

**City of Kittitas
Council Meeting Minutes
May 24, 2011**

Mayor Camarata called the meeting of the Kittitas City Council to order at 7:00 p.m., May 24th, 2011. Councilmembers present: Gilmour, Hink, Helland, Gay and Huber.

Staff present was Clerk/Treasurer Debbie Lee, Chief Brent Nierman, Building Inspector Michelle Geiger, WWTP Cecil Howard, and Fire Chief Roy Carbajal

Mayor Camarata led those assembled in the Flag Salute.

APPROVAL OF MINUTES

Councilmember Gay moved to approve the minutes from the May 16th, 2011 regular meeting, Councilmember Hink seconded the motion. Councilmember's Helland and Huber abstained.

ADDITIONS TO AGENDA

Councilmember Helland asked to have an executive session, he stated he didn't know how long it would take and it was regarding a public employee performance review. Councilmember Gay questioned an executive session when it wasn't on the agenda and not being prepared, Councilmember Helland says that is why Katherine was present. Councilmember Gilmour stated sometimes that is the only way to get on the agenda sometimes you can be prepared and sometimes not. Councilmember Gay stressed he wanted to be prepared to talk about what was on the agenda. Councilmember Helland and the city attorney Katherine were the only one's that new about the executive session. Councilmember Gay said he didn't want this added to the agenda but didn't care what everyone else said. Councilmember Helland saw a problem and went to the City Attorney, Katherine and she advised him what to do. Councilmember Huber stated that no action will be taken in an executive session. Councilmember Gay stated he could at least be prepared for something instead of being prepared for nothing. Councilmember Helland said it will be strictly informational; he is within his rights to call an executive session. The executive session will be before the Mayor's report, after the bills are paid.

Kruisin Kittitas will be added to the agenda under New Business.

Mayor Camarata got a quote for re-doing the motor at Benton Street it will put on the agenda for the next meeting.

Councilmember Huber moved to approve the amended agenda, Helland seconded the motion. The motion passed 4 yes Councilmember Gay opposed.

PUBLIC APPEARANCE COMMENTS

None

REPORT OF OFFICERS AND SPECIAL GUESTS

Treasurer's report – Mayor Camarata asked if there were any comments on the Treasurer's report and Councilmember Gilmour thanked City Clerk Debbie Lee for putting the report together.

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Fire Department – Chief Carbajal reported there was flooding a week ago. They are doing an after action review and they need any information from the council as to what time etc. so the fire department can correct anything that went wrong. New signs were made by Ellensburg Sign Company with new decals that were paid for by Kruisin for Kittitas Car Show. The signs have new decals that are highly reflective so no lighting is necessary. They will be placed on the south side of the building one on each corner. Councilmember Gilmour would of helped but was not aware of the flooding, maybe a calling tree should be implemented or the NIMS system. Chief Carbajal stated that the city should follow the NIMS plan; there is a class online that the department can and should take. Councilmember Huber stated that the same protocol would be used for bad weather, fires, medical calls etc. Councilmember Gilmour thanked the entire fire department for helping that night. Councilmember Hink said he thought he called the Mayor at about 10:00 pm on Friday stating there was a water problem on 2nd Street. Councilmember Gilmour stated the City has a lot of sand how come that wasn't used; Chief Carbajal stated that is for the Emergency Management System. The fire department has extra bags on hand now. Thirty six yards of sand was bagged in 1 ½ hours by people and from as far away as Roslyn. Councilmember Gilmour stated that he saw in the paper tonight District 2 has surplus listed and possibly Chief Carbajal might need something.

UNFINISHED BUSINESS

Resolution 11-005R – Building Department Fees – Mayor Camarata stated why we use 1997 code fees and not 2009, some of 2009 fees were much higher and with the financial situation of the area it was decided to only use some 2009 fees. 2009 code fees are the most current, they only update every three years the next update will be 2012. Councilmember Huber moved to adopt resolution 11-005R Building Department fees, councilmember Helland seconded the motion. The motion passed 4 yes with 1 abstention Councilmember Gilmour.

