

**City of Kittitas
Council Meeting Minutes
June 26, 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 26, 2018. Councilmembers present: John Camarata, Liz Smith, and Jerry Gilmour. Councilmember Whitford was absent. Staff present: Debbie Lee – Clerk/Treasurer and Mike Meskimen – Gray & Osborne.

MOTION: Councilmember Smith made a motion to approve the absence of Councilmember Whitford; second by Councilmember Camarata.
Motion Carried: 3 yes 0 no.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED
JUNE 12, 2018**

MOTION: Councilmember Camarata made a motion to approve the regular Council Meeting minutes dated June 12, 2018; second by Councilmember Gilmour.
Motion Carried: 3 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: 3 yes 0 no.

PUBLIC APPEARANCE COMMENTS

- Cathy Doyle who lives on Pacific Loop in Kittitas would like Council to consider banning fireworks in the city during the 4th of July. Cathy stated that usually by July the county is implementing a county wide burn ban or red flag warnings. The people that do light off fireworks do not usually pick up their garbage. She would like to see the City of Kittitas be a fire wise community. Cathy also commented that New Year's Eve is a perfect time to light fireworks.

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REPORT OF OFFICES AND SPECIAL GUESTS

A. Staff Reports (informational only)

Brenda Bach – WWTP

Water Department-

- They have been doing a lot of work on the Verizon control station inside the water tower fenced area. So far the work that is being done is all the wiring inside the control boxes and installing their backup generator.
- Just wanted to send out a big thank you to Scott and Kurin for repairing a water leak down at the wastewater treatment plant. The leak started small but got bigger pretty fast in a short amount of time and Scott and Kurin tackled that leak quickly for us so the system at the plant that uses city water was not affected for long which was so important to keep the plant functioning correctly and effectively.

Cross Connection Control Department-

- Current inspections and record keeping is ongoing.

Wastewater Department-

- No new news on our discharge permit from Department of Ecology.
- No new news at the plant. Ongoing maintenance and troubleshooting that we are on top of on a daily basis keeps the plant running smoothly and efficiently.
- Had a few bugs that needed to be worked out at Benton that weren't quite running right, pump run times were too high for the flows. We found and corrected the issue and Benton is now operating fully and without issues.

Debbie Lee – Clerk/Treasurer

- Clerk/Treasurer Debbie Lee reported that the server is working well and that it is good that the front office is able to share documents.
- Sue who works for the software company BIAS stopped by on her way to training in Yakima. She was given a tour of City Hall and hopefully they will have the annual report training here next year which would mean a free class for the clerk.
- The Annual Consumer Confidence Report mailing was finished with the help of a community service person.

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UNFINISHED BUSINESS

A. New Council Selection – Swear In

- Mayor Cort reported that one letter of interest was received for the vacant Council seat. Rich Coleman had submitted his letter of interest.
- Rich Coleman stated that he has lived on Pacific Loop in Kittitas for 8 years, he has worked in Ellensburg for 10 years and he grew up in Wapato.
- Mayor Cort asked why he wanted to be a Councilmember. Rich stated that he would like to be involved with City government.
- Councilmember Smith stated that although she and Rich do not align politically, Rich has shown an interest and will be a good participator in the Council meetings.

MOTION: Councilmember Gilmour made a motion to swear in Rich Coleman for the vacant Council seat; second by Councilmember Smith.

Motion Carried: 3 yes 0 no.

- Mayor Cort swore in Rich Coleman as the new Councilmember.

NEW BUSINESS

A. Public Hearing 6 Year Transportation Improvement Plan

- Mike Meskimen from Gray & Osborne informed Council that there is a RCW that requires Cities to submit a 6 year Street Plan. This lays out all projects state wide and helps with financial planning for WSDOT.
- In order for projects to get funded by state and federal grants the City of Kittitas must adopt a Six Year Street Plant STIP.
- When the City has a STIP adopted this allows Kittitas to apply for TIB 13.5% match money, this is needed for the First Avenue project which is federal grant money. This project will start in 2019 with the design phase and be completed in 2020.

