

Colville, Washington
Regular City Council Meeting Minutes
July 11, 2017

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

[6:30:00 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 JANKE.

STAFF PRESENT: CITY CLERK/HUMAN RESOURCES MANAGER HOLLY PANNELL, CITY TREASURER VICKIE STRONG, CITY PLANNER RJ KEETCH, POLICE CHIEF ROBERT MESHISHNEK, LIBRARY MANAGER SARAH ENGLISH AND CITY ATTORNEY LOGAN WORLEY.

SALUTE TO THE FLAG.

CONSENT AGENDA:

- #01. **MINUTES OF THE JUNE 27, 2017 REGULAR CITY COUNCIL MEETING.**
- #02. **JUNE 26, 2017 MANUAL CLAIMS CHECKS #59935 ~ #59936 IN THE AMOUNT OF \$6,984.96 AS APPROVED FOR PAYMENT BY THE AUDIT COMMITTEE.**
- #03. **JULY 12, 2017 CLAIMS CHECKS #59983 ~ #60068 IN THE AMOUNT OF \$147,316.87 AS APPROVED FOR PAYMENT BY THE AUDIT COMMITTEE.**
- #04. **JUNE 30, 2017 PAYROLL CHECKS #59937 ~ #59982 IN THE AMOUNT OF \$289,460.80 AS APPROVED FOR PAYMENT BY THE AUDIT COMMITTEE.**
- #05. **JUNE 30, 2017 EFT DEBITS AND INTERNAL CHECKS #100555 ~ #100566 IN THE AMOUNT OF \$120,001.33.**
- #06. **JUNE, 2017 REPORTS: EXPENDITURE, REVENUE, VENDOR AND TREASURER.**
- #07. **JUNE 22, 2017 ~ JULY 5, 2017 CONTRACT/AGREEMENT LIST REVIEW.**

MAYOR JANKE READ THE CONSENT AGENDA.

COUNCILMEMBER KYLE MOVED AND COUNCILMEMBER BIRCH 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 11, 2017 AND DOES APPROVE FOR PAYMENT THOSE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS: JUNE 26, 2017 MANUAL CLAIMS CHECKS #59935 ~ #59936 IN THE AMOUNT OF \$6,984.96; JULY 12, 2017 CLAIMS CHECKS #59983 ~ #60068 IN THE AMOUNT OF \$147,316.87; JUNE 30, 2017 PAYROLL CHECKS #59937 ~ #59982 IN THE AMOUNT OF \$289,460.80; JUNE 30, 2017 EFT DEBITS AND INTERNAL CHECKS #100555 ~ #100566 IN THE AMOUNT OF \$120,001.33" AND DOES APPROVE THE CONSENT AGENDA AS READ.

COUNCILMEMBER LAWSON STATED THAT ON THE CONTRACT AND AGREEMENT LIST IT SHOWS FOUR TENNIS INSTRUCTORS BEING PAID OUT 100% OF THE NET PROCEEDS. SHE STATED THAT SHE TALKED TO RECREATION COORDINATOR JILLIAN MARSHALL AND ONE OF THE INSTRUCTORS WAS UNABLE TO TEACH, REDUCING THE NET PROCEEDS PAY OUT TO 75%.

MOTION PASSED.

PUBLIC COMMENT PERIOD:

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

[6:33:55 PM](#)

THERE WERE NO PUBLIC COMMENTS.

PRIORITY ITEMS:

#09. DISCUSSION/ACTION: PROPOSED ORDINANCE ESTABLISHING REGULATIONS FOR THE USE OF PUBLIC PROPERTY.

[6:34:22 PM](#)

MAYOR JANKE STATED THAT THE PROPOSED ORDINANCE WILL COVER ALL CITY OWNED PROPERTY AND THE BUILDING/PLANNING DEPARTMENT WILL ISSUE PERMITS FOR THE ASSOCIATED USES.

COUNCILMEMBER LAWSON STATED THAT THERE SHOULD BE A DAILY FEE FOR USE OF PUBLIC PROPERTY.

