

**City of Kittitas
Executive Session &
Council Meeting Minutes
February 12, 2013**

EXECUTIVE SESSION @ 6:30 pm

1. Union Negotiations RCW 42.30.140
2. Water Negotiations RCW 42.30.110

No decisions made in Executive Session.

COUNCIL MEETING

Mayor Tony Helland called the regular Council Meeting of the Kittitas City Council to order at 7:10 p.m., February 12, 2013.

Council members present were Jerry Gilmour, Linda Huber, Rick Hink, Cliff Helgeson, and Pat Cort.

Staff present was Clerk/Treasurer Debbie Lee; Bryan Nash – Public Works; Ben Whitehurst – Fire Department; Michelle Geiger – Building Inspector; and Chris Taylor – Police Department.

Mayor Helland led those assembled in the Flag Salute. Roll Call: all present.

APPROVAL OF MINUTES

MOTION: Motion to approve the minutes of regular City Council meeting of January 22, 2013. Motion by Councilmember Gilmour; seconded by Councilmember Hink. Motion Carried: 5 yes; 0 no.

ADDITIONS TO AND/OR APPROVAL OF AGENDA

MOTION: Motion to approve the agenda as amended by adding to 7. New Business – A. Presentation from Building Department Inc regarding Building Inspections by their company. Motion by Councilmember Huber; seconded by Councilmember Hink. Motion Carried: 5 yes; 0 no

PUBLIC APPEARANCE COMMENTS

None.

REPORTS OF OFFICERS AND SPECIAL GUESTS

- A. **Staff Reports:** None.
- B. **Budget Report #2** – dated 02/06/2013.
- C. **Treasurer's Report #3** – dated 02/05/2013

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UNFINISHED BUSINESS

- A. **Presentation from Building Department Inc** regarding Building Inspections by their company by Steve Wadsworth. This company is from Richland, WA. A flyer about their company was given to the Council. They have been in business for 14 years, do work in 25 cities and have five employees. They do full contract service and this contract may be terminated at any time a city wishes to discontinue service. Their fees are based on a percentage of the permit fees. Five to seven day's turnaround time and the commercial plan is 10-15 days. They have listed some of the cities that they work with and references can be checked. Questions were asked about code enforcement vs. building permits and they have an attorney that they utilize if needed for legal questions. Hourly rate is \$75 per hour and 55 cents per mile. Councilmember Huber would like to be able to analyze past costs for building inspections vs. the cost of utilizing this company. Councilmember Gilmour made a motion to go with this company. No second. Discussion by council members indicated that they wanted to check out references, review a sample of the contract, and also take into consideration that we have a part time employee at present that is the building inspector.
- B. **Water/Sewer Ordinance No. 13-002 #4**
C. **Water/Sewer Ordinance No. 13-003 #5**
D. **Water/Sewer Ordinance No. 13-004 #6**
E. **Water/Sewer Ordinance No. 13-005 #7**
F. **Water/Sewer Ordinance No. 13-006 #8**
G. **Water/Sewer Ordinance No. 13-007 #9**

The public hearing was held on the Water/Sewer Ordinance in its entirety during the first week of January 2013. Discussion followed regarding permit fees.

MOTION: Motion to adopt the following Water/Sewer Ordinances No. 13-002, No. 13-003, No. 13-004, No. 13-005, No. 13-006 and No. 13-007.

Motion made by Councilmember Huber; seconded by Councilmember Hink.

Motion Carried: 4 yes; 1 no (Gilmour)

H. Public Records Policy Resolution No. 13-008R #10

MOTION: Motion to adopt the Public Records Policy Resolution No 13-008R

Motion made by Councilmember Huber; seconded by Cort.

Motion Carried: 5 yes; 0 no.

