

**City of Kittitas  
Council Meeting Minutes  
February 25, 2020**

**COUNCIL MEETING**

Mayor Camarata led those assembled in the Flag Salute. Mayor Camarata called the regular Council Meeting to order at 7:00 p.m. February 25, 2020. Councilmembers present: Rich Coleman, Peter Schuetz, Richard Hink Jr, Holly Beard and Lou Tyler. Staff present: Debbie Lee – Clerk/Treasurer, Lori Chaffee – Utility Billing Clerk, Ben Chavez – Police Department, Kurin Simplot – Public Works, Mike Meskimen – Gray & Osborne, Anna Franz – City Attorney and Aaron Nelson – Police Department.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED  
FEBRUARY 11<sup>th</sup>, 2020**

**MOTION:** Councilmember Tyler made a motion to approve the minutes as presented; second by Councilmember Hink.

Motion Carried: 5 yes 0 no.

**ADDITIONS TO AND/OR APPROVAL OF AGENDA**

**MOTION:** Councilmember Tyler made a motion to approve the agenda as presented; second by Councilmember Schuetz.

Motion Carried: 5 yes 0 no.

**PUBLIC APPEARANCE COMMENTS**

- Citizen Bob Shuda would like the Code Enforcement to look at the residence on Main Street where there was a storage shed and the contents are spread out all over also the wheel chair ramp is sideways.
- Mayor Camarata stated that he has talked to Chief Taylor regarding several Code Issues that need to be addressed.

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**REPORT OF OFFICERS AND SPECIAL GUESTS**

**A. Staff Reports**

**Chris Taylor – Police Department**

- Officer Nelson and Officer Chavez assembled all 3 desks.
- Officer Nelson assembled the desktop computers.
- Kittcom IT assembled the server for the desktops to be CJIS compliant.
- Thank you to Council man Pete Shuetz for his recommendation for advanced security measures for the server, KPD will be implementing advanced security measures.
- New KPD Patrol Responder F-150 is operating at peak performance all up fitting is currently worry free, vehicle is currently under 1000 miles.
- KPD had a DV in-service training given to us in house by Aspen advocacy.

**Martin Thacker – WWTP**

- **Water Department-**
  - Mike Pendergraft is scheduled to visit Feb 24<sup>th</sup>. He is the circuit rider for evergreen rural water.
- **Cross Connection Control Department-**
  - No new news.
- **Wastewater Department-**
  - Took delivery of our new samplers, got them set up and running and swapped out the old ones.
  - Jan 21<sup>st</sup>, we had issues with the heater. Called in a technician and it was broken. So, it was replaced.
  - The Bio solids report was submitted Jan 30<sup>th</sup>. It was brought to my attention we also needed to reapply for a permit. The Notice of Intent was completed and mailed Feb 14<sup>th</sup>.
  - Consolidated and RufusTech have been by multiple times to switch our internet, slow to faster. New equipment was installed and we've needed to rope in Brad from Conley Engineering to get the system to talk to the SCADA PC.
  - Working thru the contract with Conley Engineering regarding software and replacement of the SCADA PC.

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- We got a community service guy mid-month for 16 hrs. He set up the new desk, helped with odd jobs and cleaned up around the plant.

**Debbie Lee – Clerk Treasurer**

- Debbie and Lori attended the 2020 Bias Conference Rally from Tuesday Feb 18 through Feb 20 in Spokane, WA.
- Classes attended were:
- Meet up Clerks and Supervisors  
Start your conference off in the best way: making friends and building connections.
- 2019 Annual Report Prep  
BIAS staff will walk you through the steps to successfully assemble your 2019 Annual Report!
- Utility Billing Bootcamp  
In this Bootcamp, you will learn to use the essential functions within Utility Billing to satisfy and effective Utility Billing Management System.
- New User  
Start your conference off in the best way: making friends and building connections.
- Be a Master at Fixing Mistakes  
Did you know that most fixes can be done in one place?
- Keys to Cash Handling  
Your government works hard to serve its residents with the resources available.
- No Holds Bar Utility Billing  
Bring your questions and curiosity. In this session you'll be given the opportunity to ask questions, collaborate, and learn about best practices for utility billing.
- A Deep Dive into using Reporting Filters  
Data quality is vital to the success of any government.
- Utility Billing Gone Wrong  
In this workshop, you will learn from real examples of managing a utility billing system.
- How to Confidently Report & Explain Your Schedule 06 to The Auditors  
You just got contacted by your auditor and they want to audit your entity. You feel confident but nervous. How do you explain the schedule 6 confidently?

