

**City of Kittitas  
Executive Session &  
Council Meeting Minutes  
January 22, 2013**

**EXECUTIVE SESSION**

1. Union Negotiations
2. Water Negotiations

No decisions made in Executive Session.

**COUNCIL MEETING**

Mayor Tony Helland called the regular Council Meeting of the Kittitas City Council to order at 7:00 p.m., January 22, 2013.

Council members present were Jerry Gilmour, Linda Huber, Rick Hink, C.L. Helgeson, and Pat Cort.

Staff present was Clerk/Treasurer Debbie Lee; Bryan Nash – Public Works; Scott Ciraulo - Fire Chief; Ben Whitehurst and Jose Preciado – Fire Department; and Arda Sandalow – Office Assistant; Michelle Gieger building department.

Mayor Helland led those assembled in the Flag Salute. Roll Call: all present...

**APPROVAL OF MINUTES**

**MOTION:** Motion to approve the minutes of regular City Council meeting of January 8, 2013.  
Motion by Councilmember Huber; seconded by Councilmember Cort.  
Motion Carried: 3 yes; 1 Abstain (Hink).

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

**MOTION:** Motion to approve the agenda as amended with **5. Vacant Council Position #2** moved under **8. New Business, F. Vacant Council Position #2**.  
Motion by Councilmember Huber; seconded by Councilmember Gilmour.  
Motion Carried: 4 yes; 0 no

**PUBLIC APPEARANCE COMMENTS**

Tiny Allphin commented that Sacajawea (removal of burned out home) looks a whole lot better.

**REPORTS OF OFFICERS AND SPECIAL GUESTS**

**A. Staff Reports:**

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- Public Works – Bryan Nash presented the Mayor and Council Members with two samples of an ad for the selection of a consultant for the 2013 Patrick Avenue project. He is requesting feedback on which ad to select and any suggested changes; and if they want it placed in anything other than the Daily Record. Nash reported that they received a grant for this project with a 13% match from TIB. No money from Kittitas. The ads need to be run one day in two separate weeks; this is the minimum amount of time to advertize. We run the ads when the State gives the OK and once on the list then we get the money from the State for reimbursement. Nash also is requesting discussion on when to hold the first TBD meeting of 2013. The TBD fees designate where funds are going. Discussion of date for scheduling the TBD meeting: Open TBD meeting will be held before the Council Meeting on February 12, 2013, at 6:30 pm and again at the Council Meeting of February 26, 2013, at 6:30.
- Bryan Nash and some of the other staff will be attending the 811 Luncheon on Thursday regarding the new dig law updates. There is no cost for this.
- Bryan Nash also reported that he, Brenda and Shayne will be attending on February 5, 6, and 7<sup>th</sup>, an ERWOW Conference in Yakima (waters conference). Mayor Helland said we need to get Shayne certified as a flagger. On February 4, 2013, at YVCC there is a course for \$60 and the certification lasts for two or three years.
- Scott Ciraulo, Fire Chief, presented a letter that he received from the Ellensburg Firefighters Association, Rich Smith commending one of Kittitas Volunteer Firefighters, Jose Preciado, for his service and kindness during the holiday season in helping a Kittitas family who was experiencing some tough times due to a medical emergency and Jose made the initial contact with the family, worked with them in delivering gifts, care packages, and making a memorable Christmas for this family. Chief Ciraulo presented to Jose Preciado a \$50 gift certificate for dinner on behalf of Kittitas Volunteer Fire Department. Mayor Helland also told Jose “Great Job, Jose!”
- Fire Chief Ciraulo discussed that he got together with Clerk/Treasurer Debbie Lee to work on the pay scale for volunteer fire personnel. They worked on a point system with a valuation on each point of \$10 per point. This system is used by other volunteer fire personnel around the state. He explained how the points are earned by attending drills, coming out on calls, and/or standby (football/wrestling). He also discussed how the duty officer is assigned to one week at a time for on call or first on the scene.
- Chief Ciraulo explained that the first training for the year is at 106 Okanagon, Ms. Karen Lackman, is the owner. They are in the process of getting all the permits, and will burn it in the spring. No foundation and homeowner is responsible for the clean-up.
- Mayor Helland asked Councilmember Cort how the planning on the park is coming. She indicated that they are waiting for Cal to get the drawings back to them.

