

**Colville, Washington**  
**Regular City Council Meeting Minutes**  
**July 24, 2018**

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

[6:30:03 PM](#)

**ROLL CALL:** FOLL, LOGGERS, LAWSON, CONNER, THOMPSON, SMITH AND STALP.

**PRESENT:** COUNCILMEMBER NANCY FOLL, COUNCILMEMBER CHRIS LOGGERS, COUNCILMEMBER ANNE LAWSON, COUNCILMEMBER MALLORY CONNER, COUNCILMEMBER ADENEA THOMPSON, COUNCILMEMBER JACK SMITH, COUNCILMEMBER MELISSA STALP AND MAYOR LOU JANKE.

**STAFF PRESENT:** CITY CLERK/HUMAN RESOURCES MANAGER HOLLY PANELL, CITY TREASURER VICKIE STRONG, CITY PLANNER RJ KEETCH, PUBLIC WORKS DIRECTOR JEFF COCHRAN, LIBRARY MANAGER SARAH ENGLISH, PARKS AND RECREATION DIRECTOR JILLIAN MARSHALL AND CITY ATTORNEY LOGAN WORLEY.

**SALUTE TO THE FLAG.**

**CONSENT AGENDA:**

- #01. **MINUTES OF THE JUNE 26, 2018 REGULAR CITY COUNCIL MEETING.**
- #02. **MINUTES OF THE JULY 10, 2018 REGULAR CITY COUNCIL MEETING.**
- #03. **JULY 17, 2018 MANUAL CLAIMS CHECKS #62577 ~ #62579 IN THE AMOUNT OF \$31,547.55 AS APPROVED FOR PAYMENT BY THE AUDIT COMMITTEE.**
- #04. **JULY 25, 2018 CLAIMS CHECKS #62580 ~ #62660 IN THE AMOUNT OF \$119,748.81 AS APPROVED FOR PAYMENT BY THE AUDIT COMMITTEE.**
- #05. **JULY 5, 2018 ~ JULY 18, 2018 CONTRACT/AGREEMENT LIST REVIEW.**

MAYOR JANKE READ THE CONSENT AGENDA.

COUNCILMEMBER STALP MOVED AND COUNCILMEMBER SMITH 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 24, 2018 AND DOES APPROVE FOR PAYMENT THOSE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS: JULY 17, 2018 MANUAL CLAIMS CHECKS #62577 ~ #62579 IN THE AMOUNT OF \$31,547.55; JULY 25, 2018 CLAIMS CHECKS #62580 ~ #62660 IN THE AMOUNT OF \$119,748.81" AND DOES APPROVE THE CONSENT AGENDA AS READ.

MOTION PASSED.

**PUBLIC APPEARANCES AND FORUM TIME:**

- #06. **PRESENTATION:** CERTIFICATES OF APPRECIATION FOR OUTSTANDING POOL STAFF.

MAYOR JANKE THANKED THE POOL STAFF FOR RESPONDING TO EMERGENCIES AT THE CITY SWIMMING POOL. HE ALSO GAVE OUT CERTIFICATES FOR THE FOLLOWING: GABRIELLE MASCARINAS, DEVIN HUNT, HUNTER RHODES, KRISTEN KEATING, AMANDA POTTER AND CLARE FITZPATRICK.

**PUBLIC COMMENT PERIOD:**

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

[6:35:30 PM](#)

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TERRY LEE, KETTLE FALLS, PRESENTED A SUB-DIVISION DESIGN ON INTERSTATE 5 AT SMOKEY POINT WHICH GOES INTO THE ARLINGTON AIRPORT. HE STATED THAT THE SUB-DIVISION WAS DONE IN 1994 FOR FARM HOME HOUSING. HE STATED THAT THE HOUSES ARE FULL SIZE HOUSES BOTH SINGLE AND TWO-STORY. HE STATED THAT THE CUL-DE-SACS HAVE NARROW ENTRANCES AND NO OFF-STREET PARKING. HE STATED THAT THEY HAVE CENTER STREET PARKING, TRAIL SYSTEMS, RV AND BOAT PARKING, ETC. HE STATED THAT HE RECOMMENDS COLVILLE LOOK INTO A SIMILAR PLANNED UNIT DEVELOPMENT (PUD).

**NEW BUSINESS:**

**#08. DISCUSSION/ACTION: POSSIBLE REJECTION OF BIDS FOR THE SILKE BOOSTER STATION PROJECT.**

[6:47:40 PM](#)

PUBLIC WORKS DIRECTOR JEFF COCHRAN STATED THAT THERE WERE ISSUES WITH THE FUNDING AGENCIES AND THE BID ADVERTISEMENT.

