KETTLE FALLS CITY COUNCIL MEETING
OCTOBER 2, 2012

CALL TO ORDER

Mayor Slagle called the meeting to order at 7:00 p.m.

ROLL CALL

Dorothy Slagle, Ray Smith, Jesse Garrett and Debbie Gaskin.

STAFF/GUESTS

Staff - Joel Gassaway, Raena Hallam, Scott Sterland, Teah Chadderdon and Charlie Schuerman.

Guests - Kary Peterson, Dick Lesher, Trish Martin, Ashlyn Martin, Brysen Martin, Barney Weiss, Kelly Keenan, Kelly McKern and Bob Haynes.

ANNOUNCEMENTS AND MAIL RECEIVED

Council Member Jesse Garrett made a motion to excuse Council Member Cris Haynes, City Planner Dave Keeley and Fire Chief John Ridlington from the meeting. Council Member Debbie Gaskin seconded the motion. Motion carried by all. Council Member Ray Smith - Yes, Council Member Jesse Garrett - yes and Council Member Debbie Gaskin - yes.

APPOINTMENT TO CITY COUNCIL POSITION NO. 2

Bonnie Bradley stated she would like to serve on the City Council. She stated she works at Harvest Foods and is involved in the community.

Council Member Jesse Garrett moved to accept Bonnie Bradley to City Council Position No. 2. Council Member Debbie Gaskin seconded the motion. Motion carried by all. Council Member Ray Smith - Yes, Council Member Jesse Garrett - yes and Council Member Debbie Gaskin - yes.

City Attorney Charlie Schuerman administered the Oath of Office to Bonnie Bradley.

PUBLIC COMMENT

WASHINGTON STATE DEPT OF ECOLOGY

Kary Peterson with the WA ST Dept. of Ecology introduced himself to the City Council and proceded to explain the woodstove buy back program the DOE is doing in Stevens County on October 7,

2012. Mr. Peterson explained the program allows anyone to turn in up to two uncertified stoves and receive $200 for each stove. So far they have had tremendous interest in the program and expect a good turn out on October 7th.

Mr. Peterson explained this is a pilot program and usually instead of receiving $200 in cash a person would receive a voucher to use towards a different stove. October 7th is also free metals day so there are no tipping fees. Mr. Peterson stated they expect to put about $20,000 back into the community in one day using this program.

Mr. Haynes asked if the program was coming from the General Fund. Mr. Peterson stated yes, some of it is, but doesn't use a lot of General Fund money. Some of the money for this program is a pass thru of Federal funding.

CONSENT AGENDA

APPROVAL OF THE SEPTEMBER 4, 2012 CITY COUNCIL MINUTES AND SEPTEMBER VOUCHERS AND PAYROLL

Council Member Ray Smith moved to approve the Consent Agenda. Council Member Debbie Gaskin seconded the motion. Motion carried by all. Council Member Ray Smith - Yes, Council Member Bonnie Bradley - yes, Council Member Jesse Garrett - yes and Council Member Debbie Gaskin - yes.

COMMITTEE REPORTS

FIRE DEPARTMENT - FIRST RESPONDER PROGRAM

Council Member Jesse Garret reported that some of our volunteer fire fighters were dispatched to fires out of the area. Jesse stated he knows of at least two fire crews.

STAFF REPORT

POLICE DEPARTMENT - NUISANCES

Police Chief Scott Sterland asked City Council for direction regarding the nuisance ordinance pertaining to noncompliant property owners and secondly the problem apartment tenant and the property owner who is reluctant to do anything about it. Scott stated he took the state nuisance RCW to the Prosecutors office and was told it is a chargeable offense if indeed the City wanted to pursue it.

Mayor Slagle asked under which one and Police Chief Scott Sterland replied under the State RCW 9.66. Scott explained that it will take a little bit more work, interviewing neighbors and such to be sure they feel they are being deprived of liberty, safety, etc. by this problem.

Police Chief Scott Sterland stated he has not done any of the research yet and wanted to check with City Council first but since Ms. Bradley was just appointed Council may wish to wait til the next meeting before making a decision. Mayor Slagle agreed.

