

**City of Kittitas
Council Meeting Minutes
September 25, 2012**

Mayor Tony Helland called the meeting of the Kittitas City Council to order at 7:00 p.m., September 25, 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; Brenda Bach, Waste Water Treatment Plant.

Mayor Helland led those assembled in the Flag Salute.

APPROVAL OF MINUTES

MOTION: Motion to approve the minutes of September 11, 2012.
Motion by Councilmember Gilmour; seconded by Councilmember Hink.
Motion Carried: 5 yes; 0 no,

ADDITIONS TO AND APPROVAL OF AGENDA

Councilmember Huber moved that Budget Projection/Review which is listed in the agenda under 5. Report of Officers and Special Guests, be moved to Council Discussion: Budget Projection/Review #2.

MOTION: Motion to approve the agenda as amended.
Motion by Councilmember Huber; seconded by Councilmember Cort.
Motion Carried: 5 yes; 0 no.

PUBLIC APPEARANCE COMMENTS

- None

REPORTS OF OFFICERS AND SPECIAL GUESTS

A. Staff Reports:

- **Library** – Marylou Gilmour representing the Library reported that the Library would like as much funding this year as they received last year and the budget request has to be to the County by October 16, 2012 (which is before the City's budget time-line). There will be carry over funds. Also the typewriter needs to be replaced and will try to purchase one by the end of the year. Also, they have been without their fifth board member. Colleen Hudson has volunteered to be on the Library Board and they are requesting approval of Ms. Hudson being placed on the Library Board.

MOTION: Move to place Colleen Hudson as the fifth member of the Library Board.
Motion made by Councilmember Gilmour; seconded by Councilmember Huber
Motion Carried: 5 yes; 0 no.

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- Brian Nash of Public Works, handed out a memo of three bids on the secondary well pump test. Bid #1 Midstate Irrigation came back that they do not have equipment to perform the test per Kelly; Bid #2 from Aklund pump and irrigation has not kept everything active and up to date for testing per Curt; and Bid # 3 was from Foremost Pump (attached) in the amount of \$10,929.60. This was emailed to Jeff Stevens who is on vacation. Mayor Helland indicated that it was a little expensive but it has to be done or we will loose the well. Council discussion is that further information is needed as to what the well is doing now, etc. There will be an update next meeting and Brian will talk to Jeff Stevens and Gray & Osborne. Discussion about looking for the valves and map the city section by section for where valves are located. This will be a priority for Public Works in mapping valves.
- Brenda Bach, Waste Water Treatment Plant, reported that the she was told that they could no longer get parts for the old chlorinator. The \$2,100 quote is for the same unit to replace that is in the secondary well (water tower). Council asked what the life expectancy was of that unit and is it obsolete? Bach also reported that they have taken down to clean Tank 1, at the sewer plant and it is up and running. It was in worse shape than Tank 2, as there were nine out of 12 valves plugged with rags; and a lot more sand in Tank 2 than Tank 1, which was also taken cleaned. Running much more efficient. Mayor Helland indicated that Brenda has cleaned two tanks in this year.
- Pat Cort, Parks and Gardens, reported that CERB grant was awarded to the City in the amount of \$18,000 for the Park, Library and Community Center. We will be able to put in some playground equipment, covered picnic area. Support came from Hardware store, Mama T's, VFW, Grocery Store all submitted letters of support. This project needs to be started by December 1, 2012. Mayor Helland said we are looking for volunteers to assist. Pat Cort will be getting some meetings started and letters out to 4-H, churches, businesses, etc. to get the whole community together to help. Big work days will be next spring. Councilmember Huber has agreed to help Councilmember Cort with the project of rallying the community. Cort and Huber will have a report at the next council meeting.

UNFINISHED BUSINESS

- A. **Business & Occupation Licenses Chapter 5.04 - #4** - Mayor Helland checked with other cities to see how they handled their B & O Licenses. Yakima & Roslyn both have the same language in their code; Cle Elum has some interesting language that mentions wholesale distribution. Then their code goes on to define "wholesale distribution." This ordinance has been around since 1965. No action taken by the Council.

NEW BUSINESS

- A. **Jerry Litt – UGA Update** – Jerry Litt handed out a SCJ Alliance, Kittitas County, City of Kittitas, Urban Growth Area (UGA), 2012 Land Capacity Analysis which is a summary of findings and minor update of capital facilities (new City Hall and Fire Department). He is discussing the first

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five pages, Conclusions and Recommendations. Also included in the handouts are a series of memos from Jerry Litt, dated September 5, 2012, regarding Council review of County recommendations for UGA expansion. Litt indicated that the Department of Commerce will want a 60 day review will be on October 4, 2012; however, Doc Hanson said DOC are willing to extend the 60 day review until after October 9, 2012. Litt discussed the changes made to clarify the report. Also included in the Council packet is the “Interlocal Agreement between the County of Kittitas and the City of Kittitas.”

