

**City of Kittitas
Council Meeting Minutes
April 23, 2019**

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 23, 2019. Councilmembers present: John Camarata, Lou Whitford and Councilmember Liz Smith. Councilmember Rich Coleman was absent. Staff present: Debbie Lee – Clerk/Treasurer, Chris Taylor – Chief of Police, Aaron Nelson – Police Officer and Anna Franz – City Attorney.

MOTION: Councilmember Camarata made a motion to approve the absence of Councilmember Coleman; second by Councilmember Whitford.
Motion Carried: 3 yes 0 no.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED APRIL 9,
2019 and WORKS STUDY MINUTES DATED APRIL 9, 2019**

MOTION: Councilmember Smith made a motion to approve the regular Council Meeting minutes dated April 9th, 2019; second by Councilmember Whitford.
Motion Carried: 3 yes 0 no.

MOTION: Councilmember Smith made a motion to approve the Work Study Minutes dated April 9th, 2019; second by Councilmember Whitford.
Motion Carried: 3 yes 0 no.

ADDITIONS TO AND/OR APPROVAL OF AGENDA

MOTION: Councilmember Whitford made a motion to approve the agenda as presented; second by Councilmember Camarata.
Motion Carried: 3 yes 0 no.

PUBLIC APPEARANCE COMMENTS

None

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REPORT OF OFFICERS AND SPECIAL GUESTS

A. Staff Reports (informational only)

Debbie Lee – Clerk/Treasurer

- Debbie Lee, clerk informed Council that BIAS will be teaching the Annual Reporting Class tomorrow at City Hall. This will allow the City to receive a 50% discount on the class price. About 8 other Cities will be attending. The City of Kittitas will host the coffee in the morning.

Chris Taylor – Chief of Police

- Chief Taylor reported that Officer Nelson has been making an impact since working nights and weekends. He has been making stops and also helped a lady change a tire.
- Officer Chavez is continuing to heal, he has been doing physical therapy and his mobility is getting better.
- Chief Taylor attended a School Resource Officer Training that was provided by a grant from the Ellensburg School District. This was forty hour training and free to the City that was very helpful.
- 65 unique incident report numbers assigned.
- 39 traffic stops conducted.
- 9 infractions issued.
- 3 criminal citations issued.
- 5 individual felony referrals completed.
- 2 vehicles seized for narcotics activity.
- 2 search warrants issued 1 additional warrant pending.
- 10 pieces of narcotics evidence seized including one half ounce of methamphetamine.

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Martin Thacker – WWTP

Water Department-

- Marti from USDA, during our compliance inspection informed me that we needed to update our Emergency Response Plans. I spoke to Nancy at G&O, which expanded our conversation to include the Kittitas Water System Plan (ERP is a component).
- Mayor Cort was then included into the discussion and we as city can decide on how to proceed. The current WSP is dated 2007. This plan is supposed to be replaced every 6 yrs. Kittitas falls into a loop hole being small and with not any foreseeable growth has the option to do a Small Water System Management Program. One option is more expensive than the other, so we need to determine the potential value and return on money invested.
- The Evergreen Rural Water contact / resource for source water protection stopped in to introduce himself.

Cross Connection Control Department-

- Nothing new since last report.

Wastewater Department-

- SBR #2 is fixed and back online as of April 17th.
- The second part of what Marti asked for was the Emergency Response Plan for wastewater. I have looked everywhere and have yet been unable to find one. I contacted RCAC or Rural Community Assistance Corporation, they had a representative come and I was given templates to complete both Water and Wastewater plans.
- Lab equipment calibration will be here on April 17th, our analytical balance won't calibrate. Needs work or replacement (~3500).
- Scott and Kurin spent a couple days down at the sewer plant helping out with the broken actuator and then cleaning the equalization basin. We really appreciated the help and wanted to recognize them for it.