Police Chief Scott Sterland explained to Council Member Bonnie Bradley there is a real problem apartment in the City, drugs, domestic violence and different things. This has become a real sore subject for a lot of people living in that area. Scott explained he wanted to explore different options and get direction from the Mayor and City Council since the Police Dept. has never done anything like this before.

Mayor Slagle asked City Attorney Charlie Schuerman if this is the same issue that he had provided information on?

Police Chief Scott Sterland stated there are two City Ordinances that do not really apply to this situation. The State RCW does and Scott explained he spoke with the Stevens County Prosecutors Office. Mayor Slagle asked if Police Chief Scott Sterland had received the memo from City Attorney Charlie Schuerman. Scott stated he had and has not spoken with City Attorney Charlie Schuerman about the issue. Mayor Slagle stated he should speak with the City Attorney and tabled the item until the next meeting.

Police Chief Scott Sterland asked City Council for direction regarding property nuisances. Scott stated as he explained during the last City Council meeting there are pretty hefty fines involved.

Council Member Jesse Garrett stated if we don't do something, it is not going to go away. Police Chief Scott stated he actually allowed an additional 10 days and offered the property owners to come up with a 30 day plan and work with the City. Two properties asked for more time, but didn't really come up with a plan. Police Chief Scott Sterland stated he provided copies of the ordinance with his letters and he got a response some nasty and some asking for more time. Scott also offered assistance if the property owners needed help.

Mayor Slagle stated that she thinks one of the problems is with the penalty phase of the ordinance being so very stiff. Police Chief Scott Sterland stated he wants to make sure everyone is on board before he issues any fines. Mayor Slagle suggesting holding off on any decision until Council Member Bonnie Bradley can be brought up to speed. Council Member Jesse Garrett agreed.

PUBLIC WORKS DEPARTMENT

Public Works Superintendent Joel Gassaway stated there were two fires near the City. One in the greenwood area and one by the Stevens County Landfill. One knocked the power out to the wells, but it has been restored.

Superintendent Joel Gassaway stated the Wastewater Treatment Facility is progressing. The sewer line replacement up 6th Avenue will happen soon, but he has not received exact dates yet. Joel stated parts of Juniper Street and 6th Avenue will be closed including the intersection during the project. City Superintendent Joel Gassaway stated as soon as he has exact dates he will be notifying all residences that will be affected.

City Superintendent Joel Gassaway announced Rob Rennich who has been working for the Kettle Falls Fire Department has accepted the job of City Crewman. He started immediately and Stevens County Fire District #6 are going to work with him so he can continuing working for them also.

NEW BUSINESS

KETTLE FALLS GUN CLUB PROJECT

Mayor Slagle referred the City Council to a map in their Council packets showing the land around the gun range. (Copy on file) Barney Weiss addressed the City Council stating the Kettle Falls Gun Club has applied for a grant to make improvements to the gun range. It is a long process and they do not expect to know anything until June of 2013.

Mr. Weiss explained to meet the requirements the gun club purchased 300 yards from Mr. Bob Jones. This additional land makes the gun club eligible for the grant funding up to $200,000.

After discussion, Mr. Weiss asked the Mayor and City Council to consider leasing or selling a 300 foot strip to the Gun Club if

they receive the grant. This additional land would allow the Gun Club to add a pistol range or small caliber shooting range. Mr. Weiss stated they would like a 15 year lease. Mr. Weiss stated he does not need an answer right away and would like to come back to City Council this summer after the grant is awarded.

OLD BUSINESS

ORDINANCE NO. 1716-AN ORDINANCE AMENDING THE BASIC FLAT RATE FOR EQUIVALENT SEWER USERS

Mayor Slagle reminded City Council that this is the last expected step increase for the Wastewater Treatment Facility. Originally it was anticipated to be $12, but it is now $8.

Council Member Jesse Garrett asked if this Ordinance is adopted can the $4 be saved for later if needed. Mayor Slagle stated after reviewing the numbers it was recommended to raise the rate $6, but she felt that would be cutting it too close and chose to recommend $8 rather than $12. Clerk/Treasurer Raena Hallam stated the rate can be changed by ordinance if needed at a later date.

Council Member Jesse Garrett moved to adopt Ordinance No. 1716. Council Member Ray Smith seconded the motion. Motion carried by all. Council Member Ray Smith - Yes, Council Member Bonnie Bradley - yes, Council Member Jesse Garrett - yes and Council Member Debbie Gaskin - yes.

