

KETTLE FALLS CITY COUNCIL MEETING
NOVEMBER 20, 2012

CALL TO ORDER

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

ROLL CALL

Dorothy Slagle, Ray Smith, Bonnie Bradley, Jesse Garrett, Cris Haynes and Debbie Gaskin.

STAFF/GUESTS

Staff - Charlie Schuerman, Dave Keeley, Raena Hallam and Joel Gassaway.

Guests - Lee Pardini and Frank Timsup.

ANNOUNCEMENTS AND MAIL RECEIVED

POLICE CHIEF RESIGNATION

Mayor Slagle referred to a letter written to City Council from Police Chief Scott Sterland resigning from his position of Kettle Falls Police Chief effective October 31, 2012.

PUBLIC COMMENT

PUBLIC HEARING - ADVALOREM AND 2013 PROPERTY TAXES

Clerk/Treasurer Raena Hallam stated there is nothing unusual regarding the 1% property tax increase for 2013.

Mayor Slagle opened the Public Hearing for public comment at 7:03 p.m. As there was no public comment Mayor Slagle closed the Public Hearing for public comment at 7:04 p.m.

PUBLIC HEARING - 2013 BUDGET, 2012 BUDGET AMENDMENT AND 2013-2017 CAPITAL FACILITIES LIST

Clerk/Treasurer Raena Hallam stated this is the second public hearing required by law and the final budget must be passed by December 31, 2012. The 2012 budget amendment will be ready for adoption during the December 18, 2012 City Council Meeting. At that time the Capital Facilities List will also be ready for adoption.

Mayor Slagle opened the Public Hearing at 7:16 p.m. for Public Comment. No Public Comment was received. Mayor Slagle closed the Public Hearing for Public comment at 7:17 p.m.

**PUBLIC HEARING - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) -
APPLICATION OF GRANT FUNDS FOR THE KETTLE FALLS LIBRARY
FEASIBILITY STUDY/ACTION PLAN FOR EXPANSION**

City Planner Dave Keeley referred to a hand out presented to City Council regarding CDBG funds to perform a feasibility study for the Kettle Falls Library expansion.

APPENDIX B-5.a
PUBLIC HEARING HANDOUT
CDBG Factsheet (English)



Department of Commerce
Innovation is in our nature.

Community Development Block Grant Program

**For More
Information:**

John LaRocque
Managing Director
360.725.3166
john.larocque@commerce.wa.gov

Kaaren Roe
Program Manager
360.725.3018
kaaren.roe@commerce.wa.gov

Lynn Kohn
General Purpose Grant
Project Manager
360.725.3042
lynn.kohn@commerce.wa.gov

Phyllis Cole
Planning-Only Grant
Project Manager
360.725.4001
pkyllis.cole@commerce.wa.gov

Laurie Dschaak
Grant Specialist
360.725.5020
laurie.dschaak@commerce.wa.gov

Debra Beavin
Business Loans Manager
360.725.4046
debra.beavin@commerce.wa.gov

2012 amounts are proposed

Introduction

The Washington State Community Development Block Grant (CDBG) program provides funds on a competitive basis for public facilities, community facilities, economic development, affordable housing, public services and planning projects that principally benefit low- and moderate-income households.

Since 1982, the Washington State CDBG Program has distributed and managed over \$433 million from the U.S. Department of Housing and Urban Development (HUD). With this funding, the CDBG Program improves the economic, social and physical environment of eligible, rural cities and counties to enhance the quality of life for low- and moderate-income residents, and as a result, make a difference for the entire community.

2012 Funding Set-Asides

In 2012, approximately \$13 million in federal CDBG funds will be awarded to Washington State. It is proposed that funds be distributed as follows:

- **General Purpose Grants** **\$11,000,000**
Contact: Lynn Kohn
Annual grant cycle during which eligible applicants may request up to \$1 million for public facilities, community facilities, housing rehabilitation, or economic development projects principally benefiting low- and moderate-income persons. Application materials are released in November 2011, with applications due by March 1, 2012 and awards announced by early June 2012.
- **Planning-Only Grants** **\$500,000**
Contact: Phyllis Cole
Grants support a range of planning activities that lead to implementation of priority projects for eligible small communities and rural counties. Funding levels vary by type of project, with the maximum grant for a single jurisdiction at \$35,000. Joint planning efforts may receive up to \$40,000. Application materials are released in April and can be submitted year round beginning May 2012, with first awards announced by July 2012 and ongoing until all funds have been awarded.

