

**City of Kittitas
Council Meeting Minutes
June 25th, 2019**

COUNCIL MEETING

Mayor Pro-Tem Camarata led those assembled in the Flag Salute. Mayor Pro-Tem Camarata called the regular Council Meeting to order at 7:00 p.m. June 25th, 2019. Councilmembers present: Rich Coleman, Holly Beard, Lou Whitford and Councilmember Liz Smith. Staff present: Debbie Lee – Clerk/Treasurer and Anna Franz – City Attorney.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED
JUNE 11th 2019**

MOTION: Councilmember Beard made a motion to approve the regular Council Meeting minutes dated June 11th, 2019; second by Councilmember Whitford.
Motion Carried: 5 yes 0 no.

ADDITIONS TO AND/OR APPROVAL OF AGENDA

Council needs to add under New Business A. Krusin Kittitas.

MOTION: Councilmember Whitford made a motion to add under New Business A. Krusin Kittitas; second by Councilmember Smith.
Motion Carried: 5 yes 0 no.

PUBLIC APPEARANCE COMMENTS

- Bob Shuda would like to have Jake Breaks prohibited within the City. He stated that they are not necessary and his wife stated that they startle the young kids.
- Councilmember Smith she has complained about them before and thinks this is an excellent idea. Councilmember Smith informed the citizen that this would take time but Council could get the language together and present a new Ordinance.
- Mayor Pro Tem Camarata stated that he will bring this to the attention of Mayor Cort.
- Steve Breck informed Council that he had prior permission from Mayor Cort to help paint some stop sign posts near his home. He did not know how many he would sand and repaint but he would be starting soon.

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- Councilmember Beard questioned just painting the wood posts. Yes.
- Clerk Debbie Lee thought Steve Breck should at least touch base with Scott at Public Works. Discussion was had that this would not happen that Steve Breck would work on the signs nearest his house and see how far he gets.
- Anna Franz Attorney said that as long as the signs were not moved and painted in place that would be fine.
- Councilmember Beard asked what signs he would be working on he said probably Clark Street first and see from there.

REPORT OF OFFICERS AND SPECIAL GUESTS

A. Staff Reports (informational only)

Holly Beard - Events Committee.

- Holly informed Council that the Events Committee would be dissolving as of July 5th, 2019. Several committee members had personal issues come up and they will no longer be helping. Holly stated that there were some issues with Kruisin Kittitas. Mayor Pro Tem Camarata stated that would be discussed under New Business A.

Debbie Lee – Clerk/Treasurer

- The City needs to have an accountability audit which will begin next week. There was an oversight at budget time so this is something that was not budgeted for and Council will possibly need to do a budget amendment towards the end of the year. The approximate cost for this is \$14,000.00. They will be auditing the years 2016, 2017 & 2018. When the auditor is on site Clerk/Treasurer Debbie Lee will inquire as to when the next accountability audit will be and when we will need a federal audit for the First Avenue Project and the Waterline Replacement Project and what it will approximately cost so Council can budget for this.
- Councilmember Camarata stated the accountability audit slipped his mind as well.
- The city is also doing a payroll audit for the year 2017 thru United Employees Benefit Trust making sure all employees have received their benefits per the Union Contract.
- Gray & Osborne will be at the July 9th Council Meeting to present an application to COG for the remainder of the Sewer Extension Project.
- The SEPA has been started for the Caribou Creek Project.

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- Councilmember Beard questioned why all of the agencies need to be notified. It was explained that all agencies need to be contacted before work can be done in the creek i.e. JARPA, SEPA, Tribal, it was explained that the City will need to get a right of way with the property owners and the City attorney will need to look this over as well.
- There are also two other SEPA's in progress one for Bill Gordon and one for Jimmy Watterson.

