

**City of Kittitas
Council Meeting Minutes
June 23, 2015**

COUNCIL MEETING

Mayor Huber led those assembled in the Flag Salute. Mayor Huber called the regular Council Meeting to order at 7:00 p.m. June 23, 2015. Councilmembers present: Ben Whitehurst, J. Huber, John Camarata and Jerry Lael. Councilmember Darrell McLean was absent. Staff present: Brenda Bach - WWTP, Michelle Geiger – Building Official, Brent Nierman – Chief of Police and Bryan Nash – Public Works.

APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING JUNE 9, 2015

MOTION: Councilmember J. Huber made a motion to approve the minutes dated June 9, 2015; second by Councilmember Whitehurst.

Motion Carried: 3 yes 1 abstention Councilmember Lael due to absence.

MOTION: Councilmember J. Huber made a motion to excuse Councilmember McLean; second by Councilmember Lael

Motion Carried: 4 yes 0 no.

ADDITIONS TO AND/OR APPROVAL OF AGENDA

MOTION: Councilmember Camarata made a motion to approve the agenda as presented; second by Councilmember J. Huber.

Motion Carried: 4 yes 0 no.

PUBLIC APPEARANCE COMMENTS

None.

REPORT OF OFFICES AND SPECIAL GUESTS

A. Staff Reports (informational only)

Michelle Geiger – Building Official

- Michelle explained that the SEPA comment period for the Best Asset project ends on the 29th. A building permit should be issued soon after that. Michelle is waiting for the response from Gray & Osborne for the water hook up.
- Councilmember Lael inquired as to what was happening with the deep ditch. Michelle explained that they are using it for storm water and will be lining it with riff-raff. The sidewalk will be replaced there as well.
- The court date for the trailer park citation on Spokane has been postponed until July 7th, 2015.

**City of Kittitas
Council Meeting Minutes
June 23, 2015**

- Computers are ready for use. New software has been installed. Mayor Huber would like to thank Pete Schuetz for doing all of the work and making cables, installing programs. His help is very much appreciated.
- There was a pre application meeting for a possible small storage facility.
- Another storage facility is thinking about expanding again.

Bryan Nash – Public Works

- The crack sealing is finished; they went through two pallets of material.
- The pavers are complete Bryan and Mike will be filling the spaces with sand.
- Bryan and Mike have been working on the shop placing shelving etc.
- They have not been able to water Palmerio Park for three weeks due to the canal being empty, which is Cascade Ditch water.
- Councilmember Lael inquired about not having City water available at the park.
- First Street is nearing completion.
- Bryan attended the TIB Workshop and he said it was beneficial.
- Best Assets have been talking with Bryan regarding the sidewalk and landscaping that is required from them. The trees and shale will need to be removed since they were planted to close to the road. Bryan is thinking that at least half of the trees will need to be removed and he would like to put in grass since there will be water already in place. Councilmember Lael is happy to see the project moving along and does not want to see it held up.

Brenda Bach – WWTP

- Brenda reported that the Water Use Efficiency and the Consumer Confidence reports are both due at the end of the month and she will have them completed by then.
- The Nutrient Removal Study is being started again and YVCC got another grant for more students to assist with the study. They will possibly be doing two to three more tests per week.
- The influent pumps are down; they had an alarm on the seal failure. The plant is running on one pump.

**City of Kittitas
Council Meeting Minutes
June 23, 2015**

- Brenda is working on the Water Facilities Inventory Form. The City's available water connections are running low. Gray & Osborne is writing a letter to the Department of Health asking for more connections based on the fact that the City is able to fill the water tower quicker after a water leak repair.
- The City needs to be able to account for all water running through the meter. The current meter at the water tower is old and could be off as much as 100 gallons per minute. Brenda is getting quotes on a replacement meter. Mayor Huber stated this mechanism would make the City be compliant with DOE. Councilmember Lael asked how long it would take to get this information back to Council, Brenda informed Council that the older the meters get the more inaccurate they become. Councilmember asked how long it will take to get the meter replaced. Brenda is trying to achieve a 20% leakage goal. Mayor Huber stated bulk water is used by different departments and she sent emails to get reports so the City will be more accurate on water reporting. Brenda also stated that the biggest water meters are the worst culprit and they usually benefit customer not the City.
- Bryan stated leak detection has not been done in a few years; Bryan will contact the City of Ellensburg regarding this and hopefully work in a joint effort with the City of Ellensburg to save on costs.

Elaine O'Neil – Library

- Monthly stats for the library have been holding steady. Lynette has processed 300 books. 239 items donated.
- Lunch in the park has started so Tuesday and Thursdays have been very busy for the Library.
- The Summer Reading Program starts tomorrow the theme is, Every Hero Has a Story. Ages for the program are 5 – 12.

Brent Nierman – Chief of Police

- The police department is gearing up for the Fourth of July weekend. They have networked with all but one property owner prior to the 1st regarding weed control.
- Brent thought maybe a safe place to light fireworks would be Palmerio Park. Mayor Huber stated they could discuss this during the Mayor's report.

UNFINISHED BUSINESS

A. 15-020R Adopt 6 Year Street Plan – Public Hearing

- Mayor Huber explained that this is something the City adopts every year. Councilmember Lael

**City of Kittitas
Council Meeting Minutes
June 23, 2015**

inquired if this was based on funding only. Bryan explained that this is one part it also is based on selection.

