

**City of Kittitas  
Council Meeting Minutes  
June 13, 2017**

**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. June 13, 2017. Councilmembers present: Pat Cort, Jerry Gilmour and Ben Whitehurst. Councilmember John Camarata was absent. Staff present: Debbie Lee – Clerk/Treasurer, Christina Wollman – Perteet and Izzy Cannell – BERK.

**MOTION:** Councilmember Gilmour made a motion to approve Councilmember Camarata’s absence; second by Councilmember Whitehurst.  
Motion Carried: 3 yes 0 no.

Mayor Whitford stated that Councilmember Carlson gave his notice and can no longer be on Council.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED  
MAY 23<sup>rd</sup>, 2017**

**MOTION:** Councilmember Gilmour made a motion to approve the regular Council Meeting minutes dated May 23<sup>rd</sup>, 2017; second by Councilmember Cort.  
Motion Carried: 3 yes 0 no.

**APPROVAL OF THE MINUTES FOR THE WORK/STUDY MEETING DATED  
MAY 23<sup>rd</sup>, 2017**

**MOTION:** Councilmember Cort made a motion to approve the Work Study Minutes dated May 23<sup>rd</sup>, 2017; second by Councilmember Whitehurst.  
Motion Carried: 3 yes 0 no.

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

**MOTION:** Councilmember Gilmour made a motion to approve the agenda as presented; second by Councilmember Cort.  
Motion Carried: 3 yes 0 no.

**PUBLIC APPEARANCE COMMENTS**

None

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**REPORT OF OFFICES AND SPECIAL GUESTS**

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

**Brenda Bach – Waste Water Treatment Plant**

- **Water Department-**

- Gray & Osborne is connecting us to some contractors from the other side that are willing to do the work that was spec'd since we did not receive any bids from contractors on this side of Washington. I will keep you posted as to when we have a start date that the project will begin. I will see where we're at by checking in with Gray & Osborne tomorrow since I've been out sick the last couple of days.

- **Cross Connection Control Department-**

- Sending out cross connection awareness flyers to help the residents avoid any problems with cross connections and the dangers it poses to the safety of our drinking water.

- **Wastewater Department-**

- We received our rebuilt spare pump for the Benton Lift station, so now we have our spare Jet pump for the tanks at the plant and for the lift station in storage. Makes it easier for me to sleep at night knowing that we are covered in case of a major break down in the two areas we can't afford any breakdowns. The tanks at the plant can't function without a jet pump, and Benton is never a good idea running on one pump if by chance one breaks down, they're already over worked and need that second pump as a backup because there is no place for the waste to go if you have no working pumps at that lift station. It's very critical to keep that station running and pumping the waste over to Mason street where it gravity flows down to the plant.

**Scott Moore – Public Works Lead**

- May started out with more work on Caribou Creek. It is nearing completion of regular erosion control and we have enlisted Gray & Osborne for the engineering plan to be implemented in the fall-winter season.
- Completed service and install on the vac- truck suction fan and engine.

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- We did a clean out of the train depot.
- Saw the creek waters rise & flood streets once more....only Cook Creek.
- We got irrigation for parks repaired and operational.
- We paid Ellensburg PW to sweep the streets for as long as our sweeping budget could afford, they raised their rates a bit so our \$1,000 didn't go as far as last year.
- We started spraying weeds in alleys and curbs when wind and weather allowed.
- We trimmed trees a bit more at Railroad Park.
- We started coordinating the paving project for Spokane/Okanogan loop, and needed a contractor to prep the road for operating engineers – enlisted Advantage Dirt for the prep work. Okanogan/Spokane loop paving starting today June 13<sup>th</sup>.
- Wind storms, trees down in the road call out on N. Okanogan.
- Had volunteer (Steve Radisich) help with pruning City Hall parking lot dogwood bushes.
- The month ended with repair on Clerf inbound water line.
- Kash Sansavor gave his 2 weeks' notice on June 2, so his last day is Friday June 16<sup>th</sup>.
- Add for his position has been placed and we are seeking part time temp for immediate parks & turf management.
- Once again, this is your “man on the Street” Scott Moore, Public Works Lead
- Mayor Whitford stated that Public Works will be looking for minimum wage temporary help with the mowing.