- **Housing Enhancement Grants** \$100,000
Contact: Kaaren Roe
Companion funds to support priority applications submitted to the Washington State Housing Trust Fund, which fund necessary off-site infrastructure or community facility components of the affordable housing project.
- **Imminent Threat Grants** \$150,000
Contact: Lynn Kohn
Provides funds to address unique emergencies posing a serious and immediate threat to public health and safety on a funds availability basis. Upon formal Declaration of Emergency and completion of an Imminent Threat grant application, costs can be covered for a temporary repair or solution while funding for a permanent fix is secured.
- **Public Services Grants** \$1,572,612
Contact: Kaaren Roe
Provides funds up to 17 eligible counties and community action agencies to fund new or expanded direct services for persons with low- and moderate- incomes.
- **CDBG Economic Development Loans** \$12,000,000
Contact: Debra Beavin
Provides eligible jurisdictions with short-term loans for economic development/job creation financing on CDBG-eligible activities meeting a HUD National Objective. Applications may be submitted after adoption of the 2012 Action Plan.
 - Float Loan - Economic Development/Job Creation
 - Rural Washington Loan Fund
 - HUD Section 108 Guarantee Loans

HUD National Objectives

CDBG project activities must meet one of three HUD National Objectives:

- Principally benefits low-and moderate-income persons
- Aids in the prevention or elimination of slums or blight
- Addresses imminent threat to public health or safety

CDBG Eligibility Guidelines

- Eligible applicants are Washington State cities and towns with less than 50,000 in population or counties with less than 200,000 in population that are non-entitlement jurisdictions and are not participants in a HUD Urban County Entitlement Consortium.
- Non-profit organizations, Indian tribes, public housing authorities, port districts, community action agencies, and economic development councils, are not eligible to apply directly to the CDBG Program for funding, but may be partners in projects and subrecipients of funding through eligible jurisdictions.
- Applicants may submit one request per fund each program year.
Exception: A local government can apply for a second General Purpose Grant if one application is for microenterprise assistance.

Federal Citizen Participation Requirements for Local Government Applicants to the State CDBG Program

Federal Regulations 24 CFR 570.486 (a)

- (a) *Citizen participation requirements of a unit of general local government.* Each unit of general local government shall meet the following requirements as required by the state at Sec. 91.115(e) of this title.
- (1) Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
 - (2) Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds;
 - (3) Furnish citizens information, including but not limited to:
 - (i) The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
 - (ii) The range of activities that may be undertaken with the CDBG funds;
 - (iii) The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
 - (iv) The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under Sec. 570.488.
 - (4) Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with the procedures developed by the state. Such assistance need not include providing funds to such groups;
 - (5) Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the state. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
 - (6) Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the state. *Substantially changed* means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state.
 - (7) Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.

City Planner Dave Keeley explained as part of the application process City Council must hold a public hearing adopting a grievance procedure for citizens and adopt certifications of compliance regarding the CDBG Program.

Mayor Slagle opened the Public Hearing at 7:25 p.m. for Public Comment. No Public Comment was received. Mayor Slagle closed the Public Hearing for Public comment at 7:26 p.m.

CONSENT AGENDA

APPROVAL OF THE OCTOBER 16th, 23rd AND NOVEMBER 6, 2012 CITY COUNCIL MINUTES

Council Member Jesse Garrett moved to approve the Consent Agenda. 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,

Council Member Cris Haynes - yes and Council Member Debbie Gaskin - yes.

COMMITTEE REPORTS

KETTLE FALLS FIRE DEPARTMENT

Council Member Debbie Gaskin reported pump tests were done and only one truck passed. However, to fix the other trucks will be somewhat minor. Debbie stated Stevens County Fire District #6 adopted a job description for Rob Rennich's position. Debbie also stated security doors were purchased for the Stevens County Fire District #6 building and two applications were received for volunteer fire firefighter.

Council Member Debbie Gaskin also reminded everyone of *Breakfast with Santa* at the Kettle Falls High School at 8:30 a.m. on December 8, 2012.

