

COLVILLE, WASHINGTON
CITY COUNCIL WORK SESSION MINUTES
JUNE 10 & 11, 2011

THE COUNCIL OF THE CITY OF COLVILLE MET IN SPECIAL SESSION FOR A COUNCIL WORK SESSION WITH MAYOR NICHOLS PRESIDING AT STEPHAN'S OAK STREET GRILL, 157 NORTH OAK IN COLVILLE.

6:00 PM: MEETING CALLED TO ORDER BY MAYOR RICHARD NICHOLS.

COUNCILMEMBERS PRESENT: NANCY FOLL, DOROTHY BERGIN, BETTY WHITE, PEARL MANCE, LOU JANKE, DOUG KYLE AND TERRY FOSTER.

STAFF PRESENT: CITY CLERK/HUMAN RESOURCES MANAGER HOLLY PANSELL
CITY TREASURER VICKIE STRONG
DIRECTOR OF BUILDING/PLANNING JIM LAPINSKI
MUNICIPAL SERVICES ADMINISTRATOR ERIC DURPOS
LIBRARY MANAGER KRISTA OHRTMAN
POLICE CHIEF ROBERT MESHISHNEK
STREET/PARK/RECREATION SUPERINTENDENT TERRY LeCAIRE
FIRE CHIEF JEFF PITTS

#01. DEPARTMENT HEADS PRIORITIES/CONCERNS:

ALL DEPARTMENT HEADS WERE ASKED TO SUBMIT A LIST OF PRIORITIES/CONCERNS. THESE ITEMS WERE REVIEWED BY DEPARTMENT.

POLICE CHIEF BOB MESHISHNEK REVIEWED HIS ISSUES:

- CITY WIDE IT OR IS PERSON.
- ONE OF THE TWO OFFICERS POSITIONS CUT DURING THE 2009 BUDGET FILLED.
- FUNDING SOURCE FOR DIGITAL RADIO CONVERSION FROM ANALOG IN 2013.

HOMELAND SECURITY GRANTS WERE SUGGESTED FOR POSSIBLE FUNDING OF THE RADIO CONVERSION.

DIRECTOR OF BUILDING/PLANNING JIM LAPINSKI REVIEWED HIS ISSUES:

- CONTINUE AND COMPLETE THE ENTIRE COMPREHENSIVE PLAN PROCESS TO FINAL ADOPTION FOLLOWED BY ANY NECESSARY OR DESIRED REVISIONS TO DEVELOPMENT REGULATIONS AND CAPITAL FACILITIES PLANS.
- CONTINUE PROGRESS WITH MAJOR CAPITAL FACILITY PROJECTS SUCH AS AIRPORT RELOCATION WHILE INHERITING ADDITIONAL DEPARTMENT AIRPORT COORDINATION RESPONSIBILITIES.
- CONTINUED PARTNERING WITH CITIZENS, LOCAL AND STATE AGENCIES, AND REGIONAL ORGANIZATIONS HAVING MUTUAL OR SOMEWHAT MUTUAL PROJECT GOALS SUCH AS WRIA 59 WATERSHED MANAGEMENT, KETTLE FALLS TO COLVILLE NON-MOTORIZED TRAIL, AND DIAGONAL PARKING.
- MAINTAINING DEPARTMENT STAFFING LEVELS TO REALISTICALLY MEET INCREASING DEMANDS AND DUTIES.
- CONCERN REGARDING CONTINUED DECREASING OF STATE AND FEDERAL FUNDING AND OTHER TYPES OF ASSISTANCE NECESSARY FOR SIGNIFICANT PROJECT COMPLETION WITHIN SMALL CITIES.

THE CFP PROCESS AND ANNEXATION WAS DISCUSSED. IT WAS REQUESTED THAT AN ANNEXATION CHECKLIST BE DEVELOPED REGARDING THE IMPACT ON CITY SERVICES.

CITY TREASURER VICKIE STRONG REVIEWED HER ISSUES:

- THE UTILITY BILLING WILL ALWAYS BE A PRIORITY. WE ARE SCHEDULED FOR A TOTALLY NEW UTILITY BILLING PROGRAM EITHER LATE THIS YEAR OR EARLY 2012.

