

**City of Kittitas
Council Meeting Minutes
July 11, 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. July 11, 2017. Councilmembers present: Pat Cort, Jerry Gilmour, Ben Whitehurst, Liz Smith and John Camarata. Staff present: Debbie Lee – Clerk/Treasurer.

**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: 5 yes 0 no.

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

MOTION: Councilmember Camarata made a motion to approve the Work Study Minutes dated June 27th, 2017; second by Councilmember Cort.
Motion Carried: 5 yes 0 no.

ADDITIONS TO AND/OR APPROVAL OF AGENDA

Resolution 17-012R needs to be changed to an Ordinance per Kittitas County Auditor. This needs to be added to the agenda to amend. Add under Unfinished Business (B).

MOTION: Councilmember Camarata a motion to approve the agenda as amended; second by Councilmember Whitehurst.
Motion Carried: 5 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. Waiting to hear from Gray & Osborne on the schedule for painting the water tower. I'm sure it will be soon.
- b. We had to change out the chlorine gas cylinder at the tower. This was the first time since we had the new chlorine injector installed, and went very smooth and easy. By following the strict change out procedures manual which came with the new injector system, we learned a new safety procedure that was not originally in our previous change out procedures manual. We've always have safety our number one concern since the chlorine gas is so toxic/deadly to breath, every extra safety step we can implement creates the safe working environment we strive for.

2. Cross Connection Control Department-

- a. No new news

3. Wastewater Department-

- a. We've had some issues with the Benton Lift station lately with the control module which we trouble shooted and re-set programming. Working correctly now, and will be doing our fall maintenance ,cleaning and inspection soon before school starts up with minor repairs to the interior wet well.
- b. Will be scheduling time for the Vactor truck and doing some preventive maintenance on the grit channel, and re-aeration basin. This preventative maintenance is very important for these 2 basins because the settled solids/grit has no-where to go and it builds up in the bottom and creates more process problems, and added ammonia levels which make it hard to meet our discharge permit acceptable levels set forth by the Department of Ecology.
- c. It's that time of year to disassemble the fine screen and replace the worn out parts and oil changes that keep it operating and doing the much needed garbage removal out of the process plant. Since the fine screen was installed back in 2011 the plant doesn't have the issues it had in the past dealing with all the garbage and plugging up the butterfly valves which are designed to deal with "Clean" water, not water full of garbage/rags. Which we had to deal with before, because the only garbage process we had at the time was a grinder that just barely shredded the garbage/rags and pushed it through the plant which caused all kinds of operational issues.

Brent Nierman – Chief of Police

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1. We have two qualified applicants for the open “Lateral” Police Officer Position. I have personally reached out to each applicant and informed them I anticipate interviews to take place the week of July 17th. If one of the two applicants is chosen to move forward, a conditional job offer is anticipated around the first of August. An extensive background check will take place to include a polygraph and psychological exam prior to determining an official start date. *In the absence of a third Officer, myself and Officer Taylor have been “on-call” for many off duty hours. We have not experienced excessive call out’s which is fortunate, however, being “On Call” too much has obvious negative impacts on a person. We are both looking forward to a new third officer.*

2. Patrol Vehicle Logos are scheduled to be ready and installed towards the end of July. They will be similar to the picture below. Again, I have chosen maroon logo’s to support our local school colors and offer distinction from other agency vehicles.



3. Call Log for 06/01/2017 – 07/07/2017

Incident	Nature	Area	Agency	Reported
K17-0281	NOISE COMPLAINT	KPD	KPD	21:36:16 06/01/17
K17-0282	REPOSSESSION	KPD	KPD	11:46:00 06/02/17
K17-0283	TRAFFIC STOP	KPD	KPD	16:43:41 06/02/17