Doc Hansen, Planning official from Kittitas County, spoke about the UGA process and about how we need to demonstrate how this is the proper place and why does the ten acre site fit here in Kittitas. As this is a countywide issue we will have to seek the blessings from all other municipalities in the county. He suggested that we discuss this with COG. A joint meeting on October 9th we will present information at this time. On October 23rd the formal recommendation to the Planning Commission will be presented. Discussion followed. The approach this time is to show that the advantage is that it will benefit 40,000+ people of Kittitas County, not just advantageous of 1, 381 residents of the City of Kittitas. This will be the County of Kittitas’ plan not just the City’s plan. The updated plan is good to 2016 and will be heard by a new UGA board. Need a recommendation that the Council wants to move ahead with this plan. Discussion followed regarding changing the next Council meeting date so the council can attend the joint meeting between the County Commissioners and the Planning Commission on October 9.

MOTION: Motion to move our regularly scheduled Council Meeting to Wednesday, October 3, 2012, 7:00 pm.

Motion made by Councilmember Huber; seconded by Councilmember Hink.

Motion Carried: 5 yes; 0 no.

B. Gray & Osborne—Belsaas & Smith #3. Michael Meskimen of Gray & Osborne, presented the Final Progress Estimate No. 5, pay request for work performed on the Main Street – sidewalk project. The over budget amount of \$3,405.66 is due to the discovery of an underground storage tank issue. The TIB was originally \$30,000 that the city was willing to pay. Grants received were \$618,000 and the City’s cost was \$3,405.66. It was explained that the City is holding a retainer of \$26,000, which will not be released for 60 days from today. Meskimen also explained the STP that the next step is to get the money obligated from Wash DOT. He will make sure that is followed.

MOTION: To accept the Main Street/Patrick Avenue Sidewalk Project as complete.

Motion made by Councilmember Huber; seconded by Hink.

Motion Carried: 5 yes, 0 no.

C. Business Economic Development – City of Kittitas (Ron Cridlebaugh) #4. Ron Cridlebaugh was unable to be here. Councilmember Cort reported on the Introduction & Scope of Work (included in the packet). The intention of the project is to help build economic development within the city and the goal is to focus on Main Street all the way out to the freeway – bring tourism into the city. A sample Business Survey is included for the Council’s review. Councilmember Cort also discussed a sign listing all the businesses in the community to be placed by the freeway. Each business will purchase their own 2x3 sign.

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PAYMENT APPROVALS

A. September 25, 2012, payables \$25,817.77 #5

MOTION: Move to pay September 25, 2012, Payables in the amount of \$25,817.77 #5.
Motion made by Councilmember Hink; seconded by Councilmember Cort.
Motion Carried: 5 yes; 0 no.

MAYOR'S REPORT

- Mayor Helland discussed the work party last Friday where they planted most all the plants. What was not planted will be put in front of the library. It looks very nice.
- On September 27, 2012, the Waste Water Treatment Plant Trainee position will close.
- On September 26, 2012, Brenda, Bryan and Debbie are scheduled to go to Yakima for Department of Health Training.
- Mayor Helland is scheduled for September 27, 2012, to attend Management Training for Utilities. This is free.
- There was to be a Council Training Session with Canfield but it will need to be rescheduled as it conflicts with our other meeting on October 9, 2012.
- The cash price on our City Insurance is \$43,259.51. We asked about a finance plan but it will cost an additional \$1,074.22 to finance or we can pay four, three or two payments as long as it is all paid by December 31. Agreement to pay half now and half later so it is paid by December 31.
- Mayor Helland indicated that we still do not have any money for the liquor store sale. There has been no information about the sale. This was discussed with David Bias. There should be some money from the sale of the Ellensburg Liquor Store inventory.

COUNCIL DISCUSSION

- **Budget Projection/Review #2** – Included in packet the 5 year Budget Comparison and YTD dated 09/18/2012. Councilmember Huber indicated that we would be getting the green book and the expected 2013 revenues when they arrive. This is a good starting point to begin the budget review process. The Assessor's Office will get the property tax information to us. Property tax is up for 2013.
- Councilmember Huber asked if our contract is up with the jail. We need to make a call to the consultant who was hired to find out the actual cost of the jail.
- Need to look at our capital projects fund and what it can be used for such as a new building for Public Works.
- Mayor Helland has talked to department heads to prioritize their needs for personnel, equipment, operations.
- Department heads (Brenda and Brian) will attend the second meeting in October and at the 1st meeting in November, Scott and Brent will attend the Council meeting with their vision, change, new revenue sources such as grants for prioritizing needs for their budget.

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Adjourn at 9:05pm

Attest:

Mayor Helland

Debbie Lee, Clerk/Treasurer