

**Colville, Washington**  
**Regular City Council Meeting Minutes**  
**November 27, 2012**

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

[7:00:00 PM](#)

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

[7:00:53 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 CLERK/HUMAN RESOURCES MANAGER HOLLY PANNELL, CITY TREASURER VICKIE STRONG AND MUNICIPAL SERVICES ADMINISTRATOR ERIC DURPOS.

**SALUTE TO THE FLAG.**

**CONSENT AGENDA:**

- #01. **MINUTES OF THE NOVEMBER 13, 2012 REGULAR COLVILLE CITY COUNCIL MEETING.**
- #02. **NOVEMBER 14, 2012 MANUAL CLAIMS CHECK #47843 IN THE AMOUNT OF \$145.00 AS APPROVED FOR PAYMENT BY THE AUDIT COMMITTEE.**
- #03. **NOVEMBER 28, 2012 CLAIMS CHECKS #47844 ~ #47889 IN THE AMOUNT OF \$169,600.72 AS APPROVED FOR PAYMENT BY THE AUDIT COMMITTEE.**
- #04. **NOVEMBER 9, 2012 ~ NOVEMBER 22, 2012 CONTRACT/AGREEMENT LIST REVIEW.**

MAYOR RARRICK READ THE CONSENT AGENDA.

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER FOSTER 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 NOVEMBER 27, 2012 AND DOES APPROVE FOR PAYMENT THOSE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS: NOVEMBER 14, 2012 MANUAL CLAIMS CHECK #47843 IN THE AMOUNT OF \$145.00; NOVEMBER 28, 2012 CLAIMS CHECKS #47844 ~ #47889 IN THE AMOUNT OF \$169,600.72" AND DOES APPROVE THE CONSENT AGENDA AS READ.

[7:02:58 PM](#)

MOTION PASSED.

**PUBLIC HEARING:**

- #05. **PUBLIC HEARING: SECOND AND FINAL PUBLIC HEARING ON THE PROPOSED 2013 BUDGET.**

[7:03:58 PM](#) MAYOR RARRICK DECLARED THE SECOND AND FINAL PUBLIC HEARING TO CONSIDER THE PROPOSED 2013 BUDGET OPEN AT 7:03 P.M. AND STATED THAT EVERYONE PRESENT WILL BE GIVEN AN OPPORTUNITY TO BE HEARD. THE CITY CLERK WILL BE RECORDING WHAT IS SAID. WHEN YOU ADDRESS THE COUNCIL, PLEASE STEP TO THE MICROPHONE AND STATE YOUR NAME AND ADDRESS. ONLY ONE PERSON WILL BE ALLOWED TO SPEAK AT A TIME.

**Colville, Washington**  
**Regular City Council Meeting Minutes**  
**November 27, 2012**

[7:05:44 PM](#) AS THERE WAS NO PUBLIC COMMENT ON THIS ISSUE, MAYOR RARRICK CLOSED THE PUBLIC HEARING AT 7:05 P.M.

**PUBLIC APPEARANCES AND FORUM TIME:**

**#06. DISCUSSION/ACTION:      **REQUEST FROM MB PLATINUM FOR PARTIAL MAINTENANCE BOND RELEASE.****

MUNICIPAL SERVICES ADMINISTRATOR ERIC DURPOS STATED THAT THE MAINTENANCE BOND WAS REQUIRED TO BE FOR 10% OF THE OFF SITE IMPROVEMENTS. THE BOWMAN'S BONDED ON THE ESTIMATED COST OF THE IMPROVEMENTS. ONCE THE IMPROVEMENTS WERE CONSTRUCTED IN 2011, THE ACTUAL COST OF THE IMPROVEMENTS WAS SIGNIFICANTLY LESS. DUE TO THIS REDUCTION, MB PLATINUM IS REQUESTING THAT THE CITY REDUCE THE MAINTENANCE BOND TO \$17,467.60 AND RELEASE THE DIFFERENCE. ERIC DURPOS STATED THAT HE SPOKE WITH THE CITY ATTORNEY AND THEY ARE IN AGREEMENT AND RECOMMEND THAT COUNCIL APPROVES THE REQUEST.

COUNCILMEMBER JANKE MOVED AND COUNCILMEMBER BERGIN SECONDED THE MOTION TO AUTHORIZE THE MAYOR TO SIGN THE AMENDMENT REDUCING THE MAINTENANCE BOND AMOUNT TO 10% OF THE ACTUAL COST OF CONSTRUCTION AND AUTHORIZING THE RELEASE OF \$6,359.10 FROM THE IRREVOCABLE ASSIGNMENT OF FUNDS.

