

**COMMISSIONERS' MINUTES
KITTITAS COUNTY, WASHINGTON
COMMISSIONERS CONFERENCE ROOM
REGULAR MEETING**

MONDAY

9:00 A.M.

JUNE 24, 2013

Board members present: Chairman Obie O'Brien & Commissioner Gary Berndt. Excused: Vice-Chairman Paul Jewell.

Others: Mandy Buchholz, Deputy Clerk of the Board; Julie Kjorsvik, Clerk of the Board and two members of the public.

SPECIAL MEETING

OFFICE STAFF MEETING

COMMISSIONERS

At 9:00 a.m. Chairman Obie O'Brien opened the Office Administration meeting.

CALENDAR

WEEK AT A GLANCE

COMMISSIONERS

The Board of County Commissioners reviewed their weekly calendar.

PAF/VOUCHERS

REVIEW OF PAF'S & VOUCHERS

COMMISSIONERS

The Board of County Commissioners approved and signed County Employee Personnel Action forms and vouchers.

CORRESPONDENCE LOG

REVIEW OF CORRESPONDENCE LOG

COMMISSIONERS

The Board of County Commissioners reviewed the weekly Correspondence Log, a listing of all incoming mail and correspondence for the week ending June 21, 2013.

REQUEST

MEGAN ACREE/BEN MARTIN NOISE ORD WAIVER

COMMISSIONERS

Megan Acree, Citizen requested a waiver to the County Noise Ordinance to hold a wedding on August 10, 2013 at Scott & Gayle McIntosh's residence at 7820 Hwy 97, Ellensburg, WA 98926 noting that the band will be stopping at 10:00 a.m. and there is no residences within a mile of the venue. She stated that there will be ample parking for all guests on the property which is away from the road, portable toilets with washing stations, as well as a professional caterer to provide dinner. Additionally there will be space for guests to camp that evening as opposed to driving home.

Commissioner Berndt moved to approve a request for a waiver to the County Noise Ordinance from Megan Acree (Ben Martin) to hold a wedding at the residence of Scott and Gayle McIntosh on 8/10/2013 at 7820 Hwy 97, Ellensburg, WA 98926 until 1:00 a.m. (8/11/2013).

Chairman O'Brien seconded. Motion carried 2-0 (Commissioner Jewell absent).

DISCUSSION

RECORDS MGMT HOURS

COMMISSIONERS

Chairman O'Brien explained that he had been talking to Julie Kjorsvik, Clerk of the Board regarding the possibility of some additional hours for Kristen Demory, Records Clerk. He explained that they would be temporary and only as needed per department that had funding to pay for Ms. Demory's time. He stated that the additional hours would not extend past September and it would be her job to go in and help departments get their records under control. He explained that should a department choose to contact with her she would go in and evaluate the situation and develop a plan to get the records under control. Julie Kjorsvik, Clerk of the Board explained that she would need to talk to Judy Pless, Budget and Finance Manager and Lisa Young, HR Director to see if this could be done and what if any issues there would be to consider. Chairman O'Brien felt this could be a very positive and proactive option to offer departments. Commissioner Berndt moved to authorize additional hours for Kristen Demory, Records Clerk on a temporary basis to other departments that had funding to pay for Ms. Demory's time to work with the records in the selected departments and develop a plan for them that meets records retention and archive standards. Chairman O'Brien seconded. Motion carried 2-0 (Commissioner Jewell absent). Chairman O'Brien stated that in the future he would like to look into Ms. Demory being appointed to a "Public Disclosure/Public Information Officer" position in the next budget cycle.

UPDATE

BOCC/ DEPARTMENT HEAD REPORTS

COMMISSIONERS

Each Commissioner was assigned three different Department Heads to meet with on a weekly basis. This was determined at a Special Meeting with the Board of County Commissioners held on June 18, 2009. Each Commissioner reviews discussions held with their respective departments and exchanges details of those meetings. On January 3, 2011 the Board determined it would be beneficial to alternate Commissioners that will oversee the different Department Head's on an annual basis.

OTHER BUSINESS-N/A

Meeting adjourned at 9:50 a.m.

DEPUTY CLERK OF THE BOARD

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**

Mandy Buchholz

Mandy Buchholz

Obie O'Brien

Chairman Obie O'Brien