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K17-0284	TRAFFIC STOP	KPD	KPD	18:58:19 06/02/17
K17-0285	TRAFFIC STOP	KPD	KPD	22:10:07 06/02/17
K17-0286	TRAFFIC STOP	KPD	KPD	18:13:15 06/03/17
K17-0287	TRAFFIC STOP	KPD	KPD	18:22:01 06/03/17
K17-0288	TRAFFIC STOP	KPD	KPD	18:29:49 06/03/17
K17-0289	TRAFFIC STOP	KPD	KPD	19:38:57 06/03/17
K17-0290	TRAFFIC STOP	KPD	KPD	21:54:17 06/03/17
K17-0291	TRAFFIC STOP	KPD	KPD	16:21:39 06/04/17
K17-0292	DOMESTIC	KCSO	KPD	16:27:14 06/04/17
K17-0293	TRAFFIC STOP	KCSO	KPD	18:45:58 06/04/17
K17-0294	TRAFFIC STOP	KPD	KPD	12:52:47 06/05/17
K17-0295	SOCIAL CONTACT	KPD	KPD	16:50:33 06/05/17
K17-0296	TRAFFIC STOP		KPD	17:34:29 06/05/17
K17-0297	UNWANTED PERSON	KPD	KPD	23:05:25 06/05/17
K17-0298	SAFETY HAZARD	KPD	KPD	15:47:54 06/06/17
K17-0299	ASSAULT-CHILD	KPD	KPD	17:08:31 06/06/17
K17-0300	CODE VIOLATION	KPD	KPD	10:07:53 06/07/17
K17-0301	ACCIDENT-NO INJ	KCSO	KPD	13:42:01 06/07/17
K17-0302	PARKING	KCSO	KPD	14:05:26 06/07/17
K17-0303	CHECK WELFARE	KPD	KPD	15:55:09 06/07/17
K17-0305	DRIVING	KCSO	KPD	12:16:40 06/08/17

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K17-0304	THEFT	KPD	KPD	12:26:37 06/08/17
K17-0306	911 HANG UP	KPD	KPD	14:30:16 06/09/17
K17-0307	TRAFFIC STOP	KPD	KPD	23:24:50 06/09/17
K17-0308	TRAFFIC STOP	KPD	KPD	14:34:49 06/10/17
K17-0309	CODE VIOLATION	KPD	KPD	14:44:36 06/10/17
K17-0310	ALARM-LAW		KPD	15:36:16 06/10/17
K17-0311	TRAFFIC STOP	KPD	KPD	17:49:15 06/10/17
K17-0312	TRAFFIC STOP		KPD	18:53:00 06/10/17
K17-0313	PAPER SERVICE	KCSO	KPD	20:47:53 06/10/17
K17-0314	TRAFFIC STOP		KPD	21:42:04 06/10/17
K17-0315	TRAFFIC STOP	KCSO	KPD	23:47:02 06/10/17
K17-0316	TRAFFIC STOP	A5	KPD	18:27:16 06/11/17
K17-0317	TRAFFIC STOP	KPD	KPD	15:15:45 06/12/17
K17-0318	CIVIL MATTER	KPD	KPD	16:37:57 06/12/17
K17-0319	ASSAULT	KPD	KPD	17:24:09 06/12/17
K17-0320	THEFT	KPD	KPD	18:56:40 06/12/17
K17-0321	RECOVER-STOLEN	KPD	KPD	07:39:45 06/13/17
K17-0322	TRAFFIC STOP		KPD	13:45:57 06/13/17
K17-0323	TRAFFIC STOP	KPD	KPD	13:58:58 06/13/17
K17-0324	THEFT	KPD	KPD	13:12:32 06/14/17
K17-0325	THEFT	KPD	KPD	13:47:50 06/14/17

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K17-0326	911 HANG UP	KPD	KPD	20:59:47 06/14/17
K17-0327	CHECK WELFARE	KPD	KPD	16:55:12 06/15/17
K17-0328	MAL MIS	KPD	KPD	22:52:13 06/15/17
K17-0329	NOISE COMPLAINT	KPD	KPD	23:44:57 06/15/17
K17-0330	ALARM-LAW		KPD	01:58:19 06/16/17
K17-0331	TRANSPORT	KPD	KPD	08:51:21 06/16/17
K17-0332	WARRANT SERVICE	KPD	KPD	10:12:24 06/16/17
K17-0333	DOMESTIC	KPD	KPD	10:37:28 06/16/17
K17-0334	VERBAL DISPUTE	KCSO	KPD	13:57:03 06/17/17
K17-0335	CODE VIOLATION	KPD	KPD	15:31:11 06/17/17
K17-0336	TRAFFIC STOP		KPD	19:29:46 06/17/17
K17-0337	DRIVING	KPD	KPD	20:32:11 06/17/17
K17-0338	TRAFFIC STOP	KPD	KPD	23:27:40 06/17/17
K17-0339	CODE VIOLATION	KPD	KPD	12:52:35 06/18/17
K17-0340	TRAFFIC STOP	KPD	KPD	16:27:45 06/18/17
K17-0341	TRAFFIC STOP	KPD	KPD	19:40:04 06/18/17
K17-0342	TRAFFIC STOP	KPD	KPD	20:58:56 06/18/17
K17-0343	CODE VIOLATION		KPD	11:45:19 06/19/17
K17-0344	CODE VIOLATION	KPD	KPD	14:51:09 06/19/17
K17-0345	VERBAL DISPUTE	KPD	KPD	21:21:17 06/20/17
K17-0346	SUBJECT STOP		KPD	10:23:16 06/23/17