**Debbie Lee – Clerk/Treasurer**

- Clerk Debbie Lee reported to Council that Mike from Gray & Osborne stated he would help write up a bid document for the water line repair that is approximately 1800 feet (near Gibb field) this is probably more of a project than public works can do on their own. Council and Public Works will need to let Gray & Osborne know if this is the route they want to go.

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- The 6 Year Street Plan needs to be submitted at the end of June. Council was asked if they had any projects that they wanted to add or delete from the existing plan. They stated no. A resolution will be presented at the June 27<sup>th</sup> Council Meeting for approval.
- Gray & Osborne had two paint companies that they deal with to get a bid submitted for the painting for the water tower. These bids were to be submitted by the 16<sup>th</sup>. This is just for a temporary fix to get the City thru a few more years of the existing paint.

**Budget Report**

- On track

**Treasurer's Report**

- On track

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**A. Public Hearing 2017 Comprehensive Plan Update**

- Izzy Cannell from BERK informed Council that approximately one month ago a Study Session was had and last week there was a meeting with the Planning Commission on the 2017 Comprehensive Plan Update and the Planning Commission recommended the 2017 Comprehensive Draft Plan be adopted by Council. A few comments came in one from the Department of Fish and Wildlife, the Planning Commission felt that there were already a lot of regulations on creeks and critical areas and that these items did not need to be added to the Comprehensive Plan.
- The changes since the original draft are minimal. They are formatting, map updates, transportations and corrections.
- Mayor Whitford agreed with the Planning Commission and the direction of the creek is being regulated by the Department of Ecology and does not need to be a part of the Comprehensive Plan

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Update. This plan can be updated yearly if need be.

- Councilmember Cort felt the same way.  
Mayor Whitford opened the Public Hearing at 7:16 p.m. and closed the meeting at 7:17 p.m. with no public comment.

Council will adopt the Ordinance at the June 27<sup>th</sup> Council Meeting.

**B. Advantage Dirt Contract/Operating Engineers Project**

- This contract was needed to prepare the road for the Operating Engineers Paving Project. Gray & Osborne approved the bid this will be covered with the grant money for the project. There is a resolution in place to waive the competitive bid requirements and Clerk/Treasurer Debbie Lee spoke with the Audit Team and they approved this contract. This was also a timing issue to get the work completed in time for paving.

**MOTION:** Councilmember Cort made a motion to approve the signing of the Operating Engineers Contract; second by Councilmember Gilmour.  
Motion Carried: 3 yes 0 no.

**C. All-Terrain Vehicle Ordinance (discussion)**

- Councilmember Gilmour thought this would open a can of worms.
- Mayor Whitford will have Chief Nierman contact Cle Elum and see how this ordinance has affected the City.

**D. Council Vacancy**

- Mayor Whitford stated that Councilmember Carlson had stepped down from his position on Council and that currently the City has one interested resident. Council will consider applications submitted at the June 27<sup>th</sup> Council Meeting and will make their decision at that time.

**E. Police Wages/Patrol Car Lease Fund Allocation (discussion)**

- Clerk/Treasurer Debbie Lee informed Council that a budget amendment did not need to be done, but wanted to clarify that 100% of the Code Enforcement Officers wages will come from the 3/10's fund and all of the lease payments for the two new Ford Explorer will come from the General Fund if the City stays on track this should not affect the budget.

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**F. New Life/FISH Summer Food Program Lunch in the Park**

- Pastor Gary Bye from New Life Church presented a letter requesting the use of the Gazebo Park and Community Hall for the FISH Summer Lunch Program starting June 26<sup>th</sup> thru August 25<sup>th</sup>.
- Councilmember Cort stated this was a good program in its 6 years in Kittitas. Adults can eat as well for a minimal price.

