

**City of Kittitas
Council Meeting Minutes
January 8, 2013**

Mayor Tony Helland called the meeting of the Kittitas City Council to order at 7:00 p.m., January 8, 2013.

Council members present were Jerry Gilmour, Linda Huber, and Pat Cort. Absent: Rick Hink.

Staff present was Clerk/Treasurer Debbie Lee; Bryan Nash – Public Works; and Michelle Geiger, Building Inspector.

Mayor Helland led those assembled in the Flag Salute.

Roll Call: Rick Hink absent.

MOTION: Motion to excuse Councilmember Hink due to illness.
Motion by Councilmember Huber; seconded by Councilmember Gilmour.
Motion Carried: 3 yes; 0 no.

APPROVAL OF MINUTES

MOTION: Motion to approve the minutes of regular City Council meeting of December 18, 2012.
Motion by Councilmember Gilmour; seconded by Councilmember Huber.
Motion Carried: 3 yes; 0 no.

ADDITIONS TO AND/OR APPROVAL OF AGENDA

MOTION: Motion to approve the agenda as amended with the addition under New Business, C. Vehicle Usage Policy draft.
Motion by Councilmember Huber; seconded by Councilmember Gilmour.
Motion Carried: 3 yes; 0 no

PUBLIC APPEARANCE COMMENTS

None

VACANT COUNCIL POSITION #2

Mayor Helland discussed that we have received four applications for the vacant council position. Benjamin Whitehurst, Herbert Davis Alvord Jr., Ronald W. Earwood, and Clifford Helgeson. Councilmember's discussed that they would like to look over all the applications and listen to the applicants' statements and make a decision in two weeks when all council members are present. Mayor Helland indicated that the requirement for applying for City Council is that the individuals must live in the city limits, be registered to vote and a desire to serve. Each applicant was given an opportunity to speak to the Council.

- Alvord - Civic duty, like to see the city expand, have experience with budgets, utilities and road experience in the field, 12 years board membership experience, team member, manager of a trucking company maintenance department.

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- Earwood – 25 years working for several large & small city governments; managed budgets; knows how to write grants; vast law enforcement experience
- Helgeson – has time to give back to the city, would like to see growth and likes to learn, lived here for 35 years
- Whitehurst – Wants to serve the community also is a volunteer fireman;

REPORTS OF OFFICERS AND SPECIAL GUESTS

A. Staff Reports:

- Public Works – Bryan Nash reported that Foremost Pump & Well Services, LLC, has presented a quote for the secondary well to make it operational to use as a standby pump. Presented quote dated 12/12/2012, in the amount of \$12,233.86.

MOTION: Move to authorize Foremost Pump & Well Services to go ahead with the secondary well insulation and get it up and running when the weather permits.

Motion made by Councilmember Gilmour; seconded by Councilmember Huber.

Motion Carried: 3 yes, 0 no.

- Bryan Nash, Public Works discussed a new law in 2014 where no lead, all brass products must be used. Prices of brass will go up 25% to 50% and must be converted over by June. Discussion followed regarding taking inventory of what we have now.
- Debbie Lee, Clerk/Treasurer, presented a letter from BIAS Software, dated January 7, 2013, indicating the importance of training for the Clerk/Treasurer. These trainings cover topics such as changes to annual reporting, proper retirement reporting to the State of Washington, Internal Controls and fraud prevention, as well as others. The cost of the conference is \$299.00 and the room is \$87.00 and she would share a ride with Robin. Cost is \$473.00. The Fire Chief indicated he would give \$250 from his budget to help with this training.

MOTION: Move to approve the Clerk/Treasurer's attendance at the training BIAS Training in Spokane on February 25-27, utilizing \$250 from the Fire Department budget.

Motion made by Councilmember Huber; seconded by Councilmember Cort.

Motion Carried: 3 yes; 0 no.

- **Treasurer's Report #3** – dated 01/04/2013.
- **Budget Report #4** – dated 01/3/2013 – finished up the year under budget.

UNFINISHED BUSINESS

- A. Water/Sewer Ordinance** - This has not come back from the attorney's office.

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NEW BUSINESS

A. Public Hearing RD – Community Hall/Library #5

7:39 pm PUBLIC HEARING on Community Hall/Library

- Mayor Helland opened discussion to the public. This is informational to apply for the public grant. No discussion.

7:40 pm Close the Public Hearing on the Community Hall/Library.

B. Resolution NO 13-001 – Authorizing the submission of an application/Dept of Commerce #6.

MOTION: Move to adopt Resolution No. 13-001 – a resolution of the City of Kittitas Authorizing the Submission of an application for the general purpose funds for Kittitas Library/Community Center Project to the State of Washington Department of Commerce.

Motion made by Councilmember Gilmour; seconded by Councilmember Huber.

Motion Carried: 3 yes; 0 no.

C. Vehicle Usage Policy – Draft – This was presented to review and make decision when more council members are present.

PAYMENT APPROVALS

A. December 31, 2012, payables \$2,123.35 #7

MOTION: Move to pay December 31, 2012, Payables in the amount of \$2,123.35. #7

Motion made by Councilmember Huber; seconded by Councilmember Cort.

Motion Carried: 3 yes; 0 no.

B. December Payroll/January Mid-Month Draws \$42,685.15 #7 Mid-Month Draw \$2,100.00 #8

MOTION: Move to pay **December Payroll/January Mid-Month Draws \$42,685.15 #7 & Mid-Month Draw \$2,100.00 #8**

Motion made by Councilmember Huber; seconded by Councilmember Cort.

Motion Carried: 3 yes; 0 no.

MAYOR'S REPORT

- Mayor Helland reported that there was another \$250.00 donation to the City of Kittitas from the PSE Not So Blue Christmas
- Mayor Helland reported that the house on Sacajawia Court is coming down next week. The mortgage company relinquished their interest in the house so it can be torn down.

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COUNCIL DISCUSSION

- Councilmember Gilmour wants the Mayor to send PSE a thank you for their donation to the City of Kittitas.
- Questions about the play equipment - Cal is drawing plans for the covered area.
- Councilmember Huber wants to know is there any upcoming meetings on the UGA so we can plan on attending with some notice. – When and where.

Adjourn at 7:50 pm

Attest:

Mayor Helland

Debbie Lee, Clerk/Treasurer