

Colville, Washington
Regular City Council Meeting Minutes
October 29, 2013

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

[7:00:05 PM](#)

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

[7:01:20 PM](#)

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

STAFF PRESENT: STREET/PARK SUPERINTENDENT TERRY LeCAIRE, CHIEF OF POLICE ROBERT MESHISHNEK, CITY CLERK/HUMAN RESOURCES MANAGER HOLLY PANNELL, CITY TREASURER VICKIE STRONG AND FIRE CHIEF JOE HIRSCH.

SALUTE TO THE FLAG.

CONSENT AGENDA:

- #01. **MINUTES OF THE OCTOBER 22, 2013 REGULAR COLVILLE CITY COUNCIL MEETING.**
- #02. **OCTOBER 30, 2013 CLAIMS CHECKS #50308 ~ #50342 IN THE AMOUNT OF \$148,607.70 AS APPROVED FOR PAYMENT BY THE AUDIT COMMITTEE.**
- #03. **OCTOBER 18, 2013 ~ OCTOBER 24, 2013 CONTRACT/AGREEMENT LIST REVIEW.**

MAYOR RARRICK READ THE CONSENT AGENDA.

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER BIRCH SECONDED THE MOTION TO 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 OCTOBER 29, 2013 AND DOES APPROVE FOR PAYMENT THOSE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS: OCTOBER 30, 2013 CLAIMS CHECKS #50308 ~ #50342 IN THE AMOUNT OF \$148,607.70" AND DOES APPROVE THE CONSENT AGENDA AS READ.

[7:03:40 PM](#)

MOTION PASSED.

PUBLIC COMMENT PERIOD:

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

THERE WERE NO PUBLIC COMMENTS.

UNFINISHED BUSINESS:

- #05. **DISCUSSION/ACTION:** FINAL ENGINEERING REPORT FOR COLVILLE DIAGONAL PARKING.

HAROLD WHITE, TRAFFIC ENGINEER FOR THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT), STATED THAT THE REPORT ANSWERS THE QUESTIONS THAT WERE ADDRESSED IN THE MEMORANDUM OF UNDERSTANDING AND HE IS READY TO MOVE FORWARD AND PRESENT IT TO OLYMPIA.

MATT GILLIS, WELCH COMER, STATED THAT THEY ARE STILL ANALYZING IF THERE IS ROOM FOR ADDITIONAL PARKING ON MAIN STREET AT THE INTERSECTION OF ASTOR.

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HAROLD WHITE STATED THAT THE REPORT WILL NEED TO GO TO OLYMPIA TO THE STATE TRAFFIC ENGINEER FOR FINAL APPROVAL.

COUNCILMEMBER JANKE ASKED WHO PAYS FOR THE STRIPING AND THE OTHER MAINTENANCE. HAROLD WHITE STATED THAT THE WSDOT HANDLES THE MAIN TRAFFIC LANE ISSUES. ANY ADDITIONAL SIGNS AS RECOMMENDED IN THE REPORT WOULD BE THE RESPONSIBILITY OF THE CITY. THE MAST ARMS ARE ALLOWED TO BE USED FOR THE PEDESTRIAN SIGNS.

COUNCILMEMBER FOLL WONDERED WHY THIS TOOK SO LONG TO COME BACK TO COUNCIL. HAROLD WHITE STATED THAT THEY DID A POOR ESTIMATE OF WORK LOAD AND ABILITY TO FINISH THE WORK. HE STATED THAT THERE WERE NO PROBLEMS, JUST NOT ENOUGH TIME TO REVIEW THE INFORMATION.

COUNCILMEMBER FOLL ASKED FOR THE TRAFFIC COUNTS FOR WYNNE STREET. SHE STATED THAT SHE WOULD LIKE TO KNOW HOW MANY CARS STAY ON MAIN STREET AT THE ROUNDABOUT AND HOW MANY GO TO WYNNE. SHE ALSO STATED THAT THE PEDESTRIAN SIGNS THAT ARE IN THE MIDDLE OF THE STREET RIGHT NOW ARE CAUSING DRIVERS TO STOP WHEN IT ISN'T NECESSARY, BECAUSE IT HAS A STOP SIGN ON IT. THIS IS CAUSING SOME ISSUES SINCE DRIVERS ARE TREATING IT AS A STOP SIGN.

COUNCILMEMBER FOLL STATED THAT THE CHARTS THAT ARE MENTIONED IN THE APPENDIX WERE NOT ATTACHED. MATT GILLIS HAD TWO COPIES OF THESE CHARTS THAT HE HANDED OUT. HE STATED THAT THE CHARTS SHOW AN INCREASE IN PARKING ON MAIN STREET AFTER THE DIAGONAL PARKING WAS PUT IN.

