

**City of Kittitas
Council Meeting Minutes
November 13, 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. November 13, 2018. Councilmembers present: John Camarata, Liz Smith, Rich Coleman and Jerry Gilmour. Councilmember Lou Whitford was absent. Staff present: Debbie Lee – Clerk/Treasurer and Chris Taylor – Chief of Police.

MOTION: Councilmember Camarata made a motion to excuse the absence of Councilmember Whitford; second by Councilmember Coleman.
Motion Carried: 4 yes 0 no.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED
OCTOBER 9th and WORK STUDY MINUTES DATE OCTOBER 9th, 2018**

MOTION: Councilmember Smith made a motion to approve the regular Council Meeting minutes dated October 9th, 2018; second by Councilmember Camarata.
Motion Carried: 4 yes 0 no.

MOTION: Councilmember Smith made a motion to approve the Work Study Minutes dated October 9th, 2018; second by Councilmember Camarata.
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 Smith.
Motion Carried: 4 yes 0 no.

PUBLIC APPEARANCE COMMENTS

- None

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REPORT OF OFFICERS AND SPECIAL GUESTS

A. Staff Reports (informational only)

Debbie Lee – Clerk/Treasurer

- Clerk Debbie Lee gave a demonstration on the TV that was purchased with training dollars from all funds city wide. This TV will help during budget time as the clerk can share her desktop and have BIAS on hand for questions asked by Council. The public can also follow along with visuals from the packets that council has on hand, possibly saving paper. Staff can do online trainings that are offered but the City never had this type of viewing for staff.
- City Hall will be closed the next two days for training regarding Master Meter.

Chris Taylor – Chief of Police

- Chief Taylor reported that Ben is doing great at the academy and hopefully will be joining him for some mock training.
- Ben will graduate on January 29th, 2019. The cost of CJTC was \$3,100 this will come out of the 3/10's fund.
- Chief Taylor still does not have a lateral officer who is interested in the open position. Councilmember Coleman inquired as to what happened to the last applicant. It was explained that he did not meet some of the background criteria. One lateral pulled his application.

Pat Cort – Mayor

- Mayor Cort informed Council that the WWTP vehicle is in dire need of being replaced.
- Mayor Cort reported that the committee for Christmas in Kittitas would like to have Council approve this event which will happen on Saturday December 1, 2018. The Kittitas pantry will be passing around food donation boxes. Starting at 5:00 p.m. there will be a winter picnic, 5:30 p.m. parade line-up, 6:30 Santa will arrive at the library and they will have a bazaar, hot chocolate and a dessert bake off.
- For more information go to ktownevents@hotmail.com

MOTION: Councilmember Smith made a motion to approve Christmas in Kittitas; second by Councilmember Camarata.

Motion Carried: 4 yes 0 no.

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Lynette Johnson – Librarian

- Lynette submitted a written staff report including the stats for the month of October.
- Lynette attended the Regional Library Board meeting and that went well.
- The library participated in the Trunk or Treat by handing out candy at the library this is in hopes that more people realize the library is there for a resource to the community. They handed out 150 bookmarks.
- Story time on October 30th had 16 children attend which was an all-time high.
- Barcoding is ongoing.
- The Regional Library Board met with the Kittitas County Commissioners regarding the annual budget for the City of Kittitas and it appears the City of Kittitas will again receive \$8,000 along with \$500 for the Summer Activity Program.
- The Library will participate in Christmas in Kittitas and due to a grant received from Legends Casino they will be able to give a free book to the children that attend.

B. Budget Report

- No Comment

C. Treasurer's Report

- No Comment
- Councilmember Coleman inquired who the City Treasurer was. He was told it was Debbie.

UNFINISHED BUSINESS

- None

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NEW BUSINESS

A. Wage Increase MOU (Clerk, Police, WWTP)

- Two new wage increments were presented to Council. This will help with trying to add a lateral officer with a more competitive wage. It will also increase the Chief's pay. This is in hopes to retain the employees the City has and attract qualified employees.
- Councilmember Gilmour asked when this would start. It would be effective January 2019 hours. Councilmember Gilmour is concerned about what the citizens would think especially if the water/sewer rates were increased. It was explained that police wages do not come out of the water/sewer fund.
- Councilmember Smith stated that it is important to retain good employees and hiring at a better wage. Police is not an area to cut corners and she is in favor of this increase.
- Mayor Cort also stated that the cost to hire and train new employees is expensive and the City needs to invest in the employees that they have.

MOTION: Councilmember Smith made a motion to approve the MOU regarding the police wage increase; second by Councilmember Coleman.

Motion Carried: 4 yes 0 no.

