilmember Cort.

Motion Carried: 5 yes 0 no.

C. October Payroll/November Mid-Month Draws \$43,546.54

MOTION: Councilmember Camarata made a motion to approve October Payroll/November Mid-Month Draws; second by Councilmember Cort.

Motion Carried: 5 yes 0 no.

MAYOR'S REPORT

- Mayor Whitford wanted to thank staff and Council for taking care of business during the transition for her new job.
- Mayor Whitford would like information on times regarding Christmas in Kittitas as she has gotten some inquiries from citizens.
- Councilmember Cort stated there is a list on Facebook regarding the times and will get the information to Mayor Whitford. It was also stated that they will post Christmas in Kittitas information on "about town".
- Councilmember Cort stated that she will be taking over the planning of Christmas in Kittitas. There is a meeting Thursday at 6:00 p.m. and they will start to ask for food and donations. Councilmember Cort also stated that after this year they will take a look at all City events and re-

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organize and re-group to try and build the events up. This will help with leadership and direction.

- The Downtown Association needs to get going as well since this will be a non-profit group and they have the ability to raise funds and possibly get a director to help with the City events.
- Mayor Whitford inquired if Amy was helping with this and Councilmember Cort stated that Amy has been busy.
- Mayor Whitford congratulated Councilmember Cort for winning the election to replace the Mayor seat.

COUNCIL DISCUSSION

- Councilmember Camarata said that he has had three people approach him regarding the stop sign at Railroad and Clark.
- Discussion was had regarding the state of the water sewer fund.
- Councilmember Gilmour stated he is not for raising rates.
- Councilmember Smith asked Councilmember Gilmour if he had an alternative solution.
- Councilmember Camarata stated that if there is money in the ending balance to use that amount to balance the budget.
- It was explained that if you continue to do this there eventually will not be a fund balance to use.
- Councilmember Cort would like to talk with Chad at Bias to get a better understanding of this before she makes a decision.
- Clerk Debbie Lee will set up a conference call with Bias and Councilmember Camarata and Cort will join on Thursday.

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

Motion Carried: 5 yes 0 no.

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ADJOURN: 7:45 p.m.

Attest:

Mayor Lou Whitford

Debbie Lee Clerk/Treasurer