

Colville, Washington
Special City Council Work Session Minutes
March 23 & 24, 2012

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

6:00 PM: MEETING CALLED TO ORDER BY MAYOR DEBORAH RARRICK.

COUNCILMEMBERS PRESENT: NANCY FOLL, DOROTHY BERGIN, ANNE LAWSON, BILL BEATTY, LOU JANKE, MIKE BIRCH AND TERRY FOSTER.

STAFF PRESENT: CITY CLERK/HUMAN RESOURCES MANAGER HOLLY PANNELL
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 SUPERINTENDENT TERRY LeCAIRE
RECREATION COORDINATOR JAKE WILSON
AIRPORT BOARD CHAIRMAN JEFF HARSHMAN

#01. DEPARTMENT HEADS 2012 AND 2013 GOALS & OBJECTIVES:

AIRPORT – JEFF HARSHMAN STATED THAT THE MAIN GOAL WAS TO RE-DO THE AIRPORT LEASE AGREEMENTS. HE STATED THAT THE AIRPORT NEEDS TO BE UPGRADED TO MODERN STANDARDS. THERE ARE SOME MAJOR PROBLEMS AT THE AIRPORT AS FAR AS 'DEAD-BEAT' LEASES THAT HAVEN'T BEEN PAID. THEY ARE ALSO LOOKING AT ALL REVENUES FOR THE AIRPORT AND PROVIDING FOR THE COLLECTION OF THESE ITEMS VIA A RESOLUTION OF COUNCIL. JEFF HARSHMAN REVIEWED THE CURRENT PRACTICE FOR THE LEASES OF THE HANGARS.

COUNCILMEMBER JANKE STATED THAT HE THINKS IT IS GREAT THAT JEFF IS TAKING A BUSINESS APPROACH TO THE AIRPORT ISSUES.

JEFF HARSHMAN STATED THAT INTERNET SERVICE WAS ELIMINATED AS IT WAS ONLY BEING USED BY THE CONTRACTED AIRPORT MANAGER. THEY WILL ALSO BE LOOKING AT THE AIRPORT MANAGER CONTRACT FOR CLARIFICATION OF DUTIES AND COST. HE STATED THAT WE NEED TO MONITOR AND PUT A STOP TO ANY ENCROACHMENTS ON THE AIRPORT.

BUILDING/PLANNING – JIM LAPINSKI STATED THAT HE HAS TWO PRIMARY GOALS AND ONE OF THEM IS THE EMERGENCY MANAGEMENT PLAN. HE STATED THAT HE HOPES TO MAKE IT USER FRIENDLY AND UNDERSTANDABLE SO IT IS A USABLE DOCUMENT.

COUNCILMEMBER JANKE STATED THAT HE THOUGHT WE WERE GOING TO RE-RANK AND MAKE SURE THINGS ARE STILL ACCURATE FOR THE CAPITAL FACILITIES PLAN (CFP).

CITY CLERK/HUMAN RESOURCES – HOLLY PANNELL REVIEWED WORK SESSION ITEMS FROM 2011 AND STATED THAT THE UPDATE TO THE CITY PERSONNEL POLICY HAS BEEN MOVED FORWARD TO 2012. THE LABOR RELATIONS CONSULTANT HAS PREPARED A DRAFT UPDATE AND HOLLY PANNELL STATED THAT SHE WILL BEGIN REVIEWING THIS DOCUMENT ALONG WITH MAYOR RARRICK. HOLLY PANNELL STATED THAT SHE WILL ALSO BE LOOKING INTO AN UPDATE AND POSSIBLE RE-DESIGN OF THE CITY WEBSITE.

LIBRARY – KRISTA OHRTMAN STATED THAT THEY WOULD REALLY BENEFIT FROM A RESTORATION OF THE REDUCED STAFF HOURS IN THE LIBRARY. SHE STATED THAT THE REMODELING THAT WAS DONE LAST YEAR HAS REALLY BEEN BENEFICIAL.