PUBLIC WORKS DEPARTMENT UPDATE - JOB DESCRIPTIONS

Clerk/Treasurer Raena Hallam stated City Superintendent Joel Gassaway has drafted/updated job descriptions for his department. The Job Description that is needed right away is the Wastewater Operator II position. Raena stated she has not had time to review all of the job descriptions, but did add some boiler plate language to the Wastewater Operator II description for City Council review. Raena stated she has not had a chance to review her changes with City Superintendent Joel Gassaway.

FURLOUGH DAYS

Mayor Slagle stated the Public Works Department is extremely busy with training for the Wastewater Treatment Facility and training a new crewmember. Mayor Slagle explained the utility funds are self sustaining and the department employees

were given furlough days just like all other employees. In consideration of them being so short handed at this time Mayor Slagle stated the Public Works Department will not take any furlough days after October 1, 2012.

PUBLIC COMMENT

BOY SCOUTS

Bryson Martin stated he is attending a City Council meeting to earn a citizenship merit badge for Boy Scouts.

Kelly McKern stated her property was burglarized a few weeks ago and over $20,000 worth of items were stolen. Mrs. McKern stated until this incident she didn't realize the Kettle Falls Police Department does not have an officer on duty from 2:00 a.m. to 8:00 a.m. Mrs. McKern asked the Mayor and City Council how the community can help to have coverage during those hours.

Bob Haynes suggested a newsletter or some type of communication letting citizens know to be watchful. For example a robbery happened on this side of town, let people know when and where it happened.

Mrs. McKern stated there were other properties surrounding them that were burglarized the same night. Mrs. McKern stated she doesn't feel safe anymore and she has lived here her whole life.

Council Member Bonnie Bradley suggested the police department contact the Focus newspaper.

Trish Martin stated she used to leave items unlocked, but now she doesn't even leave the camper unlocked between trips. Mrs. Martin stated it's not like Mrs. McKern's garage was unlocked, and she couldn't do anything different. The problem is at certain times there is no officer and neighbors are not looking.

Mayor Slagle suggested a rotation of Officers schedule, changing the schedule occasionally so no one is sure when there is an officer working or not working.

Mrs. McKern stated the community saved the swimming pool, what can the community do to bring back the third officer. Mayor Slagle stated it was a $70,000 expense, that the City didn't have enough money to cover. Mayor Slagle explained it will always be reviewed each year, but she doesn't expect it to change in 2013.

Library Manager Teah Chadderdon asked if Stevens County was going run the ½ cent tax again this year. Police Chief Scott Sterland stated he has not heard they are going to run it again, but part of his budget proposal includes discussion of running a levy for the City of Kettle Falls Police Department.

After discussion, Mayor Slagle explained people could do some reporting to the Focus newspaper, encourage porch lights to be left on all night, neighbors keeping watch of other neighbors properties.

School Superintendent Greg Goodnight stated there are steps that can be taken. For example the school had to fence the dugouts to keep the kids out.

School Superintendent Greg Goodnight stated the school would also like that additional protection, but understands the drop in revenues and why it is not affordable. Mr. Goodnight stated levies are difficult to pass and if the City decides to run a levy to be sure to recognize everything the City and it's employees have given back to balance the budget.

Mayor Slagle stated it was very difficult to make those tough decisions. While some positive things have occurred this year, the budget is still not there to bring back an officer.

Mr. Weiss suggested alarms, trail cameras, etc. Mr. Weiss explained sometimes people need to do some things on their own for a peace of mind. As burglars are caught with trail camera's etc, after a while the criminal community will stop coming around as much.

Police Chief Sterland stated he has been working to educate the community about home security and steps that can be taken to prevent theft. Scott stated it's sad to say, but the idea is to make your property more difficult to get into than your neighbors.

After discussion, Mayor Slagle and City Council thanked everyone for coming.

BUDGET PRESENTATIONS - POLICE & LIBRARY

Police Chief Scott Sterland reviewed his budget request with City Council.

Kettle Falls Police Department
415 Larch / P.O. Box 457 • Kettle Falls, WA 99141
(509) 738-6700 • Fax (509) 738-2052

Chief Scott K. Sterland

October 1, 2012

To the Mayor and City Council:

Enclosed you will find the 2013 budget requests from the City of Kettle Falls Police Department.

