

KETTLE FALLS CITY COUNCIL MEETING
OCTOBER 6, 2015

CALL TO ORDER

Mayor Dorothy Slagle called the meeting to order at 7:00 p.m. and led the audience in the Pledge of Allegiance.

ROLL CALL

Dorothy Slagle, Bonnie Bradley, Jesse Garrett, Dale Drake and Debbie Gaskin.

STAFF

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

GUESTS

Guests - Wayne Wardlow and Lu Haynes.

ANNOUNCEMENTS AND MAIL RECEIVED

POSSIBLE APPOINTMENT TO CITY COUNCIL POSITION NO. 1

City Council reviewed Mr. Wayne Wardlow's letter of interest for appointment to City Council Position No 1. Council Member Dale Drake asked Mr. Wardlow why he wanted to be a City Council Member.

Mr. Wardlow explained he wants to be part of the community. He also works from home and has a reasonable amount of time to devote to Council duties. Mr. Wardlow stated he wants to be the best he can be to serve the community.

Mayor Slagle stated the City Council would like to enter into Executive Session to discuss possible appointment to City Council Position No. 1. RCW 42.30.110(h) The session would last about 10 minutes.

City Council entered into Executive Session at 7:04 p.m. Clerk/Treasurer Raena Hallam notified the public at 7:14 p.m. the Executive Session would be another 5 minutes. City Council returned to the regular session at 7:18 p.m.

Council Member Jesse Garrett stated he is concerned only one letter of interest was received. Jesse stated he would like to see the position advertised again.

City Council Member Jesse Garrett moved to re-advertise the open City Council position for possible appointment during the first City Council meeting in November. Council Member Dale Drake seconded the motion. Motion carried by all. Council Member Bonnie Bradley - yes, Council Member Jesse Garrett - yes, Council Member Dale Drake - yes and Council Member Debbie Gaskin - yes.

PUBLIC COMMENT

PUBLIC HEARING - PUBLIC RECORDS DISCLOSURE POLICY

Clerk/Treasurer Raena Hallam explained the City agreed as part of a lawsuit settlement to adopt a Public Records Disclosure Policy. Raena also provided a copy of an email from Attorney Michael Whipple commenting on section 2.60.063 regarding requirement of using a form to request public records.

Raena Hallam

From: Michael D. Whipple <whipple@whiplawgroup.com>
Sent: Monday, August 31, 2015 5:56 PM
To: rhallam@kettle-falls.com
Cc: morgan@whiplawgroup.com
Subject: RE: Mr. Kirby Settlement - Kettle Falls

Dear Ms. Hallam,

I will forward the provided materials to Mr. Kirby for his review.

It is obvious that the Kettle Falls has taken its responsibilities seriously in terms of the draft policies you sent to my client. You are to be commended.

One comment we offer for your consideration relates to the policy requirement that requestors use the designated PRA request form when making a request for a public record (See section 2.60.063). It is our position that the Legislature's intention in allowing agency use of such a form is to provide assistance to novice requestors and is not intended to provide agencies additional authority to impose a heightened requirement where requestors are obligated to use such a form.

Please consult with your legal representation as to their position on this matter.

Again, good work. Thank you for the opportunity to review your progress.

Michael

Clerk/Treasurer Raena Hallam stated she agrees with Mr. Whipple and will make changes to the draft accordingly.

Mayor Slagle opened the Public Hearing for Public Comment at 7:32 p.m.

Mrs. Lu Haynes asked if this policy would change the way she requests public records. Clerk/Treasurer Raena Hallam stated no, it only formalizes the current process.

Mr. Wardlow asked if the City could say the records will be ready in 30 or 60 days. Clerk/Treasurer Raena Hallam stated no, the City must respond within five working days to a request. However, if the request is going to take more than five days to prepare, then the City can respond with a letter stating the records would be ready on a specific date.

Mayor Slagle closed the Public Hearing for Public Comment at 7:34 p.m.

