

**City of Kittitas
Council Meeting Minutes
April 12, 2011**

Mayor Camarata called the meeting of the Kittitas City Council to order at 7:00 p.m., April 12, 2011.
Councilmembers present: Gilmour, Hink, Helland, Gay and Huber.

Staff present was Clerk/Treasurer Robin Newcomb and WWTP Operator Bach.

Mayor Camarata led those assembled in the Flag Salute.

APPROVAL OF MINUTES

Councilmember Gay moved to approve the minutes from the March 22, 2011 regular meeting.
Councilmember Helland seconded the motion. The motion passed 5 yes and 0 no.

ADDITIONS TO AGENDA

Union – Jerry Gilmour
City Sign – Jerry Gilmour

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

PUBLIC APPEARANCE COMMENTS

Tiny Allphin - On East Patrick there are storm drains that need to be cleaned out. Public Works Lead Bosch told Tiny they were going to clean them out with the vac truck but it hasn't ever been done. Also, on Patrick and Sacajawea there is a water line that has rocks on it and has been this way for 5 or 6 years.

Bev Allphin - They cleaned out the shrubs up by Cook Creek Court. Councilmember Helland thinks the junipers need to come out periodically. Council agrees something needs to be done with this.

REPORT OF OFFICERS AND SPECIAL GUESTS

Library Board – Chairperson Becky Bosch reported the library's numbers are about the same. The new library manager is doing well.

Councilmember Helland moved to approve the surplus list and Councilmember Gilmour seconded it. The motion passed 5 yes and 0 no.

Gray & Osborne – Jeff Stevens reported the next step on the well would be to clean it up and then do a pump test on it. This analysis should be put into a report for funding agencies to consider. The City could apply for a CDBG Planning Only Grant which would cover the planning of the project. The cost would be around \$30,000 to \$50,000 to do this analysis. Councilmember Gay agreed this would be a good first step to take. Jeff Stevens also explained Warm Springs is a reliable source of water and would be able to survive most emergencies that might arise. Councilmember Huber agrees with this as an option and doesn't want to spend money twice by not doing the right thing the first time.

**City of Kittitas
Council Meeting Minutes
April 12, 2011**

He also explained the engineering costs went over budget on the Fine Screen WWTP Project. One of the reasons for this was because of the contractor coming and going frequently. In addition, the ARRA grant funding takes a tremendous amount of tracking. Gray & Osborne is requesting from the City some of the funds left over to compensate them for this. Their costs were about \$ 11,000 over budget. Councilmember Huber explained the city came in under budget around \$30,000 on the entire project. Mayor Camarata believes these costs were unforeseen and he believes they should be paid. Councilmember Huber moved to approve to pay Gray & Osborne \$7,500 for their cost overrun and Councilmember Gay seconded the motion. The motion passed 5 yes and 0 no.

Douglas D'Hondt, Kittitas County – Road Standards Update – He explained the road standards are in need of being updated. They will have two meetings next week, the 19th in Cle Elum and the 20th in Ellensburg.

UNFINISHED BUSINESS

Electronic Sign – Councilmember Gilmour explained there is \$30,000 of equipment at the street department sitting outside and he believes this should be done prior to a new electronic sign. Councilmember Huber explained the electronic sign and the street shop are two different items and should be discussed separately.

NEW BUSINESS

Selection of City Engineer for 2011 – Councilmember Helland would like to take some time in selecting an engineer and do some research on the candidates that applied. Councilmember Gay is very happy with the services provided by Gray & Osborne. After some discussion, Councilmember Huber moved to table this until the next meeting and Councilmember Helland seconded the motion. The motion passed 5 yes and 0 no.

2011 Water/Sewer Rate Increase – After some discussion, Councilmember Huber moved to hold off on this until budget time and to amend the timing of the water and sewer rate increases to budget time and Councilmember Hink seconded the motion. The motion passed 3 yes and Councilmember Gay and Helland voting no.

Surplus Street Department 1989 Utility Box – Councilmember Helland moved to approve the surplus of this 1989 utility box and Councilmember Gilmour seconded the motion. The motion passed 5 yes and 0 no. A&A Auto Wrecking valued this box at \$375 to \$450. Bill Hanson offered to buy this.

Union - Councilmember Gilmour asked why the new clerk can't be taken out of the union. Councilmember Gay asked why he wanted this position out of the union. Councilmember Huber explained you would need to go through a PERC hearing with the union to do this. She explained with the county the majority of the lawsuits by employees were non-union employees. Mayor Camarata explained Prosser tried to get their clerk out of the union and it cost them around \$60,000. Mayor Camarata talked to our attorney and she said she is not a labor attorney.

