

**KETTLE FALLS CITY COUNCIL MEETING**  
**OCTOBER 4, 2016**

**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**

Steve Hedrick, Dorothy Slagle, Jesse Garrett, Dale Drake and Debbie Gaskin.

**STAFF**

Staff - Charlie Schuerman, Chris Courchene, Katy Pike, Raena Hallam, John Ridlington and DW Willey.

**GUESTS**

Guests -Larry Kulesza and Dave Blanck.

**ANNOUNCEMENTS AND MAIL RECEIVED**

As there were no Announcements and Mail Received, City Council moved on to Public Comment.

**PUBLIC COMMENT**

**CROSSROADS STAGE/HAPPY DELL PARK - LARRY KULESZA**

Mr. Larry Kulesza stated he is following up with the discussion during a previous City Council meeting regarding RV's camping in Happy Dell Park. Larry asked City Council what the process is to move forward in addressing the issue before more events are scheduled. Larry suggested meeting with the Planning Commission.

Mayor Slagle stated the Planning Commission could be involved in the process, but any decisions would be made by the City Council.

Mr. Kulesza handed out a site plan the City of Chewelah drafted for their City Park. Larry explained the site plan is reviewed for each individual event. It is used as a planning tool to direct traffic, parking, vendors etc. Larry stated there is no site plan for Happy Dell Park and is the reason why there are issues with having events at the park.

Mr. Kulesza stated at some point the City Council needs to address ADA accessibility to Happy Dell Park not just the Crossroads stage. Larry referred to a book titled \*ADA for Small Towns\*.

Mayor Slagle stated before the Crossroads Stage was built there wasn't a need to have a site plan. Now that the stage is built a site plan would be good to use as a planning tool.

Mr. Kulesza stated there should have been a site plan before the stage was built. He is upset with the lack of planning and no input was given or received. Larry stated it is a municipal building and is required to be ADA accessible.

Mr. Dave Blanck stated there are plans to make the stage ADA Accessible. Mr. Kulesza stated he believes there is the intention to make it ADA Accessible, but nothing on paper.

Mr. Kulesza stated the building permit states the City of Kettle Falls is the contractor of the stage. Making it a complex issue.

Mayor Slagle thanked Mr. Kulesza for bringing these issues to her and the City Council's attention.

#### **CONSENT AGENDA**

#### **CITY COUNCIL VOUCHERS AND PAYROLL FOR SEPTEMBER, 2016**

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

#### **COMMITTEE REPORTS**

As there were no Committee Reports, City Council moved on to Staff Reports.

#### **STAFF REPORTS**

#### **FIRE DEPARTMENT**

Fire Chief John Ridlington stated there was a fire between Kettle Falls and Colville last week caused by shooting. The previous week there was a fire on Mingo Mountain.

Fire Chief John Ridlington stated he has been working on updating the Fire Department Policy and Procedures Manual. The Stevens County Fire District #6 Commissioners are currently reviewing it. John stated he doesn't feel City Council needs to approve it, but will receive a copy.

#### **KETTLE FALLS LIBRARY**

Library Manager Katy Pike reported circulation is back to normal after 6 months of being in the new building. Katy showed the City Council some posters she made for the Marcus Ciderfest.

#### **PUBLIC WORKS**

Public Works Superintendent DW Willey stated the 2016 Evergreen Street project is complete. It came under budget and the left over money he used to fix the drainage issue in front of TJ's Tavern.

Public Works Superintendent DW Willey stated he is gathering quotes to fix a communication issue in the alarm system. Currently Well #6 is not in the rotation and two pump stations are not on the alarm system at all.

Public Works Superintendent DW Willey stated the City purchased a loader and it arrived today. DW invited City Council to come see it.

Public Works Superintendent DW Willey stated White Stone Calcium is donating the white rock for landscaping at the Kettle Falls Library. This will be a project for next year.

#### **POLICE DEPARTMENT**

Police Chief Chris Courchene reported he received a third party report of seeing a scary clown in Kettle Falls.