NECIA MAIANI, WELCH COMER, STATED THAT LAST YEAR THE STATE BUDGET WAS DELAYED AND ALL CONTRACTS THAT WERE THROUGH DEPARTMENT OF COMMERCE (DOC) WERE TRANSFERRED TO THE DEPARTMENT OF HEALTH (DOH). SHE STATED THAT THEY SUBMITTED OUR DOCUMENTS TO THE DEPARTMENT OF HEALTH FOR REVIEW AND THEY DIDN'T HAVE OUR FILE FROM THE DEPARTMENT OF COMMERCE. SHE STATED THAT ONE ISSUE WAS THAT THE ADVERTISEMENT WAS NOT SENT TO THE NEWSPAPER BY WELCH COMER. SHE ALSO STATED THAT THE PREVAILING WAGE RATES CHANGED ON JUNE 28, 2018. SHE STATED THAT THERE ARE THREE OPTIONS TO CONSIDER.

1-MOVE FORWARD, COMPLETE THE SILKE BOOSTER STATION AND ASSUME THE LOAN AT THE RATE OF 1.5%.

2-CLOSE THE LOAN RIGHT NOW WITHOUT THE SILKE BOOSTER STATION AND SECURE THE LOAN AT 1%.

3-SEND A LETTER TO THE DEPARTMENT OF HEALTH (DOH) ASKING FOR A LATER DATE TO COMPLETE THE PROJECT AND SECURE THE LOAN AT 1%.

MAYOR JANKE SUGGESTED THAT WE REJECT THE BIDS AND WORK WITH WELCH COMER TO TRY AND GET RELIEF FROM THE DEPARTMENT OF HEALTH (DOH) TO GRANT AN EXTENDED TIMELINE. HE ALSO STATED THAT IF THEY SAY "NO" WE WOULD CLOSE OUT THE LOAN TO SECURE THE LOAN AT 1% AND SEEK OTHER FUNDING TO COMPLETE THE SILKE BOOSTER STATION PROJECT.

NECIA MAIANI STATED THAT THERE WILL BE NO CHARGE TO THE CITY WHEN WELCH COMER RE-BIDS THE PROJECT DUE TO THEIR ERROR AND NOT SENDING THE AD TO THE NEWSPAPER.

COUNCILMEMBER LAWSON ASKED HOW LONG IT WILL TAKE FOR THE DEPARTMENT OF HEALTH TO RESPOND TO A LETTER. NECIA MAIANI STATED THAT THERE IS A MEETING NEXT TUESDAY AND IF WE SUBMIT THE LETTER BEFORE THAT DATE WE SHOULD HAVE INFORMATION SOON AFTER THE MEETING.

COUNCILMEMBER LAWSON MOVED AND COUNCILMEMBER SMITH SECONDED THE MOTION TO HAVE THE MAYOR, WITH HELP FROM WELCH COMER, WRITE A LETTER TO THE DEPARTMENT OF HEALTH (DOH) ITEMIZING THE DIFFICULTIES THAT HAVE OCCURRED, ASKING FOR MORE TIME AND IF THERE IS NO POSITIVE RESPONSE, WE CLOSE OUT THE LOAN AT 1% AND ALSO REJECT THE BIDS.

MOTION PASSED.

**#09. DISCUSSION/ACTION: POSSIBLE REJECTION OF BIDS FOR THE 395 SIDEWALK PROJECT.**

[7:04:43 PM](#)

PUBLIC WORKS DIRECTOR JEFF COCHRAN STATED THAT THEY RECEIVED ONE BID AND IT WAS NEARLY DOUBLE THE ENGINEER'S ESTIMATE. HE STATED THAT HE IS RECOMMENDING TO REJECT THE BID AND RE-BID LATER THIS YEAR FOR CONSTRUCTION NEXT YEAR.

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MATT GILLIS, WELCH COMER, STATED THAT THE TRANSPORTATION IMPROVEMENT BOARD (TIB) FUNDING WILL BE ROLLED OVER TO NEXT YEAR. HE STATED THAT THEY CONTACTED SEVERAL COMPANIES AND THEY ALL STATED THAT THEY ARE TOO BUSY TO TAKE ON ADDITIONAL PROJECTS THIS YEAR.