Scott Moore – Public Works Lead

- Public Works reported that they removed the branch dam from flooding on Okanogan Street, Spokane Street, and West 1st Street areas.
- A list of tools that need to be added to the service trucks was made.
- Two properties are being developed in Alpine Estates.
- Assisted in prepping patrol car for Officer Nelson.

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- Installed and updated the stop signs in the area of Spokane and 7th Streets.
- Replaced broken stop sign on 1st and Clark Street.
- Installed hardware in Chevrolet service truck for doing radio meter reads.
- Picked up and delivered table to Mayor's office.
- Traded in ambulance and old Chevrolet for two newer vehicles with service boxes.
- The two newer vehicles are a 2007 Chevrolet 3500 white long bed with service box and a 2012 Gray Ford F350 also with a service box.
- Installed warning lights on trucks.
- Repaired street garbage can door.
- Used sand plow truck for the last time this year.
- Water leak in main to waste water.
- Had contractor out to access safety concerns of shop building stairs.
- Prepped for flooding season, ordered sand bags and made available to the public.
- Created a monthly and yearly schedule.
- Figured out accessories to mount on service trucks, Ford needs a lift gate and ladder rack. Chevrolet needs generator and crane or hoist when found.

Lynette Johnson – Librarian

- Things picked up a bit more in March for the Library with the improved weather. The snow and cold in January and February hurt our attendance a bit, but, it is definitely picking up now. March was a good month for us. We have had better attendance at Story Time as well. When it's too cold and snowy out, parents don't bring their little ones out as much.
- In the library, I have continued to barcode in the non-fiction section. Many of these books had never been entered into the computer when they were put on the shelves a long time ago, so, it is a big project, but, it will be so nice when everything is in! Once we have all of our items barcoded and in the database, it will be so much easier to check our inventory when we get boxes of book donations. In the past, we couldn't trust the list in the computer because some items were in and some were not. This meant that we had to physically go check the shelves for each item to see if we had it in our inventory or not. This was very time consuming and sometimes books had been placed in the wrong place on shelves or had been checked out, so, we ended up with duplicates sometimes. Now we will be able to trust what's in the computer and it will make things a lot easier for us. It will take some time to get the database 100% accurate, but, I am working on it as well by going through lists of items that have not been barcoded and then making sure they were not accidentally missed. If we verify the item is not on the shelf and has no barcode, then we are able to remove the item from the database and the

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database will be cleaned up. This also is a time consuming project, but, will be worth it in the end.

- We continue to plan for the Summer Activity Program starting June 19th. Since it's an Outer Space theme this year, we have been collecting materials so that the kids will be able to put them together to build their own rocket ships. They will not be the kind that you can light and set off, but, they will be really fun for the kids to make and to decorate! They will have several fun craft projects like this.
- The Washington State Library has been working with us to promote the Washington Anytime Library more. They have been giving us weekly bookmarks with book suggestions for digital books that are available for checkout through the Anytime Library and we are putting a graphic of the lists each week on our Facebook page. They have also asked us to consider working with the schools to get kids checking out books from the Anytime Library. The nice thing about books getting checked out that way is that the books are automatically returned after the 2-3 week checkout period ends so unlike physical books made out of paper, they are never overdue and never get lost. Hopefully we can work with the school and the parents to get their kids' reading more by giving them more access to digital books. We have an app that even allows books to be read on smartphones, tablets and computers along with Kindles.