HAROLD WHITE STATED THAT THE PEDESTRIANS CROSSING MAIN STREET CAN BE HANDLED WITH THE SIGNAGE OR A REDESIGN OF THE BULB OUTS. THE SIGNALS ARE NOT NEEDED FOR TRAFFIC.

COUNCILMEMBER FOLL MOVED AND COUNCILMEMBER BERGIN SECONDED THE MOTION ACCEPT THE FINAL ENGINEERING REPORT FOR COLVILLE DIAGONAL PARKING SUBMITTED TO THE COUNCIL DATED OCTOBER, 2013.

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MOTION PASSED.

NEW BUSINESS:

#06. DISCUSSION/ACTION: POSSIBLE APPROVAL OF CHANGE ORDER #1 FOR THE 2ND AVENUE RESURFACING PROJECT.

STREET/PARK SUPERINTENDENT TERRY LECAIRE STATED THAT IT'S BEEN RECOMMENDED THAT THEY WAIT UNTIL SPRING TO FINISH THE PROJECT, PROBABLY LATE SPRING.

COUNCILMEMBER FOLL REQUESTED THAT AN ARTICLE BE PUT IN THE NEWSPAPER TO EXPLAIN WHAT WE ARE DOING ON 2ND AVENUE.

COUNCILMEMBER BIRCH ASKED WHAT ADVERSE EFFECTS COULD THERE BE IN 2014 IF WE WAIT. TERRY LECAIRE STATED THAT THERE WILL BE SOME WARRANTY WORK TO BE DONE BY KNIFE RIVER, BUT WINTER WON'T HARM ANYTHING.

COUNCILMEMBER JANKE STATED THAT HE WAS CONFUSED BY THE TIMELINE, IT WAS AWARDED AUGUST 13 AND DIDN'T START UNTIL THE LAST WEEK OF SEPTEMBER. HE STATED THAT THERE SHOULD HAVE BEEN MORE TEETH IN OUR CONTRACT TO FORCE THEM TO START OR HAVE THEM WAIT UNTIL SPRING.

COUNCILMEMBER JANKE MOVED AND COUNCILMEMBER BERGIN SECONDED THE MOTION TO APPROVE CHANGE ORDER #1 TO POSTPONE APPLICATION OF THE FOG SEAL ON THE 2ND AVENUE PROJECT UNTIL SPRING OF 2014.

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MOTION PASSED.

#07. DISCUSSION/ACTION: POSSIBLE APPROVAL OF CHANGE ORDER #1 FOR THE GARDEN HOMES WATER IMPROVEMENTS PROJECT.

COUNCILMEMBER FOLL MOVED AND COUNCILMEMBER BERGIN SECONDED THE MOTION TO APPROVE CHANGE ORDER #1 FOR THE GARDEN HOMES WATER IMPROVEMENTS PROJECT IN THE AMOUNT OF \$13,269.99.

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MOTION PASSED.

#08. DISCUSSION/ACTION: POSSIBLE APPROVAL OF TASK ORDER 13-06 WITH WELCH COMER FOR HAWTHORNE AVENUE, US 395 TO WALNUT STREET, WATER AND SEWER DESIGN AND CONSTRUCTION.

MATT GILLIS, WELCH COMER, STATED THAT THIS IS PART OF THE FEDERAL AID PROJECT FOR HAWTHORNE AND IT IS SEPARATE BECAUSE IT WILL BE FUNDED BY WATER SEWER AND NOT THE FEDERAL MONEY.

COUNCILMEMBER JANKE ASKED WHY THERE IS NO BREAKOUT OF THE BID, JUST A LUMP SUM. HE STATED THAT HE WOULD PREFER TO SEE THAT BEFORE WE AWARD THIS TASK ORDER.

IT WAS DECIDED THAT THIS ITEM WILL BE BROUGHT BACK AT THE NEXT COUNCIL MEETING.

#09. DISCUSSION: CONTINUED DISCUSSION REGARDING THE PROPOSED 2014 BUDGET.

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COUNCILMEMBER JANKE EXPLAINED THAT HE HAS PUT TOGETHER SOME BACKGROUND INFORMATION AND A LIST OF SIGNIFICANT UNDERFUNDED AREAS, SOME PROPOSED GOALS AND SOME CONSIDERATIONS FOR DISCUSSION REGARDING THE 2014 BUDGET. HE STATED THAT HE WOULD LIKE TO REVIEW THEM AND SEE IF THERE IS AGREEMENT BY THE COUNCIL.

COUNCILMEMBER FOLL REQUESTED THAT COUNCIL REVIEW THE BACKGROUND ISSUES OR UNDERFUNDED AREAS AND SEE IF THERE IS AGREEMENT ON THOSE ITEMS FIRST.