COUNCILMEMBER FOLL MOVED AND COUNCILMEMBER LOGGERS SECONDED THE MOTION TO REJECT THE BID FOR THE 395 SIDEWALK PROJECT BASED ON THE RECOMMENDATION FROM WELCH COMER AND RE-ADVERTISE FOR CONSTRUCTION IN 2019.

MOTION PASSED.

**#10. DISCUSSION/ACTION: POSSIBLE REJECTION OF BIDS FOR THE KELLER HOUSE PAINTING PROJECT.**

[7:09:09 PM](#)

PUBLIC WORKS DIRECTOR JEFF COCHRAN STATED THAT THE BID WAS ACCEPTED AT THE LAST COUNCIL MEETING WITH STIPULATIONS. HE STATED THAT THE CONTRACTOR NOTIFIED THE CITY THAT HE WOULD NOT BE ABLE TO MEET THE STIPULATIONS THAT WERE SET. HE STATED THAT HE RECOMMENDS REJECTING THIS BID AND THAT THE CITY RE-BID NEXT YEAR.

COUNCILMEMBER SMITH MOVED AND COUNCILMEMBER STALP SECONDED THE MOTION TO REJECT THE BID FOR THE KELLER HOUSE PAINTING PROJECT AND TO RE-BID EARLY NEXT YEAR.

MOTION PASSED.

**#11. INFORMATION ONLY: REVIEW OF SMALL CELL DEPLOYMENT.**

[7:13:12 PM](#)

CITY ATTORNEY LOGAN WORLEY STATED THAT THERE HAS BEEN A LOT OF PUSH NATIONALLY FROM DIFFERENT ORGANIZATIONS ABOUT THE SMALL CELL DEPLOYMENT. HE STATED THAT THERE IS A FEDERAL COMMUNICATIONS COMMISSION (FCC) LAW THAT REQUIRES WE ACCEPT THE SMALL CELL ANTENNAS. HE ALSO STATED THAT THERE IS SOME LOCAL CONTROL REGARDING THE ANTENNAS. HE STATED THAT IT CAN AFFECT PUBLIC AND PRIVATE PROPERTY DEPENDING ON WHETHER YOU WANT IT TO GO THROUGH PLANNING AND BE SOMETHING THAT WOULD BE ADOPTED TO AFFECT PUBLIC AND PRIVATE PROPERTY AS WELL AS PUBLIC CITY POLES.

THE CONSENSUS WAS TO HAVE THE CITY ATTORNEY PROCEED WITH A DRAFT ORDINANCE.

**#12. DISCUSSION ONLY: REVIEW OF THE NEW PUBLIC USE PERMIT PROCESS.**

[7:24:25 PM](#)

CITY PLANNER RJ KEETCH STATED THAT A YEAR AGO THEY STARTED THE PUBLIC USE PERMIT PROCESS TO ENCOURAGE DOWNTOWN AND CITY-WIDE ACTIVITIES ON PUBLIC PROPERTY. HE STATED THAT THE PROCESS HAS BEEN GOING WELL. HE STATED THAT THERE IS STILL SOME CONFUSION WITH TYING IN THE NOISE ORDINANCE WITH THE PUBLIC USE PERMIT AND HAVING TO GET TWO APPROVALS.

MAYOR JANKE STATED THAT WHEN PEOPLE APPLY FOR THE PUBLIC USE PERMIT THEY BELIEVE THE PERMIT COVERS EVERYTHING. HE ALSO STATED THAT HE WOULD LIKE THE CITY COUNCIL TO CONSIDER CHANGING THE PERMIT PROCESS TO INCLUDE THE NOISE VARIANCE ON PUBLIC PROPERTY. HE STATED THAT THE BUILDING AND PLANNING DEPARTMENT WOULD MANAGE THESE REQUESTS.

COUNCILMEMBER LAWSON ASKED IF THE BUILDING AND PLANNING DEPARTMENT COULD TAKE OVER MANAGING THE NOISE ORDINANCES ON PUBLIC PROPERTY. CITY PLANNER RJ KEETCH STATED THAT HE THOUGHT THEY COULD DO IT ADMINISTRATIVELY WITHOUT A CHANGE TO THE CURRENT ORDINANCE. HE STATED THAT THEY WILL NEED TO LOOK AT THE EXCEPTIONS FOR PUBLICLY SANCTIONED EVENTS.

