

**City of Kittitas
Council Meeting Minutes
June 27, 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 27, 2017. Councilmembers present: Pat Cort, Jerry Gilmour, Ben Whitehurst and John Camarata. Staff present: Debbie Lee – Clerk/Treasurer, Brent Nierman – Chief of Police, Michelle Geiger – Safebuilt, Mike Meskimen – Gray & Osborne and Christina Wollman – Pertect.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED
JUNE 27th, 2017**

MOTION: Councilmember Gilmour made a motion to approve the regular Council Meeting minutes dated June 27, 2017; second by Councilmember Cort.
Motion Carried: 4 yes 0 no.

**APPROVAL OF THE MINUTES FOR THE WORK/STUDY MEETING DATED
JUNE 27th, 2017**

MOTION: Councilmember Cort made a motion to approve the Work Study Minutes dated June 27th, 2017; second by Councilmember Whitehurst.
Motion Carried: 4 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: 4 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

1. Water Department-

- a. First I wanted to thank Ben Whitehurst for being such a great help last Thursday night on that water leak we were working on in the alley between Lewis and Clarke streets. The extra helping hands were much appreciated because the leak ended out being very difficult to isolate and the pressure reduced so that we could work on the repair.
- b. The water Main in that alley between Lewis and Clarke streets is one of the oldest mains we have in the City and is on the list to replace.

2. Cross Connection Control Department-

- a. The purpose of the Cross Connection Control Department is to assure that the City provides clean, safe, drinking water to its residents. And with that responsibility the City treats and tests the water in the system to meet the regulations for drinking water standards for quality. The cross connection control department is a vital part of that commitment and continues to go that extra mile to assure the quality of the cities potable water.
- b. Continuing to record backflow test results, and making appointments to inspect the businesses and residents that are due for evaluating their service connection to assess the degree of hazard posed by the consumer's premise to the Cities distribution system.

3. Wastewater Department-

- a. The Aqua Filter is out of service and disassembled to access the much needed repair and maintenance that assure the quality of Effluent (Clean water) that is discharged to Cooke Creek. Most of the repair is removing the rust and recoating the interior, with a few parts being replaced like the high pressure spray nozzles that the Aqua filter uses every night to clean and maintain the filter cloth.
- b. Unfortunately, all the water that is used for irrigating the lawn at the plant comes from the Effluent (clean water) out of Aqua filter tank. So we are running hoses and sprinklers to keep the lawn green until we can put the Aqua filter back in service. Once the new larger water line is installed to service the Public Works, and the Treatment plant we will have a backup lawn irrigating system that will cut down on our lawn maintenance during the summer months.

Brent Nierman – Chief of Police

- Ardor had ordered the vehicle logos for the two new patrol cars; Chief Nierman has not been able to contact Ardor since they had a fire near their office space. Chief Nierman has contacted The Copy Shop and they are working on a price quote to get decals on the patrol cars it will be

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maroon in color which will help identify Kittitas Police.

- The police department is still down one officer; Chief Nierman has received two applications to date.
- There have not been any monumental issues. Officer Taylor has been proactive with traffic stops and code issues. Chief Nierman stated that a code issue of garbage on Benton will be taken care of the 1st of July.
- The Law & Justice Grant is due July 1st, Chief Nierman usually applies for equipment but he is going towards the angle of education and curriculum and will try to get funding for a motivational speaker to come to the schools.
- There is a current vacancy on the Law & Justice Committee their meeting are every 3rd Wednesday of the month. Councilmember John Camarata is interested in this vacancy.

Lou Whitford – Mayor

- Mayor Whitford informed Council that three applications for the Utility Worker have been received.
- Mayor Whitford explained that there was a City wide water shut down due to a leaking pipe; she wanted to thank Ben Whitehurst for his help with the issue.

Lynette Johnson – Librarian

- A monthly stat sheet was submitted. (see attached)

Debbie Lee – Clerk

- NW Administrators (dental) is doing a payroll audit on August 20th; they are making sure hours were reported correctly for benefits.
- Clerk Debbie Lee and Utility Billing Clerk Cathy Doyle will start keeping a daily log of activity in City Hall.

