

**City of Kittitas
Council Meeting Minutes
September 26, 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. September 26, 2017. Councilmembers present: Pat Cort, Liz Smith, John Camarata, Jerry Gilmour and Ben Whitehurst. Staff present: Debbie Lee – Clerk/Treasurer and Chris Taylor – Interim Police Chief.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED
SEPTEMBER 12, 2017**

MOTION: Councilmember Gilmour made a motion to approve the regular Council Meeting minutes dated September 12, 2017; second by Councilmember Camarata.
Motion Carried: 5 yes 0 no.

**APPROVAL OF THE MINUTES FOR THE WORK/STUDY MEETING DATED
SEPTEMBER 12, 2017**

MOTION: Councilmember Gilmour made a motion to approve the Work Study Minutes dated September 12, 2017; second by Councilmember Camarata.
Motion Carried: 5 yes 0 no.

ADDITIONS TO AND/OR APPROVAL OF AGENDA

MOTION: Councilmember Gilmour made a motion to approve the agenda as presented; second by Councilmember Cort.
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)

Debbie Lee – Clerk/Treasurer

- Clerk Debbie Lee reported that she attended the WFOA (Washington State Finance Officers) conference in Kennewick and attended the classes listed below.
- Clerk Debbie Lee would like Council to consider changing how the payables are paid. Bill pay or ACH thru Umpqua would save on the cost of checks, postage and envelopes. It would save also in reporting unclaimed property to the Department of Revenue. Council thought this was a good idea and it will be on the agenda in October to consider.
- Mayor Whitford's email was breached. Rufus Tech was contacted and all staff was asked to change their passwords.
- The City of Kittitas will need to join the Department of Revenue's Portal by 2020. This portal is so businesses can apply for their businesses license's in cities all in one place. The City of Kittitas would go online and approve business license applications and the Department of Revenue would disburse the money approximately 6 times thru out the month.

- **Budget Basics**

This session will presume little or no knowledge of the state laws or best practices of local government budget development. Learn what's required, what's necessary and what's good to include as you help your local government develop its annual or biennial budget. This interactive session is for beginners but will help those with some experience refresh their skills or branch into budget responsibilities in their organization.

- **Intermediate Budgeting 2017**

Explore the next level of budgeting with this intermediate class. This class will take you beyond calendars and regulatory requirements and provide tips and ideas for improving the budget process and document.

- **Financial Trends and Forecasting**

The office of the Washington State Auditor's Office is committed to providing financial data tools to local governments. Recently our office developed the Financial Intelligence Tool (FIT) and currently we are working on adding greater functionality and usability of another data tool,

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the Local Government Financial Reporting System (LGFRS). The goal of this session is to demo a current prototype and generate ideas on how these tools can assist you to compare and analyze data as you face the challenges of managing financial resources.

- **Financial Modeling and Forecasting Smart Practices**

This session will focus on “smart” practices to use in developing the long term financial forecast for your budget process.

- **Ask the Experts Budget Panel Discussion**

This diverse panel of finance professionals will offer information, ideas and answer audience questions on a variety of budget topics. Attendees will have the chance to submit questions or discussion topics to the panel.

- **Small Entities, Cash Basis and Best Practices**

The majority of local government in WA State account and report “cash basis”. This session will discuss the challenges for cash basis entities and best practices to mitigate those challenges.

- **Property Tax Basics: Understanding Your Revenue Options**

Property tax is one of a city’s largest and most stable revenue sources. But Washington State’s property tax system is one of the most complicated in the nations. If you’ve ever tried to explain the difference between an excess levy and a levy lid lift, this session will give you the confidence to explain it in plain language that your elected official will understand.

Participant will:

- Learn about the different types of property taxes.
- Understand the different ways in which state law limits property taxes
- Understand how and when voter approval is required.
- Explore options for increasing your city’s levy resources, including affordable housing levies, EMS levies and more.

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- **Streamlining Business Licenses**

Legislation requiring cities to streamline business licensing passed in the 2017 legislative session (EHB 2005). One of the provisions requires cities to partner with the state Business Licensing System by 2022 or to choose to partner with File Local for business license administration by 2020. Learn about your options to join these systems, next step to implement, and other projects related to recommendations of the 2016 DOR task force on business licenses and taxes.

- **Paperless AP – After the Audit**

Accounts payable plays a vital role in any public organization. With everything going digital, this session will review the steps necessary to convert your AP process to paperless. Other topics we will cover include internal controls, finance and data security, records retention requirements, as well as auditor recommendations.

- **Financial Polices win an Emphasis on Smaller Entities**

Local government entities and their policy needs vary considerably due to differences in size, scope of activities, organizational and staffing structures, technology, and the governing body's values and priorities. Financial policies should be tailored and designed to meet the needs of your entity type and size. The session will focus on core financial policies such as fund balance and reserves, asset management, debt, and investment policies with an emphasis placed on development of policies for smaller jurisdictions.

- **Millennial Loyalty: Keeping and Attracting Top Young Talent**

People in their 20's don't want what their parents wanted from a job. They are also more likely to live at home and less likely to put up with a work environment that cramps their style. What a shift in mindset. Attracting the people needed to replace your retiring workforce (and making sure they stay long enough to make a difference) is crucial for your organization's future. This entertaining yet heavily researched program shows business owners, leaders and managers how to adapt their organization into a company your people want to work for and how to establish a culture they do not want to leave. Besides actually having a work force 10 years from now, the benefits include improved performance and heightened accountability from the millennials who represent your company's future.

