

**BOARD OF COUNTY COMMISSIONERS
COUNTY OF KITTITAS
STATE OF WASHINGTON**

ORDINANCE NO. 2021- 009

AN ORDINANCE AMENDING KITTITAS COUNTY CODE CHAPTER 2.04 REGARDING THE KITTITAS COUNTY BOARD OF COMMISSIONER'S REGULARLY SCHEDULED MEETINGS AND STUDY SESSIONS, TO INCREASE EFFICIENCY AND PUBLIC PARTICIPATION

Whereas: Kittitas County Code Section 2.04.010 establishes the official, regularly scheduled meetings and study session times of the Board of County Commissioners; and

Whereas: Kittitas County Code Section 2.04.015 establishes a process for maintaining records of the official meetings of the Board of County Commissioners, and this record keeping process, last amended in 1999, has become outdated with the passage of time; and

Whereas: The Board of County Commissioners, during their regular Office Admin Meeting at 9am on Monday, June 20, 2021, considered and discussed potential changes to the Kittitas County Board of Commissioner's regularly scheduled meetings, study sessions, and record keeping process; and

Whereas: The Board of County Commissioners determined it is in the best interest of the public to update Kittitas County Code Section 2.04.015 to reflect technological improvements, changes in law, and current practice; and

Whereas: The "Law & Justice" study session should be renamed as the "Sheriff" study session;

NOW, THEREFORE, BE IT ORDAINED, the Board of County Commissioners, after due deliberation and in the best interest of the public, does hereby rename the "Law & Justice" regular study session to "Sheriff" study session, to be held on the first Wednesday of each month at 8 am in the Commissioner's Auditorium. Also, the "Airport Study Session" will be renamed "Airport" to maintain consistency in county code, and the location for the "Airport" study session will be changed to the Commissioner's Conference Room; and

BE IT ALSO ORDAINED, the Board of County Commissioners, after due deliberation and in the best interest of the public, does hereby eliminate the regular meetings entitled "Appointed/Elected Department Heads" and "Agenda Study Session"; and

BE IT ALSO ORDAINED, Kittitas County Code Chapter 2.04 is hereby amended, and shall read as follows (additions to this text are shown by underline and deletions by ~~strikeout~~)(a final, clean version of the text is attached to this Ordinance as "Exhibit A"):

2.04.010 Official Regular meeting and study session times.

Section 1 – Regular Meetings

The first and third Tuesday at 10:00 a.m. of each and every month of the year is are designated as the regular meetings (also known as the "Agenda Session") ~~and special meeting date~~ of the Board of County Commissioners, to be held at the Kittitas County Courthouse located at 205 West 5th, Room 109, Ellensburg, Washington, ~~at which time all of the normal business of the County will be transacted;~~ provided that if Tuesday falls on a holiday, such regular meetings shall be held on the next business day. Should another time or meeting location be required for any business, prior notice will be given for such ~~special~~ meeting in accordance with the law.

Section 2 – Regular Study Sessions

Every Monday	9:00 a.m.	Commissioners Office Administration Meetings	CR
Every Monday	9:40 a.m.	Appointed/Elected Department Heads	CR
1st and 3rd Monday	10:30 a.m.	Agenda Study Session	AUD
4 th Monday	11:00 a.m.	Information Technology Department	CR
2 nd and 4 th Tuesday	10:00 a.m.	Human Resources Department	CR
2 nd Tuesday	2:00 p.m.	Solid Waste/Maintenance	CR
2 nd and 4 th Monday	1:30 p.m.	Public Works/Community Development Services	AUD
1 st Wednesday	8:00 a.m.	Law & Justice <u>Sheriff</u>	AUD
3 rd Thursday	1:30 p.m.	Finance Officer	CR
2 nd Wednesday	10:00 a.m.	Event Center	CR
4 th Wednesday	10:00 a.m.	Public Health	CR
2 nd Monday	11:00 a.m.	Airport Study Session	AUD <u>CR</u>

Key CR = Commissioner's Conference Room - Room 108, Kittitas County Courthouse

AUD = Commissioner's Auditorium - Room 109, Kittitas County Courthouse

Section 3 - Effective Date

This ordinance shall take effect ~~November 4, 2009~~ July 20, 2021.

(Ord. 2020-007, 2020; Ord. 2019-005, 2019; Ord. 2016-014, 2016; Ord. 2014-011, 2014; Ord. 2013-002, 2013; Ord. 2009-23, 2009; Ord. 2007-35, 2007; Ord. 2005-26, 2005; Ord. 2004-31, 2004; Ord. 99-12, 1999; Ord. 99-03, 1999; Res. 81-2, 1981; Vol. L, pp. 3, 4, 1953).

2.04.015 Recording and notes of meetings Audio/Video recording and meeting minutes.

~~Audio tape recording and/or shorthand notes~~ Audio/Video recording and meeting minutes of the proceedings and meetings of the ~~Board of Kittitas County~~ Commissioners shall be retained for the period of time required by the applicable retention schedule issued by the Washington Secretary of State. ~~a period of six years when the recordings of meetings involve issues, decisions and actions that could cause legal action to be taken against the county, and the audio tape recordings and/or shorthand notes of the recordings of meetings involving routine matters be retained until the approval of written minutes.~~ (Ord. 99-03, 1999; Res. 83-20, 1983).

2.04.020 Shoreline management permit procedure.

Repealed by Ord. 2017-001. (Ord. 2017-001, 2017; Ord. 99-03, 1999; Res. 81-44, 1981; Res. 79-15, 1979; Res. 75-91, 1975; Ord 72-30, 1972)

BE IT ALSO ORDAINED, the Information Technology Department is charged with incorporating and updating the amendment authorized herein on the Kittitas County web page.

BE IT FURTHER ORDAINED, the Prosecuting Attorney's Office is charged with correcting any scrivener's errors arising out of the amendment process. No further authorization will be needed from the Kittitas County Board of Commissioners for the Prosecuting Attorney's Office to effect correction of scrivener's errors relating to this Ordinance.

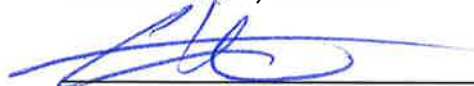
ADOPTED this 20th day of July, 2021, at Ellensburg, Washington.

**BOARD OF COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**


Brett Wachsmith, Chair

ABSENT

Laura Osiadacz, Vice-Chair


Cory Wright, Commissioner




Clerk of the Board

EXHIBIT A

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4 th Monday	11:00 a.m.	Information Technology Department	CR
2 nd and 4 th Tuesday	10:00 a.m.	Human Resources Department	CR
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3 rd Thursday	1:30 p.m.	Finance Officer	CR
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Audio/Video recording and meeting minutes of the proceedings and meetings of the Board of Kittitas County Commissioners shall be retained for the period of time required by the applicable retention schedule issued by the Washington Secretary of State. (Ord. 99-03, 1999; Res. 83-20, 1983).

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