#### **NEW BUSINESS**

#### **LIBRARY 2017 BUDGET REQUEST**

Library Manager Katy Pike presented her 2017 budget request to City Council.

## 2017 Budget Proposal Libraries of Stevens County--Kettle Falls Public Library

Presented to Kettle Falls Advisory Board September 19, 2016

### Library Services

#### Literacy

- Storytime
- Summer Reading Program
- Digital Books

#### Technology

- Public Access computers
- High-speed wireless access
- Technology assistance

#### Education Support

- Partnership with schools/homeschooling
- Distance education students
- Homework help
- Learning Express
- STEM Kits
- "Check Out Nature" backpacks

#### Professional Research Assistance

- Legal and medical reference help
- Homework help

#### Computer Classes

- Individual support
- Microsoft Imagine Academy

#### Job Searching Assistance

- Resumé
- Access to WorkSource online

#### Small Business Support

- Databases
- Demographic research

#### Community

- Community Center Space
- After School Programming

### Library Highlights and Statistics

#### Community Development Block Grant

- Library expansion is finished!!! Moved in Mid-March and started renting out Community Center in April 2016. Currently, it is completely stocked with dishes, pots/pans, tables, chairs, and free Wi-Fi.
- Landscaping not a part of the overall 2016 budget. Currently seeking other affordable options in addition to City funds for 2017.

#### Programming

- 100 kids signed up for Summer Reading Programming
- 80 Attendees to the Mobius Science Center Show
- Awesome Art with Donna After School Programming
- Poetry Reading (Local Poet)
- Business Digital Day Camp
- STEM robotics kits (Makey Makey and Ozo Bots)
- NaNoWriMo
- Free Family Movie Night (First Thursday of the Month during the school year.)

#### Division of Operating Costs - City of Kettle Falls

Facility Maintenance

Insurance

Janitorial Staffing, Partial Management

Related Maintenance Supplies

Utilities: Avista, Water, Waste Disposal

#### Division of Operating Costs – LOSC

Books, DVDs, Magazines, other materials

Broadband Internet Connection

Computers and Other Technology

Copier Contract

Databases

Insurance

Patron Service Related Supplies

Programming, All Ages

Staff, Partial Management of Library and Community Center

### Return on Investment

City of Kettle Falls 2016 = \$28,130

Approximate number of Citizens: 1,596

Approx. Citizen Cost per Year = \$ 17.63

Average Cost of a hardcover book: \$27.08

Average Cost of a newly released DVD: \$17.50

### How is Kettle Falls Public Library Funded?

FY	2014	2015	2016	2017	
City of Kettle Falls:	\$27,700	\$25,650	\$28,130	\$36,980	15%
Libraries of Stevens County:	\$169,585	\$171,298	\$173,010	\$216,401	85%

### Revenue

FY	2014	2015	2016	2017
Estimated Beginning Fund Balance:	\$12,000	\$12,000	\$10,000	\$12,000
Investment Interest:	\$50	\$50	\$50	\$50
Other Miscellaneous Revenue:	--	--	\$2,000	\$1,000
CDBG Grant:	--	\$750,000	\$750,000	--
Total Estimated Revenue:			\$23,500	\$22,500
Total Estimated Resources (without CDBG):	\$35,550	\$35,550	\$35,550	\$35,550
Total Estimated Resources:	\$35,550	\$785,550	\$785,500	\$35,550

### Expenditures

FY	2014	2015	2016	2017
CDBG Funding:	--	\$750,000	\$750,000*	--
Salaries (Janitorial):	\$2,100	\$3,120	\$3,800	\$5,300
Benefits (Janitorial):	\$300	\$330	\$480	\$630
Supplies:	\$400	\$200	\$200	\$400
Professional Services:	\$11,000	\$11,000	\$11,000	\$11,000
Communications:	\$2,500	\$100	\$50	\$50
Insurance:	\$1,500	\$1,500	\$2,500	\$2,500
Utilities:	\$3,300	\$3,300	\$8,000	\$5,000
Repairs and Maintenance:	\$1,500	\$1,000	\$1,000	\$2,000
Volunteer Luncheon:	\$500	\$500	\$500	\$500
Miscellaneous:	\$100	\$100	\$100	\$100
Library Capital Outlay:	\$500	\$500	\$500	\$5,500
Transfer to Library Cumulative Reserve:	\$4,000	\$4,000	\$4,000	\$4,000
Total Estimated Expenditures (without CDBG):	\$27,700	\$25,650	\$28,130	\$36,980
Total Estimated Expenditures:	\$27,700	\$775,650	\$778,130*	\$36,980

