

City of Kittitas
Special Council Meeting Minutes
September 23, 2005 6:00 p.m.

Mayor Cousart called the Special Meeting of the Kittitas City Council to order at 6:00 p.m., September 23, 2005.

Councilmember's present: Allphin, Gilmour, Helland, Huber and Keys.

Staff present: Court Clerk Janet Dunnagan.

Mayor Cousart led those assembled in the Flag Salute.

1. Mayor Cousart announced that this Special Meeting had been called to hire a new City Clerk/Treasurer and Assistant Clerk. After interviewing four candidates, the Interviewing Committee unanimously decided to hire Robin Newcomb for the Clerk Treasurer at \$2,833.00 per month, plus benefits. The hiring of City Clerk Robin Newcomb was moved by Councilmember Helland, and seconded by Councilmember Allphin. The motion passed 5 yes 0 no.
2. Mayor Cousart announced that the Interviewing Committee received thirty-six applications for the full time Assistant Clerk position. After interviewing five applicants, Kathy Jensen was selected for the position. She had been assisting in the office for the last two weeks. She was hired for \$9.00 an hour, plus benefits. Councilmember Allphin moved that we hire Kathy Jensen and Councilmember Keys seconded it. The motion passed 5 yes 0 no.

Councilmember Allphin asked if this position would receive a pay increase after six months probation. Mayor Cousart and Councilmember Huber indicated there would be a schedule prepared for a pay schedule for salary advancement within the next six-month period. Councilmember Huber indicated the two positions would become cross-trained to be able to do each other's duties to cover for absences from work.

Mayor Cousart reported former employee, Laree Pott, would receive her final paycheck at the end of the month with the regular payroll, as stated in the City of Kittitas Personnel Policy Book.

Mayor Cousart reported that Sandy Sutton, the Clerk/Treasurer from the City of Cle Elum, would be assisting with payroll and accounts payable for the City of Kittitas in the next few days.

Councilmember Helland moved to adjourn the meeting. The motion to second it was interrupted by Councilmember Gilmour, when he stated he had a few questions to bring up. Councilmember Gilmour wanted to know why Reecer Creek Excavation was metering their own water consumption. After a short discussion about the water consumption by Reecer Creek Excavation, Mayor Coursart recommended they review the Kittitas Municipal Code prior to the next Council Meeting and have this subject added to the Agenda.

Councilmember Gilmour also reported that Mr. Jack Miller wanted to run the sewer down to Kittitas from property that is outside the City limits. Councilmember Gilmour said that Mr. Miller was told he could not. Councilmember Gilmour indicated the \$12,000 would be good annual income for the City' sewer fund. Councilmember Huber asked if Mr. Miller was attempting to have this property annexed into the City and Councilmember Gilmour did not know what Mr. Miller's plans were. After a short discussion of future water and sewer, and the number of developments going in; Councilmember Huber recommended the City get a Planning Commission as soon as possible, given the large amount of growth in the area.

Councilmember Allphin moved to adjourn the meeting. Councilmember Helland seconded the motion.

Attest:

Mayor Robert E. Cousart _____

Clerk/Treasurer _____