

**Colville, Washington**  
**Regular City Council Meeting Minutes**  
**January 12, 2016**

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

[6:30:08 PM](#)

**ROLL CALL:** FOLL, LOGGERS, LAWSON, CONNER, PIFER, BIRCH AND KYLE.

**PRESENT:** COUNCILMEMBER NANCY FOLL, COUNCILMEMBER CHRIS LOGGERS, COUNCILMEMBER ANNE LAWSON, COUNCILMEMBER MALLORY CONNER, COUNCILMEMBER BILL PIFER, COUNCILMEMBER MIKE BIRCH, COUNCILMEMBER DOUG KYLE AND MAYOR LOU JANKE.

**ABSENT:** NONE.

**STAFF PRESENT:** CITY CLERK/HUMAN RESOURCES MANAGER HOLLY PANSELL, CITY TREASURER VICKIE STRONG, CITY PLANNER RJ KEETCH, CHIEF OF POLICE ROBERT MESHISHNEK, RECREATION COORDINATOR JAKE WILSON AND CITY ATTORNEY CHARLES SCHUERMAN.

**SALUTE TO THE FLAG.**

**PRIORITY ITEM:**

- #01. OATH OF OFFICE: OATH OF OFFICE FOR ALL NEWLY ELECTED COUNCILMEMBERS AND THE MAYOR ~ LAWSON, CONNER, LOGGERS, PIFER, KYLE AND JANKE.**

CITY ATTORNEY AND NOTARY PUBLIC CHARLIE SCHUERMAN ADMINISTERED THE OATH OF OFFICE TO MAYOR JANKE AND COUNCILMEMBERS LAWSON, CONNER, LOGGERS, PIFER AND KYLE.

**CONSENT AGENDA:**

- #02. MINUTES OF THE DECEMBER 22, 2015 REGULAR COLVILLE CITY COUNCIL MEETING.**
- #03. DECEMBER 31, 2015 MANUAL CLAIMS CHECKS #56075 ~ #56121 IN THE AMOUNT OF \$61,601.70 AS APPROVED FOR PAYMENT BY THE AUDIT COMMITTEE.**
- #04. DECEMBER 31, 2015 CLAIMS CHECKS #56122 ~ #56186 IN THE AMOUNT OF \$132,361.00 AS APPROVED FOR PAYMENT BY THE AUDIT COMMITTEE.**
- #05. DECEMBER, 2015 PAYROLL CHECKS #56027 ~ #56074 IN THE AMOUNT OF \$289,701.66 AS APPROVED FOR PAYMENT BY THE AUDIT COMMITTEE.**
- #06. DECEMBER 17, 2015 ~ JANUARY 6, 2016 CONTRACT/AGREEMENT LIST REVIEW.**

MAYOR JANKE READ THE CONSENT AGENDA.

COUNCILMEMBER BIRCH 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 JANUARY 12, 2016 AND DOES APPROVE FOR PAYMENT THOSE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS: DECEMBER 31, 2015 MANUAL CLAIMS CHECKS #56075 ~ #56121 IN THE AMOUNT OF \$61,601.70; DECEMBER 31, 2015 CLAIMS CHECKS #56122 ~ #56186 IN THE AMOUNT OF \$132,361.00; DECEMBER, 2015 PAYROLL CHECKS #56027 ~ #56074 IN THE AMOUNT OF \$289,701.66" AND DOES APPROVE THE CONSENT AGENDA AS READ.

COUNCILMEMBER PIFER STATED THAT HE WOULD LIKE A CORRECTION TO THE MINUTES UNDER THE RECOMMENDATIONS FOR THE VINSON FUND, ITEM 2 FROM THE DECEMBER 22, 2015 COUNCIL MEETING. HE STATED THAT HE DOESN'T BELIEVE THAT HE SAID THAT HE WAS OPPOSED TO THE

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FUNDS BEING USED FOR SCHOLARSHIPS. HE STATED THAT HE SAID HE WAS OPPOSED TO FUNDRAISERS AND THERE IS A BIG DIFFERENCE.

