

**Colville, Washington**  
**Regular City Council Meeting Minutes**  
**July 22, 2014**

**6:30 PM:** MEETING CALLED TO ORDER BY MAYOR DEBORAH RARRICK.

[6:30:00 PM](#)

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

[6:31:00 PM](#)

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

**STAFF PRESENT:** CITY CLERK/HUMAN RESOURCES MANAGER HOLLY PANNELL, CITY TREASURER VICKIE STRONG, MUNICIPAL SERVICES ADMINISTRATOR ERIC DURPOS AND FIRE CHIEF JOE HIRSCH.

**SALUTE TO THE FLAG.**

**CONSENT AGENDA:**

- #01. **MINUTES OF THE JULY 8, 2014 REGULAR COLVILLE CITY COUNCIL MEETING.**
- #02. **JULY 8, 2014 MANUAL CLAIMS CHECK #52065 IN THE AMOUNT OF \$189.02 AS APPROVED FOR PAYMENT BY THE AUDIT COMMITTEE.**
- #03. **JULY 23, 2014 CLAIMS CHECKS #52066 ~ #52160 IN THE AMOUNT OF \$177,434.45 AS APPROVED FOR PAYMENT BY THE AUDIT COMMITTEE.**
- #04. **JUNE, 2014 REPORTS: EXPENDITURE, REVENUE, VENDOR AND TREASURER.**
- #05. **JULY 2, 2014 ~ JULY 17, 2014 CONTRACT/AGREEMENT LIST REVIEW.**

MAYOR RARRICK READ THE CONSENT AGENDA.

[6:31:30 PM](#) COUNCILMEMBER BERGIN ARRIVED.

COUNCILMEMBER KYLE MOVED AND COUNCILMEMBER BERGIN 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 22, 2014 AND DOES APPROVE FOR PAYMENT THOSE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS: JULY 8, 2014 MANUAL CLAIMS CHECK #52065 IN THE AMOUNT OF \$189.02; JULY 23, 2014 CLAIMS CHECKS #52066 ~ #52160 IN THE AMOUNT OF \$177,434.45" AND DOES APPROVE THE CONSENT AGENDA AS READ.

[6:36:16 PM](#) MAYOR RARRICK STATED THAT SHE COULD NOT CONTINUE AND MAYOR PRO-TEM FOLL TOOK OVER THE MEETING.

[6:36:50 PM](#)

MOTION PASSED.

**PUBLIC COMMENT PERIOD:**

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

LYNN O'CONNOR, REPRESENTING ROTARY, STATED THAT THEY ARE SEEKING APPROVAL OF THE PROPOSED BRICK FOR THE BIKE RACK PROJECT IN FRONT OF CITY HALL.

COUNCILMEMBER JANKE STATED THAT HE HAD THE TRC (TECHNICAL REVIEW COMMITTEE) REVIEW THE SAMPLES AND THE TEXTURE IS VERY CLOSE. THE BRICK ON CITY HALL IS ACTUALLY VERY DIRTY RIGHT NOW.

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COUNCILMEMBER JANKE MOVED AND COUNCILMEMBER BIRCH SECONDED THE MOTION TO APPROVE THE BRICK AS PRESENTED FOR COLOR AND TEXTURE FOR THE BIKE RACK IN FRONT OF CITY HALL TO BE PLACED IN A SIMILAR PATTERN AS CITY HALL.

[6:39:28 PM](#)

MOTION PASSED.

COUNCILMEMBER JANKE STATED THAT HE WOULD ALSO LIKE TO DISCUSS THE BIKE RACK LOCATION. HE STATED THAT IT WAS PREVIOUSLY APPROVED TO BE ON THE GRASS TO THE RIGHT OF THE FRONT DOOR. COUNCILMEMBER JANKE STATED THAT HE FEELS IT WOULD BE BETTER SUITED TO THE LEFT OF THE DOOR IN FRONT OF THE POLICE DEPARTMENT DOOR.

