

**Colville, Washington**  
**Special City Council Retreat/Work Session Minutes**  
**May 19, 2015 & May 21, 2015**

**THE COUNCIL OF THE CITY OF COLVILLE MET IN SPECIAL SESSION FOR A COUNCIL RETREAT/WORK SESSION WITH MAYOR JANKE PRESIDING AT THE COLVILLE SENIOR CENTER HUB FACILITY, 231 WEST ELEP AVENUE IN COLVILLE.**

**TUESDAY, MAY 19, 2015**

**5:30 PM: MEETING CALLED TO ORDER BY MAYOR LOUIS JANKE.**

**COUNCILMEMBERS PRESENT:** NANCY FOLL, DOROTHY BERGIN, ANNE LAWSON (ARRIVED AT 5:55 PM), BILL PIFER, MIKE BIRCH, DOUG KYLE AND ONE VACANCY.

**STAFF PRESENT:** CITY CLERK/HUMAN RESOURCES MANAGER HOLLY PANNELL  
CITY TREASURER VICKIE STRONG  
DIRECTOR OF BUILDING/PLANNING RJ KEETCH  
MUNICIPAL SERVICES ADMINISTRATOR ERIC DURPOS  
LIBRARY MANAGER KRISTA OHRTMAN  
POLICE CHIEF ROBERT MESHISHNEK  
STREET/PARK SUPERINTENDENT TERRY LeCAIRE  
RECREATION COORDINATOR JAKE WILSON  
FIRE CHIEF BRAD MANKE  
AIRPORT BOARD CHAIRMAN DAVE GARRINGER

**SALUTE TO THE FLAG.**

**#01. DISCUSS GOAL STATEMENTS FROM WORK GATHERED MARCH 31, DECISIONS ON CITY COUNCIL GOALS:**

COUNCILMEMBER FOLL REVIEWED WHAT WAS DONE AT THE MARCH 31, 2015 CITY COUNCIL MEETING REGARDING GOALS AND OBJECTIVES. SHE STATED THAT WE NEED TO ESTABLISH GOALS THAT ARE FOR THE WHOLE CITY AND ARE LONG TERM.

THE COUNCIL AND STAFF DECIDED ON THE FOLLOWING:

1. COLVILLE IS A COMMUNITY WHERE PEOPLE WANT TO LIVE AND WORK.
2. COLVILLE MANAGES ITS FINANCES THROUGH A COMBINATION OF ACTIVE INVESTMENTS AND SUSTAINABLE REVENUE WITH REALISTIC PROJECTIONS AND EXPENDITURES.
3. COLVILLE IS A SAFE AND HEALTHY PLACE TO LIVE.
4. COLVILLE EFFECTIVELY DELIVERS SERVICES.
5. COLVILLE CITY ENCOURAGES TRANSPARENCY AND COMMUNICATION WITH ITS RESIDENTS.
6. COLVILLE IS A COMMUNITY WITH A DIVERSIFIED AND HEALTHY BUSINESS ENVIRONMENT.
7. COLVILLE HAS A STRATEGIC PLAN OUTLINING A VISION FOR THE FUTURE.

**#02. REVIEW OBJECTIVES GROUPED FROM WORK GATHERED MARCH 31. ANYTHING MISSING THAT COUNCIL WANTS TO GET ON THE LIST. CITY COUNCIL PRIORITIZE WORK OBJECTIVES - PROJECTS:**

COUNCILMEMBERS PRIORITIZED THE OBJECTIVES LIST WITH THE TOP THREE (3) IN EACH CATEGORY. COUNCILMEMBER FOLL STATED THAT SHE WILL CONSOLIDATE THE LISTS AND TURN THEM OVER TO THE MAYOR. THE MAYOR WILL ASSIGN EACH OBJECTIVE TO A GOAL AND PUT A TIMEFRAME ON ALL OF THEM. THESE OBJECTIVES WILL BE THROUGH 2016.

THE MEETING RECESSED AT 8:35 P.M. AND WILL BE CONTINUED AT 5:30 P.M. ON THURSDAY, MAY 21, 2015 AT THE COLVILLE SENIOR CENTER HUB FACILITY, 231 WEST ELEP AVENUE IN COLVILLE.

