

**City of Kittitas
Council Meeting Minutes
March 13, 2018**

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. March 13, 2018. Councilmembers present: John Camarata, Lou Whitford, Jerry Gilmour and Liz Smith. Councilmember Ben Whitehurst was absent. Staff present: Debbie Lee – Clerk/Treasurer and Mike Meskimen – Gray & Osborne.

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

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED
FEBRUARY 27, 2018**

MOTION: Councilmember Gilmour made a motion to approve the regular Council Meeting minutes dated February 27, 2018; second by Councilmember Camarata.
Motion Carried: 4 yes 0 no.

**APPROVAL OF THE MINUTES FOR THE WORK/STUDY MEETING DATED
FEBRUARY 27, 2018**

MOTION: Councilmember Camarata made a motion to approve the Work Study Minutes dated February 27, 2018; second by Councilmember Gilmour.
Motion Carried: 4 yes 0 no.

ADDITIONS TO AND/OR APPROVAL OF AGENDA

Clerk/Treasurer Debbie Lee informed Council that the amount on the EFT's payables needed to be changed to \$19,691.56.

MOTION: Councilmember Gilmour made a motion to approve the agenda as amended; second by Councilmember Camarata.
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)

Michelle Geiger – Safe Built LLC/Planning Commission (duplicate report)

- The zoning updates recommended by the Planning Commission are on track to go before council for the February 27th meeting
- Sign ordinance updates to the Gateway Commercial will be added to the ADU and fence updates and presented to council for adoption through the same process in March/April.
- Safe Built LLC will update language and provide to commission for final approval at the next meeting. Goal is to hold the PC public hearing and have SEPA completed by the March 12th meeting if possible to keep things moving forward. Safe Built LLC will submit to commerce and coordinate with Debbie to attempt to meet this deadline.
- Commission re-iterated a desire to make moving forward with water and sewer at the interchange a priority for the City.
- Commission voted to move forward with adopting free standing sign regulations within the Gateway Commercial Zone.
- Commission would like to see the zoning changes that were approved in regards to mobile homes 10 years and newer.
- Commission was encouraged that the proposed zoning changes to allowed uses in the Gateway Commercial were moving forward.
- Additional information is still needed regarding the sewer extension and planning process within the Gateway Commercial Zone.
- Public Hearing for proposed zoning changes within the development regulations as previously discussed and proposed. This will complete the list of items requested to be reviewed from the Council.

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- Commission would like additional information in regards to the update of the manufactured mobile home regulations.
- There is currently one vacancy on the Planning Commission.
- Commission still has concerns with the council's ability to secure water rights and provide funding for sewer extension to the interchange.

Mike Meskimen – Gray & Osborne

- Mike presented to Council 6 waterline fixes that the City of Kittitas needs to repair. Mike explained that you could do one at a time but it might be better to bundle them and apply for a loan to fix all of them at the same time. The projects are:

1. Railroad Avenue Water Main	\$207,500
2. 3 rd Avenue Water Main Replacement Main Street to Mason Street	\$455,300
3. 3rd Avenue Water Main Replacement Main Street to Clark Street	\$169,800
4. Lewis-Clark Alley Water Main Replacement Railroad to Patrick	\$324,900
5. 2 nd Avenue Water Main Replacement Main Street to Clark Street	\$103,700
6. 1 st Avenue Water Main Replacement Lewis to Clark Street	\$93,500
- Councilmember Gilmour asked why the City Public Works could not do this repair. Mike explained that the dollar amount is beyond the threshold for the City to do the work themselves. And that there is not enough man power to get the job complete. The first project alone is 1600 feet of water main.
- Mike explained that you can get outside financing thru Rural Development and that RCAC offers smaller loan amounts. It might make sense for the City to bundle the projects then you are just getting one environmental permit etc.
- Rural Development interest rates are currently 2.75% and RCAC are 5% this money is easier to apply for.
- It would benefit the City of Kittitas to take care of these water main fixes before anymore paving of streets thru TIB is completed as you can't cut into the asphalt for 5 years after a street is paved.
- Councilmember Camarata stated that he believes the 3rd Avenue Water Main Replacement Main Street to Clark Street was done a couple years ago.

