

**City of Kittitas  
Council Meeting Minutes  
April 12, 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. April 12, 2016. Councilmembers present: Dan Sherman, Jerry Gilmour, Ben Whitehurst, Jasen Carlson and John Camarata. Staff present: Debbie Lee – Clerk/Treasurer., Dave, Anderson – Police Department, Brenda Bach – WWTP, Bryan Nash – Public Works, Carolyn Earwood – Library Board, Michelle Geiger – Building Inspector, Cathy Doyle – Utility Billing Clerk and Mike Meskimen – Gray & Osborne.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED  
March 22<sup>nd</sup>, 2016**

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

**ADDITIONS TO AND/OR APPROVAL OF AGENDA**

Mayor Whitford would like to add under New Business; surplus library books.

**MOTION:** Councilmember Camarata made a motion to approve the agenda as amended; second by Councilmember Gilmour.  
Motion Carried: 5 yes 0 no.

**PUBLIC APPEARANCE COMMENTS**

- None

**REPORT OF OFFICES AND SPECIAL GUESTS**

**A. Staff Reports (informational only)**

**Brenda Bach - WWTP**

- Brenda informed Council that this year during the annual fire extinguisher and first aid kit maintenance Oxarc asked that the kits and extinguisher's stayed at their location, previous years everything was brought to City Hall. In doing this they noticed that a fire extinguisher at the water tower was not the correct chemical to fight the type of fire at that location. This will be the practice for future maintenance to have Oxarc go to the sites where the kits and extinguishers are located.

**City of Kittitas**  
**Council Meeting Minutes**  
**April 12, 2016**

- Brenda is working on the bid project for the painting of the water tower. Gray & Osborne will help with this as they have information that might be helpful.
- The annual maintenance on the chlorinator is being done, there is a crack in the casing and it might need to be replaced this year.
- Cross connection questionnaires are being sent out.
- The 2% water/sewer base rate is on the agenda for approval/denial by Council. Brenda wanted to let Council know that this increase will help keep up with inflation costs on maintenance etc.
- The treatment plant is having problems with the flow meter, April 19<sup>th</sup> they are coming to service and Brenda will get two quotes one for replacement and one for repair.
- Councilmember Sherman asked approximately how much for a new chlorinator and if this was in the budget? Brenda thought maybe \$2,000 and hopefully she could find this money in her current budget.
- Councilmember Gilmour asked if the cost for painting the water tower is in the budget and how long would it take? Brenda explained yes and she thought about one month. Councilmember Sherman asked who determines that the water tower needs painted. Brenda explained that Bryan inspected the top and when the sanitary survey was done in 2011 they mentioned the condition at that time. The paint has oxidized, flaking off and the seal around the bottom needs caulked. Mayor Whitford stated she had seen the epoxy sample of paint and that it should last about 20 years.

**Michelle Geiger – Building Inspector**

- Alpine Estates currently has one house and one manufactured home being constructed. There are only a few more lots there and Michelle believes that area will finish the remaining lots that are platted.
- Bare Marchel is building more storage units and that requires a SEPA.
- Michelle has received 5 – 6 calls regarding the property by the freeway. The inquiries were from trailer sales and a RV Dealership.
- A company inquired about re-platting the Pacific Loop lots to a zero lot line and placing housing for his employees.

**City of Kittitas  
Council Meeting Minutes  
April 12, 2016**

- The Planning Commission will meet on the 18<sup>th</sup> to discuss permanent zoning regarding marijuana.
- Mayor Whitford stated she is concerned about the number of water connections available.

**Carolyn Earwood – Library**

- Carolyn informed Council that they did inventory mid-March and 1300 books were culled, these books had zero activity in the last 6-7 years. The Library Board would like to be able to sell these books at the swap meet and put the money back into the line item for books and supplies.
- The Library Board would like to thank everyone who has put in their time for updating the Community Hall.

**B. Budget Report**

None

**C. Treasurer's Report**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**A. Gray & Osborne Patrick Avenue Phase 1 & 2 Bid Consultant Agreement**

- Mike Meskimen explained that the Consultant Agreement for Phase 2 can be accepted they are still reviewing Phase 1 and that will be on the agenda for the next Council Meeting.
- This is a supplement to the original design. This agreement shows that part time inspections are 6 hours per day; Phase 1 will pay for the remainder 2 hours of inspections. The cost of this agreement is \$36,350 which will be reimbursed by TIB at 95%.

**MOTION:** Councilmember Camarata made a motion to approve Patrick Avenue Phase 2 Consultant Agreement; second by Councilmember Whitehurst.

Motion Carried: 5 yes 0 no.

**City of Kittitas  
Council Meeting Minutes  
April 12, 2016**

**B. Gray & Osborne – Sewer Feasibility Study Report**

- Rob Scott and Mike Meskimen explained that the Sewer Feasibility Study concentrated on four areas; Benton West, Coles Crossing II, South Industrial Area and the South East UGA.
- See attached slide presentation and proposals. Mike suggested that they could represent the City of Kittitas at the IACC Conference in the fall. This is when all funders get together and they would present the Sewer Feasibility Study to the funders and possibly get ideas on applicable funders. Mike believed this would be the best 1<sup>st</sup> step in the process of getting sewer to the interchange area. Bryan has emails and contacts for this request and it would come from the City as a formal request.
- Councilmember Sherman inquired as to who approved the current lift station at Benton that is not adequate enough to serve the area? Michelle explained that it was not required at the time of platting to have a bigger lift station and the City needs to be cautious with further development to hold the developers more responsible. Other questions were if a 200 bed hotel came in could the current plant support this? Rob stated that if all 4 scenarios happened at once it would be very close and the Treatment Plant would be operating at capacity.

