

**KETTLE FALLS CITY COUNCIL MEETING**  
**AUGUST 16, 2022**

**CALL TO ORDER**

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

**ROLL CALL**

Jesse Garrett, John Ridlington, Dale Drake, Chris Shurrum, Michael Weatherman and Wayne Wardlow.

**STAFF**

Staff - Raena Hallam, Phil Adams, Dave Willey, Katy Pike, Michael Gettys and Larry Kulesza.

Guests - Angie Monnette, Josh Jensen, Jody Emra, Kathy Ballew, Evelyn Kowitz, Leslie Mann and Janice Berube.

**ANNOUNCEMENTS AND MAIL RECEIVED**

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

**PUBLIC COMMENT**

**KETTLE FALLS CHAMBER OF COMMERCE MEYERS STREET ENTRANCE SIGN**

Mrs. Angela Monnette explained she would like to upgrade the sign at the beginning of Meyers Street.

City Entrance sign on N Meyers Street

Done:

Planter box to reinforce white posts

KFHS planted plants

Tru Value discounted flowers

Lady Lions donation

To Do:

Colville Sign to update business names

Uplight and power for Christmas Lights

Emailed Colville sign, getting quote

Business Names:

1. Arena Fitness
2. City Hall
3. City Pool & Parks
4. Dayspring Financial
5. Early Learning Center & K-12
6. Food Bank & Thrift Store
7. KF Family Dentistry
8. Libraries of Stevens Co
9. Nails by Lan
10. Post Office
11. Providence Medical Clinic
12. Ralph Tavern
13. Sarah's Custom Grooming
14. The Center-A Place for Youth
15. The Shop
16. Union Building
17. Westside Pizza

Mrs. Monnette asked City Council what government departments they would like to have posted on the sign. She also explained the sign would have a new look and a space for 17 smaller signs. No dog bone signs and would be repainted in white, red trim and blue lettering. Mrs. Monnette asked if the City could place some solar lights to light up the sign at night and in the future place power there for Christmas lights.

After discussion, City Council agreed to Mrs. Monnette's suggestion to place two City signs on the updated bigger sign. City Hall and City Pool & Parks.

### **PICKLEBALL CLUB**

Mrs. Evelyn Kowitz stated the Pickleball Club held an open house and had a lot of people come and offer support. Provided a bid to resurface the tennis court and include a pickleball court. The cost would be around \$20,000.

Council Member Wayne Wardlow stated he has the name of the grant writer for Stevens County and thought this project may qualify for some grant funds.

Assistant Planner Larry Kulesza read a portion of his staff report regarding Pickleball:

- The Kettle Falls Pickleball Club has received a bid for the resurfacing of the tennis courts in HDP to allow for pickleball. I was given a copy of the bid for review. I have spoken with the contractor for some clarifications and was given some similar projects in the area to check out. I spoke with DW about the areas of significant cracking and lifting at the tennis court. He will investigate and make a recommendation. ADA and other matters were not included in the bid and that is under discussion with DW as well.

Mayor Jesse Garrett advised the Pickleball Club to continue working with the Parks & Rec, Planning Commission and Public Works Superintendent Dave Willey.

### **CONSENT AGENDA**

#### **CITY COUNCIL MINUTES FOR JULY 19, 2022**

Council Member Michael Weatherman moved to approve the Consent Agenda. Council Member John Ridlington seconded the motion. Motion carried by all. Council Member Michael Weatherman - yes, Council Member Dale Drake - yes, Council Member John Ridlington - yes, Council Member Chris Shurrum - yes and Council Member Wayne Wardlow - yes.

**STAFF REPORTS****PUBLIC WORKS**

Public Works Superintendent Dave Willey stated the department is painting lines this week. He stated the area between Hwy 395 and the railroad track on Meyers Street is supposed to be paved tomorrow. Meyers Street will be shut down North of 5<sup>th</sup> Street.

Council Member Dale Drake asked how high the asphalt would raise the road bed. Public Works Superintendent Dave Willey stated 1 ½ inches and would be smooth as possible to the railroad tracks.

