

**City of Kittitas  
Council Meeting Minutes  
April 10, 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. April 10, 2018. Councilmembers present: John Camarata, Lou Whitford, Jerry Gilmour, Liz Smith and Ben Whitehurst. Staff present: Debbie Lee – Clerk/Treasurer.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED  
MARCH 13, 2018**

**MOTION:** Councilmember Gilmour made a motion to approve the regular Council Meeting minutes dated March 13, 2018; second by Councilmember Camarata.  
Motion Carried: 5 yes 0 no.

**APPROVAL OF THE MINUTES FOR THE WORK/STUDY MEETING DATED MARCH 13, 2018**

**MOTION:** Councilmember Whitford made a motion to approve the Work Study Minutes dated March 13, 2018; second by Councilmember Gilmour.  
Motion Carried: 5 yes 0 no.

**ADDITIONS TO AND/OR APPROVAL OF AGENDA**

Councilmember Whitehurst noted that the agenda needed amended to add under New Business STPG Grant Application and FFA Planters under Unfinished Business.

**MOTION:** Councilmember Smith made a motion to approve the agenda as amended; second by Councilmember Whitford.  
Motion Carried: 5 yes 0 no.

**PUBLIC APPEARANCE COMMENTS**

- None

**City of Kittitas  
Council Meeting Minutes  
April 10, 2018**

**REPORT OF OFFICES AND SPECIAL GUESTS**

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

**DeDe Utley – CASA**

- Ms. Utley stated that April is Child Abuse Prevention Month. She thanked the City of Kittitas for putting a sign in front of City Hall and some pinwheels in the lobby to bring awareness. Mayor Cort will read and sign the Child Abuse Proclamation.
- Ms. Utley stated that she is a CASA volunteer. CASA volunteers are the voice of the child and look out for the best interest of the child. Ms. Utley is an emergency room nurse and last year there were 550 reports of suspected child abuse and 160 children removed from homes. The best goal sometimes is to have the kids reunited with their family.

**Michelle Geiger – Planning Commission**

- ADU minimum lot size, clear-view triangle language update for measurement, and freestanding signs in the Gateway Commercial zone were drafted and finalized.
- Ordinance updates will be submitted to Commerce and request expedited review for both MFH updates previously adopted by Council and the current proposal from Planning Commission to Council
- Public Hearing is tentatively scheduled early April with a proposed presentation to Council for decision the end of April.
- Safe Built LLC. Will complete SEPA checklist and submittal to Commerce for proposed ordinance update. Public Hearing for Planning Commission proposal will be held in April.
- Meeting milestones the week of 3/12/2018 - 3/16/2018:  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 additionally proposed zoning changes for ADU minimum lot size, Freestanding signs in the Gateway Commercial and Clear View Triangle language changes.
- MFH ordinance updates previously adopted by Council will be included within this submittal to Commerce and within the SEPA review to maintain compliance with GMA.

**City of Kittitas  
Council Meeting Minutes  
April 10, 2018**

- Commission would like to continue to meet on a monthly to every other month basis to continue to explore solutions for sewer to the interchange.
- Additional information is still needed regarding the sewer extension and planning process within the Gateway Commercial Zone.

**Brenda Bach – WWTP**

**Water Department-**

Our annual maintenance is due at the water tower on our chlorine injection system. It's not only the maintenance that is so important, but it is also a safety check and assurance that our system works correctly and safety for us to work around on a daily basis. The issues that we are having with the current system as I stated before is the consistency of the chlorine residual levels being reliable, which are currently erratic and unreliable. This will be addressed during our annual maintenance and spring checkup.

**Cross Connection Control Department-**

No new news, but the lawn irrigating season is right around the corner. Continuing updating records and pictures, being added to the residents and commercial accounts.

**Wastewater Department-**

No new news on our discharge permit from Department of Ecology.

It's time for our annual meter calibration for the wastewater treatment plant which we will be scheduling in the next few weeks. There are 3 at the plant, one on the Influent coming in (Wastewater), and one of the sludge waste going to the lagoons, and one on the Effluent (clean water) going to Cooke Creek. This is also a requirement from the Department of Ecology so we are reporting the most accurate information as possible on our monthly DMR (Discharge Monitoring Report).

We have finished the man hole inspection this last week with 104 manholes within the city limits. We have found a few issues but all in all they are in great shape.

