

**City of Kittitas  
Council Meeting Minutes  
March 28, 2017**

**COUNCIL MEETING**

Mayor Whitford led those assembled in the Flag Salute. Mayor Whitford called the regular Council Meeting to order at 7:00 p.m. March 28, 2017. Councilmembers present: Jerry Gilmour, Pat Cort, John Camarata, Ben Whitehurst and Jasen Carlson. Mike Meskimen – Gray & Osborne. Staff present: Debbie Lee – Clerk/Treasurer and Brenda Bach Waste Water Treatment Plant (WWTP)

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED MARCH  
14<sup>th</sup>, 2017**

**MOTION:** Councilmember Cort made a motion to approve the regular Council Meeting minutes dated March 14<sup>th</sup>, 2017; second by Councilmember Gilmour.  
Motion Carried: 5 yes 0 no.

**APPROVAL OF THE MINUTES FOR THE WORK/STUDY MEETING DATED  
MARCH 14<sup>th</sup>, 2017**

**MOTION:** Councilmember Whitehurst made a motion to approve the Work Study Minutes dated March 14<sup>th</sup>, 2017; second by Councilmember Gilmour.  
Motion Carried: 5 yes 0 no.

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

**MOTION:** Councilmember Cort made a motion to move item H. April Child Abuse Proclamation to A. under New Business; second by Councilmember Whitehurst.  
Motion Carried: 5 yes 0 no.

**MOTION:** Councilmember Camarata made a motion to approve agenda as amended; second by Councilmember Whitehurst.  
Motion Carried: 5 yes 0 no.

**PUBLIC APPEARANCE COMMENTS**

None

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**REPORT OF OFFICES AND SPECIAL GUESTS**

**A. Staff Reports (informational only)**

**Scott Moore – Public Works (PW) written report submitted**

- Potholes were patched.
- Sandbags prepped.
- Prominent obstructions @ Patrick and Main were removed before creek levels raised, easing the passage of water.
- New water install on Sacajawea Court, sidewalk install and preparations for another new construction in Rainier Estates.
- Prepping installation bids for water/sewer on lots in Pacific Loop.
- Started maintenance and completed repairs to the front end of the Ford Service Truck, the Kubota mower/sweeper will get repaired the week of the 21<sup>st</sup>-31<sup>st</sup>.
- Disassembled the suction fan on the Vac Truck and tracked down/ordered the appropriate parts.
- Caribou Creek flooded its banks inundating all the businesses at Exit 115 prompting an emergency work permits from the Department of Fish and Wildlife which was granted. With the help of volunteers a significant amount of work was completed, the scope of work extended into a more permanent flooding repair than the momentary band aid that Fish and Wildlife had envisioned. This led to a permit violation and investigator involvement to ensure the restoration of the sight is completed in a timely and acceptable manner. After which any legal proceedings will be differed.

**Brent Nierman – Chief of Police written report submitted**

- Chief Nierman's Command College experience was incredible and very educational. Training focused on the differences between Leadership and Management, the leadership challenges with the current mix of generations in the work force, and many other Career Leadership Topics.
- No delivery date for the new patrol vehicles – estimated 30-45 days.
- Three requests for Police Applications. Posting closes on 03/31.
- Call log for March 1 – March 23, Civil matter, informational, traffic stop, parking, check welfare, animal problem, convulsions, suicidal subject, runaway, suspicious, citizen assist, property found,

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theft, fraud, domestic, noise complaint, attempt to locate, sick person and accident injury.

**Brenda Bach – Waste Water Treatment Plant (WWTP) written report submitted  
Report for the Water/Cross Connection Control/Wastewater Departments**

**1. Water Department-**

- a. Having trouble regulating the Chlorine injection residual levels at the water tower, as stated before that equipment is 30+ years old and has been a pretty trouble free system for a long time but the brittle plastic is showing its wear, and our annual maintenance and repair is done in April and I will know more when the injector is taking apart for O-ring replacement, and inspection of all seals.
- b. Brenda mentioned that the bid packages should be ready by the end of the week for the painting of the water tower.

**2. Cross Connection Control Department-**

- a. Spring is here and time to get the underground sprinkler backflow devices tested and approved for the summer. Which makes it a busy time for me with inspections in buildings, schools, and restaurants around the city that need to be tested and approved and reported to The Department of Health which assures the safety of our drinking water.
- b. I always have a list of Backflow testers available for the city residents for their convenience. I've included it with their letters reminding them it's time to have their annual testing done. The list is alphabetical and gives no recommendations; it's given for convenience purposes only. And to stay in good standing on my list the Backflow assembly testers have to give me their current Department of Health Validation Card and equipment certification calibration for 2017.

