

**City of Kittitas
Council Meeting Minutes
November 13, 2012**

Mayor Tony Helland called the meeting of the Kittitas City Council to order at 7:00 p.m., November 13, 2012.

Council members present were Jerry Gilmour, Rick Hink, Linda Huber, Todd Veness and Pat Cort. Staff present was Clerk/Treasurer Debbie Lee; Dave Anderson, Brent Nierman, Chris Taylor - Police Department; Scott Ciraulo, Ben Whitehurst - Fire Department; Brenda Bach – Waste Water Treatment Plant.

Mayor Helland led those assembled in the Flag Salute.

Roll Call: all present.

APPROVAL OF MINUTES

MOTION: Motion to approve the minutes of October 23, 2012.
Motion by Councilmember Gilmour; seconded by Councilmember Hink.
Motion Carried: 5 yes; 0 no.

ADDITIONS TO AND/OR APPROVAL OF AGENDA

Councilmember Veness requested to make an amendment to the agenda regarding a complaint against a public official. Mayor Helland asked if he followed the procedure of filling out a complaint form and presenting it to the Clerk. Councilmember Veness indicated that he had not due to the City Hall being closed on Friday. Councilmember Huber indicated that the process needs to be followed and asked if it was a time-sensitive issue. Veness indicated it was not. Council members discussed that he should follow the proper procedure and have it placed on the next agenda.

MOTION: Motion to approve the agenda as presented.
Motion by Councilmember Hink; seconded by Councilmember Cort.
Motion Carried: 4 yes; 1 no (Councilmember Veness)

PUBLIC APPEARANCE COMMENTS

- Bev Allphin asked about the burned out house on Sacajawea. Chief Nierman indicated that they are gathering all the information to clean it up, and finding out who is responsible for the clean up. We are dealing with the mortgage company, an insurance company, and a default homeowner situation. They are attempting to resolve this issue. The City does not have a policy on this. The mortgage company has been contacted; however, they have not taken full control of the property. The Mayor asked the mortgage company to come board up the building for safety reasons. The City may have to contact the City Attorney for guidance.
- Todd Smith indicated that when he was working on his Principal Certification at the Kittitas High School he was working on a drill for an emergency procedures and he wanted to thank the Kittitas Police Department and the Kittitas Fire Department for their assistance on this project. These two departments shared with the school children what would happen in an emergency situation at the school. When the community did have the most recent incident, the kids saw that plan work exactly as explained to them in the teaching process earlier. The kids do have a new profound confidence in

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how they would be protected. Thank you!

REPORTS OF OFFICERS AND SPECIAL GUESTS

A. Staff Reports:

- **Library** - It was reported that the Library is short a Board Member again. Also she presented the November 2012 Surplus Book list.

MOTION: To accept the November 2012 Surplus Book list as presented.
Motion by Councilmember Hink; seconded by Councilmember Gilmour.
Motion Carried: 5 yes; 0 no.

- Chief, Brent Nierman, Police Department, covered the incident that took place at the school this past week. We have been working with the schools since last year on emergency situations and about three weeks ago we did an active drill with the school so they would know what to do in an emergency. The presentation and drill went really well. Then a call came out this last week from the school that there was a gun-shot victim at the school. Brent responded immediately to the school. The elementary children were at recess and the teachers moved them quickly into lock down; two citizens from the church across the street came over and set up tables for check out of children; the only people in the halls were staff who were manning designated locations; everybody was all locked down within a minute of dispatch. It was amazing and a blessing to see that the training had been so effective. Mark Thatcher, a citizen who is trained in military trauma, who asked what he could do and we put him on the front door and Chief Nierman thanked him as a citizen for helping with his expertise. There were over 20 units that responded, plus airplane and helicopter. One big team, no differences in uniform; all agencies worked together. Mayor Helland indicated that Officer Taylor came in on his day off and Officer Anderson came in early. Scott Ciraulo was on scene and treated the victim. Mayor also thanked all agencies for their rapid response to the incident.
- Debbie Lee, Clerk/Treasurer reported that our email accounts are getting too much spam. Symplified will install a better spam filter which cost \$93.50 per year. Mayor Helland indicated this needs to be done. The filter will be placed on each department's email and the cost will be divided accordingly.
- Brenda Bach, Waste Water Treatment Plant reported on the divers cleaning the water towers. They got the project done within the time allocated and stayed within the budget. Brenda got a quote on outside maintenance on the water towers. \$48,000 to paint the whole tower – breaks down to just paint the outside - \$11,000; paint the top - \$5,000. The paint needs to be caulked, scraped as paint is peeling off. The top and bottom are in really bad shape. This paint has been on for fifteen years when it was done as an eight year paint job. Another bid that she got was considerably more.
- Brenda Bach also reported that the issues at the plant with the programming brain. The plant shut down/computer went down for three hours and they had to manually operate the system until Connelly Engineering got it up and running. The program is outdated and not supported. Connelly Engineering

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indicated that the new computer program could cost \$10,000 to \$20,000. The cost of not replacing the computer would be very costly in damages caused by a malfunction. This needs to be a budget item.

