

**City of Kittitas  
Council Meeting Minutes  
January 28, 2020**

**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. January 28, 2020. Councilmembers present: Rich Coleman, Holly Beard, Peter Schuetz, Richard Hink Jr. and Lou Tyler. Staff present: Debbie Lee – Clerk/Treasurer, Lori Chaffee – Utility Billing Clerk, Kurin Simplot – Public Works and Mike Meskimen – Gray & Osborne.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED  
JANUARY 14<sup>th</sup>, 2020**

Councilmember Hink would like the minutes to be amended to read that the motion was to have Mayor Camarata contact the Union to have the contract re-opened.

**MOTION:** Councilmember Coleman made a motion to approve the minutes as amended; second by Councilmember Hink.

Motion Carried: 5 yes 0 no.

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

**MOTION:** Councilmember Hink made a motion to approve the agenda as presented; second by Councilmember Hink.

Motion Carried: 5 yes 0 no.

**PUBLIC APPEARANCE COMMENTS**

- None

**REPORT OF OFFICERS AND SPECIAL GUESTS**

**A. Staff Reports**

**Chris Taylor – Police Department**

- Purchased new office desks (3)
- Purchased new DELL desktop computers (3)
- Purchased server for desktop computers
- Purchased 2 pre-owned Taser X2's for discounted cost.

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- New KPD patches, now being used.
- Purchased new DUI PBT's for both officers.
- DUI blood draw kits purchased.
- Officer Nelson training at Basic Law Enforcement Academy for Dreger (BAC-DUI) re-cert.
- New 2019 Police Truck was picked up on 1/21/2020 and is now in service.
- Councilmember Schuetz questioned why the Taser's are pre-owned? What is the impact of used Taser's?
- Mayor Camarata stated that the Taser's were refurbished and less expensive.

**Kurin Simplot – Public Works**

- Hired Marshall Stewart for the Utility Worker job as of December 10<sup>th</sup> of 2019, He comes highly recommended from the Town of South Cle Elum and Cle Elum as well.
- December 18th meeting with Gray and Osborne going over the plans for the Sewer lift station extension, which will be happening in the next year.
- Created a new map of hydrants for our records.
- Started a new inspection and location map of manholes of town.
- Working with Michelle from Safe Built to go over our Construction standards, and updating anything that needs to be updated.
- Cleaned up Mason ditch as well as Spokane ditch for irrigation water in the future.
- Inland Fire from Yakima came and inspected the fire system at City Hall and the Fire Hall; this is something that needs to be done every year.
- 307 Dan Lane was without water, she resolved the problem, it was frozen on her side of the meter, Forty Thieves was frozen as well it was our side of meter that was frozen. We resolved the problem and put a new meter in for them.
- Councilmember Tyler wondered if she missed meeting the new Public Works employee Marshall. Kurin stated no he will introduce him at the next meeting.

**Martin Thacker – WWTP**

- December 6<sup>th</sup>, we had a chlorine leak at the city water source. State patrol and Department of Ecology was here, and with their assistance, we were able to determine the problem. Monitored and put in call to Coast Controls. They were able to come the following Monday to repair our equipment. Two things here: We now have plans to get the equipment checked bi-annually, and I investigated conversion to Accu-tab system. Not yet implemented.
- WFI report updated and submitted, Dec 12<sup>th</sup>.

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- Nitrate results submitted to the Department of Health on Dec 27<sup>th</sup>.

**Cross Connection Control Department-**

- No new news

**Wastewater Department-**

- On Dec 17<sup>th</sup>, the wastewater plants SCADA system went down. Brad from Conly Engineering, Inc. was here to trouble shoot. We really thought we were in trouble, the components in our cabinet are outdated and difficult to replace, meaning expensive. We did locate a spare component and he was able to put system back online.
- Brad was in contact with G&O and they believe we need to have a discussion regarding upgrading the SCADA system which would be quite a bit of work. The electrical cabinet would also need to be reworked.
- We purchased a replacement PC for the SCADA software but that hasn't been completed because we may have to bid the work.