Council Member Debbie Gaskin further stated the tree lighting ceremony will be held on November 30, 2012. Ms. Shannon Chapman is thinking of having a Chili Cook off during the evening.

STAFF REPORT

WASTEWATER TREATMENT FACILITY

City Superintendent Joel Gassaway reported the Wastewater Treatment Facility will be up and running on December 5, 2012. The City will be expected to staff the facility by that date. Crewmember Paul Jacobs has been promoted to Wastewater Operator II and Crewmember Rod Sly will be filling the Wastewater Operator I until the position is filled. The plant requires 24/7 monitoring.

Mayor Slagle asked City Council to start thinking of having an open house. Mayor Slagle also discussed having to wait until the plant was operational before the heat could be turned on. This has delayed the flooring being completed.

NEW BUSINESS

ORDINANCE NO 1719 - AN ORDINANCE ADOPTING BY REFERENCE THE BUDGET FOR THE CITY OF KETTLE FALLS FOR THE YEAR OF 2013

Council Member Debbie Gaskin moved to introduce Ordinance No. 1719 by title only. 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, Council Member Cris Haynes - yes and Council Member Debbie Gaskin - yes.

ORDINANCE NO. 1710A - AN ORDINANCE AMENDING BUDGET ORDINANCE NO. 1710

Council Member Jesse Garrett moved to introduce Ordinance No. 1710A by title only. Council Member Cris Haynes seconded the motion. Motion carried by all. Council Member Ray Smith - yes, Council Member Bonnie Bradley - yes, Council Member Jesse Garrett - yes, Council Member Cris Haynes - yes and Council Member Debbie Gaskin - yes.

RESOLUTION 12-04 - A RESOLUTION ADOPTING A GRIEVANCE PROCEDURE FOR CITIZENS REGARDING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

Council Member Debbie Gaskin moved to adopt Resolution No. 12-04. 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, Council Member Cris Haynes - yes and Council Member Debbie Gaskin - yes.

RESOLUTION NO. 12-05 - A RESOLUTION ADOPTING CERTIFICATIONS OF COMPLIANCE REGARDING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM.

Council Member Debbie Gaskin moved to adopt Resolution No. 12-05. 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, Council Member Cris Haynes - yes and Council Member Debbie Gaskin - yes.

OLD BUSINESS

WASTEWATER OPERATOR II SALARY

City Superintendent Joel Gassaway asked City Council if they had reviewed the information regarding the WWTP Operator II position. Joel stated his suggestion is \$3,750 per month.

Council Member Jesse Garrett moved to approve the salary for the Wastewater Treatment Plant Operator II of \$45,000 per year (\$3,750 per month). 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, Council Member Cris Haynes - yes and Council Member Debbie Gaskin - yes.

ORDINANCE NO. 1717 - AN ORDINANCE FIXING THE AMOUNT TO BE RAISED BY AD VALOREM TAXES

Council Member Jesse Garrett moved to adopt Ordinance No. 1717 by title only. 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, Council Member Cris Haynes - yes and Council Member Debbie Gaskin - yes.

ORDINANCE NO. 1718 - AN ORDINANCE LEVYING TAXES TO RAISE REVENUE NECESSARY TO DEFRAY EXPENSES AND EXPENDITURES OF THE CITY OF KETTLE FALLS, WASHINGTON FOR FISCAL YEAR ENDING DECEMBER 31, 2013

Council Member Ray Smith moved to adopt Ordinance No. 1718 by title only. Council Member Jesse Garrett seconded the motion. Motion carried by all. Council Member Ray Smith - yes, Council Member Bonnie Bradley - yes, Council Member Jesse Garrett - yes, Council Member Cris Haynes - yes and Council Member Debbie Gaskin - yes.

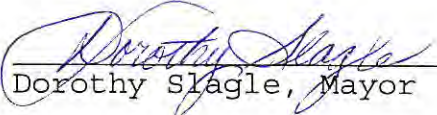
PUBLIC COMMENT

As there was no Public Comment, City Council moved on to Adjournment

ADJOURNMENT

Mayor Dorothy Slagle adjourned the meeting at 7:51 p.m.

Approved:


Dorothy Slagle, Mayor

Attest:


Raena Hallam, Clerk/Treasurer