Council Member Dale Drake complained about the spikes in the tracks at the Juniper intersection. Public Works Superintendent Dave Willey stated he has spoken with the railroad about them.

**FIRE DEPARTMENT**

Fire Chief Phil Adams reported 3 false alarms last week. He stated fire season is starting a little later this year.

**POLICE**

Police Chief Michael Gettys reported a stark reminder of the drug problem in Kettle Falls. He stated three blocks from City Hall an individual's vehicle was seized (in another city) with a very large amount of fentanyl. The fentanyl was pressed to look like candy for young children and there was enough to harm everyone within the city of Kettle Falls.

Council Member John Ridlington asked if he knew who vandalized the Happy Dell Park bathrooms. Police Chief Michael Gettys replied yes and he would be talking with them soon.

**PLANNING COMMISSION**

Assistant Planner Larry Kulesza reviewed his staff report:

**Report from Kettle Falls Planning to the City Council**

August 16, 2022, Planning Commission meeting, items under discussion included:

- Mr. Jim Geisler requested information regarding building a duplex on a vacant lot south of 9<sup>th</sup> on Kalmia. I prepared a report and met with Mr. Giesler at city hall on August 12. He requested

printouts of the requirements. Staff was informed and he was to be notified when the information was available for pickup.

- Mr. Jason Newton, representing Maples Investment Properties (whom we have been calling NewTec), requested information regarding the building of a commercial structure on their property. I prepared a report and sent it to Mr. Newton, planning staff and public works.
- Aaron from SCJ gave an update on the Housing Action Plan and a summary of the open house on that topic held at the library prior to the meeting. There was a good turnout at open house.
- Commissioner Gourlie presented the 4<sup>th</sup> draft of the Parks and Rec Plan for review and comment.
- At public comment, Tony and Brenda Farnam from Panorama RV requested an update on the RV ordinance discussion. They were advised that the matter had not been referred to the PC. After the meeting they told me that they were going on vacation and would be giving permission for Robyn Westergard to speak on their behalf in their absence. Robyn informed me today that she has written authorization to do so and hoped that the matter could be speedily resolved.

Other Matters of interest:

- The Kettle Falls Pickleball Club has received a bid for the resurfacing of the tennis courts in HDP to allow for pickleball. I was given a copy of the bid for review. I have spoken with the contractor for some clarifications and was given some similar projects in the area to check out. I spoke with DW about the areas of significant cracking and lifting at the tennis court. He will investigate and make a recommendation. ADA and other matters were not included in the bid and that is under discussion with DW as well.

Larry Kulesza

Contract Planning Assistant

### **LIBRARY**

Library Manager Katy Pike reminded City Council of the Friends of the Library book sale on September 10, 2022. Katy also stated a local musician will be sharing her harp music during story time.

### **COMMITTEE REPORTS**

#### **UTILITIES COMMITTEE**

Council Member Chris Shurrum stated the Utilities Committee had their first meeting to discuss the water rates. Mayor Jesse Garrett asked if they also discussed the sewer rate.

**SWIMMING POOL**

Council Member John Ridlington stated there has been a change order for the mechanical room which will probably be approved tomorrow night. If everything goes right it should be ready to use in June, 2023.

**UTILITIES COMMITTEE**

Council Member Dale Drake stated he thought the sewer rate was tabled until 2023 budget. Mayor Jesse Garrett stated no it was included in the 2022 budget, but he will discuss it with him after the meeting.

**RV PARKS/UTILITIES COMMITTEE/ARPA FUNDS**

Council Member Dale Drake stated at least a month ago he had requested information from City Attorney Logan Worley regarding RV Parks and Planning Commission and Water Hookups. He stated he hasn't received any information.

Mayor Jesse Garrett stated he received information regarding RV Parks, he will be sending it back to the Planning Commission and will be discussing it further with Planning Assistant Larry Kulesza.

Mayor Jesse Garrett stated currently the City is not accepting any water hookup applications. Currently it is being researched and will be sent to Planning Commission.

Council Member Dale Drake stated he would like to have Assistant Planner Larry Kulesza assist the Utilities Committee as a citizen in their discussions regarding water.

