

**Colville, Washington**  
**Regular City Council Meeting Minutes**  
**February 10, 2015**

**6:30 PM:** MEETING CALLED TO ORDER BY MAYOR LOUIS JANKE.

[6:30:01 PM](#)

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

[6:30:44 PM](#)

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

**ABSENT:** NONE

**STAFF PRESENT:** POLICE CHIEF ROBERT MESHISHNEK, CITY CLERK/HUMAN RESOURCES MANAGER HOLLY PANNELL, CITY TREASURER VICKIE STRONG, MUNICIPAL SERVICES ADMINISTRATOR ERIC DURPOS, CITY PLANNER RJ KEETCH, FIRE CHIEF BRAD MANKE AND LEAD MECHANIC JEFF LONG.

**SALUTE TO THE FLAG.**

**CONSENT AGENDA:**

- #01. **MINUTES OF THE JANUARY 27, 2015 REGULAR CITY COUNCIL MEETING.**
- #02. **FEBRUARY 11, 2015 CLAIMS CHECKS #53504 ~ #53584 IN THE AMOUNT OF \$96,673.03 AS APPROVED FOR PAYMENT BY THE AUDIT COMMITTEE.**
- #03. **JANUARY, 2015 PAYROLL CHECKS #53469 ~ #53503 IN THE AMOUNT OF \$271,252.38 AS APPROVED FOR PAYMENT BY THE AUDIT COMMITTEE.**
- #04. **JANUARY, 2015 REPORTS: EXPENDITURE, REVENUE, VENDOR AND TREASURER.**
- #05. **JANUARY 22, 2015 ~ FEBRUARY 4, 2015 CONTRACT/AGREEMENT LIST REVIEW.**

MAYOR JANKE READ THE CONSENT AGENDA.

COUNCILMEMBER KYLE 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 FEBRUARY 10, 2015 AND DOES APPROVE FOR PAYMENT THOSE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS: FEBRUARY 11, 2015 CLAIMS CHECKS #53504 ~ #53584 IN THE AMOUNT OF \$96,673.03; JANUARY, 2015 PAYROLL CHECKS #53469 ~ #53503 IN THE AMOUNT OF \$271,252.38" AND DOES APPROVE THE CONSENT AGENDA AS READ.

[6:32:14 PM](#)

MOTION PASSED.

**PUBLIC COMMENT PERIOD:**

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

JACK SMITH, 1870 EAST IVY, STATED THAT HE IS LOOKING FOR LIBERTY AND JUSTICE FOR COUNCIL WARD 3. HE STATED THAT WE ARE TRYING TO MANIPULATE THE SYSTEM. HE STATED THAT MOVING COUNCILMEMBER KYLE FROM THE AT LARGE POSITION TO THE WARD 3 VACANCY WOULD BE AN ACT OF CRONYISM. HE STATED THAT WE SHOULD FOLLOW STANDARD PROCEDURE AND TAKE APPLICATIONS FOR THE VACANT COUNCIL POSITION FROM WARD 3 EXCLUSIVELY.

**Colville, Washington**  
**Regular City Council Meeting Minutes**  
**February 10, 2015**

BILL PIFER, 1930 EAST IVY, STATED THAT HE IS SURPRISED SINCE THE CITY HAS ALWAYS FOLLOWED PROCEDURES. HE STATED THAT HE THINKS THAT THE COUNCIL WAS CONFUSED AT THE JANUARY 13<sup>TH</sup> COUNCIL MEETING ABOUT THE MOTION BEING A TIE AND HAD FAILED. HE THINKS THAT THE APPROPRIATE THING FOR COUNCILMEMBER KYLE TO DO IS TO RESIGN HIS AT LARGE POSITION AND GO AGAINST ANY OTHER APPLICANTS FROM WARD 3 FOR THE VACANT POSITION.

MURIEL MEYER, 506 SOUTH OAK, STATED THAT SHE ALSO THINKS IT SHOULD STAY OPEN TO JUST WARD 3 RESIDENTS.