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FIRE CHIEF JEFF PITTS REVIEWED HIS ISSUES:

- TRUCK REPLACEMENT-2 TRUCKS IN THE NEXT 7 TO 8 YEARS. PUMPER AND LADDER TRUCK.
- WORKING WITH STEVENS COUNTY FIRE DISTRICT #3 TO CONTINUE OUR RELATIONSHIP, AND LOOK TO THE FUTURE FOR GROWTH NEEDS.
- VOLUNTEERISM IN THE FIRE SERVICE IS DIFFERENT THAN 20 OR 30 YEARS AGO. NEED TO FIGURE OUT WAYS TO KEEP AND ATTRACT NEW VOLUNTEERS, AS CURRENT FIREFIGHTERS NEAR RETIREMENT. NEED TO LOOK AT WHAT SOME OTHER DEPARTMENTS IN GROWING CITIES ARE DOING, WHICH INCLUDE STAFFING FULL TIME FIREFIGHTERS, ALONG WITH VOLUNTEERS, OR TRYING TO FIGURE OUT OTHER INCENTIVES.
- ESTABLISHING A CURRENT/ACCREDITED TRAINING OFFICER AND A TRAINING BUDGET.

CHIEF PITTS STATED THAT WE HAVE ENJOYED A GOOD WORKING RELATIONSHIP WITH FIRE DISTRICT #3. BUILDING SPACE FOR A NEW FIRE HALL WAS ALSO DISCUSSED.

STREET/PARK/RECREATION SUPERINTENDENT TERRY LeCAIRE REVIEWED HIS ISSUES:

- REVISIT PARK BUDGET TO CREATE OR GO BACK TO ONE SEASONAL POSITION MAY THROUGH SEPTEMBER.
- DEVELOP A BETTER EQUIPMENT RESERVE TO REPLACE AGING EQUIPMENT IN THE CITY FLEET.
- HOW TO FUND THE STREETS? THIS IS A MAJOR CONCERN AND ONE THAT WILL CONTINUE.
- HOW TO MAINTAIN WHAT WE HAVE AND LEVEL OF SERVICE IF FUTURE CUTBACKS ARE NEEDED.

TERRY LECAIRE STATED THAT IT IS HARD TO KEEP UP WITH THE DEMAND ESPECIALLY AT THE PARKS. FUNDING FOR THE EQUIPMENT RESERVE AND THE STREETS WAS DISCUSSED AS WELL AS POSSIBLE STORM WATER UTILITY.

LIBRARY MANAGER KRISTA OHRTMAN REVIEWED HER ISSUES:

- STAFFING HOURS ARE INSUFFICIENT TO MEET THE NEEDS OF THE PUBLIC. WOULD LIKE TO RESTORE THE JANITORIAL HOURS AND THE PAGE POSITION.
- THE CURRENT LIBRARY FACILITY IS NOT LARGE ENOUGH TO ACCOMMODATE THE NEARLY 600 PEOPLE WHO USE THE BUILDING DAILY. INSUFFICIENT PARKING IS ALSO A CONCERN.
- SUSTAINABLE FUNDING TO ENSURE THE LONG-TERM SUCCESS AND CARE OF THE LIBRARY.

MUNICIPAL SERVICES ADMINISTRATOR ERIC DURPOS REVIEWED HIS ISSUES:

- COMPLIANCE WITH ALL STATE AND FEDERAL REGULATIONS.
- PROJECT MANAGEMENT
- INFRASTRUCTURE – PRESERVE, IMPROVE AND ENHANCE TO INSURE INTEGRITY AND RELIABILITY.
- FUNDING FOR DEPARTMENT OBJECTIVES.

CITY CLERK/HUMAN RESOURCES MANAGER HOLLY PANNELL REVIEWED HER ISSUES:

- MAINTAIN DEPARTMENT STAFFING LEVELS.
- HELP FACILITATE A SMOOTH 2012 BUDGET PROCESS.
- INVESTIGATE THE NEED FOR A PART-TIME SAFETY OFFICER POSITION.
- IMPLEMENT NEW PAYROLL AND FINANCIAL SOFTWARE CONVERSION AND LEARN THE NEW SYSTEM.
- CITY OF COLVILLE PERSONNEL POLICY UPDATE.
- UNION NEGOTIATIONS IN 2011 FOR THE TEAMSTERS SWORN UNIT.