IT WAS DECIDED THAT CITY CLERK HOLLY PANNELL WILL GO BACK AND LISTEN TO THE MINUTES AND IF THERE ARE ANY CHANGES THOSE WILL BE BROUGHT BACK FOR ADOPTION.

[6:39:01 PM](#) MOTION PASSED.

**PRIORITY ITEM:**

**#07. DISCUSSION/ACTION: ELECTION OF A MAYOR PRO-TEMPORE.**

COUNCILMEMBER PIFER NOMINATED COUNCILMEMBER FOLL FOR MAYOR PRO-TEM, COUNCILMEMBER LAWSON SECONDED THE MOTION.

MOTION PASSED.

**PUBLIC COMMENT PERIOD:**

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

DANNY TODD, CHAIRPERSON OF THE PARK AND RECREATION BOARD, STATED THAT HE IS HERE TO EXPRESS SUPPORT TO TURN COLVILLE MOUNTAIN INTO A RECREATION AREA.

**NEW BUSINESS:**

**#09. DISCUSSION/ACTION: POSSIBLE APPROVAL FOR CROSSING FLAGS ON MAIN STREET.**

CITY PLANNER RJ KEETCH STATED THAT THIS ITEM WAS BROUGHT FORWARD BY A CITIZEN. HE STATED THAT THEY ARE TRYING TO ADD SOME CROSSING FLAGS TO ASSIST WITH CROSSING MAIN STREET.

COUNCILMEMBER LAWSON ASKED HOW WE DETERMINED THE NEED AND HOW WILL WE EVALUATE THE PROGRAMS SUCCESS. CITY PLANNER RJ KEETCH STATED THAT WE WILL LIKELY NEED TO USE FEEDBACK FROM CITIZENS AND STAFF TO EVALUATE THE SUCCESS OF THE CROSSING FLAGS.

MAYOR JANKE STATED THAT HE HAS HEARD FROM NUMEROUS CITIZENS THAT THEY HAVE A CONCERN WITH CROSSING MAIN STREET AND OTHER LOCATIONS IN THE DOWNTOWN CORE AREA.

COUNCILMEMBER KYLE ASKED WHY THERE ARE NO FLAGS PROPOSED ON THE SOUTH SIDE OF THE MAIN AND BIRCH INTERSECTION.

COUNCILMEMBER PIFER STATED THAT HE SEES NO REASON FOR FLAGS ON THE SOUTH SIDE OF ASTOR, BUT HE THINKS THERE IS A NEED FOR FLAGS ON THE SOUTH SIDE OF BIRCH AND MAIN. HE SUGGESTED THAT THE PROPOSED FLAG ON THE SOUTH SIDE OF ASTOR BE MOVED TO THE SOUTH SIDE OF BIRCH AND MAIN.

MAYOR JANKE STATED THAT THE PROPOSAL IS FOR THE FLAGS TO HAVE SOME REFLECTIVE MATERIAL AND THIS WILL BE A PILOT PROGRAM THAT WILL BE REVIEWED IN A YEAR.

COUNCILMEMBER LAWSON MOVED AND COUNCILMEMBER BIRCH SECONDED THE MOTION TO APPROVE THE CROSSING FLAGS ON MAIN STREET AT VARIOUS LOCATIONS AS PROPOSED BUT ELIMINATE THE SOUTH SIDE OF ASTOR AT KEY BANK AND ADD THE SOUTH SIDE OF THE BIRCH AND MAIN INTERSECTION.

MOTION PASSED.



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POLICY 6.1 Pursue opportunities with the Chamber of Commerce to promote the trail network, and encourage activities that attract users within the region and beyond.

