

City of Kittitas  
Special Council Meeting Minutes  
September 1, 2005

Mayor Cousart called the Special Meeting of the Kittitas City Council to order at 7:00 p.m., September 1, 2005. Councilmembers present; Allphin, Gilmour, Helland and Huber.

Staff present was Office Assistant LaRee Pott; Chief of Police Dunnagan and Librarian Diane Huckabay.

Mayor Cousart led those assembled in the Flag Salute.

**Old Business**

1. Office Assistant Salary Range. Councilmember Huber reported to the Councilmembers her perspective on the salary range for the position of Office Assistant. Councilmember Huber's recommendation is that Council approve an increase to \$10.25 per hour after a six month probationary period and then on an annual basis, that position should receive a 2% cost of living wage increase. Discussion followed. Councilmember Allphin move to approve the increase in the Office Assistant's hourly wage to \$10.25 per hour for a period of one year with the possibility of looking at it earlier. The motion was seconded by Councilmember Huber. The motion passed 4 yes 0 no.
2. Copy Machine Purchase. Chief Dunnagan reported on his search for a new photocopier for City of Kittitas. Chief Dunnagan informed Councilmembers that he looked at two different photocopiers. The best deal was with Cascade Copiers who are willing to offer the following:
  - a. The purchase of the photocopier the City currently is using for \$1800.00;
  - b. One (1) full year of free parts and labor;
  - c. New Laser Fax Machine;
  - d. Maintenance at \$250.00 per year for 5 years. This also includes toner. Staples and paper are not included in the maintenance agreement; and
  - e. The first year maintenance fee is on Cascade Copiers.

Discussion followed. Councilmember Huber moved to approve the purchase of the photocopier and have the Mayor determine within the 60 day grace period, after looking at the budget numbers, if the City should purchase or continue on with the lease. The motion was seconded by Councilmember Gilmour. The motion passed 4 yes 0 no.

### **New Business**

1. Clerk/Treasurer Job Description. Councilmember Huber reported that in reviewing the applications for Clerk/Treasurer she noted that there was a lack in one of the most important factors of this job - accounting experience. Councilmember Huber reviewed the advertisement as well as the job description for Clerk/Treasurer and determined that the financial portion of this job has not been clearly defined. Councilmember Huber moved to change the minimum qualifications of the job description of Clerk/Treasurer to read the following:

A Bachelor's Degree in Accounting or a minimum of 3 years of Administrative Accounting experience in a public agency utilizing fund accounting and/or in a public accounting firm or equivalent servicing clients utilizing fund accounting. Additional experience in Business Management, Records Management or Public Administration is desired.

The motion was seconded by Councilmember Allphin. Discussion followed. The motion passed 4 yes 0 no.

Councilmember Huber reported that she had been working on a salary range for the position of Clerk/Treasurer and determined that this position should top out at about \$17.75 per hour. Councilmember Huber reported that it was her belief that this was a very reasonable scale compared to like positions at the County level or City level.

Councilmember Huber suggested that we run the ad for Clerk/Treasurer in the web site Washington Finance Officer's Association; the Yakima newspaper; the Daily Record newspaper and post it at CWU's posting board.

2. Mayor Cousart asked Council for their input on possibly hiring a temporary employee in front office or increasing Janet Dunnagan's approved hours. Discussion followed. Councilmember Huber moved to direct the Mayor to determine to increase or decrease Janet Dunnagan's hours as needed. The motion was seconded by Councilmember Helland. The motion passed 4 yes and 0 no.

**Council Discussion**

1. Councilmember Allphin requested that Chief Hink explain the reason behind the purchase of tires for the brush truck. Discussion followed. Chief Hink reported that he will gather a few more quotes on tires for the brush truck for discussion at the September 13<sup>th</sup> meeting.
2. Councilmember Allphin questioned a possibility of overtime for WWTPPO while Utility Worker Bosch is on vacation. Discussion followed.
3. Councilmember Gilmour questioned whether Park Services were taking care of Wilson Park now. Discussion followed.
4. Councilmember Gilmour wanted to know whether or not the LMI sewer customers will receive their discounted rated this month. Discussion followed. No action taken.

**Adjourn**

Councilmember Huber moved to adjourn the September 1, 2005 meeting. The motion was seconded by Councilmember Allphin and approved by council. Meeting adjourned at 8:02 p.m.

Attest: Mayor Robert E Cousart \_\_\_\_\_  
Clerk/Treasurer \_\_\_\_\_

**Councilmembers:**

Jerry Gilmour \_\_\_\_\_  
Todd Keys NOT PRESENT  
Linda Huber \_\_\_\_\_  
Tiny Allphin \_\_\_\_\_  
Tony Helland \_\_\_\_\_