In the past, we have separated our requests into three distinct categories. Those categories are:

1. Urgent: Requests that are needed immediately due to either safety or liability concerns
2. Needed: Those requests that are needed to ensure smooth operation and a high level of customer service to the citizens in Kettle Falls, and
3. Desired: Those requests that would make the working environment in the police department more comfortable for the officers and staff and more inviting to our community members and professional affiliations

However, given the current state of the city's budget, we have reduced our 2013 requests to only three items – none of which fall under the category of Desired. These are the most urgent needs of the police department and support our mission to decrease crime and livability in the city of Kettle Falls.

As always, if you have any questions regarding any of the requests in this document, please feel free to contact me and I will do my very best to answer them.

Thank you for your time and effort in reviewing this document.

Scott Sterland
Chief of Police

The mission of the Kettle Falls Police Department is to promote and preserve a feeling of security and safety through quality of services delivered to members of the community.

Budget Requests

Urgent

Request #1 – New Police Vehicle
(Account 001 000 000 594 10 60 00) – Approximate Cost: $33,000

First and foremost, our department is in dire need of a new patrol vehicle. By the end of 2012, it is estimated that our Ford Explorer (pictured on the right, above) will have logged in excess of 160,000 miles. Our unmarked Ford Crown Victoria (pictured on the left) logged in excess of 108,000 before the engine blew up and was parked

For an average, privately owned vehicle, this would not be a concern. However, when we are talking about law enforcement, pursuit-capable vehicles, this becomes a great hazard.

The hazard comes from the demand that is placed on a pursuit-rated vehicle. The demands on a vehicle that is used for high-speed pursuits, responding to emergency calls for service and traffic enforcement must be capable of handling the stresses and demands of the driver. High speeds, and high speed cornering and evasive actions require a vehicle that is in top condition and is built to handle those demands.

It has been well documented and is considered common knowledge in law enforcement circles that any pursuit-rated law enforcement vehicle not be utilized in service over 80,000 to 100,000 miles[1]. With the type of driving that is used in law enforcement, keeping a vehicle with higher miles is considered hazardous due to the increased potential of a catastrophic failure of one of the drive train or suspension components. A failure of this type can cause immediate loss of control of the vehicle thereby endangering the lives of the officer and community members, not to mention the possible property loss that could be involved and the likely subsequent legal action that would ensue.

New, replacement vehicles for 2013 will not be the same model as used in the past. All the police vehicle manufacturers are changing their police vehicle models for 2013. Items such as prisoner partitions (cages), computer stands and radio consoles to hold all of the radio equipment and other switches will not fit in the new vehicles and will need to be purchased new. However, it is my intention to not mark the next police vehicle with police markings. By omitting the markings, we can also categorize it as an "undercover" vehicle for the purposes of being less noticeable and use it for other purposes. Doing so allows us to legally use our drug fund to equip this vehicle as an undercover vehicle, thereby decreasing the overall end cost of the vehicle by approximately $7,000.

Another concern with our aging fleet is the cost to maintain it in working order for the type of demands that are place on a typical law enforcement service vehicle. We have already exceeded the allotted repair costs for our police fleet this year. In addition the regular costs of maintenance, one of our Ford Expeditions engines blew up and required replacement to the tune of nearly $7,000. Using our vehicle maintenance fund, money set aside for security improvements to the police department building ($2,000) and the money obtained from the sale of one of our older Ford Crown Victoria's ($2,200), we were able to minimize the overall impact of this repair. These vehicles are beginning to cost more than they are worth in value to the department and we need to get on a regular schedule for replacement of the vehicles to ensure a safe working environment for the officers and members/visitors to our community.

Our recommendation for a new police vehicle is the 2013 Chevrolet Tahoe in 4WD (pictured below). Given the winter climates in this area, it is our belief that 4WD vehicles best support our mission to respond to emergencies in a timely manner and safely.

A new Chevrolet Tahoe 4WD police vehicle would come with a 5-year power train warranty and would therefore reduce the likely cost of repairs for the first few years of the vehicle's life. A realistic estimate for the purchase of the new

vehicle is approximately $33,000 (including all the lights, sirens, etc). This cost is nearly $10,000 less than the regular purchase price and is available on the Washington State bid.