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K17-0347	CODE VIOLATION	KPD	KPD	13:23:14 06/23/17
K17-0348	CIVIL MATTER		KPD	15:06:13 06/23/17
K17-0349	TRAFFIC STOP		KPD	16:46:57 06/23/17
K17-0350	TRAFFIC STOP		KPD	17:04:04 06/23/17
K17-0351	TRAFFIC STOP	KPD	KPD	18:13:57 06/23/17
K17-0352	TRAFFIC STOP		KPD	15:58:42 06/24/17
K17-0353	TRAFFIC STOP	KPD	KPD	16:11:27 06/24/17
K17-0354	TRAFFIC STOP	KPD	KPD	16:18:44 06/24/17
K17-0355	THEFT		KPD	16:52:25 06/24/17
K17-0356	CODE VIOLATION		KPD	18:31:56 06/24/17
K17-0357	CODE VIOLATION		KPD	18:58:01 06/24/17
K17-0358	TRAFFIC STOP	KPD	KPD	20:04:10 06/24/17
K17-0359	CODE VIOLATION		KPD	12:04:18 06/25/17
K17-0360	TRAFFIC STOP	KPD	KPD	12:49:21 06/25/17
K17-0361	TRAFFIC STOP	KPD	KPD	12:59:41 06/25/17
K17-0362	TRAFFIC STOP		KPD	13:13:45 06/25/17
K17-0363	TRAFFIC STOP		KPD	17:50:36 06/25/17
K17-0364	SOCIAL CONTACT	KPD	KPD	19:18:44 06/25/17
K17-0365	SOCIAL CONTACT	KPD	KPD	20:27:06 06/25/17
K17-0366	CODE VIOLATION	KPD	KPD	13:55:26 06/26/17
K17-0367	TRAFFIC STOP		KPD	17:16:42 06/26/17

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K17-0368	CODE VIOLATION		KPD	17:28:42 06/26/17
K17-0369	TRAFFIC STOP	KPD	KPD	18:50:41 06/26/17
K17-0370	CIVIL MATTER	KPD	KPD	09:57:26 06/27/17
K17-0371	RECOVER-STOLEN	KPD	KPD	12:24:53 06/27/17
K17-0372	CITIZEN ASSIST		KPD	13:02:45 06/27/17
K17-0373	ACCIDENT-UNK IN		KPD	13:57:52 06/27/17
K17-0374	THREATS	KPD	KPD	16:10:29 06/29/17
K17-0375	CIVIL MATTER	KPD	KPD	20:14:57 06/29/17
K17-0376	CODE VIOLATION	KPD	KPD	08:57:58 06/30/17
K17-0377	TRAFFIC STOP		KPD	18:03:34 06/30/17
K17-0378	TRAFFIC STOP	KPD	KPD	15:43:39 07/01/17
K17-0379	TRAFFIC STOP	KPD	KPD	16:05:16 07/01/17
K17-0380	TRAFFIC STOP	KPD	KPD	16:16:12 07/01/17
K17-0381	TRAFFIC STOP	KPD	KPD	16:40:22 07/01/17
K17-0382	TRAFFIC STOP	KPD	KPD	16:51:09 07/01/17
K17-0383	ANIMAL PROBLEM	KPD	KPD	20:40:56 07/01/17
K17-0384	ASSAULT	KPD	KPD	22:51:23 07/01/17
K17-0385	30-TRAUMATIC IN	KCSO	KPD	12:07:04 07/02/17
K17-0386	31-UNCONSCIOUS	KPD	KPD	16:49:52 07/02/17
K17-0387	TRAFFIC HAZARD		KPD	21:49:15 07/02/17
K17-0388	DISABLED VEH	KCSO	KPD	14:01:59 07/03/17

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K17-0389	PARKING	KPD	KPD	15:26:55 07/03/17
K17-0390	CODE VIOLATION	KPD	KPD	16:20:26 07/03/17
K17-0391	TRAFFIC STOP	KPD	KPD	18:43:49 07/03/17
K17-0392	CITIZEN ASSIST	KPD	KPD	19:58:01 07/03/17
K17-0393	VIOLATE ORDER	KPD	KPD	22:10:12 07/03/17
K17-0394	9-CARDIAC/RESPI	KCSO	KPD	15:35:45 07/04/17
K17-0395	CHECK WELFARE	KPD	KPD	19:56:54 07/06/17
K17-0396	SUSPICIOUS	KPD	KPD	05:52:56 07/07/17
K17-0397	AGENCY ASSIST	KCSO	KPD	15:35:08 07/07/17