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**Kurin Simplot – Public Works**

- Met with Washington Fish and Wildlife Department to have a walkthrough of Cook Creek that runs through our town, it went very well and was very informative, also working with them to have the City get on a Hydraulic Project Approval Plan, it's a 5 year general permit for working in and around the Creek.
- I am back on regular schedule of 7-3:30 during the day, my coworker Marshall will remain on the winter hour schedule until the start of March, and then he will be on the same hours as me.
- Inland fire came back to check out all our fire extinguishers, they will also be up to check on our security system at City Hall and smoke alarms the 26<sup>th</sup> of this month.
- Finally resolved the plugged storm drain at the end of Benton street, extracted roots from catch basin in the backyard of the Tilton's, they have also cut the tree down that was causing blockage from the start and they are taking care of the tree stump to finish the job.
- We have been trimming trees at Alpine and Rainier to get ready for the new sweeper arrival, as well as other parts of town so that the sweeper can make it through and not be hit by low hanging branches.
- We had PanGEO and BKC Construction, dig 9 test dig sites for the new Water Line Project and First Avenue Project that are coming up in the future.
- Marshall and I attended Contractors safety training seminar in Ellensburg, it was put on by the City of Ellensburg at the Fairgrounds, it was a great class to go and learn new things about safe digging procedures, and the class was free as well.

**Lynette Johnson - Library**

- The Library has been busy with our Cup of Cocoa and a Book to Go event. We had 4 grades, K-3<sup>rd</sup> grade come over 4 sessions from February 11<sup>th</sup> through February 13<sup>th</sup>. This year we had 165 children in attendance with 38 adults helping. Along with all of our volunteers and the teachers, there were lots of parent helpers as well. We gave out 171 books to the children, including a few the teachers took back for kids that were absent and couldn't attend. Once again, our volunteers did a great job and the children all had fun making their Valentines, eating their Valentine cookies, drinking cocoa, and picking out a book to take home. We appreciate the grant from Legends Casino the Kittitas Friends of the Library get each year to fund events like this! Thanks to Carolyn Earwood, Charlene Wilkes, Barbara Fields, Jerry Gilmour, Betty Hopper, Valerie Westcott, Cheryl Winston and Leilani Eddy for their help in making this event so successful each year!
- Once again in 2020 we are offering access to the Washington State Anytime Library for all of our patrons. The Anytime Library gives our patrons access to thousands of e-books and audiobooks than what we have in our library. Most of our libraries in Washington State give their patrons access to this service for people that prefer to read their books through an app on a smart phone, Kindle, tablet, or

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computer. It also allows us to give access to thousands more items than we can carry in our physical library.

- We have tentatively picked the dates for our Summer Activity Program this year. Unless something changes, we will be starting on Thursday, June 25<sup>th</sup> and will run through July 23<sup>rd</sup>. This year's theme is "Imagine Your Story" and will be based on Fairy Tales and Make Believe stories.

