

**City of Kittitas  
Council Meeting Minutes  
July 23<sup>rd</sup>, 2019**

**COUNCIL MEETING**

Mayor Camarata led those assembled in the Flag Salute. Mayor Camarata called the regular Council Meeting to order at 7:00 p.m. July 23<sup>rd</sup>, 2019. Councilmembers present: Rich Coleman, Holly Beard and Lou Whitford. Staff present: Debbie Lee – Clerk/Treasurer, Aaron Nelson – Police, Ben Chavez – Police and Anna Franz - Attorney.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL & WORK STUDY MEETING  
DATED JULY 9<sup>th</sup> 2019**

**MOTION:** Councilmember Beard made a motion to approve the regular Council Meeting minutes dated July 9<sup>th</sup>, 2019; second by Councilmember Whitford.

Motion Carried: 3 yes 0 no.

**MOTION:** Councilmember Beard made a motion to approve the Work Study Minutes dated July 9<sup>th</sup>, 2019; second by Councilmember Whitford.

Motion Carried: 3 yes 0 no.

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

- Mayor Camarata needs to add under New Business C. City of Kittitas Sign at Exit 115 entrance to City of Kittitas and D. Clerk to Accept a Donation from Watterson Trucking of \$3,000 for Body Cams for Police.

**MOTION:** Councilmember Beard made a motion to approve the agenda as amended adding Entrance Sign and Clerk Accepting a Donation of \$3,000; second by Councilmember Coleman.

Motion Carried: 3 yes 0 no.

**PUBLIC APPEARANCE COMMENTS**

- None

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**REPORT OF OFFICERS AND SPECIAL GUESTS**

**A. Staff Reports**

**Debbie Lee –Clerk Treasurer**

- Auditors are done on site and will be reviewing information and will be having an exit conference soon after.
- The payroll audit that UEBT is conducting is wrapping up as well. This is a separate audit to make sure that the City is following its union contract with all employees.
- Councilmember Whitford asked who performs this audit it was explained that it is hired out thru an accounting firm.
- Mayor Camarata stated that after the state audit is complete council will need to update some policies.

**Lynette Johnson – Librarian**

- We have come to the end of our Summer Activity Program. It was a very successful year for us. We had a total of 36 different children this year with our largest day having 28 in attendance! Our volunteers did a great job once again and Carolyn Earwood did an excellent job heading it up this year! Along with our volunteers, we had several parents stay each week and help and a couple of the older kids pitched in and helped with the young ones. Our second week we had a professor from CWU come speak to the children about space and each week they did an activity and heard a story about space. They even fought aliens in the gazebo with their “lightsabers”. Each child went home with a new book on the last day of the event. The free books were given out by the Friends of the Kittitas Library with funds from the Legends Casino grant.
- Storytime continues throughout the summer and although attendance is down a bit with people on vacations, we still have children coming each week.
- We got news from the Washington State Library that it looks like we will be getting 3 new desktop computers, monitors, and 2 tablets. They had money left in their budget this year so they are spending it on equipment for smaller libraries in the State. They should be delivered the week of August 5<sup>th</sup>. The desktops will come with Office 2019 on them as well as Windows 10!
- Mayor Camarata said that the Summer Reading Program has had good attendance.

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	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
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/Child	13		13	5		5	26		26
Story Hour/Adult	19		19	3		3	15		15
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

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April			May			June		
City	County	Total	City	County	Total	City	County	Total
89	31	120	87	44	131	80	28	108
29	0	29	36	1	37	50	11	61
84	24	108	95	26	121	118	31	149
7	0	7	9	1	10	21	8	29
12	0	12	16	3	19	28	6	34
0	0	0	2	0	2	0	1	1
1	0	1	2	0	2	2	2	4
107	65	172	77	100	177	97	79	176
2	0	2	10	0	10	0	1	1
0	0	0	0	0	0	0	0	0
59	0	59	42	1	43	40	0	40
3	0	3	3	0	3	5	0	5
147	2	149	156	6	162	144	4	148
20	1	21	28	1	29	25	2	27
		205			128			182
0	0	0	0	0	0			0
16	58	74	13	91	104	6	75	81
11	24	35	11	31	42	3	27	30
		33.5			32.5			61.75
		0			0			0
		85			81.5			85
		\$2.60			\$ 7.60			\$3.35
		271			0			0
		181			169			108
		60			137			57
0	0	0	2	0	2	1	0	1
0	0	0	0	1	1	0	0	0
		912			913			914
		0			0			0
		0			0	24	14	38
56		56	33		33	28		28
29		29	17		17	15		15
		0			0			0
		0			0			0
		0			0			0
		0			0			0
		17			17			17

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**Police Department – Aaron Nelson**

- 100 Incident report numbers assigned.
- 35 traffic stops conducted.
- 2 infractions issued.
- 3 code enforcement actions taken.
- 3 jail bookings.
- Several burglaries reported on 07/12. Suspect identified and apprehended within hours of report.
- July 4<sup>th</sup> Independence Day celebration went well, thank you to Public Works, Officer Aaron Nelson, and especially a big shout out to the Events committee for putting on a family friendly event.
  