Colville, Washington
Special City Council Work Session Minutes
March 23 & 24, 2012

COUNCILMEMBER JANKE STATED THAT HE WOULD LIKE A VISION TO ENHANCE THE LIBRARY FACILITY AND POSITION IT FOR THE FUTURE. POSSIBLY TAKING INTO CONSIDERATION THE OTHER LAND RESOURCES OWNED BY THE CITY. KRISTA STATED THAT THE CURRENT LEVY IS 38 CENTS/1,000 SO FUNDING AT THE DISTRICT IS STAGNANT AS WELL. SHE STATED THAT HER GOALS ARE RIGHT OUT OF THE STRATEGIC PLAN. COUNCIL REQUESTED THAT STEVENS COUNTY RURAL LIBRARY DIRECTOR AMANDA SIX BE ASKED TO ATTEND A COUNCIL MEETING AND MAKE A PRESENTATION REGARDING ANNEXATION INTO THE LIBRARY DISTRICT.

PARKS – TERRY LECAIRE STATED THAT THEY HAVE REPLACED PLAYGROUND EQUIPMENT AND SOME HAS BEEN REMOVED DUE TO SAFETY ISSUES. HE STATED THAT IRRIGATION IN ANGUS MCDONALD PARK IS AN ISSUE. PUTTING IN AN UNDERGROUND SYSTEM WOULD SAVE MONEY AND MAN HOURS. STORM DRAINAGE ISSUES WILL ALSO NEED TO BE ADDRESSED AT THIS SITE.

COUNCILMEMBER JANKE STATED THAT THERE IS NO SOUND MASTER PLAN FOR THE PARKS. HE STATED THAT WE NEED TO SET SOME GOALS AND HAVE A PLAN. HE ALSO STATED THAT WE NEED TO RE-ESTABLISH THE PARK AND RECREATION BOARD.

TERRY LECAIRE STATED THAT THE TREES DOWNTOWN ARE A PROBLEM AND THEY HAVE OVERGROWN THE WELLS AND ARE DOING SOME DAMAGE TO BUSINESSES. IT WAS SUGGESTED THAT WE EDUCATE THE PUBLIC ABOUT THE ISSUES WITH THE TREES ON MAIN STREET.

POLICE – BOB MESHISHNEK STATED THAT SPILLMAN IS THE FOUNDATION OF HIS VISION FOR THE DEPARTMENT. HE STATED THAT MORE TECHNOLOGY IS WHERE WE NEED TO GO FROM HERE. HE WOULD LIKE TO CONDENSE THE DESKTOPS IN THE DEPARTMENT TO LAPTOPS AND USE DOCKING STATIONS.

RECREATION – JAKE WILSON STATED THAT HE IS HOPING TO BUILD ON THE GOOD RELATIONSHIP WITH THE SCHOOL DISTRICT AND MAKE THE BEST USE OF THE AVAILABLE FACILITIES. ONE OF HIS GOALS IS TO HAVE ALL EVENTS AND PROGRAMS WELL ATTENDED. HE STATED THAT THE TIGER TRIATHLON IS MOVING FORWARD AND HE HAS ALL THE MAIN VOLUNTEERS ALREADY IN PLACE. HE STATED THAT HE IS HOPING TO PROVIDE A WELL-ROUNDED LIST OF OFFERINGS FOR ALL AGES. HE ALSO STATED THAT HE WOULD LIKE TO SEE RECREATION OFFERED AS MORE OF A YEAR-ROUND ACTIVITY RATHER THAN A ONE-TIME EVENT. HE STATED THAT HE IS LOOKING INTO THE RE-ESTABLISHMENT OF THE YOUTH COMMISSION AND IDENTIFYING THE NEEDS OF THE DEPARTMENT.

