

**City of Kittitas
Council Meeting Minutes
February 23, 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. February 23, 2016. Councilmembers present: Dan Sherman, Jerry Gilmour, Ben Whitehurst and John Camarata. Staff present: Debbie Lee – Clerk/Treasurer., Chris Taylor – Police Department, Bryan Nash – Public Works, Brenda Bach – WTTP and Jon Seitz –Attorney.

APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING February 8, 2016

MOTION: Councilmember Gilmour made a motion to approve the minutes; second by Councilmember Sherman
Motion Carried: 4 yes 0 no.

ADDITIONS TO AND/OR APPROVAL OF AGENDA

Mayor Whitford would like to move Council Vacancy before Public Appearance. Surplus Library Books under staff reports and per diem/travel checks during payment approvals. Also Mayor Whitford would like to move Resolution 16—2 Resolution to Assume the TBD under unfinished business.

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

PUBLIC APPEARANCE COMMENTS

- Mayor Whitford explained that she would like the discussion user friendly and since the agenda is busy she will allow during council discussion rebuttals.

REPORT OF OFFICES AND SPECIAL GUESTS

A. Council Vacancy

Jason Carlsen

- Jason explained that he has lived in the City of KITTITAS for 9 years with his wife and kids. He works as a journeyman lineman. He has decided he wants to be involved with the city he lives in. Councilmember Camarata asked if he had any administrative experience. John stated that he is a general foreman and understands how the budget works. He enjoys working with numbers. Join explained that he will like being part of the decision making process. Councilmember Sherman thanked him for applying and stated that if he does not get chosen to please consider volunteering

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for another department.

Tony Helland

- Tony Helland explained that he has been on Council since 2005 and even served as Mayor. He has lived in Kittitas since 1997. He stated that he felt like he got a lot accomplished when he was mayor Tony feels strongly that the future of Kittitas is out at the interchange and focus needs to be there. He also stated he does not have an agenda. Councilmember Sherman thanked Tony for submitting his application.

Carolyn Earwood

- Carolyn stated she has attended many Council Meetings and feels she would be a good asset to the Council. Recently she had to put her husband in a home for dementia so she has some free time. She has worked with budget with the Puyallup tribes.
- Mayor Whitford explained Council would go into executive session for approximately 15 minutes at 7:22 p.m. with no decisions made in executive session. Council will discuss the candidate's qualifications during this time.
- Council came out of executive session at 7:35 p.m. with no decision being made.

MOTION: Councilmember Sherman made a motion to nominate Jason Carsen as the new Council Member; second by Councilmember Whitehurst.

Motion: Councilmember Sherman and Whitehurst 2 for Carlsen; Councilmember Gilmour and Camarata abstained.

- Mayor Whitford felt Jason would be a fresh face to Council and have new visions with a different mindset. Mayor Whitford had to break the tie vote. Mayor Whitford swore in new Councilmember Jason Carlsen.

Bryan Nash – Public Works

- Gray & Osborne has finished with the COG Sewer Feasibility Study and will have a draft review by the end of the week and then will present to Mayor Whitford and Staff.
- Some minor flooding occurred on S. Main this was on private property. This property has no culvert. The Mayor and Bryan thought it would be a good idea to send a letter to the homeowner to be proactive so this doesn't happen in the future.

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- Councilmember Gilmour asked about the tree in the other creek that will cause problems. Bryan is aware of this and has submitted a permit application to the state Fish & Wildlife and that will give him a 5 year maintenance window to work on the problem.
- Bryan ordered the pipe for the water main project.
- Mike and Bryan have been to training the last two days.
- They will be reading meters the remainder of the week.
- The solar project was started on City hall and should be completed soon.
- Bryan has contacted several dealers to work on finding a replacement vehicle for WWTP and employees.

Brenda Bach – WWTP

- Tom has been approved to take the OIT test he will be able to take the level 1 test at the end of April.
- The safety platform has been installed and this makes the job safer and easier to install the lights.
- Tom and Brenda have been in training this week. Brenda has been taking classes on small water systems management program.

Brent Nierman Chief of Police

- Brent informed Council that he just recently received 2 AED's from grant money. Councilmember Sherman asked if they were new and Brent stated they were. He will keep one in his car and Chris and Dave will trade depending on the shift they work.
- Brent was able to attend training two weeks ago that was very beneficial he attended with grant money from the Kittitas County Coalition.
- March 29th through March 1st Officer Taylor will attend training on a grant. The training is for major crime investigations.