Scott Moore – Public Works Lead

- Look into Verizon Communications government plans and services.
- Started maintenance and upgrades -pop up sprinklers,-intake water filter, at Palmerio park.
- Fabricated weed spraying rack on lawnmower.
- Cascade irrigation district continues to flood residents on Mason and Patrick.
- Set out irrigation hoses and sprinklers on parks workout problems and make repairs.
- Assisted residents with finding advising repairs on their water leaks.
- Public works and wastewater got city logos installed on doors of service vehicles.
- Help concerned citizen with understanding weed spraying practices.
- Started making plans for some movie filming on main street Kittitas.
- Cleaned up fence lines at the public works equipment yard, to increase visibility.
- New business opened up, " Kooy's irrigation" @ S. main, across from exit 115.
- Completed grading all unpaved road sections, and they seem to be holding up well.
- Added a park bench at Wilson Park on the backside of the information sign.
- Had a downed communication line on 2nd and cook Creek. Due to broken branches.
- Waste water main line broke once again, excavated and installed updated water meter pit.
- Prepared city and parks for filming day.

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Martin Thacker – WWTP

Water Department-

- Consumer confidence reports in the mail.
- Certification report off to the Department of Health.
- Chlorination system, annual cleaning and testing (small worn parts replaced).

Cross Connection Control Department-

- I had some letters go out. Business as usual.
- Looking at Kittitas municipal code and considering adding policy and procedure addition to our cross-connection program. Spoke with Debbie and Michelle about what this all entails.
- Councilmember Beard asked about the painting of the water tower and where that money was going. It was explained that currently there is a \$5.00 surcharge on every monthly utility bill that is going into a reserve fund to paint the tower which will cost approximately \$200,000.00.

Wastewater Department-

- Influent, Effluent and WAS flowmeters checked and calibrated. Issue with influent got quote to consider fixing during next year's annual checkup.
- RufusTech had to return first replacement hard drive ended up being bad.

Chris Taylor – Chief of Police

- 6/3/19 Film crew for “East of the Mountains” completed the 1 day proposed filming. Thank you to Officer Aaron Nelson for facilitating the security and road closures. I would also like to thank Public Works Scott Moore and Kurin Simplot for the road closure and detour routing.
- On June 6th and 7th I attended “Grants Writing” training at 19010 Pacific Hwy South at the Criminal Justice Training facility located in Burien, WA.
- The Training was sponsored by Grant Writing USA; the instructor for this course was Andy Anderson.
- I believe this course has provided me with tools necessary to assist me in writing successful grants. I value this training as a plausible factor in obtaining funds and or supplies in bettering the Kittitas Police department as well as the City of Kittitas.

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- I am grateful to have the opportunity to have received this training. Please see attached is a certificate of completion for this course.
- The last day of school for the Kittitas School District was on 6/14/19, please be mindful of your speed while driving through Kittitas of the presence of children out and about the City enjoying their summer vacation.
- Officer Chavez is healing and attending his required P/T appointments. His visits are a normal part of the day for us here at City Hall during the work week. I'm looking forward to his return to the Police Dept. Also if you see him or his wife, Monica, congratulate them on their new healthy baby girl, Oakley!! She was born on May 25th.
- Officer Aaron Nelson continues to maintain Law and Order on weekends. I appreciate his dedication to the services he provides the City of Kittitas. He is truly a professional, if you see him around town on the weekends please make a point of saying hello or give him a wave of appreciation.
- One last item before I close..... 4th of July!!!.....Please be very careful as always when handling fireworks, be mindful of all people, places and things, within the vicinity of your fireworks activities. Be considerate of the surrounding animals and last but still very important! Please clean up all debris after your celebrations!!! This is always a concern for us as a City!!! I hear numerous complaints from residents about the fireworks fallout debris that is left on our streets and parks. Public works spends a lot of time maintaining and cleaning this City lets show them respect. Please remind people to do their part and clean up after the fireworks.

