

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

Executive Session was held prior to the Regular Council Meeting at 6:30 pm

Mayor Tony Helland called the meeting of the Kittitas City Council to order at 7:00 p.m., December 11, 2012. Council members present were Jerry Gilmour, Rick Hink, Linda Huber, Todd Veness and Pat Cort. Staff present was Clerk/Treasurer Debbie Lee; Brent Nierman, Chris Taylor - Police Department; Ben Whitehurst - Fire Department; Bryan Nash – Public Works. Mayor Helland led those assembled in the Flag Salute.

Roll Call: all present.

APPROVAL OF MINUTES

MOTION: Motion to approve the minutes of regular City Council meeting of November 27, 2012. Motion by Councilmember Gilmour; seconded by Councilmember Huber.
Motion Carried: 5 yes; 0 no.

ADDITIONS TO AND/OR APPROVAL OF AGENDA

Additions to the agenda: Unfinished Business – D. Police Vehicles.

MOTION: Motion to approve the agenda as amended under Unfinished Business – D. Police vehicles.
Motion by Councilmember Hink; seconded by Councilmember Huber.
Motion Carried: 5 yes; 0 no

PUBLIC APPEARANCE COMMENTS

None

REPORTS OF OFFICERS AND SPECIAL GUESTS

A. Staff Reports:

- Public Works – Bryan Nash reported that we received the award letters dated November 16, 2012, for the two TIB Grants (Overlay Project in the amount of \$60,059; and the Sidewalk Project in the amount of \$135,000). Both projects must be completed by November 16, 2013. There needs to be a \$15,000 match for the Sidewalk Project. Discussion of chip sealing on roads.
- Public Works – Bryan Nash reported that they had a meeting with Gray & Osborne and Roy Jensen talked about testing of secondary wells. They came to the conclusion that we could use the well as is and did find holes in the casing. Said they would get us the cost to put in submersible pump and to upgrade the electrical panel to meet code. We can use it for emergency basis. To reline the casing if needed would be approximately 150 feet. That well was drilled in 1932; now it is 210 feet deep originally it was at 240 feet. Discussion about the Railroad well which is owned by the City of Kittitas and the State Park that it sits on followed.
- Bryan Nash also reported that they have contacted Tri-Ply regarding the door handle out front on the building door. Also contacted the advanced heating to get thermostats working correctly. PSE also looked at energy issues in the building for two hours. Also he reported that he was trying to get the Christmas decorations up and will finish the poles this week.

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- B. **Budget Report - #2** dated 12/06/2012, was presented. No comments.
- C.
- D. **Treasurers Report - #3** dated 12/06/2012, was presented. No comments.

UNFINISHED BUSINESS

- A. **Water/Sewer Ordinance – also fees attached** – Mayor Helland asked the council members if there were any changes to the Ordinance from the wording in the last meeting. This issue is important to the budget. Debbie Lee, Clerk, explained the B&O tax can be charged to the utilities and have it be an expense to the utilities that we don't pass on to the customers. She also explained how a 10% or 15% increase to the customer and how it would affect the customer and the City. Costs to the City are increasing in many areas – insurance, fuel, etc. Discussion followed about the expenses/maintenance costs and it has been awhile since there has been an increase in rates. Discussion also followed regarding the wording in the Ordinance. There will have to be a public hearing with the rate increases and an ordinance adopted at the next meeting.

MOTION: Motion to increase water/sewer rates by two (2) percent to the base. Also increase the B&O Tax by five (5) percent to a total of 15% with the proceeds going to current expense. Motion made by Councilmember Huber; seconded by Councilmember Cort.
Motion Carried: 3 yes; 2 no (Gilmour & Veness)

- B. **K9 Budget** – Chris Taylor, Police Department. Mayor Helland explained that it is not going to affect the budget. It appears the community backs the project due to the donations that have been pledged to the K9 Project. Councilmember Gilmour asked about wages need to be paid during the training period. The dog will belong to the City. Councilmember Cort commends the Police Department for the work they have done to improve the City's resources.

