

**City of Kittitas  
Council Meeting Minutes  
October 25, 2011**

Mayor Tony Helland called the meeting of the Kittitas City Council to order at 7:00 p.m., October 25, 2011. Councilmember's present was Jerry Gilmour, Rick Hink, Jeff Gay, Teresa McCollum-Jacobson and Linda Huber.

Staff present was Clerk/Treasurer Debbie Lee; WWTP Brenda Bach; Utility Worker Bryan Nash.

Mayor Tony Helland led those assembled in the Flag Salute.

**APPROVAL OF MINUTES**

**MOTION:** To approve the minutes from October 11, 2011.

Motion by: Councilmember Huber; seconded by Councilmember Gay.

Motion Carried: 5 yes, 0 no.

**ADDITIONS TO AGENDA**

**MOTION:** to add under New Business: Add F. Change Order #1 Columbia Asphalt to the agenda

Motion by Councilmember Gilmour; seconded by Councilmember Hink

Motion Carried: 5 yes, 0 no.

**PUBLIC APPEARANCE COMMENTS**

No public comments.

**REPORTS OF OFFICERS AND SPECIAL GUESTS**

**Library Board:** Becky Bosch reported that they interviewed five potential candidates. The Library Board chose to recommend Lynette Johnson for the Part-time Library Manager position. She is a local person, very computer savvy, loves children and loves to read to the children.

**MOTION:** Motion to Accept the Library Board's recommendation to hire Lynette Johnson as Part-time Library Manager.

Motion by Councilmember Huber; seconded by Gilmour.

Motion Carried: 5 yes; 0 no.

**Parks:** Pat Cort reported about all the cities in the county that have received monies for Parks and indicated that Kittitas is the only city that has not received any of that Park money. Pat Cort will submit correspondence to let the County know of Kittitas' intention to apply for Park monies. Then a packet will be prepared for the mayor's signature. Discussion of where to place the playground equipment followed.

Regarding the Garden money from Mr. Lins a time to meet and getting it taken care of will be scheduled as all paper work is in place.

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**UNFINISHED BUSINESS**

No unfinished business.

**NEW BUSINESS**

- A. **Progress Estimate #2 Gray & Osborne #2:** Discussion that Gray & Osborn has been giving detailed daily progress reports.

**MOTION:** Motion to approve Progress Estimate #2 from Gray & Osborn  
Motion by Councilmember Huber; seconded by Gilmour.  
Motion Carried: 5 yes; 0 no

- B. **WWTP#3:** Cecil Howard gave his resignation as he is taking a position in Moses Lake. Mayor Helland has reviewed the training that Brenda will need to complete and that the city has 30 days that they can get by without having someone without water certification. Brenda is going to apply for emergency temporary certification which is good for a year by which time she should have passed the certification process. Helland stated that we will also attempt to find her a provisional Class II Certification. The Mayor spoke with Viola Water a contract company who is running the plant in Cle Elum. We have two qualified operators who are willing to work minimal amount of time: Gary Manning, Class 4, 5-10 hours per week @ \$24 hour; and Ron Rudner, Class 3, 4 hour minimum @ \$23.16 per hour from Vantage. Mayor Helland also spoke with DOE about how many operators are needed to run the Waste Water Treatment Plant. Councilmember Huber suggested to the Mayor that DOE submit to us in writing their responses to our questions so we have good documentation and the city can be sure that our plan for coverage meets the DOE requirements. Discussion: Councilmember Gay's recommendation is that since the WWTP Operator left that the position should be open for hiring and should be posted immediately. Mayor Helland indicated that he does not think we should hire a WWTP Foreman when there are only two people there and it would save the city money. Councilmember Huber's number one concern is compliance. Discussion regarding a letter is on file requiring two operators. Also, Mayor Helland indicated that our permit is about to expire in February 2012; none of the paperwork has been started. Helland called Nancy at Gray & Osborne to verbally begin the process of renewal on October 25, 2011. Councilmember Gay indicated that whoever is responsible to answer to DOE should be a full-time employee; he would like to be able to hire within if possible.

**MOTION:** to hire Ron Rudner as a temporary WWTP employee on November 1, 2011.  
Motion by Councilmember Hink; seconded by Councilmember Gilmour.  
Motion Carried: 4 yes; 1 no  
(Discussion on dissentation was to be sure we have someone in compliance full-time)

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**C. Bias Contract #4**

**MOTION:** Motion to approve the Bias Software Maintenance Agreement for 2012.  
Motion by Councilmember Huber; seconded by Councilmember Gilmour  
Motion Carried: 5 yes, 0 no

- D. **Credit Card Machine - #5.** Credit cards may be used to pay water and sewer bills. There was no charge to us but there is a \$6 fee to the user. So when a customer uses a credit card to pay his/her bill, they would be charged a \$6 fee not by the city but the bank. The agreement before the Council is with Sterling Bank. Discussion: Councilperson Huber suggested that we check with the City of Cle Elum to see how they do this. This issue was tabled.
- E. **Review 2011 Budget - #6.** Councilperson Huber asked Clerk/Treasurer Debbie Lee to do a comparison of prior years' five-year comparison of the budget. Discussion of this comparison sheet followed. Clarification needed in the following areas: Criminal Justice Funds, Telephone Tax, Natural Gas Tax is zero so we need to email Kathryn regarding that. Also find out where we are on the City Assistance Payments. Business Permits, Business Licenses and Dog Permits need to be improved as far as collection.
- F. Change Order #1, Columbia Asphalt. Pave Alley - \$5410.00 Questions were asked where the money was coming from the landscaping was brought up that \$31,000 budgeted; bids came in lower for that Central Nursery - \$13,347; Dust's - \$9,900.

**MOTION:** Motion to approve Contract Change Order #1 with Columbia Asphalt.  
Motion by Councilmember Huber; seconded by Councilmember Hink.  
Motion Carried – 5 yes, 0 no.

**PAYMENT APPROVALS**

**A. October 25, 2011 Bills- \$21,102.67, #7**

**MOTION:** Move to pay October 25, 2011, bills #7 in the amount of \$21,102.67.  
Motion by Councilmember Huber; seconded by Councilmember Hink  
Motion Carried: 5 yes, 0 no

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**MAYOR'S REPORT**

- This meeting's packets included the emails between the Mayor and Larry Marten regarding water rights.
- Puget Sound Energy needs a six foot easement, offer cash and will come in to work with us on a lighting program. Discussion regarding the cost of easements.
- Waiting for Personnel Policy.

**COUNCIL DISCUSSION**

- Councilmember Huber attended a Law and Justice meeting last week that was attended by Law Enforcements agencies, Fish and Wildlife, etc. They gave agency reports. The State Patrol indicated that we would be very happy with the hiring of Dave Anderson as a Police Officer.
- Discussion of the Car Show and the City's Liability Insurance.
- Discussion of the Fiddler's - non-profit.

**Adjourn at 8:43pm**

**Attest:**

\_\_\_\_\_  
Mayor Helland

\_\_\_\_\_  
Clerk/Treasurer Debbie Lee