[6:40:51 PM](#) MAYOR PRO-TEM FOLL CALLED FOR AN 8 MINUTE BREAK SO THE COUNCILMEMBERS COULD WALK OUTSIDE TO THE FRONT OF THE BUILDING AND LOOK AT OPTIONS.

[6:48:00 PM](#) MAYOR PRO-TEM FOLL RECONVENED THE MEETING.

COUNCILMEMBER JANKE MOVED AND COUNCILMEMBER LAWSON SECONDED THE MOTION THAT THE NEW LOCATION BE THE NORTHEAST CORNER OF CITY HALL ADJACENT TO THE PARK AND CITY HALL AND REQUIRE A FORMAL LOCATION OF ALL UTILITIES AND IRRIGATION BEFORE ANY DIGGING.

[6:49:09 PM](#)

MOTION PASSED.

COUNCILMEMBER JANKE ASKED ABOUT THE STATUS ON THE LIBRARY BIKE RACK. LYNN O'CONNOR STATED THAT THEY WILL BE BACK TO COUNCIL AFTER SCHOOL STARTS.

**NEW BUSINESS:**

**#07. DISCUSSION/ACTION: POSSIBLE FINAL ACCEPTANCE OF THE HAWTHORNE AVENUE OVERLAY PROJECT.**

COUNCILMEMBER KYLE MOVED AND COUNCILMEMBER BERGIN SECONDED THE MOTION TO APPROVE FINAL ACCEPTANCE OF THE HAWTHORNE AVENUE OVERLAY CONTRACT WITH KNIFE RIVER IN THE AMOUNT OF \$210,841.60.

[6:53:56 PM](#)

MOTION PASSED.

**#08. DISCUSSION/ACTION: POSSIBLE BID AWARD FOR THE 4<sup>TH</sup> AVENUE SEWER MAIN REPLACEMENT PROJECT.**

MUNICIPAL SERVICES ADMINISTRATOR ERIC DURPOS STATED THAT THIS WAS MENTIONED A FEW MEETINGS AGO AND THE LINE HAS COLLAPSED. COUNCIL HAD AGREED TO PUT THE PROJECT OUT TO BID.

COUNCILMEMBER JANKE MOVED AND COUNCILMEMBER BERGIN SECONDED THE MOTION TO AWARD THE 4<sup>TH</sup> AVENUE SEWER MAIN REPLACEMENT PROJECT TO COLVILLE CONSTRUCTION CO., INC. IN THE AMOUNT OF \$45,987.16.

[6:56:33 PM](#)

MOTION PASSED.

**#09. DISCUSSION/ACTION: PROPOSED RESOLUTION ADOPTING FINANCIAL POLICIES FOR THE CITY OF COLVILLE.**

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COUNCILMEMBER JANKE STATED THAT THE BUDGET COMMITTEE HAS BEEN WORKING ON THIS FOR SOME TIME. THE CITY HAD NUMEROUS OTHER FINANCIAL POLICIES AND RELATED DOCUMENTS AND WE TRIED TO BRING IT UP TO DATE AND CONSOLIDATE THEM.

COUNCILMEMBER JANKE MOVED AND COUNCILMEMBER KYLE SECONDED THE MOTION TO ADOPT RESOLUTION NO. 12-14 WITH THE FOLLOWING ADJUSTMENTS: SECTION 3 (A) STRIKE "USING THE MORE CONSERVATIVE FIGURE" IN THE FIRST SENTENCE; SECTION 4 (C) CHANGE UTILITY RATES IN THE THIRD SENTENCE TO EXPENDITURES AND REVENUES; SECTION 6 (A) CHANGE EMPLOYEE TO POSITION IN THE SECOND SENTENCE.

[7:11:54 PM](#)

MOTION PASSED.

