

**City of Kittitas
Council Meeting Minutes
December 13, 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. December 13, 2016. Councilmembers present: Jerry Gilmour, Pat Cort, John Camarata, Ben Whitehurst and Jasen Carlson. Staff present: Debbie Lee – Clerk/Treasurer and Cathy Doyle – Utility Billing Clerk.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED
NOVEMBER 22nd, 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

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

PUBLIC APPEARANCE COMMENTS

None

REPORT OF OFFICES AND SPECIAL GUESTS

A. Staff Reports (informational only)

Debbie Lee – Clerk/Treasurer

- Debbie informed Council that the State Auditors are on site and will be having an Entrance Conference early next week. They will let Council know what day and time.

B. Budget Report

None

C. Treasurer's Report

None

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UNFINISHED BUSINESS

None

NEW BUSINESS

A. Public Hearing Ordinance 16-018 2017 Property Tax Levy

- Councilmember Carlson wanted more information on this Ordinance. It was explained that this is required by the City to do a 1% increase every year regarding Property Tax.
- The Public Hearing was opened at 7:05 p.m. and closed at 7:05 p.m. with no public comment.

MOTION: Councilmember Camarata made a motion to approve Ordinance 16-018; second by Councilmember Whitehurst.

Motion Carried: 5 yes 0 no.

B. Public Hearing 16-019 Water and Sewer B&O Utility Tax

- The Public Hearing was opened at 7:10 p.m. and closed at 7:10 p.m. with no public comment.
- Councilmember Gilmour stated that this was wrong. Councilmember Gilmour also thought the City should just use the money in the savings account if more money was needed.
- Councilmember Cort explained that this is planning for the future, budgets have not been planned for the future previously and Council needs to prioritize and get on track. Councilmember Cort also stated that Council should work on a budget policy for the City and keep a close eye and make sure the budget is managed properly.
- Councilmember Camarata stated that the City needs a positive fund balance to secure a good credit rating.
- Councilmember Whitehurst stated that if a Fire Engine was to break down the cost of a new engine has doubled in cost. Councilmember Whitehurst stated that he has been looking at the budget and it's almost a necessity, this increase would also help build the fund for future match money on street projects.
- It was discussed during the Budget Study Sessions that this increase would help pay the cost of a server for the City, help with vehicle purchases and turn out gear for the Fire Department.
- Councilmember Carlson believed that this increase would help for unforeseen issues.

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- Mayor Whitford asked Councilmember Cort to make a flow chart for the next meeting.

MOTION: Councilmember Cort made a motion to approve Ordinance 16-019; second by Councilmember Whitehurst.

Motion Carried: 3 yes 2 no. (Councilmember Gilmour and Councilmember Camarata)

C. 2017 Preliminary Budget

- Discussion was had regarding the addition of the lease vehicle payments coming out of the 3/10's fund.

D. Executive Session Union Negotiations RCW 42.30.140(4)

- Councilmembers went into Executive Session at 7:55 p.m. for 10 minutes. Councilmembers returned at 8:05 making no decisions in the Executive Session.

PAYMENT APPROVALS

A. December 13, , 2016 Payables \$72,820.65

MOTION: Councilmember Camarata made a motion to pay December 13, 2016 Payables; second by Councilmember Cort.

Motion Carried: 5 yes 0 no.

B. November 2016 EFT's \$4,230.98

MOTION: Councilmember Camarata made a motion to approve November 2016 EFT's; second by Councilmember Cort.

Motion Carried: 5 yes 0 no.

C. November Payroll/December Mid-Month Draw \$60,493.34

MOTION: Councilmember Camarata made a motion to approve November Payroll/December Mid-Month Draws; second by Councilmember Cort.

Motion Carried: 5 yes 0 no.

MAYOR'S REPORT

- Mayor Whitford stated that PSE donated \$1,000 towards the City for Christmas Light purchases.
- A request for Qualification Services to the City is being sent out to Planners and Engineers who would like to offer their services to the City. They need to submit a letter of interest to the City by January 27, 2017. Councilmember Gilmour inquired if anyone in town is qualified; Mayor

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Whitford thought there were some firms that would be.

- The County funded the library with \$8,000 for the year 2017.
- Christmas in Kittitas was a success with 200 kids and 150 adults that went thru the Santa line. The feedback was good as well as the pies that were donated. Mayor Whitford also stated that the fire truck looked amazing with Mr. and Mrs. Claus aboard.

COUNCIL DISCUSSION

- Councilmember Gilmour inquired if the Police Department was purchasing two cars.
- Councilmember Cort stated she went the Legislative Day in Ellensburg hosted by the Chamber.
- Councilmember Cort reminded Council that starting in January the meetings will have a study session ½ hour prior to the regular scheduled Council Meeting. This will give Council time to discuss and study issues, and to put more policies and procedures in place. Councilmember Cort will use documents from MRSC for reference.
- Councilmember Cort thought it would be nice if the department heads would give a written report one time per month on what the department has been working on. Councilmember Carlson thought this was a good idea.
- Councilmember Carlson also wondered if a pie chart of the cities revenues and expenditure could be put on the website.
- Mayor Whitford likes the direction that the Council is going and feels encouraged.
- Councilmember Carlson would like to see the schools more involved with different aspects of the City he feels this would be a great learning experience.

ADJOURN: 8:30 p.m.

Attest:

Mayor Whitford

Debbie L. Lee Clerk/Treasurer