DIFFERENT WAYS OF PRESENTING THE BUDGET INFORMATION WAS DISCUSSED. HOLLY PANNELL ALSO STATED THAT OUR LABOR RELATIONS CONSULTANT HAS BEEN RETAINED TO DRAFT AN UPDATE TO THE PERSONNEL POLICY.

COUNCILMEMBER FOLL REQUESTED THAT DOLLAR AMOUNTS BE ADDED TO THE DEPARTMENT HEAD LISTS AND ALSO AN INDICATION IF THE ITEM IS ON THE CFP.

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#02. 2010 RETREAT UPDATE:

MAYOR NICHOLS REVIEWED THE LIST OF THINGS TO DO FROM THE 2010 COUNCIL RETREAT AND THE STATUS FOR EACH ITEM. MOST ITEMS HAVE BEEN COMPLETED AND INFORMATION WAS PROVIDED TO COUNCIL. ANY OUTSTANDING ITEMS INCLUDED A DRAFT FOR COUNCIL CONSIDERATION SUCH A NEW PURCHASING POLICY AND AN AMENDMENT TO THE RULES OF PROCEEDINGS FOR THE CITY COUNCIL.

THE MEETING RECESSED AT 9:00 P.M. AND WILL BE CONTINUED AT 8:00 A.M. ON SATURDAY, JUNE 11, 2011 AT STEPHANI'S OAK STREET GRILL, 157 NORTH OAK IN COLVILLE.

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**8:00 AM MEETING CALLED TO ORDER BY MAYOR RICHARD NICHOLS.**

**COUNCILMEMBERS PRESENT:** NANCY FOLL, DOROTHY BERGIN, BETTY WHITE, PEARL MANCE, LOU JANKE, DOUG KYLE AND TERRY FOSTER.

**STAFF PRESENT:** CITY CLERK/HUMAN RESOURCES MANAGER HOLLY PANNELL  
CITY TREASURER VICKIE STRONG  
DIRECTOR OF BUILDING/PLANNING JIM LAPINSKI  
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STREET/PARK/RECREATION SUPERINTENDENT TERRY LeCAIRE  
MUNICIPAL SERVICES ADMINISTRATOR ERIC DURPOS

**#03. BUDGET PROCESS/EMPLOYEE COMPENSATION/CFP:**

MAYOR NICHOLS STATED THAT THE CURRENT BUDGET PROCESS IS TO HAVE THE COUNCIL REPRESENTATIVE MEET WITH THEIR DEPARTMENT HEAD TO REVIEW ISSUES DURING THE BUDGET PROCESS. HE STATED THAT LAST YEAR WE PROPOSED A LIST OF CHANGES TO THE COUNCIL ALONG WITH A BALANCED BUDGET. AFTER THAT POINT IT IS UP TO THE COUNCIL TO CHANGE WHAT THEY DON'T LIKE AND KEEP THE BUDGET BALANCED.

COUNCILMEMBER JANKE STATED THAT IT NEEDS TO BE STRUCTURED SO THE RATIONALE IS CLEARLY DISPLAYED AND THE TRADE-OFFS ARE MORE CLEARLY OUTLINED.

IT WAS ALSO SUGGESTED THAT THE MAYOR'S PROPOSED BALANCED BUDGET BE ON ONE COLOR OF PAPER AND THEN THE COUNCIL BUDGET WOULD BE ON A DIFFERENT COLOR. IT WAS ALSO REQUESTED THAT STRIKETHROUGH AND UNDERLINE BE USED IF POSSIBLE IN ORDER TO TRACK THE CHANGES MORE CLEARLY.

MAYOR NICHOLS STATED THE HE WILL PRESENT A BALANCED BUDGET TO THE COUNCIL BY THE DUE DATE.

COUNCILMEMBER JANKE STATED THAT PRIORITIES NEED TO BE DECIDED AND OUTLINED SO WE AREN'T ERODING THE WHOLE CITY. MIGHT NEED TO DECIDE WHAT SERVICES WE ARE GOING TO PROVIDE.