- The public hearing was opened at 7:27 and closed at 7:28 with no public comment.
- Bryan informed Council that he attended the TIB Workshop and a few of the changes are Cities with an assessed value of less than \$100,000 are not required to have match money, currently the City of Kittitas is valued at \$66,000. The other information Bryan received was statewide small towns with a population less than 5,000 will be getting all of their existing street lights swapped out to LED at no cost to the City. Bryan will be contacting Mike at Gray & Osborne regarding changes to the 6 year street plan.

MOTION: Councilmember J. Huber made a motion to approve Resolution 15-020; second by Councilmember Whitehurst.
Motion Carried: 4 yes 0 no.

B. Ordinance 15-018 “Facilities Lease”

- Michelle explained this came from the City attorney to adopt a Facilities Lease since the City of Kittitas has seen quite a few of these applications, this will protect the City from incurring expenses. This will also allow the attorney to review the application process.
- Councilmember Lael inquired about the fee for the lease is it one time or annually. Mayor Huber stated annually.

MOTION: Councilmember Lael made a motion to approve Ordinance 15-018; second by Councilmember J. Huber.
Motion Carried: 4 yes 0 no.

C. Resolution 15-019R Establishing a Fee for Filing a Lease

- This ordinance also was recommended from the City attorney. Katherine informed Council that they had the ability to change the fee. Councilmember J. Huber wanted to know if this was a fair price. Michelle thought it was maybe a little too low. Councilmember Lael asked how many of these do we get. Michelle informed Councilmember Lael the City has received 3 applications so far this year.

MOTION: Councilmember Lael made the motion to approve Resolution 15-019 with a filing fee of \$2500.00; second by Councilmember Whitehurst.
Motion Carried: 3 yes 1 no Councilmember Camarata.

**City of Kittitas
Council Meeting Minutes
June 23, 2015**

D. B&O Utility Tax

- Mayor Huber would like to revisit this after the Library budget has been looked at since it was only funded for the first 5 months of the year.
- Citizen Bev Allphin wanted to know what Council thought of this tax since the Library Project is not moving forward and she did not like seeing the 2% added recently to the utility bills. Mayor Huber explained that the money is distributed to two different funds.
- Jennifer from the Time Out does not like to see taxes raised, it happens all the time statewide with everything.
- Jerry Gilmour stated that the paper had published that the 4% increase was funding the library and since the project is not happening it should be returned. The City should inform the public where this money is going.
- Mayor Huber informed the public that she believes it is Councils wish to fund the library through the end of the year. Council will need to look at all funds/expenses to make sure the City has enough set aside in their budget. They also have to consider the jail costs.

NEW BUSINESS

A. Belsaas & Smith Change Order

- Mayor Huber stated that Michelle and Bryan looked over this change order and the final amount not included in the contract was \$5,988.18. This will be the last bill from Belsaas & Smith regarding the PW Shop.

MOTION: Councilmember Lael made a motion to approve the payment of the change order; second by Councilmember J. Huber.

Motion Carried: 4 yes 0 no.

B. Belsaas & Smith Retainer Release \$19,446.50

MOTION: Councilmember J. Huber made a motion to approve Belsaas & Smith retainer release; second by Councilmember Lael.

Motion Carried: 4 yes 0 no.

C. Ordinance 15-017 “Stop Signs Designated”

- Chief Nierman explained that this is a modification to a previous Ordinance to remove the verbiage for the 3 way stop. DOT defines the stop sign to establish the right of way. At the intersection of

**City of Kittitas
Council Meeting Minutes
June 23, 2015**

Clark and 2nd, Clark automatically has the right of way.

- Councilmember Camarata stated that he did not agree with this stop sign placement years ago.
- Councilmember J. Huber asked about the stop sign on Clark & Railroad. Chief Nierman stated that since a business is located there it should stay because people would start cutting the corner.

MOTION: Councilmember Lael made a motion to approve amending “Stop Signs Designated”; second by Councilmember J. Huber.
Motion Carried: 4 yes 0 no.

D. Community Hall Rental

- Mayor Huber would like to postpone due to staff needing to do more work.

PAYMENT APPROVALS

A. June 23, 2015 Payables \$28,883.24

- Councilmember Lael inquired as to what Lockbox was. Mayor Huber stated it was a bond redemption payment for the treatment plant.

MOTION: Councilmember J. Huber made a motion to approve the payables; second by Councilmember Camarata.
Motion Carried: 4 yes 0 no.

MAYOR’S REPORT

- Mayor Huber let Council know that they will be meeting tomorrow with the Chamber regarding the car show.
- The open house for the PW Shop is scheduled for July 18th at that same time they will do the bench dedication for Mel Wilson at Wilson Park. Councilmember Lael inquired about the sign being put back in place and Mayor Huber said it would be done prior to the dedication.

COUNCIL DISCUSSION

- Councilmember Lael wanted to thank Mike Varnum for watering the plants during Memorial Day weekend.
- Councilmember J. Huber inquired about revisiting the 4% B&O Tax increase. Mayor Huber said yes after the Library budget is looked at.

**City of Kittitas
Council Meeting Minutes
June 23, 2015**

- Mayor Huber stated they would be going into Executive Session for 10 minutes and no decisions would be made during Executive Session.

ADJOURN: 8:20 p.m.

Attest:

Mayor Huber

Debbie L. Lee Clerk/Treasurer