STREET – TERRY LECAIRE STATED THAT HE WOULD LIKE TO DO ANOTHER OVERLAY THIS YEAR AND THEY CONTINUE TO WORK ON WAYS TO IMPROVE THE AIR QUALITY. HE STATED THAT SOME OF THE DRAINAGE ISSUES IN TOWN WILL BE SOLVED BY THE 3RD AVENUE RECONSTRUCTION PROJECT AND THEY ARE WORKING ON THE ELM STREET PROJECT WITH THE MUNICIPAL SERVICES DEPARTMENT.

TREASURER – VICKIE STRONG STATED THAT WE MIGHT NEED TO HIRE SOMEONE TO RESEARCH A FEW OF THE PIECES OF PROPERTY SINCE WE ARE UNSURE OF THE OWNERSHIP. SHE STATED THAT FIXED ASSETS WILL HAVE TO BE MORE CLOSELY TRACKED AND WILL BECOME A REQUIREMENT FOR THE 2013 ANNUAL REPORT.

MUNICIPAL SERVICES – ERIC DURPOS REVIEWED THE WATER PROJECTS AND A PLAN TO REPLACE ALL THE STEEL WATER MAINS BY 2022. HE STATED THAT THE LAB CAN GET ACCREDITED TO DO THE WATER BACTERIA TESTS AND JUST NEEDS TO GO THROUGH THE PROCESS TO GET THAT CERTIFICATION.

MAYOR RARRICK REVIEWED HER 2012 AND 2013 GOALS & OBJECTIVES.

#02. REVENUE PROJECTIONS:

VICKIE STRONG STATED THAT REVENUES WERE SHORT OF PROJECTIONS FOR BOTH PROPERTY AND SALES TAX IN 2011 AND THE SALES TAX PROJECTION WAS LOWERED FOR 2012.

Colville, Washington
Special City Council Work Session Minutes
March 23 & 24, 2012

COUNCILMEMBER FOLL MOVED AND COUNCILMEMBER BEATTY SECONDED THE MOTION TO CONTINUE THIS MEETING TO 8:00 A.M. TOMORROW.

MOTION PASSED.

THE MEETING RECESSED AT 9:00 P.M. AND WILL BE CONTINUED AT 8:00 A.M. ON SATURDAY, MARCH 24, 2012 AT STEPHANI'S OAK STREET GRILL, 157 NORTH OAK IN COLVILLE.

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**8:00 AM MEETING CALLED TO ORDER BY MAYOR DEBORAH RARRICK.**

**COUNCILMEMBERS PRESENT:** NANCY FOLL, DOROTHY BERGIN, ANNE LAWSON, BILL BEATTY, LOU JANKE, MIKE BIRCH AND TERRY FOSTER.

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

**#03. REVIEW DRAFT RESOLUTIONS: CITY COUNCIL RULES OF PROCEEDINGS, PURCHASING POLICY AND PROCEDURES, BUDGET POLICIES AND BEST PRACTICES:**

COUNCILMEMBER JANKE ADDED WITHIN TWO WEEKS OF THE MEETING THAT THE MINUTES WOULD BE DONE TO SECTION 14.1 OF THE COUNCIL RULES. COUNCILMEMBER FOLL STATED THAT SHE WOULD LIKE SOME LANGUAGE REGARDING REPORTS TO THE COUNCIL AND WHAT WOULD HAPPEN WITH THOSE REPORTS. REPORTS FROM CONSULTANTS ARE NOT NECESSARILY ADOPTED BY THE CITY. THIS SECTION WILL BE MODIFIED AND POSSIBLY BROKEN OUT INTO TWO SECTIONS.

COUNCILMEMBER FOLL STATED THAT SECTION 13 IS TOO RESTRICTIVE AND SHE WANTS TO BE ABLE TO GIVE INFORMATION TO THE PUBLIC. HOLLY PANNELL WILL REVISE THE LANGUAGE IN THIS SECTION. COUNCILMEMBER FOLL ALSO STATED THAT SECTION 15 NEEDS TO BE RE-WRITTEN TO BETTER REFLECT WHAT WE ACTUALLY DO.

