

City of Kittitas
Council Meeting Minutes
August 23, 2005

Mayor Cousart called the Meeting of the Kittitas City Council to order at 7:00 p.m., August 23, 2005. Councilmembers present; Allphin, Gilmour, Helland, Huber and Keys.

Staff present was Office Assistant LaRee Pott; Utility Worker Bosch, Chief of Police Dunnagan; Officer Buddy Shuart and Librarian Diane Huckabay.

Mayor Cousart led those assembled in the Flag Salute.

Approval of Minutes

Councilmember Huber moved to approve the meeting minutes of August 9, 2005. The motion was seconded by Councilmember Allphin. The motion passed 5 yes 0 no.

Councilmember Huber moved to approve the meeting minutes of August 16, 2005, with the change “Study Session” to “Special Meeting”. The motion was seconded by Councilmember Gilmour. The motion passed 4yes 1 abstain.

Additions to Agenda

1. Councilmember Allphin - Old/New Business.
2. Councilmember Gilmour – Old Business.
3. Business Licenses – Apollo Sheet Metal, Inc. and MG Wagner Co., Inc.

Report of Officers

1. **Police Chief Dunnagan**
 - a. Chief Dunnagan reported on the Budget Seminar he attended, August 18th and 19th in Leavenworth.
 - b. Chief Dunnagan informed Councilmembers that the “Call Letters” need to go out not later than September 1, 2005, so that department heads can start putting their budget proposals together.
 - c. Chief Dunnagan also suggested the possibility of getting a Small City Specialist to look at the Cities priorities. The State Auditor has a Small City Specialist that can do this for the City at the rate of \$75.00 per day. No action taken

2. **City of Kittitas Library Board**

- a. Chairperson Marylou Gilmour presented to Mayor Cousart a letter of interest for one of the vacant Library Board seats. Councilmember Huber moved to approve Tina Fischer's request to fill the vacant library board seat. The motion was seconded by Councilmember Keys. The motion passed 5 yes and 0 no.
- b. Chairmember Gilmour reported that the Friends of the Library are busy working on the preparations for the Holiday Bazaar that will be held in November at the Kittitas County Fairgrounds.

3. **Utility Worker Bosch**

- a. Utility Worker Bosch reported on the vandalism at the Community Park.
- b. Community Park water faucet is broken. One week earlier vandals broke something off in the valve of the faucet and now water runs continuous.
- c. Muffler and exhaust pipe for the City utility truck. Received bid from Cle Elum Mufflers for \$175.00. Discussion followed. Councilmembers requested that three bids be submitted to Mayor. Councilmembers agree that because this is a maintenance item, Council approval is not needed.
- d. Councilmember Keys addressed the graffiti at Palmiero Park. Utility Worker Bosch reported that pictures were taken and given to the Police Chief for his report.

Correspondence, Complaints and Applications

1. Brenda McPherson – Espresso Bar. Unable to attend council meeting.
2. James & Angie Stephens – Requested to disconnect sewer only services. Need to verify policy procedures. No action taken.
3. Marylou Gilmour – Community Hall – requested waiver of fees for the Friends of the Library Chili Feed, December 3, 2005. Councilmember Huber moved to waive the rental fees for the Friends of the Library Community Chili Feed. The motion was seconded by Councilmember Keys. The motion passes 5 yes 0 no.
4. Swap Meet/Yard Sale – Community Park, Saturday, September 10, 2005. No charge for Community Park. No action needed.
5. Scott Wagner dba M G Wagner Co., Inc. Councilmember Huber moved to approve the Business License for M G Wagner Co., Inc. The motion was

seconded by Councilmember Keys. The motion passed 5 yes 0 no.

6. Bruce Ratchford, President/Jesse Vanschoiack, Vice President, dba Apollo Sheet Metal, Inc. Councilmember Huber moved to approve the Business License for Apollo Sheet Metal, Inc. The motion was seconded by Councilmember Gilmour. The motion passed 5 yes 0 no.

Old Business

1. Cole's Crossing – Supervision of Project. Discussion followed. Councilmembers agreed to reserve this topic for discussion until such time the budget is reviewed.
2. City Attorney Hire – Kathryn Kenison from Lemargie, Kenison, Wyman and Whitaker presented to Councilmembers an overview of services offered and what to expect from services rendered. Discussion followed and questions answered. Councilmember Huber moved to enter into the contract with Lemargie, Kenison, Wyman and Whitaker, as our City Attorneys effective August 23, 2005 until December 31, 2005; and that the Mayor and two (2) Councilmembers get together and prioritize what needs to be brought before the Council. The motion was seconded by Councilmember Keys. The motion passed 5 yes 0 no.
3. Approval of Preliminary Construction Specifications. Discussion followed. Councilmember Huber moved to approve the Preliminary Construction Specifications that were discussed at the August 16, 2005 Special Council Meeting and will be finalized once Council receives back the final draft from the City Engineer. The motion was seconded by Councilmember Keys. The motion passed 5 yes 0 no.
4. Office Assistant Hours. Discussion followed. Councilmember Gilmour moved to close the City Hall office doors for the last half of the day; the last half of the month as done previously. No action taken. Councilmember Allphin moved to keep the doors of City Hall open from 7:30 a.m. to 4:00 p.m. daily throughout the month. The motion was seconded by Councilmember Huber. The motion passed 4 yes 1 no.

