

**City of Kittitas
Council Meeting Minutes
December 12, 2017**

COUNCIL MEETING

Mayor Cort led those assembled in the Flag Salute. Mayor Cort called the regular Council Meeting to order at 7:00 p.m. December 12, 2017. Councilmembers present: Jerry Gilmour, Ben Whitehurst, John Camarata and Liz Smith. Lou Whitford was absent. Staff present: Debbie Lee – Clerk/Treasurer, Tim Schmidt – Fire Chief.

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

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED
NOVEMBER 28, 2017**

MOTION: Councilmember Gilmour made a motion to approve the regular Council Meeting minutes dated November 28, 2017; second by Councilmember Camarata.
Motion Carried: 4 yes 0 no.

**APPROVAL OF THE MINUTES FOR THE WORK/STUDY MEETING DATED
NOVEMBER 28, 2017**

MOTION: Councilmember Camarata made a motion to approve the Work Study Minutes dated November 28, 2017; second by Councilmember Gilmour.
Motion Carried: 4 yes 0 no.

ADDITIONS TO AND/OR APPROVAL OF AGENDA

MOTION: Councilmember Camarata made a motion to remove the KVFR Annexation Agreement under New Business as it has not been presented to the City yet and approve the agenda as amended; second by Councilmember Whitehurst.
Motion Carried: 4 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

1. Water Department-

We are working on the “Asset Management” part of the “Small water system management program” which is just more of an overview of our assets, but will be a good foundation for a more in-depth asset management program. It will also save time when we start putting our “Asset Management Program” in operation. There are several “FREE” asset management programs out there now and we will be looking in to the components of those programs individually to see which will fit best into our systems for both water and sewer departments.

2. Cross Connection Control Department-

No new news

3. Wastewater Department-

The plant is doing very well, and we are working on organizing our spare parts and pumps to keep them stored in the heated work area of the plant. We will be looking into having the stairs installed on the Aqua filter for a safer access and egress when there is maintenance to be done.

We are still waiting for our “Discharge Permit” to be renewed from the Department of ecology. There is always a chance of our discharge parameters to be changed, which could change our testing schedule as well. They did let us know that they were running behind with the paper work and that we should have our permit as soon as possible.

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We did get some repair work done at the Benton lift-station but there is still more repair work needed for the left side pump railing system which will take more down time, and would be better scheduled during the summer months.

Lynette Johnson – Library

- Stats for the month of November were submitted.

Tim Schmidt - Fire Chief

- Chief Schmidt reported that Chief Sinclair has been busy and not had time to get the annexation agreement submitted to the City.
- The volunteers have been busy cleaning the station.
- The department has had several aid calls and one call to the water tower due to a power failure.
- Chief Sinclair informed Chief Schmidt that any fire/aid calls that KVFR responds to, the City of Kittitas will not be charged.

Budget Report

- On track

Treasurer's Report

- Discussion was had regarding the balance in the checking account and the revenue that has been received from investing with TVI and bonds.

MOTION: Councilmember Camarata made a motion to invest \$100,000 with TVI; second by Councilmember Smith.

Motion Carried: 4 yes 0 no.

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UNFINISHED BUSINESS

None

NEW BUSINESS

A. Public Hearing Ordinance 17-016 Rates and Charges

- The Public Hearing was opened at 7:10 p.m.
- Citizen Daniel Menth wanted to know what the rate changes were and how it was going to affect low income citizens.
- Councilmember Smith stated that there is a form available at City Hall for low income and senior citizens. The threshold is set by the State.
- Councilmember Camarata stated that April they are going to raise the rates again.
- Councilmember Smith informed the citizens that Council has been discussing this issue quite a bit and it was determined that the water/sewer funds need to be increased by at least 7% to cover operating expenses and debt service.
- Mayor Cort stated that the water/sewer fund was not collecting enough money for the last few years and have been using the ending fund balance. The cost of electricity, training etc. has increased.
- Daniel Menth stated that he does not have a problem paying the increase but concerned about other citizens not being able to. Daniel Menth also thought increasing the amount of water allocated would help offset this.
- Mayor Cort stated that every year per Kittitas Municipal Code the rates are to be increased by 2% unless voted no by Council. This has not been done on a consistent basis thus having to do a 7% increase. This needs to happen.
- Councilmember Smith stated she could not promise that there will not be any more increases but that a lot of consideration has gone into this increase.
- The Public Hearing was closed at 7:18 p.m.

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MOTION: Councilmember Whitehurst made a motion to approve Ordinance 17-016; second by Councilmember Smith.

Motion Carried: 3 yes 2 no (Councilmember Camarata and Councilmember Gilmour) Mayor Cort broke the tie vote, voting yes.

