

City of Kittitas  
Council Meeting Minutes  
November 22, 2005

Mayor Cousart called the Meeting of the Kittitas City Council to order at 7:00 p.m., November 22, 2005. Councilmembers present; Allphin, Gilmour, Helland, and Keys. Councilmember Huber was absent. Councilmember Allphin moved to approve her absence and the motion was seconded by Councilmember Helland. The motion passed 4 yes 0 no.

Staff present was City Clerk/Treasurer Robin Newcomb; Utility Worker Bosch; WWTP Operator Howard; Police Officer Shuart, and Diane Huckabay.

Mayor Cousart led those assembled in the Flag Salute.

**Approval of Minutes**

Councilmember Allphin would like to amend meeting minutes of November 8, 2005, on page 4 under council discussion #1. He would like the last sentence to read "...as a reminder we would have to pay them for those hours if they were requested to come to the council meetings". Councilmember Allphin moved to approve the minutes and the motion was seconded by Councilmember Keys. The motion passed 4 yes 0 no.

**Additions to Agenda**

1. Councilmember Allphin on Building Permits
2. Councilmember Allphin on delinquent utility accounts.

**Report of Officers**

1. **Police Office Shuart**
  - a. Police Office Shuart reported the police department is getting closer to getting data computers into their cars.
  - b. He also reported that we lost one reserve, Tom Woolsey, effective 11/30/05. The resignation letter was read by Mayor Cousart.
  
2. **City of Kittitas Library Board**
  - a. Chairperson Marylou Gilmour discussed the new Library Handbook and that the Board of Trustees approve it prior to Council approval. Resolution 05-783 to adopt the handbook was moved by Councilmember Allphin and seconded by Councilmember Helland. The motion passed 3 yes and Councilmember Gilmour abstained.

- b. Also discussed was the issue of search warrants upon the library and whether or not legal council should be contacted if this should happen. The Council agreed this would be the appropriate step to take if this was to happen.
- c. Councilmember Helland moved to approve the hiring of Maxine Steele for the Library Manager position. It was seconded by Councilmember Allphin. The motion passed 3 yes and Councilmember Gilmour abstained. Maxine will work 80 hours per month and her salary will be \$750 per month.
- d. Marylou also reported that the Winter Fest is still scheduled as planned.

**3. Utility Worker Bosch**

- a. Utility Worker Bosch handed out a sheet on proposed sewer rates. This will be used in the study session set for Tuesday, November 29, 2005 at 6:00 p.m. at the Community Hall.
- b. Val also reported that the roof at City Hall has been patched and seems to be o.k. so far. We are still waiting on a roof bid.

**4. WWTP Operator Howard**

- a. WWTP Operator Howard reported we are still out of compliance with the ammonia at the WWTP and need the upgrade.
- b. He also reported worker Jeremy Combs is doing a good job and is having him do practice tests to study for his certification. Jeremy will remain on probation until he passes his certification.

**5. Engineer Jeff Stevens with Gray & Osborne**

- a. Jeff Stevens discussed the new development standards handbook and how it has been customized for the City of Kittitas. After a couple of minor changes that need to be made we should see a final copy. The Council would like to have a chance to review the handbook before adopting it.
- b. The Council agreed that compaction needs to be done in the one area within Cole's Crossing. Gabe Oh with Countour Inc. said he will talk to the contractor to see what solution is available and get back to the Council.
- c. Jeff Stevens pointed out the development standards state "sewer mains shall be constructed only within the street section in new developments." He also suggested we look over our subdivision ordinance to see if we are in state compliance.
- d. The plans and specs are nearly done for the WWTP. Jeff said they are planning to advertise the week of December 19, 2005, and to open bids on January 19, 2006. Possibly on January 24, 2006 the bid will be awarded to a contractor. The project should take about 10-12 months to complete.

- e. The Sepa checklist lead agency has always been Kittitas County but they aren't willing to do it now. Jeff suggested we look into becoming a lead agency ourselves.
- f. Jeff Stevens also reported they are trying to set up a meeting with TIB in December and then in January have a meeting with the Gibbs, the Council, and the Department of Fisheries. Gibbs are waiting on money to finance the fish screens. They also have other needs that are not fixed and Jeff suggested we get a written legal agreement with them. Mayor Cousart pointed out that our attorney is currently working on an agreement with the Gibbs. An appraisal was discussed on the property we are exchanging with them but Jeff warned this could be a costly step.

