

**City of Kittitas
Council Meeting Minutes
September 24th, 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. September 24th, 2019. Councilmembers present: Rich Coleman, Holly Beard, Peter Schuetz, Richard Hink Jr. and Lou Whitford. Staff present: Debbie Lee – Clerk/Treasurer and Anna Franz – Attorney.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED
SEPTEMBER 10th 2019**

MOTION: Councilmember Hink made a motion to approve the regular Council Meeting minutes dated September 10th, 2019 as presented; second by Councilmember Whitford.
Motion Carried: 5 yes 0 no.

ADDITIONS TO AND/OR APPROVAL OF AGENDA

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

PUBLIC APPEARANCE COMMENTS

- Kelly Bare from the Eagles Lodge informed Council that there will be a Jimmy Buffet outdoor BBQ and music in the Eagles parking lot on October 12th from 6:00 p.m. until 10:00 p.m. The public of all ages is invited to attend.
- Citizen Bob Shuda asked when the signs for the Jake Brake Ordinance would be posted. Mayor Camarata stated that the signs were ordered and should be here soon.
- Some local kids were at the Council Meeting and they wanted permission to possibly make a skate board park where the concrete is by Wilson Park. Council informed the kids that the City does not own the park and that they would have to contact Washington State and get their permission.
- Councilmember Beard stated she would help the group get contact information and get them some resources for this project.

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- Councilmember Hink thanked the kids for trying to clean up the area by pulling weeds and picking up their garbage.
- Councilmember Whitford suggested maybe the City Council write a letter of support so the kids had this to present to the State.

REPORT OF OFFICERS AND SPECIAL GUESTS

Staff Reports -

- Mayor Camarata informed Council that the Police were at the Mariner's Game.
- Public Works had fixed some potholes. Crack sealing will not be done this year due to the weather changing.
- Councilmember Hink inquired if it was the City of Ellensburg or the County that the City of Kittitas could have an interlocal agreement with. It was explained the County.
- Mayor Camarata attended the Mayor Exchange in Leavenworth and it was very informative. One thing Mayor Camarata stated was that all cities have very similar issues. They discussed emergency management and transportation.

Chris Taylor – Chief of Police

- Back to School, always challenging for parents and children. Please remember and remind everyone the focus is "SAFETY"! It can be challenging picking up and dropping off children at the Elementary School so please be patient and courteous to all.
- Fall is here, summer is over, and it was a quick transition!!! Weather has changed dramatically! It seems to be getting darker earlier! Please be aware of the change.
- We have had a few vehicle prowls from a few unlocked vehicles at the Secondary School, It happened the second week of school...Please be reminded to secure your property at all times. Lock doors, home and vehicles; make sure you take all valuables out of your vehicle before leaving them parked for an extended time.
- There were multiple reports of fuel being siphoned from multiple vehicles in town. Please be vigilant in your travels throughout the day. If you see something suspicious please report it. We can prevent crimes of opportunity throughout our community if we all watch out for our community together.

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- Officer Nelson and Chavez have been working tandem so as to provide Field Training for Officer Chavez. They have been working very hard at handling calls and conducting investigations, and conducting traffic stops to help keep drivers/pedestrians, be safe. Officer Chavez has been very diligent in traffic stops and DUI emphasis. He is progressing well and will soon be out on his own, providing Police coverage for the city of Kittitas.
- Officer Nelson should be recognized for his ability to provide first aid. He provided infant CPR and saved a life. Please thank him when you see him. He has been and will continue to be a huge part of our successful community policing efforts.
- The Kittitas Police Departments Facebook page has been very successful and gets A LOT of looks. THANKS, goes to Officer Nelson and Chavez for providing such useful and comical insights to Community Oriented Policing! Good humor and good community connections goes a long way in establishing Law Enforcement and Community relationships!!!

Martin Thacker – WWTP

- **Water Department-**

- Nothing really new or out of the ordinary.

- **Cross Connection Control Department-**

- According to all our records we are now up to date in regards to our backflow preventers needing checked.

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- **Wastewater Department-**

- Aug 17 on a Saturday, Kurin was called in to fix a manhole backup. Water ended up on a resident's lawn. Monday following, I was made aware. I called ecology to report and to find out my/our responsibilities. I spoke to the homeowner with Scott.
- I followed up with a formal report, per our permit. This needed to be in within 5 days. I fulfilled that requirement. A few days later, ecology contacted me again wanting to know if I had reported to department of health, I had not. The homeowner had contacted DOE/ maybe even DOH.
- I was not aware I needed to do so. I was then informed... should the sewer backflow get into drinking water supply that would have been necessary. Since in the case, that had not happened we did as we were supposed to.