**MOTION:** Councilmember Gilmour made a motion to approve the use of the Gazebo Park; second by Councilmember Cort.

Motion Carried: 3 yes 0 no.

**G. Server Quote/Computers**

- Clerk/Treasurer Debbie Lee will set up a time with Complete Computer Services to meet with Councilmember Cort and Utility Billing Clerk Cathy Doyle to go over the quote.

**MOTION:** Councilmember Cort made a motion to table the quote until after the meeting; second by Councilmember Whitehurst.

Motion Carried: 3 yes 0 no.

**H. Umpqua Bank CD Maturing**

- The CD at Umpqua Bank is maturing Council can either roll the CD for another 6 months, place the money into the general checking account or invest into bonds with TVI Investments.

**MOTION:** Councilmember Cort made a motion to invest the \$53,000.00 with TVI; second by Councilmember Gilmour.

Motion Carried: 3 yes 0 no.

**PAYMENT APPROVALS**

**A. May 2017 EFT's \$13,523.16**

**MOTION:** Councilmember Gilmour made a motion to approve May 2017 EFT's; second by Councilmember Whitehurst.

Motion Carried; 3 yes 0 no.

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**B. May Payroll/June Mid-Month Draw \$50,942.94**

**MOTION:** Councilmember Cort made a motion to pay May Payroll/June Mid-Month Draw; second by Councilmember Whitehurst.

Motion Carried: 3 yes 0 no.

**C. June 13<sup>th</sup>, 2017 Payables \$14,100.03**

**MOTION:** Councilmember Cort made a motion to approve June 13<sup>th</sup> payables; second by Councilmember Gilmour.

Motion Carried: 3 yes 0 no.

**MAYOR'S REPORT**

- Mayor Whitford informed Council that Matt Manweller helped her get the use of Wilson Park for the Burn Out Swap Meet. Mayor Whitford presented a drawing of where the booths and stage will be placed. The City's lease agreement with the Washington State Parks states that the City can have use of the park but the second half of the lease states that the State will collect a fee for vendors in the park. Matt Manweller will join the City and the State at a later date to iron out these differences.
- The John Wayne Trail is different and requires a Discovery Pass to access the trail.
- Mayor Whitford explained to Council that the current copy machine is down to only being able to use one drawer for printing and gave her consent to lease a new copy machine for City Hall.
- Mayor Whitford stated that an ad has been placed in the Daily Record looking to fill the vacant Utility Worker position.

**COUNCIL DISCUSSION**

- Councilmember Whitehurst wanted to thank John Sinclair and Pat Clerf for attending the Council Meeting and explaining the KVFR merger and he is looking forward to the next meeting.
- Councilmember Cort also thanked them for coming and possibly having this measure put on the ballot for the citizens to vote on.

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- Councilmember Cort reported that she and Councilmember Camarata attended the open house discussion on the transfer station re-location project. The current location is getting to small for the size of the County and the lines are long. There is a website where you can go visit to look at the potential site locations. They currently are on a 9-10 acre site and need bigger. The transfer station has a current 100 year lease with Waste Management and they lease the current property location. There are flooding issues and traffic issues at this current site. The new site would offer composting, hazardous waste and solid waste dump areas.
- Councilmember Gilmour wanted to know if Council was interested in paying for a black vapor barrier to be installed under the Community Hall and Library. Mayor Whitford did not understand the reasoning behind just installing a vapor barrier and not insulation. Councilmember Gilmour will get a bid for this project. Mayor Whitford will try to go and inspect this area to better understand why this needs to be done.

**MOTION:** Councilmember Cort made a motion to adjourn; second by Councilmember Whitehurst.

Motion Carried: 3 yes 0 no.

**ADJOURN: 7:40 p.m.**

**Attest:**

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Mayor Whitford

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Debbie L. Lee Clerk/Treasurer