

**City of Kittitas
Council Meeting Minutes
December 22, 2015**

COUNCIL MEETING

Mayor Whitford led those assembled in the Flag Salute. Mayor Whitford called the regular Council Meeting to order at 7:00 p.m. December 22, 2015. Councilmembers present: Dan Sherman, Jerry Gilmour, David Doyle, and John Camarata. Ben Whitehurst was absent. Staff present: Michelle Geiger – Building Official, Brenda Bach – WWTP, Dave Anderson – Police Department and Debbie Lee – Clerk/Treasurer.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING NOVEMBER 24 &
DECEMBER 8th 2015**

MOTION: Councilmember Camarata made a motion to excuse Councilmember Whitehurst; second by Councilmember Doyle.
Motion Carried: 4 yes 0 no.

MOTION: Councilmember Gilmour made a motion to approve the minutes dated November 24th and December 8th, 2015; second by Councilmember Camarata.
Motion Carried: 4 yes 0 no.

ADDITIONS TO AND/OR APPROVAL OF AGENDA

Mayor Whitford would like to add Safe Built LLC under Special Guests, move Gray & Osborne Engineering Services and Construction Specs up to (A) and (B) under new business. Under new business add (I) County Library Agreement and (J) Interlocal EMS Agreement.

MOTION: Councilmember Camarata made a motion to approve the agenda as amended; second by Councilmember Gilmour.
Motion Carried: 4 yes 0 no.

PUBLIC APPEARANCE COMMENTS

- Tony Helland wanted to thank Council for serving the City. He wants them to remember they speak for the citizens and always think about what is best for the City when voting on issues.

REPORT OF OFFICES AND SPECIAL GUESTS

A. Special Guests/ Staff Reports (informational only)

The Building Department Inc. – Bob Auvil

- Bob Auvil explained that building codes are set to a minimum standard and The Building Department Inc. is to help people build correctly. They are just a phone call away and can help correct problems. The company has been in business for 37 years and covers about 27 different jurisdictions. Council asked how the process of a building permit would happen. Bob explained

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that the time frame for responding is 3 days on residential and 10 days on commercial. A citizen would bring the form to City Hall, staff would then either call or email The Building Department Inc. to come in and pick up the information. This would eliminate overhead for the city with Labor and Industries. The customer contacts the City regarding inspections. Once the permit fee is paid a final occupancy is issued and the inspections are included in that price. The fees are based on the value of the building. Councilmember Doyle asked how the fees were split with the City. Bob stated that the city receives 20% and The Building Department Inc. receives 80%. The citizen does not get a final occupancy permit until all fees are paid.

Safe Built – Michelle Geiger

- Michelle explained that she has worked for the City of Kittitas since 2009 as a building inspector. Michelle had this company previously but would re-instate if the City chose to go this route with collecting building fees and doing inspections. Michelle feels this is not the way to go for the City they will pay more in the long run. If her time was tracked more accurately for the jobs she has been doing her department would not be over budget. She has helped in the administration side, public works side flagging, pouring concrete etc. All of these tasks have come from the building department expense. Michelle would operate Safe Built similar to The Building Department Inc. Calls would come to City hall and routed to Safe Built. Safe Built fees are 5% less than The Building Department Inc.

Brenda Bach - WWTP

- Benton lift is having issues and they are currently running on one pump. The City does not have a spare pump for this lift station.
- Parts have been ordered for the aqua filter.
- They have started the second pump on the tank.
- UV lights have been replaced and they are good for 12,000 hours or approximately 1 year and 4 months.
- All of the annual testing is complete for the year.
- Resident Tony Helland asked if the Benton pumps have been replaced. Brenda stated it has been rebuilt and this is the largest pump available for this lift station. The pump has been performing well considering the lift station is undersized for the current development it is serving. The basket that was added has kept the maintenance down.

Michelle Geiger – Building Official

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- Verizon should be submitting their permit for placing the antenna on the water tower in the next month or so. Council/Attorney will need to negotiate a monthly rental fee. Councilmember Sherman inquired about the apparatus; Michelle stated that she has just seen drawings. The easement is through the Housing Authority and Verizon may have to get written authority to access the property through the easement.
- Advantage dirt is almost complete and their final should be mid-January.

UNFINISHED BUSINESS

A. Rufus Tech Service Contract

- The original bid for the server did not have the library included this would bring the total to \$5,661.00. Councilmember Sherman asked who was interested in the server to begin with; the Mayor thought the City needed this for shared file capability, better security, etc.
- Michelle presented another option that was considerably cheaper, it has the ability to share files but the City would have to check with Rufus on the cost to set this option up. Councilmember Sherman asked when this issue needed resolved, there is no time frame.

MOTION: Councilmember Doyle made a motion to table until the City can gather more bids; second by Councilmember Gilmour.

Motion carried: 4 yes 0 no.

Tabled for further discussion.

B. The Building Department Inc. Contract

- Mayor Whitford explained to Council since the City is retaining new legal counsel she would like them to review this contract and the contract with Safe Built.

MOTION: Councilmember Gilmour made a motion to table for further review from legal counsel; second by Councilmember Doyle.

Motion Carried: 4 yes 0 no.

Tabled for further discussion.

