

**Colville, Washington**  
**Regular City Council Meeting Minutes**  
**July 31, 2012**

**7:00 PM:** MEETING CALLED TO ORDER BY MAYOR DEBORAH RARRICK.

[7:00:04 PM](#)

**ROLL CALL:** FOLL, BERGIN, LAWSON, BEATTY, JANKE, BIRCH AND FOSTER.

[7:00:37 PM](#)

**PRESENT:** COUNCILMEMBER DOROTHY BERGIN, COUNCILMEMBER ANNE LAWSON, COUNCILMEMBER BILL BEATTY, COUNCILMEMBER LOU JANKE, COUNCILMEMBER MIKE BIRCH, COUNCILMEMBER TERRY FOSTER AND MAYOR DEBORAH RARRICK.

**ABSENT:** COUNCILMEMBER NANCY FOLL

**STAFF PRESENT:** DIRECTOR OF BUILDING/PLANNING JIM LAPINSKI, POLICE CHIEF ROBERT MESHISHNEK, CITY TREASURER VICKIE STRONG, MUNICIPAL SERVICES ADMINISTRATOR ERIC DURPOS, FIRE CHIEF JEFF PITTS, DEPUTY CLERK/GRANT SPECIALIST KATHY BROGAN, WATER/SEWER SPECIALIST RYAN POWER.

**SALUTE TO THE FLAG.**

**CONSENT AGENDA:**

**#01. AUGUST 1, 2012 CLAIMS CHECKS #46968 ~ #47021 IN THE AMOUNT OF \$25,197.98 AS APPROVED FOR PAYMENT BY THE AUDIT COMMITTEE.**

**#02. JULY 20, 2012 ~ JULY 26, 2012 CONTRACT/AGREEMENT LIST REVIEW.**

MAYOR RARRICK READ THE CONSENT AGENDA.

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER LAWSON SECONDED THE MOTION THAT "VOUCHERS AUDITED AND CERTIFIED BY THE AUDITING COMMITTEE AS REQUIRED BY RCW 42.24.080 AND THOSE EXPENSE REIMBURSEMENT CLAIMS CERTIFIED AS REQUIRED BY RCW 42.24.090 HAVE BEEN RECORDED ON A LISTING WHICH HAS BEEN MADE AVAILABLE TO THE COUNCIL AS OF THIS DATE JULY 31, 2012 AND DOES APPROVE FOR PAYMENT THOSE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS: AUGUST 1, 2012 CLAIMS CHECKS #46968 ~ #47021 IN THE AMOUNT OF \$25,197.98" AND DOES APPROVE THE CONSENT AGENDA AS READ.

[7:02:41 PM](#)

MOTION PASSED.

**PUBLIC COMMENT PERIOD:**

**#03. PUBLIC COMMENT: THE FLOOR IS OPEN FOR ANY PUBLIC COMMENTS.**

THERE WERE NO PUBLIC COMMENTS.

**NEW BUSINESS:**

**#04. DISCUSSION/ACTION: POSSIBLE APPROVAL OF THE NEW SAFETY/TRAINING OFFICER JOB DESCRIPTION.**

MUNICIPAL SERVICES ADMINISTRATOR ERIC DURPOS STATED THAT HE HANDLED THESE DUTIES AT HIS PREVIOUS POSITION IN ANOTHER CITY AND BEGAN HANDLING THE DUTIES HERE, HOWEVER DUE TO HIS WORKLOAD, HE HAS HAD RYAN POWER ASSISTING HIM FOR THE PAST SEVERAL YEARS. HE STATED THAT THE CITY IS NOT COMPLIANT WITH STATE LAWS IN THE SAFETY PROGRAM AS A WHOLE. THE PROPOSED POSITION WILL BE A 60/40 SPLIT BETWEEN THE SAFETY/TRAINING OFFICER AND A REGULAR WATER/SEWER SPECIALIST POSITION. A JOB DESCRIPTION WAS CREATED AND HAS BEEN RANKED BY THE JOB EVALUATION COMMITTEE. HE STATED THAT THE POSITION WILL TRACK TIME

**Colville, Washington**  
**Regular City Council Meeting Minutes**  
**July 31, 2012**

SPENT FOR EACH DEPARTMENT AND A PORTION OF THE SALARY WILL BE BILLED OUT TO THE OTHER DEPARTMENTS. HE ALSO STATED THAT THERE IS FUNDING FOR THIS NEW POSITION IN THE WATER/SEWER BUDGET.