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- Pumptech here again on Aug 29, went into school lift station and fixed the plumbing issue. Working on setting floats has been an ongoing issue.
- The roving operator for the department of ecology here on Sept 23, asked if he was able to take few short videos for training purposes. Made a point to not show me or where he was in videos.

Lynette Johnson – Librarian

- Barcoding of our non-fiction books is just about complete. As we are working on that, we are rearranging books in the non-fiction room and creating a Northwest History and Local History section. We still have some of those to barcode along with reference material. Next up will be books on CD and then we can start cleaning up our database to make sure we haven't missed anything and also remove anything that was put in a long time ago that we no longer have on the shelves.
- Instead of having a trunk during Trunk-or-Treat, we will once again be handing out candy in the library at the same time. There are still people in our community that have never been to the library and this is a way of getting them to come in to see what we have. This is also our goal when Santa comes during Christmas in Kittitas. We have also started our preliminary planning for that event as well. We will once again be handing out free books to the kids that come in to see Santa thanks to a grant from Legends Casino.
- We also want to remind people that along with all the books in our library, through the Washington State Anytime Library, our patrons have access to thousands and thousands of e-books and audiobooks. Anyone that wishes to use the Anytime Library can request to be added and then they have full access to the collection through our Washington State Library. This works with apps on computers, tablets, smart phones and there are also Kindle versions of most e-books.

	City	County	Total	City	County	Total	City	County	Total	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	80	28	108	91	36	127	88	38	126
Children Attendance	23	10	33	5	3	8	52	4	56	29	0	29	36	1	37	50	11	61	46	4	50	37	2	39
Adult Attendance	93	36	129	64	14	78	80	23	103	84	24	108	95	26	121	118	31	149	110	30	140	89	27	116
Easy Reader	13	7	20	8	0	8	28	0	28	7	0	7	9	1	10	21	8	29	26	9	35	9	1	10
Juvenile Fiction	12	2	14	0	0	0	12	0	12	12	0	12	16	3	19	28	6	34	17	6	23	6	1	7
Juvenile Non-Fiction	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2	0	1	1	1	0	1	0	0	0
Young Adult	0	1	1	0	0	0	1	0	1	1	0	1	2	0	2	2	2	4	1	0	1	0	0	0
Adult Fiction	89	108	197	83	97	180	82	110	192	107	65	172	77	100	177	97	79	176	119	62	181	116	61	177
Adult Non-Fiction	6	0	6	0	0	0	0	0	0	2	0	2	10	0	10	0	1	1	3	0	3	7	0	7
Videos	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9	1	10	3	0	3
DVD's	59	1	60	56	0	56	51	10	61	59	0	59	42	1	43	40	0	40	61	4	65	56	1	57

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Magazines	6	0	6	4	0	4	7	0	7	3	0	3	3	0	3	5	0	5	5	0	5	5	0	5
1/2 hr Computer Use	114	9	123	134	0	134	138	1	139	147	2	149	156	6	162	144	4	148	136	5	141	145	54	199
Card Numbers Used	17	2	19	18	0	18	22	1	23	20	1	21	28	1	29	25	2	27	23	2	25	22	12	34
Returns			227			148			159			205			128			182			226			175
CDs Books	0	0	0	0	0	0	0	0	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	6	75	81	29	52	81	19	54	73
Online Cards Used	7	30	37	10	29	39	3	34	37	11	24	35	11	31	42	3	27	30	14	23	37	15	21	36
Volunteer Hrs			52.5			55.5			28			33.5			32.5			61.7			73.2			18.5
Comm Service Hrs			0			0			0			0			0			0			0			0
Library Manager Hrs			76			80			81			85			81.5			85			85			83.5
Money Received			\$.15			\$2.8			\$7.5			\$2.6			\$			\$3.3			\$1.0			\$49.87
Surplus Books			0			0			0			271			0			0			0			0
Items Processed			76			147			73			181			169			108			87			66
Donated Items			31			59			12			60			137			57			58			61
New Card Issues	1	1	2	0	0	0	4	0	4	0	0	0	2	0	2	1	0	1	1	1	2	0	0	0
Move-Out	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0			0	1	1	1
Active Cards			908			908			912			912			913			914			916			914
Cup Of Cocoa			0			176			0			0			0			0			0			0
Summer Reading			0			0			0			0			0	24	14	38	44	22	66	0	0	0
Story Hour/Child	13		13	5		5	26		26	56		56	33		33	28		28	21		21	14	0	14
Story Hour/Adult	19		19	3		3	15		15	29		29	17		17	15		15	14		14	11	0	11
Halloween/Child			0			0			0			0			0			0			0			0
Halloween/Adult			0			0			0			0			0			0			0			0
Christmas in Kittitas/Child			0			0			0			0			0			0			0			0
Christmas in Kittitas/Adult			0			0			0			0			0			0			0			0
Days Open			18			16			17			17			17			17			17			17