CONSENT AGENDA

CITY COUNCIL APPROVAL OF THE SEPTEMBER VOUCHERS AND PAYROLL

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

COMMITTEE REPORTS

FINANCE COMMITTEE

Council Member Debbie Gaskin reported she attended the State Auditors Entrance Audit. It appears the audit is going well so far.

POLICE/FIRE/SAFETY COMMITTEE

Council Member Jesse Garrett stated he attended the Stevens County Fire District No. 6 meeting. The discussion was to purchase or not purchase a Jaws of Life tool. The Jaws of Life has a limited demand, but it only needs used one time to save a life.

STAFF REPORTS

KETTLE FALLS LIBRARY PROJECT

City Planner Dave Keeley stated the Library Project is on schedule. The roofing and siding should be completed by the end of the month.

NEW BUSINESS

As there was no New Business, City Council moved on to Old Business.

OLD BUSINESS

NUISANCE LETTERS

City Planner Dave Keeley stated certified nuisance letters were mailed to Mr. Sam Eason, Ms. Lois Louie, Mrs. Rowena McIntosh and Mr. Rob McIntosh. Of those letters Ms. Louie and Rowena McIntosh have not picked up their letters.

Council Member Bonnie Bradley asked if Ms. Louie is running a business on her property. One day she counted 11 cars. City Planner Dave Keeley stated all of the cars are licensed except for one.

PUBLIC DEVELOPMENT AUTHORITY

City Planner Dave Keeley distributed a draft ordinance creating a Public Development Authority for City Council to take home. Dave explained the PDA requires a Board which would meet annually and the City Council could serve as the Board. The PDA is kept separate from City funds and would require its own State Audit.

Mayor Slagle suggested the City Council serve as the Board of Directors until a business is actually started.

City Planner Dave Keeley suggested having a Public Hearing during the November 3rd meeting so the adoption process could be completed by January 1, 2016.

Council Member Dale Drake stated he did a little research on the Mayor's idea of selling bottled water. Dale stated a case of water costs 10.3 cents per bottle at Walmart. For that cost it needs to cover wages, insurance, set up costs and operating costs.

Mayor Dorothy Slagle stated the idea of bottled water came up when trying to think of revenue sources for the City.

Council Member Jesse Garrett stated he liked the idea of City Council serving as the Board of Directors until a business is

actually started. Jesse further stated the PDA will also allow the leasing of City property.

PUBLIC WORKS 2016 BUDGET REQUEST

City Superintendent Joel Gassaway presented his 2016 budget request to City Council.

UTILITY DEPARTMENTS BUDGET PROPOSAL 2016		Page 1
WATER DEPT.		
CAPITAL OUTLAY		
Reservoir Maintenance	\$5,000.00	
6 inch Water Line & Hydrants Sandys/CPC	\$20,000.00	
<i>No progress to date</i>		
Replace 8 inch Water Line under RR & Hwy	????	
<i>Waiting for some budget numbers from engineers</i>		
TOTAL Water Capital Outlay	\$25,000.00	
SEWER DEPT.		
Electrical Upgrade 8th St. Lift Stations	\$40,000.00	
Computer Replacement Fund	\$3,000.00	
TOTAL Sewer Dept.	\$43,000.00	
STREET DEPT.		
CAPITAL OUTLAY		
Misc. Paving Projects	\$10,000.00	
<i>Various locations such as: W 5th by the Post Office, E 6th by Dist.6 Fire Hall, City crew can prepare, Knife River can pave.</i>		
Crack Sealing - Arterials	\$7,000.00	
<i>Stevens County will do some crack sealing on a re-imbursible basis. I am talking to them about doing it every year. (Need to add to 6 year Street Plan)</i>		
Evergreen Dr./S. Meyers Cul-du-sac, Rebuild Base and Pave	\$50,000.00	
<i>Last remaining sections that have not been rebuilt. City can do part.</i>		
STREET CUMULATIVE RESERVE		
Hwy 395 Sidewalk North Side (City Match)	\$45,000.00	
<i>Carryover from 2015</i>		
TOTAL Street Projects	\$112,000.00	
GARBAGE DEPT.		
Canister Repair and Replacement	\$7,000.00	
<i>Will concentrate on repairing and rebuilding what we already have.</i>		
TOTAL Garbage Dept.	\$7,000.00	
POOL		
CAPITAL OUTLAY		
Replace/Repair 2 sections of Concrete Deck	\$8,000.00	
<i>Carryover from 2015</i>		
TOTAL Pool Capital Outlay	\$8,000.00	
PARK		
Spray Park Repairs	\$1,000.00	
Remove Hazard Trees Happy Dell	\$6,000.00	
TOTAL Parks	\$7,000.00	
MULTI-DEPARTMENTAL (Water/Sewer/Street)		
Wheel Loader (Used)	\$40,000.00	
Pickup Sander	\$7,000.00	
<i>Stainless Steel. Our current sander was purchased in 2000 for around \$3500. It was not stainless and is about shot.</i>		
Misc. Tools	\$5,000.00	
Tires	\$5,000.00	
TOTAL Multi-departmental	\$57,000.00	
SALARIES & BENEFITS		
<i>I don't have anything to propose at this point. Subject to discussion.</i>		