B. Public Hearing Ordinance 17-017 2018 Budget

- The Public Hearing was opened at 7:20 p.m. and closed at 7:20 p.m. with no public comment.
- Councilmember Gilmour stated he could not pass the budget as there is not one dime in the budget to fix the water leak, and he will not be quiet until it is fixed.
- Councilmember Smith inquired if once the budget is set does that mean you can no longer discuss these issues. No.
- Mayor Cort stated that Scott has been working on this issue and it is a process. Gray & Osborne is helping with planning and the best way to re-route the main. There are permits that will be required thru DOE and DOH as well.
- Councilmember Smith wanted to let the public know that when this leak is fixed that Council will be clear and transparent with their decision.

MOTION: Councilmember Smith made a motion to approve Ordinance 17-017 2018 Budget; second by Councilmember Whitehurst.

Motion Carried: 3 yes 2 no (Councilmember Gilmour and Councilmember Camarata) Mayor Cort broke the tie by voting yes.

C. Council Vacancy

- Discussion was had regarding the Council vacancy. It was decided that the position would be left open until the end of December. At the first Council Meeting in January Council will chose someone to fill the vacancy.
- Rob Richey and Liz Smith have both submitted letters of interest.

D. Rotary Proposal – Cindy Breck

- Cindy Breck with Noon Time Rotary presented two projects that Rotary would like to possibly do in the City of Kittitas that are both fully funded.

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- One project would happen in 2018 and the other project 2019.
- The 2018 project would be replacing the steps to the library and possibly doing some landscaping around the library. The only thing that Rotary asks is that a placard be placed near the project stating the project was donated by Rotary.
- The Rotary is in charge of getting the bids for the projects and they would probably get a bid for the steps and one bid for the landscaping.
- Sketches will be submitted to Council for approval.
- The second project would be a bathroom being placed in the Gazebo Park. It would be a one stall bathroom with a sink and changing table. There is grant/match funding available for this project.
- Water, sewer and electricity are already available in this area. City Council would need to approve this design as well.
- The Rotary is a service organization and there would be no financial obligation from the City of Kittitas. Rotary focuses where the needs of the Community are.
- Steve Breck asked Cindy what makes a project qualify. Cindy stated that they focus on 6 areas; peace, disease, clean water, sanitization and hygiene, mothers and children, education and growing the local economy.
- Councilmember Camarata asked if both projects are being submitted. Yes.
- Mayor Cort stated if Council approved this she would write a letter to Rotary stating the City of Kittitas would be happy to work with the Rotary on these projects.

MOTION Councilmember Camarata made a motion to authorize the Mayor to work with the Rotary; second by Councilmember Whitehurst.

Motion Carried: 4 yes 0 no.

PAYMENT APPROVALS

A. November Bank EFT's \$1,424.16

MOTION: Councilmember Camarata made a motion to approve December 12, 2017 bank EFT's; second by Councilmember Gilmour.

Motion Carried: 4 yes 0 no.

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B. December 12, Payables EFT \$45,700.15

MOTION: Councilmember Camarata made a motion to approve December 12, Payables via EFT: second by Councilmember Whitehurst.
Motion Carried: 4 yes 0 no.

C. November Payroll/December Mid-Month Draws \$48,854.05

MOTION: Councilmember Camarata made a motion to approve November Payroll/December Mid-Month Draws; second by Councilmember Gilmour.
Motion Carried: 4 yes 0 no.

MAYOR'S REPORT

- Mayor Cort informed Council that she attended her first Staff Meeting as Mayor and discussion was had about the departments 5 year goals.
- Shop with a Cop was Saturday and Chief Taylor, Chief Schmidt and Volunteer Fire fighters attended and donated but no mention in the Ellensburg Daily Record of Kittitas supporting this issue. Mayor Cort will contact the editor and let them know the City of Kittitas should get some recognition.
- The Town Hall meeting was held on Saturday and only 2 citizens attended to discuss the rate increase.
- Mayor Cort is working on a Microsoft asset management program that has inventory and assets.
- Mayor Cort also discussed with Cathy about document retrieval with file names and footer dates. That some training on this issue would be helpful.

COUNCIL DISCUSSION

- Councilmember Gilmour asked if the City has to do any budget amendments, Clerk Debbie Lee stated not as of November.

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- Councilmember Gilmour said if anyone wanted to host an employee Christmas party he would purchase the ham.
- Councilmember Smith stated that she had left a message with a 4-H group about growing the flowers and planting them on Main Street so they would all be consistent with the same color and flower species. Jeanette Bryant asked if they would also be in charge of watering them.
- Mayor Cort said that this is something that should be coordinated with the Downtown Association.
- Councilmember Smith has also been in contact with the English Department and possibly planning a poetry night in the Park during the summer and possibly an open mic.
- Councilmember Smith also has been talking with Mr. Coleman regarding a firearms safety class, gun enthusiast, or sportsman event.

MOTION: Councilmember Whitehurst made a motion to adjourn; second by Councilmember Smith.
Motion Carried: 4 yes 0 no.

ADJOURN: 7:40 p.m.

Attest:

Mayor Pat Cord

Debbie Lee Clerk/Treasurer