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**UNFINISHED BUSINESS**

- A. **Water/Sewer Ordinance #2** – This document has highlighted changes for the Council to review. Discussion regarding that they had one public hearing for the water rates, but to adopt the entire ordinance, Title 13, they will have another public hearing.

**NEW BUSINESS**

- A. **Public Record Procedure #3.** This is an updated Public Records Policy and Procedure with the new RCW's.

**MOTION:** Motion to adopt the City of Kittitas Policy and Procedure for Copying Charges for Public Records.

Motion by Councilmember Huber; seconded by Councilmember Cort.

Motion Carried: 4 yes; 0 no.

- B. **Tape Recording of Council Meetings #4** Letter from Katherine L. Kenison dated January 10, 2013. Discussion by the Council members of whether to record meetings as usual or do away with recording minutes. Council members generally agreed to table this issue.
- C. **Vehicle Usage Policy #5A #5B** The DRAFT is from the City Attorney and #5B is Katherine's new Format and has parking and Councilmember Huber would like to see further definitions for police and Fire. Councilmember Cort suggested an addition (see handout "daily reports.") She would like this Placed in #5B, before section g. and the second on "responsibilities" placed near the end. A retype is Going to be done adding these items. Council members Cort and Gilmour will go over this with The Mayor January 23, 2013. Councilmember Cort tabled this item until next meeting.
- D. **Building Inspector** – No one from Building Department Inc .was present. They were invited to attend the meeting. Councilmember Gilmour indicated that he talked to Dave Willett regarding this company and he said no problem for him. Gilmour also discussed with Wes, City Manager from Ephrata, and he said they were great to deal with them. Mayor Helland will call them again but they were invited to give a presentation.
- E. **Parliamentary Procedure Discussion #6** Councilmember Cort would like to see a procedure for appointing a Council Member. She will bring a draft with includes a timeline on how long to advertize, and other procedures.
- F. **Vacant Council Position** - Due to Councilmember Hink being ill last meeting where everyone met the applicants, they were asked to gave a brief reason for wishing to be on the council:  
Ben Whitehurst – Would like to serve the community.  
Ron Earwood – would like to help the city; was an employee of a city for 25 years.  
Herb Alvord – feels it is a civic duty to be involved

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Cliff Helgeson – retired and has time to give back to the city.

Council members voted on their choice of applicant for the vacant City Council position:

Councilmember Hink: Cliff Helgeson  
Councilmember Gilmour: Cliff Helgeson  
Councilmember Huber: Ron Earwood  
Councilmember Cort: Cliff Helgeson

Mayor Helland congratulated Cliff Helgeson on being the new City of Kittitas, Council Member. Mayor Helland was pleased in all the four well-qualified candidates. At this time Mayor Helland swore in Cliff Helgeson with the Oath of Office.

**PAYMENT APPROVALS**

**A. January 22, 2013, payables \$24,733.47 #7**

**MOTION:** Move to pay January 22, 2013, Payables in the amount of \$24,733.47. #7  
Motion made by Councilmember Huber; seconded by Councilmember Cort.  
Motion Carried: 5 yes; 0 no.

**MAYOR'S REPORT**

- Mayor Helland reported that Sacajawea Court house is now gone.

**COUNCIL DISCUSSION**

- Councilmember Gilmour announced that there will be three Council Members positions open this fall so for anyone who wants to apply again, please do so.
- Councilmember Huber spoke with County Commissioner Gary Berndt regarding the GMA meeting. This meeting is Wednesday at 1:00 pm in the auditorium and they will meet until done. The Mayor will call to see if we need to do anything and will get a timeline from here on out for us.

**Adjourn at 8:13 pm**

**Attest:**

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Mayor Helland

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Debbie Lee, Clerk/Treasurer