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**THURSDAY, MAY 21, 2015**

**5:30 PM MEETING CALLED TO ORDER BY MAYOR LOUIS JANKE.**

**COUNCILMEMBERS PRESENT:** NANCY FOLL, DOROTHY BERGIN, ANNE LAWSON, BILL PIFER, MIKE BIRCH, DOUG KYLE AND ONE VACANCY.

**STAFF PRESENT:** CITY CLERK/HUMAN RESOURCES MANAGER HOLLY PANNELL  
CITY TREASURER VICKIE STRONG  
DIRECTOR OF BUILDING/PLANNING RJ KEETCH  
MUNICIPAL SERVICES ADMINISTRATOR ERIC DURPOS  
LIBRARY MANAGER KRISTA OHRTMAN (ARRIVED AT 7:00 PM)  
POLICE CHIEF ROBERT MESHISHNEK  
STREET/PARK SUPERINTENDENT TERRY LeCAIRE  
RECREATION COORDINATOR JAKE WILSON  
FIRE CHIEF BRAD MANKE  
AIRPORT BOARD CHAIRMAN DAVE GARRINGER  
PARKING COMMISSION CHAIRMAN RYKE DAHLEN

**#03. ORGANIZATIONAL ANALYSIS COMMITTEE REPORT:**

MAYOR JANKE REVIEWED THE ITEMS THAT WERE CONSIDERED BY THE ORGANIZATIONAL ANALYSIS COMMITTEE. HE STATED THAT NO COSTING OR IN DEPTH ANALYSIS HAS BEEN DONE ON ANY PROPOSED CHANGES.

COMBINING THE PARKS AND RECREATION DEPARTMENT WAS DISCUSSED. RECREATION COORDINATOR JAKE WILSON STATED THAT HE WOULD NEED HELP WITH THE RECREATION PROGRAMS IN THE SUMMER MONTHS.

COUNCILMEMBER KYLE STATED THAT IN ORDER TO BE EFFECTIVE IT SHOULD ALL BE UNDER ONE SUPERVISOR.

COUNCILMEMBER PIFER STATED THAT WE COULD LOOK AT AN EXTRA RECREATION PERSON IN THE SUMMER. HE ALSO ASKED IF THIS IS A PRIORITY AND WHETHER OR NOT WE CAN AFFORD IT.

STREET/PARK SUPERINTENDENT TERRY LECAIRE STATED THAT HE DOESN'T HAVE THE TIME TO GIVE THE PARK THE AMOUNT OF ATTENTION THAT IT REQUIRES.

THE CONSENSUS WAS TO PROCEED WITH AN ANALYSIS TO COMBINE THE PARKS AND RECREATION DEPARTMENTS.

MAYOR JANKE REVIEWED THE COMBINATION OF THE STREET DEPARTMENT AND MUNICIPAL SERVICES OR SOME KIND OF PUBLIC WORKS DEPARTMENT. MAYOR JANKE STATED THAT IT MAKES SENSE TO UTILIZE THE STAFF AND SHARE ALL THE RESOURCES UNDER ONE DEPARTMENT HEAD.

COUNCILMEMBER FOLL STATED THAT WHEN THIS COMMITTEE FIRST STARTED EVERYTHING WAS ON THE TABLE TO BE DISCUSSED. THE COMMITTEE WASN'T RECOMMENDING ANY CHANGES UNLESS THERE WAS A STAFF CHANGE OR RETIREMENT AT THE DEPARTMENT HEAD LEVEL. SOME OF THESE ITEMS ARE FOR FUTURE CONSIDERATION, NOT THE IMMEDIATE FUTURE.

COUNCILMEMBER KYLE STATED THAT HE IS OPPOSED TO THIS IDEA SINCE WATER/SEWER IS AN ENTERPRISE FUND AND ANY SHARING OF WORK WOULD STILL HAVE TO BE SEPARATED.

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COUNCILMEMBER LAWSON STATED THAT A LOT OF CITIES HAVE A PUBLIC WORKS DIRECTOR. SHE STATED THAT THIS IS SOMETHING TO CONSIDER DOWN THE ROAD AND LOOK AT WHAT MIGHT WORK. SHE STATED THAT WE AREN'T TRYING TO DISRUPT AN EFFECTIVE TEAM RIGHT NOW.

COUNCILMEMBER PIFER STATED THAT TECHNOLOGY SEEMS MUCH MORE IMPORTANT RIGHT NOW.

THE CONSENSUS WAS TO LOOK AT THIS ITEM AT SOME FUTURE OPPORTUNITY; NO FURTHER ANALYSIS WILL BE DONE AT THIS TIME.

THIS NEXT ITEM THAT WAS REVIEWED WAS THE CREATION OF A CITY ADMINISTRATOR POSITION. COUNCILMEMBER FOLL STATED THAT WHEN THE MAYOR CHANGES THERE IS NO CONSISTENCY AND A CITY ADMINISTRATOR WOULD PROVIDE THAT CONSISTENCY.