Resolution 11-006R – Construction Specifications – Mayor Camarata said there was a question regarding the Cul De Sac's the planning commission has to look at it before it goes to the council. Councilmember Gilmour would like to go to the meeting and ask them regarding the Cul de Sacs. Councilmember Hink said the minimum was fifty five and they wanted to push it to at least sixty for turn around. And also make them no parking zones. Councilmember Hink also stated the cul de sac said it couldn't be any longer than 300 feet. Councilmember Huber thought council already had this discussion. Council will table resolution 11-006R until the planning commission looks at it. Councilmember Hink made a recommendation to go to the planning commission, Councilmember Huber seconded the motion. The motion passed 5 yes 0 no to go before the planning commission.

Heating & Air Conditioning Maintenance – Mayor Camarata said we only got two bids, Treasurer/Clerk Debbie Lee stated she called Mechanical Services in Yakima and they did not show up. Councilmember Gilmour was liking the idea of a computer monitoring the building and Councilmember Gay stated it says monitor once a year. Councilmember Hink didn't understand the monitoring part but the computer program to do that is \$2800.00. Councilmember Huber made a motion to award the bid to Brad & Burke, councilmember Helland seconded the motion. The motion passed 4 yes one abstention Councilmember Gilmour. Fire Chief Carbajal wondered if there was a breakdown for each department. Councilmember Huber said we would figure it out.

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Job Description – Mayor Camarata corrected the wage amount to \$2457.91 not \$3457.91 according to the union contract book. Councilmember Helland has a problem with the title the City is calling them Heavy Equipment operator/laborer he feels more comfortable calling them Street Department/ Utility Worker. Councilmember Gay said the only problem with using the wording Street Department we have the worker doing a lot of different things 1/3 from water and 1/3 sewer. Councilmember Huber suggested Public Works/Utility Worker. Councilmember Huber wanted to know what was not in the new job description from the old job description to decrease the wage, Councilmember Helland stated supervision, time on the job, water certification, The person does not have to have the ability to read blue prints, does not have to be certified to read meters. Councilmember Hink asked about shoring certification. Councilmember Huber asked if this job was progressing quarterly and Mayor Camarata stated yearly. Councilmember Huber said we need to be ready to adjust the wage when the person starts. Mayor Camarata said we have two people who are certified for shoring himself and Cecil Howard WWTP. Councilmember Helland wants to find out if WWTP employee Brenda Bach is a flagger. Councilmember Gay wants a few minor changes. These are the changes to some sentences: This position also performs the maintenance (cross out the word the). This position also runs the (cross out runs the and put operates). Knowledge of use (cross out of use) and ability (cross out ability and put skill) and other safety issues (cross out and put functions in a safe manner). City Attorney Katherine said to e-mail her a copy of the job description and she will attach the correct verbiage to that. Councilmember Hink was questioning if you needed a CDL, WWTP Cecil Howard says you need to license the new employee for Class A. Councilmember Helland was asking about the CPR and Councilmen Huber said she believed that is was the City's responsibility to train the employee. Councilmember Helland was asking about the asbestos pipe, the City only has one pipe and so that is not a concern. Councilmember Huber asked Mayor Camarata to make the changes then forward to the City Attorney Katherine to add the verbiage for ADA and all legal things that go with that so we are compliant.

Official Newspaper bid – City Attorney Katherine said we have to have an official newspaper to publish the entire city's legal stuff and advertise. It is an annual thing. The City Attorney suggests a local paper that reaches most of the tax payer base. Councilmember Gilmour asked if they bid on it and The City Attorney Katherine said they will actually send you bids. Councilmember Gay made a motion for us to put a resolution together. The motion passed 5 yes 0 no.

