

**City of Kittitas**  
**Work/Study Meeting Minutes**  
**April 11, 2017**

**Work/Study Meeting Attendance**

Lou Whitford - Mayor  
Pat Cort - Councilmember  
Jerry Gilmour - Councilmember  
John Camarata – Councilmember  
Jasen Carlson – Councilmember

Debbie Lee – Clerk/Treasurer  
Michelle Geiger – Safe Built

**Points of Discussion**

- Building permit discussion was had regarding expired permits, the process of the building permit and the time line. This is depends on many different factors for example is the permit in a flood zone, does it need address access information etc. Michelle provided a sheet that will give a time line for the building permit issuance process. Michelle also provided examples of floor plans, truss plans etc. It was explained the importance of the owner applying for the permit and signing the application. This all is important to the issuance of the permit and protecting the City.
- Pacific Loop lighting was discussed and Scott Moore with Public Works needs to submit a letter approving the variance request from Zirkle Fruit.
- Council asked if Woh Hing restaurant was ever going to open, Michelle stated that Peter Shuetz was helping the owners with some issues.
- Discussion was had regarding the server quote. Clerk/Treasurer Debbie Lee informed Rufus Tech of making sure all departments were to be connected and included in the quote. Also discussed was that fact that they charged us for preparing the quote.
- Councilmember Gilmour asked what the City got for the \$600 per year it was explained; back up and anti-virus protection.
- Councilmember Cort was concerned that the City computers had Windows Professional the full version and not a limited home version. The server holds the software and the City could buy user rights on each computer. You can purchase 1-10 licenses. Councilmember Cort felt it would be better to look at a different company to get quotes and options from.
- Discussion was had regarding the yearly 2% water/sewer rate increase and this happens every year due to inflation and Council needs to approve or deny this increase.

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- Resolution 17-003R for the Chevy Tahoe Surplus is for Officer Anderson's Tahoe that blew up and is beyond repair.
- Cinta's Cleaning was discussed and getting other bids.
- Mayor Whitford has not heard from Volunteer Fire Chief Shuart regarding the pros and cons of the Fire Department Merger.
- Mike Meskimen is helping Mayor Whitford with the language on the sidewalk Ordinance. Michelle with Safe Built stated she would email Mayor Whitford some information that she had regarding this. Michelle stated that it is in the City development standards and that links to the construction specs in the residential section.
- Arny with AAK's Consulting did an asset management program presentation to Scott Moore, Brenda Bacha and Debbie Lee. Arny is going to give the same presentation to Council on April 25<sup>th</sup> at 6:30 p.m. This program would be very helpful to all departments for water meter issues, police issues, it works with cell phones and you can upload pictures and documents and will keep a complete history on address. Arny will put in the maps for all sewer and water lines and fire hydrants. This program will keep track of vehicle maintenance, water tower and pump maintenance also.
- Mayor Whitford will be absent from the April 25<sup>th</sup> meeting so she asked Mayor Pro Tem John Camarata to lead the meeting.

**ADJOURN: 6:47 p.m.**

**Attest:**

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Mayor Whitford



Debbie L. Lee Clerk/Treasurer