

**City of Kittitas
Council Meeting Minutes
March 8, 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. March 8, 2016. Councilmembers present: Dan Sherman, Jerry Gilmour, Ben Whitehurst, Jasen Carlson and John Camarata. Staff present: Debbie Lee – Clerk/Treasurer., Chris Taylor – Police Department, Bryan Nash – Public Works, Michelle Geiger – Building Inspector, Cathy Doyle – Utility Billing Clerk and Mike Meskimen – Gray & Osborne.

APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING February 23, 2016

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

PUBLIC APPEARANCE COMMENTS

- Pat Cort would like to thank Jerry Gilmour for refinishing the Community Hall floor. She would also like to challenge staff and public to donate a table to the Community Hall. She went to Bi-Mart to purchase one they were out but will try somewhere else, they cost \$39.

REPORT OF OFFICES AND SPECIAL GUESTS

A. Staff Reports (informational only)

Bryan Nash – Public Works

- Bryan reported that he and Mike went to training February 23rd in Yakima. These classes are continuing education. Councilmember Sherman inquired if the CEU's help Mike. Bryan stated no, since Mike does not have an operator's license. That would be something they could discuss further.
- They started the tree trimming.
- Bryan and Mike have been working on the inbound water line at Clerf's

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- They will start on the water main project next week. Councilmember Sherman asked if they have found a third person to help them.
- Mayor Whitford asked with the spring runoff is water levels ok. Bryan stated they were high and there is some sand and sand bags available by the library.
- The bid opening for Patrick Ave Phase One was today @ 10:00 a.m. and Phase Two Patrick Avenue is Thursday the 10th @10:00 a.m. Five bids were turned in for Phase One and the apparent low bidder is Advantage Dirt Works. This will need to be officially confirmed and the numbers rechecked with Gray & Osborne. Councilmember Sherman asked if all bidders were local. No they were from different areas of the state. Councilmember Sherman asked if the same contractor does both phases. Mike stated no they usually bid on both phases and it works out nice if the same contractor does both phases but not necessary. By law you are required to take the lowest bid unless you have a very good reason not to.
- Mike from Gray & Osborne stated he would officially announce the low bidder at the Council Meeting dated March 22nd and they will also go over the Sewer Feasibility Study results.
- Bryan explained to Council that there is an addressing issue on East First. Andy Schmidt has disputed the easement. The City does not have a right of way on this property. Bryan has checked with the county and will make a trip to the title company that closed on the property to see what information they have.

Michelle Geiger – Building Inspector

- There are two active permits one in Alpine.
- Bryan is in the process of reviewing Best Assets underground and they should have their final soon.
- Planning Commission will meet either the end of March or the first part of April to discuss the Marijuana Moratorium.
- Michelle talked to Council regarding a building permit that was issued in 2014 that the customer never did anything with. Michelle did work on the access permit but nothing else. The customer paid \$870, Michelle feels they are due some refund. She will present to Council at the next meeting per the request from the Mayor. Bryan stated that when the developer did the plat amendment the City had made an agreement with the land owner that street lighting would be done and this has not been done to date.

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B. Budget Report

None

C. Treasurer's Report

None

UNFINISHED BUSINESS

NEW BUSINESS

A. Gray & Osborne Consultant Agreement Railroad Overlay #4

- Mike explained that the Operating Engineers is a different project than most. The School works with TIB and TIB is happy with these types of projects. The agreement is design work and limited staking that Gray & Osborne will do.
- Mayor Whitford inquired as to how long the process takes. Bryan said grading can take 2 days to 1 week and there might be time in between due to class schedules. Paving is done in 1-2 days weather permitting.
- Councilmember Sherman asked if the utilities are in line with the street. Bryan stated to the best of his knowledge. He did send letters out to the homeowners letting them know that if they need to make changes to the utilities or wanted to add gas lines now would be the time.
- Councilmember Sherman inquired about the drainage; Mike Meskimen said that TIB only pays for the street improvements no drainage issues. They will try to make the road as true to the ROW as possible.

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

B. 16-004R Competitive Bidding Requirement Operating Engineers

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- Mike Meskimen explained that there are state requirements for bidding processes, but there are exceptions and this job is one of them. This is the same resolution the City has used in previous paving projects with the Operating Engineers and the attorney has approved this resolution. TIB is in favor of the partnership the City of Kittitas has with the Operating Engineers this saves a large expense on labor.
- Bryan will get with TIB and the Operating Engineers in the future to patch streets together that have not been entirely paved/matched up.

MOTION: Councilmember Camarata made a motion to approve Resolution 16-004R; second by Councilmember Gilmour.
Motion Carried: 5 yes 0 no.

C. AWC Scholarship

- Mayor Whitford explained to Council that AWC offers a \$1,000 Scholarship to 6 students. The City contacted Kittitas High School to see if any students were interested. Jaden Meador turned in an application. Mayor Whitford wrote a letter of recommendation and the application was submitted to AWC.

PAYMENT APPROVALS

A. March 8, 2016 Payables \$29,982.31

MOTION: Councilmember Camarata made a motion to approve March 8, 2016 payables; second by Councilmember Gilmour.
Motion Carried: 5 yes 0 no.

B. February Payroll/March Mid-Month Draw \$51,745.56

MOTION: Councilmember Camarata made a motion to approve February Payroll/March Mid-Month Draws; second by Councilmember Whitehurst.
Motion Carried: 5 yes 0 no.

C. February EFT's \$3,126.65

MOTION: Councilmember Camarata made a motion to approve February EFT's; second by Councilmember Gilmour.
Motion Carried: 5 yes 0 no.

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MAYOR'S REPORT

- Mayor Whitford informed Council that she went and talked with Bryan Lenz from PSE regarding the Windfarm signs and would like them to be more visible and have Kittitas noted on the sign as an alternate route which would take travelers through Kittitas. Mayor Whitford will be working with PSE to figure out the size and color of the signs. This will help with the confusion at the water tower with travelers.
- Mayor Whitford thanked Jerry Gilmour for re-finishing the floors at the Community Hall.
- Councilmember Sherman would like to get together and make a plan for updates to the Community Hall.
- Mayor Whitford talked with the County regarding the safety of No. 81 Road. The county will look into it this summer and possibly make a pedestrian path as this area is very dangerous.
- On April 25th Mayor Whitford will meet with State Representative Rhinehart regarding the TBD issues. Mayor will get with staff and Dave and Pat to gather all information beforehand.
- Tom Pruatt gave his notice. His last day will be March 18th Mayor Whitford is having Brenda look at the job description and they will get busy with filling that vacancy. Bryan Nash inquired what the process was going to be. Mayor Whitford said re-writing the job description and looking for qualified applicants and then interviews.
- Councilmember Gilmour and Whitehurst were hoping to find a qualified person and wanted to know a time frame.
- Mike from Gray & Osborne said that they have someone on staff that could fill in if needed in an emergency or reach out to other municipalities.
- Mayor Whitford reminded citizens about the community planning at the Community Hall on Saturday. They will go over everything that citizens would like to see happen in the City. The bench at Wilson Park will be dedicated. The Chamber will be here. Mayor Whitford would like to see a representative from the Library so they can get their information on the calendar. Bryan also suggested a 3 on 3 basketball tournament.

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COUNCIL DISCUSSION

- Councilmember Sherman was inquiring about the Sewer Feasibility Study and does this study help with grant approvals. Mike stated yes it gets everything moving forward. Staff is currently reviewing the study and will get their recommendations back to Gray & Osborne.

ADJOURN: 7:53 p.m.

Attest:

Mayor Whitford

Debbie L. Lee Clerk/Treasurer