COUNCILMEMBER KYLE STATED THAT IT DOESN'T ALLOW FOR PUBLIC INPUT. HE STATED THAT THE EVENT HOLDER SHOULD NOTIFY THE ADJACENT PROPERTY OWNERS. COUNCILMEMBER KYLE STATED THAT THE CURRENT NOISE ORDINANCE UNDER EXEMPTIONS 9.45.040 (I) IS INCONSISTENT WITH THE PROPOSED ORDINANCE.

COUNCILMEMBER FOLL STATED THAT ON PAGE 11 THE HEADING SHOULD BE ADMINISTRATIVE PROCEDURES NOT POLICIES. SHE STATED THAT ON PAGE 10 THE FIRST LINE SHOULD READ THE FEE TO FILE FOR A PUBLIC PROPERTY USE PERMIT SHALL BE \$25.00. COUNCILMEMBER FOLL STATED THERE SHOULD BE A FEE FOR 1-7 DAYS. CITY PLANNER RJ KEETCH STATED THAT THE BASE PERMIT FEE WOULD COVER 1-7 DAYS.

COUNCILMEMBER KYLE ASKED IF THE 7 DAYS WOULD BE CONSECUTIVE OR IN A CALENDAR YEAR. MAYOR JANKE STATED THAT THE INTENT IS OVER 7 DAYS IN A YEAR.

COUNCILMEMBER FOLL STATED THAT A NEW SECTION B SHOULD BE ADDED TO COVER 0-7 DAYS AND THE USE PERMIT FEE SHOULD BE \$20/DAY.

COUNCILMEMBER LAWSON STATED THAT ON PAGE 10 THEY SHOULD ADD SHORT TERM LESS THAN 7 DAYS IN A CALENDAR YEAR AT \$10/DAY.

COUNCILMEMBER FOLL MOVED AND COUNCILMEMBER LAWSON SECONDED THE MOTION TO ADOPT PROPOSED ORDINANCE NO. 1598 N.S. ESTABLISHING REGULATIONS FOR THE USE OF PUBLIC PROPERTY WITH THE FOLLOWING CHANGES: PAGE 6 B 2 ADDING NEW H – MAY REQUIRE THE APPLICANT TO NOTIFY ADJACENT PROPERTY OWNERS, PAGE 10 A AT TOP – THE FEE TO FILE FOR A PUBLIC PROPERTY, NEW B SHORT TERM 7 DAYS OR LESS PER CALENDAR YEAR SHALL PAY \$10/DAY AND OLD B WOULD BE C AND C WILL BECOME D, PAGE 11 12.40.170 BECOMES ADMINISTRATIVE PROCEDURES.

COUNCILMEMBER KYLE MOVED AND COUNCILMEMBER CONNER SECONDED THE MOTION TO AMEND THE ORIGINAL MOTION TO MAKE THE SHORT TERM DAILY FEE \$5/DAY AND NOT \$10/DAY.

MAYOR JANKE REQUESTED A ROLL CALL VOTE ON THE AMENDMENT:

KYLE - YES; BIRCH - NO; PIFER - NO; CONNER – YES; LAWSON -NO; LOGGERS – YES: FOLL – NO.

MOTION TO AMEND FAILED.

ORIGINAL MOTION PASSED.

(ORDINANCE NO. 1598 N.S. IN ITS ENTIRETY IS ON FILE IN THE CITY CLERK'S OFFICE.)