	Jan.			Feb.			March		
	City	County	Total	City	County	Total	City	County	Total
Total Cards Used	81	44	125	64	34	98	77	43	120
Children (Attendance)	23	10	33	5	3	8	52	4	56
Adult (Attendance)	93	36	129	64	14	78	80	23	103
Easy Reader	13	7	20	8	0	8	28	0	28
Juvenile Fiction	12	2	14	0	0	0	12	0	12
Juvenile Non-Fiction	0	0	0	0	0	0	0	0	0
Young Adult	0	1	1	0	0	0	1	0	1
Adult Fiction	89	108	197	83	97	180	82	110	192
Adult Non-Fiction	6	0	6	0	0	0	0	0	0
Videos	3	0	3	0	0	0	0	0	0
DVD's	59	1	60	56	0	56	51	10	61
Magazines	6	0	6	4	0	4	7	0	7
1/2 hr Computer Use	114	9	123	134	0	134	138	1	139
Card Numbers Used	17	2	19	18	0	18	22	1	23
Returns			227			148			159
CDs Books	0	0	0	0	0	0	0	0	0
Online Checkout	11	82	93	15	76	91	4	97	101
Online Cards Used	7	30	37	10	29	39	3	34	37
Volunteer Hrs			52.5			55.5			28
Comm Serv Hrs			0			0			0
Library Manager Hrs			76			80			81
Money Received			\$ 0.15			\$2.80			\$ 7.50
Surplus Books			0			0			0

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Items Processed			76			147			73
Donated Items			31			59			12
New Card Issues	1	1	2	0	0	0	4	0	4
Move-Out	0	0	0	0	0	0	0	0	0
Active Cards			908			908			912
Cup Of Cocoa			0			176			0
Summer Reading			0			0			0
Story Hour			34			8			39
Halloween/Child			0			0			0
Halloween/Adult			0			0			0
Christmas in Kittitas/Child			0			0			0
Christmas in Kittitas/Adult			0			0			0
Days Open			18			16			17

UNFINISHED BUSINESS

A. Vehicle Use Policy

- Mayor Cort asked Anna Franz about the fringe benefit part; Anna stated that was taken care of in the policy.
- Mayor Cort will contact Carl Keller from the Union to get their approval on this policy.

Motion: Councilmember Camarata made a motion to approve the Police Take Home Policy subject to approval from the Union; second from Councilmember Smith.

Motion Carried: 3 yes 0 no.

B. Super Load

- Three Ordinances were presented to Council. One is a mileage based fee, the second is a flat fee set by the help of the City Engineers Gray & Osborne and the third is a state set fee.
- The attorney and Council felt the set fee Ordinance is probably the best approach for the City to go with.
- Councilmember Smith asked if the super loads had a different route they could take? Could the City ban them from coming thru? She is unclear as to the damage they could be doing to the roads.

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- Councilmember Whitford thought it best to contact Gray & Osborne and have them help the City set the fee, as they know our roads and what they can handle.
- An Ordinance number will need to be assigned after the fee is set.

MOTION: Councilmember Whitford made a motion to approve this Ordinance with the caveat that Gray & Osborne help with the setting of the fee; second by Councilmember Smith.

Motion Carried: 3 yes 0 no.

C. 19-003 Civil Service Commission

- Mayor Cort stated that the City is required to have the Civil Service Commission in place. They are used if any officer requires disciplinary action or the hiring of a new officer.
- Anna Franz informed Council that currently they are trying to change the legislation to allow smaller cities to have interlocal agreements with larger cities due to lack of interest of filling the commission seats. Anna also stated that it is critical to have a standing board.
- Mayor Cort will try to recruit maybe retired law enforcement that may live in the City of Kittitas.
- When members are found they can then adopt the rules of the Civil Service Commission.
- **MOTION:** Councilmember Smith made a motion to approve Ordinance 19-003 Civil Service Commission; second by Councilmember Whitford.
Motion Carried: 3 yes 0 no.

D. Library Roof

- Councilmember Camarata stated that if the roof is going to be replaced on the Library/Community Hall they need to get bids.

MOTION: Councilmember Camarata made a motion to instruct Mayor Cort to get bids for the roof for the Community Hall/Library; second by Councilmember Smith.

Motion Carried: 3 yes 0 no.

E. 19-005 Charter Franchise Agreement 1st Reading

- This is the first reading for the Charter Franchise. Council can adopt at the next meeting.

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This Franchise was due to expire.