\*The actual CDBG amount that rolled over into 2016 is unknown. This is a place holder for the numbers and will be replaced with more accurate estimates as the FY2016 finishes!

### Considerations

The City of Kettle Falls is one of two existing municipalities who are not annexed into the Libraries of Stevens County Taxing District. Kettle Falls was paying 86.6% of the average amount that annexed communities in Stevens County are contributing.<sup>1</sup> For the FY2017, the Libraries of Stevens County is asking for an increase in the budget to at least match the amount of money that Stevens County residents pay for library services. Specifically, the requested increase is to address lack of funding for landscaping in the 2016 budget, increased janitorial staffing, and additional permanent features for the building. It is anticipated that the community center addition onto the building will provide some of this revenue as usage increases.

<sup>1</sup> This is factored using the Stevens County Assessor's calculated District values for the existing year. Levy values are displayed "2016 District Values" on the County Assessor's website. The calculation is the estimated regular Levy Value per City/Town divided by 1000 and multiplied by the Levy Rate. \$32,600 is the projected equivalent annexation amount for 2017. (<http://www.co.stevens.wa.us/assessor/levyInfo/2016/2016%20District%20Values.pdf>)

**2016 POLICE DEPARTMENT CAPITAL OUTLAY**

Police Chief Chris Courchene stated he would like to purchase a Police car, ammunition and bullet proof vests for himself and officers. Chief Courchene reviewed the cost of the items with City Council.

13,005.80	carried over capital outlay, due to delays in settling totaled patrol vehicle
12828.80	insurance pay off for expedition
25,834.60	total towards replacement patrol car
30,018.33	2015 Police charger AWD, with push bumper, partition, rear plastic seat, full warranty
-25,834.60	
4183.73	needed from 2016 capital outlay to purchase replacement vehicle Available ?

4183.73  
3379.91  
7563.64 total for 2016 capital outlay?

City Council expressed their support but asked Clerk/Treasurer Raena Hallam if there was money in the budget for the items.

Clerk/Treasurer Raena Hallam suggested contacting USDA to see if there were any grants available for the car. Raena suggested waiting for approval until she has had time to review the proposal.

**RESOLUTION NO. 16-05 A RESOLUTION OF THE CITY OF KETTLE FALLS  
ADOPTING POLICIES AND PROCEDURES FOR SMALL AND ATTRACTIVE ITEMS**

Council Member Steve Hedrick moved to adopt Resolution No. 16-05. Council Member Debbie Gaskin seconded the motion. Motion carried by all. Council Member Steve Hedrick - yes, Council Member Jesse Garrett - yes Council Member Dale Drake - yes and Council Member Debbie Gaskin - yes.

**OLD BUSINESS**

**225 E. 3<sup>rd</sup> AVENUE**

City Attorney Charlie Schuerman distributed a draft copy of a letter to be mailed to the property owners of 225 E. 3<sup>rd</sup> Avenue. Charlie asked City Council to review.

**PUBLIC COMMENT**

**CONTRACT WITH BILL BERRIGAN**

Fire Chief John Ridlington stated Mr. Bill Berrigan did a presentation to City Council a couple meetings ago about the health of city owned property. John stated he would like to see City Council contract with Mr. Berrigan and keep the properties in good condition.

**ADJOURNMENT**

Mayor Dorothy Slagle adjourned the meeting at 8:10 p.m.

Approved:

\_\_\_\_\_  
Dorothy Slagle, Mayor

Attest: \_\_\_\_\_  
Raena Hallam, Clerk/Treasurer