**Lynette Johnson – Library**

- “Cup of Cocoa and a Book To Go” will be held February 11th-13th. We will be hosting K-3 classes from the school during 4 sessions. Along with reading a Valentine Story, the children will be making Valentines, drinking hot cocoa with Valentine cookies, and they will each get to pick out a free book to take home with them. Friends of the Kittitas Library use a grant from Legends Casino for the books given away each year.
- We have several new release Blu-Ray and DVD movies. We hope that by making newer movies available to be checked out, people will come in and see all the other great books and movies we have in our library! We have also been given quite a few other DVD's of movies we did not have that are now on the shelves. We love it when people want to donate movies to our collection!
- I'd like to thank Barbara Fields, Charlene Wilkes, and Carolyn Earwood for filling in for me at the Library while I was out due to surgery. We appreciate our volunteers!

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	Jan.			Feb.			March			April			May
	City	County	Total	City	County	Total	City	County	Total	City	County	Total	City
Total Cards Used	81	44	125	64	34	98	77	43	120	89	31	120	81
Children (Attendance)	23	10	33	5	3	8	52	4	56	29	0	29	30
Adult (Attendance)	93	36	129	64	14	78	80	23	103	84	24	108	99
Easy Reader	13	7	20	8	0	8	28	0	28	7	0	7	9
Juvenile Fiction	12	2	14	0	0	0	12	0	12	12	0	12	10
Juvenile Non-Fiction	0	0	0	0	0	0	0	0	0	0	0	0	1
Young Adult	0	1	1	0	0	0	1	0	1	1	0	1	2
Adult Fiction	89	108	197	83	97	180	82	110	192	107	65	172	77
Adult Non-Fiction	6	0	6	0	0	0	0	0	0	2	0	2	10
Videos	3	0	3	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
Magazines	6	0	6	4	0	4	7	0	7	3	0	3	3
1/2 hr Computer Use	114	9	123	134	0	134	138	1	139	147	2	149	150
Card Numbers Used	17	2	19	18	0	18	22	1	23	20	1	21	20
Returns			227			148			159			205	
CDs Books	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
Online Cards Used	7	30	37	10	29	39	3	34	37	11	24	35	13
Volunteer Hrs			52.5			55.5			28			33.5	
Comm Serv Hrs			0			0			0			0	
Library Manager Hrs			76			80			81			85	
Money Received			\$ 0.15			\$2.80			\$7.50			\$2.60	
Surplus Books			0			0			0			271	
Items Processed			76			147			73			181	
Donated Items			31			59			12			60	
New Card Issues	1	1	2	0	0	0	4	0	4	0	0	0	2
Move-Out	0	0	0	0	0	0	0	0	0	0	0	0	0
Active Cards			908			908			912			912	
Cup Of Cocoa			0			176			0			0	
Summer Reading			0			0			0			0	
Story Hour/Child	13		13	5		5	26		26	56		56	30
Story Hour/Adult	19		19	3		3	15		15	29		29	11

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Halloween/Child			0			0			0			0
Halloween/Adult			0			0			0			0
Christmas in Kittitas/Child			0			0			0			0
Christmas in Kittitas/Adult			0			0			0			0
Days Open			18			16			17			17

**UNFINISHED BUSINESS**

- None

**NEW BUSINESS**

**A. Main Street Sewer Extension – Award Bid Gray & Osborne**

- Mike from Gray & Osborne informed Council that the City has been working on this project since 2017.
- Seven bids were submitted. The Engineers estimate for the project was approximately \$375,000.00. There is about \$368,000.00 grant funds available with a 13.5% match.
- P.O.W. from Pasco appears to have the lowest bid of \$293,220.00 and have met all of the qualifications, and they are not debarred. There have been no formal protests from the other bidders.
- Gray & Osborne has worked with this company before and there have not been any significant problems.
- Councilmember Tyler questioned if possibly something was missed in the bidding as P.O.W. was approximately \$25,000.00 lower than the next low bid.
- Councilmember Coleman asked if Gray & Osborne has had experience working with Advantage Dirt. Mike stated yes they did the Patrick Avenue Project.
- Mike stated that there are some unknowns with this project, the biggest one being the ground water. P.O.W. is aware of this.