PUBLIC HEARINGS/ACTION:

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- #10. PUBLIC HEARING: CONSIDER A REQUEST FOR A VARIANCE TO COLVILLE MUNICIPAL CODE CHAPTER 9.45 – NOISE REGULATIONS, SECTION 9.45.050 FOR AMPLIFIED MUSIC IN A BEER GARDEN AT HERITAGE COURT ON AUGUST 24 – 26, 2017.**

7:29:40 PM MAYOR JANKE DECLARED THE PUBLIC HEARING TO CONSIDER A REQUEST FOR A VARIANCE TO COLVILLE MUNICIPAL CODE CHAPTER 9.45 – NOISE REGULATIONS, SECTION 9.45.050 FOR AMPLIFIED MUSIC IN A BEER GARDEN AT HERITAGE COURT ON AUGUST 24 – 26, 2017 OPEN AT 7:29 P.M. AND STATED THAT EVERYONE PRESENT WILL BE GIVEN AN OPPORTUNITY TO BE HEARD. THE CITY CLERK WILL BE RECORDING WHAT IS SAID. WHEN YOU ADDRESS THE COUNCIL, PLEASE STEP TO THE MICROPHONE AND STATE YOUR NAME AND ADDRESS. ONLY ONE PERSON WILL BE ALLOWED TO SPEAK AT A TIME.

SUSAN LINSE, POUR HOUSE OWNER, STATED THAT THEY ARE ASKING TO EXTEND THEIR OUTDOOR SEATING ON AUGUST 24 THROUGH AUGUST 26, 2017. SHE STATED THAT THE LIQUOR CONTROL BOARD REQUIRES APPROVAL FROM THE CITY.

7:32:19 PM AS THERE WAS NO FURTHER PUBLIC COMMENT ON THIS ISSUE, MAYOR JANKE CLOSED THE PUBLIC HEARING AT 7:32 P.M.

- #11. DISCUSSION/ACTION: POSSIBLE APPROVAL OF A REQUEST FOR A VARIANCE TO COLVILLE MUNICIPAL CODE CHAPTER 9.45 – NOISE REGULATIONS, SECTION 9.45.050 FOR AMPLIFIED MUSIC IN A BEER GARDEN AT HERITAGE COURT ON AUGUST 24 – 26, 2017.**

COUNCILMEMBER KYLE MOVED AND COUNCILMEMBER BIRCH SECONDED THE MOTION TO APPROVE THE REQUEST FOR A VARIANCE TO COLVILLE MUNICIPAL CODE CHAPTER 9.45 – NOISE REGULATIONS, SECTION 9.45.050 FOR AMPLIFIED MUSIC IN A BEER GARDEN AT HERITAGE COURT ON AUGUST 24 – 26, 2017 CONTINGENT UPON AN APPROVED PERMIT VIA THE NEW ORDINANCE AND PROCESS FOR THE USE OF PUBLIC PROPERTY.

COUNCILMEMBER KYLE STATED THAT THE SIDEWALK SHOULD BE COMPLIANT WITH THE AMERICANS WITH DISABILITY ACT (ADA). HE STATED THAT THE OUTDOOR ELECTRICAL OUTLETS NEED TO BE CODE COMPLIANT AND WILL NEED TO BE LOOKED AT THROUGH THE PERMITTING PROCESS.

COUNCILMEMBER FOLL ASKED IF CITY ATTORNEY LOGAN WORLEY WOULD CLARIFY WHAT IT MEANS TO HAVE LEASEHOLD RIGHTS TO THE PROPERTY.

MOTION PASSED.

PUBLIC APPEARANCES:

- #12. DISCUSSION/ACTION: REQUEST FOR TEMPORARY YIELD OR STOP SIGNS AROUND THE PARK DURING RENDEZVOUS DAYS.**

7:44:53 PM

STEWART KENT, RENDEZVOUS COMMITTEE, STATED THAT ADDITIONAL STOP AND YIELD SIGNS SHOULD BE PUT UP DURING THE RENDEZVOUS EVENT AROUND THE PARK.

COUNCILMEMBER KYLE STATED THAT HE IS OPPOSED. HE STATED THAT UNMARKED INTERSECTIONS ALREADY HAVE RULES AND THIS WOULD CREATE AN ARTERIAL ON WALNUT STREET. HE STATED THAT TRAFFIC IS NOT REALLY THE ISSUE, PARKING IS THE ISSUE DURING RENDEZVOUS.

MAYOR JANKE STATED THAT HE IS CONCERNED THAT THIS MIGHT CREATE POTENTIAL LIABILITY ISSUES AND SAFETY CONCERNS. IT ALSO DOES NOT COMPLY WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).