GUEST SPEAKER MAYOR DOROTHY KNAUSS, MAYOR OF CHEWELAH, SPOKE ABOUT THE POSITION OF CITY ADMINISTRATOR AND HOW VALUABLE IT IS FOR CHEWELAH. SHE STATED THAT SHE DEPENDS ON THIS POSITION ON A DAILY BASIS. SHE DIDN'T WANT TO MAKE A RECOMMENDATION FOR COLVILLE, BUT SHE STATED THAT IT WORKS WELL IN CHEWELAH. SHE STATED THAT WHILE SHE WORKED FOR THE CITY OF CHEWELAH SHE WAS THE CITY CLERK AND THEN THE CITY ADMINISTRATOR BEFORE BEING ON THE CITY COUNCIL AND NOW THE MAYOR. SHE ALSO STATED THAT THE ONLY TIME THEY HAD A PROBLEM WITH THE CITY ADMINISTRATOR POSITION WAS WHEN THEY HIRED SOMEONE FROM OUT OF TOWN. SHE STATED THAT IT IS BETTER TO PROMOTE FROM WITHIN.

THE CONSENSUS WAS TO PROCEED WITH SOME ANALYSIS OF THE POSITION.

IT WAS ALSO DECIDED THAT A FULL-TIME IT (INFORMATION TECHNOLOGY) POSITION SHOULD BE ADDED TO THE LIST OF CONSIDERATIONS.

**#04. COUNCIL RULES AND PROCEDURES:**

PROPOSED CHANGES TO THE CURRENT COUNCIL RULES OF PROCEEDINGS FOR THE CITY COUNCIL WERE REVIEWED.

COUNCILMEMBER PIFER REQUESTED THAT RCW 35.23.211 WHICH STATES IN PART, THAT NO ORDINANCE AND NO RESOLUTION OR ORDER SHALL HAVE ANY VALIDITY OR EFFECT UNLESS PASSED BY THE VOTES OF AT LEAST FOUR (4) COUNCILMEMBERS.

THE FINAL VERSION AND CHANGES WILL BE PREPARED AND PRESENTED AT A REGULAR CITY COUNCIL MEETING.

**#05. TECHNOLOGY REPORT:**

COUNCILMEMBER FOLL STATED THAT SHE WOULD LIKE TO PROCEED TO PUT OUT A REQUEST FOR PROPOSALS FOR TECHNOLOGY SUPPORT AND OTHER TECHNOLOGY ISSUES. SHE STATED THAT SUPPORT SERVICES ACROSS DEPARTMENTS IS CRITICAL RIGHT NOW.

THE CONSENSUS WAS TO HAVE COUNCILMEMBER FOLL COME BACK WITH A PROPOSAL FOR A PHASED IMPLEMENTATION PLAN WITH A SENSE OF COST FOR THE FIRST PHASE AND THE NEXT STEPS.

**#06. OPTIONS FOR PARK AND RECREATION FACILITIES:**

THIS ITEM WAS DEFERRED TO BE DISCUSSED AT A REGULAR CITY COUNCIL MEETING.

**#07. PARKING ENFORCEMENT OPTIONS:**

COUNCILMEMBER KYLE STATED THAT ANIMAL CONTROL AND PARKING CONTROL IS A QUALITY OF LIFE ISSUE IN COLVILLE. AT SOME POINT WE NEED TO EVALUATE THE NEED FOR BOTH.

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PARKING COMMISSION CHAIRMAN RYKE DAHLEN STATED THAT THE PROBLEMS ARE MAIN STREET AND OAK STREET AROUND THE COUNTY COURTHOUSE. HE STATED THAT DIAGONAL PARKING SEEMS TO BE WORKING WELL IN THE DOWNTOWN CORE AREA.

IT WAS STATED THAT THE OAK STREET CORRIDOR IS A PROBLEM. THERE ISN'T ADEQUATE PARKING ESPECIALLY AROUND THE COURTHOUSE. THE LOT BEHIND THE OLD AVISTA BUILDING SHOULD BE FIXED AND UTILIZED FOR STAFF PARKING FOR THE COURTHOUSE. RYKE DAHLEN STATED THAT HE WOULD LIKE TO SEE THE CITY PARTNER WITH THE COUNTY TO DEVELOP A PLAN FOR PARKING.

MAYOR JANKE STATED THAT HE WOULD PROPOSE THAT WE GO TO THE COUNTY AND TALK TO THE COMMISSIONERS AND THE KEY DEPARTMENT HEADS. THE MAYOR, POLICE CHIEF AND RYKE DAHLEN WILL MEET WITH THE STAFF AT THE COURTHOUSE TO START DISCUSSING THIS ISSUE.

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

MOTION PASSED.

**TIME OF ADJOURNMENT: 8:50 P.M.**

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MAYOR LOUIS F. JANKE

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