

**City of Kittitas
Council Meeting Minutes
December 23, 2008**

Pro Tem Mayor Gay called the meeting of the Kittitas City Council to order at 7:00 p.m., December 23, 2008. Councilmembers present: Turpin, Gilmour, Camarata, and Alford.

Staff present was Clerk/Treasurer Robin Newcomb.

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

APPROVAL OF MINUTES

Councilmember Turpin moved to approve the minutes from the December 9, 2008, regular meeting and Councilmember Gilmour seconded the motion. The motion passed 5 yes and 0 no.

ADDITIONS TO AGENDA

Councilmember Turpin – Training – New Business
WWTP Project Remaining Funds – Unfinished Business

Councilmember Turpin moved to approve the amended agenda and Councilmember Alvord seconded the motion. The motion passed 5 yes and 0 no.

REPORT OF OFFICERS AND SPECIAL GUESTS

Staff Reports – Benton Street Lift Station – Both 3hp pumps went down last week and currently only one is working. WWTP Operator has to check it every 12 hours with only one working. In 2004 Picatti Brothers recommended putting in 3 phase 5 hp pumps but the developer didn't do this. Councilmember Gilmour asked if WWTP Operator Howard is cleaning them out frequently enough. Pro Tem Mayor Gay is confident that the service is being done on the pumps. Councilmember Gilmour suggested having someone come discuss with the city that understands these pumps. Pro Tem Mayor Gay suggested him and Councilmember Gilmour investigating this. Councilmember Gilmour said he called Ellensburg and they pump their lift pumps every week. Tiny Allphin suggested we use the pump truck and pump these pumps out weekly. Tony Helland suggested we go after the developer. Councilmember Turpin recommended we get someone who specializes in lift pumps to look at these pumps and go with their recommendation. Council agreed.

Treasurer Report – See handout.

Delinquent Report – See handout

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UNFINISHED BUSINESS

Kittitas County Sheriff's Office Interlocal Agreement – Pro Tem Mayor Gay explained this is for additional coverage when we do not have any officers working. The 3/10's money can be used for a third officer in 2010. Councilmember Gilmour suggested we use some of this 3/10's money for this coverage but not all of it as their agreement reads. Councilmember Gilmour suggested Undersheriff Myer come to a council meeting and explain what kind of coverage they will provide. Rick Hink explained when the school gets calls that he sees only the sheriff's department and the state patrol respond and not our officers. Council agreed to bring in Clay Myers to explain this agreement. This will be tabled to the next meeting.

Kittitas County Jail Services Interlocal Agreement – Councilmember Camarata moved to approve this interlocal agreement and Councilmember Turpin seconded the motion. The motion passed 5 yes and 0 no.

NEW BUSINESS

Council Policies and Procedures Amendment – Tiny Allphin and Rick Hink suggested we keep it at two-thirds majority vote. Councilmember Alvord, Turpin, and Gilmour agreed with this. Councilmember Turpin moved to not make any changes to these procedures and Councilmember Alvord seconded the motion. The motion passed 5 yes and 0 no.

EMS Interlocal Agreement – Councilmember Gilmour moved to approve this interlocal agreement and Councilmember Camarata seconded the motion. The motion passed 5 yes and 0 no.

WWTP Project Remaining Funds -- Some suggestions are a float switch at the disk filter, ATS monitoring, supernatant pump control, and building protection. Councilmember Turpin moved to approve spending this money according to WWTP Operator Howard and Gray and Osborne's recommendation and Councilmember Alvord seconded the motion. The motion passed 5 yes and 0 no.