Mayor Jesse Garrett stated he would give it some thought and let him know in 24 hours.

Council Member Dale Drake stated he met with Police Chief Gettys about a police vehicle. He stated a request to use ARPA Funds to purchase a police vehicle was made a long time ago and there hasn't been anything done.

Clerk/Treasurer Raena Hallam stated Resolution 22-01 was adopted and included smaller ticket items. City Council can update the Resolution as needed through the budget process.

Council Member Dale Drake stated initially he thought the City should make the RV Park a short term park. After speaking with Police Chief Gettys he decided it would be best to keep it as a year round park.

Council Member Dale Drake stated when we ask the City Attorney for information we expect it back in a timely manner. Mayor Jesse Garrett stated the information is dated July 19, 2022 and he has been discussing it with the City Attorney and administrative levels.

Council Member Dale Drake asked why the information wan't brought to the City Council. Mayor Jesse Garrett stated he is gathering more information, not ignoring the City Council, just looking for more information and explanation.

Council Member Dale Drake stated he would like to know when information is received from the City Attorney, otherwise they don't think he is working on it. Mayor Jesse Garrett stated he will make a better effort to inform the City Council when information is received.

Council Member Dale Drake asked if it should fall under Mail Received. Mayor Jesse Garrett stated no.

Council Member Wayne Wardlow stated the City still needs an RV Park for when people come to visit Kettle Falls. The National Park Service has a 7 day limit. For the community to economically grow we needs RV Parks.

Assistant Planner Larry Kulesza stated the RV issue has been to the Planning Commission before. It has been discussed and researched. There is a way to have both.

#### **NEW BUSINESS**

#### **RESOLUTION NO. 22-05 A RESOLUTION EXPRESSING SUPPORT OF THE PICKLEBALL CLUB'S PROJECT of RESURFACING THE TENNIS COURT at HAPPY DELL PARK**

Council Member Michael Weatherman moved to adopt Resolution No. 22-03 by title only. Council Member Wayne Wardlow seconded the motion. Motion carried by all. Council Member Michael Weatherman - yes, Council Member Dale Drake - yes, Council Member John Ridlington - yes, Council Member Chris Shurrum - yes and Council Member Wayne Wardlow - yes.

**CITY COUNCIL COMMITTEES**

Mayor Jesse Garrett reviewed the updated Council Committee assignments:

Utilities Committee

1. **Dale Drake**
2. **Chris Shurrum**

Finance Committee

1. **John Ridlington**
2. **Michael Weatherman**

Police/Fire/Safety Committee

1. **Dale Drake**
2. **Michael Weatherman**

Planning/Building/Streets

1. **Chris Shurrum**
2. **Michael Weatherman**

Community Enhancement

1. **John Ridlington**
2. **Wayne Wardlow**

Labor Relations

1. **Chris Shurrum**
2. **Wayne Wardlow**

Library

1. **Chris Shurrum**

Mayor Jesse Garrett stated these are the committees he would like through the end of the year.

Council Member Wayne Wardlow asked why the newest City Council Member had more committees than him. He explained it doesn't give him the option to expand.

Mayor Jesse Garrett stated he wanted Council Member Wayne Wardlow on the committee that needed his experience.

Council Member Wayne Wardlow stated he sees this as a slight. Mayor Jesse Garrett stated it isn't meant as a slight.

Council Member Dale Drake stated the committees he is assigned are busy and if he had more he would be very busy.

Council Member Wayne Wardlow quoted Winston Churchill "we make a living with what we get, we make a life with what we give".

