

**City of Kittitas  
Council Meeting Minutes  
August 9, 2011**

Mayor Pro Tem Gay called the meeting of the Kittitas City Council to order at 7:00 p.m. August 9, 2011. Councilmember's present was Gilmour, Hink, Helland, and Huber.

Staff present was Clerk/Treasurer Debbie Lee and officer Shuart.

Mayor Pro Tem Gay led those assembled in the Flag Salute.

**APPROVAL OF MINUTES**

Mayor Pro Tem Gay had noticed one error in the minutes and had Clerk/Treasurer Debbie Lee correct the problem which was page 2 under voting for the Mayor there was 3 yes and 2 no votes Huber and Gay voting no. Councilmember Helland asked if a Mayor Pro Tem can vote and Councilmember Huber and Mayor Pro Tem Gay both said yes. Councilmember Huber made a motion to approve the amended minutes from July 26, 2011 and Councilmember Helland seconded the motion. The motions passed with 5 yes and 0 no.

**ADDITIONS TO AGENDA**

None

**PUBLIC APPEARANCE COMMENTS**

None

**STAFF REPORTS**

**Library** – A surplus list from the library was turned in. Items on the list were some damaged books replaced with hard backs. Summer reading program has 2 weeks left. Library numbers are staying up. Councilmember Hink made a motion to accept the surplus list of books for July, Councilmember Gilmour seconded the motion. The motions passed 5 yes 0 no.

**Planner** – Jerry Litt from Alliance was present for a bookkeeping item; Lisa Parks sold Alliance Planning to SCJ. The name has been changed to SCJ Alliance. The City needed to sign a new contract of Professional Services Agreement with SCJ Alliance. Mayor Pro Tem Gay asked if it was changing the rates and Jerry Litt stated no, just an agreement to assign payment from Alliance to SCJ Alliance. Councilmember Huber made a motion to accept the Mayor's signature on the agreement, Councilmember Hink seconded the motion. The motion passed 5 yes 0 no.

**Clerk/Treasurer** – Debbie Lee told Council that BIAS had called, they had 1 spot open in Union Gap on Tuesday the 23<sup>rd</sup> of August for a budget class with the cost of \$249.00 and the City could bring one elected official. Since the clerk/treasurer and Mayor Helland were both new to their positions it would be a good opportunity since BIAS downloads the City of Kittitas's information and you actually work with your own numbers. Councilmember Huber thought that was a wonderful idea, and when we go thru that budget cycle it would be helpful to use Robin for continuity.

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**REPORT OF OFFICERS AND SPECIAL GUESTS**

**Budget Report** – Mayor Pro Tem stated that the City is 59% thru the year. Councilmember Huber suggested we watch the Building Inspector salary, the City has used 111% of what was budgeted for the year and if we look at the revenues they are ok, the report is only thru the end of July and we have 5 more months to go. Councilmember Huber stated she would like Mayor Helland to see where the work flow is going with the Building Inspector, pass thru, developing etc. to see if actually what the City spent this year was for this project (City Hall) or where things are at. Councilmember Hink would like Mayor Helland to look at the utilities, since they are higher than expected. Councilmember Helland thought maybe there were fees included in this total; he also stated that the price of fuel was unexpected. The City is running cooling and more lights than before. Councilmember Huber thought we should put on the calendar for the 2<sup>nd</sup> meeting in September to do a projection of the last 3 months of the year where the City will be at with revenues and expenditures.

**UNFINISHED BUSINESS**

**Utility Worker Application** – Mayor Pro Tem Gay stated they interviewed 6 people for the position with 19 total applications turned in. The interview committee which consisted of Councilmember Gilmour, Mayor Pro Tem Gay, WWTP Cecil Howard, and Councilmember Helland discussed the interviews and they are ready to make their recommendation to Council. Councilmember Helland said the person they did agree on was unanimously recommended to the Utility Worker. Councilmember Gilmour did not agree with this decision, he thinks the person who they hire needs to have handyman skills. Councilmember Helland stated that he and Councilmember Gilmour could help the new person out. Mayor Pro Tem Gay stated that the person they want to nominate for the position was very organized and prepared. Councilmember Helland made a motion to nominate Brian Nash for the Utility Worker Position, Councilmember Huber seconded the motion. 4 yes 1 no Councilmember Gilmour. Council had further discussion that it is a Union position 6 months' probation and 1 month until benefits were available. Mayor Pro Tem Gay stated that they interviewed Buck for the position and he is very impressed with Buck and Randall and think they are hard workers for the city and he would like to see the City keep them as long as possible. Councilmember Helland stated that Buck had no ill will towards the City and that he would keep working.