**PRIORITY ITEMS:**

- #07. DISCUSSION/ACTION: POSSIBLE APPOINTMENT TO THE COUNCIL VACANCY IN WARD 3, POSITION 2. POSSIBLE OATH OF OFFICE.**

MAYOR JANKE READ THE PROCEDURES FOR THE POSSIBLE APPOINTMENT.

COUNCILMEMBER KYLE STATED THAT HE DID NOT INTEND TO CREATE AN ISSUE. HE WAS JUST TRYING TO CREATE AN OPPORTUNITY FOR ALL CITY RESIDENTS. COUNCILMEMBER KYLE STATED THAT HE IS FORMALLY ASKING THAT HIS REQUEST BE WITHDRAWN.

ADVERTISING FOR THE COUNCIL POSITION VACANCY IN WARD 3, POSITION 2 WILL TAKE PLACE AS SOON AS POSSIBLE. IT WILL BE ADVERTISED FOR TWO WEEKS WITH A POSSIBLE APPOINTMENT TAKING PLACE AT THE MARCH 10, 2015 COUNCIL MEETING.

**PUBLIC APPEARANCES AND FORUM TIME:**

- #08. DISCUSSION/ACTION: REQUEST FOR HIRING CONSIDERATION OF INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES.**

SHEILA PARKER, 1878 EAST IVY, CAREER PATH SERVICES, STATED THAT SHE IS LOOKING TO HAVE THE CITY JOB CARVE AND CREATE A POSITION OR POSITIONS FOR SOMEONE WITH DEVELOPMENTAL DISABILITIES. SHE STATED THAT JOB DESCRIPTIONS USUALLY ELIMINATE THEIR CLIENTS AS WRITTEN. MS. PARKER REVIEWED THE SERVICES PROVIDED BY CAREER PATH SERVICES.

MAYOR JANKE ASKED WHO WOULD SUPERVISE THESE EMPLOYEES. SHEILA PARKER STATED THAT THEY TRAIN, BUT CITY STAFF WOULD SUPERVISE. SHE STATED THAT THEY ARE LOOKING FOR PERMANENT PART-TIME OR FULL-TIME WORK.

COUNCILMEMBER BERGIN ASKED IF THEY WOULD CONSIDER SHORT TERM OR TEMPORARY EMPLOYMENT. SHEILA PARKE STATED THAT THEY WOULD CONSIDER IT.

COUNCILMEMBER KYLE STATED THAT THE CITY IS A SMALL ORGANIZATION WITH A SMALL BUDGET AND SOME OF OUR EMPLOYEES THAT WERE REDUCED DURING TOUGH BUDGET YEARS ARE STILL ON PART-TIME HOURS THAT WERE FULL-TIME PREVIOUSLY.

MAYOR JANKE STATED THAT HE WILL PROVIDE THIS INFORMATION TO THE DEPARTMENT HEADS FOR POSSIBLE IDEAS.

- #09. DISCUSSION/ACTION: NE WASHINGTON FAIR REQUEST TO USE THE COLVILLE FLOAT.**

LORI MATLOCK, NORTHEAST WASHINGTON FAIR DIRECTOR, STATED THAT THE FAIR ROYALTY IS AWARE THAT THE COLVILLE ROYALTY IS NO LONGER IN EXISTENCE AND NOT USING THE COLVILLE FLOAT. SHE STATED THAT THEY WOULD LIKE TO USE THE FLOAT AND HAVE THE FAIR ROYALTY RIDE THE FLOAT.

**Colville, Washington**  
**Regular City Council Meeting Minutes**  
**February 10, 2015**

CITY CLERK HOLLY PANSELL STATED THAT THE CITY AND THE COUNTY ARE BOTH INSURED BY THE SAME ENTITY AND THE INSURANCE WOULD NOT BE AN ISSUE. SHE ALSO STATED THAT MRSC (MUNICIPAL RESEARCH AND SERVICES CENTER) IS RECOMMENDING THAT THERE BE SOME SORT OF LETTER OF AGREEMENT. THERE IS AN EXEMPTION THAT WOULD WAIVE ANY PAYMENT REQUIREMENT BETWEEN GOVERNMENT ENTITIES.