Library – Surplus Books

- The library submitted a list of books that needed surplus. Carolyn Earwood usually they pull books

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that have not been checked out in 7 years. There is a bookstore in Ellensburg that will do a two for one trade and some books get taken to the County Jail.

MOTION: Councilmember Camarata made a motion to approve the surplus of books; second by Councilmember Whitehurst Motion Carried: 5 yes 0 no.

UNFINISHED BUSINESS

A. Safe Built Contract / The Building Department Inc. Contract

- Mayor Whitford explained that this has been on the agenda for action for months. If an outside source was used this could possibly straighten out the budget and tighten itself out. The City would be following the RCW that pertains to Building Department Regulations. Several cities use third party inspectors. The cost of doing business would be passed on to the customers. In August 2015 Building Fees were set to a more current amount. Mayor Whitford stated that 1. Keep the building department as is but allocate time correctly. 2. Hire The Building Department Inc. there contract is 80/20 or 3. Hire Safe Build which is Michelle and her contract is 75/25. They are identical contracts except for the price of splits.
- Councilmember Sherman asked if this would put more work load on existing staff. Mayor Whitford it should not.
- Jon Seitz attorney stated that legal has reviewed both contracts and his advice to council if they decide to go with a third party there would still be some small negotiations that need to be done. Jon Seitz will work on finalizing the negotiations and terms for ultimate approval.
- Michelle stated she would come to the City to pick up the plans and then bring the packet back to the city for pick up

MOTION: Councilmember Sherman made a motion to accept Safe Built after Jon Seitz finalizes the contract; second by Councilmember Whitehurst.

Motion Carried: 3 yes 2 abstentions Councilmember Gilmour and Councilmember Carlsen.

B. 16-002 Resolution Assumption of the Transportation Benefit District

- Mayor Whitford stated that the City will have to re advertise for a public hearing since the City exceeded the 60 days by 4 days. Mayor Whitford explained how the Transportation Benefit District Works and how it will be easier to manage be assumed by the City of Kittitas.
- Jon Seitz explained the legal process of adopting the resolution, advertising twice in the newspaper

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and having a public hearing.

MOTION: Councilmember Gilmour made a motion to approve Resolution 16-0022 Assumption of the Transportation Benefit District; second by Councilmember Sherman
Motion Carried: 5 yes 0 no.

NEW BUSINESS

A. 16-003 Ordinance Surplus Tables/Community Hall

- Councilmember Gilmour purchased some new tables for the Community Hall and has about 3 tables he would like to surplus. Bryan would like a couple down at his shop.

MOTION: Councilmember Whitehurst made a motion to approve the surplus of tables; second by Councilmember Sherman.
Motion Carried: 5 yes 0 no.

PAYMENT APPROVALS

A. February 23, 2016 Payables \$23,288.85

MOTION: Councilmember Camarata made a motion to approve February 23, 2016 payables; second by Councilmember Whitehurst.
Motion Carried: 5 yes 0 no.

B. Per Diem/Travel \$941.07

MOTION: Councilmember Gilmour made a motion to approve per diem; second by Councilmember Camarata.
Motion Carried: 5 yes 0 no.

MAYOR'S REPORT

- Mayor Whitford informed Council that Canfield will be here on March 22nd at 5:30 for Insurance Training.
- March 12th is Community Events Meeting at the Community Hall at 10:00 a.m. they will talk about all community events Christmas in Kittitas, The Burn Outs, Kite Flying, Swap Meet, Trunk or Treating, Thrall and Dodge Winery, Curly's Event. They will talk about insurance coverage.

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- Email addresses will be changed per the request from the City Attorney. It will be everyone's first and last name. This will streamline things if Public Records Requests are submitted.

COUNCIL DISCUSSION

- Councilmember Sherman would like to see a committee formed to help the process of getting sewer services to the interchange.
- Councilmember Gilmour stated that approximately 200 cookies and books were handed out during Cocoa and a Book. The kids liked the new tables.
- Citizen Tony Helland was concerned about emails going to personal computers. Mayor Whitford stated she would check with Jeanie on the legality of this topic.

ADJOURN: 9:06 p.m.

Attest:

Mayor Whitford

Debbie L. Lee Clerk/Treasurer