**Goal #7: Provide a communication plan to inform and educate public on opportunities for using the trail system.**

POLICY 7.1 Create a website or Facebook page

COUNCILMEMBER KYLE STATED THAT IT IS CITY OWNED PROPERTY SO WE SHOULD BE DECIDING IF HUNTING WILL BE ALLOWED. HE STATED THAT HUNTING SHOULDN'T BE ALLOWED ON CITY PROPERTY.

COUNCILMEMBER PIFER STATED THAT GOAL #2 IS TO DEVELOP PUBLIC ACCESS POINTS AND WE ALREADY HAVE ONE ACCESS APPROVED. HE ASKED IF THAT LOCATION WILL BE THE STARTING POINT FOR THE TRAILS. JAKE WILSON STATED THAT THEY AREN'T THAT FAR YET, BUT THIS IS A POSSIBILITY. COUNCILMEMBER PIFER STATED THAT GOAL #4 IS AN IMMEDIATE ASSESSMENT OF FIRE HAZARDS AND MITIGATION MEASURES. HE ASKED IF WE KNOW WHO CAN GIVE US THE FIRE ASSESSMENT. JAKE WILSON STATED THAT HE WILL WORK WITH THE FIRE DEPARTMENT AND COUNCILMEMBER KYLE SUGGESTED CONTACTING THE DNR (DEPARTMENT OF NATURAL RESOURCES) ALSO.

COUNCILMEMBER BIRCH ASKED WHAT COSTS WILL BE ASSOCIATED WITH THIS PLAN. JAKE WILSON STATED THAT THEY ARE APPLYING FOR GRANTS AND THERE WILL BE SUBSTANTIAL VOLUNTEER WORK WHICH SHOULD BE USED AS A MATCH FOR THE GRANT. COUNCILMEMBER BIRCH ASKED WHAT LIABILITY THE CITY WILL HAVE IF SOMEONE GETS HURT USING THE TRAIL SYSTEM.

CITY ATTORNEY CHARLIE SCHUERMAN STATED THAT ANYONE COULD BRING A SUIT FOR BEING INJURED ON THE MOUNTAIN. HE STATED THAT WE COULD POST THE PROPERTY AND DESIGNATE IT AS USE AT YOUR OWN RISK. HE ALSO SUGGESTED THAT WE CHECK WITH OUR INSURANCE CARRIER.

COUNCILMEMBER KYLE MOVED AND COUNCILMEMBER PIFER SECONDED THE MOTION TO MAKE THE PROPOSED PLAN INTO A RESOLUTION AND BRING IT BACK TO COUNCIL FOR ADOPTION.

MOTION PASSED.

**COMMITTEE OR SPECIAL REPORTS:**

**#11. REPORTS: DECEMBER MONTHLY REPORTS FROM ALL DEPARTMENT HEADS.**

COUNCILMEMBER PIFER STATED THAT THE BUILDING/PLANNING DEPARTMENT REPORT MENTIONS THAT THE HISTORIC PRESERVATION COMMITTEE IS DISCUSSING THE PROPOSED ADA RAMP FOR CITY HALL AND HE WONDERED WHAT THE STATUS IS OF THAT PROPOSAL. CITY PLANNER RJ KEETCH STATED THAT THERE HAS BEEN A LOT OF DISCUSSION SINCE THEN AND THEY RECEIVED AN OPINION FROM THE WASHINGTON HISTORIC SOCIETY THAT THE PROPOSED DESIGN WILL NOT AFFECT THE HISTORICAL VALUE OF THE BUILDING. HE STATED THAT A CAPITAL FACILITIES REQUEST FOR THIS PROJECT WILL BE COMING TO COUNCIL FOR A DECISION IN THE NEAR FUTURE.

MAYOR JANKE STATED THAT TRAFFIC CITATIONS HAVE INCREASED AS NOTED IN THE MONTHLY REPORT FROM THE POLICE DEPARTMENT SINCE WE ARE CURRENTLY FULLY STAFFED.