**3. Wastewater department-**

- a. We have identified 3 wastewater man holes so far in the city during our inspections which are leaking ground water into our sewer system. I & I (Infiltration and Inflow) is always a costly problem, and by repairing those leaks reduce the load on the Wastewater treatment plant. Once the ground water leaks into our system, every gallon adds to the flow coming into the plant and then has to be treated in the plant before it is released back into the environment. The 2 worst ones are thankfully the man hole just outside our Gate at the plant and are a very shallow

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manhole doesn't have to worry about asphalt. And the other bad leaker is the manhole on the North side of the new public Works building in the pine tree line next to the Cooke Creek, and the last one has a very small crack and is located on Patrick Ave. and Sacajawea court in the dirt on the north side of the road. Inspections are ongoing and with that we have done some work and removed a large amount of grease build up in the manhole by the creek at Palmerio Park. Which flooding has been a problem and a more permanent berm will be installed later this year to protect it in the future flooding of Cook Creek during the spring snow melt.

**Lou Whitford – Mayor**

- Mayor Whitford talked with Mercer Creek Church regarding their volunteer time and helping the City. They stated they could help with the planting of the willows and other issues at the creek bed as well as maybe still completing the other items on the list, which included a bulletin board at the picnic shelter, sign at Palmerio Park and the Gazebo.
  
- Councilmember Gilmour wondered about pressure washing the gazebo because the stain/veneer is so thick.

**A. Budget Report**

None

**B. Treasurer's Report**

None

**UNFINISHED BUSINESS**

None

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**NEW BUSINESS**

**A. Gray & Osborne General Engineering Services**

- Mike from Gray & Osborne explained that this is general engineering agreement mainly updated for housekeeping purposes. The City recently put out a request for qualifications from planners and engineers and City Staff graded the applications and Gray & Osborne was selected. The only changes to the agreement are some public records request language. There is not a dollar amount associated with this contract.

**MOTION:** Councilmember Gilmour made a motion to approve the Contract with Gray & Osborne for general engineering services; second by Councilmember Camarata.  
Motion Carried: 5 yes 0 no.

**B. Gray & Osborne Engineering Services COG (Council of Governments) Sewer Extension**

- This is amendment #1 to the general engineering agreement for design services for the Council of Governments (COG) for the sewer extension.
- Mayor Whitford would like to see this project completed this year. The City does have 5 years to use this money. The match money has been set aside in the 2017 budget.

**MOTION:** Councilmember Camarata made a motion to approve Amendment #1 Sewer Extension Agreement; second by Councilmember Cort.  
Motion Carried: 5 yes 0 no.

**C. Gray & Osborne TIB (Transportation Improvement Board) Consultant Agreement Operating Engineers 2017 Project**

- This is a contract for TIB Transportation Improvement Board Consultant Agreement. This is 100% funded and will cover the engineering costs for paving Okanagan/Spokane and First Ave. this is a horseshoe type area.
- Councilmember Gilmour inquired about the Vac truck sweeping the streets and that was not a good idea. Brenda Bach said she would relay the information to Scott. Mike from Gray & Osborne said he would not suggest that as Vac trucks are expensive and a used one is approximately \$75,000. Mike felt it was much cheaper to have the City of Ellensburg come sweep the streets. There is money in the budget to do this.

**MOTION:** Councilmember Camarata made a motion to accept the Engineering Agreement for the Operating Engineers Project; second by Councilmember Cort.  
Motion Carried: 5 yes 0 no.

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**D. Water/Sewer Application New Service Rainier Lot #20**

- This is a new application for services in Rainier Estates.

**MOTION:** Councilmember Gilmour made a motion to approve the new water/sewer service in Rainier Estates; second by Councilmember Cort.

Motion Carried: 5 yes 0 no.

**E. Cintas Cleaning Contract**

- Debbie presented a contract from Cintas's for providing mats at City Hall and cleaning the 3 bathrooms and kitchens two times per month. Council would like more information on this and possibly more bids.

**MOTION:** Councilmember Cort made a motion to approve cleaning services; second by Councilmember Carlson.

- Discussion was had about needing more bids.

**MOTION:** Councilmember Whitehurst made a motion to table until further information is gathered; second by Councilmember Cort.

Motion Carried: 5 yes 0 no.

**F. Planning Commission Vacancy**

- It was discussed that there are only two seats on the Planning Commission for out of City residents and currently these positions are full. Kris Carlson had applied for the vacant seat but he does not meet City Code to fill the current vacant position. Mayor Whitford and Council thanked him for showing interest.

**G. Server Quote**

- The City received the quote for the server but this did not include connecting all the departments. Debbie will contact Rufus Tech to get the final pricing and present it at the next Council Meeting.

