

**City of Kittitas
Council Meeting Minutes
November 22, 2011**

Mayor Tony Helland called the meeting of the Kittitas City Council to order at 7:00 p.m., November 22, 2011. Councilmember's present was Jerry Gilmour, Rick Hink, Linda Huber and Teresa McCollum, Jeff Gay (absent),

Staff present was Clerk/Treasurer Debbie Lee; Brenda Bach – WWTP; Roy Carbajal – Fire Chief.

Mayor Tony Helland led those assembled in the Flag Salute.

APPROVAL OF MINUTES

MOTION: To approve the minutes from November 8, 2011.

Motion by: Councilmember Gilmour; seconded by Councilmember Hink.

Motion Carried: 4 yes, 0 no.

AMENDMENT TO AND APPROVAL OF AGENDA

Mayor Helland suggested additions and changes to the agenda:

Remove from agenda: #7 New Business: Wayne Johnson will not be able to attend tonight.

Add to agenda under: #5 Report of Officers and Special Guests: Jeff Stevens - Executive Session, re: Gray & Osborne to talk about water and lift-stations.

Remove from agenda: #6 A. PSE Easements due to them have not responded yet to our contact

MOTION: To approve the amended agenda.

Motion by Councilmember Huber; seconded by Councilmember Hink

Motion Carried: 4 yes; 0 no

MOTION: To approve the November 22, 2011, agenda as amended.

Motion by Councilmember Huber; seconded by Councilmember Hink

Motion Carried: 4 yes, 0 no.

PUBLIC APPEARANCE COMMENTS

Val Bosch reported that the Christmas party is going together good. We are waiting to hear about the lights from PSE. The party is December 17th from 4-7pm.

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REPORTS OF OFFICERS AND SPECIAL GUESTS

- A. No staff reports.
- B. Executive Session re: Jeff Stevens, Gray & Osborne Lift Station: Time in 7:06 pm to 7:24 pm.
Back in regular session at 7:24 p.m.
- C. Regular Session: Jeff Stevens talked about the Benton Street Lift Station by Gray & Osborne. This was built before they came to work for the City of Kittitas. What has been asked if it is possible to use gravity flow from lift station rather than forced. If gravity flow was an option it probably would have been done that way at the time of being built, but it is worth looking at. Lift station would be proposed at Cooke Creek Estates. Lift station in the future would be around \$200,000 to \$300,000. The questions is can you do by gravity or a new lift station. They will summarize all this in a report. Gray and Osborne will be at the next council meeting on December 13, 2011.

UNFINISHED BUSINESS

- A. **Budget Report:** 2012 Proposed Budget Changes (dated: 11/22/2011) are included in the packet.
Further Discussion on 2012 Budget:
- 523 & 525: Question about new and old jail contract. Need copies. Need for both Kittcom and Jail. We need to get numbers from Kittcom (Darlene) as they should have our new numbers for our budget.
 - 522: prisoner care doubles from 12,423.00 to 21,549.00. Need to see the contract. Appears to be too much money when we don't have our own court here in Kittitas to recoup the costs. The county gets those funds. The difference between revenues and expenditures without the increase in the jail and Kittcom costs is \$88,000 short.
 - 522: Vehicle Replacement discussion.
 - Try emailing the state person about the liquor number again and do the 60 percent of the profit money. If all four quarters are here 60 percent of that \$7,000.
 - Each department should take out the capital expenditures (vehicles), set them aside for now and see if you have 15 percent to cut in anything else without delaying maintenance on equipment that keeps either workers or the public safe. Have to make the wages in each department fit the employees that are in the budget.
 - Budget has to be completed and in their office by December 31, 2011.
 - Debbie will need to advertise the budget meeting on December 8, 2011 at 6:30 p.m.
 - Budget will be adopted on December 13, 2011 at the regular meeting.
 - Department's deadline to have their budgets to Debbie is two days before Dec 8.
 - Huber: Would like to see an adjustment for this year to give current expense back more money back from water and sewer that is actually what the guys' wages have been.

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NEW BUSINESS

A. Robin Newcomb has asked the city to write a letter of support for her daughter, Rachel Newcomb, indicating her work that she performed for the City of Kittitas over a five year period where she helped with the preparation of the annual dog and business license mailing and also with supplying CWU's legal department head with a mailing on the 3/10's sales tax survey. She is applying for a AWC Center for Quality Communities Scholarship and each city can nominate an applicant for the award.

MOTION: That the City of Kittitas will support Rachel Newcomb in her quest for this scholarship.

Motion by Councilmember Hink; seconded by Councilmember Huber.

Motion Carried: 4 yes; 0 no.

PAYMENT APPROVALS

A. November 22, 2011 Bills: \$80,562.85 (#4) - Discussion by Councilmember Huber was the grant money received to make this payment on the portion covered by grants. Answer: Yes.

MOTION: Move to pay November 22, 2011, bills in the amount of \$80,562.85.

Motion by Councilmember Huber; seconded by Councilmember Hink

Motion Carried: 4 yes, 0 no.

MAYOR'S REPORT

- Mayor Helland reported that there is a Quadco Meeting coming up and Utility Worker, Brian Nash will be attending because Helland will be attending a "How to Communicate..." class.
- A handout from Kittitas County's Growth Management Act Compliance Project of October 13, 2011 was given to the Council Members.
- Helland passed out two different Personnel Policies for the Council to review.
- PSE is giving the City of Kittitas ten conference room chairs for the table in the meeting rooms.

COUNCIL DISCUSSION

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Adjourn at 8:36pm

Attest:

Mayor Helland

Clerk/Treasurer Debbie Lee