ENDOF TAPE 1 SIDE 1

APPROVAL OF PAYMENT

**City of Kittitas
Council Meeting Minutes
April 12, 2011**

Approval of March 2011 Payroll and April 2011 Draws – Checks #7693 to #7702, #E883 111 to #E883 126 and #E994 111 to #E994 114 for \$40,817.67 were moved to be approved by Councilmember Gay and seconded by Councilmember Helland. The motion passed 5 yes and 0 no.

Approval of April 2011 Bills – Checks # 14495 to # 14533, #E077331, #E77311 1 and #E773112 for \$43,873.42 were moved to be approved by Councilmember Huber and seconded by Councilmember Gay. Councilmember Helland would like any purchases that can be done locally to be done at the hardware store before going out of town to purchase items. Mayor Camarata explained the City is already doing this and we go to Ellensburg if the local hardware store doesn't have it. Councilmember Gilmour stated they can usually get it in pretty quick. Councilmember Helland explained if you do need it quick he can understand but he worked at the hardware store for 4 years and they have a well supplied plumbing department. Councilmember Gay believes the employees will take this as a derogatory remark and believes this should be handled by the Mayor in his office. Councilmember Hink asked how the fuel budgets are doing and the energy costs on the new building. The motion passed 5 yes and 0 no.

MAYORS REPORT

Quadco – We received a \$5,000 grant from Quadco to count the number of cars using the streets of the City of Kittitas.

Training Room Tables and Chairs – Mayor Camarata explained the costs of the tables and chairs cannot be paid from the grant. Councilmember Gilmour believes other items were paid for out of the grant that weren't attached to the building. He also would like to be notified when meetings are cancelled. Councilmember Hink thinks we should have 3 bids on these.

Open House – Mayor Camarata explained the open house will be postponed until July.

Personnel Policy – The attached pages (attachment A) are the proposed changes. Councilmember Huber explained Kirk Eslinger will review some of these sections.

Section 3 will be reviewed at the next meeting.

Letter – Mayor Camarata explained there was a letter passed around about a city employee and it is missing some of the information.

COUNCIL DISCUSSION

Generator – Councilmember Gilmour has concern with being in the building because the generator isn't working and if a fire broke out they wouldn't be able to get the trucks out.

**City of Kittitas
Council Meeting Minutes
April 12, 2011**

ADJOURN

The meeting adjourned at 8:39 p.m.

Attest: Mayor Camarata

ClerkJTreasurer

**City of Kittitas
Council Meeting Minutes
April 12, 2011**

ATTACHMENT A

City of Kittitas Personnel Policies and Procedures June 27, 2000

These examples are not all- inclusive, and depending upon facts and circumstances, sexual harassment may take other forms.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:

- part of a manager's or supervisor's decision to hire or fire;
 - used to make other employment decisions like those pertaining to pay, promotion or job assignments; or,
 - creating an intimidating, hostile or offensive work environment.
- Employees engaging in improper harassment are subject to discipline, which may include termination.
(see 2.6, below)

2.6 DISCRIMINATION COMPLAINT PROCEDURE:

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, ~~sexual or otherwise~~. Employees ~~are~~ shall be responsible for respecting the rights of their co-workers, including the citizens they serve. The following procedure outlines the steps you should follow if you believe you have experienced harassment or discrimination on the job.

- Try, if possible, to identify the offensive behavior to the believed harasser and request that it stop.
- In the event informal direct communication is either ineffective or impossible, you should then immediately discuss your concern with your supervisor or the Mayor. No one will suffer retaliation for reporting such a concern.

To the extent possible, complaints will be handled in a confidential manner. If investigation shows that the accused employee did engage in improper harassment or discrimination, appropriate action will be taken, as in the case of any other serious employee misconduct. Actions may include warnings, oral and/or written reprimands, letters to employee's files and/or employee transfers, demotions, suspensions or terminations.

2.7 EMPLOYEE PERSONNEL RECORDS:

A personnel file for each employee is kept in the Mayor's ~~possession office~~. An employee's file will contain the employee's name, title and/or position held, job description, salary and changes in employment status. Other entries in the file may include training received, performance evaluations, commendations, personnel actions affecting the employee and other pertinent information. Medical information about employees is kept in a separate and confidential file.