

**City of Kittitas
Council Meeting Minutes
February 26, 2019**

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. February 26, 2019. Councilmembers present: John Camarata, Rich Coleman, Lou Whitford and Councilmember Liz Smith. Staff present: Debbie Lee – Clerk/Treasurer, Chris Taylor – Chief of Police, Ben Chavez – Police and Martin Thacker – WWTP.

Councilmember Jerry Gilmour phoned City Hall today and stated that he would not be attending tonight's meeting or any meeting after that. Mayor Cort called and left a message but Jerry has not returned her phone call.

APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED FEBRUARY 12th, 2019 & THE WORK STUDY MINUTES FROM FEBRUARY 12th, 2019

MOTION: Councilmember Camarata made a motion to approve the regular Council Meeting minutes dated February 12th, 2019; second by Councilmember Whitford.
Motion Carried: 4 yes 0 no.

MOTION: Councilmember Camarata made a motion to approve the Work Study Minutes dated February 12th, 2019; second by Councilmember Whitford.
Motion Carried: 4 yes 0 no.

ADDITIONS TO AND/OR APPROVAL OF AGENDA

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

- Debbie reported to Council that she attended the Annual Bias Conference in Spokane. Classes attended were the annual report prep, how to show up like a leader even if that's not your job title, leadership class with Dan Rockwell, utility billing review process, financial reconciliation, state auditor's office FIT tool, upgrading to advanced payroll, understanding the treasurers report.
- Meter reading will not be done for the month of February due to snow being on the ground.
- Mayor Cort attended classes as well and really enjoyed the Asset Management Class.

Martin Thacker – WWTP

Water Department-

- Went to the water distribution class last week of January. Essentially, we did old exams for practice. Multiple exams so we were introduced to the content in various ways. We covered: compliance and regulations, safety, distribution, pumps and equipment as well as water quality and disinfection. We worked off the need to know as outlined by the ABC examiner.
- Feb 2nd, I took exam and passed.
- Met with Mike Pendergraft on Feb 11th, He is the circuit rider for Evergreen Rural Water. We are going to schedule his coming back and helping me prepare for this year's reporting requirements for the Department of Health.

Cross Connection Control Department-

- Exam study class scheduled for February 19-22.

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Wastewater Department-

- Mike Varnum took the wastewater exam on February 7th, and passed his exam as well.
- Continuing problems with SBR basin 2 decanting actuator. Waiting on quote for replacement from Pumptech.
- Problems with Influent sampler. Looking into having an enclosure built. If we can get the weather off of it, maybe we can get some more life out of it. Replacing the sampler is approx. 7500 dollars
- Bottom line looking at asset management, our treatment plant is aging and things need fixing or replacing prior to becoming a full-fledged problem. It has been my experience that preventative maintenance and being proactive is cheaper then emergencies.
- Martin also made mention that there are some problems at the WWTP one of the basins is down and this will cost approximately \$13,000 to fix, this is concerning as the budget will take a huge hit and it is only the beginning of the year.
- Martin welcomes any Councilmember or public to come down and take a tour of the treatment plant.
- Martin is currently making a spreadsheet of potential problems at the plant and will present at the next meeting. Mayor Cort also stated that the items that are coming up that need fixed are pricey items.

Chris Taylor – Chief of Police

- Chief Taylor stated that he does have a lateral officer who is currently going thru the background check and will have the psyche and polygraph soon. This applicant lives in Roslyn and has been working at an agency on the west side and would like to work closer to home.
- Chief Taylor introduced Ben Chavez the City of Kittitas newest officer who graduated from the academy January 29th, 2019. Officer Chavez is currently doing his FTO (Field Training) with the Sheriff's Department. This will take approximately 14 weeks; he has about 10 weeks to go. They have been doing mainly east county calls but also working in the City of Kittitas. They have issued a couple warrants within the City.
- Phase 1 they work 8:00 p.m. – 6:00 a.m. nights Thursday – Sunday. Phase 2 is 6:00 p.m. – 2:00 a.m. Monday – Thursday. There are 4 phases and phase 1 20% is Officer Chavez doing the work, phase 2 50% Officer Chavez does the work, phase 3 Officer Chavez does the majority of the work.
- Officer Chavez has been with the City of Kittitas for 6 months.

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Lynette Johnson – Library

- Here are the stats for January. Also, a short report of what we have been doing. I waited for the 2nd Council meeting so I could include Cup of Cocoa numbers.
- The barcoding of Adult Fiction will be finished by the end of February. The final section is almost finished. There are approximately 9000 adult fiction books so it has been a huge project. Next up is Non-Fiction. This is the final section. Once that is finished, we will run reports and make sure we catch anything that may have been missed and make sure everything is in the computer.
- Our Cup of Cocoa event was February 11th through 13th with 4 sessions of K – 3rd grades. Because of the weather and a school delay, one session was held at the school with the volunteers delivering Valentine cookies and free books to one of the classes. The other classes all came to the Community Hall for a story, making Valentines, cocoa and cookies, and picking out a free book. These books are purchased through Friends of the Library with Legends Casino grant funds. This year we had 176 kids and 182 books were given out. Teachers picked out books for students that were not at school on those days so they got a book as well.
- We are in the early stages of planning for the Summer Activity Program. This year will be a Space theme

	Jan.			Feb.			March		
	City	County	Total	City	County	Total	City	County	Total
Total Cards Used	81	44	125						
Children (Attendance)	23	10	33						
Adult (Attendance)	93	36	129						
Easy Reader	13	7	20						
Juvenile Fiction	12	2	14						
Juvenile Non-Fiction	0	0	0						
Young Adult	0	1	1						
Adult Fiction	89	108	197						
Adult Non-Fiction	6	0	6						
Videos	3	0	3						
DVD's	59	1	60						
Magazines	6	0	6						
1/2 hr. Computer Use	114	9	123						
Card Numbers Used	17	2	19						
Returns			227						
CDs Books	0	0	0						
Online Checkout	11	82	93						

