

**City of Kittitas
Council Meeting Minutes
September 25, 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. September 25, 2018. Councilmembers present: John Camarata, Liz Smith, Lou Whitford, Rich Coleman and Jerry Gilmour. Staff present: Debbie Lee – Clerk/Treasurer and Scott Moore – Public Works.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED AUGUST 28,
2018**

MOTION: Councilmember Gilmour made a motion to approve the regular Council Meeting minutes dated August 28, 2018; second by Councilmember Whitford.

Motion Carried: 5 yes 0 no.

ADDITIONS TO AND/OR APPROVAL OF AGENDA

MOTION: Councilmember Whitford approved the agenda as presented; second by Councilmember Smith.

Motion Carried: 5 yes 0 no.

PUBLIC APPEARANCE COMMENTS

- None

REPORT OF OFFICES AND SPECIAL GUESTS

A. Staff Reports (informational only)

Debbie Lee – Clerk/Treasurer

- Clerk Debbie Lee submitted an accounting of the classes she attended at the 2018 WFOA Conference. 2018 Legislative Update, Preparing to Streamline your City's Business License, Effectively Communicating the Value of Utility Services, Ethics in the Government Industry, Financial Reporting for Cash Basis: It's More than Just the Annual Report, Financial Policies for Small to Mid-Size

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Entities, The Practice of Happiness, Restricted Resources and Mastering Team Leadership with the Five Behaviors of a Cohesive Team.

- Clerk/Treasurer Debbie Lee also informed Council that the checking account has a pretty good balance. And would like Council to consider investing another \$100,000 in bonds with TVI (Time Value Investments). In 2017 the City of Kittitas had received approximately \$525.00 in interest on money in CD's but since investing in bonds in 2018 interest to date is approximately \$9,600.00. All of Council agreed that after the budget is set and all beginning balances are known for 2019 Council would like to invest with TVI.

Lynette Johnson – Library

- Lynette submitted a written report with stats for the month of August
- August was slower since the Summer Activity Program finished.
- The library is over halfway done with barcoding on adult fiction. They have over 11,500 items barcoded now.
- They have been rearranging shelves to make room for more items.
- An intern from CWU will be coming in on Saturday's for a couple of hours.
- Story Time has continued throughout the summer. Carolyn Earwood decorated the Library for the Rodeo and the Story Time theme went along with that.
- The State Library will no longer be funding large print books for the Washington Library for the Blind. The library still has quite a few large print books in their collection.
- Mayor Cort stated that she enjoys seeing the kids in the park from the Story Time and wanted to thank Carolyn Earwood for her volunteering with the library.

Scott Moore – Public Works

- Scott reported that the crosswalks have been painted. Councilmember Gilmour asked if they had run out of paint. Scott reported that he tried a new oil base paint that is supposed to last twice as long but costs twice as much. Yes he did run out of paint.
- The solid yellow line on Main Street was split in the 100 & 200 block of Main Street. This makes it legal to pull into the parking lots at these locations.
- The sand pile near the gazebo park has been cleaned up.

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- The mower has been fixed.
- Some 1½ inch rock spilled on Patrick and was cleaned up by Public Works.
- Eighteen new radio read water meters have been installed.
- Public Works is continuing the cleanup at Palmerio Park. Some people have already been cutting up the wood for personal use.
- Scott and Kurin moved the radio read equipment to the blue van so they can do all meter reads now, since Mike is on his own at the WWTP.
- Public Works located the water service line for the new house that is being built on Okanogan Street; they are still trying to locate the sewer line.
- They will be working on cleaning up the S curves on South Main next week.
- Councilmember Whitford inquired as to how often the City of Kittitas purchases water meters. Scott stated that every year money is set aside in the budget for new meters. Meters costs approximately \$180. All new meters being purchased are radio reads which will make reading easier.
- Councilmember Gilmour inquired about fixing the stop signs up by his house. Scott stated that they would work on that in the next couple weeks, they will have to re-cement the signs so they stay in the same spot.
- Mayor Cort informed Scott that VIN # are needed to make a resolution to surplus the extra vehicles. This will be put on the next agenda. Councilmember Gilmour commented that they need to get rid of the water truck as it has never worked since the City purchased it.
- Mayor Cort stated that the average age of the City vehicles is 25 years old.

B. Budget Report

- Councilmember Gilmour asked if the TBD fund can pay for the repair to 7th Street. The TBD fund can be used for street repairs; it just needs to be in the budget to be able to do this repair.

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C. Treasurer's Report

- No Comment

UNFINISHED BUSINESS

A. MOU Yakima Valley Memorial Hospital

- This is a MOU that would allow Yakima Valley Memorial Hospital to use the City of Kittitas water in case of an emergency.
- Gray & Osborne stated that this would be an allowed use as it does not interfere with our water rights etc.

MOTION: Councilmember Whitford made a motion to approve the MOU: second by Councilmember Coleman.

Motion Carried: 5 yes 0 no.