**H. April Child Abuse Prevention Month Proclamation**

- Catherine Scarlet from CASA read the proclamation declaring April Child Abuse Prevention Month. She invited Council to attend a community forum on April 27<sup>th</sup> at 5:40 p.m. at Hal Holmes Building in Ellensburg.

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- The City will have Public Works place a blue ribbon on the light post in front of City Hall.

**I. Denise Watts Dog Variance Application**

- Denise Watts came in and lisenced her dogs but has not paid the variance as of today. She was a no show to the Council Meeting and will be put on the agenda when the variance fee is paid.

**J. Smoke & Barrels Liquor License**

- Council discussed the liquor license application. The Use of the building is not before the Council just the license that is associated with the owner of the building.

**MOTION:** Councilmember Gilmour made a motion to approve the liquor license of Smoke & Barrels; second by Councilmember Carlson.

Motion Carried: 5 yes 0 no.

**K. Fire Department Merger**

- Mayor Whitford informed Council that Fire Chief Shuart is gathering information on the pros and cons of the merger and the costs associated with it. After Chief Shuart has this information gathered he will present to Council.
- Councilmember Camarata received the ballot information and cost. 1. The City will need to pass a resolution stating wishes to merge Kittitas Volunteer Fire Department with the County Fire Department with a vote to the citizens. 2. Fire Department then passes a resolution agreeing to accept the Kittitas Volunteer Fire Department after a vote of the people.3. The City of Kittitas comes up with a ballot title FIRE DEPARTMENT MERGER should the Kittitas Volunteer Fire Department merge with the County Fire Department yes or no. 4.The City takes items 1, 2 and 3 to the Auditors Office Election Department by May 19<sup>th</sup> for the August Primary Ballot and by August 1<sup>st</sup> to be on the November General Election Ballot. 5. City decides funding this will cost \$350.00 to put on the ballot.

**L. Sidewalk Ordinance**

- Mike from Gray & Osborne will help Mayor Whitford with the language for this Ordinance.

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**PAYMENT APPROVALS**

**A. March 28, 2017 Payables \$18,939.77**

**MOTION:** Councilmember Camarata made a motion to pay March 28<sup>th</sup>, 2017 payables; second by Councilmember Whitehurst.  
Motion Carried: 5 yes 0 no.

**B. February Payroll/March mid-Month Draw \$48,751.90**

**MOTION:** Councilmember Camarata made a motion to pay February Payroll/March Mid-Month Draws; second by Councilmember Gilmour.  
Motion Carried: 5 yes 0 no.

**C. February EFT's \$3,499.88**

- Councilmember Gilmour asked what EFT's are it was explained Electronic Funds Transfers.

**MOTION:** Councilmember Gilmour made a motion to pay February EFT's; second by Councilmember Whitehurst.  
Motion Carried: 5 yes 0 no.

**MAYOR'S REPORT**

- Mayor Whitford informed Council that the Chamber brought out much bigger signs directing traffic to the Wild Horse Windfarm Tours, there are three signs that Scott from Public Works can install. The tours for this start in April.
- Mayor Whitford was invited to speak in Wenatchee on May 25<sup>th</sup> for Cody Haynes. This will help legislation for missing children. They also have a new investigator that is looking at this case.
- The Town Hall Meeting was outstanding with about 45 people in attendance. Pat Court was a huge help.
- The Kittitas County Chamber was at City Hall pm Monday and Tuesday to discuss the branding and preliminary plans. The first week of May is when they will unveil their ideas and web design. The color pallet, font and website for tourism are beautiful and simple but will change the City.
- The digital sign will be ordered as enough money has been donated for the purchase. This will help get out more information to the public.



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**COUNCIL DISCUSSION**

- Councilmember Carlson inquired as to how the parade went for the Kittitas Boys Basketball Team who won state. Mayor Whitford stated it was a great turnout and a good time.
- Councilmember Gilmour mentioned that Dick Brown made a pledge to let the boys cut off his beard if they won state, he followed through with that.
- Councilmember Gilmour is concerned about the distance the Police Chief is driving the car to his residence.
- Councilmember Cort stated in the survey's she has been receiving they have gotten complaints regarding the Building Inspector regarding communication and the Police presence in the City. Councilmember Carlson stated he has heard the same issues.
- Mayor Whitford stated she would take a look at the situation and talk to admin.

**MOTION:** Councilmember Cort made a motion to adjourn; second by Councilmember Gilmour.  
Motion Carried: 5 yes 0 no.

**ADJOURN: 7:50 p.m.**

**Attest:**

  
\_\_\_\_\_  
Mayor Whitford

  
\_\_\_\_\_  
Debbie L. Lee Clerk/Treasurer