Debbie Lee – Clerk/Treasurer

- Reported for Jury Duty on 09-17-2019.
- Attend the WFOA Conference in Yakima.
- Classes attended were:
- 2019 Single Audit Update
- A Roadmap to General Fund Financial Sustainability: Local Revenue Options and Strategies
- Essential Financial Policies
- Financial Reporting for Cash Basis- It's More than Just the Annual Report
- Follow – up on Audit Recommendations – Evaluating & Redesigning Internal Controls

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- What's New with SAO RoundTable
- AP Automation – No Matter Your Size
- New Trends in Taxes
- Worked on the 6 Year TIP (Street Report)
- Ordered a new bigger flag for City Hall

Scott Moore – Public Works

- August 2019
- Sprayed more weeds
- Secured trash can out @ Palmiero, & Johnny's Mart
- Consolidated equipment manuals
- Researched Cahill records for locatable underground assets, & documented findings
- Mounted air compressor on Ford service truck
- Filled pot holes on Parke Creek
- Organized & planned storage solutions for shop
- Purged old catalogs, consolidated project plans, & created usable storage for those records
- Got pavement patch Quotes for 7th & Okanogan & Pacific Loop utility road repairs
- Sprayed several bees nests
- Had a Saturday call out for an overflowing manhole on West 1st Street. Due to grease & a chunk of asphalt, that was cleared
- Raised a paved over manhole on West 1st
- Picked up some broken glass on p\Pierce St. (reported by citizen)
- Removed a broken plastic accessory from Gazebo play structure
- Completed pop up rotor sprinkler install on the west zone of Palmiero park
- Collaborated with Cle Elum Public Works on meter read system
- Gazebo bench seat was vandalized, Torn from its securement to the rail. Removed it to the P.W. yard.
- Prepped for & completed road painting on N. Pierce St.
- Accepted a quote for asphalt paving for 5th & Pacific Loop but can't get a date for work to be done. Still calling.
- Installed bill Gordons new water service

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UNFINISHED BUSINESS

A. Livestock Permit Beck/McLean

- Council made a recommendation to deny as the applicants failed to show to the last two Council Meetings

Motion: Councilmember Beard made a motion to deny the livestock application; second by Councilmember Coleman.

Motion Carried: 5 yes 0 no.

NEW BUSINESS

A. Public Hearing 2020 6 year TIP

- The Public Hearing was opened at 7:16 p.m.
- The Public Hearing was closed at 7:17 p.m. with no public comments.

B. Resolution 19-021R 6 Year TIP

- This 6 year TIP needs to be adopted each year and submitted to WSDOT.

MOTION: Councilmember Beard made a motion to approve Resolution 19-021R 6 year TIP; second by Councilmember Coleman.

Motion Carried: 5 yes 0 no.

C. Executive Session Review Performance of a Public Employee RCW 42.30.140(4)

- Council went into Executive Session at 7:19 p.m. for 15 minutes.
- Council came out of Executive Session at 7:34 p.m. with no decisions made.

PAYMENT APPROVALS

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A. September 2019 Payables \$21,696.45

MOTION: Councilmember Whitford made a motion to approve September 2019 Payables; second by Councilmember Beard.

Motion Carried: 5 yes 0 no.

MAYOR'S REPORT

- Mayor Camarata stated during the staff meeting he informed department heads that all staff reports needed to be turned in on time.
- Also discussed at the staff meeting were planters, streets being repaired and body cameras.

COUNCIL DISCUSSION

- Councilmember Whitford stated that she met with the Chamber regarding the grant for economic development for the City. This grant would hire someone who has expertise in this area to give the City ideas for economic development.
- Councilmember Whitford would like some help with Trunk or Treat.
- Mayor Camarata stated that the New Life Church will have their Harvest Fest, the Eagles will have a haunted house and the Library will also participate so it should be a good time.
- Councilmember Hink wanted to thank Kooy's for the donation of the piping for the flags within the planters. Kooy's did not want recognition.
- Councilmember Beard was concerned that Kooy's is aware this is not a definite thing with the placement of the flags that possibly with the economic development grant other ideas may come of this.
- Citizen Steve Breck inquired as to when the next Planning Commission will meet to discuss the zoning changes that Council recommended. Mayor Camarata stated that we need a full Commission first and he will get ahold of Michelle regarding this.

MOTION: No Motion was made

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ADJOURN: 7:40 p.m.

Attest:

Mayor John Camarata

Debbie Lee Clerk/Treasurer