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- Mike also stated that the re-coating of the water tower could be bundled for financing.
- Marti Canatsey from Rural Development also stated that from the time the money is loaned the City has 3 years to complete the work.
- Councilmember Gilmour asked if they were going across the John Wayne Trail with the Railroad Avenue Water Main. Mike stated that the City would need to get a permit and this would be rolled into the cost estimate. Councilmember Gilmour stated well it needs fixed.
- Councilmember Camarata said that in 2021 a loan will come due and that will free up some expenses.
- Councilmembers Whitford and Smith agreed that bundling would be a good choice.
- Mike stated that there is a process to get money with RD funding and he would need to know which way the Council would like to proceed.
- Councilmember Whitford said that it would make sense to fix these lines prior to paving anymore streets.
- Councilmember Gilmour questioned how much the payment would be to the City.
- Marti with Rural Development stated that she does not know as she will have to look at the Cities current debt, and look at the water rates etc. The applications are online and Gray & Osborne are familiar with this.
- Mike with Gray & Osborne thought that possibly the rates could go up as much as \$4.00-\$6.00 to cover the cost of the loan.

MOTION: Councilmember Camarata made a motion to authorize Mayor Cort to move forward with getting information regarding financing; second by Councilmember Whitford.

Motion Carried: 4 yes 0 no.

- Mike also gave Council an update on the Caribou Creek Project. This project was originally given an emergency permit to alleviate the flooding that was happening. The City of Kittitas went beyond the original scope of work thus making the creek a non-fish habitat which violated the original permit.
- Caribou Creek needs to be restored to a fish habitat with hydraulic monitoring.

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- Gray & Osborne can draw up a conceptual drawing and engineering contract. They think the cost would be about \$37,500. This would include the fixes that Fish & Wildlife are requesting. Mike stated that it could be done for less if the City could gather some volunteers and do most of the work. The City would still need the conceptual drawing and the hydraulic monitoring system figured. Mike will bring a consultant agreement to the next meeting.
- Councilmember Gilmour asked why Public Works could not complete this task, it was explained that the hydraulic monitoring system is a complicated project. Also the permit process for this will be lengthy and could take up to a year. As long as the City is showing forward motion they will be in compliance with Department of Fish & Wildlife.
- Mayor Cort explained that Kurin and Scott have been working on this by taking clippings and plantings at the creek.
- Councilmember Smith asked how much the fine was. Mike explained that he heard it was not a small one
- Mike from Gray & Osborne will help with the permitting process and the conceptual design. Fish & Wildlife wants Caribou Creek put back to a fish habitat with stumps, shade etc. Mike also thinks that Public Works and the volunteers could possibly do the work.
- The Operating Engineers Paving Project will start soon. Gray & Osborne will be out surveying Spokane Street and part of fifth next week and then the week of March 26th the Operating Engineers will be starting the grading process and paving by the end of April.
- Letters will need to be placed on doors explaining the work and asking for the citizens to be patient with the project.
- Mike will be having Nancy Mortar contact WWTP Operator Brenda Bach regarding the COG Sewer Project and hopefully start that this year.

Chris Taylor – Chief of Police

- Mayor Cort informed Council that Chief Taylor is moving forward with hiring a 3rd officer. He will start the background check.
- Councilmember Gilmour asked if the officer is trained. Mayor Cort stated yes he has worked in Snohomish County.

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Library –

- Mayor Cort stated that Judy Jones submitted her letter of resignation from the Library Board effective immediately.

Brenda Bach – WWTP

Water Department-

Water Department-

- We have water testing requirements from the Department of Health for 2018 which some are due annually, and some are due every 2, 3 or 5 years. This year we are due to test for Lead and copper which is one of our tests that are due every 5 years. We will be asking residents throughout the town in older homes to collect a water sample overnight (minimum stagnant water in the pipes for at least 6 hours) The results help the home owner and the city to identify older homes that may have lead solder in their water pipes through-out their home.
- The Public works is replacing old water meters now and in the weeks to come. The meters have a life span of 10-12 years and to keep the accuracy at its best, a regular replacement program is one of the best levels of service for a water purveyor to provide.

Cross Connection Control Department-

- No new news, but the lawn irrigating season is right around the corner. Continuing updating records and pictures.

Wastewater Department-

- No new news on our discharge permit from Department of Ecology.
- As the years tick by we have maintenance due this year on the inside of the SBR tanks. We will be working in the tanks checking all equipment when we take down SBR #1 for maintenance. You may recall the last time we worked on SBR #2 we found broken brackets at the bottom supporting the Jet pump and blower raised piping system, and cracked beam brackets on the top of the baffle wall on the north side of the tanks. Along with finding bolts that were disintegrating because they were not stainless steel which were found and replaced before they failed completely.
- We are cleaning up around and in the lagoons down at the wastewater treatment plant and as the weather gets warmer we wanted to get ahead of any weed growth getting a foot hold as spring approaches.