[7:09:06 PM](#)  
MOTION PASSED.

**PUBLIC COMMENT PERIOD:**

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

THERE WERE NO PUBLIC COMMENTS.

**UNFINISHED BUSINESS:**

**#08. DISCUSSION/ACTION:      **PROPOSED ORDINANCE RELATING TO DANGEROUS DOGS.****

COUNCILMEMBER LAWSON MOVED AND COUNCILMEMBER JANKE SECONDED THE MOTION TO ADOPT PROPOSED ORDINANCE NO. 1483 N.S. RELATING TO DANGEROUS DOGS.

COUNCILMEMBER JANKE CLARIFIED THAT THIS ITEM AND THE NEXT SEVERAL ITEMS ARE HOUSE KEEPING ITEMS RELATING TO NUMEROUS WEEKS OF WORK REVIEWING AND UPDATING ALL CITY FEES. THESE ITEMS HAVE ALL BEEN DISCUSSED AT PREVIOUS CITY COUNCIL MEETINGS.

[7:12:01 PM](#)  
MOTION PASSED.

*(ORDINANCE NO. 1483 N.S. IN ITS ENTIRETY IS ON FILE IN THE CITY CLERK'S OFFICE.)*

**#09. DISCUSSION/ACTION:      **PROPOSED ORDINANCE RELATING TO THE ANIMAL TAG REPLACEMENT FEE.****

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER BEATTY SECONDED THE MOTION TO ADOPT PROPOSED ORDINANCE NO. 1484 N.S. RELATING TO THE ANIMAL TAG REPLACEMENT FEE.

[7:12:57 PM](#)  
MOTION PASSED.

*(ORDINANCE NO. 1484 N.S. IN ITS ENTIRETY IS ON FILE IN THE CITY CLERK'S OFFICE.)*

**Colville, Washington**  
**Regular City Council Meeting Minutes**  
**November 27, 2012**

**#10. DISCUSSION/ACTION: PROPOSED ORDINANCE RELATING TO  
IMPOUNDMENT RECLAMATION FEES.**

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER LAWSON SECONDED THE MOTION TO ADOPT PROPOSED ORDINANCE NO. 1485 N.S. RELATING TO IMPOUNDMENT RECLAMATION FEES.

[7:14:04 PM](#)

MOTION PASSED.

*(ORDINANCE NO. 1485 N.S. IN ITS ENTIRETY IS ON FILE IN THE CITY CLERK'S OFFICE.)*

**#11. DISCUSSION/ACTION: PROPOSED RESOLUTION ADOPTING AN APPLICATION  
FEE FOR A RIGHT-OF-WAY ENCROACHMENT.**

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER JANKE SECONDED THE MOTION TO ADOPT PROPOSED RESOLUTION NO. 13-12 ADOPTING AN APPLICATION FEE FOR RIGHT-OF-WAY ENCROACHMENT.

[7:15:37 PM](#)

MOTION PASSED.

*(RESOLUTION NO. 13-12 IN ITS ENTIRETY IS ON FILE IN THE CITY CLERK'S OFFICE.)*

**#12. DISCUSSION/ACTION: PROPOSED RESOLUTION ADOPTING AN APPLICATION  
FEE FOR ANNEXATION.**

COUNCILMEMBER JANKE MOVED AND COUNCILMEMBER BERGIN SECONDED THE MOTION TO ADOPT PROPOSED RESOLUTION NO. 14-12 ADOPTING AN APPLICATION FEE FOR ANNEXATION.

[7:16:34 PM](#)

MOTION PASSED.

*(RESOLUTION NO. 14-12 IN ITS ENTIRETY IS ON FILE IN THE CITY CLERK'S OFFICE.)*

**#13. DISCUSSION/ACTION: PROPOSED RESOLUTION ADOPTING AN APPLICATION  
FEE FOR THE VACATION OF STREETS AND ALLEYS.**

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER FOSTER SECONDED THE MOTION TO ADOPT PROPOSED RESOLUTION NO. 15-12 ADOPTING AN APPLICATION FEE FOR THE VACATION OF STREETS AND ALLEYS.

[7:17:31 PM](#)

MOTION PASSED.

