

**Colville, Washington**  
**Special City Council Work Session Minutes**  
**April 30, 2013 & May 2, 2013**

**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.**

**TUESDAY, APRIL 30, 2013**

**5:00 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 (ARRIVED AT 6:30 PM).

**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  
FIRE CHIEF JOE HIRSCH

**#01. DEPARTMENT HEADS 2013 AND 2014 GOALS & OBJECTIVES:**

**BUILDING/PLANNING** – JIM LAPINSKI STATED THAT THE CFP (CAPITAL FACILITIES PLAN) IS ON HOLD IN ORDER TO INTEGRATE IT INTO THE FACILITIES REVIEW. COUNCILMEMBER FOLL ASKED ABOUT THE STATUS OF THE EMERGENCY MANAGEMENT PLAN GOAL FROM 2012. JIM LAPINSKI STATED THAT THEY ARE WORKING ON MANUALS TO GIVE TO ALL DEPARTMENT HEADS THAT ARE MORE SPECIFIC TO EACH DEPARTMENT.

COUNCIL REQUESTED TO BE BROUGHT UP TO SPEED REGARDING THE STATUS OF THE EMERGENCY MANAGEMENT PLAN. THEY ALSO REQUESTED THAT IT BE REVIEWED AND UPDATED BY ALL DEPARTMENT HEADS.

MAYOR RARRICK REQUESTED THAT THIS ITEM BE DISCUSSED AT THE NEXT DEPARTMENT HEAD MEETING.

**CITY CLERK/HUMAN RESOURCES** – HOLLY PANNELL STATED THAT THE UPDATE TO THE PERSONNEL POLICY IS THE GOAL FOR 2013/2014. THIS WILL BE A LENGTHY AND TIME CONSUMING PROCESS.

**FIRE** – JOE HIRSCH STATED THAT HE WANTS TO IMPLEMENT A MAINTENANCE PROGRAM ON THE SELF CONTAINED BREATHING APPARATUS (SCBA) AND AIR BOTTLES. HE ALSO STATED THAT THEY WILL BE COMPLYING WITH THE NFPA (NATIONAL FIRE PROTECTION ASSOCIATION) STANDARDS. COUNCILMEMBER FOLL ASKED ABOUT THE STATUS AND NEED FOR A NEW FIRE TRUCK. JOE HIRSCH STATED THAT THE LADDER TRUCK NEEDS TO BE CERTIFIED AND HE WOULD LIKE TO SURPLUS THE 1960'S PUMPER TRUCK.

**LIBRARY** – KRISTA OHRTMAN STATED THAT HER GOALS FOLLOW THE STRATEGIC PLAN ESTABLISHED BY THE STEVENS COUNTY RURAL LIBRARY DISTRICT. THE GOALS FOR THE LIBRARY ARE VERY TECHNOLOGY DRIVEN AND THE NEED TO UPDATE OLD OR AGING COMPUTERS, ETC.

**PARK** – TERRY LECAIRE STATED THAT SOME GOALS ARE COMPLETED AND SOME ARE ON-GOING. HE STATED THAT SOME OF THE PLAYGROUND EQUIPMENT STILL NEEDS TO BE REPAIRED.

**STREET** – TERRY LECAIRE STATED THAT THEY CONTINUE TO WORK TOWARDS A FULLY FUNDED PAVEMENT PRESERVATION PROGRAM.

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POLICE – BOB MESHISHNEK STATED THAT ANY LARGE DOLLAR ITEMS HAVE BEEN MOVED TO 2015. HE STATED THAT DIGITAL COMMUNICATIONS WILL NEED TO BE IMPLEMENTED IN 2013. HE ALSO STATED THAT THEY ARE WAITING FOR PERMISSION FROM THE DEPARTMENT OF TRANSPORTATION (DOT) TO PUT PEDESTRIAN CROSSWALK SIGNS ON MAIN STREET.

RECREATION – JAKE WILSON REVIEWED THE STATUS OF THE 2012 GOALS AND THE 2013 GOALS TO INCLUDE THE RE-ESTABLISHMENT OF THE YOUTH COMMISSION AND THE YOUTH BASKETBALL PROGRAM.

POOL – JAKE WILSON STATED THAT HE IS TRYING TO BECOME FAMILIAR WITH THE POOL SO HE WILL HAVE LESS DEPENDENCE ON THE WATER DEPARTMENT STAFF.

MAYOR RARRICK CALLED FOR A BREAK AT 7:24 P.M.

MAYOR RARRICK RECONVENED THE MEETING AT 7:40 P.M.