COUNCILMEMBER JANKE STATED THAT HE IS IN FAVOR OF THIS POSITION, HOWEVER A SAFETY OFFICER IS USUALLY SUPERVISED BY THE MAYOR OR THE HIGHEST SUPERVISOR, NOT A DEPARTMENT HEAD. HE STATED THAT HE WOULD LIKE THE MAYOR TO HAVE A MAJOR ROLE IN SUPERVISING THIS POSITION. HE ASKED ABOUT OTHER DEPARTMENTS HAVING FUNDS THIS YEAR TO COVER THIS POSITION. ERIC DURPOS AND RYAN POWER STATED THAT THE MAJORITY OF THIS YEAR'S WORK WOULD BE FOR THE WATER/SEWER DEPARTMENT AND NEXT YEAR THE POSITION WOULD BE MORE INVOLVED WITH OTHER DEPARTMENTS. COUNCILMEMBER JANKE STATED THAT HE WOULD LIKE TO ADD "LEAD ACCIDENT INVESTIGATION TEAM" UNDER ESSENTIAL FUNCTIONS. HE ALSO STATED THAT THE EDUCATION AND WORK EXPERIENCE SECTION WAS NOT SPECIFIC ENOUGH ABOUT TRAINING OR COURSES REQUIRED.

COUNCILMEMBER BIRCH STATED THAT THE POSITION SHOULD BE OPENED INTERNALLY FOR FAIRNESS.

COUNCILMEMBER LAWSON STATED THAT SHE WOULD LIKE TO SEE IT OPENED INTERNALLY ALSO.

COUNCILMEMBER JANKE MOVED AND COUNCILMEMBER BIRCH SECONDED THE MOTION TO APPROVE THE NEW JOB DESCRIPTION AMENDED BY ADDING UNDER ESSENTIAL FUNCTIONS "LEAD ACCIDENT INVESTIGATION TEAM WITH THE COOPERATION OF THE SAFETY COMMITTEE AND ANY OTHER NECESSARY EMPLOYEES" AND TO INTERNALLY ADVERTISE THE JOB WITH MINIMUM EFFORT AND EXPEDITIOUSLY.

COUNCILMEMBER JANKE STATED THAT HE DID NOT INCLUDE ANYTHING ABOUT SUPERVISION IN HIS MOTION, HOWEVER HE WOULD LIKE TO SEE DIRECT INVOLVEMENT AND OVERSIGHT BY THE MAYOR.

[7:28:49 PM](#)

MOTION PASSED.

**#05. DISCUSSION/ACTION: PROPOSED ORDINANCE ESTABLISHING THE OFFICES OF FIRE CHIEF, SECRETARY AND TRAINING OFFICER FOR THE COLVILLE VOLUNTEER FIRE DEPARTMENT AND PRESCRIBING THE DUTIES AND COMPENSATION FOR THOSE POSITIONS.**

COUNCILMEMBER JANKE ASKED ABOUT THE DUTIES OF THE SECRETARY. FIRE CHIEF JEFF PITTS STATED THAT HE AND CITY CLERK/HUMAN RESOURCES MANAGER HOLLY PANNELL HAVE BEEN TRYING TO LOCATE PREVIOUS INFORMATION ON SPECIFIC DUTIES FOR THESE POSITIONS BUT HAVE BEEN UNABLE TO. THE SECRETARY IS RESPONSIBLE FOR MAINTAINING MINUTES, TRACKING ALL FIRE CALLS, STAYING IN TOUCH WITH THE DISPATCH CENTER AND PREPARING QUARTERLY REPORTS. COUNCILMEMBER JANKE ASKED ABOUT THE BASIS FOR THE SALARY. JEFF PITTS STATED THAT THEY WERE ALSO UNABLE TO LOCATE ANY INFORMATION ON HOW THE SALARY AMOUNTS WERE FIRST ESTABLISHED.