Councilmember Helland moved to permanently increase the Office Assistant hours to full-time. The motion was seconded by Councilmember Huber. The motion passed 5 yes 0 no.

Councilmember Huber moved that the Mayor and two (2) Councilmembers come up with a salary range for the position of Office Assistant and the benefits associated with it and report back to Council. The motion was seconded by Councilmember Keys. The motion passed 5 yes 0 no.

5. 400 ½ N. Pierce – Councilmember Allphin handed out a drawing on this property. Property lines are incorrect. Councilmember Allphin suggested that the

homeowner get a survey done on this property prior to any fence being built on the property. Discussion followed.

6. Building Permits – Councilmember Allphin reports that Building Permits are out of hand. Discussion followed. Councilmember Allphin moved to refer all building permits and questions to Mike Burtness and any permits issued, copies of those permits will be provided to the Council, Chief of Police and our Utility Worker. The motion was seconded by Councilmember Huber. The motion passed 5 yes 0 no.

Councilmember Allphin moved that Val Bosch, Utility Worker, work with Mike Burtness, Building Inspector, on building setbacks and any utilities being buried underground. The motion was seconded by Councilmember Gilmour. The motion passed 5 yes 0 no.

7. Sidewalk Grant – Councilmember Gilmour reminded Council that applications for the Sidewalk Grant are due August 31st. Mayor Cousart reported that in requesting an application the front office found that the article “due date” of August 31, 2005 was in error and that applications are not available as of yet.
8. LMI – Councilmember Gilmour wanted to know when individuals would start receiving their LMI sewer rate again. Discussion followed. No action taken.
9. Public Hearing on the Rezone of Guest Property – Councilmember Gilmour questioned the correct procedure of the Rezone on the Guest Property. Discussion followed. No action taken.

New Business

No New Business

Approval of Bills

1. Approval of Bills - Check No. 10487 to 10502 in the amount of \$24,579.47. Councilmember Keys moved to approve the bills. The motion was seconded by Councilmember Helland. The motion passed 5 yes 1 abstain.

Executive Session

Executive Session called to discuss labor negotiations for 15 minutes.

Reconvene

Regular session reconvened. No decisions were made as a result of this session.

Mayors Report

1. Purchase of new photocopier. Mayor Cousart informed Councilmembers that City Hall's photocopier is broke and a new photocopier is needed. Mayor Cousart reported that the City currently has a photocopier on loan with the option to purchase. Discussion followed. Councilmember Helland moved to instruct the Mayor, Laree and Chief Dunnagan to research the cost of replacing the photocopier and to get the City the best possible deal in their opinion. The motion was seconded by Councilmember Allphin. The motion passed 5 yes 0 no.
2. Tires for Brush Truck (Recaps) - \$768.00 including tax. Discussion followed. Councilmembers determined that this is a maintenance item. No action taken.
3. Report of interviewing committee. Councilmember Huber and Mayor Cousart reported that out of five (5) individuals chosen to be interviewed, one (1) is scheduled to be interviewed on Friday, August 26, 2005 and the other four (4) individuals were not chosen because it was felt that those individuals did not meet the financial requirements that was necessary for the position of Clerk/Treasurer. Discussion followed. No action taken.
4. Mayor Cousart reported that the City of Kittitas and Waste Water Treatment Plant was successful in the bid for the Camera Van. Discussion followed.
5. Mayor Cousart requested that Janet Dunnagan be allowed to help out for an average of 2 hours per day in the front office until a new Clerk/Treasurer is hired. Discussion followed. Councilmember Huber moved to allow Janet Dunnagan to help out in the front office up to 2 hours per day in order to cover the lunch hour and bank deposit. The motion was seconded by Councilmember Keys. The motion passed 5 yes 0 no.
6. Mayor Cousart reported that Utility Worker Bosch presented to him a list of homeowners whose trees are leaning over into the streets or alley ways. Discussion followed. Councilmembers decided that letters should be sent to those home owners directing them they need to cut them.
7. Mayor Cousart reported that the 2005 AWC Regional meeting is coming up. Mayor Cousart suggests that the Mayor and a Councilmember should attend. Discussion followed.

Council Discussion

1. Councilmember Gilmour questioned who gave the authority to change the LMI sewer rate. Discussion followed. No action taken.

2. Councilmember Helland would like to know if the City of Kittitas will actively pursue the issue involving Arvin Marchel.
3. Librarian Huckabay requested that the Councilmembers approve the list of surplus books. Councilmember Gilmour moved to approve the list of surplus books. The motion was seconded by Councilmember Helland. The motion passed 5 yes 0 no.

Adjourn

Councilmember Allphin moved to adjourn the August 23, 2005 meeting. The motion was seconded by Councilmember Helland and approved by council. Meeting adjourned at 9:17 p.m.

Attest: Mayor Robert E Cousart _____

Clerk/Treasurer _____

Councilmembers:

Jerry Gilmour _____

Todd Keys _____

Linda Huber _____

Tiny Allphin _____

Tony Helland _____