

**City of Kittitas
Council Meeting Minutes
November 8, 2011**

Mayor Tony Helland called the meeting of the Kittitas City Council to order at 7:00 p.m., November 8, 2011. Councilmember's present was Jerry Gilmour, Rick Hink, Jeff Gay, and Linda Huber. Teresa McCollum-Jacobson absent

Staff present was Clerk/Treasurer Debbie Lee; Utility Worker Bryan Nash.

Mayor Tony Helland led those assembled in the Flag Salute.

APPROVAL OF MINUTES

MOTION: To approve the minutes from October 25, 2011.
Motion by: Councilmember Gay; seconded by Councilmember Hink.
Motion Carried: 4 yes, 0 no.

APPROVAL OF AGENDA

MOTION: To approve the agenda as presented.
Motion by Councilmember Huber; seconded by Councilmember Hink
Motion Carried: 4 yes, 0 no.

MOTION: To excuse Teresa McCollum due to illness.
Motion by Councilmember Hink; seconded by Councilmember Gilmour.
Motion Carried: 4 yes, 0 no.

PUBLIC APPEARANCE COMMENTS

No public comments.

REPORTS OF OFFICERS AND SPECIAL GUESTS

Library: Becky Bosch reported that Library staff Lynette Johnson has started work. Weekend usage dropping a bit but weekdays may be better so we will be looking at hours that work best for the public. DVD and movie rentals are strong.

Treasurer Report: See attachment #3

Streets Report: Brian Nash and Mayor Helland will be attending flagger school on November 14, 2011.

**City of Kittitas
Council Meeting Minutes
November 8, 2011**

UNFINISHED BUSINESS

- A. **Puget Sound Energy Easements:** An **easement** on Clerf Road by the water tower 75 square foot is what the need for the easement and offering us \$500. In the alley behind City Hall the easement offer is \$1,451. This easement in the alley is six inches more due to the size of the pole. Councilmember Huber indicated that they sent her papers offering her more money for 600 square feet. She will get the paperwork to the City.
- B. **Street Lights:** Discussing street lights for Main Street with Brian Lenz of PSE. There are grants available but we would need to find them ourselves or loans available for 0% down to what ever we want to put down. The cost could be in the range of \$60,000. Perhaps we could approach businesses or families in the area to “adopt” a street light with their plaque on the light post. Councilmember Huber asked if PSE pays property taxes on their yard in Kittitas. Councilmember Huber indicated that George Botcher, who owns property on Main Street, is about to retire from Ellensburg City Council. He did a bunch of research on lighting at one point. Perhaps he would work on this issue with us.
- C. **Budget Report:** 2012 Proposed Budget Changes are included in the packet. Councilmember Gilmour indicated that we will short of money and have to watch that budget pretty close. Councilmember Huber suggested that we should review the 2012 Budget to after the payment approvals. Councilmember Gay indicated that in the future we should withhold payments until the grant money comes in. Discussion indicated that the contractors were told that there would be a delay in payments pending arrival of grant monies. Also see Note #2 from Treasurer/Clerk Debbie Lee.

Discussion regarding the assistant clerk’s hours should stay at 16 hours a week. In the beginning she was asked to work more hours due to collection of accounts and we are still under hours allocated for that position.

Councilmember Gilmour asked about the \$10,000 we are due from Puget Sound Energy.

Landscaping and irrigation bid is lower than anticipated.

Further Discussion on 2012 Budget:

- Regarding Property Tax Revenue: Proposal \$137,000. We need more info here and Debbie will forward to the council members.
- Sales & Use Tax: could be lighter in an election year: \$65,000?
- Local Criminal Justice Fund: check on this amount again.
- Telephone Taxes—make sure this is the 10 month received compare to five

**City of Kittitas
Council Meeting Minutes
November 8, 2011**

year plan.

- Electricity Taxes – 10 months?
- B & O Taxes – look at the five year and do an average on the five year
- Business Licenses – do a five year average
- Yard Waste Income – fluctuates; purchased a heavy duty lock box due to break in.
- Cable Franchise Fee – does this come in quarterly?
- PUD Franchise – does this come in quarterly?
- Building Permits – \$10,000 would be good amount to budget.
- Developer Fees - 0
- Dog Licenses – did not come close to \$4,000 as budgeted. We are putting the dog licenses, business licenses and water, sewer hookup prices on the website. Notices to renew business licenses good idea too.
- SCRC Dept of Commerce – this is a grant and this is what is left.
- City Assistance Money – usually you will get an email about 60/50 money (legislative)
- Criminal Just High Crime & Pop –
- DUI Cities – cost recovery
- Liquor – depends on the election.
- PSE - natural gas tax (is this in with the electricity)
- There is a question about Page 18 on Document #2 the YTD figure of \$8,999.66 when only \$2,200.00 was budgeted for line item “Water Distribution Facility Power” Also page 22 of the 2012 Proposed Budget corresponds to this item. Need to recheck what caused this overage. (A spread sheet should be made for all city buildings for utilities, to find where these overages are coming from.)
- Admin salaries are all normal.
- Advertising & Election Fees were reviewed. Those numbers look good (Page 3)
- 598 12 50 on page 4 Court Interlocal Agreement – Look at the commissioners page on their web. We should be able to reduce that fee.
- 514 Audit Costs was divided up
- Postage, paper and toner costs used should be charged to the individual department budgets. The council agreed that a third of expenses should be charged to water and sewer.
- Under Finance what are the professional services we pay for. Attorney fees are separate under 515 Legal Services.
- Copy of benefits in 514 Finance at next budget meeting.
- Fuel – was fuel increased on any department? Most likely the police and city would have an increase in fuel expense.
- Invite all department heads to next budget meeting to explain their

**City of Kittitas
Council Meeting Minutes
November 8, 2011**

proposed budget. Several questions that a department head can help with explanations.