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- We will be finishing the man hole inspection this week with almost 100 manholes within the city limits. We have found a few issues but all in all they are in great shape.

B. Budget Report

- No Comment

C. Treasurer's Report

- No Comment

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Mandy Graham – Livestock Ordinance

- Mandy Graham has a pig rescue located outside of City limits. She is currently housing two pigs of a Kittitas resident while Council looks at their livestock code and allowing pot belly pigs. Mandy stated that pigs make great pets as they are trainable and have personalities. Mandy explained the term livestock and how the City of Ellensburg allows pot belly pigs. Livestock are animals that are raised for profit and not a full size farm pig.
- Pot belly pigs need to be vaccinated, spayed and neutered and have their hoofs trimmed.
- Councilmember Gilmour was surprised to see that the City of Ellensburg allowed pigs and would like to see the Ordinance.
- Councilmember Whitford wanted to know what the standard size of a pot belly pig was. Mandy stated that 60 pounds is not reasonable they are usually 100-150 pounds but still smaller than a regular pig in stature.
- Mandy also stated that the City should be mindful when making the Ordinance to state that fencing is required, spayed and neutered. The lifespan of a pot belly pig is about 20 years. And they are not aggressive.

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- Council will consider the Ordinance at the next several Council Meetings.
- Erin Zamzow a local vet has a couple of rescue pigs and states that the attachment is real and they do make great pets. She stated that 80%-85% of pot belly pigs get dumped and then need to be rescued.
- Councilmember Whitford thought Council should also consider if someone had pigs that they should be counted like dogs with having to have a variance for more than two per household.
- Councilmember Smith stated that Kittitas could state their Ordinance like Ellensburg's.

B. Dog Variance Jacky New

- No one showed up to the Council Meeting. Council would like the people applying for the variance to be present when Council is considering.

Motion: Councilmember Smith made a motion to table the dog variance until the people can attend the meeting; second by Councilmember Gilmour.

Motion Carried: 4 yes 0 no.

C. 2017 – 2018 Kittitas High School Boys Basketball Proclamation

- Mayor Cort will contact the High School tomorrow to see about presenting the Proclamation Wednesday night at the assembly.

MOTION: Councilmember Smith made a motion to approve the Proclamation; second by Councilmember Whitford.

Motion Carried: 4 yes 0 no.

D. 18-003R Police Car Surplus Washington State Criminal Justice Training Commission

- Chief Taylor informed Mayor Cort that he has went thru the academy as well as Officer Whetstine. This would be a positive thing to donate the car to the Washington State Criminal Justice Training Commission for candidates going thru the academy in the future.

MOTION: Councilmember Whitford made a motion to approve the surplus; second by Councilmember Gilmour.

Motion Carried: 4 yes 0 no.

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PAYMENT APPROVALS

A. February Bank EFT's \$1,322.51

MOTION: Councilmember Gilmour made a motion to approve February bank EFT's; second by Councilmember Smith.

Motion Carried: 4 yes 0 no.

B. March 13, 2018 EFT Payables \$19,691.56

MOTION: Councilmember Camarata made a motion to approve March 13th, payables; second by Councilmember Whitford.

Motion Carried; 4 yes no.

C. February Payroll/March Mid-Month Draws \$44,271.41

MOTION: Councilmember Whitford made a motion to approve February Payroll/March Mid-Month Draw; second by Councilmember Camarata.

Motion Carried: 4 yes 0 no.

MAYOR'S REPORT

- Mayor Cort reported that April 19th she and Councilmember Lou Whitford will meet with Jason from the Washington Parks Department regarding the lease of the Train Depot.
- Saturday March 17th there is a Train Depot meeting at 9:30 at the VFW.
- Mayor Cort is still working on the Emergency Preparedness Plan.
- The Town Hall Meeting is the 24th of March.

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- Discussion was had regarding the purchase of a server.
- Councilmember Camarata stated that he believes it should just be purchased and if they need to do a budget amendment towards the end of the year then Council can do that.
- Councilmember Whitford and Camarata will both be absent on the March 27th meeting.

COUNCIL DISCUSSION

- Councilmember Smith wanted to make sure that Chief Taylor takes his time and finds a third officer who fits in with the community.
- Councilmember Whitford stated that there is a probation period for new employees.
- Mayor Cort informed Council that Chief Taylor was attending a youth meeting in Ellensburg.

MOTION: Councilmember Smith made a motion to adjourn; second by Councilmember Gilmour.

Motion Carried: 4 yes 0 no.

ADJOURN: 8:30 p.m.

Attest:

Mayor Pat Cort

Debbie Lee Clerk/Treasurer