

Colville, Washington
Regular City Council Meeting Minutes
September 24, 2013

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

[6:59:54 PM](#)

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

[7:01:00 PM](#)

PRESENT: COUNCILMEMBER NANCY FOLL, COUNCILMEMBER DOROTHY BERGIN, COUNCILMEMBER ANNE LAWSON, COUNCILMEMBER DOUG KYLE, COUNCILMEMBER MIKE BIRCH, COUNCILMEMBER TERRY FOSTER AND MAYOR DEBORAH RARRICK.

ABSENT: COUNCILMEMBER LOU JANKE

STAFF PRESENT: DIRECTOR OF BUILDING/PLANNING JIM LAPINSKI, STREET/PARK SUPERINTENDENT TERRY LeCAIRE, POLICE CHIEF ROBERT MESHISHNEK, CITY CLERK/HUMAN RESOURCES MANAGER HOLLY PANNELL, CITY TREASURER VICKIE STRONG, MUNICIPAL SERVICES ADMINISTRATOR ERIC DURPOS, FIRE CHIEF JOE HIRSCH AND ASSISTANT PLANNER MELINDA LEE.

SALUTE TO THE FLAG.

CONSENT AGENDA:

- #01. **MINUTES OF THE SEPTEMBER 10, 2013 REGULAR COLVILLE CITY COUNCIL MEETING.**
- #02. **SEPTEMBER 10, 2013 MANUAL CLAIMS CHECK #49996 IN THE AMOUNT OF \$150.00 AS APPROVED FOR PAYMENT BY THE AUDIT COMMITTEE.**
- #03. **SEPTEMBER 25, 2013 CLAIMS CHECKS #49997 ~ #50082 IN THE AMOUNT OF \$70,039.39 AS APPROVED FOR PAYMENT BY THE AUDIT COMMITTEE.**
- #04. **SEPTEMBER 6, 2013 ~ SEPTEMBER 19, 2013 CONTRACT/AGREEMENT LIST REVIEW.**

MAYOR RARRICK READ THE CONSENT AGENDA.

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER KYLE 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 SEPTEMBER 24, 2013 AND DOES APPROVE FOR PAYMENT THOSE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS: SEPTEMBER 10, 2013 MANUAL CLAIMS CHECK #49996 IN THE AMOUNT OF \$150.00; SEPTEMBER 25, 2013 CLAIMS CHECKS #49997 ~ #50082 IN THE AMOUNT OF \$70,039.39" AND DOES APPROVE THE CONSENT AGENDA AS READ.

[7:02:54 PM](#)

MOTION PASSED.

PUBLIC HEARINGS/POSSIBLE ACTION:

- #05. **PUBLIC HEARING: POSSIBLE AMENDMENT TO THE 2013 OPERATING BUDGET.**

[7:03:46 PM](#) MAYOR RARRICK DECLARED THE PUBLIC HEARING TO CONSIDER AN AMENDMENT TO THE 2013 OPERATING 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.

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[7:05:40 PM](#) AS THERE WAS NO PUBLIC COMMENT ON THIS ISSUE, MAYOR RARRICK CLOSED THE PUBLIC HEARING AT 7:05 P.M.

#06. DISCUSSION/ACTION: PROPOSED ORDINANCE AMENDING THE 2013 OPERATING BUDGET.

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER KYLE SECONDED THE MOTION TO ADOPT PROPOSED ORDINANCE NO. 1501 N.S. AMENDING THE 2013 OPERATING BUDGET.

[7:10:44 PM](#)
MOTION PASSED.

(ORDINANCE NO. 1501 N.S. IN ITS ENTIRETY IS ON FILE IN THE CITY CLERK'S OFFICE.)

#07. PUBLIC HEARING: CONSIDER ADOPTION OF ZONING ORDINANCE TEXT AMENDMENT #1-13 AMENDING THE ZONING ORDINANCE BY ADDING CHAPTER 17.70 PROVIDING FOR DESIGN STANDARDS FOR RECREATIONAL VEHICLE (RV) PARKS.