- 523, 525, 528 - Jail Costs. We paid a quarterly contract. Brent can also address the jail and Kittcom contract.
- 525 Emergency Services \$ amount if available from Councilmember Huber.
- Next budget meeting will cover department by department, copy of benefits, and revenue items. Meeting will be 6:30 pm, November 15, 2011.

NEW BUSINESS

- A. Property Tax Levy Certification/Ordinance 2012 #4:** This is a report that needs to be done yearly and if not done, we lose out. A discussion followed about what this levy is about. It is to keep up with inflation. There is a ceiling of amount that you must put in the report. Treasurer Lee has emailed Marsha Weyand for best information.

PUBLIC HEARING: Property Tax Levy Certification/Ordinance 2012 Public Hearing was opened at 7:27 pm on November 8, 2011 by Mayor Helland. Request for Comment: None. Closed Public Hearing at 7:28 pm on November 8, 2011.

MOTION: To approve Ordinance No.11-014, 2012 Municipal Tax Levy. Motion by Councilmember Huber; seconded by Councilmember Gay. Motion Carried: 4 yes; 0 no.

- B. Progress Estimate #2 & #3 Gray & Osborne #5:**

MOTION: Approve #2 payment upon receipt of funds from TIB and COG. Motion by Councilmember Gay; seconded by Councilmember Hink. Motion Carried: 4 yes, 0 no.

MOTION: Approve #3 payment upon receipt of funds from TIB and COG. Motion by Councilmember Gay; seconded by Councilmember Hink. Motion Carried: 4 yes, 0 no.

- C. Christmas Party – Fire Department/Garden-Parks/Library – December 17, 2011.** Val Bosch reported that it would be a spaghetti or chili feed. Asking for the use of the Community Hall on the 17th and the night before to decorate. We are asking for a can and food donation or money donation box. There will be a Santa Clause driving around in the fire truck. This will be a community party. They will have meeting after approval of event.

**City of Kittitas
Council Meeting Minutes
November 8, 2011**

MOTION: Motion to allow use of the Community Hall for Community Party.
Motion by Councilmember Gilmour; seconded by Councilmember Huber.

Motion Carried: 4 yes 0 no

PAYMENT APPROVAL

A. November 8, 2011 Bills: \$17,870.40 #7 - Discussion by Councilmember Huber asked if the grant money was received to make this payment request to Belsaas & Smith. Answer: Yes.

MOTION: Move to pay November 8, 2011, bills #7 in the amount of \$17,870.40.
Motion by Councilmember Huber; seconded by Councilmember Hink
Motion Carried: 4 yes, 0 no.

B. October Payroll/November mid/month draws - \$50,322.22 #8

MOTION: Motion to pay October Payroll/November mid/month draws - \$50,322.22.
Motion by Councilmember Gay; seconded by Councilmember Hink.
Motion Carried: 4 yes; 0 no.

C. Voided Check #7792 wrote for the wrong amount #9. Council agreed that this was informational.

MAYOR'S REPORT

- Exit 115 Mini Mart's liquor license is up for renewal. They are asking if we have any objections.

MOTION: Motion to approve the request to renew their liquor license for Exit 115 Mini Mart.
Motion by Councilmember Huber; seconded by Gilmour.
Motion Carried: 4 yes, 0 no.

- Letter to Governor Gregoire was sent regarding budgetary considerations.
- Teamsters have sent letter of November 4, 2011 to reopen the current Agreement for the purpose of modification contract for health and welfare increases per article 17.1. This is a normal request per the council members. Mayor is asking if we should all meet with them or a special committee. It was suggested that the Mayor talk to Wayne Johnson of Local 760 and the Council will deliberate.
- Mayor Helland requested of the Council to attend a class on How to Communicate with Tact and Professionalism, in Yakima. Approved by Council. He will be driving back and forth.

**City of Kittitas
Council Meeting Minutes
November 8, 2011**

COUNCIL DISCUSSION

- Councilmember Gay got a notice from the AP that the liquor privatization is approved.
- Councilmember Gilmour is concerned about the letter from the Planner who is all geared up to write up more stuff on UGA and charge us a bunch more money. We need to make sure that our attorney and planner are involved next time protecting our interests.
- Discussion of building permits and if stop work permits are in order if those permits are not purchased prior to work being performed.

Adjourn at 8:53 pm

Attest:

Mayor Helland

Clerk/Treasurer Debbie Lee