COUNCILMEMBER LAWSON ASKED HOW THE TRAINING OFFICER'S SALARY WAS ESTABLISHED. JEFF PITTS STATED THAT IT IS HALFWAY BETWEEN THE SECRETARY AND CHIEF'S SALARIES. HE STATED THAT THE FIRE DEPARTMENT HAS ALWAYS HAD A TRAINING OFFICER, BUT IT HAS NEVER BEEN A PAID POSITION. HE STATED THAT NOW THEY HAVE A TRAINING OFFICER WHO IS CERTIFIED. IN THE PAST THE DEPARTMENT HAD TO SEND NEW FIREFIGHTERS TO OUTSIDE AGENCIES FOR TRAINING AND NOW RYAN POWER IS ABLE TO TRAIN THEM IN HOUSE. HE STATED THAT THE AMOUNT OF TIME SPENT EACH MONTH DEPENDS ON WHAT THE TRAINING TOPIC IS.

COUNCILMEMBER BERGIN ASKED IF THIS WILL STAY A SEPARATE POSITION IN THE FIRE DEPARTMENT OR BE INCORPORATED INTO THE CITY POSITION. JEFF PITTS STATED THAT THIS WAS DISCUSSED AND

**Colville, Washington**  
**Regular City Council Meeting Minutes**  
**July 31, 2012**

SINCE THERE IS SO MUCH SPECIFIC TRAINING FOR THE FIRE DEPARTMENT AND THE POSITION IS CERTIFIED, IT WILL REMAIN A SEPARATE POSITION.

COUNCILMEMBER BERGIN STATED THAT SHE WOULD LIKE THE SECRETARY'S DUTIES BETTER DEFINED. MAYOR RARRICK REQUESTED THAT THE FIRE CHIEF MEET WITH THE CURRENT SECRETARY AND WRITE DOWN THE DUTIES AND BRING THAT INFORMATION BACK TO COUNCIL.

COUNCILMEMBER JANKE STATED THAT HE WOULD LIKE ANY REQUIRED CERTIFICATIONS LISTED IN SECTION 3. HE ALSO ASKED THE FIRE CHIEF TO CHECK WITH OTHER ENTITIES AND COME UP WITH A BASIS FOR THE SALARY AMOUNT.

COUNCILMEMBER LAWSON ASKED WHERE THE EXTRA FUNDING FOR THE NEW POSITION WOULD COME FROM. JEFF PITTS STATED THAT THERE IS ENOUGH IN THE FIRE DEPARTMENT BUDGET TO COVER IT FOR THE REST OF THIS YEAR AND IT WOULD BE PUT INTO THE BUDGET FOR NEXT YEAR.

MAYOR RARRICK REQUESTED THAT THE FIRE CHIEF COME BACK TO COUNCIL WITH MORE INFORMATION ON THE SECRETARY'S DUTIES, CERTIFICATIONS THAT ARE REQUIRED AND A BASIS FOR THE SALARY AMOUNTS.

**COMMITTEE OR SPECIAL REPORTS:**

**#06. CITY ATTORNEY: REPORT ON ANY PENDING ITEMS.**

NO REPORT.

**#07. COUNCIL PENDING ITEMS: REVIEW LIST OF COUNCIL PENDING ITEMS.**

COUNCILMEMBER LAWSON ASKED IF THE APPRAISAL FOR THE OLD COUNTY SHOP WAS DONE. DIRECTOR OF BUILDING/PLANNING JIM LAPINSKI STATED THAT IT IS NOT.

COUNCILMEMBER JANKE ASKED ABOUT THE ANALYSIS OF CITY LAND THAT WAS SUPPOSED TO BE COMING TO COUNCIL. JIM LAPINSKI STATED THAT HE HAS SOME INFORMATION THAT HE COULD HAND OUT TONIGHT. COUNCILMEMBER JANKE STATED THAT IT NEEDS TO BE A REGULAR COUNCIL AGENDA ITEM. COUNCILMEMBER JANKE ASKED ABOUT THE STATUS OF THE GARDEN HOMES WATER SYSTEM. ERIC DURPOS STATED THAT THEY APPLIED FOR A GRANT THAT THEY DID NOT RECEIVE HOWEVER THEY DID RECEIVE A 20-YEAR 1% INTEREST LOAN FROM THE DEPARTMENT OF HEALTH. HE STATED THAT THE ASSOCIATION VOTED BY MAJORITY TO ACCEPT THE LOAN, HOWEVER SOME HOMEOWNERS ARE NOT IN FAVOR OF IT. THE CITY WILL SPONSOR THE LOAN AND THE HOMEOWNERS WILL BE RESPONSIBLE FOR THE YEARLY PAYMENT THROUGH A LOCAL IMPROVEMENT DISTRICT THAT THE CITY WILL SET UP. HE STATED THAT THEY ARE LOOKING FOR A CONSULTANT TO DO THE DESIGN WORK AND JIM LAPINSKI IS WORKING ON THE SEPA.