**6. Gabe Oh with Countour Inc.**

- a. Gabe Oh reported that Countour Inc. has Sophia Brown's property under contract. With the acquisition of this property the sewer would connect at North Mason Street. The property does need to be annexed if the City of Kittitas is interested in annexing it into the City. If it is annexed, Countour Inc. would take out the lift station at Cole's Crossing and install a gravity flow sewer line if it is feasible. Councilmember Gilmour moved to proceed with removing the lift station and development of this property if it is okayed by Gray & Osborne. The motion was seconded by Councilmember Helland. The motion passed 4 yes 0 no.
- b. Gabe also reported Countour Inc. is working with PSE who wants to know the city's standards of installing utilities. Gabe suggested we write a letter to PSE stating the job site does not require ATB (Asphalt Treated Base) for Cole's Crossing but will use crushed rock instead. Councilmember Keys moved we write a letter to PSE regarding our utility standards and Councilmember Helland seconded the motion. The motion passed 4 yes 0 no.

**Presentation of Ordinance**

- 1. Ordinance 05-789 for the Property Tax Ordinance was passed at the 1% tax increase. Councilmember Gilmour moved to pass this ordinance and it was seconded by Councilmember Keys. The motion passed 4 yes 0 no.
- 2. Ordinance 05-790 to repeal the planning commission was moved by Councilmember Gilmour and seconded by Councilmember Keys. The motion passed 4 yes 0 no.
- 3. Ordinance 05-791 to adopt the new planning commission was moved by Councilmember Gilmour and seconded by Councilmember Allphin. The motion passed 4 yes 0 no.
- 4. Ordinance 05-792 amending 05-788 was moved by Councilmember Helland and seconded by Councilmember Keys. The motion passed 4 yes 0 no.

**Correspondence, Complaints and Applications**

1. Business license for Central Washington Home Center, LLC was approved by Councilmember Gilmour and seconded by Councilmember Keys. The motion passed 4 yes 0 no.
2. Building Permits do not need to be approved by the Council but Councilmember Allphin would like to get a monthly listing of building permits.

### **Old Business**

1. Councilmember Gilmour asked if the old trailer that was demolished had a demolition permit issued. A tree was killed in the process of the demolition.
2. Jack Miller with Farmview was asked by Mayor Cousart if the issues from Gray & Osborne had been addressed yet. Jack Miller said they will have the issues addressed by the next meeting.

### **New Business**

1. A study session was suggested for Tuesday, December 19, 2005, to work on the sewer rates along with the budget at 6:00.
2. The underground locating system was discussed. Councilmember Gilmour moved to pass this and it was seconded by Councilmember Keys. The motion passed 4 yes 0 no.
3. Councilmember Allphin would like a listing of delinquent utility bills so we can review how much is outstanding.

### **Approval of Bills**

1. Approval of Bills - #10654 to 10674 for \$36,185.49 and #10675 in the amount of \$35,116.67 for the US Bond being moved to Sterling Savings Bank. There was also a voided check #10418. Councilmember Allphin moved to approve the bills. The motion was seconded by Councilmember Gilmour. The motion passed 4 yes 0 no.

### **Mayors Report**

1. Purchase orders were discussed and it was decided that they were only needed for purchases over \$100 and not needed for recurring bills. The bills that will not have purchase orders written will still need to be signed and approved by the department supervisor or Mayor Cousart.
2. Employee personal leave was also discussed. The union contract has it written in their policy but nothing is written for the non-union employees. The State Auditors noted personal leave was taken by non-union employees but there was not a policy for it. The Council and Mayor Cousart decided that the non-union employees would follow the union policy on personal leave.
3. Clerk/Treasurer Newcomb expressed concern about the number of hours she puts in over the regular 40 hours per week and not paid for. Council agreed she should be compensated for this time.
4. WWTP Operator Howard would like included on his job description that he is the

City Water Distribution Manager and Cross Connect Control Specialist. The Council agreed on this.

5. Utility Worker Bosch's job description says he assists in locating all utilities when in fact he only does the water and sewer locating. The Council agreed to only list in his job description that he does the water and sewer locating.

### **Council Discussion**

1. WWTP Operator Howard never received his 2.5% union contract increase as of January 1, 2005, so he will be getting back pay of \$81 per month from January to October additional on his next paycheck. Utility Worker Bosch did receive his increase so there is no adjustment necessary for him.
2. Councilmember Keys was curious about Bare & Marchel replanting the trees that were removed at the new storage sheds. Once the weather gets nicer next spring they will be taking care of this.
3. Councilmember Helland asked Clerk/Treasurer Newcomb if the tapes made at the council meetings were public record which they are. He would like to research a previous meeting.
4. Councilmember Gilmour suggested we get the Community Hall insulated.
5. Councilmember Gilmour also was wondering if we have been getting paid from Gibbs for the land rental of \$400 per year. Clerk/Treasurer Newcomb will check into this billing.

### **Adjourn**

Councilmember Allphin moved to adjourn the November 22, 2005 meeting. The motion was seconded by Councilmember Keys and approved by council. The motion passed 4 yes 0 no. Meeting adjourned at 9:45 p.m.

Attest: Mayor Robert E Cousart \_\_\_\_\_  
Clerk/Treasurer \_\_\_\_\_