Scott Moore – Public Work Lead

- Our May ended with a water line repair on the Clerf main line, so June 1st was cleaning up after the mess and loading service truck with permanent tools to carry. Zirkle Fruit’s construction on Pacific Loop got into full swing & needing service connections, (that will be completed within the next 2 weeks by us.)
- We installed water service out in Rainier Estates, prepped for circus which seemed to go fairly smooth.
- My helper, Kash Sansaver gave his 2 week notice on account of wanting to do something different.
- We got the paving project coordinated and completed on the last day of operating engineers training period.
- We gave our interview to the Daily Record on our community projects.
- We moved the rented out-house to Palmerio Park (\$30.00 more for a month vs. 2 days for paving project)

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- We had a water main service leak at 203 E. 1st Street. We excavated the line and found corroded pipes to be the problem with no corporation stop (service line shut of valve) and the 4 valves on the main line to isolate area, one has a malfunction, so long story short shut down water tower to install new service and corporation stop and returned water service to town.
- We have been utilizing a citizen volunteer to assist with mowing & irrigation.
- Have been planning ways to stream line park care. Example: in-ground irrigation at Palmerio Park. Just installing pop up sprinkler heads, saves more than 1 hour on watering time. I am still waiting for bid return on this.

Mayor Whitford

- Scott Moore is still shorthanded.
- Mayor Whitford would like to continue with the process with Fellowship of the Vine, they clean the Community Hall in exchange for use of the building.

Debbie Lee – Clerk

- Fellowship of the Vine would like to weed the flower beds by Community Hall/Library for trade n using the hall? Beth Wray 509-312-9915
- Cathy and I helped serve lunch in the park for FISH for the week.
- Had a community service person that was able to help clean City Hall and do various other jobs.
- Many phone call regarding utility billing questions, citizens asking questions about the swap meet, citizen asking directions to Mel's Hole.
- Answered questions regarding the Utility Tax with Housing Authority.
- The new copy machine was delivered and working great. It has a lot of great features.
- The Department of Commerce was billed for the \$5,000 grant for the Comprehensive Plan

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Update.

- Copied all of the Patrick Avenue Project as it is being audited by the State, Gray and Osborne is helping with this.

B. Budget Report

- On track.

C. Treasurer's Report

- On track.

UNFINISHED BUSINESS

A. All-Terrain Vehicle Ordinance

- Mayor Whitford explained that Chief Nierman tailored the Ordinance for the use of all-terrain vehicles on sidewalks only for snow removal. All state law requirements must be used when operating an all-terrain vehicle in City limits. They must have lights, blinkers, protective eyewear etc.
- Councilmember Smith stated that all rules apply the same as owning and operating a vehicle.
- Councilmember Cort asked about insurance requirement. You are required to have it licensed for all roads and have proof of insurance.
- Councilmember Gilmour thinks this Ordinance is ridiculous, kids will be racing and the City is opening a can of worms.
- Councilmember Smith stated that the same protections are in place as a vehicle and she would defer to Chief Nierman decision and his research with the City of Cle Elum, Councilmember Smith feels confident the City can handle the Ordinance.
- Citizen Bryant is in agreeance with Councilmember Gilmour that it is unsafe and children could get hurt, there are currently issues with small motorcycles on the streets with kids. The Bryant's do use their 4-wheeler to plow snow in the winter.
- Mayor Whitford stated that we should be good neighbors and keep eyes open for problems.

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MOTION: Councilmember Camarata made a motion to approve Ordinance 17-009; second by Councilmember Smith.

Motion Carried: 4 yes 1 no (Councilmember Gilmour).

B. Ordinance 17-012 Kittitas Volunteer merger with KVFR

- This Ordinance was previously passed as a Resolution and per County Auditor it needs to be an Ordinance. The Ordinance is stating the City of Kittitas intent to merge the Volunteer Fire Department with Kittitas Valley Fire and Rescue. This Ordinance will be placed on the November ballot for the citizens to decide.
- Councilmember Smith stated that Council was not for or against this Ordinance this is just putting it on the ballot for the Citizens of Kittitas to have the opportunity to decide if this is what they would like.
- Councilmember Cort felt this was good clarification.

MOTION: Councilmember Whitehurst made a motion to approve Ordinance 17-012; second by Councilmember Smith.