COUNCILMEMBER SMITH ASKED IF THERE IS ANY CITY COUNCIL REVIEW FOR THE PERMITTING PROCESS. CITY PLANNER RJ KEETCH STATED THAT THE CURRENT ORDINANCE GIVES THE APPROVAL

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TO THE BUILDING AND PLANNING DEPARTMENT. HE ALSO STATED THAT THE PERMITS GO TO THE TECHNICAL REVIEW COMMITTEE (TRC) FOR REVIEW. THERE ARE TWO COUNCILMEMBERS ON THE TECHNICAL REVIEW COMMITTEE (TRC).

- #13. DISCUSSION ONLY:            REVIEW THE UPDATED FEE CHARTS FOR PARKING COMMISSION, LIBRARY, TREASURER AND AIRPORT.**

[7:33:21 PM](#)

COUNCIL REVIEWED THE FEE CHARTS FOR THE PARKING COMMISSION, LIBRARY, TREASURER AND AIRPORT.

MAYOR JANKE STATED THAT THE PARKING COMMISSION FEES ARE BUSINESS IMPROVEMENT DISTRICT (BID) FEES WHICH ARE SET BY ORDINANCE. HE STATED THAT THERE WERE NO ADJUSTMENTS MADE TO THEIR FEES.

**COMMITTEE OR SPECIAL REPORTS:**

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

MAYOR JANKE STATED THAT ITEM #4 - KELLER HOUSE PROPERTY TRUST LEASE HAS BEEN SENT TO DON BIRCH WITH THE STEVENS COUNTY HISTORICAL SOCIETY FOR REVIEW. HE STATED THAT ITEM # 8 – BURNETT PROPERTY HAS BEEN TRANSFERRED BACK TO THE CITY. HE STATED THAT THERE IS A MEETING TOMORROW WITH COLVILLE TOGETHER TO DISCUSS ITEM #9 – MEMORANDUM OF UNDERSTANDING (MOU) WITH COLVILLE TOGETHER.

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

MAYOR JANKE STATED THAT HE HAS MET WITH THE TRI-COUNTY HEALTH DISTRICT ABOUT ITEM #3 – RABIES ORDINANCE. HE STATED THAT TRI-COUNTY HEALTH DISTRICT IS NOW SAYING THAT THE CITY WILL NEED A RABIES ORDINANCE AND A QUARANTINE AREA.

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

[7:53:28 PM](#)

CITY TREASURER VICKIE STRONG STATED THAT LOT #8 IN THE BOWMAN PROPERTY SOLD AND WE HAVE RECEIVED THE MONEY FOR IT. SHE ALSO STATED THAT THE MONEY WILL GO TO THE COMMUNITY ECONOMIC REVITALIZATION BOARD (CERB) AS A PRINCIPAL PAYMENT.

PARKS AND RECREATION DIRECTOR JILLIAN MARSHALL STATED THAT TIGER TRIATHLON WAS ON SATURDAY WITH 92 ENTRIES, WHICH IS UP FROM LAST YEAR. SHE STATED THAT THEY ARE GETTING READY FOR SOCCER. SHE STATED THAT THE SWIM MEET IS THIS WEEKEND AND THAT RENDEZVOUS DAYS WILL BE THE FOLLOWING WEEKEND. MAYOR JANKE ASKED ABOUT THE BASEBALL TOURNAMENT DURING RENDEZVOUS DAYS. PARKS AND RECREATION DIRECTOR JILLIAN MARSHALL STATED THAT SHE HAS HAD MEETINGS WITH BARB WEEMAN, THE TOURNAMENT DIRECTOR. COUNCILMEMBER LAWSON ASKED ABOUT THE POOL AND CHEMICALS. JILLIAN MARSHALL STATED THAT IT IS DOING BETTER THIS YEAR.

LIBRARY MANAGER SARAH ENGLISH STATED THAT THIS IS THE LAST WEEK THAT THEY WILL HAVE ACTIVITIES FOR THE SUMMER READING PROGRAM. SHE STATED THAT THE SUMMER READING PROGRAM GOES THROUGH THE END OF AUGUST.

PUBLIC WORKS DIRECTOR JEFF COCHRAN STATED THAT THEY HAVE WATER PROJECTS GOING ON AT MAPLE STREET BETWEEN 3<sup>RD</sup> AND 6<sup>TH</sup>. HE STATED THAT THE SEWER PROJECT IS DONE. HE STATED THAT THE LIGHT BARS FOR THE RFB'S ARE UP. HE STATED THAT THEY ARE PREPARING FOR NEXT YEAR'S PROJECTS. COUNCILMEMBER THOMPSON ASKED IF THE SIDEWALK WOULD BE REPLACED ALONG SUMMIT AVENUE. JEFF COCHRAN STATED THAT THERE HAS NEVER BEEN A SIDEWALK THERE, IT HAS ALWAYS BEEN A DIRT PATH. HE STATED THAT THE INTENT IS TO PUT SOME ASPHALT IN PLACE OF THE PATH.