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- Match is 13.5% for the City and the bid price is lower so this would mean less match money coming from the City.
- Councilmember Beard asked about the timeline. It takes about 10 days after the contracts are signed and then they will schedule a pre-construction meeting. The project should start the last week of February and last about 2 months. When the bid is formally awarded P.O.W. will submit a project timeline.
- Gray & Osborne recommended the City to award the Main Street Sewer Extension to P.O.W. Construction.

**Motion:** Councilmember Beard made a motion to award the Main Street Sewer Extension to P.O.W. Construction in the amount of \$293,220.00 second by; Councilmember Hink.  
Motion Carried: 5 yes 0 no.

**B. Consultant Agreement – First Avenue Project – Gray & Osborne**

- Mike from Gray & Osborne informed Council that WSDOT did not have any comments on the Consultant Agreement. The CEO of Gray & Osborne needs to sign this agreement and then the City will be able to sign.
- This agreement has language that is required by the Federal Government for the Grant requirements.
- The language is fairly standard it has the scope of work to be performed, the design phase and activity. This agreement covers the preliminary engineering and all bid documentation. This agreement also gets the City to the point of requesting bids.
- The agreement is for \$69,500.00. This phase is covered by the grants that the City has received.
- Councilmember Tyler inquired if there were any utilities on this street. Gray & Osborne is not aware of any and if there are they will be addressed in the Waterline Replacement Project.
- Discussion was had regarding the length of the project and the completion date.
- Mike stated that the County had requested to have this project pushed out for the construction phase to happen in 2021 due to funding. Gray & Osborne thought this would

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be best so the Waterline Replacement Project can be completed before paving begins on First Street.

- Councilmember Schuetz asked if the road would shift, Mike stated that the road will follow the current route.
- The length of the road that will be paved will go from Johnny's to the bridge.

**MOTION:** Councilmember Hink made a motion to sign the Consultant Agreement in the amount of \$69,500.00 for the First Avenue Project; second by Councilmember Coleman. Motion Carried; 5 yes 0 no.

**C. Mayor Appoint Planning Commission Members**

- Chuck Tyler submitted his application to be on the Planning Commission.
- The current members who need to be re-appointed are: Gail Johnson, Maureen Helgeson, Steve Breck, Cindy Breck, Gary Gleason and Brian Stickney.
- Mayor Camarata and Council agreed to re-appoint above listed current members to the Planning Commission.

**PAYMENT APPROVALS**

**A. January 28<sup>th</sup> Payables via EFT \$74,047.53**

**MOTION:** Councilmember Tyler made a motion to approve January 28<sup>th</sup>, 2020 Payables; second by Councilmember Hink.

Motion Carried: 5 yes 0 no.

**MAYOR'S REPORT**

- Mayor Camarata informed Council that he provided copies of the minutes and agenda for the COG meeting and the Law & Justice meeting.
- Mayor Camarata informed Council that the Planning Commission members can meet, the Civil Service Commission is starting to form and he contacted the Union to have the contract re-opened.

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**COUNCIL DISCUSSION**

- Councilmember Beard informed Council that the Downtown Associations is having a Town Hall Meeting February 22<sup>nd</sup> from 10:00 a.m. – 11:30 a.m.at the Community Hall. The City received an \$18,000 grant thru the Chamber of Commerce. This grant is semi-tourism related and they will come up with ideas for revitalization of the downtown.
- Councilmember Tyler wondered if a list of the events could be put together for people to sign up to help with these events.
- Councilmember Beard stated that the main focus of this meeting is setting up the structure of the Downtown Association and there will be a good turnout.
- Councilmember Schuetz asked Kurin about the purchase of a street sweeper. Kurin informed him that he is in contact with a dealer and has the City's name on one shortly.

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

**ADJOURN: 7:30 p.m.**

**Attest:**

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Mayor John Camarata

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Debbie Lee Clerk/Treasurer