THE ITEMS ARE AS FOLLOWS:

- A. STREET MAINTENANCE AND REPAIR – NO OPPOSITION
- B. STORM DRAINS- NO OPPOSITION
- C. FACILITIES MAINTENANCE – NO OPPOSITION
- D. CONNECTION TO FIBER OPTICS – NO OPPOSITION
- E. CAPITAL FACILITIES PLAN – CURRENT EXPENSE/STREET/LIBRARY – NO OPPOSITION
- F. EQUIPMENT AND VEHICLE REPLACEMENT – NO OPPOSITION
- G. NO PLANS FOR ANY OF THESE AREAS
- H. NO FUNDS PLANNED FOR RETIREMENT CASH OUTS WHEN EMPLOYEES LEAVE TO PAY OFF THEIR VACATION/COMP HOURS.

COUNCILMEMBER FOLL REQUESTED THAT AN ITEM BE ADDED LABELED AS “I” – WE HAVE NO PLAN TO RE-INSTATE (EXAMINE/RE-EVALUATE) THE CUTS THAT HAVE BEEN MADE FOR THE LAST 5 YEARS. NO PLAN TO LOOK AT WHAT HAS BEEN CUT, SHE STATED THAT SHE ISN'T SUGGESTING THAT THEY ALL NEED TO BE BROUGHT BACK, BUT WE DO NEED TO EVALUATE THE IMPACT TO THE LEVEL OF SERVICE.

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COUNCILMEMBER FOLL MOVED AND COUNCILMEMBER JANKE SECONDED THE MOTION TO ACCEPT THE LIST OF BACKGROUND AND SIGNIFICANT UNDERFUNDED AREAS (A-I) AS A WORK PLAN FOR THE COUNCIL AND USING IT IN THE BUDGET PROCESS.

[8:20:41 PM](#)

MOTION PASSED.

COUNCILMEMBER JANKE REVIEWED THE PROPOSED GOALS.

GOALS:

- A. ESTABLISH WAYS TO GENERATE REVENUE AND CUT FIXED COSTS.
- B. STORM WATER UTILITY FUNDED AT \$150,000-\$250,000 ANNUALLY. – COUNCILMEMBER LAWSON STATED THAT THIS IS OK IF WE IMPLEMENT A STORM WATER UTILITY AND IMPLEMENT A FEE.
- C. STREETS – POSITION THE CITY TO HAVE \$150,000 MATCHING FUNDS EVERY TWO YEARS WITH \$150,000 IN ROADWAY REPAIRS EVERY YEAR.
- D. FACILITIES MAINTENANCE – FOR PROJECTS UNDER \$10,000 TRY FOR \$25,000 A YEAR WITH HEALTH AND SAFETY PRIORITIES BEING FUNDED FIRST. COUNCILMEMBER JANKE STATED THAT A REVISED LIST OF THESE ITEMS WILL BE COMING LATER.
- E. FIBER OPTIC – POSSIBLY HAVE \$20,000 TO HOOK UP BUILDINGS IN 2014, THIS WOULD BE A ONE-TIME ISSUE. COUNCILMEMBER BIRCH STATED THAT OTHER ISSUES ARE MORE IMPORTANT THAN THIS ONE.
- F. CURRENT EXPENSE CAPITAL FACILITIES PLAN (CFP) – COUNCILMEMBER JANKE STATED THAT HE IS SUGGESTING WE TRY AND BUDGET \$50,000 ANNUALLY.
- G. SEEK TO MAINTAIN A BALANCE OF SERVICES TO THE CITY.

COUNCILMEMBER KYLE STATED THAT THERE IS A DIFFERENCE BETWEEN KNOWN PROBLEMS AND IDENTIFYING GOALS.

THERE WAS NO AGREEMENT REACHED ON THE PROPOSED GOALS AND THE ASSOCIATED DOLLAR AMOUNTS.

COUNCILMEMBER JANKE REVIEWED THE PROPOSED LIST OF CONSIDERATIONS.

CONSIDERATIONS:

- A. UNTIL A FLEET AND EQUIPMENT GUIDE IS ADOPTED BY COUNCIL, RECOMMEND A MORATORIUM ON FLEET AND EQUIPMENT PURCHASES UNTIL THIS IS FINISHED.
- B. REDUCE THE WORKWEEK TO 36 OR 38 HOURS PER WEEK. NO ANALYSIS HAS BEEN DONE ON HOW THIS MIGHT AFFECT SERVICES.
- C. REDUCE THE COLA FROM 2% TO 1%.
- D. NO INCREASE TO THE WATER SEWER RATES FOR 2014, THIS IS NOT A DEFERRAL, IT IS AN ELIMINATION OF THE INCREASE.
- E. CONTINUE WITH RESOLUTION NO. 02-12 TO PUT EXCESS PROPERTY AND SALES TAX INTO THE CFP SET ASIDE FUNDING.
- F. SET UP SEPARATE ACCOUNTS FOR CFP, FACILITIES MAINTENANCE, EQUIPMENT REPLACEMENT AND STORM DRAIN UTILITY.
- G. REDUCE THE BUILDING/PLANNING DEPARTMENT BY ½ A PLANNER.
- H. ESTABLISH A STORM WATER UTILITY AND A FEE OF \$3/MONTH. ALSO SEEK TO HAVE SEED MONEY OF \$50,000.
- I. WATER SEWER RESERVES AND AN ADDITIONAL \$245,000 USDA RESERVE. MIGHT HAVE MORE RESERVES THAN WE NEED. MAYBE LOOK AT USING THE RATE STABILIZATION RESERVE AS AN OFFSET.
- J. THE ESTIMATED UNRESERVED IN CURRENT EXPENSE MIGHT BE MORE THAN NECESSARY, HE SUGGESTED TAKING \$150,000 OF THIS AND USING IT, MAYBE ON THE HAWTHORNE PROJECT.
- K. SET UP A SET ASIDE FOR VACATION CASH OUT AT RETIREMENT.