*(RESOLUTION NO. 15-12 IN ITS ENTIRETY IS ON FILE IN THE CITY CLERK'S OFFICE.)*

**#14. DISCUSSION/ACTION: PROPOSED RESOLUTION ADOPTING A FEE SCHEDULE  
FOR THE COLVILLE LAND DIVISION ORDINANCE.**

COUNCILMEMBER LAWSON MOVED AND COUNCILMEMBER JANKE SECONDED THE MOTION TO ADOPT PROPOSED RESOLUTION NO. 16-12 ADOPTING A FEE SCHEDULE FOR THE COLVILLE LAND DIVISION ORDINANCE.

[7:21:24 PM](#)

MOTION PASSED.

**Colville, Washington**  
**Regular City Council Meeting Minutes**  
**November 27, 2012**

*(RESOLUTION NO. 16-12 IN ITS ENTIRETY IS ON FILE IN THE CITY CLERK'S OFFICE.)*

- #15. DISCUSSION/ACTION:      PROPOSED RESOLUTION ADOPTING A FEE SCHEDULE FOR SEPA THRESHOLD DETERMINATION.**

COUNCILMEMBER JANKE MOVED AND COUNCILMEMBER LAWSON SECONDED THE MOTION TO ADOPT PROPOSED RESOLUTION NO. 17-12 ADOPTING A FEE SCHEDULE FOR SEPA THRESHOLD DETERMINATION.

[7:23:19 PM](#)

MOTION PASSED.

*(RESOLUTION NO. 17-12 IN ITS ENTIRETY IS ON FILE IN THE CITY CLERK'S OFFICE.)*

- #16. DISCUSSION/ACTION:      PROPOSED RESOLUTION ADOPTING A FEE SCHEDULE FOR THE COLVILLE ZONING ORDINANCE.**

COUNCILMEMBER JANKE MOVED AND COUNCILMEMBER BERGIN SECONDED THE MOTION TO ADOPT PROPOSED RESOLUTION NO. 18-12 ADOPTING A FEE SCHEDULE FOR THE COLVILLE ZONING ORDINANCE.

[7:24:24 PM](#)

MOTION PASSED.

*(RESOLUTION NO. 18-12 IN ITS ENTIRETY IS ON FILE IN THE CITY CLERK'S OFFICE.)*

- #17. DISCUSSION/ACTION:      PROPOSED ORDINANCE ESTABLISHING A BUSINESS REGISTRATION.**

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER LAWSON SECONDED THE MOTION TO ADOPT PROPOSED ORDINANCE NO. 1486 N.S. ESTABLISHING A BUSINESS REGISTRATION.

[7:25:25 PM](#)

MOTION PASSED.

*(ORDINANCE NO. 1486 N.S. IN ITS ENTIRETY IS ON FILE IN THE CITY CLERK'S OFFICE.)*

- #18. DISCUSSION/ACTION:      PROPOSED ORDINANCE ESTABLISHING FEES FOR THE SWIMMING POOL.**

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER BEATTY SECONDED THE MOTION TO ADOPT PROPOSED ORDINANCE NO. 1487 N.S. ESTABLISHING FEES FOR THE SWIMMING POOL.

[7:28:16 PM](#)

MOTION PASSED.

*(ORDINANCE NO. 1487 N.S. IN ITS ENTIRETY IS ON FILE IN THE CITY CLERK'S OFFICE.)*

**NEW BUSINESS:**

- #19. DISCUSSION/ACTION:      PROPOSED COLVILLE MUNICIPAL AIRPORT MANAGER CONTRACT.**

MAYOR RARRICK STATED SHE DECIDED TO LEAVE THE REQUIREMENT FOR INSURANCE IN THE PROPOSED CONTRACT FOR 2013.

**Colville, Washington**  
**Regular City Council Meeting Minutes**  
**November 27, 2012**

AIRPORT BOARD CHAIRMAN JEFF HARSHMAN STATED THAT THE CURRENT CONTRACTOR IS A NAMED INSURED ON THE CITY POLICY WHICH IS A COMMON PRACTICE IN THIS INDUSTRY.

COUNCILMEMBER BIRCH ASKED IF THIS WAS A GIFT OF PUBLIC FUNDS BY PAYING FOR HIS INSURANCE.

IT WAS THE CONSENSUS THAT COUNCIL WOULD LIKE THE CITY ATTORNEY TO GIVE A LEGAL OPINION ON THE INSURANCE ISSUE.