COUNCILMEMBER JANKE COMMENTED ON THE PROPOSED PURCHASING POLICY AND STATED THAT HE WOULD LIKE TO RE-VISIT THE CHANGE ORDER AUTHORITY OF THE MAYOR AND LOWER THAT DOLLAR AMOUNT. ERIC DURPOS SUGGESTED IT BE CHANGED TO A PERCENTAGE OF THE TOTAL PROJECT.

COUNCILMEMBER LAWSON EXPRESSED SOME CONCERN WITH THE PROCEDURE FOR TELEPHONE QUOTES AND SUGGESTED THAT THE PERSON CALLING FOR THESE ISSUES SHOULD BE A NEUTRAL THIRD PARTY IN ORDER TO MAINTAIN THE INTEGRITY OF THE QUOTE PROCESS. COUNCILMEMBER JANKE SUGGESTED THAT PHONE QUOTES FOR CURRENT EXPENSE ONLY, BE DONE THROUGH THE CITY CLERK'S OFFICE.

COUNCILMEMBER FOLL COMMENTED ON THE PROPOSED BUDGET POLICIES AND STATED THAT THE CURRENT ATTACHMENT A COULD BE LEFT AS IS AND JUST INCORPORATE THE NEW ITEMS INTO A NEW DRAFT. SHE STATED THAT SHE WOULD LIKE TO GET TO A POINT WHERE WE BUDGET AN ENDING FUND BALANCE RIGHT OFF THE TOP BEFORE WE FIGURE OUT WHAT WE HAVE TO WORK WITH FOR

**Colville, Washington**  
**Special City Council Work Session Minutes**  
**March 23 & 24, 2012**

THE BUDGET DELIBERATIONS. SHE ALSO STATED THAT WE NEED A BROADLY DEFINED IDEA OF WHAT THE RAINY DAY FUND SHOULD BE USED FOR. IT WAS REQUESTED THAT THE CITY CLERK DEVELOP A CHART OF WHAT WE ACTUALLY HAVE IN WHICH LINE ITEMS AND WHAT IS CURRENTLY RESTRICTED AND WHAT ISN'T ALONG WITH ENDING FUND BALANCES AND BEGINNING FUND BALANCES.

**#04. STORM WATER UTILITY AND OTHER INFRASTRUCTURE ISSUES:**

ERIC DURPOS REVIEWED WHAT HAS BEEN DONE UP TO THIS POINT. HE STATED THAT THEY HAVE BEEN DISCUSSING WHAT IS NEEDED ON AN ANNUAL BASIS TO FIX THE CITY STREETS. HE STATED THAT RIGHT NOW, AT LEAST \$300,000 IS NEEDED JUST TO DO SOME MAINTENANCE TYPE WORK. THE STREET DEPARTMENT IS FUNDED BY THE 6% UTILITY TAX, WHICH ONLY PROVIDES FOR CURRENT OPERATIONS. HE STATED THAT THE DEPARTMENT CURRENTLY SPENDS ABOUT \$140,000 A YEAR ON STORM WATER RELATED ISSUES. THERE IS NO MONEY TO HELP DEAL WITH THE STORM WATER ISSUES. ERIC DURPOS STATED THAT WE COULD IMPLEMENT A STORM WATER UTILITY AND OPERATE IT AS A SEPARATE FUND. HE STATED THAT THIS DOES NOT REQUIRE A VOTE OF THE PEOPLE, JUST COUNCIL ACTION. HE STATED THAT IMPLEMENTING A MONTHLY PER SERVICE CONNECTION FEE WOULD HELP ADDRESS STORM WATER AND STREET REPAIR ISSUES.