MOTION: Motion to approve the K-9 officer program.
Motion made by Councilmember Gilmour; seconded by Councilmember Hink.
Motion Carried: 3 yes; 2 no.

- C. **Police Vehicles**–Mayor Helland explained that Resolution 12-0012R was tabled at the last meeting.

MOTION: Motion to reconsider looking at Resolution 12-0012R.
Motion made by prevailing side: Councilmember Gilmour; seconded by Councilmember Hink.
Motion Carried: 3 yes; 2 no

MOTION: Motion to adopt Resolution 12-0012R,
Motion made by Councilmember Gilmour; seconded by Councilmember Hink.
Motion Carried: 3 yes; 2 no.

Break at 8:20 pm Back in Session at 8:26.

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D. 2013 Budget #4 - Discussion started on page 9 of 5 year Budget Comparison

- Clerk Debbie Lee pointed out that after the public hearing on the water/sewer issue, it will change the budget figures on page one (1): increase B&O Utility Tax on Water by 5% that will change the figure from \$20,000 to \$30,000 and increase the B&O Utility Tax on Sewer will change from 36,000.00 to \$54,000.
- Discussion of 523 60 51 02 – Prisoner Care/Jail Interlocal Agreement. After 2013, this agreement will be re-negotiated.
- Discussion of 558 60 41 00 – Planning Services is a carry over.
- Discussion regarding Building Inspector #559 10 10 00. Discussion of how the building inspector utilizes time and the cost of \$35 per hour. Mayor Helland checked on other cities use of a building inspector per Council’s request. Cle Elum has a salaried building inspector full time. South Cle Elum and Roslyn do not have building inspectors; they use Building Department Inc out of Tri-Cities (handout included). Normally they give next day response to do inspection. No set fee for this service. We fill out the forms, we do administrative work, they review the plans, and we fill out the permits per their direction. They get 80% and the city gets 20% of the total fee for building permit. Mayor Helland said we could have this company come and talk to the council or we could ask for our inspector to accept a lower wage. Councilmember Huber indicated that for the purposes of the budget, we should check out both options. Not enough time to do all that needs to be done before this budget needs to be finalized. Leave the Revenue \$11,000 and change the expenses to \$12,000 for wages, and fees and benefits = \$13,259.05.
- Library Fund was discussed that the ending balance not being realistic.
- Streets on page10, was discussed next. Explanation of Inter-fund transfers on page 9.
- Mayor Helland also contacted per Council request to see what other cities do about their City Attorney retention. Roslyn and Cle Elum utilize Kenyon Law Firm which is on the Westside at a retainer of \$4500 per month and \$150 an hour travel time. South Cle Elum uses a husband and wife team, Walls Law Firm is \$150 per hour and spending \$2,000 to \$3,000 per month. Plus \$150 per hour travel time from the Westside. There are no other attorneys who have municipality experience. Our present situation is the best for our budget.
- Adoption of Budget will be scheduled for next meeting.

NEW BUSINESS

None

PAYMENT APPROVALS

A. December 11, 2012, payables \$21, 121, 29 #5 (revised)

MOTION: Move to pay December 11, 2012, Payables in the amount of \$21,121.29 #5.
Motion made by Councilmember Huber; seconded by Councilmember Hink.
Motion Carried: 5 yes; 0 no.

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B. November Payroll/December mid-month draws \$42,646.68 #6.

MOTION: Move to pay November Payroll/December mid-month draws \$42,646.68 #6.
Motion made by Councilmember Huber; seconded by Councilmember Hink.
Motion Carried: 5 yes; 0 no.

MAYOR'S REPORT

- Mayor Helland discussed Cal Jordan's email regarding Kittitas Library application process to get additional funding also the importance of the survey process needs to be completed in order to get more funding for the Library/Community Center Grant. Both emails are included in the Council packets. There is a consensus that Cal should take care of the RD grants.
- Memo from Brenda McPherson regarding the Car Show on December 10, 2012.

COUNCIL DISCUSSION

- None

Adjourn at 9:37 pm

Attest:

Mayor Helland

Debbie Lee, Clerk/Treasurer