- Mayor Cort also read the MOU for the Clerk/Treasurer and how many different tasks that job entails. The MOU stated moving the clerk from a level 32 to 38.
- Councilmember Smith stated that yes the Clerk does a variety of tasks for the City.
- Councilmember Coleman inquired if a full time person was hired would this wage be lowered. Mayor Cort stated that if this happened it would mean the city has more revenue and that would make more duties.
- Councilmember Camarata stated that this increase would affect the water/sewer fund and 1/3 of the clerk's wages come from the water fund and 1/3 from the sewer fund.

MOTION: Councilmember Camarata made a motion to accept the MOU increasing the clerk/treasurer from a level 32 to 38; second by Councilmember Smith.

Motion Carried: 4 yes 0 no.

B. Resolution 18-011 R Surplus Vehicles

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- This current surplus list has a total of 6 vehicles that need surplus.
- Councilmember Gilmour stated this would save on insurance premiums.
- Councilmember Coleman inquired if the City had two Ford Explorer's because he saw that KVFR was auctioning one. Yes the City had two but KVFR acquired one during the annexation.

MOTION: Councilmember Smith made a motion to approve Resolution 18-011R; second by Councilmember Coleman.

Motion Carried: 4 yes 0 no.

C. Vehicle Purchase WWTP

- It was discussed that the City had looked at several different mid-size pick-up. Two Toyotas, a Colorado and a Canyon. The Colorado was a 2017 with 30,000 miles and a canopy, the Canyon had 100,000 miles and one year older.
- Discussion was had about payments or just paying for it. The Cost is \$31,000. The vehicle that Mike is driving at the WWTP is the only remaining vehicle and it has not been starting and can barely make it to Ellensburg.
- This could fall under emergency purchase as the employee would be left stranded and special facilities and market conditions, as this is a good deal on a pick-up with low miles.
- Councilmember Camarata stated that the water/sewer fund is already stretched thin. The 2018 budget is in pretty good shape. Council thought it best to just pay for it this year.
- Councilmember Gilmour stated that he does not like having debt.

MOTION: Councilmember Coleman made a motion to purchase the Colorado from Windy City Chevrolet; second by Councilmember Smith.

Motion Carried: 4 yes 0 no.

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PAYMENT APPROVALS

A. October 2018 Bank Payables via EFT \$5,378.89

MOTION: Councilmember Camarata made a motion to approve October 2018 Bank Payables; second by Councilmember Smith.

Motion Carried: 4 yes 0 no.

B. October 26th Payables via EFT \$28,424.37

MOTION: Councilmember Camarata made a motion to approve October 26th Payables via EFT; second by Councilmember Smith.

Motion Carried: 4 yes 0 no.

C. October Payroll/November Mid-Month Draw \$39,869.01

MOTION: Councilmember Camarata made a motion to approve October Payroll/November Mid-Month Draw; second by Councilmember Smith.

Motion Carried: 4 yes 0 no.

D. October 8th, 2018 Payables via EFT \$36,880.63

MOTION: Councilmember Camarata made a motion to approve October 8th Payables via EFT; second by Councilmember Smith.

Motion Carried: 4 yes 0 no.

MAYOR'S REPORT

- Mayor Cort reported that the Washington Parks Department, Training Center and other department heads met at City Hall regarding the Winslow bridge and how they are planning on doing repairs to this bridge in 2019. This should help with tourism to the City of Kittitas.
- While they were visiting Kittitas they looked at the Train Depot and stated they would assist in getting grant money together to make the necessary repairs.

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- The Friends of the Depot submitted a grant to the Milwaukee Railroad. They should hear is it was approved. The amount of the grant was \$1,000.
- Mike from Gray & Osborne talked with Mayor Cort regarding putting the COG Sewer Lift Station out to bid soon, Caribou Creek Project and the RD loan application.

COUNCIL DISCUSSION

- Councilmember Gilmour inquired as to what public records the City need to retain. It was explained that they have to keep all records for a certain amount of time (years).
- Councilmember Camarata attended the FEMA workshop and stated that it was very informative. They did different scenarios for different types of disasters, Councilmember Camarata was able to help regarding flooding since he was the Mayor at the time the creek flooded.
- The Sheriff's department is the disaster coordinator county wide. So if there was a disaster in the City of Kittitas all purchases would have to go thru the County this way FEMA would help cover those costs.
- Chief Taylor inquired if they talked about the changes that the Red Cross is making. Councilmember Camarata stated they did not cover this.
- Councilmember Coleman stated that Public Works is looking at 10 year old trucks and he feels this is too old to consider they need to look at newer trucks. Councilmember Coleman has gotten some quotes from Kelleher's and has given that information to the clerk.
- Councilmember Smith stated that someone asked if the City of Kittitas was having a tree lighting ceremony, and if not this year maybe this is something they could consider in the future.

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

Motion Carried: 4 yes 0 no.

ADJOURN: 8:01 p.m.

Attest:

Mayor Pat Cort

Debbie Lee Clerk/Treasurer