COUNCILMEMBER FOLL STATED THAT A PRIVATE INDIVIDUAL THAT MIGHT BE DRIVING THEIR PRIVATE TRUCK TO PULL THE TRAILER AND FLOAT WOULD NEED TO LOOK INTO ANY INSURANCE REQUIREMENT.

COUNCILMEMBER BERGIN ASKED ABOUT THE LENGTH OF TIME THAT THEY WOULD LIKE TO USE THE FLOAT. LORI MATLOCK STATED THAT THE ROYALTY WOULD USE IT BETWEEN MAY AND SEPTEMBER.

COUNCILMEMBER LAWSON MOVED AND COUNCILMEMBER KYLE SECONDED THE MOTION TO AUTHORIZE THE CITY ATTORNEY TO PUT TOGETHER AN AGREEMENT TO ALLOW THE NORTHEAST WASHINGTON FAIR AND THE FAIR ROYALTY TO USE THE COLVILLE FLOAT AND TRAILER WITH NO REQUIREMENT OF PAYMENT.

[7:17:07 PM](#)

MOTION PASSED.

**NEW BUSINESS:**

- #10. DISCUSSION/ACTION: POSSIBLE APPROVAL OF TASK ORDER 15-01 WITH WELCH COMER FOR WATER AND SEWER DESIGN, BID AND CONSTRUCTION FOR THE HAWTHORNE AVENUE WALNUT TO PINE PROJECT.**

MUNICIPAL SERVICES ADMINISTRATOR ERIC DURPOS STATED THAT THIS IS PHASE 2 OF THE HAWTHORNE PROJECT AND WILL INCLUDE WATER/SEWER DESIGN, BID AND CONSTRUCTION FOR HAWTHORNE AVENUE WALNUT TO PINE STREET.

COUNCILMEMBER KYLE STATED THAT THE TIME AND MONEY TO CLEAR UP THE RIGHT OF WAY ISSUES IS A GOOD IDEA AND MONEY WELL SPENT.

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER LAWSON SECONDED THE MOTION TO APPROVE TASK ORDER 15-01 WITH WELCH COMER IN THE AMOUNT OF \$42,782.00.

[7:23:31 PM](#)

MOTION PASSED.

- #11. DISCUSSION/ACTION: POSSIBLE APPROVAL TO PURCHASE A USED 590 BACKHOE FROM THE WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES.**

MUNICIPAL SERVICES ADMINISTRATOR ERIC DURPOS STATED THAT THERE HAS BEEN A NEW BACKHOE IN THE CFP FOR YEARS AND IT JUST NEVER GETS FUNDED. HE STATED THAT THEY RECENTLY SURPLUSED THE OLD ONE AND WE STILL NEED ONE. HE STATED THAT AN EMAIL WAS JUST RECEIVED FROM THE STATE FOR A USED BACKHOE AND WE ARE THE FIRST ONE ON THE LIST TO POSSIBLY PURCHASE THE EQUIPMENT. HE STATED THAT THERE IS \$250,000 IN HIS EQUIPMENT RESERVE AND WE JUST MADE \$8,600 FROM THE SURPLUS BACKHOE THAT CAN BE PUT TOWARDS THIS PURCHASE.

LEAD MECHANIC JEFF LONG STATED THAT THE BACKHOE IS A 1996 AND WE GOT RID OF A 1978, AND THIS IS BIGGER THAN THE 580 BACKHOE THAT WE HAVE NOW. HE STATED THAT WE HAVE YET TO BE ABLE TO OBTAIN THE MAINTENANCE RECORDS FOR THE EQUIPMENT, BUT HE DOESN'T BELIEVE THERE WILL BE ANY ISSUES WITH ITS CONDITION. THE DNR (DEPARTMENT OF NATURAL RESOURCES)

**Colville, Washington**  
**Regular City Council Meeting Minutes**  
**February 10, 2015**

HAD THIS EQUIPMENT AND THEY AUTOMATICALLY ONLY KEEP THESE ITEMS FOR A NUMBER OF YEARS AND THEN GET RID OF THEM.