Chris Taylor – Interim Police Chief

- Officer Taylor informed Council that the new police officer will start October 2nd, 2017. He will ride along with Officer Taylor for the first month. The new officer will also attend equivalency training for the State of Washington which is about a 2 week class. After the training he will start working the weekend shift from Friday thru Monday.

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- Councilmember Cort inquired as to where the City was in regards to hiring a Police Chief.
- Mayor Whitford stated that Officer Taylor has shown interest in becoming chief, so she is looking into hiring within and what the policy is for this. Also if there is training Officer Taylor will need to attend. Mayor Whitford is also contacting former Chief Nierman to see what his process was.
- Officer Taylor stated that he has thought long and hard and would like to submit for the Chief Position. Officer Taylor also said that he knows what the priorities of the City are and understands that the City will need to find a third officer and a lateral would be great for this position.
- Mayor Whitford said that she is excited for Officer Taylor's interest and he knows the City and is up for the challenge.
- Councilmember Camarata stated that in house hiring would be easier.

UNFINISHED BUSINESS

A. Aspect Consulting (Water Rights) Contract

- Mayor Whitford will contact Dan Haller to come to the next Council Meeting Dated October 10, 2017. At that time Mr. Haller can let Council know if this contract can be started in 2018 for budgetary reasons. Mayor Whitford will request that Waste Water Treatment Plant Operator Brenda Bach can attend the meeting also.
- Councilmember Smith asked if Aspect Consulting would maybe consider reducing the contract amount of \$3,000 if water rights were acquired by Aspect Consulting.

MOTION: Councilmember Smith made a motion to table until the next Council Meeting when Dan Haller can attend; second by Councilmember Cort.
Motion Carried: 5 yes 0 no.

NEW BUSINESS

None

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PAYMENT APPROVALS

A. September 26, 2017 Payables \$18,651.31

MOTION: Councilmember Camarata made a motion to approve September 26, 2017 payables: second by Councilmember Cort.

Motion Carried: 5 yes 0 no.

MAYOR'S REPORT

- Mayor Whitford informed Council that she will work this weekend on the Trailer Park code, Trunk or Treat and a list of other administrative items.
- Public Works has hired Kurin Simplot and he comes with a lot of knowledge. Kurin and Scott's main goal this last week was getting Pacific Loop hooked up to water and sewer.
- Mayor Whitford informed Council that Public Works took the aluminum can recycle bin down to public works and are picking up all of the scrap metal that is laying around and will take to salvage. The recycle dumpster allows aluminum cans to be placed in it.
- Public Works has been working on painting all the lines and crosswalks, repairing vehicles and lawn mowers.

COUNCIL DISCUSSION

- Councilmember Cort inquired about the recycle bin, it was explained that it costs the City of Kittitas more to take to the recycle in Ellensburg than what is received.
- Councilmember Cort has been talking with a student who is currently in the Leadership Program at the Kittitas School. This student would like to see a teen center started in Kittitas. Part of her class is that a business plan needs to be made, finding activities that are designed for teens and possibly be a non-profit and also find a place to use or possibly rent. A skate park has always been an interest and possibly if this business plan was made there is a chance of applying for a grant.

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- Mayor Whitford suggested the building next to the church, it is not known if this building is currently being used, but the New Life Church always supports the youth.
- Councilmember Cort informed Council that she attended the Small Town Revitalization in Ritzville this past week. One of the ideas that Councilmember Cort liked was they made 10x10 storage units and put a store front façade on them and rented out per weekend for swap meets,
- Mayor Whitford said that there would be another Town Hall Meeting on October 21st to inform the public again regarding the Fire Department Merger. The ballots come out on the 20th of October.
- Councilmember Camarata attended the Law & Justice meeting and the main topic was the County opening up the Union Negotiations to the public.
- Councilmember Camarata also attended the COG meeting and the discussion was regarding the funds the City of Cle Elum received and how they were going to use the funds for storm water. COG approved of this change.
- Councilmember Smith attended the School Board Meeting with Councilmember Gilmour to talk about the fiddlers and their use of the school. The fiddlers have already booked Moses Lake for the year of 2018 but would consider coming back to Kittitas. The superintendent stated that he needed to talk with Bryan Nash regarding this issue.
- Councilmember Gilmour was upset that he was not on the agenda and was not notified of the time change. But that the Superintendent listened and thanked him for his time. Jerry Gilmour will be put on the School Board's Agenda for October 18th.
- Councilmember Gilmour inquired if the County has been contacted regarding the quarterly payments for the library. Clerk Debbie Lee stated yes this was taken care of, and the City should see the revenue shortly.
- Councilmember Cort would like to see a Planning Commission Meeting soon. Mayor Whitford asked Clerk Debbie Lee to contact Perteet and get a meeting scheduled.
- Councilmember Cort asked where the City was at regarding the sewer extension funded from COG. Gray & Osborne are planning to put this project out to bid in the spring. Councilmember Camarata stated that COG allows the grant to continue next year.

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

Motion Carried: 5 yes 0 no.

ADJOURN: 7:40 p.m.

Attest:

Mayor Whitford

Debbie Lee Clerk/Treasurer