Lynette Johnson – Librarian

- We have been busy preparing for our Summer Activity Program. It started June 19th and we had 20 kids in attendance. For the first week, the kids learned about Space and made rockets for their craft. The kids all checked out books and we will track their reading over the summer. They will all receive a book at the end of the program and the funds for those free books come from Friends of the Library's Legends Casino Funds donated to Friends for children's activities.
- Along with those preparations, we had more books donated to us that were processed and put on the shelves for checkout and we continued barcoding in the non-fiction section. Many books have been weeded out there as well that have not been checked out in many years. This makes room for new items coming in.

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- We will be closed July 4th for the holiday.
- Attached are our monthly stats for May. I went back and changed the numbers tracked for Story Time because we had included adults and children together. Now they are broken out by adults and children's attendance.

| | Jan. | | | Feb. | | | Mar. | | | April | | | May | | |
|-----------------------|------|--------|-------|------|--------|-------|------|--------|-------|-------|--------|-------|------|--------|-------|
| | City | County | Total | City | County | Total | City | County | Total | City | County | Total | City | County | Total |
| Total Cards Used | 81 | 44 | 125 | 64 | 34 | 98 | 77 | 43 | 120 | 89 | 31 | 120 | 87 | 44 | 131 |
| Children (Attendance) | 23 | 10 | 33 | 5 | 3 | 8 | 52 | 4 | 56 | 29 | 0 | 29 | 36 | 1 | 37 |
| Adult (Attendance) | 93 | 36 | 129 | 64 | 14 | 78 | 80 | 23 | 103 | 84 | 24 | 108 | 95 | 26 | 121 |
| Easy Reader | 13 | 7 | 20 | 8 | 0 | 8 | 28 | 0 | 28 | 7 | 0 | 7 | 9 | 1 | 10 |
| Juvenile Fiction | 12 | 2 | 14 | 0 | 0 | 0 | 12 | 0 | 12 | 12 | 0 | 12 | 16 | 3 | 19 |
| Juvenile Non-Fiction | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 2 |
| Young Adult | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 1 | 2 | 0 | 2 |
| Adult Fiction | 89 | 108 | 197 | 83 | 97 | 180 | 82 | 110 | 192 | 107 | 65 | 172 | 77 | 100 | 177 |
| Adult Non-Fiction | 6 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 2 | 10 | 0 | 10 |
| Videos | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DVD's | 59 | 1 | 60 | 56 | 0 | 56 | 51 | 10 | 61 | 59 | 0 | 59 | 42 | 1 | 43 |
| Magazines | 6 | 0 | 6 | 4 | 0 | 4 | 7 | 0 | 7 | 3 | 0 | 3 | 3 | 0 | 3 |
| 1/2 hr Computer Use | 114 | 9 | 123 | 134 | 0 | 134 | 138 | 1 | 139 | 147 | 2 | 149 | 156 | 6 | 162 |
| Card Numbers Used | 17 | 2 | 19 | 18 | 0 | 18 | 22 | 1 | 23 | 20 | 1 | 21 | 28 | 1 | 29 |
| Returns | | | 227 | | | 148 | | | 159 | | | 205 | | | 128 |
| CDs Books | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Online Checkout | 11 | 82 | 93 | 15 | 76 | 91 | 4 | 97 | 101 | 16 | 58 | 74 | 13 | 91 | 104 |
| Online Cards Used | 7 | 30 | 37 | 10 | 29 | 39 | 3 | 34 | 37 | 11 | 24 | 35 | 11 | 31 | 42 |