[7:11:36 PM](#) MAYOR RARRICK DECLARED THE PUBLIC HEARING TO CONSIDER ADOPTION OF ZONING ORDINANCE TEXT AMENDMENT #1-13 AMENDING THE ZONING ORDINANCE BY ADDING CHAPTER 17.70 PROVIDING FOR DESIGN STANDARDS FOR RECREATIONAL VEHICLE (RV) PARKS OPEN AT 7:11 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.

DIRECTOR OF BUILDING/PLANNING JIM LAPINSKI STATED THAT THIS IS A MAJOR ADDITION TO THE ZONING ORDINANCE.

[7:15:50 PM](#) AS THERE WAS NO FURTHER PUBLIC COMMENT ON THIS ISSUE, MAYOR RARRICK CLOSED THE PUBLIC HEARING AT 7:15 P.M.

#08. DISCUSSION/ACTION: PROPOSED ORDINANCE AMENDING THE ZONING ORDINANCE BY ADDING CHAPTER 17.70 PROVIDING FOR DESIGN STANDARDS FOR RECREATIONAL VEHICLE (RV) PARKS.

DIRECTOR OF BUILDING/PLANNING JIM LAPINSKI STATED THAT COUNCILMEMBER JANKE SUGGESTED AN AMENDMENT TO SECTION 17.70.020 A(5) (a) (1). HE RECOMMENDED THAT THE ONE-WAY ROAD WIDTH OF 20 FEET BE REDUCED TO 14 FEET. JIM LAPINSKI STATED THAT HE RECOMMENDS AMENDING IT TO 12 FEET SINCE THE FIRE CODE IS ONLY 10 FEET.

COUNCILMEMBER FOLL STATED THAT SECTION 17.70.020 #6 a REGARDING PARKING STATES THAT IT ONLY PROVIDES FOR FOUR (4) TOTAL PARKING SPACES. COUNCILMEMBER FOLL WONDERED IF THAT WAS THE CASE REGARDLESS OF THE SIZE OF THE RV PARK. ASSISTANT PLANNER MELINDA LEE STATED THAT THIS WOULD BE HANDLED DURING THE CONDITIONAL USE PERMIT PROCESS.

COUNCILMEMBER FOLL STATED THAT IN SECTION 17.70.020 C – UTILITIES – SHE WONDERED WHAT IS MEANT BY THE CITY PROVIDING ALTERNATIVE METHODS OF ON-SITE CITY WATER OR SANITARY SEWER SERVICES. ASSISTANT PLANNER MELINDA LEE STATED THAT THERE MIGHT BE A COMMUNITY WATER FILL STATION AND A SEWER DUMP STATION. THESE ISSUES WOULD ALSO BE DECIDED DURING THE CONDITIONAL USE PERMIT PROCESS.

COUNCILMEMBER FOLL STATED THAT IN SECTION 17.70.020 D – PARK FACILITIES #5 – IT MAKES NO SENSE THAT WE WILL REQUIRE BOTH HOOK UPS AT THE SITE (PARKING PAD) AND A SHARED SITE. JIM LAPINSKI STATED THAT HE WILL CLARIFY THIS SECTION.

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COUNCILMEMBER FOLL STATED THAT THE WORD CONGRUENT IN SECTION 17.70.020 E #4 SHOULD BE CHANGED TO ADJOINING OR CONTIGUOUS.

COUNCILMEMBER FOLL STATED THAT SECTION 17.70.030 (B) REQUIRES A MANAGER TO BE AVAILABLE ON-SITE 24 HOURS PER DAY, SEVEN DAYS PER WEEK. ASSISTANT PLANNER MELINDA LEE STATED THAT THE INTENT WAS THAT A MANAGER WOULD BE AVAILABLE TO BE CONTACTED BUT THEY DIDN'T NEED TO BE THERE. COUNCILMEMBER FOLL POINTED OUT THAT THE LANGUAGE SAYS ON-SITE. IT WAS STATED THAT THIS SECTION WILL NEED TO BE CLARIFIED.