**2023 BUDGET REQUESTS**

**LIBRARY**

**2023 Budget Narrative  
Libraries of Stevens County—Kettle Falls Public Library**

*Budget approved by Advisory Board on Aug. 1, 2022*

**Library of Stevens County Services**

Literacy

- Storytime
- Summer Reading Program
- Digital eBooks and eAudiobooks
- Kindle Paperwhites Available For Checkout

Technology

- Public Computers
- Verizon and AT&T Hotspots Available For Checkout
- Telemedicine Laptops Available For Checkout
- High- speed Broadband internet access

Education Support

- Partnership With Schools/Homeschooling
- Distance Education Students
- Homework Help
- Proctoring

Professional Research Assistance

- Legal And Medical Reference Help

Computer Classes

- Drop-In One-On-One Support
- On Demand Technology Assistance

Job Searching Assistance

- Resumé Help
- Access To Worksource Online

Small Business Support

- Gale Business Resources Database
- Microsoft LinkedIn Learning

Community

- Rentable Community Room Space
- Youth and Adult Programs (In-person, Online, and Take-Home)

**Library Highlights and Statistics**

- 236 Kettle Falls patrons signed up for 2022 Summer Adventures program. We have given out more than 500 take home craft and STEM kits so far (up to 8/01/2022)
- Libraries of Stevens County now offers over 200 hotspots district wide for patrons to check out.
- With a special partnership with Providence Medical, library patrons can also check out telemedicine laptops to provide access for online doctors appointments.
- LOSC partnered with the National Park Service to provide Summer Adventures Programming. Over 100 youth and family members attended.

**Division of Operating Costs**

**City of Kettle Falls**

- Facility Maintenance
- Insurance
- Janitorial Staffing, Partial Management
- Related Maintenance Supplies
- Utilities: Avista, Water, Sunshine Waste Disposal
- Partial Management of Library and Community Center

**Libraries of Stevens County**

- Books, DVDs, Magazines, other materials
- Broadband Internet Connection
- Computers and Other Technology
- Copier Contract
- Subscription Databases
- Insurance (Materials and Tech)
- Patron Service Related Supplies
- Programming, All Ages
- Staff, Partial Management of Library/Community Center



**Return on Investment**

City of Kettle Falls 2022 = \$39,906<sup>1</sup>  
1,636<sup>2</sup>

Approximate number of City Residents:

<sup>1</sup> This is factored using the Stevens County Assessor's calculated District values for the existing year. Levy values are displayed "Regular District Values for the 2022 Collection Year" 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. \$39,906 is the projected

equivalent annexation amount for 2022.

<<https://www.stevenscountywa.gov/files/documents/2022DistrictValues1362032811011822PM.pdf>>

<sup>2</sup>

<<https://data.census.gov/cedsci/all?q=Kettle%20Falls%20city,%20Washington>>

Approximate cost per City Resident: \$24.39

**How is Kettle Falls Public Library Funded?**

FY	2019	2020	2021	2022	2023
City of Kettle Falls:	\$36,600	\$38,025	\$36,175	\$36,000	\$44,000
Libraries of Stevens County:	\$316,217	\$253,513	\$286,515	\$281,146	\$312,515

**Considerations**

The City of Kettle Falls is one of two existing municipalities which are not annexed into the Libraries of Stevens County (LOSC) Taxing District. For FY2023, the Libraries of Stevens County is asking just above the minimum match to the amount of money that Stevens County unincorporated residents pay for library services. This is to account for some inflation and other projects not yet completed for the city building including upgraded security cameras. This budget does not take into account the current approved projects of 2022 funded with ARPA monies: ADA Curbside Access, Air Filtration, and Exterior Lighting. Due to limited availability of trades, some of the projects will need to be completed in 2023. Project funding should roll over to next fiscal year - separate from the Kettle Falls Public Library proposed budget.