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CITY PLANNER RJ KEETCH STATED THAT THEY ARE FINALIZING THE CFP REQUESTS FROM THE DEPARTMENT HEADS. HE STATED THAT THEY ARE WORKING WITH VAAGEN'S ON THEIR PROJECT.

CITY CLERK/HUMAN RESOURCES MANAGER HOLLY PANNELL STATED THAT THE NEW WEBSITE COMPANY WILL BE STARTING THE PROJECT NEXT WEEK.

COUNCILMEMBER STALP STATED THAT SUMMIT AVENUE IS WIDE AND ASKED IF WE HAVE LOOKED AT USING ANY OF THE ROAD FOR PEDESTRIANS. SHE STATED THAT SHE PARTICIPATED IN THE TIGER TRIATHLON. SHE STATED THAT SHE HAS TALKED TO PARKS AND RECREATION DIRECTOR JILLIAN MARSHALL ABOUT HAVING ANOTHER ORGANIZATION TAKE OVER THE TIGER TRIATHLON. SHE STATED THAT THE FIRE CHIEF APPROACHED HER TO HAVE A PRIVATE MEETING WITH HER REGARDING THEIR BUDGET AND THEIR NEED FOR FUNDING.

COUNCILMEMBER SMITH STATED THAT THE SENIOR CENTER HAS HIRED A NEW COOK. HE STATED THAT HE HAD A BEAR IN HIS BACK YARD LAST NIGHT.

COUNCILMEMBER THOMPSON STATED THAT SHE ALSO TALKED TO THE FIRE CHIEF ABOUT HIS BUDGET. SHE STATED THAT SHE MET WITH THE CHAMBER OF COMMERCE AND THEY HAVE HAD A GOOD TURN OUT WITH THE LIGHT UP COLVILLE EVENTS. SHE STATED THAT SHE MET WITH THE HISTORICAL SOCIETY REGARDING THEIR CONCERNS ABOUT THE PAINTING OF THE KELLER HOUSE. SHE STATED THAT SHE IS INVOLVED WITH A GROUP THAT IS TRYING TO ORGANIZE A CAREER FAIR ON OCTOBER 18.

COUNCILMEMBER CONNER STATED THAT ROTARY HAS BEEN DOING THE CAREER FAIR FOR MANY YEARS AND THEY ARE TRYING TO BUILD OFF OF THAT CONCEPT. SHE STATED THAT TIGER TRIATHLON WAS GOOD. SHE STATED THAT LIGHT UP COLVILLE WAS GREAT AND DOWNTOWN WAS VERY ACTIVE.

COUNCILMEMBER LAWSON STATED THAT STEVEN HIGGINS WILL LIKELY BE CARVING THE TREE STUMPS THE LAST WEEK OF SEPTEMBER AT YEP KANUM PARK. SHE ALSO STATED THAT THE VINSON FUND COMMITTEE IS LOOKING FOR VOLUNTEERS FROM THE CITY COUNCIL TO HELP SCREEN THE DESIGNS. SHE STATED THAT IF ANYONE IS INTERESTED THEY SHOULD CONTACT DOUG KYLE. SHE STATED THAT THE TREE BOARD HAS COMPACTION CONCERNS WITH VEHICLES IN THE PARK. SHE ALSO STATED THAT THE TREE BOARD WOULD LIKE TO HAVE A PLAN FOR PLANTING TREES IN THE CITY. SHE STATED THAT THE FIRE DEPARTMENT ADOPTED A NEW POLICY FOR COMMUNICATING THE DEFENSIBILITY OF STRUCTURES. SHE STATED THAT JIM FLOTT, WITH COMMUNITY FORESTRY CONSULTANTS, WILL BE HERE MID-AUGUST TO DO THE STREET TREE INVENTORY FOR THE STREET TREE GRANT.

COUNCILMEMBER CONNER STATED THAT IT WAS A GREAT CANDIDATES NIGHT LAST NIGHT AT THE AG TRADE CENTER.

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

8:31:24 PM

MOTION PASSED.

**TIME OF ADJOURNMENT: 8:31 P.M.**

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MAYOR LOUIS F. JANKE

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