COUNCILMEMBER FOLL REQUESTED CLARIFICATION OF SECTION 17.70.030 (D) REGARDING THE REGULATIONS PERTAINING TO RV'S BEING ALLOWED AS PERMANENT DWELLINGS. COUNCILMEMBER FOLL ALSO REQUESTED CLARIFICATION OF SECTION 17.70.030 (E) TO DEFINE THE TERM RV UNIT.

COUNCILMEMBER FOLL ASKED THAT THIS BE SENT BACK TO THE PLANNING COMMISSION FOR FURTHER REVIEW OF THE ISSUES RAISED.

PUBLIC COMMENT PERIOD:

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

THERE WERE NO PUBLIC COMMENTS.

PUBLIC APPEARANCES AND FORUM TIME:

#10. DISCUSSION/ACTION: REQUEST TO CLOSE OAK STREET ON NOVEMBER 5, 2013 FROM 7:00 A.M. TO 1:00 P.M. FOR THE CAPITOL CHRISTMAS TREE.

TRICIA WOODS, CHAMBER OF COMMERCE, STATED THAT THERE IS A FIRST FRIDAY MOTORCYCLE RALLY ON OCTOBER 4TH AND THEY WOULD LIKE TO USE ASTOR FROM 4 PM TO 6 PM, CLOSING THE STREET AT ABOUT 3 PM, FROM THE ALLEY TO MAIN STREET.

COUNCILMEMBER FOLL MOVED AND COUNCILMEMBER BIRCH SECONDED THE MOTION TO CLOSE ASTOR FROM 3 PM TO 6 PM ON OCTOBER 4, 2013 FROM MAIN STREET TO THE ALLEY.

COUNCILMEMBER KYLE ASKED IF WE CHECK WITH THE LOCAL BUSINESSES ABOUT THE STREET CLOSURES. TRICIA WOODS STATED THAT SHE WOULD BE HAPPY TO SPEAK TO THE FEW BUSINESSES THAT FRONT ASTOR THAT THIS WOULD AFFECT.

[7:56:19 PM](#)

MOTION PASSED.

TRICIA WOODS REQUESTED PERMISSION TO CLOSE PORTIONS OF OAK, BIRCH, MAIN AND FIRST STREETS FOR THE ANNUAL KIDDIE PARADE USING THE SAME ROUTE ON FRIDAY, OCTOBER 25, 2013 BEGINNING AT 4:30 PM.

COUNCILMEMBER LAWSON MOVED AND COUNCILMEMBER KYLE SECONDED THE MOTION TO GRANT THE REQUEST FOR THE KIDDIE PARADE ON OCTOBER 25, 2013 CLOSING PORTIONS OF OAK, BIRCH, MAIN AND FIRST STREETS BEGINNING AT 4:30 PM.

[7:58:51 PM](#)

MOTION PASSED.

TRICIA WOODS STATED THAT THE CAPITOL CHRISTMAS TREE CELEBRATION WILL BE IN COLVILLE ON NOVEMBER 5, 2013 AND THEY WOULD LIKE TO CLOSE OAK STREET FROM 1ST TO ASTOR FOR CELEBRATION CEREMONIES.

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COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER FOSTER SECONDED THE MOTION TO CLOSE OAK STREET ON NOVEMBER 5, 2013 BETWEEN 1ST AVENUE AND ASTOR FROM 7 AM TO 1 PM AND AUTHORIZE THE POLICE DEPARTMENT IMPOUND AUTHORITY DURING THE CAPITOL CHRISTMAS TREE CELEBRATION.

COUNCILMEMBER KYLE MOVED AND COUNCILMEMBER FOLL SECONDED THE MOTION TO AMEND THE MOTION TO REMOVE THE POLICE IMPOUND AUTHORITY.