- B. **Budget Report #2** - dated 11/06/2012, presented.
- C. **Treasurer's Report #3** – dated 11/07/2012, presented.

UNFINISHED BUSINESS

- A. **Water/Sewer Ordinance** – The Water/Sewer Ordinance was discussed by the council members and that we are not charging enough for our water. There was a formula given to calculate what should be charged. There is a website available to help in this calculation. Councilmember Gilmour asked about the raise in water permit cost listed in the ordinance. How do we inform the contractors of the water permit? Discussion followed regarding Public Hearing.

MOTION: Move to table the Water/Sewer Ordinance until the next meeting.
Motion to Table by Councilmember Huber.
Motion Carried: 5 yes; 0 no.

- B. **City Survey/council-employees** – Mayor Helland asked each Council Member to hand their survey to the Clerk, Debbie Lee to compile the survey and he will bring the results back to Council for further discussion with Ron Cridlebaugh.

NEW BUSINESS

- A. **Property Tax Levy Certification** – Public Hearing on Ordinance #12-011 #4 – Mayor Helland opened the Public Hearing at 8:08 p.m. He asked if anyone would like to speak on the Ordinance. No comments. Public Hearing closed at 8:09 p.m.

MOTION: Move to adopt the Levy Certification, Ordinance #12-011.
Motion made by Councilmember Huber; seconded by Councilmember Cort.
Motion Carried: 5 yes; 0 no.

- B. **2013 Preliminary Budget Proposal – Water-Sewer/Police #5** -
 - **Water/Sewer** – Brenda Bach indicated that last year they increased their maintenance costs and they got most of the maintenance done this year and still have money left over for next year. Bach indicated that they would like to replace their vehicle with a new/used service truck (the winch would need to be transferred) and a tool box would be good. She also indicated that she would like to raise the budget from \$1000 to \$1300 in Education due to a new OIT just hired. She reported that one item that they did not get accomplished this year was the Aqua Filter. Need new filter clock which was quoted at \$3500. New employee will make lower salary but with benefits so need to check that item.
 - **Police Department** – Chief Brian Nierman handed out the 2013 Kittitas Police Department

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Budget Request dated 11/13/12. Chief Nierman discussed his line items – Fuel he is asking for \$3000 additional. Biggest increase is in Repairs/Maintenance due to aging vehicles, chance of transmission/engine repairs. Councilmember Huber asked for information on the three vehicles that are with the Police Department – year of vehicle, amount of miles currently on each, shape of tires, and how many miles expect to put on each car.

- C. Officer Taylor – K9 Dog.** Officer Chris Taylor shared with the Council a presentation letter regarding a K9 unit being in the City of Kittitas. All parties that he spoke to about this issue were supportive in having this resource in our City. Attached to this letter is a listing of people and businesses who will contribute to the cost of a K-9 Dog. Officer Taylor indicated that there would be 200 hours of training at the WSP if accepted into training program. This academy is in March 2013. Discussion by the Council Members followed. Chief Nierman indicated that we need to think about a K-9 unit as another tool in our toolbox. Looking at grants, other donations check out the wages through the union for a dog handler and put this in a budget format so the council can look at all the issues/costs. Mayor Helland said he would pledge \$50 to this project if accepted and would challenge others to follow suit.

PAYMENT APPROVALS

A. November 13, 2012, payables \$27,667.78 #6

MOTION: Move to pay November 13, 2012, Payables in the amount of \$27,667.78 #6.
Motion made by Councilmember Gilmour; seconded by Councilmember Huber.
Motion Carried: 5 yes; 0 no.

B. October Payroll/November mid-month draws \$46,447.67 #7

MOTION: Move to pay the October Payroll/November mid-month draws \$46,447.67 #7
Motion made by Councilmember Huber; seconded by Councilmember Gilmour.
Motion carried: 5 yes; 0 no.

MAYOR'S REPORT

- Mayor Helland said that Paul Jewell called to say that they increased our Library Funding to \$7,000. It was \$4000 in the past.
- Mayor Helland announced to all Department heads that we will be offering our City Hall meeting room for training to other outside agencies for a charge of \$75 set up fee (possibly) We could offer them coffee and donuts and eventually purchase audio/visual system for the room.
- The Mayor will talk to the Union Rep about the K-9 Officer.
- The Mayor is asking the council for a pay raise in the amount of \$500 per month more. He is here daily 6 to 8 hours a day, trims trees, plows snow and does things that need to be done. He feels that \$1,000 a month is not too much for what he gives in return. He thinks that office needs that kind of coverage.

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- The Mayor and Bryan are looking at all the Ordinances for compliance for audits. For example the rubbish and trash ordinance is very vague.

COUNCIL DISCUSSION

- Councilmember Huber asked for updated wage information; what is the balance to SCJ that we owe; information regarding the jail cost. Discussion followed.
- Councilmember Huber wants a discussion on Building Inspector at next meeting.

Adjourn at 9:40 pm

Attest:

Mayor Helland

Debbie Lee, Clerk/Treasurer