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UNFINISHED BUSINESS

A. All-Terrain Vehicle Ordinance

- Mayor Whitford stated that this was a continuation of discussion from a few weeks ago. Chief Nierman gathered information from the City of Cle Elum and how this ordinance affected the City of Cle Elum.
- Chief Nierman explained that the City of Cle Elum has not had any issues with this ordinance. There are RCW laws in place and all vehicles need to be street legal. Chief Nierman will add a section to the ordinance regarding snow plows on ATV's and sidewalks. He will present this ordinance at the next Council Meeting.

B. Council Vacancy

- Two letters of interest were submitted for the vacant Council position. One from Liz Smith and one from Peter Schuetz.
- Liz Smith introduced herself by saying she has a common commitment to Kittitas, has served as Treasurer for the Chamber of Commerce in Alaska, she said she was a bit nervous but feels she has a nice life in the City of Kittitas and proud of the community. She feels it is important to connect with the community and regardless of the outcome she has time to commit and give back to the community.
- Peter Schuetz introduced himself and stated that he has lived in the City for 15 years and works from home and over the years has seen a lot of change in the City, Peter stated that there is a big future for the City with some new businesses moving in like a bookstore and would like to help the City with their growth.
- Councilmember Cort stated that the City has a policy on vacant positions. Council will ask potential Councilmember's 4 questions individually and make a decision based on their interview answers.
- Mayor Whitford stated that Council would go into executive session and discuss the questions that will be asked. Executive session was started at 7:22 p.m. for 8 minutes RCW 42.30.140(4) To Evaluate the Qualifications of an Applicant. Executive session was closed at 7:30 p.m. with no decisions being made.
- Questions were asked of Liz Smith and Peter Schuetz.

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- Question #1 Time Availability and being able to serve on a committee

Liz Smith: Liz is a stay at home mom and has time available during the day where she can do research Liz also explained that she has a good support system which will allow her to be on Council.

Peter Schuetz: Peter works from home and lives one block away from City Hall his job has down time which allows him time and he is definitely available to serve on a committee.

- Question #2 What is your vision of the City

Liz Smith: Liz feels that serving on Council would be a great opportunity and that the City has more room for growth and that Kittitas is a great place to raise a family and would like to get the word out about Kittitas.

Peter Schuetz: Peter explained that he has seen the growth on Main Street and the Interchange and would like to be a part of the future growth of the City.

- Question #3 any previous experience with Council or boards.

Liz Smith: Liz served on the Chamber of Commerce board in Alaska with a population of 3,000. Liz understands the Robert's Rules of Order and that there is some overlap, but her first order of business is to learn and listen.

Peter Schuetz: Peter has no experience being on a board but has attended a lot of meetings.

- Question #4 Do you have a background in research?

Liz Smith: Liz spent 6 years in college and felt that she dedicated a lot of time of those years to research. Liz stated that she attended the Town Hall meetings and has looked over the budget.

Peter Schuetz: Peter stated that due to family issues lately he has not attended many meeting, he also stated he does not have any experience with grants but would like to help any way he can and more than willing to learn.

- Council went into Executive Session RCW 42.30.140(4) to evaluate the qualifications of an applicant for public employment at 7:43 p.m. for 5 minutes. Council returned from Executive Session at 7:48 p.m. with no decisions being made.

MOTION: Councilmember's Whitehurst, Gilmour and Camarata voted for Liz Smith; Councilmember Cort voting for Peter Schuetz. Liz Smith won the majority of votes.

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- Mayor Whitford swore in Liz Smith as the new Councilmember.

NEW BUSINESS

A. Public Hearing Six Year Street Plan Resolution 17-007R

- Mike Meskimen informed Council that this is an annual requirement for cities to provide the state with their 6 year street plans. The projects on the list are Pierce Street, 3rd Ave, First Ave to Main (federally funded), Operating Engineers Project, Palmerio Park Pathway and Spokane and 5th Avenue Improvement.
- There is an opportunity to alter, add or delete or reprioritize the list.
- Mayor Whitford asked if the resolution is passed as is can the Council make an adjustment. Mike from Gray & Osborne stated yes.
- The Open Public Hearing was opened at 7:57 p.m.
- Citizen Steve Breck asked who decides the priority list.
- Mike explained that usually public works and Council make the list and this is what was submitted last year and they just moved some projects up the list. . This information is helpful and required by TIB (Transportation Improvement Board).
- Jeanette Bryant spoke about the paving of Spokane Street and that this is a road used by school kids. It was explained that the developer was to finish this paving when he finished the development and this was not done. Mike also stated that it would be hard to get grant money for a project when someone else was responsible for the paving. The other factors are that water and sewer mains are in this street and they need updated as well. Mike said he would look into on how to proceed and how the original development was permitted.
- The Public Hearing was closed at 8:01 p.m.
- Mayor Whitford stated that Spokane would need to have curb, gutter and sidewalk not just asphalt so this could not be an Operating Engineers project.
- Councilmember Cort stated Council should review this list more and check into the priorities.