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

MAYOR JANKE REVIEWED HIS PRIORITIES FOR THE CITY ATTORNEY.

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

THE CROSSING FLAGS WILL BE ADDED TO THE LIST.

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

COUNCILMEMBER KYLE STATED THAT THE TIB (TRANSPORTATION IMPROVEMENT BOARD) IS GOING TO SUBSIDIZE THE COST OF THE LED STREET LIGHT CONVERSION.

COUNCILMEMBER PIFER STATED THAT HE NOTICED THAT SOME OF THE TREES ON HAWTHORNE HAVE BEEN SKINNED UP. HE ALSO STATED THAT TWO LEGISLATORS HAVE PROPOSED GETTING RID OF THE ONE YEAR WAITING PERIOD AFTER A BAN ON FIREWORKS. HE STATED THAT THERE WAS A SIGNIFICANT AMOUNT OF FUNDING MADE AVAILABLE FOR AIRPORTS THROUGH THE STATE AND IONE, CHEWELAH AND REPUBLIC ALL GOT MONEY. HE WONDERED WHY COLVILLE DIDN'T GET ANY AND IF WE MAYBE MISSED AN OPPORTUNITY. MAYOR JANKE STATED THAT WE WERE CONSIDERED FOR THAT FUNDING AND WE WERE NOT SELECTED.

COUNCILMEMBER CONNER STATED THAT SHE WENT TO HER FIRST CHAMBER OF COMMERCE MEETING AS A COUNCILMEMBER, SHE PLANS TO ATTEND THE 2<sup>ND</sup> AND 4<sup>TH</sup> MEETINGS OF THE MONTH. SHE STATED THAT THE SPEAKER TODAY WAS TOM WEBSTER REGARDING THE DOMINION DISTILLERY AND IT SOUNDS VERY SUCCESSFUL.

COUNCILMEMBER FOLL STATED THAT SHE WANTS THE CITY COUNCIL GOALS DOCUMENT IN HER BOOK IN ITS OWN SECTION. SHE STATED THAT SHE HAS A CONCERN ABOUT SIDEWALK CLEARING AND SNOW BEING PILED ON THE SIDEWALKS FORCING CITIZENS TO WALK IN THE STREET. MAYOR JANKE STATED THAT THE BUILDING AND PLANNING DEPARTMENT IS FOLLOWING UP WITH BUSINESSES AND RESIDENTIAL LOCATIONS ABOUT THEIR REQUIREMENTS TO CLEAR THE SIDEWALKS. COUNCILMEMBER FOLL STATED THAT WE ARE MOVING FORWARD WITH AN IT CONTRACT FOR SUPPORT SERVICES. SHE STATED THAT WE HAVE INTERVIEWED AND WILL BE NEGOTIATING A CONTRACT THAT WILL COME BACK TO COUNCIL FOR APPROVAL.

MAYOR JANKE STATED THAT THE BUILDING OFFICIAL WILL START DOING COMMERCIAL FIRE INSPECTIONS. HE STATED THAT HE HAS BEEN MEETING WITH THE COUNTY FOR CLARITY ON THEIR CHARGES FOR 911 SERVICES AND OUR FINAL COST FOR 2016 IS DOWN SLIGHTLY. MAYOR JANKE STATED THAT HE IS STILL MEETING REGARDING THE STREET SHOP AND THE FINAL PLANS ARE EXPECTED IN FEBRUARY. HE STATED THAT THE CFP (CAPITAL FACILITIES PLAN) AD-HOC COMMITTEE MET AND WILL BRING FORTH RECOMMENDATIONS FOR 2016 FUNDING IN FEBRUARY. MAYOR JANKE STATED THAT THERE WAS A REQUEST FOR A STORAGE BUILDING FOR THE TREASURER AND AFTER HE LOOKED AT THE OLD SANITATION BUILDING, HE DECIDED THAT THE AREA WILL BE CLEARED OUT FOR THAT PURPOSE. AFTER VIEWING THIS AREA THERE IS A LOT OF STUFF LAYING AROUND AND WE ARE GOING TO LOOK AT HAVING AN AUCTION TO DISPOSE OF THESE ITEMS. MAYOR JANKE STATED THAT THE FEE SCHEDULES WILL BE REVIEWED BY STAFF AND BROUGHT TO COUNCIL LATER THIS YEAR.