- Also, on another note, reference fireworks debris. The City Hall and Police Department have received a few complaints as to the housekeeping issues that have precluded this year's celebration. I appreciate all those in our community who helped clean up the streets. However we are not at a zero complaint ratio when it comes to fireworks housekeeping. This is a must! If the City ordinance is challenged by one citizen, then that would mean a review of the fireworks ordinance would need to be conducted and put to a vote by council. If this happens then the ordinance may be removed by council vote. Thus, making the City of Kittitas, a "No Fireworks allowed" city. It is important we remind all those that partake in the fireworks use to be a good neighbor, be safe and clean up ALL debris.
  
- On 7/8/19 we welcomed Officer Benito Chavez, 403, back to light duty. On behalf of the City of Kittitas Police Department we are extremely happy to have him back. He will be helping us catch up on paperwork as well as being the desk officer for office calls.
  
- Officer Aaron Nelson continues to maintain Law and Order within the City Of Kittitas. I appreciate his dedication to the services he provides the City. He is truly a professional, if you see him around town please make a point of saying hello or give him a wave of appreciation.
  
- For information, as we have had a few council members interested in conducting a "Ride-A-Long" with an Officer. All we need, as an agency, is a signed Ride along waiver form. You can get these forms at the Kittitas Police Department, last but most importantly you will need to schedule your ride along with the next available KPD Officer.

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**Public Works – Scott Moore**

- Filming day Monday the 3<sup>rd</sup> for East of the mountains went very well.
- Speed limit sign repair at Benton and Patrick.
- Fabricated cone holders for service trucks.
- Transition to Verizon on a government priority plan.
- We had some meter read technical issues that needed to be solved.
- Expanded our storage for aggregate materials, gravel sand etc.
- Cleared more trees from North fence line of public works yard.
- Installed some popup sprinklers at Palmiero Park.
- City Hall flagpole was painted.
- Insurance company inspected playground equipment, and gave recommendations: 1- Remove pipe jungle gym structures from both parks. 2- Need to expand the soft pea gravel area around the play structure at Gazebo Park.
- Used VAC Truck to wash lines for paint crew, found gearbox for suction fan has bad bearings and the suction function disabled.
- Street lines were painted on Main Street and Patrick Ave (contracted through County).
- Habitat house at Jenny circle got utility connections completed.
- Measurements made for road Patches, from water main repairs, On Pacific Loop, and 7th and Okanogan.
- Moved and organized maintenance parts for stock.
- Rehung doors on old dog pound shed, to accommodate patrol car storage.
- Researched sidewalk flagpole installation methods and hardware -need a \$ fund limit to determine hardware that can be used.

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- Gathered light pole information, ID numbers. So PUD can review & permit installation of flag mounts, or banner mounts chamber said they had some.
- Tree trimming on Patrick and main (Cooke Creek side).
- Prepared for the 4th of July event.
- Ordered 2 outhouses for remainder of summer, one at Gazebo Park, and one at Palmiero Park.
- Councilmember Whitford inquired as to why people were surveying on First and Second Streets, it was explained that they are preparing for the design phase of the water line replacement project.
- Councilmember Beard asked if Public Works painted the flag pole. No a gentleman from Spokane paints it every few years.

**WWTP – Martin Thacker**

- **Water Department-**
  - Letter of compliance out to the department of health's regional office that the CCR had been sent out. Due in Oct. decided early was better.
  - RCAC had a free one-day class that I attended, "Sustainable Management of Rural and Small Systems".
- **Cross Connection Control Department-**
  - I had some letters go out. Business as usual.
  - Updating the information in our cross-connection database. (Cross-Track 5.0) A reminder: this is from 2008; there has been a significant upgrade. Should funds allow I would like to do the upgrade, it is \$800 approx.
- **Wastewater Department-**
  - 7k was here to pump out the Benton lift station, an annual event/ expense.
  - Bio solids report completed and submitted. Usually this is done in Feb., but system upgraded and went completely digital so we had to wait for it to go live by the Department of Ecology.
- **Note:** I am on vacation from the 13<sup>th</sup> to the 28<sup>th</sup>. I can be reached by work cell should the need arise.