**C. New Water/Sewer Service Rainier #13 Sanchez**

- Mayor Whitford explained that this new service comes before Council before the building permit is issued per Kittitas Municipal Code.

**MOTION:** Councilmember Gilmour made a motion to approve the new Water/Sewer Connection; second by Councilmember Camarata.

Motion Carried: 5 yes 0 no.

**D. Liquor License Application – Thrall & Dodge Winery**

- Mayor Whitford is pleased to have this new business in the City of Kittitas.

**MOTION:** Councilmember Whitehurst made a motion to approve Thrall & Dodge Winery Liquor Application; second by Councilmember Gilmour.

Motion Carried: 5 yes 0 no.

**E. Ordinance 16-006 “Code Enforcement”**

- Mayor Whitford explained that Ordinance 16-006 is changing the language from Building Official to Mayor or his/her appointee will be in charge of Code Enforcement.

**City of Kittitas  
Council Meeting Minutes  
April 12, 2016**

- Councilmember Carlson asked who will be responsible for the different code issues. . Mayor Whitford stated she would appoint the responsible person depending on the situation. Safe Built will handle stop work orders and the Police Department handles City Code issues.

**MOTION:** Councilmember Gilmour made a motion to approve Ordinance 16-006; second by Councilmember Camarata.  
Motion Carried: 5 yes 0 no.

**F. Ordinance 16-007 “Flood Prevention”**

- This Ordinance changes the language of Building Inspector to Mayor and his/her designee will handle Flood Prevention.
- Councilmember Gilmour wanted to know how to handle the trees in the creek. Mayor Whitford stated this could be discussed during Council Discussion.

**MOTION:** Councilmember Camarata made a motion to approve Ordinance 16-007; second by Councilmember Whitehurst.  
Motion Carried: 5 yes 0 no.

**G. Water/Sewer Regulations 13.04.202**

- This is an annual increase of 2% to the water and sewer base rate to keep up with inflation unless voted down by Council.
- Councilmember Carlson stated not all citizens received a 2% increase in their wages. Councilmember Sherman is not opposed. Both Councilmembers would like the water/sewer department to have a breakdown of why they need the increase.
- Cle Elum had a 10%-15% increase in the last year due to not having an increase for several years.
- Council will get a 5 year budget comparison and the history of the B&O tax placed in their mail boxes for further review.

**H. Surplus Library Books**

**MOTION:** Councilmember Camarata made a motion to surplus the library books; second by Councilmember Gilmour.  
Motion Carried: 5 yes 0 no.

**City of Kittitas  
Council Meeting Minutes  
April 12, 2016**

**PAYMENT APPROVALS**

**A. April 12<sup>th</sup> , 2016 Payables \$29,569.44**

**MOTION:** Councilmember Camarata made a motion to approve April 12<sup>th</sup> , 2016 payables; second by Councilmember Gilmour.

Motion Carried: 5 yes 0 no.

- Councilmember Carlson inquired if the Kittcom payment was quarterly. Yes.

**B. March 2016 EFT's \$14,086.79**

**MOTION:** Councilmember Camarata made a motion to approve March 2016 EFT's; second by Councilmember Whitehurst.

Motion Carried: 5 yes 0 no.

- Councilmember Carlson asked who USDA/RD is. This is a loan payment for the WWTP.

**C. March Payroll/April Mid-Month Draws \$52,489.97**

**MOTION:** Councilmember Gilmour made a motion to pay March Payroll/April Mid-Month Draws; second by Councilmember Camarata.

Motion Carried: 5 yes 0 no.

**MAYOR'S REPORT**

- Mayor Whitford informed Council that Mike Varnum applied for the WWTP OIT job and will make the transmission from Public Works to the Treatment Plant. His first day is April 18<sup>th</sup>.
- Mayor Whitford stated the City will advertise the Utility Worker Position and a CDL will be required for this job.
- Mayor Whitford explained that Lindsey who was a former planner with the County is now in Economic Development with the Chamber and Mayor Whitford is happy to be able to work with her to draw new businesses to the City of Kittitas.
- The Swap Meet went well and over \$350 was raised for the new digital sign.

**City of Kittitas  
Council Meeting Minutes  
April 12, 2016**

**COUNCIL DISCUSSION**

- Councilmember Gilmour is concerned with the flooding in the creek on Patrick. Mayor Whitford asked if this was private or City owned property. Bryan stated that it would probably need to be surveyed and he can get a permit that is valid for 5 years and costs \$150. Bryan also informed Council that you cannot do any work during high water times.
- Councilmember Sherman wanted to pledge \$100 toward the new sign and encouraged other Councilmembers to do the same.
- Councilmember Gilmour stated he had talked with the fiddler's and they would consider coming back to the City of Kittitas, he will talk with the School Board.
- Jeanette Bryant stated that the majority of the citizens of Kittitas want to know where the 4% increase of the B&O revenues went.
- Pat Cort was pleased with the council's discussion.
- Michelle was concerned that if the public was not able to comment during the meeting their voice might not be heard before Council voted.

**ADJOURN: 9:02 p.m.**

**Attest:**

---

Mayor Whitford

---

Debbie L. Lee Clerk/Treasurer