

**City of Kittitas
Council Meeting Minutes
September 11, 2012**

Mayor Tony Helland called the meeting of the Kittitas City Council to order at 7:00 p.m., September 11, 2012. Council members present were Jerry Gilmour, Rick Hink, Todd Veness, Linda Huber, and Pat Cort.

Staff present was Clerk/Treasurer Debbie Lee; Chris Taylor, Police Department; Brian Nash, Public Works.

Mayor Helland led those assembled in the Flag Salute.

APPROVAL OF MINUTES

MOTION: Motion to approve the minutes of August 28, 2012.
Motion by Councilmember Huber; seconded by Councilmember Hink.
Motion Carried: 5 yes; 0 no,

ADDITIONS TO AND APPROVAL OF AGENDA

MOTION: Motion to approve agenda as presented.
Motion by Councilmember Huber; seconded by Councilmember Hink.
Motion Carried: 5 yes; 0 no.

PUBLIC APPEARANCE COMMENTS

- None

REPORTS OF OFFICERS AND SPECIAL GUESTS

A. Staff Reports:

- **Library** – Quarterly report presented. They are still looking for volunteers and board members for the library. The VHS tapes were culled and they need shelf space.

MOTION: Move to accept the VHS & Surplus Books list as presented from the Library.
Motion by Councilmember Hink; seconded by Councilmember Gilmour.
Motion Carried: 5 yes; 0 no.

- Brian Nash of Public Works presented a letter of September 5, 2012 re: Kittitas County Region STP Regional Federal Funds FFY 2012. This letter states that the City of Kittitas has been selected to receive FFY 2012 STP Regional federal funds for the following project: \$233,444.50 for the City of Kittitas' Patrick Avenue Improvement's project (Spokane Street to the westerly limits of Kittitas). This is one-half of what we wanted and we will get the other half next year. We will fill out a grant with TIB for matching funds. This project will widen from the west city limits left turn lane coming from Ellensburg to match the Kittitas Highway.

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- Brian Nash, Public Works, reported that he talked to Jeff Stevens about the rehab of the secondary well. He indicated that we are right on track with this project. Need to do a 24 hour test on the well. Looking to can do this maintenance: Mid State and Ackland do not do this and Formost of Yakima has not responded to our email as yet. This maintenance is to see if the well can produce what it is rated to do. Department of Health sent us what tests to perform on the well. Regarding the well at the old Railroad, the DOH indicated that if it can not be activated, it needs to be sealed.
- Brian Nash also reported on the street sander that is needed. He has approximately \$2200 left in the account from the surplus and PSE Alley. He found a street sander that is lightly used for \$1540 (new they run \$3041). The person will deliver it from Spokane. He has pictures of the sander and box.

MOTION: Motion to purchase the used street sander and box.
Motion by Councilmember Huber; seconded by Councilmember Hink.
Motion Carried: 5 yes; 0 no.

- Brian Nash has a copy of the six-year water plan which is up for renewal next year. Discussion about the valve issue as we don't know where they are and for example they recently had to turn off 12 valves to isolate a water issue where it should have only taken four valves to shut down the water. A plan needs to be put on a schematic map of the valves. Brian was directed to put this together. It was suggested that at budget time the city needs to look at costs to find all old pipe in the city infrastructure.

B. **Budget Report #2** – dated 9/6/2012 was presented to the Council. Discussion about how the City Was this month with a large City Insurance bill. Councilmember Huber suggested that we get Permission to pay this on a quarterly payment plan from Canfield.

C. **Treasurer's Report #3** – dated 09/06/2012 was presented by Clerk/Treasurer Lee.

UNFINISHED BUSINESS

- A. **Business & Occupation Licenses Chapter 5.04 - #4** - Discussion of this Licensing policy by the City Council followed. The Council asked Clerk/Treasurer Debbie Lee to check into what other cities do.

MOTION: To table the Business License issue.
Motion by Councilmember Huber; seconded by Councilmember Cort.
Motion Carried: 5 yes; 0 no.

NEW BUSINESS

None

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PAYMENT APPROVALS

- A. **September 11, 2012, payables \$60,454.28 #5** Discussion to have Debbie Lee call to see if they will accept quarterly payment of the City Insurance.

MOTION: Move to pay September 11, 2012, Payables in the amount of \$60,454.28 #5.
Motion made by Councilmember Hink; seconded by Councilmember Huber.
Motion Carried: 5 yes; 0 no.

- B. August Payroll/September Mid-Month Draw \$41,460.95 #6

MOTION: Move to pay August Payroll/September Mid-Month Draw \$41,460.95 #6.
Motion made by Councilmember Hink; seconded by Councilmember Cort.
Motion Carried: 5 yes; 0 no.

MAYOR'S REPORT

- Mayor Helland reported that Coy Lovel at KC Diner wanted to apply for a beer and wine permit.
- Mayor Helland indicated that Dave Johnson & Jennifer want to open the Time Out again. They will be applying for a liquor license to use with food sales.
- September 12, 2012 at 6:00 pm at the Community Hall they will be holding a vigil for Cody Haynes. Pat Cort will be present representing the City.
- Reported on a couple of grants that we are working on. A Parks grant for toy equipment, materials for the picnic area, a basketball hoop. This grant is for \$19,999. Councilmember Cort is working on this grant.
- Mayor Helland reported on a CERB Grant on the sewer from the railroad tracks down to the freeway. Support from business owners was great.
- Mayor Helland is working with the City Attorney on a resolution for an ET agreement and UGA. There will be a joint meeting with Jerry Litt at the end of the month. Jerry will be at the next City Council Meeting to explain what he is doing and his plan will be sent to the board in November.
- The City Attorney is writing a letter about the missing pump.
- Waste Water Treatment Plant Trainee position will be posted at Work Source website, the State of Washington website and on our reader board. This position closes September 27, 2012. Applicants need to pick up application and turn it in to the Kittitas City Hall.
- Mayor Helland gave the council FYI on FEMA Project Status Report, August 2012.

COUNCIL DISCUSSION

- Councilmember Gilmour asked if we could please get this Personnel Policy wrapped up. He has his ready for all to review.
- Question about the Canal Cascade Irrigation is not the City's responsibility. Cascade Irrigation handles the problem.

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Adjourn at 8:21pm

Attest:

Mayor Helland

Debbie Lee, Clerk/Treasurer