**Lynette Johnson – Library**

- At the Library this month we continue the process of barcoding all of our books and movies. We are now into the G's in Adult Fiction. Once Adult Fiction is finished, the only area left is Non-Fiction. Then we will be able to start doing our checkouts with barcodes.
- Carolyn Earwood is averaging 6-7 children every week at Story time Tuesday mornings from 11 – 12. They have a story, do a craft and have a snack. Each week is a different theme. Recent themes include the Easter Bunny and this week they learned about planting seeds to grow vegetables. They are growing radishes now. The rest of the month will be about spring.

**City of Kittitas  
Council Meeting Minutes  
April 10, 2018**

- At the Easter Egg Hunt Carolyn Earwood dressed as the Easter Bunny and handed out bookmarks for our upcoming Summer Activity Program that starts the end of June. We are also putting bookmarks out in the community to advertise this.
- We have had quite a few donations of DVD's and books lately so those have been put on the shelves. We are purchasing some new best sellers and new releases as well to try to draw more people into the Library showing that we don't just have old items on the shelves!

	January			February			March		
	City	County	Total	City	County	Total	City	County	Total
Total Cards Used	83	41	124	87	30	117	146	32	178
Children (Attendance)	42	28	70	27	22	49	28	18	46
Adult (Attendance)	78	45	123	84	30	114	89	36	125
Easy Reader	11	16	27	13	16	29	21	3	24
Juvenile Fiction	11	18	29	3	8	11	2	3	5
Juvenile Non-Fiction	0	1	1	0	2	2	0	0	0
Young Adult	0	0	0	0	0	0	1	0	1
Adult Fiction	107	70	177	65	37	102	95	35	130
Adult Non-Fiction	1	0	1	0	6	6	7	1	8
Videos	2	0	2	0	0	0	1	0	1
DVD's	75	0	75	68	5	73	37	4	41
Magazines	6	0	6	2	0	2	1	0	1
1/2 hr. Computer Use	66	0	66	119	0	119	161	2	163
Card Numbers Used	15	0	15	21	0	21	70	3	73
Returns	0		214			186			255
WLBH	4	0	4	14	0	14	7	0	7
CDs Books	0	0	0	0	0	0	0	0	0
Online Checkout	25	42	67	10	24	34	23	17	40
Online Cards Used	21	16	37	7	14	21	19	11	30
Volunteer Hrs.			82.25			86			30.25
Comm Serv Hrs.			0			7			0
Library Manager Hrs.			50			73	0		92.5
Money Received			\$ 6.60			0			1
Surplus Books			0			0			0
Items Processed			45			77			137
Donated Items			45			75			58
New Card Issues	5	0	5	1	2	3	2	2	4

**City of Kittitas  
Council Meeting Minutes  
April 10, 2018**

Move-Out	0	0	0	1	0	1	0	0	0
Active Cards			876			878			882
Cup Of Cocoa			0			215			0
Summer Reading			0			0			0
Story Hour	29	5	34	37	0	37	49		49
Halloween/Child			0			0			0
Halloween/Adult			0			0			0
Christmas in Kittitas/Child			0			0			0
Christmas in Kittitas/Adult			0			0			0

**B. Budget Report**

- Councilmember Camarata wanted to make sure Council and the Mayor were aware that the water revenue was 5% below the projected amount and the sewer revenue was 3% below what is projected for the month of March. Councilmember Camarata suggested that the water/sewer department watch their spending.

**C. Treasurer's Report**

- No Comment

**UNFINISHED BUSINESS**

**A. Livestock Ordinance**

- Councilmember Gilmour would like to see an Ordinance written to mimic the City of Ellensburg and also require a variance to include dogs as counted pets.
- Councilmember Camarata voted no as he is against regulating animals.

**MOTION:** Councilmember Whitford made a motion to approve a new Ordinance to be amended to allow miniature pigs and include a variance; second by Councilmember Gilmour.

Motion Carried: 4 yes 1 no (Councilmember Camarata)

- An amended Ordinance will be available at the next Council Meeting.

**B. Dog Variance Jacky New**

**City of Kittitas  
Council Meeting Minutes  
April 10, 2018**

- Jacky New informed Council that her family moved to Kittitas not aware of the dog variance. They have paid their variance and license fees. Jacky New also stated that their dogs do not bark, and they have not had any complaints from neighbors.

**MOTION:** Councilmember Gilmour made a motion to approve the variance request; second by Councilmember Whitford.  
Motion Carried: 5 yes 0 no.

**C. FFA Planters**

- Councilmember Smith reported to Council that Becky with FFA does not need any monetary assistance with the soil, flowers, etc. for the planters in the City of Kittitas. FFA will be changing the soil on Earth Day and planting the flowers sometime in May. FFA requested help from the City regarding watering the plants.
- Mayor Cort will get a thank you to the people who have helped in the past with the planters, possibly seeing if they would like to help in other areas of the planters. Mayor Cort is looking forward to tying the school and Exit 115 into the Down Town area.