	Jan.		
	City	County	Total
Total Cards Used	84	61	145
Children (Attendance)	10	12	22
Adult (Attendance)	76	20	96
Easy Reader	21	16	37
Juvenile Fiction	0	7	7
Juvenile Non-Fiction	0	0	0
Young Adult	0	0	0
Adult Fiction	87	96	183
Adult Non-Fiction	3	0	3
Videos	1		1
DVD's	53	2	55
Magazines	1	0	1
1/2 hr Computer Use	87	64	151
Card Numbers Used	15	13	28
Returns			163
CDs Books	0	0	0
Online Checkout	19	87	106
Online Cards Used	15	35	50
Volunteer Hrs			60.25
Comm Serv Hrs			0
Library Manager Hrs			85
Money Received			\$ 7.80
Surplus Books			0
Items Processed			50
Donated Items			50
New Card Issues	2	0	2
Move-Out	0	0	0
Active Cards			926
Cup Of Cocoa			0
Summer Reading			0
Story Hour/Child	17		17
Story Hour/Adult	9		9
Halloween/Child			0

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Halloween/Adult			0
Christmas in Kittitas/Child			0
Christmas in Kittitas/Adult			0
Days Open			17

**UNFINISHED BUSINESS**

- None

**NEW BUSINESS**

**A. Gray & Osborne Engineering Service Amendment #6**

- Mike from Gray & Osborne informed Council that this Service Agreement is for the admin services for the COG Sewer Extension Project. POW was the contractor who was awarded the project. They will start moving in equipment and start cutting the asphalt tomorrow. This project should take about 2-3 weeks but this is a conservative schedule.
- Officer Nelson asked about the impact on traffic. It was explained that they would just narrow the two lanes on S. Main and it should not impact traffic too much.
- This Service Agreement is for \$69,000 which will include admin services and two sub consultants and a cultural monitor on site.
- Councilmember Tyler inquired about artifacts being located in this area. Mike explained that yes there could be but the general public is not always aware of the actual sites. Councilmember Tyler also inquired as to where the actual lift station would be placed. It was explained near the Small Pet Select building which is across from Gerry's Foreign Auto.

**Motion:** Councilmember Beard made a motion to approve the Engineering Service Agreement from Gray & Osborne; second by Councilmember Hink.

Motion Carried: 5 yes 0 no.

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**PAYMENT APPROVALS**

**A. February 25<sup>th</sup>, 2020 Payables via EFT \$18,356.86**

**MOTION:** Councilmember Tyler made a motion to approve February 25<sup>th</sup> Payables; second by Councilmember Beard.

Motion Carried: 5 yes 0 no.

**MAYOR'S REPORT**

- Mayor Camarata informed Council that the Crown Vic sustained damage when it accidentally struck a yellow post. This will be turned into the City's Insurance Company.
- Councilmember Coleman asked what happened. Mayor Camarata stated that Officer Chavez was road siding with another deputy and accidentally struck a yellow pole that was not in his line of vision. This accident was investigated by the County.
- COG and the Law & Justice reports were included in the Council Packets.
- The Main Street Sewer Extension Project will be starting this week.
- The Street Sweeper was delivered to the City and will soon be put to use.
- The Police Department is working on several code issues around town.
- The Town Hall Meeting was well attended.

**COUNCIL DISCUSSION**

- Councilmember Beard stated that there will be another Town Hall Meeting again soon. And the Downtown Association will be meeting the 3<sup>rd</sup> Friday of every week.
- Councilmember Hink said that a citizen approached him and inquired about getting bathrooms for the public at the park. This same citizen stated that they would help or donate funds to make this happen but not sure of the cost.

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- Discussion was had as to the cost of this type of bathroom and it is usually \$45,000-\$60,000. Mayor Camarata stated that the City will have to look for a grant. Mayor Camarata told Councilmember Hink to have that citizen contact him.
- Councilmember Beard discussed the Ryan Thompson Memorial and the long term goals for paying for the gas/eternal flame portion of this memorial.
- Business owner Brian Stickney stated he would donate funds for this memorial.
- Councilmember Tyler stated that Tripp who is working on the Downtown Association project was wonderful to work with. Tripp will be back in April to present a plan for revitalization of the downtown.

**ADJOURN: 7:24 p.m.**

**Attest:**

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Mayor John Camarata

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Debbie Lee Clerk/Treasurer