NEW BUSINESS

A. 18-00? 2% Lodging Tax

- This Ordinance is to impose a 2% Lodging Tax. This tax can only be used for tourism.

MOTION: Councilmember Whitford made a motion to move forward with the Lodging Tax Ordinance, the attorney will submit the final draft for consideration at the October 9th Council Meeting; second by Councilmember Coleman.

Motion Carried: 5 yes 0 no.

B. Administrative Decision Kittitas Municipal Code 17.60

- The Planning Commission made this recommendation. The address this decision is based on is 209 E. Railroad Avenue. The approval of the proposed use is based on the diagram and explanation provided, with a policy interpretation clarifying definition of expansion in reference to non-conforming use based on the following policy notes. Policy notes in an effort to address affordable housing within the County, the planning commission recommends

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allowing expansion of the footprint for non-conforming structures as follows: Individual structures 500 sf or smaller are allowed to increase habitable space a maximum of 30%.

MOTION: Councilmember Gilmour made a motion to approve the Planning Commission recommendation; second by Councilmember Camarata.

Motion Carried: 5 yes 0 no.

PAYMENT APPROVALS

A. September 11, 2018 Payables via EFT's \$56,171.88

MOTION: Councilmember Camarata made a motion to approve September 11, 2018 EFT Payables; second by Councilmember Gilmour.

Motion Carried: 5 yes 0 no.

B. August Bank EFT's \$9,056.07

MOTION: Councilmember Camarata made a motion to approve August Bank EFT's; second by Councilmember Smith.

Motion Carried: 5 yes 0 no.

C. August Payroll/September Mid-Month Draws \$45,611.56

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

Motion Carried: 5 yes 0 no.

D. September 25th, 2018 Payables via EFT's \$9,147.26

MOTION: Councilmember Camarata made a motion to approve September 25th Payables via EFT; second by Councilmember Whitford.

Motion Carried: 5 yes 0 no.

- Councilmember Coleman inquired what Moon Security was. It was explained that it's the security on City Hall and the WWTP.

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MAYOR'S REPORT

- Mayor Cort reported that she has sent letters to the property owners and State Legislatures regarding Exit 115 and its future development. Hopefully she will have feedback when she goes to the ITC Conference in Wenatchee next month.
- Discussion was had about how the state has money and the City of Kittitas has put into this fund over the years and has not received any grant money for sewer related services.
- The Community baked potatoes feed will be October 6th from 5:30 p.m. – 7:30 p.m. Councilmember Smith will put a list together on Facebook to see who is bringing what.
- The Rotary project has started at the Community Hall/Library steps. Steve and Cindy Breck have been overseeing this project.
- Mayor Cort is going to apply for the vacant Board of Directors seat at the Clymer Museum. Mayor Cort stated she would like to see some arts and humanity come to the City of Kittitas. Councilmember Coleman stated he has a background in arts and humanity and would be willing to help if needed.
- Councilmember Coleman inquired about the position at the WWTP if it had been filled. Mayor Cort stated that the City is going to have to get creative in filling this position as there is a shortage of Level II Operators.
- Ben Chavez has started at the Police Academy.
- Mayor Cort is applying for a Planning Grant for the Train Depot, Mike with Gray & Osborne is helping her gather some of the information. Mayor Cort has gotten two letters of support one from Amy at the Chamber of Commerce and one from Kory the County Commissioner.

COUNCIL DISCUSSION

- Councilmember Whitford stated that Trunk or Treat will be on the 27th of October from 3:00 p.m. – 5:00 p.m. Councilmember Whitford will be talking with Gary Bye from New Life Church to see what they have planned for their harvest festival. Councilmember Whitford asked if Councilmember Camarata can act as the crossing guard for the kid's safety.

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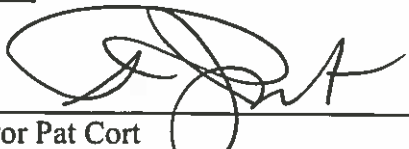
- Councilmember Whitford will get to the schools to send fliers home with kids to hopefully get more participants.
- Councilmember Whitford stated that she met with PSE to see about installing the flag poles and hopefully hear back from them soon.
- Yard of the Month was awarded to the Kittitas School District for September.
- Councilmember Camarata missed the Law & Justice meeting. The COG meeting awarded the grants that were applied for. The City of Kittitas did not receive enough points for the Train Depot renovation project.
- Councilmember Coleman stated he would be done watering the planters for the year as the weather has changed.
- Councilmember Smith will check with Becky from FFA to see what it will take to “winterize the plants”.
- Councilmember Smith asked if there were fliers for the Community Baked Potato Feed. Mayor Cort stated she would get her some.
- Councilmember Smith inquired if the study sessions would be starting again. Mayor Cort would like them to start at 6:00 for the October 9th meeting.

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

Motion Carried: 5 yes 0 no.

ADJOURN: 7:46 p.m.

Attest:



Mayor Pat Cort



Debbie Lee Clerk/Treasurer