It is also our recommendation that the city look into a different way of purchasing the vehicles by creating a vehicle replacement fund which is funded completely through our public works department. I this manner, public works would own all of the city's vehicles and would be allowed to legally use funds outside the general fund to purchase all the vehicles for the city. Other cities and counties in Washington State utilize this practice and it is our belief that this would help alleviate some of the stress on the general budget and increase the safety and security of our poorly aging police vehicle fleet.

Urgent

Request #2 – New Patrol Officer
(Account 001 000 000 521 10 11 00 – Salaries and Wages) – Approximate Cost: $46,889.00
(Account 001 000 000 521 10 21 00 – Personnel Benefits) Approx. Cost: $22,158.00
(Account 001 000 000 521 10 12 00) – Overtime) – Approx. Cost: $5,000.00
(Account 001 000 000 521 10 23 00 – Uniform Allowance) – Cost $1,300.00

Total Approximate Annual Cost $75,347

As you are all aware, the police department was forced to lay off an officer last year due to budget concerns. This has had a negative impact on the morale of the officers due to their concerns over job security and the fact that they are now less able to take deserved vacation time as there fewer officers to cover shifts if/when they are absent.

It is our belief that there should be a concerted effort on the part of the city council to make the re-establishment of this position a top priority for 2013.

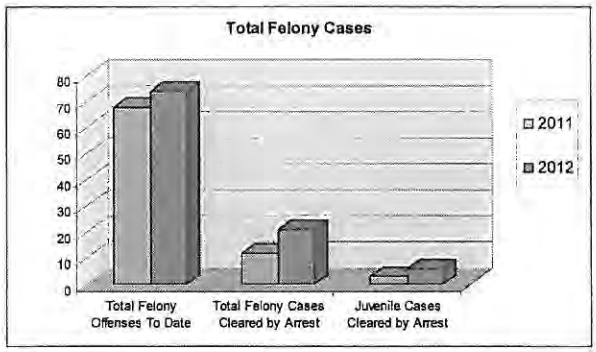
Since I've been the chief of police in Kettle Falls, I've noticed a great number of reports of missing/stolen items that occurred during the late evening and early morning hours of the night. But, the loss of those items was not realized until the following morning. Our belief is that having a law enforcement presence 24 hours a day during the weekends in particular will help to curb some of this behavior and further protect the lives and property of this community.

With one additional officer, we will still not meet this level of coverage. Before having the officer laid off last year, we were covering 83% of the week with patrol coverage.

However, at this point, with only three commissioned officers left in the city of Kettle Falls, we are only able to cover 65% of the week with patrol coverage. In addition, with the limited overtime budget we are working with, not all of the absences can be covered, so the actual percent of coverage is actually less than 65%.

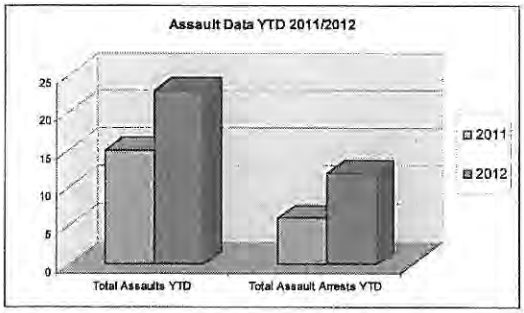
As predicted during the last budget cycle, we have seen an increase in the amount of crime in the city in 2012. Comparing the first nine months of 2011 to the first nine months of this year (below), you can see the overall crime trend is increasing. With 18% few hours covered by patrol officers in the city, this is not surprising.

The charts below take into account what the FBI records as Type-1 Crimes. These crimes are in the following categories: Homicide, Forcible Rape, Robbery, Assault, Burglary and Theft.



There is also an alarming trend in the number of assaults that have been reported and the number of arrests for them. As seen in the graphic on the next page, there has been a 65% jump in reported assaults since last year and twice as many people arrested for assault related offenses.

Your police department is concerned at the level of victimization that is occurring in the community in a time when the police force is more and more scarce.



