

**City of Kittitas
Council Meeting Minutes
January 10, 2012**

Mayor Tony Helland called the meeting of the Kittitas City Council to order at 7:00 p.m., January 10, 2012. Councilmember's present was Jerry Gilmour, Rick Hink, Linda Huber and Pat Cort. Councilmember's absent: Val Bosch.

Staff present was Clerk/Treasurer Debbie Lee; Brenda Bach, Waste Water Plant; Bryan Nash, Public Works; and Chris Taylor, Police.

Mayor Tony Helland led those assembled in the Flag Salute.

MOTION: Move to acceptance the absence of Councilmember Val Bosch from this meeting. Motion by Councilmember Hink; seconded by Councilmember Huber. Motion Carried: 4 yes, 0 no.

APPROVAL OF MINUTES

MOTION: To approve the minutes from December 27, 2011. Motion by: Councilmember Hink; seconded by Councilmember Huber. Motion Carried: 4 yes, 0 no.

ADDUCTIONS TO AND APPROVAL OF AGENDA

Addition to Agenda: New Business: New Mayor Pro-Tem Appointment

MOTION: To approve the agenda as amended... Motion by Councilmember Huber; seconded by Councilmember Hink. Motion Carried: 4 yes; 0 no

PUBLIC APPEARANCE COMMENTS

No speakers.

REPORTS OF OFFICERS AND SPECIAL GUESTS

A. **Staff Reports:**

- Staff Member Brenda of Waste Water Treatment Plant reported that the basket that they installed is working well but in two days it can overflow therefore we need a deeper basket. Found a basket in use now at Goodwill, will design a deeper basket.

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- Brenda also reported she called Gray & Osborne to ask why there was no port for taking water samples, Gray & Osborne indicated that they dropped the ball when the plant was designed as a sample port (takeout) was not installed as it was in the plans... We need that port to take the samples. It would require a hole to be drilled into the pipe and install a water spigot. Their inspector also missed this installation. Brenda indicated that Nancy will get back to her about this issue.
- Staff Member Bryan Nash of Public Works has some information on a building for Public Works; an idea for just the kit for a building (no pad) for storage, parking vehicles to keep out of the weather. This information is for consideration.
- Bryan Nash wants to get the locks changed on the Community Hall; need a new rental agreement for the Community Hall and a key check out system with a drop box. There has never been any control for handling the keys to the building.

UNFINISHED BUSINESS

This Val Bosch Consulting Invoice item was skipped due to the absence of Val Bosch.

NEW BUSINESS

- A. Change Order #2 Columbia Asphalt (#2) – We have discussed their billing with them and they appeared to have been confused about a few items such as mobilization, stripping, etc that was already in the parking lot. They billed us for \$19,000 and it was reduced to \$4,461.54.

MOTION: To approve payment of Change Order #2, Columbia Asphalt in the amount of \$4,461.54

Motion by Councilmember Huber; seconded by Hink.

Motion Carried: 4 yes, 0 no

- B. New Mayor Pro-Tem Appointment. Councilmember Gilmour nominated Pat Cort. Councilmember Huber questioned that Cort was so new to the Council; no one else shared any discussion on that issue. Discussion followed regarding if Councilmember Cort could vote on issue and it was decided that yes, she could vote.

MOTION: Nomination of Pat Cort as Mayor Pro-Tem.

Motion by Councilmember Gilmour; seconded by Councilmember Hink.

Motion Carried: 3 yes; 1 no.

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PAYMENT APPROVALS

A. December 31, 2011, Bills: \$56,597.36 (#3)

MOTION: Move to pay December 31, 2011, bills in the amount of \$56,597.36.
Motion by Councilmember Gilmour; seconded by Councilmember Huber.
Motion Carried: 4 yes, 0 no.

B. December 2011 Payroll \$38,452.24 (#4)

MOTION: Move to pay December 2011 Payroll in the amount of \$38,452.24.
Motion by Councilmember Hink; seconded by Councilmember Gilmour.
Motion Carried: 4 yes, 0 no

C. January 2012 Mid-Month Draw - \$2,100.00 (#5)

MOTION: Move to pay January Mid-Month Draw - \$2,100.00.
Motion by Councilmember Gilmour; seconded by Councilmember Hink.
Motion Carried: 4 yes, 0 no

MAYOR'S REPORT

- Mayor Helland indicated that he would give the new Council Members a packet on Val Bosch Consulting issue.
- Mayor Helland indicated that he would also get a packet about the car tab issue to the new Council Members so they can explain this topic to their constituents.
- Mayor Helland wants the Council Members to think about how they want to move ahead on the Waste Water Treatment Plant additional personal. Brenda has approximately two months to take her test. Do we want to bring in a trainee, advertize, bring on Ron or utilize Ron if we have a situation?
- Mayor Helland is going to start the Employee Evaluations utilizing an average base line evaluation and then in six months do a re-evaluation to see if improvement. Will check with the union contract to see if they have a standard evaluation form.
- Mayor Helland received a letter dated 01/03/12 from Chief of Police Brent Nierman thanking KC Sherriff, EPD, EPD K9, CWUPD and WSP for assisting with a Kittitas incident.

COUNCIL DISCUSSION

- Jerry Gilmour commented on the nice write up on the Kittitas Library on the front page of the Daily Record. He called them to thank them for the article.
- There is a phone survey that needs to be done in order to apply for a grant for the library. It will be an anonymous survey being performed by people in the community.
- Councilmember Huber spoke with Debbie Strand regarding CDBG grant book which shows some planning grants we can apply for. There are deadlines in May.

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- Two different Personnel Policies were given to the Council Members to review, rewrite, combine and come up with a policy to adopt.
- Councilmember Gilmour wants to have a work order system set up.
- Councilmember Hink wonders what is going on South Main with 2x4 on corner. Todd Lopeman is going to put a sign up down there, he has discussed it with us and we have looked at the Code Book together.
- Canfield and Associates, insurance carrier can come to train the Council if we invite them...

Adjourn at 7:44 pm

Attest:

Mayor Helland

Clerk/Treasurer Debbie Lee