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**UNFINISHED BUSINESS**

- None

**NEW BUSINESS**

**A. GovPay.Net – Credit Card Processing (Thomas Johnson)**

- GovPay.Net is a credit card service to Government and Small Cities.
- Currently the City uses Official Payments and the cost of this to the customer is \$5.95 per transaction.
- This service would charge about a \$2.32 per utility bill and approximately \$1.00 on an Animal License of \$15.00. This company would save the customer considerably if they choose to use their debit/credit card.
- GovPay.Net also has a card reader which the city currently does not have, which would save time for the office staff.
- Kittitas County Sherriff uses GovPay.Net.
- Councilmember Whitford stated that since the County started using this service it was a huge success.

**MOTION:** Councilmember Beard made a motion to use GovPay.Net for credit card transactions; second by Councilmember Whitford.  
Motion Carried: 3 yes 0 no.

**B. Server Maintenance Plan – Rufus Tech**

- Mayor Camarata stated that currently the City does not have a contract with anyone regarding backup services for the city server. This was found during the recent audit with the State Auditors.
- Councilmember Whitford remembers in past discussions with Rufus that they seem to have added on costs at each step of the process.



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- Councilmember Coleman stated that Rufus was not much help during the email set up. Councilmember Coleman also thought that if this was a month to month contract to go ahead and move forward while looking for a different IT company to perform the backups.
- Anna Franz attorney said that the city has an obligation to protect public records and really should have something in place.

**Motion:** Councilmember Whitford made a motion to approve entering into an agreement with Rufus Tech for backup services as long as it is a month to month agreement; second by Councilmember Coleman.

Motion Carried: 3 yes 0 no.

**C. Sign at Entrance to City of Kittitas**

- Councilmember Beard had talked with Fast Lane Signs and proposed continuing the branding with the Welcome Sign at Exit 115. Fast Lane gave a quote of \$525.00 plus tax to make a new welcome sign.
- Mayor Camarata stated that the cost could be split between current expense, police and streets.
- Councilmember Coleman stated that since the rebranding has been started the City should finish.

**MOTION:** Councilmember Beard made a motion to approve the new welcome sign: second by Councilmember Whitford.

Motion Carried: 3 yes 0 no.

**D. Clerk Accepting a Donation of \$3,000 from Watterson Trucking**

- The Police Department has been looking into getting body cameras. The cameras would provide transparency to the department.
- Since back up is 15 – 20 minutes away it could assist the police. Officer Nelson has worn body cameras for the last 5 years.
- The Cost of the cameras is \$3,000 for four cameras this would allow one to always be charged and in case the department hired a fourth officer there would be a camera for all. The package includes all redaction software, spare batteries and docking stations.

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- Jimmy Watterson with Watterson Trucking has generously donated the entire amount.
- Kittitas Municipal Code states that the Clerk cannot accept donations over \$1,000 without Council approval.
- The police department will write a body cam policy and present to Council.
- Councilmember Beard said that Tony Helland stated the police had cameras at one time. Officer Nelson stated that looking thru all of the old records there was never a notation about police cameras.
- Officer Nelson stated that Kittitas would be the first agency in the county to get body cams.
- Since the majority of the funding is secured the police will work on possibly getting a grant to cover future yearly maintenance at a cost of approximately \$2,000 per year. This can also be put into the budget.
- A citizen inquired if microphones were included. Yes and night vision as well.
- Councilmember Coleman wants to make sure that Watterson Trucking is thanked.

MOTION: Councilmember Coleman made the motion to approve the clerk accepting a donation of \$3,000; second by Councilmember Beard.

Motion Carried: 3 yes 0 no.

**PAYMENT APPROVALS**

**A. July 2019 Payable's via EFT \$20,424.83**

**MOTION:** Councilmember Coleman made a motion to approve July 2019 Payable's via EFT: second by Councilmember Beard.

Motion Carried: 3 yes 0 no.

- Councilmember Coleman inquired about Kooy's Irrigation invoice for the 4<sup>th</sup> of July purchases. It was explained that the invoice is attached to the check register that was provided on the Council table. Also that even though that is the description it may not be the description for the entire amount.

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**MAYOR'S REPORT**

- The minutes from the Law & Justice Meeting were provided to Council.
- Mayor Camarata stated that he has received all of the COG applications and will need a representative from Council to attend the meetings and rate the applications submitted. The next meeting will be August 8<sup>th</sup>. Councilmember Coleman and Whitford said that they could help.

**COUNCIL DISCUSSION**

- Councilmember Coleman informed Council that he had contacted Zirkle Fruit regarding the open space at Pacific Loop and are interested in letting the Community place a garden in that area. Councilmember Coleman is in the process of collecting interested citizen and moving forward with this idea.

**MOTION:** Councilmember Coleman made a motion to adjourn; second by Councilmember Beard.  
Motion Carried: 3 yes 0 no.

**ADJOURN: 7:28 p.m.**

**Attest:**

\_\_\_\_\_  
Mayor John Camarata

\_\_\_\_\_  
Debbie Lee Clerk/Treasurer