**#14. EXECUTIVE SESSION: EXECUTIVE SESSION TO DISCUSS UPDATES TO THE JOB DESCRIPTION FOR THE MUNICIPAL SERVICES ADMINISTRATOR.**

CITY ATTORNEY CHARLIE SCHUERMAN STATED THAT HE IS QUESTIONING IF WE CAN GO INTO EXECUTIVE SESSION TO DISCUSS THIS ISSUE. HE STATED THAT IF IT IS FOR PERFORMANCE THEN IT IS OK, IF IT IS FOR THE JOB DESCRIPTION THEN IT NEEDS TO BE IN OPEN SESSION.

IT WAS DECIDED THAT THIS ITEM WILL NOT BE AN EXECUTIVE SESSION AS WE ARE ONLY GOING TO DISCUSS THE JOB DESCRIPTION.

THE PREVIOUS REVIEW OF THE CITY TREASURER JOB DESCRIPTION WAS DISCUSSED AND IT WAS DECIDED THAT THIS DOCUMENT WILL BE REVIEWED IN OPEN SESSION AT A FUTURE MEETING.

COUNCILMEMBER FOLL STATED THAT CHANGES ARE USUALLY INITIATED BECAUSE THERE HAS BEEN A CHANGE IN DUTIES OR BECAUSE THE EMPLOYEE REQUESTS THE CHANGES. MAYOR JANKE STATED THAT THESE CHANGES RELATE TO THE EXPECTATIONS AND THE ABILITY TO DO EVALUATIONS ACCURATELY.

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COUNCILMEMBER FOLL STATED THAT JOB DESCRIPTIONS SHOULDN'T BE THIS DETAILED AND SHOULDN'T INCLUDE THINGS LIKE BEING ON COMMITTEES. [8:03:00 PM](#)

MAYOR JANKE STATED THAT THESE JOB DESCRIPTIONS ARE BEING LOOKED AT AS THE EVALUATIONS ARE DONE EVERY YEAR TO ENSURE THAT THEY ARE ACCURATE.

COUNCILMEMBER FOLL STATED THAT ESSENTIAL FUNCTIONS HAVE TO BE IDENTIFIED BASED ON THE ACCOMMODATION THAT WOULD BE NECESSARY.

COUNCILMEMBER KYLE MOVED AND COUNCILMEMBER FOLL SECONDED THE MOTION TO APPROVE THE JOB DESCRIPTION IN CONCEPT AND BRING IT BACK TO COUNCIL FOR FINAL APPROVAL WITH CHANGES AS DISCUSSED.

COUNCILMEMBER CONNER MOVED AND COUNCILMEMBER PIFER SECONDED THE MOTION TO AMEND THE ORIGINAL MOTION TO INCLUDE THE CITY TREASURER JOB DESCRIPTION IN THIS REVIEW AND HAVE IT BROUGHT BACK TO COUNCIL FOR FINAL APPROVAL.

MOTION TO AMEND PASSED. *THERE WAS ONE DISSENSION NOTED FROM COUNCILMEMBER LAWSON.*

ORIGINAL MOTION AS AMENDED PASSED. *THERE WAS ONE DISSENSION NOTED FROM COUNCILMEMBER LAWSON.*

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

MOTION PASSED.

[8:58:51 PM](#)

**TIME OF ADJOURNMENT: 8:58 P.M.**

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MAYOR LOUIS F. JANKE

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