MOTION: Councilmember Gilmour made a motion to approve Resolution 17-007R; second by Councilmember Camarata.

Motion Carried: 5 yes 0 no.

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B. Ordinance 17-008 2017 Comprehensive Plan Update

- Christina Wollman from Perteet explained that 2 weeks ago there was a public hearing, a 60 day waiting period, and on June 27th the comprehensive plan was adopted by Council on the recommendation of the Planning Commission. By passing Ordinance 17-008 the City will meet the June 30th deadline to the Department of Commerce.
- Mayor Whitford stated that she appreciated Perteet's help with this project.

MOTION: Councilmember Cort made a motion to approve Ordinance 17-008; second by Councilmember Gilmour.

Motion Carried: 5 yes 0 no.

C. Water Tower Bid Acceptance

- Mike from Gray & Osborne explained to Council that this bid was sent out and no bids were received this was for re coating the water tower until a full re coat could be done after funding was secured in 4-5 years. Since no bids were received state bid law allows the City to work with any contractor that Gray & Osborne recommends. Gray & Osborne received two bids one from Purcell for \$26,436.24 which was above the engineers quote but there enough money in the budget and they have met the requirements. This is the contractor that Gray & Osborne recommends as they have done work for them in the past.

MOTION: Councilmember Cort made a motion to accept the bid from Purcell; second by Councilmember Camarata.

Motion Carried: 5 yes 0 no.

- The next step is that Gray & Osborne will get the contract documents to Purcell which should take approximately 10 days and probably a month until work will start.

D. April Surplus Library Books

MOTION: Councilmember Camarata made a motion to approve the April surplus of library books; second by Councilmember Gilmour.

Motion Carried: 5 yes 0 no.

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E. June Surplus Library Books

MOTION: Councilmember Camarata made a motion to approve the June surplus of library books; second by Councilmember Whitehurst.
Motion Carried: 5 yes 0 no.

F. City of Kittitas Branding (approve to implement)

- Mayor Whitford explained to Council that this just needs Councils consent to finalize the branding as the grant money was used for this purpose.
- Councilmember Smith stated she did not hear the final results of the branding. Mayor Whitford explained that the Chamber is still making tweaks but will be finished soon.
- All Councilmembers agreed to approve the Chambers implementing of the branding.

PAYMENT APPROVALS

A. June 27, 2017 Payables \$33,945.39

MOTION: Councilmember Camarata made a motion to approve June 27th, 2017 Payables; second by Councilmember Gilmour.
Motion Carried; 5 yes 0 no.

- Councilmember Gilmour asked what lockbox was. It was explained a payment for the WWTP.

MAYOR'S REPORT

- Mayor Whitford informed Council that the Chamber and the City will start to have weekly meeting for the burnouts in August.
- Mayor Whitford would like to see the digital sign installed. Public Works has been working on the brackets.
- Summer Reading starts Wednesday.

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- Mayor Whitford explained that she would be out of town until July 10th and that Councilmember John Camarata will be Mayor Pro Tem.

COUNCIL DISCUSSION

- Councilmember Gilmour would like to take the carpet off of the Community Hall/Library steps and replace with new carpet and asked if the City would pay for this.
- Councilmember Gilmour stated that ground cloth is needed under the library and four new windows would cost about \$1,000 to replace. Mayor Whitford suggested maybe using the thermal plastic that adheres to the windows. The City needs to come up with a way to conserve the heat in the building.
- Councilmember Cort asked that Council have a special meeting regarding the Fire Department Merger on July 6th at 6:00 p.m. to make a decision.

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

Motion Carried: 5 yes 0 no.

ADJOURN: 8:20 p.m.

Attest:

Mayor Whitford

Debbie L. Lee Clerk/Treasurer