Kruisin Kittitas Car Show – Brenda McPherson feels it is necessary to come to the council and ask for their blessing. When the city agrees to sponsor the car show it covers the insurance. Brenda has pre-approval from the City of Kittitas insurance Company. This is the 10th year. The Police department provides crowd control. The Fire department is on standby in case of an emergency. Ecology blocks have been lined up for crowd safety, and they use the city backhoe and a city worker to run the backhoe. Councilmember Huber said the street worker was paid. The Show is August 13th. A map is attached for street closures; the parade is the same route. Main Street is blocked off during the event. Brenda McPherson would like to be notified of any street changes ahead of time. Councilmember Gay asked if there was anything different. Councilmember Gilmour was concerned about handicap accessible from the sidewalk to view the cars; Councilmember Gilmour said he would build a ramp. Brenda McPherson stated the extra funds from the car show bought the decals for the sign, they were going to paint the Fire Department but that does not need to be done now. She also mentioned the truck that Ed West made was to raise donations for improvements to the Community. Councilmember Huber motioned to approve the Car Show; Councilmember Gay wanted the motion to be contingent on double checking with the insurance company since the last time it was verified was 2008. Agreeing with this the

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Motion carries 5 yes 0 no.

PAYMENT APPROVALS

May 2011 Bills – \$32,224.94 Councilmember Huber made a motion to approve May’s bills, Councilmember question as to why we were paying the City Planner so much money, he doesn’t understand. Councilmember Gilmour would like to find someone local to sit face to face with. Mayor Camarata said we could hire a new Hink seconded the motion. The bills were approved 5 yes 0 no. Councilmember Gilmour stated he had a planner at the 1st of the year, Councilmember Huber stated that would not be a good thing to do while in the middle of the UGA litigation. Councilmember Gilmour wanted to know what was happening with the UGA litigation and the City Attorney Katherine stated she could tell the council about that during the executive session.

EXECUTIVE SESSION

Mayor Camarata asked how long for the executive session and Councilmember Helland said one half hour. Executive session will start at 7:55 p.m. and end and 8:25 p.m. Mayor Camarata stated no decisions were made during the executive session. Executive session convened to discuss:

- 1) Litigation 42.30.110 (1) (i) – per attorney
- 2) Receive and evaluate complaint or charges brought against a public officer or employee 42.30.110 (1) (f)

MAYORS REPORT

City Hall Parking Lot – started to be torn up and prepared for paving.

Main Street Sidewalks – starting to go to bid Mayor Camarata has a meeting Thursday with Gray & Osborne regarding the lighting.

Community Garden – Four plots now in the garden; there is a water leak at this time at Palmero Park

Sand bags – Saturday Buck and the Volunteer fire fighter’s picked up the sand bags.

Fire Station Generator – is operational and 5 K has completed their portion of the project. Wray plumbing has completed their portion of the project. Vance Heating is completing their portion of the project.

Tri-ply – has a long punch list of things to be completed

Landscaping – looking for a plan to complete the landscaping possibly a 4-H group. Councilmember Helland said if nobody else will do it he will.

Habitat for Humanity – They had a dedication for their house on Spokane Street on Sunday. Mayor Camarata attended. Kittitas Hardware, City of Kittitas and Kittitas Police Department was mentioned in their ad for helping.

COUNCIL DISCUSSION

Fence around generator – Councilmember Hink wondered when the fence was going to be put back.

Dedication Committee – Councilmember Huber stated people were distracted for a while they wanted to know the status on the parking lot and landscaping, she was wondering if there was money in the budget for plants. Councilmember Huber and Mayor Camarata will discuss this later. Councilmember Gilmour and Councilmember Helland are concerned about getting water under the sidewalk for irrigation sprinklers.

Personnel Policy-

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Letter to School – Councilmember Gilmour took the letter up to the school and everyone appreciated the thank you they showed the letter to the School Board.

Street Cleaning – Councilmember Gilmour wants to wash the streets by possibly fixing the fire truck; if it was fixed they could wash the gravel to the side. Mayor Camarata said S & S looked at it and it was quite high and not in the budget. Mayor Camarata said it needs a new pump. Councilmember Helland said we need to see how much it costs to rent a water truck, Councilmember Gilmour talked to Terry Clark and he would charge about \$1,000.00 Cecil Howard at the WWTP said Operational Engineers would wash the streets and they would have to coordinate with the City of Ellensburg to sweep.

ADJOURN

The meeting adjourned at 8:35 p.m.

Attest: Mayor Camarata

Clerk/Treasurer