**Community Hall** – Mayor Pro Tem Gay suggested somebody take on this task to review the City's current policies and other small cities and bring it back to Council with suggestions. Councilmember Gilmour said the key is that someone needs to be responsible. Councilmember Helland said if alcohol is involved that the Police will have to be present. Councilmember Huber said to get a copy of the County's rental form and check with the City of Kittitas insurance company. Mayor Helland will look into

**Landscaping** – Mayor Pro Tem stated he didn't have the information since Symplified had the computer for updating and it was still gone. The parking lot drains are 1 ½ inches to low; Cal is deciding what to do regarding that, but hope to be paving this week. Councilmember Helland said we are trying to do the landscaping ourselves to save money. Maybe then the City would have extra money to pave behind the building. Mayor Pro Tem Gay stated that Cal has sent a letter with the approval of Katherine the City Attorney to Tri-Ply requesting funds from lack of work completed which could mean \$25,000 additional funds that would be available. Councilmember Huber was wondering if it would be prudent to wait for the funds and to

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pave so the City could possibly pave the back area also, and 7<sup>th</sup> and Okanagan. Mayor Pro Tem Gay guessed that the process of agreeing on damages would take a while. Mayor elect Helland is to get with Cal to discuss the landscaping issue. Councilmember Gilmour was wondering when the walk thru would be happening. Mayor Pro Tem Gay said we still have the retainer. Councilmember Helland stated that there are still tiles that are discolored, and other issues. Council discussed that the City saved money by having Cal as the General. Councilmember Huber made a suggestion for Mayor elect Helland to talk to Cal.

**City ID** – Mayor Pro Tem Gay stated that when City employees goes to conferences, or WWTP goes on property, or when someone from the City uses the City credit card, they would have ID. Councilmember Helland didn't want to have the City of Ellensburg or County to help with this, we should order on line. Chief Nierman found a site online to make our own. Council agreed this was a good idea. Informational only.

**Sidewalks** – Mayor Pro Tem Gay talked with Mike from Gray & Osborne and the City is still waiting for the attorney's response on the contract. There would be no trees in the planters; Mayor Pro Tem Gay likes the idea of planters but possibly setting up a committee to water the plants. Councilmember Helland was at the meeting, two things he wanted to discuss possibly suspending the noise ordinance so Belsaas & Smith could start earlier and the planter's. Mayor Camarata had picked some planters out, maintenance of the planters would be necessary, 2 planters per block is what was scheduled. Russ Belsaas was supposed to be at this meeting to discuss this issue, and possibly not have so many planters due to the fact the City might need more concrete than expected, so hold off on the planters until the infrastructure is done. Councilmember Helland stated the surveyors were out and Belsaas & Smith had 55 days to completion, 65 days to 100% done. Councilmember Huber asked Mayor elect Helland to talk to Russ Belsaas. Councilmember Hink wondered how wide the sidewalks were and Councilmember Huber stated 10 feet. Mike Meskimen will be at the next Council meeting.

### **Payment Approvals**

**July 2011 Bills** – \$33,811.95 Councilmember Huber made a motion to approve July 2011 bills, Councilmember Helland seconded the motion. Councilmember Hink asked if we were paying Tri-Ply. It was agreed not to pay Tri-Ply, Vance and Five K until all documentation is in (L & I and DOR). These retainers are on the EECDG grant only. 5 yes and 0 no the motion carries.

**July 2011 Payroll** – \$40,145.30 Huber made a motion to approve July's payroll and August mid-month draw. Councilmember Helland seconded the motion. The motion carries 5 yes 0 no.

### **MAYORS REPORT**

**Department of Ecology** – regarding the Kruisin Kittitas Car show, that the smoke from the burn out could cause mild lung irritation, headache, etc.

**Fairpoint** – a letter was sent thanking them for the use of their bucket truck.

**Employees** – Buck & Randall are doing a good job and their hard work is very much appreciated. Debbie is doing a wonderful job in the office.

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**Reader Board** – anything that is City sponsored or City sanctioned should be on the reader board.

**UGA** – August 30<sup>th</sup> court date

**City Hall Interior** – if anyone has anything that would be pertinent to the City of Kittitas for décor in City Hall would be appreciated.

**Police** – Does the City need an ordinance for Marijuana grow zone?

**COUNCIL DISCUSSION**

**Council Retreat** – September 19<sup>th</sup> 12:00-5:00 at Wild Horse

**Water Issue** – needs to be discussed in an executive session.

Councilmember Helland resigned his council seat, Jeff Gay accepted his resignation

**SWEARING IN OF NEW MAYOR**

Oath of office was read by Mayor Pro Tem Gay and Tony Helland was sworn in as Mayor of City of Kittitas.

**ADJOURN**

The meeting adjourned at 8:17 p.m.

Attest: Mayor Pro Tem Gay

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Clerk/Treasurer

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