COUNCILMEMBER JANKE STATED THAT HE HAS OTHER ISSUES WITH THE PROPOSED CONTRACT. HE ASKED WHO WILL HAVE BUDGETING RESPONSIBILITIES. HE STATED THAT THIS SHOULD BE INCLUDED IN BOTH THE CONTRACT AND THE RESOLUTION. HE ALSO WONDERED WHO ADMINISTERS THE HANGAR LEASES, HE THOUGHT THAT THE MANAGER SHOULD DO THAT. UNDER SCOPE OF SERVICES, ITEM h) STATES THAT THE MANAGER WILL MAINTAIN ALL APPROPRIATE RECORDS, HE STATED THAT WE NEED TO BE SPECIFIC ON THE SCOPE FOR RECORDS AND WHICH RECORDS WE EXPECT. HE ALSO STATED THAT IF THE CONTRACTOR IS USING THE CITY MOWER OR OTHER EQUIPMENT THERE SHOULD BE A MAINTENANCE RECORD KEPT.

**#20. DISCUSSION/ACTION: PROPOSED RESOLUTION ESTABLISHING A MUNICIPAL AIRPORT BOARD.**

THIS ITEM AND THE PREVIOUS ITEM HAVE BEEN POSTPONED UNTIL THE NEXT MEETING WHEN THE CITY ATTORNEY CAN BE PRESENT AND ANSWER QUESTIONS.

**#21. DISCUSSION/ACTION: POSSIBLE FINAL ACCEPTANCE OF THE 3<sup>RD</sup> AVENUE RECONSTRUCTION PROJECT.**

COUNCILMEMBER JANKE MOVED AND COUNCILMEMBER BERGIN SECONDED THE MOTION TO APPROVE FINAL ACCEPTANCE OF THE 3<sup>RD</sup> AVENUE PROJECT IN THE AMOUNT OF \$1,715,839.81.

[7:52:55 PM](#)

MOTION PASSED.

**#22. DISCUSSION/ACTION: POSSIBLE FINAL ACCEPTANCE OF THE ELM STREET IMPROVEMENT PROJECT.**

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER BEATTY SECONDED THE MOTION TO APPROVE FINAL ACCEPTANCE OF THE ELM STREET IMPROVEMENT PROJECT IN THE AMOUNT OF \$854,078.49.

[7:56:35 PM](#)

MOTION PASSED.

**#23. DISCUSSION/ACTION: POSSIBLE FINAL ACCEPTANCE OF THE 2012 HOT MIX ASPHALT OVERLAY AND PATCHING CONTRACT.**

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER JANKE SECONDED THE MOTION TO APPROVE FINAL ACCEPTANCE OF THE 2012 HOT MIX ASPHALT OVERLAY AND PATCHING CONTRACT IN THE AMOUNT OF \$130,725.93.

[8:01:59 PM](#)

MOTION PASSED.

**#24. DISCUSSION/ACTION: PROPOSED RESOLUTION ADOPTING A TECHNICAL REVIEW COMMITTEE.**

**Colville, Washington**  
**Regular City Council Meeting Minutes**  
**November 27, 2012**

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER LAWSON SECONDED THE MOTION TO ADOPT PROPOSED RESOLUTION NO 20-12 ADOPTING A TECHNICAL REVIEW COMMITTEE.

[8:04:04 PM](#)

MOTION PASSED.

*(RESOLUTION NO. 20-12 IN ITS ENTIRETY IS ON FILE IN THE CITY CLERK'S OFFICE.)*

**#25. DISCUSSION/ACTION:      PROPOSED CAPITAL FACILITIES PLANNING IMPLEMENTATION AND POLICIES.**

COUNCILMEMBER JANKE STATED THAT THE PROJECT PROPOSALS NEED TO BE MORE FORMAL AND INCLUDE ALL NECESSARY INFORMATION ABOUT THE PROJECT. DIRECTOR OF BUILDING/PLANNING JIM LAPINSKI STATED THAT HE COULD CREATE A DETAILED FORM THAT COULD BE FILLED OUT. COUNCILMEMBER JANKE ALSO STATED THAT THE WHOLE LIST SHOULD BE REVIEWED AND RE-RANKED EVERY 5 YEARS OR SOMETHING SIMILAR.

IT WAS DECIDED THAT JIM LAPINSKI WILL MAKE REVISIONS AND BRING THIS BACK FOR FURTHER DISCUSSION.

**#26. DISCUSSION/ACTION:      PROPOSED RESOLUTION CANCELLING OUTSTANDING CHECKS.**

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER LAWSON SECONDED THE MOTION TO ADOPT PROPOSED RESOLUTION NO. 21-12 CANCELLING OUTSTANDING CHECKS.

