

**City of Kittitas
Council Meeting Minutes
January 26, 2016**

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. January 26, 2016. Councilmembers present: Dan Sherman, Jerry Gilmour, David Doyle and John Camarata. Councilmember Ben Whitehurst was absent. Staff present: Michelle Geiger – Building Official and Debbie Lee – Clerk/Treasurer.

APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING JANUARY 12, 2016

MOTION: Councilmember Camarata made a motion to approve Councilmember Whitehurst absence; second by Councilmember Sherman.

Motion Carried: 4 yes 0 no.

MOTION: Councilmember Gilmour made a motion to approve the minutes; second by Councilmember Doyle.

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 Gilmour.

Motion Carried: 4 yes 0 no.

PUBLIC APPEARANCE COMMENTS

- None

REPORT OF OFFICES AND SPECIAL GUESTS

A. Special Guests/ Staff Reports (informational only)

Michelle Geiger – Building Inspector

- Advantage Dirt building will be done this week, they are asking for the final inspection at the end of the week.
- The City of Kittitas applied for a Boundary Line Adjustment. This is needed to install the Solar Panels on City Hall. When they purchased the building the original boundary line included the Community Hall.

**City of Kittitas
Council Meeting Minutes
January 26, 2016**

- The Comp Plan will be adopted tonight.
- Two remodel permits were submitted as well as two code enforcement issues have come up.
- A building permit for a new modular was submitted.
- A variance application was submitted.

Elaine O'Neill - Library Board

- Elaine apologized that no one had been at the meetings and does not have the stats for December.
- Christmas in Kittitas was a success. The Friends of the Library make up the goody bags for the children that visit Santa. There were 175 children and 130 adults. They ran out of goody bags. Santa, Mrs. Claus and the elves were very good.
- Cup of Cocoa and a book are in February. Friends of the Library donate the books and bake 200 valentine cookies. K-3rd grade kids usually come in the morning for about 1.5 hours between 9:00 a.m. and 9:30 a.m.
- Friends of the Library hold bake sales and rely on donations in order to purchase approximately 500 books per year to be given out at these events.

UNFINISHED BUSINESS

None

NEW BUSINESS

B. Public Hearing 2015 Comp Plan Zoning Update Ordinance 16-001

- Mayor Whitford explained that the Planning Commission and SCJ Alliance put in a lot of work to complete this Comp Plan update.
- The Public Hearing was opened at 7:12 p.m. and was closed at 7:12 p.m. with no public comment.
- Councilmember Gilmour stated he did not like the cost of this project.

**City of Kittitas
Council Meeting Minutes
January 26, 2016**

MOTION: Councilmember Camarata made a motion to approve Ordinance 16-001; second by Councilmember Doyle.

Motion Carried: 4 yes 0 no.

C. Council Member Resignation

- Mayor Whitford read Dave Doyle's letter of resignation.
- Councilmember Gilmour stated he hated to see Dave's resignation.
- Councilmember Doyle thanked everyone for allowing him to serve on Council.

MOTION: Councilmember Sherman made a motion to accept Councilmember Doyle's resignation; second by Councilmember Camarata.

Motion Carried: 4 yes 0 no.

D. Utility Billing Clerk - New Hire

- Mayor Whitford informed Council that they had several very good applicants for the job. The interview committee comprised of Mayor Whitford, Fire Chief Ciraulo and Stephanie from Kittitas County Human Resources.
- The job was offered to Cathy Doyle and she accepted. The interview committee felt Cathy had a lot of information and experience she could bring to the City.

D. Vacant Council Position (discussion)

- Mayor Whitford informed Council that applications are available and encourages the public to submit a letter of interest with the application. Council will look at applicants at the February 23, 2016 Council Meeting.
- Councilmember Sherman asked how the process works for Council vacancies. It was explained that Council can go into executive session but no decisions can be made, they can discuss applicants qualifications etc. during the regular Council Meeting current Council can ask applicants questions.

PAYMENT APPROVALS

A. January 26, 2016 Payables \$30,724.93

**City of Kittitas
Council Meeting Minutes
January 26, 2016**

- Councilmember Gilmour asked about the spare pump at Benton Lift.

MOTION: Councilmember Gilmour made a motion to approve January 26, 2016 payables; second by Councilmember Sherman.

Motion Carried: 4 yes 0 no.

MAYOR'S REPORT

- Mayor Whitford is looking into the process of changing Council Meetings to one time per month with a study session; she feels this would allow more time for discussion on topics and then decisions could be made. Council member Gilmour asked when this would start. Mayor Whitford stated she is looking into what it will take to make this happen. The current Ordinance would have to be changed. Tony Helland stated that they can discuss items during Council Discussion.
- Canfield was scheduled to come and train Council on February 9, 2016. After discussion it was decided to wait until the new Councilmember was sworn in.
- Mayor Whitford has been going through all personnel files and making sure they are complete and meeting with employees one on one on Thursday's through March.
- Council needs to be engaged in committees like COG and the Planning Committee. Mayor Whitford would like to have a goal to implement this process.

COUNCIL DISCUSSION

- Councilmember Gilmour made an offer to the City if he and Councilmember Sherman purchased 4 tables for the library would the City purchase 4. Jeanette Bryant suggested looking at the CWU Surplus sale. The City can go anytime and preview items.
- Councilmember Sherman asked if Department Heads were required to come to Council Meetings. Mayor Whitford explained that only if requested by the Mayor.
- Councilmember Camarata explained how Executive Sessions worked that no decisions can be made during these sessions and there are only about 4 specific RCW's that you can hold an executive session.
- Dave Doyle read a letter thanking the City for allowing him to be on Council and that he will still help with projects within the City.

**City of Kittitas
Council Meeting Minutes
January 26, 2016**

ADJOURN: 7:33 p.m.

Attest:

Mayor Whitford

Debbie L. Lee Clerk/Treasurer