MAYOR RARRICK REQUESTED A ROLL CALL VOTE:

FOSTER – NO; BIRCH – YES; KYLE – YES; LAWSON – NO; BERGIN – NO; FOLL – YES; MAYOR RARRICK – NO.

MOTION TO AMEND FAILED.

[8:11:40 PM](#)

ORIGINAL MOTION PASSED. *THERE WERE DISSENSIONS NOTED FROM COUNCILMEMBERS FOLL AND BIRCH.*

NEW BUSINESS:

#11. DISCUSSION/ACTION: PROPOSED RESOLUTION CREATING A JOINT SELF-INSURED HEALTH AND WELFARE BENEFIT PROGRAM.

COUNCILMEMBER KYLE MOVED AND COUNCILMEMBER LAWSON SECONDED THE MOTION TO ADOPT PROPOSED RESOLUTION NO. 06-13 CREATING A JOINT SELF-INSURED HEALTH AND WELFARE BENEFIT PROGRAM.

[8:15:24 PM](#)

MOTION PASSED.

(RESOLUTION NO. 06-13 IN ITS ENTIRETY IS ON FILE IN THE CITY CLERK'S OFFICE.)

#12. DISCUSSION: PRESENTATION OF THE MAYOR'S PROPOSED 2014 BUDGET.

MAYOR RARRICK REVIEWED THE ACTIONS THAT SHE HAS TAKEN TO BALANCE THE PROPOSED BUDGET.

Current Expense:

1. \$10,000 to fund City Hall maintenance issues per the Facility Maintenance sheets was removed.
2. There is no additional funding provided for an extension of the Park seasonal worker from 4 months to 6 months.
3. Recreation department is funded at part-time for 4 months and full-time for 8 months.
4. Fire department original request was \$35,000+ more than 2013. This request was reduced by \$19,500 over various line items.

Street:

1. In 2010 the Council took action to eliminate the 1% Utility Tax set aside reserve. (Ordinance No. 1427 N.S.) Since that time, we have continued to operate on the assumption that the 1% of the Utility Tax is "extra" and set aside to fund projects and match grants, etc. The reality is that there is no "extra" money in the Street fund. Therefore, I am recommending that we follow Ordinance

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No. 1427 N.S. and eliminate the 1% reserve and allow the Street department to utilize 100% of the Utility Tax revenue for operations and maintenance.

2. As part of the elimination of the 1% set aside, it is recognized that some funding has already been committed to the 2014 Hawthorne Avenue project. Therefore, I would recommend budgeting a one-time sum of \$300,000 in 2014 for the Hawthorne project. This amount is included in the balanced budget I have presented.
3. The Street/Park Superintendent has reviewed his needs and his line items and has made some alterations to stay within the available resources. Most notably, the roadway repairs/maintenance item (101.000.000.542.30.48.00) has been reduced to \$90,000. There is no funding included for a new Truck, but an Equipment Reserve has been started in the amount of \$14,745.

#13. DISCUSSION: CITY PROPERTY STATUS UPDATE.

DIRECTOR OF BUILDING/PLANNING JIM LAPINSKI STATED THAT THIS REPORT ON THE OLD COUNTY SHOP AND THE PLUM CREEK VACANT LOT WAS ONLY FOR INFORMATIONAL PURPOSES.

#14. DISCUSSION/ACTION: POSSIBLE APPOINTMENT TO THE LODGING TAX ADVISORY COMMITTEE.

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER KYLE SECONDED THE MOTION TO APPROVE THE APPOINTMENT OF ZACHARY ROSS TO THE LODGING TAX ADVISORY COMMITTEE.

[8:23:57 PM](#)

MOTION PASSED.

COMMITTEE OR SPECIAL REPORTS:

#15. CITY ATTORNEY: REPORT ON ANY PENDING ITEMS.

NO REPORT.