[8:20:09 PM](#)

MOTION PASSED.

*(RESOLUTION NO. 21-12 IN ITS ENTIRETY IS ON FILE IN THE CITY CLERK'S OFFICE.)*

**#27. DISCUSSION/POSSIBLE ACTION:      CONTINUED REVIEW OF THE PROPOSED 2013 BUDGET.**

COUNCILMEMBER JANKE STATED THAT HE HAS SOME INFORMATION IN FOLLOW UP TO PREVIOUS QUESTIONS. HE STATED THAT THE BREAK-OUT ON THE WATER/SEWER INCREASE TO THE RATES IS \$1.12 WATER AND \$5.84 SEWER FOR 2013.

CHIEF MESHISHNEK STATED THAT THE JAIL BUDGET WILL HAVE NO INCREASE. HOWEVER, THE 911 CENTER WILL BE SUBMITTING A PROPOSAL THAT INCLUDES AN INCREASE SOMETIME IN THE FUTURE.

MUNICIPAL SERVICES ADMINISTRATOR ERIC DURPOS STATED THAT THE COUNTY TIPPING FEES WILL BE INCREASING AT THE LANDFILL IN 2013. THIS WILL BE PASSED ON TO CONSUMERS THROUGH THE GARBAGE RATES IN COLVILLE.

**#28. DISCUSSION/ACTION:      POSSIBLE APPOINTMENTS TO THE HISTORIC PRESERVATION COMMISSION, ZONING BOARD OF ADJUSTMENT AND CIVIL SERVICE COMMISSION.**

COUNCILMEMBER JANKE MOVED AND COUNCILMEMBER BERGIN SECONDED THE MOTION TO APPROVE THE APPOINTMENT OF BRUCE DIETZ TO THE HISTORIC PRESERVATION COMMISSION.

[8:40:01 PM](#)

MOTION PASSED.

COUNCILMEMBER JANKE MOVED AND COUNCILMEMBER BERGIN SECONDED THE MOTION TO APPROVE THE APPOINTMENT OF CHRIS MONTGOMERY TO THE ZONING BOARD OF ADJUSTMENT.

**Colville, Washington**  
**Regular City Council Meeting Minutes**  
**November 27, 2012**

[8:41:12 PM](#)

MOTION PASSED.

COUNCILMEMBER LAWSON MOVED AND COUNCILMEMBER BERGIN SECONDED THE MOTION TO APPROVE THE APPOINTMENT OF JAMES NORTHRUP TO THE CIVIL SERVICE COMMISSION.

[8:42:14 PM](#)

MOTION PASSED.

**#29. DISCUSSION/ACTION: POSSIBLE CANCELLATION OF THE DECEMBER 25, 2012 COUNCIL MEETING.**

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER FOSTER SECONDED THE MOTION TO CANCEL THE DECEMBER 25, 2012 COUNCIL MEETING.

[8:43:07 PM](#)

MOTION PASSED.

**COMMITTEE OR SPECIAL REPORTS:**

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

NO REPORT.

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

COUNCILMEMBER JANKE STATED THAT HE IS WORKING ON THE COLVILLE MOUNTAIN INFORMATION AND WILL BRING THIS BACK POSSIBLY AT THE NEXT MEETING OR IN JANUARY. COUNCILMEMBER JANKE STATED THAT THE CONCESSION STAND AT VAAGEN'S PARK IS A HAZARD AND HE WILL HAVE A RECOMMENDATION AT THE NEXT MEETING.

COUNCILMEMBER LAWSON STATED THAT SHE SPOKE WITH TREE BOARD MEMBER LARRY CRESSEY AND THEY WILL TRY TO RECRUIT TREE BOARD MEMBERS.

MAYOR RARRICK STATED THAT SHE HAS A THICK FILE TO REVIEW ON THE ELKS/DOMINION MEADOWS REVERSIONARY CLAUSE.

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

MAYOR RARRICK STATED THAT SHE MET WITH REPRESENTATIVE SHELLY SHORT REGARDING OUR CONCERNS THAT THE PWTF (PUBLIC WORKS TRUST FUND) IS BEING LOOKED AT TO BALANCE THE STATE BUDGET. SHE ALSO EXPRESSED A NEED FOR MONEY FOR CITY STREETS.

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

[8:48:48 PM](#)

MOTION PASSED.

**TIME OF ADJOURNMENT 8:48 P.M.**

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

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