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- L. FIBER OPTIC INSTALLATION.
- M. IN 2014 APPOINT A COMMITTEE TO LOOK AT WAYS TO RESTRUCTURE OUR ORGANIZATION AND DEPARTMENTS.
- N. MAKE DECISIONS ON POSSIBLE FUND ADJUSTMENTS AND THEN DIVIDE THE FUNDS INTO SPECIFIC NEED AREAS.
- O. COUNCILMEMBER JANKE'S THOUGHTS ON THE 3%-5% CUTS FROM THE LAST MEETING. DISCUSS FURTHER AT THE NEXT COUNCIL MEETING.

COUNCIL STATED THAT IT WOULD BE GOOD TO KNOW THE FIBER OPTIC QUOTES FOR ALL DEPARTMENTS.

DEPARTMENT HEADS WERE ENCOURAGED TO SUBMIT COMMENTS REGARDING ANY OF THE ITEMS DISCUSSED RELATING TO THE 2014 BUDGET. THESE NEED TO BE SUBMITTED TO THE CITY CLERK BY NOVEMBER 6TH IN ORDER TO BE INCLUDED IN THE COUNCIL PACKETS.

COUNCILMEMBER FOLL STATED THAT WE STILL HAVEN'T LOOKED AT PREVIOUS CUTS, AND SHE IS CONCERNED ABOUT THE PARKS AND SOME OTHER AREAS. ADDITIONALLY, A LOT OF THE DEPARTMENTS PROPOSED TO CUT TRAINING AND THAT IS A LIABILITY FOR THE CITY.

COMMITTEE OR SPECIAL REPORTS:

- #10. CITY ATTORNEY: REPORT ON ANY PENDING ITEMS.**

NO REPORT.

- #11. COUNCIL PENDING ITEMS: REVIEW LIST OF COUNCIL PENDING ITEMS.**

NO REPORT.

INDIVIDUAL REPORTS BY MAYOR, COUNCILMEMBERS AND STAFF:

POLICE CHIEF BOB MESHISHNEK STATED THAT THIS THURSDAY IS HALLOWEEN AND THEY WILL CONTINUE TO WORK WITH THE AMATEUR RADIO GROUP FOR ADDED COMMUNICATION AROUND TOWN.

FIRE CHIEF JOE HIRSCH STATED THAT OCTOBER IS FIRE SAFETY MONTH. HE ALSO STATED THAT A LOCAL RESIDENT HAS DONATED A STRUCTURE THAT THEY WILL USE FOR MULTIPLE TRAINING SESSIONS.

COUNCILMEMBER BIRCH ASKED THAT THE DEPARTMENT HEADS LOOK AT THE OUTSOURCING OF JOBS SUCH AS CHANGING A LIGHT BULB AND CLEANING DITCHES. HE STATED THAT WE HAVE THE EQUIPMENT TO DO THESE THINGS OURSELVES. HE ALSO STATED THAT THERE IS A LOT OF MONEY BEING SPENT ON SMALL TOOLS SUCH AS SCREW DRIVERS AND WRENCHES THAT SHOULD BE REVIEWED.

COUNCILMEMBER LAWSON STATED THAT THE CHAMBER HANDED OUT 350 GOODIE BAGS AT THE KIDDIE PARADE. SHE ALSO STATED THAT THE ZOMBIE RUN HAD 75 PARTICIPANTS AND THE NEW PUBLIC PARKING ACROSS FROM GOODWILL WAS FULL FOR MOONLIGHT MADNESS.

MAYOR RARRICK STATED THAT SHE IS BACK AND THANKFUL TO MAYOR PRO-TEM FOLL FOR FILLING IN WHILE SHE WAS GONE.

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

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MOTION PASSED.

TIME OF ADJOURNMENT 9:46 P.M.

MAYOR DEBORAH RARRICK

Attest: _____

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