COUNCILMEMBER BERGIN STATED THAT IT WOULD BE HELPFUL TO HAVE ALL THE DEPARTMENT HEADS AT THE COUNCIL MEETING AT THE SAME TIME. OR MAYBE THE DEPARTMENT HEADS SHOULD ATTEND ALL COUNCIL MEETINGS DURING THE BUDGET PROCESS.

THE CURRENT PROCESS FOR EMPLOYEE COMPENSATION WAS EXPLAINED.

JIM LAPINSKI STATED THAT THE CFP AND COMPREHENSIVE PLAN ARE DIFFERENT DOCUMENTS. THE CFP IS AN ELEMENT OF THE COMPREHENSIVE PLAN.

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COUNCILMEMBER JANKE STATED THAT THE CFP IS OUT OF DATE AND NEEDS TO BE UPDATED WITH PROJECT EXPLANATION AND UPDATED DOLLAR AMOUNTS. HE ALSO STATED THAT DEFERRED MAINTENANCE IS NOT INCLUDED AND IT SHOULD BE.

**#04. ENGINEERING SERVICES:**

COUNCILMEMBER JANKE STATED THAT HE GATHERED SOME DATA ABOUT WHEN ENGINEERING SERVICES ARE NEEDED AS WELL AS SOME JOB DESCRIPTIONS FROM OTHER CITIES. HE EXPLAINED HOW THE CITY HAS EVOLVED FROM A FULL-TIME ENGINEER TO A CONTRACT AND NOW JUST UTILIZING CONSULTANTS. HE STATED THAT ENGINEERING MIGHT BE CRITICAL WITH THE AIRPORT, STORM DRAIN ISSUES AND OTHER PROJECTS.

ERIC DURPOS STATED THAT WE HAVE REVISED THE PROJECT MANAGEMENT ON ALL PROJECTS AND HAVE A GOOD TEAM IN PLACE WITH MUNICIPAL SERVICES AND THE CITY CLERK'S OFFICE. HE STATED THAT WE DID PLANS, BIDS, PROJECT MANAGEMENT, CLOSE-OUT AND RELATED ITEMS IN-HOUSE WITH EXISTING STAFF AT A SAVINGS OF 15%-20% PER PROJECT. HE STATED THAT THERE WILL BE SOME THINGS THAT WILL COME UP THAT WE WILL NEED A PROFESSIONAL LICENSED ENGINEER FOR AND WE CAN HIRE A CONSULTANT.

COUNCILMEMBER JANKE STATED THAT AN ON-CALL ENGINEER AGREEMENT WOULD BE GOOD.

COUNCILMEMBER KYLE STATED THAT THERE IS NO PROCESS RIGHT NOW AND HE'S NOT SURE HOW HE GETS ENGINEERING INFORMATION OR AN OPINION ON A PROJECT.

COUNCILMEMBER FOLL ASKED WHERE IT WOULD STOP AND START. SHE ASKED IF THERE ARE PEOPLE ON STAFF THAT CAN DO SOME OF THIS RIGHT NOW. IT WAS STATED THAT WE DO HAVE STAFF TO HANDLE THIS. COUNCILMEMBER KYLE STATED THAT NOT EVERY DESIGN NEEDS TO BE ENGINEERED.

COUNCILMEMBER JANKE STATED THAT AN ENGINEER MIGHT NOTICE THINGS THAT OTHERS MIGHT NOT.

ERIC DURPOS STATED THAT HE LIKES THE LIST OF ENGINEERS THAT WE HAVE NOW AND HOW THEY ARE UTILIZED.

MAYOR NICHOLS STATED THAT ERIC DURPOS WILL PROVIDE A SUMMARY FOR COUNCIL OF THE LIST OF ENGINEERS. ALSO, AT WHAT LEVEL WE GO FROM IN-HOUSE TO OUTSIDE AND WHAT TRIGGERS US TO GO OUT FOR SERVICES. COUNCIL ALSO REQUESTED A HISTORY LIST OF THE LAST FEW YEARS FOR ENGINEERING SERVICES.

