

**City of Kittitas  
Council Meeting Minutes  
October 23, 2012**

Mayor Tony Helland called the meeting of the Kittitas City Council to order at 7:00 p.m., October 23, 2012.

Council members present were Jerry Gilmour, Rick Hink, Linda Huber, Todd Veness and Pat Cort. Staff present was Clerk/Treasurer Debbie Lee; Dave Anderson, Police Department; Brian Nash, Public Works; Ben Whitehurst, Fire Department; and Jose Preciado, Fire Department.

Mayor Helland led those assembled in the Flag Salute.

**APPROVAL OF MINUTES**

**MOTION:** Motion to approve the minutes of October 3, 2012.  
Motion by Councilmember Huber; seconded by Councilmember Gilmour.  
Motion Carried: 4 yes; 0 no; 1 abstain (Veness).

**ADDITIONS TO AND/OR APPROVAL OF AGENDA**

Addition to agenda: New Business – C. Water/Sewer Ordinance

**MOTION:** Motion to approve the agenda as amended under New Business: C. Water/Sewer Ordinance.  
Motion by Councilmember Huber; seconded by Councilmember Hink.  
Motion Carried: 5 yes; 0 no.

**PUBLIC APPEARANCE COMMENTS**

- Mr. Cort wanted to remind the Police, Fire and Emergency that the VFW will start its election process on November 6, 2012, so applicants that they have chosen for recognition of Officer of the Year should be turned in to the VFW before November 1, 2012.
- Carol Ohlde presented a letter with a proposal of a billboard that would advertize businesses in the City of Kittitas. She reported that Mr. Marchel has given a portion of land to place a structure for signs to advertize local businesses. Randy Hiestand has a billboard he will donate and the painted signs will cost each business \$20 each with room for 25 businesses.

**REPORTS OF OFFICERS AND SPECIAL GUESTS**

**A. Staff Reports:**

- Bryan Nash of Public Works reported that they did the pump test on the secondary well. The outcome was not as good as expected: 225-250 gallons per minute – possibly clean screens to increase the flow. Pump is still in the well casing. Also Bryan reported that they cleaned out storm drains and performed maintenance on equipment for winterization. Also reported that they will clean the water tower on Friday at 8:00 a.m. therefore the water pressure will be down.

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**UNFINISHED BUSINESS**

- A. **Ron Cridlebaugh** – Business Economic Development, Kittitas County Chamber of Commerce. He explained that their goal is to provide assistance to businesses and municipalities. They have given assistance with surveying businesses. He gave the council members copies of a Kittitas Business Survey. They could mail out a survey, compile and tabulate the results and report back to the City Council. This process takes approximately two months. He asked that the council members and employees fill out the survey themselves so they can compare the responses of the public. Council members agreed that Ron Cridlebaugh should move ahead with the survey process.

**NEW BUSINESS**

- A. **2013 Preliminary Budget Proposal – Streets/Fire Department. #2 -**
- **Parks and Street Department** – Brian Nash discussed and handed out his department proposal which shows Park Facilities 2013: Weed Control; Vehicle Fuel increase justification; Repairs & Maintenance. Also showed the Street Fund 2013: Arterial Street Repair; Street Repair (Other); Lights; Signs; Street Cleaning. He also listed P/W department goals and Equipment needed. Need a maintenance/storage building due to equipment being out in the weather and having to do maintenance outdoors. The Yard Waste budget for 2011 – there was no yard waste removed. This year \$1,000 was spent. The pay on the honor system is not working. May need to double the amount in the budget for clean-up expenses.
  - Brian Nash, Public Works, also reported that Brian, Debbie and Brenda went to a Department of Health Meeting and they asked how many department heads were required to attend the council meetings. It was highly recommended that all department heads go to city council meetings at least one time per month.
  - **Fire Department** – Ben Whitehurst handed out the Fire Department 2013 Budget Proposal. There is a list of equipment and supplies needed. The proposal for 2013 is asking for a 4% yearly increase in volunteer wages. There are 13 firefighter's volunteers now. They also need to be compensated for training hours. Council asked Whitehurst to check on an ordinance or RCW that explains the pay policy for the volunteers. Debbie will check with BIAS to see how to establish a vehicle replacement fund for street, police, fire and balance will carry forward each year.
- B. **Executive Session – Water Rights.** A ten minute Executive Session for water negotiations began at 8:10 p.m. to 8:20 p.m. No decisions were made in executive session.
- MOTION:** Motion that we offer the contract to Warm Springs Water Company.  
Motion made by Councilmember Gilmour; seconded by Councilmember Huber.  
Motion Carried: 5 yes; 0 no.
- C. **Water/Sewer Ordinance** – See handout with changes to the Ordinance made in red. The City Council will review and it will be sent to the attorney.

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**PAYMENT APPROVALS**

**A. October 23, 2012, payables \$27,739.09 #3**

**MOTION:** Move to pay October 23, 2012, Payables in the amount of \$27,739.09 #3.  
Motion made by Councilmember Gilmour; seconded by Councilmember Cort.  
Motion Carried: 5 yes; 0 no.

**MAYOR'S REPORT**

- Mayor Helland reported that a hiring committee, a re-write of the job description for the Waste Water Treatment Plant Trainee position, conducted a job search and updated our job application. Requested each applicant to attach their three year driving record and their high school/GED diploma. After screening the applicants, the committee narrowed the applicant pool to six people for interviewing. Shayne Pool has been selected and accepted the position.

**MOTION:** Motion to confirm the hiring of Shayne Pool as the Waste Water Treatment Plant Trainee.  
Motion made by Councilmember Gilmour; seconded by Councilmember Hink.  
Motion Carried: 5 yes; 0 no.

- The workers did have a union meeting with Wayne Johnson. Council members decided they also wanted to be involved. Mayor Helland will set up the meeting.
- Mayor Helland indicated that from now on they will hold the Executive Session portion of the meeting ½ hour earlier than the regular meeting. They will be held at 6:30 p.m. Council members agreed.

**COUNCIL DISCUSSION**

- Councilmember Gilmour asked if there was some way to get out liquor sales revenue that we are due. Councilmember Cort said at the last meeting they went to they indicated that they are trying to get that information. We will be asking for projected revenues.
- Question as to which department heads were presenting their budgets next meeting: Police & Water Treatment Plant.

**Adjourn at 8:18 pm**

**Attest:**

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Mayor Helland

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Debbie Lee, Clerk/Treasurer