

City of Kittitas
Special Council Meeting Minutes
November 15, 2011

Mayor Tony Helland called the Kittitas City Council Special meeting to order at 6:30 p.m., November 15, 2011. Councilmember's present was Jerry Gilmour, Rick Hink, Jeff Gay, Linda Huber and Teresa McCollum.

Staff present was Clerk/Treasurer Debbie Lee, Brenda Bach from WWTP.

Mayor Tony Helland led those assembled in the Flag Salute.

Union – Health Insurance – Wayne Johnson will be here on November 22, 2011 at the regular council meeting.

Benton Street Lift Station – Continues to give the City problems and a whole unit will have to be replaced because it was too small when it was originally put in. Mayor Helland talked to Nancy Morton and asked her to look back into the problem and asked for a current estimate. We need to have Gray & Osborne come in a look at the situation. We may have to have an easement. USDA has asked us to research graduating our loans with them to private institutions. We have \$871,807 in loans with USDA: two loans at 3.25% and a smaller loan of \$141,000 (Fine Screen) at 4.375%. If we refinance the \$141,000, we could probably get it at 3% if we were refinanced with a partial grant and loan from USDA for the lift station. We qualify for a 45% grant and 55% loan.

Approval of release of Retainers City Hall –

- a. Meyer's Roofing - \$4,085.36
- b. Wray Plumbing - \$5,778.88
- c. Five K Electrical - \$6,041.45
- d. Rubenstein's Carpet - \$1,385.95
- e. Vance Heating - \$4,719.20
- f. Tri-Ply – Need to check with Cal on actual figure

Discussion regarding Five K Electrical, their obligation to the Department of Revenue and the City's position; need to meet with City Attorney regarding warranty on work performed, lien, etc.. Discussion regarding Tri-Ply's debt to the city vs. what the City owes Tri-Ply. It was suggested that a meeting be set up with Tri-Ply, City and Cal to exchange checks.

MOTION: To approve the release of Retainage for all of the subcontractors with the exception that for Five K Electrical a conversation takes place between the Mayor, the City Clerk and the City Attorney to make sure that the City of Kittitas is on tract; also with the exception of Tri-Ply that a meeting between the Mayor, City Attorney and Tri-Ply that the City gets our payoff from Tri-Ply and then we can release their retainer.

MOTION made by Councilmember Huber; seconded by Councilmember Hink.

Motion Carried: 5 yes; 0 no.

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2012 Budget Discussions – Mayor Helland announced that Former City Clerk, Robin Newcomb, was in attendance to assist in explaining budget items that the Council needs assistance. It was discussed that the Council was going to begin discussion on Revenues that City Clerk Debbie Lee was going to find out for us.

- Mayor Helland asked Robin if the City gets any tax on the gas or is that rolled in with PSE's electrical tax. It goes to the electrical tax and a printout is furnished.
- 311-10-00-00: Discussed that an ordinance was passed to increase the property tax by 1%. \$137,000 shows up-should we bump this up due to new construction which will not show up until April: \$143,000 to \$145,000.
- Discussion regarding Liquor Tax legislation will we be getting more money or less money. We will still get Liquor Excise Tax. Any monies coming from the State could potentially get cut in the State budget.
- Local Criminal Justice Fund discussion comes monthly (approximately \$1400 to \$1900 per month has been coming in). We have two months left in the year.
- Telephone tax comes monthly with two months left. \$30,000 is a little high. Could be \$29,000 or \$28,000.
- Electricity Tax – have all four quarters have been collected? Robin said to make that number \$43,000.
- Solid Waste Tax – Budget too low because actual if \$2,162.97 and only budgeted \$750. Make that \$2,100.00.
- B&O Utility Tax on Water & Sewer. Do the math on this – divide 10.5 x 12 = estimate.
- Sales & Use Tax – could be a little higher or it could be a little lower – keep it the way it is now.
- Yard Waste Income – OK
- Cable Fran Fee – Comes annually and we estimated it a little high. – could bring it down to \$6,500.
- PUD Franchise – Comes quarterly. Make this \$17,000.
- Building Permits – change to \$10,000 for next year.
- Dog Licenses – Change to \$2,900 or \$3,200.
- SCRC Dept of Commerce/PW Board – OK
- EMS Grant – Change to \$1,500. Comes from the State.
- City Assistance – Est. from state: 60/50
- Crim Jus Pop – OK
- Crim Just Special Programs – OK
- DUI-Cities – OK
- Liquor Profits – may be less – Robin: will get through June
- ARRA USDA RD Loan City Hall - \$40,000 OK
- 361 11 00 01: Investment Interest – 4 CD's check when they came due.
- Sales Interest Ce: Interest collection by court.
- Community Hall Rent – change to \$1,500.

- Water Tower/antenna Lease – They need to be called by Debbie because they will let it go if

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they aren't called. Looks like they haven't paid all of what they owe.

- Park Maintenance Agreement – OK
- NSF Fee – OK
- State Building Fee – in/out - OK
- Need at the next meeting a printout of all full-time employees and where they are on the pay scale.
- Don't have the new L&I rates or retirement rates; medical is going up quite a bit.
- Discussion on (Tape 1 side 2) water and sewer fund. Street doing more water (sewer). 14% Street; 42% water and 42% sewer, or on every payroll actual hours on every physical job. Do a spread sheet on hours worked. Time card would reflect percentages on each.
- Roy reported on 521 – Telephone/dsl/computer Support – change \$2,460 to \$3,100.
- 522 10 46 00 Insurance –change \$5,517 to \$6,180.
- Chief Salary - \$10,000 to \$8,600.
- Councilmember Huber suggested that you have a “replacement” fund for equipment like \$4,000 or something because some of the equipment needs to be replaced every three or four years. For example, in 2012 three of the bottles will need to be replaced.
- EMS Grant Expense was discussed. (522 20 35 00)
- Discussion about Streets (page 10): Brian reported.
- Safety Equipment – we have lighted barricades but they do not work at this point. Don't have the proper reflective traffic cones.
- Arterial Street Repair – lower from \$4,600 to \$3,000.
- Signs – change to \$700.
- Fuel should be tracked per street/water/sewer. Need to figure how to do that split efficiently.
- Equipment and Small Tools - \$1,000 to \$1,600.
- Professional Services – check the detail of what we paid out of professional services in 2011. Clerk will check on what the \$1311.65.
- Repair & Maintenance – Change \$4,000 to \$9,000 because of drum of oil, sweeper brushes, and grader tires expenses.
- Discussion on Storage/Maint Bldg. – Research will be done.
- Budget short for 2012 and does not include second worker or maintenance building.

Adjourn at 9 pm

Attest:

Mayor Helland

Clerk/Treasurer Debbie Lee