COUNCILMEMBER JANKE STATED THAT HE WOULD LIKE TO SEE COUNCIL START BY GETTING SOME EDUCATION OUT THERE AND RECEIVE SOME PUBLIC INPUT. COUNCILMEMBER BIRCH STATED THAT WE NEED TO GET THE PUBLIC INVOLVED NOW. COUNCILMEMBER BERGIN STATED THAT THE SELLING POINT WILL BE THAT THERE WILL BE MONEY FOR STREET REPAIRS. COUNCILMEMBER JANKE STATED THAT THERE NEEDS TO BE A SYSTEMATIC COMMUNICATION PLAN FOR THE PUBLIC AND THEN COUNCIL CAN MAKE A DECISION ABOUT MOVING FORWARD.

COUNCILMEMBER JANKE MOVED AND COUNCILMEMBER FOLL SECONDED THE MOTION TO PROCEED AS A COUNCIL AND AGREE TO CONSIDER A STORM WATER RATE UTILITY AND IMPLEMENT A COMMUNICATION PLAN TO EDUCATE AND RECEIVE INPUT FROM THE PUBLIC AND TO SEE WHAT THE VIABLE OPTIONS ARE AFTER WE INFORM AND EDUCATE.

COUNCILMEMBER FOLL STATED THAT SHE WANTS TO SEE THE COMMUNICATION PLAN NEXT AND ASSOCIATED DOCUMENTS. RETURNING TO COUNCIL WITH THIS INFORMATION WILL BE THE NEXT STEP.

COUNCILMEMBERS FOSTER AND JANKE VOLUNTEERED TO HELP WITH THE COMMUNICATION PLAN.

MOTION PASSED.

ERIC DURPOS STATED THAT AS FAR AS OTHER EXISTING INFRASTRUCTURE, THERE IS CURRENTLY NO STRATEGY. HE STATED THAT HE CREATED A FORM THAT EACH DEPARTMENT HEAD COULD START USING TO ADDRESS CITY OWNED FACILITIES.

COUNCILMEMBER FOLL MOVED AND COUNCILMEMBER JANKE SECONDED THE MOTION THAT THE DEPARTMENT HEADS WILL COMPLETE THE SURVEY ASSESSING MAJOR BUILDING ITEMS AND DEFINING MAINTENANCE ITEMS AND FACILITY IMPROVEMENTS USING THE SPREADSHEET PROVIDED BY THE MUNICIPAL SERVICES DEPARTMENT BY AUGUST 31, 2012.

COUNCILMEMBER FOLL STATED THAT THE BUILDING OFFICIAL SHOULD BE HELPING WITH THESE ISSUES.

MOTION PASSED.

**#05. OVERVIEW OF THE CFP PROCESS:**

JIM LAPINSKI STATED THAT HE WILL START THIS PROCESS IN APRIL AND EVERYONE WILL HAVE A BETTER UNDERSTANDING ONCE WE DO IT.

**Colville, Washington**  
**Special City Council Work Session Minutes**  
**March 23 & 24, 2012**

**#06. REVIEW FEE CHARTS:**

COUNCILMEMBER FOLL STATED THAT SHE HAS BEEN TRYING TO LOOK AT THIS LIKE A BUSINESS AND THIS NEEDS TO BE BASED ON BENEFIT LOADED SALARIES. SHE STATED THAT ALL DEPARTMENTS ALSO NEED TO BE LOOKING AT HOW MUCH OF THE FEE WE ACTUALLY PASS ON TO THE CITIZENS. THE FIRST COLUMN OF THE CHART NEEDS TO BE UPDATED FIRST WITH CURRENT 2012 COSTS. SHE STATED THAT EACH DEPARTMENT HEAD NEEDS TO RE-VISIT THESE FEE SCHEDULES AND UPDATE THE COSTS AND ENSURE THAT ALL FEES ARE INCLUDED FOR THEIR DEPARTMENT AND EACH FEE NEEDS A CURRENT BASIS.

IT WAS DECIDED THAT ALL DEPARTMENT HEADS WILL HAVE UNTIL JULY 30, 2012 TO ENSURE THAT THEIR SECTION OF THE FEE CHARTS IS FULLY UPDATED.