- I. **Vehicle Use Policy #11 (Draft)** – Mayor Helland suggested that the employees track their mileage Weekly and turn them in monthly. Council members Cort and Hink will go over this draft and come back with suggestions from the entire council.
- J. **Council Rules of Procedure #12A & 12B** – This is about Filling Council vacancies. #12B is a letter

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From Katherine Kenison dated January 28, 2013, stating that there is an adopted set of rules of procedure addressing filling vacancies on Council. #12A is a suggested outline for council applicants for council members review and further discussion.

NEW BUSINESS

A. Jessica Hawk – 3 Dog Variance #13 -

MOTION: Motion to accept third dog variance at Jessica Hawk residence.
Motion by Councilmember Hink; seconded by Councilmember Huber.
Motion Carried: 5 yes; 0 no.

B. Deborah Horst – 3 Dog Variance #14

MOTION: Motion to accept third dog variance at Deborah Horst residence.
Motion by Councilmember Hink; seconded by Councilmember Huber.
Motion Carried: 5 yes; 0 no.

C. Heidi Monson – 3 Dog Variance #15

MOTION: Motion to accept third dog variance at Heidi Monson residence.
Motion by Councilmember Hink; seconded by Councilmember Huber.
Motion Carried: 5 yes; 0 no.

D. Tiny Allphin – Violation – Tiny Allphin explained that in November 2005, there were several letters sent to people regarding addresses around the city that violate Code No. 17.28.020. This code was cited but he cannot locate that code number now. – It speaks to violations in decks, porches, add-ons, garbage, and junk. Need to enforce these junky areas around the city. Mayor Helland stated that this ordinance is very vague and we need to strengthen and also enforce the cleaning up of these areas within the city. Public health and safety is important to the Council Members. Mayor Helland encouraged Tiny and others to come in and fill out the form for violations of garbage, old vehicles, etc and the department will look into the violations.

E. VFW – Holiday Flags – Councilmember Cort reported that the VFW has been approached by a local vendor and they have agreed that they will provide the flags if the VFW will put the flags up. These are US Flags for Memorial Day, Fourth of July, Veterans Day, etc. Question came up about holes being put in sidewalks and a need for a cap to keep the water out so the sidewalks don't crack from freezing water. Dennis Cort will check with the City of Ellensburg and research this issue before the next meeting. Bryan will talk to the engineers to see what they say. This issue will be brought back to the next meeting.

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PAYMENT APPROVALS

A. February 12, 2013, payables \$27,057.11 #16

MOTION: Move to pay February 12, 2013, Payables in the amount of \$27,057.11.
Motion made by Councilmember Huber; seconded by Councilmember Cort.
Motion Carried: 5 yes; 0 no.

B. January Payroll/February Mid-Month Draws \$42,679.26 #17

MOTION: Move to pay January Payroll/February Mid-Month Draw of \$42,679.26.
Motion made by Councilmember Huber; seconded by Councilmember Cort.
Motion Carried: 5 yes; 0 no.

MAYOR'S REPORT

- Mayor Helland reported that the new library agreement has been sent to us to sign which comes each year. He asked for consensus to sign this agreement. Agreed.
- Mayor Helland reported that last week he, Debbie Lee and Bryan Nash went to dinner with Gray & Osborne. They talked to Jeff Stevens who indicated that we need a sewer plan for Morefield Flood Developments if/when it does get developed, there would be a plan in place because it is annexed into the City. Need to get a bid.
- The Marijuana moratorium of six months is up and we need to decide if we are going to extend this moratorium.
- Mayor Helland announced that we have the new transfer switch for the generator but it has not been installed yet. Five K needs to come and install it at no cost to the City.

COUNCIL DISCUSSION

- Councilmember Cort would like to schedule a meeting for February 25, 2013, at 6:00 pm at the gazebo/park. This is to get volunteers for entrance to city and flower beds by the library.
- Councilmember Gilmour wanted to thank Debbie Lee and Pat Cort for all their help with Christmas.

Adjourn at 8:44 pm

Attest:

Mayor Helland

Debbie Lee, Clerk/Treasurer