COUNCILMEMBER PIFER STATED THAT SIGNS WOULD LIKELY NOT MAKE ANY SIGNIFICANT DIFFERENCE.

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UNFINISHED BUSINESS:

- #13. **DISCUSSION/ACTION:** **PROPOSED ORDINANCE AMENDING THE EXEMPTIONS TO THE NOISE ORDINANCE.**

[7:52:00 PM](#)

MAYOR JANKE STATED THAT THIS ITEM WILL BE MOVED TO THE NEXT COUNCIL MEETING AGENDA DUE TO ADDITIONAL CHANGES.

NEW BUSINESS:

- #14. **DISCUSSION/ACTION:** **PROPOSED RESOLUTION ELIMINATING THE PARK AND RECREATION DEPARTMENT PETTY CASH FUND.**

[7:52:45 PM](#)

COUNCILMEMBER FOLL MOVED AND COUNCILMEMBER BIRCH SECONDED THE MOTION TO ADOPT PROPOSED RESOLUTION NO. 11-17 ELIMINATING THE PARK AND RECREATION DEPARTMENT PETTY CASH FUND.

MOTION PASSED.

(RESOLUTION NO. 11-17 IN ITS ENTIRETY IS ON FILE IN THE CITY CLERK'S OFFICE.)

- #15. **DISCUSSION/ACTION:** **PROPOSED RESOLUTION ESTABLISHING POLICIES AND PROCEDURES FOR ALL PETTY CASH AND CHANGE FUNDS.**

[7:54:20 PM](#)

COUNCILMEMBER LAWSON MOVED AND COUNCILMEMBER KYLE SECONDED THE MOTION TO ADOPT PROPOSED RESOLUTION NO. 12-17 ESTABLISHING POLICES AND PROCEDURES FOR ALL PETTY CASH AND CHANGE FUNDS.

MOTION PASSED.

(RESOLUTION NO. 12-17 IN ITS ENTIRETY IS ON FILE IN THE CITY CLERK'S OFFICE.)

COMMITTEE OR SPECIAL REPORTS:

- #16. **REPORTS:** **MONTHLY REPORTS FROM ALL DEPARTMENT HEADS.**

[7:59:13 PM](#)

THERE WAS NO DISCUSSION.

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

NO REPORT.

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

MAYOR JANKE STATED THAT ITEM #5 DEALING WITH THE USE OF PUBLIC RIGHT OF WAY IS COMPLETE. HE STATED THAT HE WILL BRING THE FACILITIES MAINTENANCE LIST UPDATE TO COUNCIL DURING THE MID-BIENNIUM REVIEW PROCESS.

INDIVIDUAL REPORTS BY MAYOR, COUNCILMEMBERS AND STAFF:

CITY TREASURER VICKIE STRONG STATED THAT THEY ARE GETTING NEW SOFTWARE FOR FIXED ASSETS. SHE STATED THAT THE CHAMBER OF COMMERCE HAS NOT BEEN IN FOR A BLANKET PERMIT TO DO THE SIDEWALK SALE.

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LIBRARY MANAGER SARAH ENGLISH STATED THAT THE SUMMER READING PROGRAM IS GOING ON UNTIL THE END OF AUGUST. SHE STATED THAT THE COUNTY CORONER IS COMING TO SPEAK NEXT WEEK.

COUNCILMEMBER KYLE ASKED ABOUT THE STATUS OF THE PARKING LOT AT 2ND AND MAIN. MAYOR JANKE STATED THAT A DESIGN IS BEING PREPARED AND WILL NEED TO GO OUT TO BID. MAYOR JANKE STATED THAT THEY ARE ALSO LOOKING AT A PERMIT FOR AN ELECTRIC CAR CHARGING STATION IN THE LOT.