One of the negative impacts to fewer officers is the subsequent increase in crimes. As the criminal element begins to realize there is less of a presence in the city, they will see the city of Kettle Falls as a more attractive target for their criminal activity. This increase in crime is occurring in Kettle Falls at the same time crime trends are decreasing across the country by 3-5% in every category except burglary[2].

Needed

Request #1 – Overtime Budget

(Account 001 000 000 521 10 12 – Overtime) – Approximate Cost: $25,000

Currently, in the police department budget, there is no amount entered into the overtime budget. The police department believes this to be counterproductive.

There are several drivers of overtime. Those include:

- Vacation usage
- Sick time usage
- Compensatory time usage
- Holiday pay
- Training
- Court appearances
- Meetings outside of work hours

[2] Federal Bureau of Investigation Preliminary Annual Crime Report for 2011 http://www.fbi.gov/about-us/cjis/ucr/crime-in-the-u.s/2011/preliminary-annual-ucr-jan-dec-2011/data-tables/table-1

Anytime an officer is not at work during their scheduled work day due to vacation, comp time, sick or training, overtime is paid to cover their absence. In addition, if training or court is scheduled on one of their days off, they are then paid overtime for their attendance. These situations, coupled with other instances (i.e. overtime required for an in-progress investigation or for meetings with the prosecutor or a social services professional) all place a burden on the overtime budget for the police department.

Additionally, with one less officer this year, the overtime burden has increased. When there are fewer officers, there are more holes in the schedule to fill. As of the end of August we only had approximately $1,700.00 in overtime left for the year. Given last year's concern with the overtime budget, I did not even fill my day shift vacancies for the first quarter of 2012. With this small amount remaining in the budget, it is likely that we will go over budget in our overtime allotment of $15,000 if the only overtime paid out is for my weekend callouts when no officers are working day shift patrol.

Since serving as chief of police, I have observed some past practices that not only would have been a violation of the police officer's contract, but were a violation of federal labor law. These instances cannot be allowed to occur as the potential negative impact on the city through litigation or fines could be extreme.

Also, in the past, there has been an assumption that the overtime for this police department would be $15,000 per year. This number is one that was decided on over a decade ago and neither reflects the reality of the current overtime burden, nor is it a number that is even remotely attainable while attempting to protect the citizens of this community. If the officers in this department took only their allotted vacation time every year, $15,000 would still not be enough to cover their absences. Not to mention overtime for court appearances, sick time, comp. time or training hours.

Therefore, after reviewing the current year's spending with respect to following the union contract and existing relevant labor laws, I believe the request for $25,000 to be a reasonable allotment for this line item.

I have worked responsibly with the current budget and have adjusted my own shift on several occasions to help reduce this overtime burden. But, this is not enough to allow the department to come within its overtime budget alone.

Conclusion

This concludes the budget requests for the police department for FY 2013.

Given the city's current financial difficulties, I am requesting that a levy be presented to the voting public to increase revenue to replace our laid off officer and purchase a new vehicle for our aging fleet.

I hope this document has been helpful in assisting you to understand our needs and the reasons for our requests. As was mentioned previously, if you have any questions regarding this document or need more clarification regarding any of the requests, please do not hesitate to call me at 738.6700 or on my personal cell phone at 680.4775.

Thank you and I wish you all luck in creating the budget for our city in 2013.

BUDGET PRESENTATIONS - LIBRARY

Library Manager Teah Chadderdon reviewed her budget request with City Council.

Kettle Falls Public Library 2013 Budget		
Estimated Beginning Fund Balance from 2013	*6,700*	
Investment Interest	50	
Other Miscellaneous Revenue	0	
Total Estimated Revenue	22,225	Total
Total Estimated Resources for 2012	**28,975**	Total
Estimated Expenditures for 2013		
Salaries (janitorial)	2100	
Benefits (janitorial)	300	
Supplies	400	
Professional Services	11000	
Communications	2500	
Insurance	1500	
Utilities	4000	
Repairs and Maintenance	2500	
Miscellaneous	175	
Library Capital Outlay	500	
Transfer to Library Cumulative Reserve	4000	
Total Estimated Expenditures for 2013	**28,975**	Total

ADJOURNMENT

Mayor Dorothy Slagle adjourned the meeting at 8:44 p.m.

Approved:

Dorothy Slagle, Mayor

Attest:

Raena Hallam, Clerk/Treasurer