Personnel Policies and Procedures Committee – Councilmember Alvord would like to form a committee for human resources to establish policy for job descriptions, job expectations, employee surveys, annual reviews, and training etc. and to report back to the mayor. She thinks this should be made of council and the community. Tina Morefield explained it would be good to see members of the community involved and they would work with the employees, council, and citizens. Councilmember Turpin believes we should have a training program in place for new employees so we can have a better rate of success. Councilmember Gay advised for us to use caution as Council

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manages legislative duties only and not administrative duties and reminded Council we are a strong mayor form of government. Councilmember Gilmour explained that the prior mayor wrote a job description for the WWTP trainee and it doesn't seem to be working as the union disagrees with it. Pro Tem Mayor Gay suggested we look at how the city forms these committees. Those interested are Tina Morefield, Linda Huber, Councilmember Alvord and Turpin.

Public Hearing/Ordinance 08-030 2008 Budget Amendments – The public hearing was opened for discussion. The public hearing was closed. Councilmember Turpin moved to approve this ordinance and Councilmember Camarata seconded the motion. The motion passed 5 yes and 0 no.

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Public Hearing/Ordinance 08-031 Amending Ordinance 00-624 B&O Tax –The public hearing was opened for discussion. The public hearing was closed. Councilmember Turpin moved to approve this ordinance and Councilmember Gilmour seconded the motion. The motion passed 5 yes and 0 no.

Public Hearing/Ordinance 08-032 Amending Ordinance 00-623 Cumulative Reserve Fund – The public hearing was opened. After some discussion, the public hearing was closed. Councilmember Alvord moved to approve this ordinance and Councilmember Turpin seconded the motion. The motion passed 5 yes and 0 no.

TIB Overlay Project/Operating Engineers Grant – Councilmember Camarata moved to approve this TIB Grant agreement on the overlay project with the Operating Engineers and Councilmember Alvord seconded the motion. The motion passed 5 yes and 0 no.

Employee Training – Councilmember Turpin explained there is an Evergreen Rural Water training coming up and suggests we have WWTP Trainee Larry Jackson attend this. He also thinks it would be helpful to have him attend a review training in January for the exam. Councilmember Alvord explained she thinks this would be a good idea as she doesn't believe the city took care of their employees very well in the past. The tests are available in February, June, and October. Pro Tem Mayor Gay will meet with Larry Jackson on this issue.

APPROVAL OF PAYMENT

Approval of December Bills – Checks #12933 to #12953 for \$16,146.18 were moved to be approved by Councilmember Camarata and seconded by Councilmember Turpin. The motion passed 5 yes and 0 no.

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MAYORS REPORT

Employee Complaint – Pro Tem Mayor Gay explained there is a complaint form issued on a Councilmember that was included in the packets. He explained the Council Rules Policies and Procedures have a process to go through. Councilmember Alvord questioned what we do in this type of situation. Our insurance company does put on workshops. Councilmember Alvord suggests we have the insurance company come and discuss liability issues.

Mayor Appointment – There are four applicants so far for the mayor position. Council agreed to advertise at the post office and on the reader board before voting on this at the next meeting. Councilmember Alvord suggests having an official thank you to the prior mayor, Steve Arington, by putting it on the reader board and sending him a card.

COUNCIL DISCUSSION

Economic Development Group – They should be hiring their executive director by February 1st. There are quite a few businesses interested in this area.

Hold Harmless Clause – Councilmember Gilmour suggested doing this type of agreement for the Fire Department and suggested we check with our insurance company about this.

Union – Councilmember Gilmour suggested we contact the union on re-negotiating the 2009 contract.

Spillman Software – Councilmember Gilmour was wondering if we budgeted for ongoing maintenance for this software.

Budget Committee – Councilmember Turpin and Camarata suggested reviewing the 2009 budget in February or March. Councilmember Gilmour suggested the mayor do a quarterly report on the finances of the city. Currently, Council receives a monthly treasurer's report.

Hopesource/Low Income – Pro Tem Mayor Gay explained he checked with Hopesource on financial assistance and dropped off some information at City Hall.

Grader – The grader has broken down plowing snow. It will be about \$1,000 to repair this. Richard Hink asked who will plow for the elderly if residents can't plow the right of way. Pro Tem Mayor Gay will look into the liability of plowing streets. The brush truck is also broken down.