COUNCILMEMBER BIRCH ASKED ABOUT THE NEW ENTRY UNDER THE POOL. MAYOR JANKE STATED THAT THEY ARE SUPPOSED TO BE SEEDING THE AREA. COUNCILMEMBER BIRCH ALSO ASKED ABOUT THE YEP KANUM SIGN THAT WAS KNOCKED DOWN EARLIER THIS YEAR. MAYOR JANKE STATED THAT THEY ARE WAITING FOR A RECOMMENDATION FROM THE PARK/RECREATION BOARD.

COUNCILMEMBER PIFER STATED THAT THE VINSON FUND MARKERS AT THE HISTORICAL CENTER IN KETTLE FALLS AREN'T VERY BIG. HE STATED THAT THE BUSINESS OWNERS AROUND 2ND AND MAIN ARE IN SUPPORT OF MOVING THE HANDICAPPED PARKING SPOT ONTO MAIN STREET IN FRONT OF GOODWILL.

COUNCILMEMBER CONNER STATED THAT SHE MET WITH THE TREE BOARD AND DID A WALK THROUGH AT THE MUSEUM. SHE ALSO STATED THAT TIGER TRIATHLON IS THIS WEEKEND AND ANY ADDITIONAL VOLUNTEERS ARE WELCOME.

COUNCILMEMBER LOGGERS STATED THAT HE MET WITH JIM FLOTT ABOUT THE RECOMMENDED PARK PLAN. MAYOR JANKE STATED THAT HE WILL DRAFT AN IMPLEMENTATION PLAN. COUNCILMEMBER LOGGERS ASKED ABOUT THE SPRAY PARK STATUS. MAYOR JANKE STATED THAT THEY ARE HOPING TO HAVE IT OPEN FOR RENDEZVOUS DAYS BUT IT DOES NEED TO GO THROUGH A PERMIT PROCESS FROM THE DEPARTMENT OF LABOR AND INDUSTRIES AND THE DEPARTMENT OF HEALTH BEFORE OPENING.

COUNCILMEMBER FOLL STATED THAT ROTARY CLUB IS EAGER TO START WORKING ON LANDSCAPING AROUND THE SPRAY PARK TO HELP. SHE ALSO STATED THAT SINCE THE PLANS ARE NOT FINALIZED, THEY WERE TOLD TO HOLD OFF AND CONTACT THE MAYOR.

MAYOR JANKE STATED THAT HE HAS A FORMAL APPROVAL TO INSTALL ALL RAPID FLASHING BEACON LIGHTS ON MAIN STREET THIS YEAR. HE STATED THAT THEY ARE APPLYING FOR 2 TRANSPORTATION IMPROVEMENT BOARD (TIB) GRANTS. ONE IS TO DO A GRIND AND OVERLAY ON THE TRUCK ROUTE AND THE OTHER IS FOR THE SIDEWALKS FROM HAWTHORNE TO FORT COLVILLE SCHOOL. HE STATED THAT THE SMOKING/VAPING SIGNS ARE ORDERED. HE STATED THAT THE QUARTERLY TECHNOLOGY MEETING WAS HELD TODAY REGARDING NEW SOFTWARE. HE ALSO STATED THAT WE WILL BE REVIEWING TECHNOLOGY PLANS FOR 2018. HE STATED THAT WE MIGHT BE INCLUDING A PROPOSAL FOR SHAREPOINT IMPLEMENTATION IN 2018 OR POSSIBLY SOONER. HE STATED THAT THE DEPARTMENT OF ECOLOGY (DOE) IS RECOGNIZING THE WASTEWATER TREATMENT FACILITY (WWTF) FOR OUTSTANDING PERFORMANCE FOR 2016. HE STATED THAT THE GILBERT SHELTER SHOULD BE DONE THIS WEEK.

COUNCILMEMBER CONNER STATED THAT THE REMODEL OF THE EXCEL BUILDING HAS BEGUN.

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

[8:20:32 PM](#)

MOTION PASSED.

TIME OF ADJOURNMENT: 8:20 P.M.

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MAYOR LOUIS F. JANKE

Attest: _____
Holly Pannell, MMC, PFO, City Clerk/
Human Resources Manager