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	Jan.			Feb.			March		
	City	County	Total	City	County	Total	City	County	Total
Online Cards Used	7	30	37						
Volunteer Hrs.			52.5						
Community Service Hrs.			0						
Library Manager Hrs.			76						
Money Received			\$ 0.15						
Surplus Books			0						
Items Processed			76						
Donated Items			31						
New Card Issues	1	1	2						
Move-Out	0	0	0						
Active Cards			908						
Cup Of Cocoa			0						
Summer Reading			0						
Story Hour			34						
Halloween/Child			0						
Halloween/Adult			0						
Christmas in Kittitas/Child			0						
Christmas in Kittitas/Adult			0						
Days Open			18						

Scott Moore – Public Works

- Changed 6 water meters to radio read
- Mapped a manhole to be raised to street level @ Pierce & First
- Updated inventory list for Public Works Shop
- Cleaned up irrigation ditch and spread pre emergent herbicide on Patrick between Spokane & Mason
- Researched MRSC purchasing requirements for service trucks, and established a purchasing procedure
- We got water flowing through Benton Street cul-de-sac storm drain, in turn lowering the water table in the area eliminating the possibility of a water main leak near the lift station.
- Storm drain still has a root ball in storm pipe that needs to be extracted
- Meter Reads

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- Created a yearly task calendar
- We completed a basic PRT – Public Records Training Class.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

PAYMENT APPROVALS

A. February 26th Payables via EFT \$29,884.85

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

Motion Carried: 4 yes 0 no

MAYOR'S REPORT

- Mayor Cort reported that there will be a Town Hall Meeting Saturday March 30th at 9:00 a.m. at City Hall in the Council Chambers.
- Mayor Cort and the City Attorney attended the pre-hearing for Caribou Creek, they have moved out the hearing until April. Mayor Cort and the City Attorney will be meeting with Fish & Wildlife tomorrow. Hopefully a plan will be made so the City will have an idea of what to expect moving forward.
- Mayor Cort informed Council that Councilmember Jerry Gilmour resigned from his Council position.
- Council would like to advertise the open position and keep it open until March 20th. Mayor Cort

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had an application that she showed Council and would like new applicants to fill this out with their intent as to why they want to serve. It was also suggested that each applicant visit all departments within the City to get an idea of what transpires in the City.

- Mayor Cort asked each Councilmember why they are serving on Council.
- Councilmember Whitford stated that she was asked unexpectedly to run for Mayor as a write in and won that race. Councilmember Whitford stated that it was very interesting learning how the City government worked and how much the staff works to make this happen, this is something she did not understand before. Councilmember Whitford stepped down as Mayor because of work but wants to remain on Council to support staff and be shoulder to shoulder with all of Council in the running of the City.
- Councilmember Camarata stated that he is interested in finances of the City and was worried where the city would be going during the recession. Councilmember Camarata is also interested in the economic development of the City.
- Councilmember Smith stated that in 2016-2017 she was struggling with understanding decision the community was making and service was a way to go, Councilmember Smith also felt this was an opportunity to give back to the City.
- Councilmember Coleman stated he wants to do his part and learn how the City functions, Councilmember Coleman said that he has a lot to learn but is enjoying the time on Council.
- Mayor Cort stated that she was once on Council and after moving back home stated that she would like to be Mayor. Being Mayor is totally different and likes the problem solving and the different issues that come up and how to address these issues with limited funds. Mayor Cort also stated that the staff is a big part of the City and the community does not have a clue on the issues the City faces on a daily basis.

COUNCIL DISCUSSION

- Councilmember Smith would like to see a few more lines added for expressing interest on the Council Application form.
- Councilmember Camarata attended the Law & Justice meeting. The training for the Distressed Sales and Use Tax was rescheduled as they were not ready to have this training.
- Councilmember Whitford is still looking for help with the animal enclosure during the Easter Egg Hunt. She thought maybe Gary Bye could assist.

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- Councilmember Coleman inquired if the City had the fencing materials, Councilmember Whitford thought maybe the church had brought a roll of fencing.
- Mayor Cort would like to meet with the Chamber and City Staff to go over the Burn Outs. Discussion was had about the liability that the City faces every year and there will be a time when a problem arises that could potentially hurt the City. Last year several entrants smelled of alcohol and should not have driven and put the City and Citizens at risk.
- Councilmember Smith asked if a breathalyzer could be given. The Police explained that that test is not conclusive they have to also take into effect the SFT's field sobriety tests.
- Police Chief Taylor stated that in a Raceway atmosphere safety is governed but it is hard to manage on Main Street. Chief Taylor did issue a ticket for someone burning their tires outside the box. The City does the inspections before and after the contests putting the City at a high risk for liability. Also since the Volunteer Fire Department annexed with KVFR they do not show their presence at the burnouts putting the City at a higher risk.
- Discussion was had about making the Hay Day's again with more of a kid/family friendly event.
- Mayor Cort would like Council to come up with ideas to present.
- Councilmember Coleman stated the burn outs did have a draw.
- Councilmember Smith inquired when the Renaissance guy was coming back. Mayor Cort thought in October she will reach out to him again. Maybe he could make an appearance at the Car Show.

MOTION: Councilmember Whitford made a motion to adjourn; second by Councilmember Camarata. Motion Carried: 4 yes 0 no.

ADJOURN: 7:40 p.m.

Attest:

Mayor Pat Cort

Debbie Lee Clerk/Treasurer