2016 Budget Outlook

2015 was a good year at the wastewater treatment plant. Above and beyond our standard service rate the septage receiving numbers are good (\$48,390 as of 9/22/15), we had a windfall of receiving some gas tainted water from a spill in Ferry County which netted \$17,046, and grey water from two fire camps in which one account is still open for \$42,372. We also received a credit for hydro seeding from IMCO construction for \$6,360. Numbers are listed below.

Septage Receiving Revenue 2015 YTD

Month	Total	Gallons
January	\$ 1,610.88	13,424
February	\$ 3,334.32	27,786
March	\$ 4,692.48	39,104
April	\$ 6,546.96	54,558
May	\$ 4,638.36	38,653
June	\$ 5,724.72	47,706
July	\$ 9,173.16	76,443
August	\$ 10,045.44	83,712
September	\$ 5,580.84	41,055
October	\$ -	0
November	\$ -	0
December	\$ -	0
Year To Date Total	\$ 51,347.16	422,441

Additional (Windfall) Revenue	2015 YTD
gray water 1 KF HS Camp	\$ 3,068
gray water 2 Kettle Complex Camp	\$ 39,304
gray water 2B Kettle Complex	\$ 3,343
tainted water Able Clean-up	\$ 17,046
Total Revenue	\$ 114,108
Hydro seed Rebate	\$ 6,360
Total	\$ 120,486

I do not expect every year will have these types of numbers, but the septage receiving should generate between \$40K and \$50K per year. The following page will list some items and upgrades that I recommend for the City Wastewater System.

8th Street Lift Station Upgrade

New Lift Pumps and Controller	\$12,000
Power Transfer Switch for Generator Back-up	\$5,000
Back-up Three Phase Generator (Used)	\$12,000
Electrical Installation	\$5,000
Total	\$34,000

Note: old pumps from 8th street, can be used for backup in Juniper Lift Station

Pay Down WWTP Loans

I think it would be wise to pay down on principal against loans for WWTP. The sooner loans are retired the sooner rates can be adjusted.

Computer Replacement

We need to start setting aside a fund for replacement of work computers and future upgrade of SCADA computers. Replacement on 5 year basis \$2,500/yr.

Council Member Dale Drake stated he was surprised the City didn't already own a front end loader. Dale stated he strongly supports the purchase of one for the department.

LIBRARY BUDGET REQUEST

Library Manager Katy Pike stated she will be meeting with the Library Board Director next week to review her budget request before presentation to City Council.

PUBLIC COMMENT

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

ADJOURNMENT

Mayor Dorothy Slagle adjourned the meeting at 8:27 p.m.

Approved:

Dorothy Slagle, Mayor

Attest:

Raena Hallam, Clerk/Treasurer