TREASURER – VICKIE STRONG STATED THAT SHE WILL BE WORKING TOWARDS THE UPDATE AND IMPLEMENTATION OF THE NEW UTILITY BILLING SOFTWARE. THIS LIKELY WON'T OCCUR UNTIL 2014. SHE ALSO STATED THAT SHE IS HOPING TO CROSS TRAIN THE PART-TIME ASSISTANT IN THE ANNUAL REPORT PREPARATION.

MUNICIPAL SERVICES – ERIC DURPOS REVIEWED THE 2012 ACCOMPLISHMENTS. HE STATED THAT IN THE UPCOMING YEAR THEY WILL BE WORKING TOWARDS A PLAN FOR HAWTHORNE AVENUE, CONTINUING THE VALVE AND HYDRANT REPLACEMENT AS WELL AS THE METER RETRO FITS.

MAYOR RARRICK REVIEWED HER GOALS FOR 2012 AND ONWARD.

COUNCILMEMBER JANKE STATED THAT THE LAST TIME THE COUNCIL DID OVERALL GOALS FOR THE CITY WAS IN 2003. HE STATED THAT THERE NEEDS TO BE A PROCESS FOR THE REVIEW OF THESE GOALS AND STATED THAT THEY NEED TO BE REVIEWED AT A FUTURE COUNCIL MEETING. IT WAS SUGGESTED THAT THIS BE DONE IN A MONTH WITH THREE COUNCIL MEETINGS. IT WAS DETERMINED THAT THE GOALS WILL BE THE ONLY AGENDA ITEM FOR THE JULY 30, 2013 COUNCIL MEETING. IT WAS ALSO DISCUSSED THAT THE THIRD MEETING OF THE MONTH SHOULD BE SPECIFIC AND WORK SHOP RELATED WITH OTHER BUSINESS ONLY WHEN NECESSARY.

**#02. FACILITY ASSESSMENT REPORT:**

ERIC DURPOS STATED THAT IN A LOT OF CASES, THE NORMAL UPKEEP OF OUR FACILITIES IS BEING OVERLOOKED. HE REVIEWED THE SHEETS FOR EACH FACILITY AND THE SUMMARY BREAKDOWN BY YEAR.

COUNCILMEMBER JANKE STATED THAT MANY OF OUR BUILDINGS ARE NOT ENERGY EFFICIENT. THE FIRE, POLICE AND RECREATION OFFICES ARE IN DIRE NEED OF SOME MAINTENANCE. IT WAS ALSO STATED THAT THE MAJOR RESTROOM FACILITIES IN THE PARKS NEED TO BE ADDRESSED.

COUNCILMEMBER JANKE SUGGESTED TAKING THESE ITEMS IN ORDER OF HEALTH AND SAFETY ISSUES FIRST, THEN PLANS FOR THE FUTURE, ENERGY UPGRADES AND OTHER MINOR ISSUES SUCH AS CARPETS AND PAINTING.

AFTER A REVIEW OF THE NEEDS FOR 2013, IT WAS DETERMINED THAT THESE ITEMS COULD BE ADDRESSED WITH THE SET ASIDE FUNDING FOR CAPITAL PROJECTS. IT WAS DECIDED THAT THE MAYOR AND DEPARTMENT HEADS SHOULD DISCUSS THE 2013 PRIORITIES AND COME BACK TO COUNCIL WITH A RECOMMENDATION.

**#03. REVENUE PROJECTIONS:**

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VICKIE STRONG STATED THAT THE FIRST QUARTER REVENUES ARE CURRENTLY TRACKING HIGHER THAN THIS TIME IN 2012.

**#04. RECYCLING PROGRAM UPDATE:**

ERIC DURPOS STATED THAT RECYCLING JUST ISN'T GOOD FOR COLVILLE RIGHT NOW. BECAUSE RECYCLABLE PRICES ARE SO LOW AND THE COST OF COLLECTION AND TRANSPORTATION ARE SO HIGH DUE TO OUR LOCATION, IT ISN'T FEASIBLE TO IMPLEMENT CURBSIDE RECYCLING. ERIC DURPOS STATED THAT SUNSHINE DISPOSAL CAN COME BACK TO COUNCIL AND GIVE A PRESENTATION AND EXPLANATION ON RECYCLING AT A FUTURE MEETING.

THE MEETING RECESSED AT 9:00 P.M. AND WILL BE CONTINUED AT 5:00 P.M. ON THURSDAY, MAY 2, 2013 AT STEPHANI'S OAK STREET GRILL, 157 NORTH OAK IN COLVILLE.