**#07. REVIEW CITY OWNED PROPERTY:**

IT WAS STATED THAT IT WOULD BE BENEFICIAL TO HAVE A FUNCTION OR PURPOSE FOR EACH PARCEL AND THE CURRENT ZONING ALONG WITH A PHYSICAL ADDRESS. VICKIE STRONG STATED THAT SHE WOULD LIKE THIS PROJECT TURNED OVER TO ANOTHER DEPARTMENT BECAUSE SHE HAS DONE ALL SHE CAN DO WITH IT. MAYOR RARRICK STATED THAT SHE WANTS TO TURN THIS OVER TO THE BUILDING/PLANNING DEPARTMENT TO FINISH WITH COUNCIL CONCURRENCE.

COUNCILMEMBER JANKE SUGGESTED THAT WE START LOOKING AT ONE PIECE OF PROPERTY EVERY MONTH OR AT EVERY COUNCIL MEETING. HE WOULD LIKE TO START WITH THE OLD COUNTY SHOP BUILDING.

IT WAS DECIDED THAT WE WOULD CONTINUE TO MOVE FORWARD AND BRING THE INFORMATION REGARDING ONE OR A FEW PIECES OF PROPERTY TO COUNCIL EVERY MONTH FOR REVIEW. PROPERTIES THAT APPEAR TO BE SURPLUS TO THE NEEDS OF THE CITY SHOULD BE AT THE TOP OF THE LIST.

**#08. RECYCLING PROGRAM UPDATE:**

ERIC DURPOS STATED THAT THE CITY IS ALREADY PAYING FOR RECYCLING THROUGH THE PER TON TIPPING FEES WHICH ARE PASSED ON TO US. IF THE CITY OF COLVILLE WENT TO CURBSIDE RECYCLING THE COUNTY WOULD HAVE NO CHOICE BUT TO INCREASE THE TIPPING FEES AT THE LANDFILL. HE STATED THAT WE CAN IMPLEMENT THE RECYCLING PROGRAM BUT THERE WILL BE A COST. IT WAS DECIDED THAT WE NEED TO EDUCATE THE PUBLIC THAT RECYCLING IS AVAILABLE AND THEY CAN USE IT TO REDUCE THEIR CAN SIZE AND THEREFORE SAVE MONEY.

**#09. DEER COMMITTEE REPORT:**

BOB MESHISHNEK STATED THAT THIS COMMITTEE WAS ATTACHED TO THE ANIMAL CONTROL ADVISORY COMMITTEE AND THERE HASN'T BEEN A QUORUM PRESENT. HE STATED THAT THEY CONDUCTED A PUBLIC OUTREACH PROGRAM AND IT WAS UNSUCCESSFUL WITH ONLY 21 COMMENTS RECEIVED.

COUNCILMEMBER FOLL STATED THAT SHE IS NOT HAPPY ABOUT THIS PROCESS AND NO OPTIONS WERE EVER OUTLINED FOR COUNCIL WITH RECOMMENDATIONS. COUNCILMEMBER FOLL VOLUNTEERED TO WORK ON A PLAN.

**#10. REVIEW OF SNOW REMOVAL ON SIDEWALKS:**

JIM LAPINSKI STATED THAT NEXT YEAR WHEN IT SNOWS THE DEPARTMENT WILL IMMEDIATELY START SURVEYING THE COMMUNITY FOR VIOLATIONS. IT WAS STATED THAT DESIGNATED SCHOOL WALK ROUTES SHOULD BE TAKEN CARE OF BY THE CITY AND THE SCHOOL DISTRICT.

**Colville, Washington**  
**Special City Council Work Session Minutes**  
**March 23 & 24, 2012**

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

MOTION PASSED.

**TIME OF ADJOURNMENT: 1:25 P.M.**

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MAYOR DEBORAH RARRICK

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