COUNCILMEMBER JANKE STATED THAT THERE ARE TWO ITEMS THAT HE THOUGHT WERE ON THE PENDING LIST. ONE WAS THE COMMUNICATION PLAN FOR THE STORMWATER UTILITY. ERIC DURPOS STATED THAT WELCH COMER IS WORKING ON THE UPDATE TO THE PLAN AND WILL BRING THEIR REPORT TO THE NEXT COUNCIL MEETING. HE STATED THAT THERE WAS AN ARTICLE IN THE NEWSPAPER AND INFORMATION ON THE WEBSITE ABOUT THE POSSIBLE STORMWATER UTILITY. COUNCILMEMBER JANKE ASKED THAT IT BE ADDED TO THE PENDING LIST.

COUNCILMEMBER JANKE STATED THAT THE OTHER ITEM WAS THE FACILITIES INVENTORY LIST AND LIST OF NEEDS/ DEFICIENCIES. ERIC DURPOS STATED THAT THE LISTS FROM DEPARTMENTS WERE DUE TODAY AND THEY WILL BE COMPILING THE INFORMATION AND HAVE IT READY FOR THE 2013 BUDGET PROCESS.

**INDIVIDUAL REPORTS BY MAYOR, COUNCILMEMBERS AND STAFF.**

**Colville, Washington**  
**Regular City Council Meeting Minutes**  
**July 31, 2012**

MATT GILLIS, P.E., SENIOR PROJECT MANAGER OF WELCH COMER WAS PRESENT TO GIVE AN UPDATE ON THE THIRD AVENUE PROJECT. HE STATED THAT THE PROJECT STARTED OUT WELL WITH THE BORING UNDER THE HIGHWAY, HOWEVER ALL THE RAIN IN JUNE SLOWED THE PROJECT DOWN. HE ALSO STATED THAT THE CONTRACTOR RAN INTO PROBLEMS WITH THE SOIL. HE STATED THAT THEY ARE BEING VERY CAUTIOUS OF THE BUDGET AND USING COST SAVING MEASURES WHENEVER POSSIBLE. COUNCILMEMBER BIRCH ASKED WHY THE GEOTECHNICAL STUDY DID NOT SHOW THE PROBLEM WITH THE SOIL. MATT GILLIS STATED THAT IT IS VERY UNUSUAL TO HAVE TO DIG THIS DEEP AND IT IS NOT NORMAL TO TEST THE SOIL AT THAT DEPTH. COUNCILMEMBER JANKE ASKED WHAT TYPE OF ASSURANCE THE CONTRACTOR IS PROVIDING FOR COMPACTION AND QUALITY CONTROL. MATT GILLIS STATED THAT IT DEPENDS ON THE SITUATION, HOWEVER THERE IS A ONE YEAR WARRANTY. COUNCILMEMBER FOSTER ASKED WHAT HE SHOULD TELL PEOPLE WHO ASK ABOUT THE DELAYS ON THE PROJECT. MATT GILLIS STATED THAT THE PROJECT WAS DELAYED FOR 17 DAYS DUE TO WEATHER. COUNCILMEMBER JANKE ASKED IF THE CONTRACTOR WILL CLAIM ADDITIONAL PER DIEM DUE TO THE WEATHER DELAY. MATT GILLIS STATED THAT HE WILL CHECK ON THAT BUT HE DIDN'T THINK SO. ERIC DURPOS STATED THAT THE CONTRACT TIME HAS BEEN EXTENDED TO SEPTEMBER 14. MATT GILLIS ALSO STATED THAT THEY HAVE BEEN CAREFUL ABOUT HOW MUCH WATER THEY HAVE PUT ON THE WORKSITE DUE TO THE SOIL ISSUES SO IT IS A LITTLE MORE DUSTY THAT USUAL.