NEW BUSINESS

A. Engineering Services Gray & Osborne Patrick Ave. Improvements Agreement One

- Mike Meskimen explained that this is an existing agreement. The original agreement was to expire

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12/31/2015. It has a zero cost to the city and this changes the expiration date to May 31, 2016 which gives more time to finish the design approval for phase #1 STP Widening.

MOTION: Councilmember Camarata made a motion to change agreement one's expiration date; second by Councilmember Doyle.

Motion Carried: 4 yes 0 no.

B. Construction Spec Update

- Gray & Osborne looked at the updates and made some changes/suggestions to the engineering aspects. Mike talked about side sewers updating from a 4" to a 6" this will be more in line with industry standards. Gray & Osborne suggested video inspections of sewer mains when constructed. They also changed the street section on width of roads with curb and gutters to have a 60 foot right of way.

MOTION: Councilmember Camarata made a motion to approve the Construction Spec Update; second by Councilmember Sherman.

Motion Carried: 4 yes 0 no.

C. Public Hearing Ordinance 15-038 Assuming the Transportation Benefit District TBD

- The public hearing was opened at 8:09 p.m.
- Mayor Whitford did not completely understand section 4 and also would like the new legal counsel to look over.
- Councilmember Sherman asked how the money was to be spent. Mike from Gray & Osborne explained that it can only be used for street projects and this year the City has budgeted money to be used for the Patrick Avenue Sidewalk match money.
- Citizen Bryant inquired as to where the park money went to when you pay your license fees. Clerk/Treasurer Debbie Lee said she would get that information for Ms. Bryant.
- Public hearing closed at 8:22 p.m.

MOTION: Councilmember Gilmour made a motion to table until new legal counsel could review this; second by Councilmember Sherman

Motion Carried: 4 yes 0 no.

D. Public Hearing Ordinance 15-039 2016 Property Tax Levy

- The Public hearing was opened at 8:23 p.m.

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- Mayor Whitford explained that this is the 1% increase from the previous year. The request comes from the City and goes to the County.
- Public hearing closed at 8:24 p.m.

MOTION: Councilmember Camarata made a motion to approve 15-039 2016 Property Tax Levy; second by Councilmember Doyle.
Motion Carried: 4 yes 0 no.

E. Public Hearing Ordinance 15-040 2016 Final Budget

- Public hearing opened at 8:25 p.m.
- Councilmember Camarata felt this was a pretty solid budget for the year 2016.
- Public hearing closed at 8:26 p.m.

MOTION: Councilmember Camarata made a motion to approve Ordinance 15-040; second by Councilmember Gilmour.
Motion Carried: 4 yes 0 no.

F. 2015 Budget Amendment #3 Ordinance 15-041

- Councilmember Gilmour stated this was required from the state and that this amendment looked scary.

MOTION: Councilmember Camarata made a motion to approve Ordinance 15-041; second by Councilmember Gilmour.
Motion Carried: 4 yes 0 no.

G. Appoint COG Representative

- Mayor Whitford explained that typically the mayor attends these meeting but an alternate needs to be appointed. Mayor Whitford would like to appoint Councilmember Doyle.

MOTION: Councilmember Camarata would like to approve the appointment of Councilmember Doyle; second by Councilmember Gilmour.
Motion Carried: 4 yes 0 no.

H. Re-Appointment of Planning Committee Members

- Michelle Geiger explained that per KMC the City needs to re-appoint the Planning Committee Members every 2 years. There is also a current vacancy on the board as well.

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MOTION: Councilmember Camarata made a motion to re-appoint Planning Committee Members Helgeson and Gleason; second by Councilmember Gilmour.
Motion Carried: 4 yes 0 no.

I. County Library Agreement

- This is the annual agreement from the County that will give the library \$7,500 for the year 2016.

MOTION: Councilmember Camarata made a motion to sign the 2016 County Library Agreement; second by Councilmember Sherman.
Motion Carried: 4 yes 0 no.

J. Interlocal EMS Agreement

MOTION: Councilmember Camarata made a motion to approve the signing of the 2016 Interlocal EMS Agreement; second by Councilmember Gilmour.
Motion Carried: 4 yes 0 no.

PAYMENT APPROVALS

A. December 22nd 2015 Payables \$26,083.24

MOTION: Councilmember Camarata made a motion to approve December 8th payables; second by Councilmember Gilmour.
Motion Carried: 4 yes 0 no.

MAYOR'S REPORT

- Mayor Whitford informed Council that Jerry Gilmour resigned from the Library Board and Charlene Wilkes is on the Library Board temporarily.
- Mayor Whitford has been talking with the college and January 4th is when the new quarter starts. The second week in January Pat Cort will be the mentor with students and start working on grant writing. They will get a wish list from the Police and Fire Departments and start looking an available grant opportunities. Tim McCready will be the mentor for students in IT Services to work on updating the website.

COUNCIL DISCUSSION

- Councilmember Sherman inquired as to how many college students Mayor Whitford is planning on using. She stated it is unlimited and they will be paired with mentors. The mentors will oversee and help with direction.

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ADJOURN: 8:39 p.m.

Attest:

Mayor Whitford

Debbie L. Lee Clerk/Treasurer