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

NEW BUSINESS

A. 17-010R Surplus Printer

- This Resolution is to surplus two printers that no longer work and no longer have parts available to fix them. They are of no value.

MOTION: Councilmember Cort made a motion to approve Resolution 17-010; second by Councilmember Gilmour.

Motion Carried: 5 yes 0 no.

B. MOU (Memo of Understanding) Pacific Loop Lights/PUD

- Public Utility District is drawing up a Memo of Understanding with the City of Kittitas and Pacific Loop stating that the City of Kittitas is responsible for the payment of the electricity for the lights.

MOTION: Councilmember Camarata made a motion to table the MOU until it is presented

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from PUD; second by Councilmember Cort.
Motion Carried: 5 yes 0 no.

C. 17-011 Budget Amendment

- This does not affect the budget monetary wise just line descriptions in each fund. The 3/10's fund wages were increased for 100% of the wages of the Code Enforcement Officer. And the General Fund will have the lease payments for the two new patrol cars.
- Councilmember Gilmour inquired about wages not being built up and why we needed to do the amendment, it was explained that yes the wages are fine since the City is down an officer, but there are two sides a budget and actual. This ordinance is for the budget side of things.

MOTION: Councilmember Gilmour made a motion to approve Ordinance 17-011; second by Councilmember Camarata.
Motion Carried: 5 yes 0 no.

PAYMENT APPROVALS

A. June 2017 EFT's \$13,167.57

MOTION: Councilmember Camarata made a motion to approve June 2017 EFT's; second by Councilmember Cort.
Motion Carried: 5 yes 0 no.

B. June Payroll/July Mid-Month Draw \$42,896.85

MOTION: Councilmember Camarata made a motion to approve June Payroll/July Mid-Month Draw; second by Councilmember Cort.
Motion Carried: 5 yes 0 no.

C. July 11, Payables \$8,796.46

MOTION: Councilmember Camarata made a motion to approve July 11, 2017 Payables; second by Councilmember Cort.
Motion Carried; 5 yes 0 no.

MAYOR'S REPORT

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- Mayor Whitford informed Council that the Chamber and the City will start to have weekly meeting for the burnouts in August which is only one month away.
- There are 23 swap meet slots for people to register for. The rate is \$20 and Mayor Whitford would like the money raised to go towards banners for Main Street using the design of the re branding that the Chamber is working on.
- Councilmember Camarata and Mayor Whitford are currently grading COG applications.

COUNCIL DISCUSSION

- Councilmember Whitehurst stated that the Town Hall Meeting will help get the word out for information regarding the Fire Department merger.
- Mayor Whitford thought maybe a booth at the local fair.
- Councilmember Cort would like to have a planning committee meeting so they can talk about the zoning issues in the Central Business District.
- Councilmember Cort is attending the AWC Budget training in Leavenworth Thursday and Friday of this week and will bring information back to Council.
- The Friends of the Depot have numbered and pictured all items in the depot. They will put the inventory into an excel spread sheet, Cathy Doyle is working on organizing the newspaper articles that were in the depot.
- Councilmember Cort stated that she had found an old power point presentation on the Garden Committee and would like to get people involved with this project again. They had applied for a Quadco grant for the walking path, BBQ areas and gazebo and this was denied but maybe they could apply again in smaller sections and not one giant request.
- Councilmember Cort is still working on the grant from Home Depot on the Community Hall/Library stair project. This grant could be as much as \$5,000.
- Councilmember Gilmour asked if he could proceed with taking the carpet out as this is a tripping hazard. Council gave him approval.

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- Councilmember Smith has been doing a lot of research and figuring out what is pertinent.
- Councilmember Smith said she would like to be a part of the Parks and Garden Committee possibly but would like to help with the City of Kittitas Facebook Page and can hopefully get more volunteers thru social media. These people don't want a formal role with government but possibly help were it is needed.
- Councilmember Smith inquired as to how much the carpet would be to replace, Councilmember Gilmour said the material is about \$400 this is not the installed portion.
- Councilmember Gilmour thought maybe there was something better besides carpet as when it gets wet from the elements it get slick and maybe there is a paint process that has more traction for different weather conditions.
- Councilmember Cort reminded Council that they can be on committees as an oversite person.

MOTION: Councilmember Cort made a motion to adjourn; second by Councilmember Whitehurst.
Motion Carried: 5 yes 0 no.

ADJOURN: 7:34 p.m.

Attest:

Mayor Whitford

Debbie L. Lee Clerk/Treasurer