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**THURSDAY, MAY 2, 2013**

**5:00 PM MEETING CALLED TO ORDER BY MAYOR PRO-TEM NANCY FOLL.**

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

**ABSENT:** MAYOR DEBORAH RARRICK

**STAFF PRESENT:** CITY CLERK/HUMAN RESOURCES MANAGER HOLLY PANSELL  
DIRECTOR OF BUILDING/PLANNING JIM LAPINSKI  
MUNICIPAL SERVICES ADMINISTRATOR ERIC DURPOS  
POLICE CHIEF ROBERT MESHISHNEK  
STREET/PARK SUPERINTENDENT TERRY LeCAIRE  
RECREATION COORDINATOR JAKE WILSON

**#05. CITIZEN CONCERNS REGARDING DEER POPULATION:**

ANNE LAWSON STATED THAT WE ARE NOT THE ONLY COMMUNITY WITH THIS PROBLEM. SHE STATED THAT THE BEST THING TO DO WOULD BE A PUBLIC SURVEY. SHE REVIEWED SOME OPTIONS AND WHAT IS DONE IN OTHER COMMUNITIES AND AREAS OF THE COUNTRY. SHE SUGGESTED THAT WE START WITH AN ORDINANCE AND EDUCATION ABOUT NOT FEEDING THE DEER.

IT WAS DECIDED THAT THE FIRST STEP IS TO IMPLEMENT A NO-FEEDING POLICY. ANNE LAWSON WILL BRING A PROPOSED ORDINANCE TO COUNCIL FOR CONSIDERATION.

**#06. STORM WATER UTILITY AND STREETS:**

ERIC DURPOS STATED THAT HE WOULD LIKE TO LEAVE THE MEETING TONIGHT WITH SOME DIRECTION REGARDING THE STORM WATER UTILITY AND THE CITY STREETS. HE STARTED BY REVIEWING THE FUNDING GOAL FOR THE STREETS AND WHAT IS NEEDED TO IMPLEMENT AND MAINTAIN A PAVEMENT PRESERVATION PROGRAM. HE REVIEWED OPTIONS SUCH AS REVIEWING THE CITY STREET STANDARDS TO INCLUDE THE WIDTH OF STREETS AND THE MATERIALS USED.

COUNCILMEMBER FOLL REQUESTED A HISTORICAL CHART SHOWING THE HISTORY AND THE USE OF THE 1% UTILITY TAX FUNDS.

ERIC DURPOS REVIEWED THE CREATION OF A STORM WATER UTILITY AND WHAT WOULD BE FUNDED. HE STATED THAT EQUIPMENT IS A MAIN EXPENSE OF THE STORM WATER MAINTENANCE. HE REVIEWED THE DIFFERENT FUNDING OPTIONS TO MEET THE NEEDS OF A STORM WATER UTILITY. BASED ON THE OPTIONS, HE STATED THAT HE WOULD RECOMMEND CREATING A STORM WATER

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UTILITY. THESE EXPENSES ARE CURRENTLY BEING ABSORBED BY THE STREET DEPARTMENT, LEAVING NO FUNDING FOR PAVEMENT MAINTENANCE.

ALL COUNCILMEMBERS AGREED THAT WE SHOULD MOVE FORWARD WITH A PROCESS TO CREATE A STORM WATER UTILITY. IT WAS DECIDED THAT ERIC DURPOS WOULD DEVELOP A PROPOSAL AND BRING IT TO THE NEXT COUNCIL MEETING FOR A SERIES OF OPEN HOUSE MEETINGS FOR THE PUBLIC TO ADDRESS THE NEED AND ANSWER ANY QUESTIONS. COUNCIL REQUESTED THAT THESE FORUMS BE BOTH DURING THE DAY AND THE EVENING TO ACCOMMODATE ALL SCHEDULES. IT WAS ALSO RECOMMENDED THAT ERIC DURPOS TAKE THIS PROPOSAL TO DIFFERENT GROUPS IN THE CITY AND SPEAK AT THEIR MEETINGS. COUNCIL SUGGESTED HIRING A CONSULTANT TO DEVELOP THE PRESENTATION MATERIALS. COUNCIL WILL NEED TO SET A TIMEFRAME FOR HOW LONG WE WILL EDUCATE THE PUBLIC AND THEN MAKE A PLAN TO MOVE FORWARD.

**#07. POSSIBLE HUNTING BAN ON COLVILLE MOUNTAIN:**

THIS ITEM WAS REMOVED FROM THE AGENDA DUE TO THE WORK OF THE COLVILLE MOUNTAIN RECREATION COMMITTEE.

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

MOTION PASSED.

**TIME OF ADJOURNMENT: 7:43 P.M.**

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MAYOR DEBORAH RARRICK

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