2023 Kettle Falls Public Library Department Budget  
 PROPOSED BUDGET APPROVED BY ADVISORY BOARD ON: Aug. 1, 2022

		Joint Budget	City Share	District Share
101.000.000.572.10.00	<b>SALARIES</b>			
	Staff Salary		\$ 5,000.00	\$ 154,563.00
	<b>TOTAL SALARIES</b>	\$ 159,563.00	\$ 5,000.00	\$ 154,563.00
101.000.000.572.20.00	<b>BENEFITS</b>			
	Benefits		\$ 500.00	\$ 62,496.00
	<b>TOTAL BENEFITS</b>	\$ 62,996.00	\$ 500.00	\$ 62,496.00
101.000.000.572.30.00	<b>SUPPLIES</b>			
			\$ 1,500.00	\$ 38,200.00
	<b>TOTAL SUPPLIES</b>	\$ 39,700.00	\$ 1,500.00	\$ 38,200.00
101.000.000.572.41.00	<b>PROFESSIONAL SERVICES</b>			
			\$ 17,000.00	\$ 27,150.00
	<b>TOTAL PROFESSIONAL SER.</b>	\$ 44,150.00	\$ 17,000.00	\$ 27,150.00
101.000.000.572.42.00	<b>COMMUNICATION</b>			
	Placeholder City Budget		\$ -	
	<b>TOTAL COMMUNICATION</b>	\$ -	\$ -	\$ -
101.000.000.572.46.00	<b>INSURANCE</b>			
	Building Insurance		\$ 1,500.00	
	<b>TOTAL INSURANCE</b>	\$ 1,500.00	\$ 1,500.00	\$ -
101.000.000.572.47.00	<b>UTILITIES</b>			
			\$ 6,500.00	
	<b>TOTAL UTILITIES</b>	\$ 6,500.00	\$ 6,500.00	\$ -
101.000.000.572.48.00	<b>REPAIRS &amp; MAINTENANCE</b>			
			\$ 5,000.00	
	<b>TOTAL REPAIRS &amp; MAINT.</b>	\$ 5,000.00	\$ 5,000.00	\$ -
101.000.000.572.49.00	<b>MISCELLANEOUS</b>			
	Miscellaneous		\$ 500.00	
	<b>TOTAL MISCELLANEOUS</b>	\$ 500.00	\$ 500.00	\$ -
101.000.000.572.51.00	<b>AUDIT &amp; BANK FEES</b>			
			\$ 500.00	
	<b>TOTAL AUDIT &amp; BANK FEES</b>	\$ 500.00	\$ 500.00	\$ -
101.000.000.594.72.60.00	<b>LIBRARY CAPITAL OUTLAY</b>			
	Miscellaneous		\$ 4,000.00	
	<b>TOTAL LIBRARY OUTLAY</b>	\$ 4,000.00	\$ 4,000.00	\$ -
101.000.000.597.10.00.00	<b>INTERFUND TRANSFERS</b>			
	Transfer to Library Cumulative Reserve		\$ 2,000.00	
	<b>TOTAL INTERFUND TRANSFERS</b>	\$ 2,000.00	\$ 2,000.00	\$ -
LOSC Line Item	<b>TRAINING</b>			
	Professional Training			\$ 1,400.00
	<b>TOTAL TRAINING</b>	\$ 1,400.00	\$ -	\$ 1,400.00
LOSC Line Item	<b>ADMIN BUDGET</b>			
	Administrative oversight			\$ 28,706.00
	<b>TOTAL ADMIN BUDGET</b>	\$ 28,706.00	\$ -	\$ 28,706.00

	JOINT	CITY	DISTRICT
<b>2022 BUDGET GRAND TOTAL</b>	\$ 356,515.00	\$ 44,000.00	\$ 312,515.00
<b>Contribution Percentage</b>	100.00%	12.34%	87.66%

<b>Stevens County Assessor Value</b>	
<a href="https://vote.stevenscountywa.gov/files/documents/2022DistrictValues1362032811011822PM.pdf">https://vote.stevenscountywa.gov/files/documents/2022DistrictValues1362032811011822PM.pdf</a>	
City of Kettle Falls	\$115,214,853
2022 Library Levy Rate	0.346365
Minimum Budget Match	\$39,906

**OLD BUSINESS**

**PROFESSIONAL SERVICES AGREEMENT - SAFE BUILT WASHINGTON**

Mayor Jesse asked if City Council had any questions about the sample contract. He stated staff is still gathering information.

**PUBLIC COMMENT**

**PLANNING STAFF REPORTS**

Assistant Planner Larry Kulesza stated if any City Council Members would like a copy of his reports all they need to do is ask.

**ADJOURNMENT**

Mayor Jesse Garrett adjourned the meeting at 8:17 p.m.

Approved:

\_\_\_\_\_  
Jesse Garrett, Mayor

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