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER KYLE SECONDED THE MOTION TO APPROVE THE PURCHASE OF A 1996 CASE 590 SUPER L BACKHOE FROM THE WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES IN THE AMOUNT OF \$17,525.00 PLUS ANY APPLICABLE TAX AND LICENSING FEES.

[7:32:32 PM](#)

MOTION PASSED.

**#12. DISCUSSION/ACTION: POSSIBLE APPROVAL TO PROCEED AND NEGOTIATE A PROFESSIONAL SERVICES CONTRACT TO ASSIST WITH AN APPLICATION TO CDBG (COMMUNITY DEVELOPMENT BLOCK GRANTS).**

CITY PLANNER RJ KEETCH STATED THAT THE PURPOSE IS TO GET SOME EXPERT HELP TO APPLY FOR A CDBG PLANNING GRANT. HE STATED THAT IF WE GET THE GRANT THEY WILL ROLL THE FEE FOR THIS INTO THE GRANT. THIS WILL ALSO INVOLVE SOME STRATEGIC PLANNING FOR THE CITY.

COUNCILMEMBER FOLL ASKED WHY THIS COMPANY IS BEING USED. RJ KEETCH STATED THAT HE HAS WORKED WITH THE MEMBERS OF THIS COMPANY IN THE PAST. COUNCILMEMBER FOLL STATED THAT IF WE WERE ABLE TO OBTAIN THE GRANT THERE IS NO GUARANTEE THAT THEY WOULD BE HIRED AND THEN THEY WOULD NEED TO BE PAID. RJ KEETCH STATED THAT IF THEY DON'T WIN THE RFQ PROCESS AND IF WE GET THE GRANT, THEY WOULD THEN NEED TO BE PAID THE \$2,500. COUNCILMEMBER FOLL ASKED ABOUT STUDIO CASCADES HISTORY WITH THEIR GRANT APPLICATIONS. RJ KEETCH STATED THAT HE IS NOT AWARE OF THEIR SUCCESS RATE.

COUNCILMEMBER KYLE MOVED AND COUNCILMEMBER BIRCH SECONDED THE MOTION TO AUTHORIZE THE MAYOR TO NEGOTIATE AND ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH STUDIO CASCADE TO COMPLETE A CDBG PLANNING GRANT FOR AN AMOUNT NOT TO EXCEED \$2,500, FUNDING TO COME FROM THE CURRENT EXPENSE CFP (CAPITAL FACILITIES PLAN) RESERVE FUNDS.

[7:40:45 PM](#)

MOTION PASSED.

**#13. DISCUSSION/ACTION: POSSIBLE APPOINTMENT TO THE COLVILLE LIBRARY BOARD OF TRUSTEES.**

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER LAWSON SECONDED THE MOTION TO APPROVE THE APPOINTMENT OF RAY BOWLES TO THE COLVILLE LIBRARY BOARD OF TRUSTEES.

LIBRARY MANAGER KRISTA OHRTMAN STATED THAT HE IS A PAST VOLUNTEER FOR THE LIBRARY IMPROVEMENT CLUB.

[7:42:39 PM](#)

MOTION PASSED.

**#14. DISCUSSION/ACTION: POSSIBLE APPOINTMENT TO THE COLVILLE HISTORIC PRESERVATION COMMITTEE.**

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER BIRCH SECONDED THE MOTION TO APPROVE THE APPOINTMENT OF MURIEL MEYER TO THE COLVILLE HISTORIC PRESERVATION COMMITTEE.

COUNCILMEMBER FOLL STATED THAT SHE HAD TALKED TO CITY PLANNER RJ KEETCH ABOUT INCORPORATING THIS COMMITTEE INTO OTHER COMMITTEES.