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

**#10. DISCUSSION/ACTION: POSSIBLE FINAL APPROVAL OF THE REVISED PLANNER JOB DESCRIPTION.**

COUNCILMEMBER JANKE REVIEWED THE REVISED JOB DESCRIPTION FOR BUILDING/PLANNING CHANGING THE DEPARTMENT HEAD TO A PLANNER. HE STATED THAT THERE WERE SOME THINGS REGARDING THE COMPREHENSIVE PLAN THAT WEREN'T INCLUDED IN THE PAST THAT HAVE BEEN ADDED. THERE WAS ALSO SOME WORDING REVISIONS AND SOME ADJUSTMENTS TO THE FORMAT.

COUNCILMEMBER JANKE MOVED AND COUNCILMEMBER BIRCH SECONDED THE MOTION TO APPROVE THE PLANNER JOB DESCRIPTION AS WRITTEN AND PROCEED WITH THE HIRING PROCESS.

[7:23:10 PM](#)

MOTION PASSED.

**COMMITTEE OR SPECIAL REPORTS:**

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

NO REPORT.

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

NO REPORT.

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

FIRE CHIEF JOE HIRSCH STATED THAT STEVENS COUNTY HAS ISSUED A BURN BAN EFFECTIVE JULY 18<sup>TH</sup> FOR ALL OUTDOOR BURNING, THIS WOULD STILL ALLOW CHARCOAL AND PROPANE GRILLS FOR THE PURPOSES OF PREPARING FOOD. HE STATED THAT HE WOULD LIKE THE COUNCIL TO TAKE THE SAME ACTION.

STAFF WAS ASKED TO PREPARE A RESOLUTION THAT THE CITY WILL AUTOMATICALLY FOLLOW THE COUNTY BURN BAN POSITION. CHIEF HIRSCH WAS ASKED TO BRING THIS BACK AT THE NEXT MEETING.

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER LAWSON SECONDED THE MOTION TO ADOPT THE STEVENS COUNTY BURN BAN EFFECTIVE IMMEDIATELY AND UNTIL FURTHER NOTICE, THE BAN INCLUDES ALL OUTDOOR BURNING EXCEPT FOR CHARCOAL AND PROPANE GRILLS FOR THE PURPOSES OF PREPARING FOOD.

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[7:30:28 PM](#)

MOTION PASSED.

COUNCILMEMBER JANKE STATED THAT HE REVIEWED THE MEMO ABOUT THE GOLF COURSE FROM CHARLIE SCHUERMAN. HE STATED THAT IT DOESN'T APPEAR THAT THE ATTORNEY LOOKED IN TO THE 501C3 AGREEMENT FOR DOMINION MEADOWS AND HOW THE CITY MIGHT BE INVOLVED. IT WAS REQUESTED THAT THIS ITEM BE PUT BACK ON THE PENDING LIST FOR FURTHER RESEARCH. COUNCILMEMBER JANKE ALSO STATED THAT HE WAS CONCERNED TO SEE AT THE LAST COUNCIL MEETING THAT THE COUNCIL AGREED TO ALLOW THE VETERANS TO USE THE OLD COUNTY SHOP.

COUNCILMEMBER KYLE STATED THAT THE FOOD BANK IS ASKING THE CITY TO WAIVE BUILDING PERMIT FEES. HE INFORMED THEM THAT THE COUNCIL CAN'T WAIVE FEES BUT IN THE PAST WE HAVE PAID THEM OURSELVES. HE STATED THAT THEY WERE ASKED TO COME TO COUNCIL IF THEY WANTED TO PURSUE IT. COUNCILMEMBER KYLE ALSO STATED THAT HE WOULD LIKE THE COUNCIL TO CONSIDER LOOKING AT ADDITIONAL HOURS FOR ANIMAL/PARKING CONTROL. HE WAS INVOLVED IN AN INCIDENT IN THE PARK RECENTLY AND FEELS THAT THIS SHOULD BE RESEARCHED DURING THE UPCOMING BUDGET PROCESS. MAYOR PRO-TEM FOLL STATED THAT THE BUDGET COMMITTEE WILL LOOK AT THIS ISSUE.

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

[7:42:23 PM](#)

MOTION PASSED.

**TIME OF ADJOURNMENT: 7:42 P.M.**

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MAYOR PRO-TEM NANCY FOLL

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