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|------------------------------|----|---|---------|---|---|--------|----|---|--------|----|---|--------|----|---|---------|
| Volunteer Hrs | | | 52.5 | | | 55.5 | | | 28 | | | 33.5 | | | 32.5 |
| Comm Serv Hrs | | | 0 | | | 0 | | | 0 | | | 0 | | | 0 |
| Library Manager Hrs | | | 76 | | | 80 | | | 81 | | | 85 | | | 81.5 |
| Money Received | | | \$ 0.15 | | | \$2.80 | | | \$7.50 | | | \$2.60 | | | \$ 7.60 |
| Surplus Books | | | 0 | | | 0 | | | 0 | | | 271 | | | 0 |
| Items Processed | | | 76 | | | 147 | | | 73 | | | 181 | | | 169 |
| Donated Items | | | 31 | | | 59 | | | 12 | | | 60 | | | 137 |
| New Card Issues | 1 | 1 | 2 | 0 | 0 | 0 | 4 | 0 | 4 | 0 | 0 | 0 | 2 | 0 | 2 |
| Move-Out | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Active Cards | | | 908 | | | 908 | | | 912 | | | 912 | | | 913 |
| Cup Of Cocoa | | | 0 | | | 176 | | | 0 | | | 0 | | | 0 |
| Summer Reading | | | 0 | | | 0 | | | 0 | | | 0 | | | 0 |
| Story Hour/Child | 13 | | 13 | 5 | | 5 | 26 | | 26 | 56 | | 56 | 33 | | 33 |
| Story Hour/Adult | 19 | | 19 | 3 | | 3 | 15 | | 15 | 29 | | 29 | 17 | | 17 |
| Halloween /Child | | | 0 | | | 0 | | | 0 | | | 0 | | | 0 |
| Halloween /Adult | | | 0 | | | 0 | | | 0 | | | 0 | | | 0 |
| Christmas in Kittitas /Child | | | 0 | | | 0 | | | 0 | | | 0 | | | 0 |
| Christmas in Kittitas /Adult | | | 0 | | | 0 | | | 0 | | | 0 | | | 0 |
| Days Open | | | 18 | | | 16 | | | 17 | | | 17 | | | 17 |

UNFINISHED BUSINESS

A. Super Load (tabled until 7/09/2019 meeting)

- Gray & Osborne need a little more time to gather more information regarding this Ordinance.

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NEW BUSINESS

A. Kruisin Kittitas

- Councilmember Beard stated that since the Events Committee will be dissolving the Kittitas County Chamber will not be able to do the Car Show without help from the City. It takes a lot of hours to facilitate the Car Show and leg work to find sponsorship.
- Mayor Cort did not want to make this decision on her own so she stated at an earlier meeting that she would like Council to make that decision.
- Council wanted to know why the City could not help facilitate this, it was explained that putting on events was not a function of the City.
- Mayor Pro Tem Camarata stated that if there was a City sponsored Event Committee it would take an Ordinance to make this happen.
- Councilmember Smith would like to see this event continue.
- Councilmember Beard stated that the Chamber said that the main draw was the burn outs and without them and the Events Committee dissolving Amy at the Chamber does not see this event as happening.

MOTION: Councilmember Smith made a motion in light of the Event Committee dissolving and the Chamber's comments to discontinue Kruisin Kittitas this year; second by Councilmember Beard.

Motion Carried: 5 yes 0 no.

PAYMENT APPROVALS

A. June 25th, 2019 Payables \$26,167.37

MOTION: Councilmember Whitford made a motion to approve June 25th Payables; second by Councilmember Smith.

Motion Carried: 5 yes 0 no.

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MAYOR'S REPORT

- Mayor Pro-Tem Camarata informed Council that the COG meeting was canceled.
- The Law & Justice meeting minutes were provided to Council in their packets.

COUNCIL DISCUSSION

- Councilmember Beard inquired if Public Works could hang the 4th of July banner up prior to the 4th of July Event.
- Councilmember Smith stated that she no longer would be able to be on the Council due to her selling and moving out of City limits. Councilmember Smith said that even though Kittitas is a small City it is not a small fete to vote and it was a pleasure to serve the City of Kittitas.

MOTION: Councilmember Coleman made a motion to adjourn; second by Councilmember Beard.
Motion Carried: 5 yes 0 no.

ADJOURN: 7:46 p.m.

Attest:

Mayor Pat Cort

Debbie Lee Clerk/Treasurer