**Colville, Washington**  
**Regular City Council Meeting Minutes**  
**February 10, 2015**

RJ KEETCH STATED THAT IT HAS BEEN DISCUSSED BUT HE IS NOT SURE WHAT THE END RESULT WILL BE.

[7:45:33 PM](#)

MOTION PASSED.

**COMMITTEE OR SPECIAL REPORTS:**

**#15. REPORTS: MONTHLY REPORTS FROM ALL DEPARTMENT HEADS.**

COUNCILMEMBER FOLL ASKED FOR AN EXPLANATION OF A LIFE SAFETY INSPECTION. RJ KEETCH STATED THAT IT COVERS SAFETY ISSUES WITHIN BUILDINGS SUCH AS EXITS AND FIRE ALARMS.

COUNCILMEMBER KYLE ASKED ABOUT THE STATUS OF THE SOFTWARE AT THE WASTEWATER TREATMENT FACILITY. ERIC DURPOS STATED THAT THE MEMORY HAS BEEN REPROGRAMMED AND IS OPERATING.

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

NO REPORT.

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

NO REPORT.

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

FIRE CHIEF BRAD MANKE STATED THAT THE FIRE DEPARTMENT HAS RESPONDED TO 18 CALLS ALREADY THIS YEAR. THE OFFICERS HAVE MET EXTENSIVELY REGARDING THE POLICY MANUAL UPDATE WHICH WILL INCLUDE A WRITTEN HEALTH AND SAFETY PLAN AND THEY ARE WORKING ON A WRITTEN TRAINING PLAN.

MAYOR JANKE STATED THAT THE CRYSTAL FALLS TIMBER SALE BID OPENING WAS TODAY. ERIC DURPOS STATED THAT MAURICE WILLIAMSON WILL BE REVIEWING THE BIDS AND BRINGING IT TO THE NEXT COUNCIL MEETING FOR POSSIBLE ACTION. ERIC DURPOS STATED THAT PRE BID MEETING FOR HAWTHORNE WAS TODAY WITH THE BID OPENING NEXT WEEK. HE STATED THAT THE FIRST TWO PHASES ARE FUNDED AND THEY ARE AGGRESSIVELY LOOKING AT FUNDING FOR THE THIRD PHASE.

MAYOR JANKE STATED THAT BUILDING INSPECTOR DAVE HARPER IS SCHEDULED TO TAKE HIS BUILDING OFFICIAL EXAM NEXT WEEK.

COUNCILMEMBER KYLE STATED THAT HE WAS AT THE HAWTHORNE PRE-BID MEETING AND THERE WAS A GOOD TURNOUT. HE ALSO STATED THAT HE TALKED TO STREET/PARK SUPERINTENDENT TERRY LECAIRE ABOUT TAKING CARE OF THE AREA AROUND THE PARK SIGN AND POSSIBLY TAKING OUT THE ROSES AND REDUCING THE AMOUNT OF PLANTS BY PLANTING SOME ADDITIONAL GRASS.

MAYOR JANKE STATED THAT HE IS WORKING WITH TERRY LECAIRE AND JAKE WILSON ABOUT THE RE-ESTABLISHMENT OF THE PARK AND RECREATION BOARD.

MAYOR JANKE ANNOUNCED THAT ERIC DURPOS WAS CHOSEN AS THE 2014 EMPLOYEE OF THE YEAR AND RANDY STEBBINS IS THE 2014 VOLUNTEER OF THE YEAR. THERE WILL BE A POTLUCK CELEBRATION ON FEBRUARY 24<sup>TH</sup> AT NOON IN THE LIBRARY BASEMENT.

**Colville, Washington**  
**Regular City Council Meeting Minutes**  
**February 10, 2015**

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

[8:00:18 PM](#)

MOTION PASSED.

**TIME OF ADJOURNMENT: 8:00 P.M.**

\_\_\_\_\_  
MAYOR LOUIS F. JANKE

Attest:\_\_\_\_\_

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