

**City of Kittitas
Council Meeting Minutes
June 12, 2018**

COUNCIL MEETING

Mayor Cort led those assembled in the Flag Salute. Mayor Cort called the regular Council Meeting to order at 7:00 p.m. June 12, 2018. Councilmembers present: John Camarata, Liz Smith, Lou Whitford and Jerry Gilmour. Staff present: Debbie Lee – Clerk/Treasurer and Chris Taylor.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED
MAY 22, 2018**

MOTION: Councilmember Whitford made a motion to approve the regular Council Meeting minutes dated May 22, 2018; second by Councilmember Gilmour.

Motion Carried: 4 yes 0 no.

APPROVAL OF THE MINUTES FOR THE WORK/STUDY MEETING DATED MAY 22, 2018

MOTION: Councilmember Whitford made a motion to approve the Work Study Minutes dated May 22, 2018; second by Councilmember Gilmour.

Motion Carried: 4 yes 0 no.

ADDITIONS TO AND/OR APPROVAL OF AGENDA

MOTION: Councilmember Camarata made a motion to approve the agenda as presented; second by Councilmember Gilmour.

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)

Lynette Johnson - Library

- The Library is preparing for our Summer Activity Program that runs every Tuesday from 12:30 starting June 26th through July 24th. Libraries Rock is the theme and it will be based on music and reading. We are speaking with schools to have some musicians come in to do demonstrations with the kids.
- Throughout the summer, our Story Time will continue as well. We have had up to 11 kids come during the week and hope it may increase once pre-schools are out for the year.
- An Ellensburg Friends of the Library member brought us a few boxes of books left from their annual book sale and we were able to use quite a few. They ranged from Children's Books to Adult Fiction books. They have been processed and are on the shelves.
- Barcoding continues. We are making good progress every week. It takes a lot of time because we check that each book is in the computer and has its series name and number on the book. Some of the older books had never been put in the computer before and that takes time as well. Everything will be labeled correctly and in the computer after this.

	January			February			March			April			May		
	City	County	Total	City	County	Total	City	County	Total	City	County	Total	City	County	Total
Total Cards Used	83	41	124	87	30	117	101	32	133	87	31	118	101	33	134
Children (Attendance)	42	28	70	27	22	49	28	18	46	16	16	32	37	9	46
Adult (Attendance)	78	45	123	84	30	114	89	36	125	84	64	148	94	30	124
Easy Reader	11	16	27	13	16	29	21	3	24	7	6	13	23	1	24
Juvenile Fiction	11	18	29	3	8	11	2	3	5	3	3	6	10	1	11
Juvenile Non-Fiction	0	1	1	0	2	2	0	0	0	0	0	0	1	0	1
Young Adult	0	0	0	0	0	0	1	0	1	1	1	2	3	0	3
Adult Fiction	107	70	177	65	37	102	95	35	130	92	58	150	85	48	133
Adult Non-Fiction	1	0	1	0	6	6	7	1	8	1	0	1	0	0	0
Videos	2	0	2	0	0	0	1	0	1	0	0	0	2	0	2
DVD's	75	0	75	68	5	73	37	4	41	48	0	48	64	3	67
Magazines	6	0	6	2	0	2	1	0	1	4	0	4	6	0	6
1/2 hr. Computer Use	66	0	66	119	0	119	161	2	163	146	0	146	175	3	178
Card Numbers Used	15	0	15	21	0	21	70	3	73	24	0	24	28	2	30
Returns	0		214			186			255			138			196
WLBH	4	0	4	14	0	14	7	0	7	4	0	4	8	0	

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CDs Books	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Online Checkout	25	42	67	10	24	34	23	17	40	30	33	63	14	21	35
Online Cards Used	21	16	37	7	14	21	19	11	30	20	17	37	12	15	27
Volunteer Hrs.			82.25			86			30.25			31.5			27.5
Comm Serv Hrs.			0			7			0			0			0
Library Manager Hrs.			50			73			92.5			84			94
Money Received			\$ 6.60			0			1			5.35			7.2
Surplus Books			126			0			121			0			0
Items Processed			45			77			137			96			217
Donated Items			45			75			58			49			181
New Card Issues	5	0	5	1	2	3	2	2	4	3	1	4	2	2	4
Move-Out	0	0	0	1	0	1	0	0	0			0	0	0	0
Active Cards			876			878			882			886			890
Cup Of Cocoa			0			215			0			0			0
Summer Reading			0			0			0			0			0
Story Hour	29	5	34	37	0	37	49		49	36		36	69	0	69
Halloween/Child			0			0			0			0			0
Halloween/Adult			0			0			0			0			0
Christmas in Kittitas/Child			0			0			0			0			0
Christmas in Kittitas/Adult			0			0			0			0			0
Days Open			17			16			18			16			18

Brenda Bach – WWTP

Water Department-

- Nothing new to report with Verizon dish project on the water tower.
- Our annual meter calibration was done at the water tower main line. We are still having issues with our chlorination system. The different pressure variations in the line to the chlorinator are making it difficult to regulate the chlorine levels, so we've been advised to install a solenoid valve on the feed line to regulate pressure and hopefully will alleviate our issues with consistency in our chlorine residual levels throughout the city's main lines.

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Cross Connection Control Department-

- No new news.