COUNCILMEMBER JANKE STATED THAT IT LOOKS LIKE THE RTPO HAS NOT TAKEN ANY ACTION TO REMOVE THE ENDORSEMENT OF A NEW AIRPORT FROM THEIR ACTION PLAN. JIM LAPINSKI STATED THAT IT IS IN THE PROCESS OF BEING REVISED. COUNCILMEMBER JANKE ASKED IF A LEGAL OPINION WAS EVER RECEIVED ABOUT THE CITY'S RESPONSIBILITIES AT PHEASANT RIDGE. JIM LAPINSKI STATED THAT HE REPORTED ON THIS AT THE LAST MEETING AND IT IS A DEDICATED PUBLIC RIGHT OF WAY, THE DEVELOPER RETAINED OWNERSHIP AND THE CITY IS RESPONSIBLE FOR THE STREET. HE STATED THAT HE MET WITH MARK BEARDSLEE TODAY AND REVIEWED HIS REPAIR PLAN. MR. BEARDSLEE WOULD LIKE TO WAIT A LITTLE LONGER TO MAKE SURE ALL SETTLING IS DONE. HE WILL CONTACT STREET/PARK SUPERINTENDENT TERRY LECAIRE WHEN HE IS READY TO DO THE WORK. JIM LAPINSKI STATED THAT THE BOND WILL EXPIRE SOMETIME IN SEPTEMBER. COUNCILMEMBER JANKE REQUESTED THAT JIM LAPINSKI CHECK WITH OUR ATTORNEY TO SEE WHAT WE CAN DO TO HOLD THE BOND UNTIL IT IS NEEDED. MAYOR RARRICK REQUESTED THAT JIM LAPINSKI CONTACT THE CITY ATTORNEY AND DISCUSS PUTTING THE MONEY INTO A TRUST WITH THEM SO THE CITY HAS ACCESS TO IT.

COUNCILMEMBER JANKE ASKED ABOUT THE ONE TIME REVENUE FROM THE SALE OF STATE LIQUOR STORES. CITY TREASURER VICKIE STRONG STATED THAT WE RECEIVED ABOUT \$10,000.

MAYOR RARRICK INVITED EVERYONE TO THE KIWANIS BEEF BBQ THURSDAY NIGHT. SHE ALSO STATED THAT SHE RECEIVED A NICE EMAIL FROM A COUPLE FROM BOTHELL WHO WROTE ABOUT THE GREAT BIRD WATCHING AT THE WASTEWATER TREATMENT FACILITY. SHE WILL FORWARD THE EMAIL TO THE COUNCILMEMBERS.

CITY TREASURER VICKIE STRONG REMINDED EVERYONE ABOUT RENDEZVOUS THIS WEEKEND. COUNCILMEMBER BIRCH ASKED ABOUT THE PRICES FOR BOOTHS AND WHY THERE ISN'T A CARNIVAL. HE STATED THAT ONE OF THE STREETS AROUND THE PARK COULD POSSIBLY BE CLOSED FOR THE CARNIVAL OR ONE OF THE SCHOOL PARKING LOTS COULD BE USED.

CHIEF OF POLICE ROBERT MESHISHNEK STATED THAT CLOSING STREETS AROUND THE PARK FOR A CARNIVAL WOULD PRESENT SAFETY CONCERNS FOR EMERGENCY EXITS.

COUNCILMEMBER LAWSON REQUESTED THAT JIM LAPINSKI REPLY TO THE EMAIL THAT WAS RECEIVED BY THE CITY REQUESTING THAT MAIN STREET BE PERMANENTLY RENAMED TO ACORN WAY. JIM LAPINSKI STATED THAT IT WOULD NOT BE PRACTICAL TO RENAME MAIN STREET. COUNCILMEMBER JANKE STATED THAT THE CITY MIGHT BE ABLE TO HONOR JOHN ACORN IN ANOTHER WAY THAT WOULD CAUSE LESS IMPACT.

**Colville, Washington**  
**Regular City Council Meeting Minutes**  
**July 31, 2012**

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

[8:33:46 PM](#)

MOTION PASSED.

**TIME OF ADJOURNMENT 8:33 P.M.**

\_\_\_\_\_  
MAYOR DEBORAH RARRICK

Attest: \_\_\_\_\_

Holly Pannell, CMC, PFO, City Clerk/  
Human Resources Manager