**#05. INFRASTRUCTURE PRIORITIES/HOW TO FUND:**

TOP PRIORITIES FROM THE COUNCILMEMBERS:

COUNCILMEMBER MANCE: AIRPORT

COUNCILMEMBER BERGIN: STREETS/SIDEWALKS AND STORM WATER

COUNCILMEMBER WHITE: YOUTH AND SENIOR SERVICES/COMMUNITY CENTER

COUNCILMEMBER FOSTER: STREETS/SIDEWALKS

COUNCILMEMBER KYLE: WASTEWATER/STORM WATER AND ALL FORMS OF TRANSPORTATION

COUNCILMEMBER FOLL: MAINTAINING CURRENT INFRASTRUCTURE, BUILDINGS/STREETS AND PROTECTING OUR WATER SOURCES AND SYSTEMS

COUNCILMEMBER JANKE: STREETS/SIDEWALKS, LIBRARY AND STORM DRAINS

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MAYOR NICHOLS: STREETS AND MAINTAINING WHAT WE HAVE

COUNCILMEMBER JANKE STATED THAT IT WOULD APPEAR THAT STREETS ARE THE TOP PRIORITY FOR THE CITY COUNCIL. HE STATED THAT THE GOAL WILL BE TO SET UP A STRATEGY TO MAINTAIN AND IMPROVE THE STREETS.

COUNCILMEMBER JANKE VOLUNTEERED TO WORK WITH STAFF TO DO A PROPOSAL AND STRATEGY TO MOVE FORWARD. HE WILL WORK WITH ERIC DURPOS AND COUNCILMEMBER MANCE. IT WAS REQUESTED THAT THIS BE DONE BY SEPTEMBER FOR THE BUDGET PROCESS.

**#06. FEE CHARTS REVIEW:**

COUNCILMEMBER FOLL STATED THAT SHE WILL REVIEW THE CHARTS AND COME BACK WITH RECOMMENDED CHANGES, WORKING WITH ANOTHER COUNCILMEMBER THAT IS ASSIGNED TO BUDGET.

**#07. COMMITTEE/BOARD STRUCTURE:**

RULES AND RESIDENCY REQUIREMENTS FOR COMMITTEES AND BOARDS WAS DISCUSSED. IT WAS REQUESTED THAT THESE BE BROUGHT BACK TO COUNCIL AND SPECIFY WHICH ONES ARE REQUIRED AND FOLLOW AN RCW AND WHICH ONES ARE CITY ORDINANCES.

**#08. CITY OWNED PROPERTY:**

VICKIE STRONG REVIEWED THE LIST OF PROPERTY TO THIS POINT. SHE STATED THAT THERE ARE FIVE PIECES THAT THE COUNTY SAYS WE DON'T OWN, BUT WE SAY THAT WE DO. SHE STATED THAT THERE ARE NOT GOOD RECORDS FOR THE OLDER PARCELS.

IT WAS STATED THAT IT NEEDS TO BE TRACKED BETTER FROM THIS POINT FORWARD. VICKIE STRONG STATED THAT SHE IS CREATING A BETTER LIST AND MAINTAINING FILES.

COUNCIL REQUESTED A BETTER DESCRIPTION OF EACH, INCLUDING THINGS SUCH AS TOTAL ACRES, IF THE PROPERTY HAS BUILDINGS, WHAT KIND OF BUILDING, ETC.

REVERSIONARY CLAUSES ALSO NEED TO BE RESEARCHED AND DOCUMENTED FOR DOMINION MEADOWS, THE FAIRGROUNDS, THE FEDERAL BUILDING AND ANY OTHERS.

**#09. ZONING REGULATIONS AND ORDINANCES:**

THIS ITEM WAS PROVIDED FOR COUNCIL INFORMATION REGARDING PROSTITUTION, MEDICAL MARIJUANA, ADULT BOOKSTORES AND LIQUOR STORES.

AS THERE WAS NO FURTHER BUSINESS TO COME BEFORE THE COUNCIL, COUNCILMEMBER WHITE MOVED AND COUNCILMEMBER BERGIN SECONDED THE MOTION TO ADJOURN THE MEETING.

MOTION PASSED.

**TIME OF ADJOURNMENT: 11:43 A.M.**

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MAYOR RICHARD NICHOLS

Attest: \_\_\_\_\_  
Holly Pannell, CMC, PFO, City Clerk/  
Human Resources Manager