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- Mike explained that some of the streets that are still dirt have some infrastructure problems, and the City has started the process of looking for Rural Development funding to fix the infrastructure prior to paving.
- Council discussed adding some Main to Clark, 2nd to Clark to the STIP; these would be Operating Engineer projects that are TIB grant funded.
- Councilmember Gilmour is concerned that there are portions on Patrick that need to be addressed and would like to add an overlay project to the list. Mike stated that there could be portions of the wheelchair ramps on the sidewalks that will need to be updated for ADA compliance.
- Citizen Dave Doyle asked if sidewalks were included in these projects. Mike stated no, they used to be a requirement but not anymore as they become a burden for Cities to maintain sidewalks.
- Councilmember Gilmour was concerned about the excess gravel along the newly paved Spokane Street.
- When all of the invoices are in from the project the City will re-evaluate and see if there is money available to have a contractor come grade and remove the excess gravel, otherwise Public Works will need to do this.

Public Hearing opened at: 7:26 p.m.

Public Hearing closed at: 7:27 p.m. with no public comment.

B. 18-009R Resolution Adopting the Six Year Transportation Plan TIP

- Mike from Gray & Osborne will update the priority list on the STIP to be
 1. First Avenue Project
 2. 3rd Avenue Okanogan Street to Clark Street – Operating Engineers
 3. Pierce Street Improvements – Pierce Street Patrick Ave to Cascade Ditch
 4. Palmero Park Pathway
 5. Patrick Ave Overlay

MOTION: Councilmember Camarata made a motion to approve Resolution 18-009R STIP; second by Councilmember Gilmour.

Motion Carried: 4 yes 0 no.

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6. New Water/Sewer Service Application – Habitat for Humanity.

MOTION: Councilmember Gilmour made a motion to approve the new water/sewer application; second by Councilmember Smith.

Motion Carried: 4 yes 0 no.

PAYMENT APPROVALS

A. June 26th, 2018 Payables via EFT \$24,502.48

MOTION: Councilmember Camarata made a motion to approve June 26th, 2018 Payables via EFT; second by Councilmember Gilmour.

Motion Carried: 4 yes 0 no.

MAYOR'S REPORT

- Mayor Cort reported that quite a few attended the Town Hall Meeting on Saturday. Certificates of appreciation were handed out to volunteers.
- Public Works is gathering more information regarding the hanging of the flags and banners on Main Street.
- Spokane Street paving project has been completed.
- Mayor Cort met with Mark Cook who is the Public Works Director for the County. They discussed how to track projects for job costing and time management.
- Mayor Cort would like Council to have a work study meeting to prioritize their vision of what services the city of Kittitas needs to offer to the citizens.
- Mayor Cort and Clerk Debbie Lee will attend a grant class in Wenatchee on Friday regarding public records.
- Mayor Cort stated she was restructuring the staff meeting to only include department heads and have all staff attend meetings quarterly.

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COUNCIL DISCUSSION

- Councilmember Camarata informed Council that he included the agenda and the minutes from the last Law & Justice meeting.
- Councilmember Gilmour was asking what was happening near the water tower. It was explained that a new meter was being installed at Jack Clerf's to be compliant with DOE for all residences to be supplied with a meter.
- Councilmember Gilmour was also asking why PW was driving the van. It was thought that both pickups are broke down, newly sworn in Councilmember Rich Coleman stated he could possibly help with vehicle repairs.
- Councilmember Smith inquired as to why only one staff report was submitted (WWTP) Mayor Cort stated that department heads are asked to turn in a staff report at the first meeting of every month.
- Councilmember Smith asked if someone else would like to volunteer for a couple weeks to water the planters. Councilmember Coleman stated he would.
- Councilmember Smith wanted to know what happened with the grant money to update the Community Hal. Councilmember Camarata explained that it was turned down by a previous mayor.
- Councilmember Smith would like to possibly help FISH with lunch in the park and that they had stated there needed to be a commercial kitchen. Discussion was had about checking with the health department to see what they had to add. It was also discussed that there is a difference between renting out the hall for private events and serving food to the public.
- The photo contest poster is almost complete. Councilmember Smith will bring this to City Hall.
- The Rotary will start the stair project in August; they will not be doing the bathrooms at this time as it was going to cost more than expected. The New Life Church will come and clean the flower beds before the stairs are updated.
- Discussion was had about portable bathrooms, outhouses, etc. at the Gazebo Park. Mike Meskimen suggested for the Mayor to look at the Department of Enterprise Services they possibly have these items available for purchase.
- Councilmember Smith would like Council to consider possibly keeping fireworks legal in the City. If KVFR did a standby the citizens could safely celebrate the 4th of July, working with the energy

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of citizens coming to the City during a holiday.

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

Motion Carried: 4 yes 0 no.

ADJOURN: 7:55 p.m.

Attest:

Mayor Pat Cort

Debbie Lee Clerk/Treasurer