**NEW BUSINESS**

**A. Ordinance 18-004 Rates & Charges**

- This is an annual Ordinance that increases the base water and sewer rate by 2% due to inflation.

**MOTION:** Councilmember Smith made a motion to approve Ordinance 18-004; second by Councilmember Smith.  
Motion Carried: 5 yes 0 no.

**B. STPG Grant Application**

- Mayor Cort informed Council that they will need to vote on this grant application per City of Kittitas policy. This grant application is for federal funds with no match money required. The project is the paving of First Avenue; the City applied for this back in 2014 but was denied. Gray and Osborne scaled the project down to not include curb, gutter and sidewalk. This will bring the project down to \$550,000-\$600,000 instead of \$900,000 this will allow a better

**City of Kittitas  
Council Meeting Minutes  
April 10, 2018**

chance of approval as there is only 2 million available.

**MOTION:** Councilmember Gilmour made a motion to approve Gray & Osborne to submit a grant application on behalf of the City of Kittitas; second by Councilmember Camarata.  
Motion Carried: 5 yes 0 no.

**PAYMENT APPROVALS**

**A. March Bank EFT's \$12,838.93**

**MOTION:** Councilmember Camarata made a motion to approve March Bank EFT's; second by Councilmember Whitford.  
Motion Carried: 5 yes 0 no.

- Councilmember Gilmour asked what the Dell charges were for. It was explained that this was the software that was purchased for the three laptops for the Police Department.

**B. March 27<sup>th</sup> Payables \$22,749.19**

**MOTION:** Councilmember Camarata made a motion to approve March 27<sup>th</sup> Payables; second by Councilmember Gilmour.  
Motion Carried: 5 yes 0 no.

**C. March Payroll/April Mid-Month Draw \$45,450.04**

**MOTION:** Councilmember Camarata made a motion to approve March Payroll/April Mid-Month Draw; second by Councilmember Smith.  
Motion Carried; 5 yes 0 no.

**D. April 10<sup>th</sup> Payables \$10,950.42**

**MOTION:** Councilmember Camarata made a motion to approve April 10<sup>th</sup> Payables; second by Councilmember Gilmour.  
Motion Carried: 5 yes 0 no.

**City of Kittitas  
Council Meeting Minutes  
April 10, 2018**

**MAYOR'S REPORT**

- Mayor Cort reported that Public Works is able to temporarily fix a leak on the water main in Gibbs field, until a better fix is found.
- Mayor Cort would like Council to take a look at the Emergency Preparedness Plan and see if they have any additions or deletions to the draft plan.
- Councilmember Smith inquired about the Ordinances that Council is to be looking over and is this best approach to take. Councilmember Whitford suggested redlining any changes or additions and bring to Council for review.

**COUNCIL DISCUSSION**

- Councilmember Whitford would like to see some branding enhancements in place before the burnouts. For example flags, banners and logos.
- There is a meeting with the State Park regarding the lease at Wilson Park on the 19<sup>th</sup> from 10:00 a.m. – 12:00 p.m. to discuss the use of the park regarding the discover pass. Councilmember Whitford thought using the park during the burnouts was a big success.
- Councilmember Smith stated that Becky Carrollo with FFA has an idea about the use at Palmerio Park and is working on a plan to submit to Council.
- Councilmember Smith also thought to get more people to attend the Town Hall meetings maybe award the Yard of the Month winners with a certificate, or acknowledge the people who help with the planters, possibly have a citizen award each quarter.
- Mayor Cort also stated that she saw an idea of a photo contest with pictures from the City of Kittitas and this would also create a picture history of the City.
- Councilmember Camarata inquired as to what was going on at the water tower. It was explained that Verizon is building a small storage area for their antenna maintenance.
- Councilmember Whitford said that the Easter Egg Hunt was a big success. The New Life Assembly had 600 hot dogs and served them all. Councilmember Whitford also said that the petting zoo was a hit and wanted to thank Mandy Graham for bringing in the animals
- **MOTION:** Councilmember Whitehurst made a motion to adjourn; second by Councilmember

**City of Kittitas  
Council Meeting Minutes  
April 10, 2018**

Gilmour.

Motion Carried: 5 yes 0 no.

**ADJOURN: 7:40 p.m.**

**Attest:**

---

Mayor Pat Cort

---

Debbie Lee Clerk/Treasurer