#16. COUNCIL PENDING ITEMS: REVIEW LIST OF COUNCIL PENDING ITEMS.

IT WAS STATED THAT ITEM #10-WEBSITE REDESIGN CAN BE REMOVED.

MUNICIPAL SERVICES ADMINISTRATOR ERIC DURPOS STATED THAT THE WSDOT (WASHINGTON STATE DEPARTMENT OF TRANSPORTATION) WILL BE AT COUNCIL IN OCTOBER TO ADDRESS THE DIAGONAL PARKING CLOSE OUT.

COUNCILMEMBER LAWSON STATED THAT ITEM #6-TREE BOARD MEMBERS CAN ALSO BE REMOVED AS SHE HAS HAD NO SUCCESS IN FINDING MEMBERS. COUNCILMEMBER FOLL REQUESTED THAT THE RULES ABOUT TREE CITY BE BROUGHT BACK TO COUNCIL FOR REVIEW.

IT WAS AGREED THAT ITEM #18-BIDDING POLICY AND PROCEDURES BE EXTEND UNTIL 12/31/2013.

POLICE CHIEF BOB MESHISHNEK STATED THAT HE SPOKE TO THE FISH AND WILDLIFE REGARDING THE NEED FOR AN ORDINANCE TO PROHIBIT THE FEEDING OF WILD ANIMALS. HE STATED THAT THIS ISN'T A WRITTEN REQUIREMENT AND THESE ISSUES, SUCH AS DEER, ARE DONE ON A CASE BY CASE BASIS.

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INDIVIDUAL REPORTS BY MAYOR, COUNCILMEMBERS AND STAFF:

FIRE CHIEF JOE HIRSCH THANKED EVERYONE THAT ATTENDED THE 9/11 MEMORIAL BELL RINGING AT THE FIRE HALL.

COUNCILMEMBER BIRCH STATED THAT THE LOCAL ELKS LODGE WAS SHUT DOWN TODAY BY THE ELKS ASSOCIATION AND THERE COULD BE ISSUES WITH THE GOLF COURSE CONTINUING SINCE THE ELKS OWN 11 OF THE HOLES AND DOMINION MEADOWS OWNS THE OTHER 7 HOLES. THERE IS A MEETING TOMORROW AT 7 PM AT THE ELKS TO GET MORE INFORMATION. FURTHER RESEARCH WILL NEED TO BE DONE TO DETERMINE WHAT EFFECT THIS MIGHT HAVE ON THE CITY.

COUNCILMEMBER KYLE STATED THAT THE GRINDER SHOULD BE STARTING TOMORROW OR THE NEXT DAY ON THE 2ND AVENUE PROJECT.

COUNCILMEMBER BERGIN STATED THAT THE NEW ACORN MONUMENT IS IN PLACE AND LOOKS GREAT.

COUNCILMEMBER FOLL STATED THAT THE HISTORICAL SOCIETY HAS NO MINUTES IN THE BOOK SINCE 2011. THE FIRE DEPARTMENT MINUTES ARE ALSO BEHIND. COUNCILMEMBER FOLL ASKED IF THE FARMERS MARKET IS ALLOWED TO TOW CARS. SHE STATED THAT SHE DOESN'T RECALL GIVING THEM THE AUTHORITY TO DO THAT. BOB MESHISHNEK STATED THAT ONLY THE POLICE HAVE THE AUTHORITY TO IMPOUND IF THE CITY COUNCIL GRANTS IT. COUNCILMEMBER FOLL ALSO REQUESTED A SMALL STAND FOR THE PUBLIC MICROPHONE SO IT IS HIGHER.

MAYOR RARRICK STATED THAT SHE WILL BE GONE FOR THREE WEEKS STARTING ON SEPTEMBER 30, 2013.

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

[8:53:30 PM](#)

MOTION PASSED.

TIME OF ADJOURNMENT 8:53 P.M.

MAYOR DEBORAH RARRICK

Attest:_____

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