Wastewater Department-

- No new news on our discharge permit from Department of Ecology.
- Weed control is continuing around the lagoons and on the baffle floats, etc.
- The UV channel/bulbs was cleaned and is nearing their lifespan of 12,000 hours so we will be ordering new bulbs to be installed later this fall, we have about 3 months left on the hour meter. The quartz covers will not need to be replaced this time they are still in excellent condition.
- The Autoclave in the lab has reached its lifespan of nearly 18+ years, the stainless steel pressure chamber is leaking, and the timer is malfunctioning, so we will be ordering a new one for the lab. This piece of equipment is required for compliance to sterilize the testing equipment for our weekly coliform testing required by our discharge permit through the Department of Ecology. We received 3 quotes and approval for purchase was approved by the Mayor.
- Our annual meter calibration was finished on all 3 meters at the plant, which is a requirement by the Department of Ecology to have on the waste coming into the plant, the clean water leaving the plant, and the sludge being stored in the lagoons.

Scott Moore – Public Works

- Scott Moore submitted his daily log/calendar for his staff report.
- Councilmember Gilmour and Smith had problems reading this staff report.

Debbie Lee – Clerk/Treasurer

- Clerk/Treasurer Debbie Lee submitted the Annual Report that was submitted to the State Auditors for 2017. There is a lot of information in this report that Council might find interesting.

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Chris Taylor – Chief of Police

- Chief Taylor informed Council that they are moving forward with background checks on two entry level candidates. A background check on the personal history is being performed and then the most suitable candidate will move forward with the more extensive background check. After this is completed they will move to the psychology and polygraph tests.
- The paperwork has been submitted to the academy in Burien and hopefully the candidate will start in August and be completed to start working in January.
- It is required that the entry level police officer complete either 720 hours or 5 months of training. A vehicle will not be provided to the officer in training during this time but they will be on the payroll.
- It was discussed to talk with the Union rep to see about having a commitment guarantee signed by the new officer. Possibly a three year commitment due to the time and money put into this new hire.
- Officer Whetstine has been busy with some code issues and parking issues.
- Councilmember Whitford inquired about where the revenue goes if a ticket is issued, it was noted that it goes to the County.
- Mayor Cort would like a quarterly report on stats of tickets and calls presented to Council.
- Chief Taylor reported that a running vehicle was stolen in the City of Kittitas and they were able to recover the stolen car within a half hour, State Patrol recovered this car on I-90.

B. Budget Report

- Councilmember Camarata would like to see the water/sewer surcharge to go into a completely separate fund for ease of tracking revenues. Councilmember Camarata is concerned that the money will be spent for another reason than the intention of painting the water tower. Council stated that this could be re-evaluated at budget time.
- Mayor Cort is looking at each department individually to get more precise in projected expenses per fund.

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C. Treasurer's Report

- No Comment.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. New Councilmember Selection

- Mayor Cort did not have the only applicant's phone number to have him attend the Council meeting. Mayor Cort will have William Coleman attend the next meeting and have him sworn in.

B. Cal Jordan Pay Request – Community Hall/Library Grant Prep Work 2015

- This will be the first installment payment of \$500 approved by Council with the remainder of his invoice for approximately \$19,000 for work done in 2015 to be paid in 2019 when it can be budgeted.

MOTION: Councilmember Smith made a motion to approve the \$500 payment; second by Councilmember Gilmour.

Motion Carried: 4 yes 0 no.

C. Kittitas Chamber of Commerce Temporary Variance Kruisin Kittitas

This is a request that is done annually for a noise variance for the burnouts/car show in August.

MOTION: Councilmember Smith made a motion to allow the variance; second by Councilmember Whitford.

Motion Carried: 4 yes 0 no.

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PAYMENT APPROVALS

A. May 2018 Bank EFT's \$13,796.73

MOTION: Councilmember Camarata made a motion to approve May 2018 bank EFT's; second by Councilmember Whitford.

Motion Carried: 4 yes 0 no.

B. May Payroll/June Mid-Month Draw \$49,441.23

MOTION: Councilmember Whitford made a motion to approve May Payroll/June Mid-Month draws; second by Councilmember Camarata.

Motion Carried: 4 yes 0 no.

C. May 2018 Payables via EFT \$29,120.84

MOTION: Councilmember Camarata made a motion to approve May 2018 Payables via EFT; second by Councilmember Gilmour.

Motion Carried: 4 yes 0 no.

MAYOR'S REPORT

- Mayor Cort stated that after the some of the City's loan payments are payed off the Council should consider earmarking those funds for acquiring water rights.
- Mayor Cort informed Council that all swap meet vendors during the burnouts will register with the Chamber and then the Chamber will reimburse the City the entry fees.
- Mayor Cort stated that PSE will need to install the brackets on the light posts for the flags/banners as they own the poles.

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COUNCIL DISCUSSION

- Councilmember Whitford would like to attend the burnout meeting with the Chamber. Mayor Cort stated that the meeting will be held at City Hall and the first meeting is being scheduled soon. Councilmember Whitford will be available Wednesday-Friday for meetings.
- Councilmember Gilmour stated the City was \$100,000 in debt and the train depot is run down, he just went to a city that was unincorporated and they have a beautiful train depot.
- Mayor Cort stated that the Rotary is going to fix the steps at the Community Hall/Library and they have been working on fixing up the train depot.
- Mayor Cort also stated that operating a city costs money and some of the City's assets are old. So Council should take a look at what it actually costs to operate.
- Councilmember Whitford thanked Councilmember Smith on taking care of the planters.

MOTION: Councilmember Gilmour made a motion to adjourn; second by Councilmember Whitford.

Motion Carried: 4 yes 0 no.

ADJOURN: 7:38 p.m.

Attest:

Mayor Pat Cort

Debbie Lee Clerk/Treasurer