NEW BUSINESS

A. Kittitas Burnouts

- Jared from the Chamber of Commerce and the City has concerns regarding the burnouts.
- Jared wanted to know if the insurance was on the Chamber's back would the City still have a liability if something went wrong.
- Anna stated that the burnouts pose a dangerous risk of exposure and most likely the City would be included if a lawsuit was to happen. The City Attorney advises the city to not continue this event.
- Mayor Cort would like the Council to follow the attorney's advice. Safety should be the first concern also.
- Councilmember Smith stated that to be fair the City attorney's job is to be careful of the exposure to the city.
- Councilmember Whitford stated that the City staff does the safety checks and it is outside of their wheelhouse of knowledge. The fire department did not man this event as in years past. Councilmember Whitford said that red flags are up and the City is playing roulette with something happening. Councilmember Whitford stated this is a no go.
- Councilmember Smith stated that the City has always been liable. Councilmember Smith has concerns regarding the alcohol that is involved. Councilmember Smith stated that staff says no, insurance says not a recommended event and no staffing with KVFR Councilmember Smith does not want to lose the support of the Chamber.
- Jared with the Chamber stated they would help with the car show and other events, but the City would be liable for the event that filled the slot if it was determined to discontinue the burnouts. The Chamber fully respects the decision of the staff and Council.
- Chief Taylor would like Council to consider the liability that the burnouts place on the City of Kittitas.
- Councilmember Whitford stated that the burnouts are not the only event and there are other options to Consider.
- Mayor Cort stated that Council needs to work on something to fill the void and that this is a

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hard decision.

- Jared stated that there are pros and cons and he wants the decision to be in the best interest of the City. A formal re-organization will have to happen.

MOTION: Councilmember Whitford made a motion to no longer authorize the burn out style of events on the City streets due to concerns regarding insurance coverage and potential liability risk for the City; second by Councilmember Smith.

Motion Carried: 3 yes 0 no.

PAYMENT APPROVALS

A. April 23rd 2019 Payables via Bank EFT \$17,168.53

MOTION: Councilmember Camarata made a motion to approve April 23rd Payables; second by Councilmember Whitford.

Motion Carried: 3 yes 0 no.

MAYOR'S REPORT

- Mayor Cort informed Council that the Rotary Club is almost finished with the steps at the Library/Community Hall, the carpet has been laid, plants are being planted and they just need to do some touch up painting.
- Mayor Cort is excited about the County Economic Development Group as they are looking at the development of all of Kittitas County not just Ellensburg.
- Dennis Cort purchased the drill bit that is needed to drill the holes for the flags and banners that Councilmember Whitford purchased.
- There is one application that has been submitted for the vacant Council position. Council will make the decision at the May 14th Council meeting.
- Mayor Cort reminded everyone of the Town Hall Meeting that will be Saturday April 27th from 9:00 a.m. – 10:00 a.m. the police will be present.
- Mayor Cort informed Council that she will be out May 14th as she is having knee replacement surgery.

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COUNCIL DISCUSSION

- Councilmember Whitford stated she would be painting the new mural at Johnny's in May with the updated branding design. Councilmember Whitford will be asking Johnny's if they could help purchase paint and supplies.
- Councilmember Camarata informed Council that the City will need to formally apply for more COG grant money for the sewer extension project since it is not considered an emergency.
- Councilmember Camarata also attended the Law & Justice meeting.
- Councilmember Smith wondered if the renaissance fair responded to the Mayor yet. Mayor Cort stated she placed the call but has not heard back from them yet.
- Councilmember Whitford will be starting the "yard of the month" back up.
- Councilmember Smith is concerned about debris and garbage in front of some buildings on Main Street and if Code Enforcement could talk to those businesses and remind them to keep things picked up.
- Councilmember Smith informed Council that the grasses in the planters did not survive the winter and that FFA would be replacing them and planting flowers again soon.

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

Motion Carried: 3 yes 0 no.

ADJOURN: 7:45 p.m.

Attest:

Mayor Pat Cort

Debbie Lee Clerk/Treasurer