**KETTLE FALLS CITY COUNCIL MEETING
JANUARY 10, 2023**

**CALL TO ORDER**

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

**ROLL CALL**

Jesse Garrett, John Ridlington, Dale Drake (via telephone), Chris Shurrum, Michael Weatherman and Wayne Wardlow.

**STAFF**

Staff – Raena Hallam, Matt Puksta, Michael Gettys, Dave Willey, Katy Pike, Larry Kulesza and Logan Worley.

Guests – No guests were present.

**ANNOUNCEMENTS AND MAIL RECEIVED**

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

**PUBLIC COMMENT**

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

**CONSENT AGENDA**

**COUNCIL MINUTES FOR DECEMBER 6, 2022 AND FIRST HALF OF DECEMBER, 2022 VOUCHERS AND PAYROLL.**

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

**STAFF REPORTS**

**CITY HALL**

Clerk/Treasurer Raena Hallam stated the new copy machine arrived yesterday.

**PUBLIC WORKS**

Public Works Superintendent Dave Willey reported the pump for well #4 is leaking oil and is currently not being used. He stated a rough quote for a new pump including installation is approximately $45,000.

Mayor Jesse Garrett and City Council thanked the Public Works department for doing a good job plowing.

Public Works Superintendent Dave Willey stated the crew is mounting a 750 gallon water tank on the old garbage truck to convert it to a water truck.

Public Works Superintendent Dave Willey stated he has three quotes for radio meter reads. One of the companies offers a radio read that will convert the existing meters. He is working on creating an inventory of our current meters to determine which would need to be replaced, and which will only need a converted meter.

**HIGH SCHOOL SIDEWALK CONNECTOR PROJECT**

Council Member John Ridlington asked about the status of the High School Connector Project.

Public Works Superintendent Dave Willey stated he, Mayor Garett and Clerk/Treasurer Raena Hallam met with CenturyWest Engineers Steve Nelson and Dan Remmick mid-December.

Clerk/Treasurer Raena Hallam stated the City advertised last spring, but WSDOT determined the advertising was null and void. There have been several hoops to jump through and at this point she thought she was ready to draft a letter to Centurywest to award the project. Raena stated she would double check with WSDOT.

Council Member Wayne Wardlow stated if a letter is needed to move things along to let City Council know.

**BUILDING DEPARTMENT**

Public Works Superintendent Dave Willey stated Safebuilt will not be renewing their contract in 2023. They no longer have a building inspector in this area to provide services to the City of Kettle falls.

Mayor Jesse Garrett stated to City Council he is looking for an experienced building inspector and to let him know if they know someone.

**POLICE DEPARTMENT**

Police Chief Michael Gettys reported there have been several vehicle prowls in the area.

Police Chief Michael Gettys stated the department will being training next week regarding recognition of impaired driving while under the influence of drugs.

Police Chief Michael Gettys stated next week he will be working with Shannon Turner, Focus on Evidence, to review the evidence room and related policies and procedures.

Police Chief Michael Gettys stated he ordered the new police vehicle but they haven’t started production. He is concerned about the time delay and is checking into purchasing a Tahoe. He stated Stevens County is moving towards Chevy Tahoe’s and he thought it would be in the same price range. He further stated they have Tahoe’s in stock.

**FIRE DEPARTMENT**

Assistant Fire Chief Matt Puksta reported 77 calls in 2022. Due to the deep snow the department changed the designated helicopter landing zone to the DOT scales along Hwy 395. Last week they had to use the high school parking lot.

Assistant Chief Matt Puksta reported there is still a shortage of fire fighters for the Marcus Fire Hall.

**LIBRARY**

Library Manager Katy Pike reviewed her staff report:

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| --- | --- | --- |
| **Kettle Falls Public Library****Libraries of Stevens County 615 Meyers St / PO BOX 500 Kettle Falls, WA 99141****509-738-6817** |  |  |
| **KETTLE FALLS PUBLIC LIBRARY** |
| **SUMMARY: NOV/DEC 2022** |
|  | **NOV** | **DEC** | **NOTES** |
| **Volunteer Hours** | 51 | 39 | The value of volunteer hours as projected by the Independent Sector in Washington State is $28.54 per hour. Our volunteers save us a MINIMUM of $1,021 per month. Dec. had a decrease in volunteer hours because after school art was on vacation for 2 weeks. |
| **Visitors to the Library** | -- | -- | Unfortunately, our counter stopped working and we didn’t notice it until end of November. We reinstalled the device as of Jan. 2023. We don’t know how much foot traffic we had for the month of Nov./Dec. For the past 3 months we saw 1400-1500 people. |
| **Number of new cards added** | 40 | 21 | We are now including new cards made using our website. |

# UPDATES

**Next Advisory Board Meeting:**

* Meeting will be held on Monday, January 23, 2023 6pm. Amanda Six, LOSC Library Director will be presenting.

# Friends of the Kettle Falls Public Library:

* FOL Vice president, treasurer, and secretary met with the Mayor and Public Works about vision board about future plans for the courtyard. Concept and initial designs were presented. VP is working on budget, funding sources, etc.

# LOSC Programs:

* Take 'n Make Kid’s craft: Nuts About You and Festive Winter Wreath. Gave away 60 kits each month!
* STEM@Home: Simple Machines. KF staff compiled 300 kits and distributed district wide. Gave out 40 kits in KF.
* Discoverable craft program: Nov: DiNovember Pteradactyl and Diplodocus paper craft. Dec: snowflakes.
* Take ‘n Try (Intended for Teen/Adult): December we gave out kits for paper quilling.
* Librewery Trivia in December had approx. 20 attendees. Next Trivia is Thursday, Feb. 16, 6pm
* Every Child is an Artist after school art program saw 119 kids in November and 36 kids in December.
* November was busy with NaNoWriMo (National Novel Writing Month) where every Tuesday had writer’s group meet in their goal of writing 50,000 words. We had 9 attendees for this program.
* December had limited programming in place beyond our regularly scheduled: “Every Child is and Artist” and Storytime
* Digital Author Talks viewings have tripled since the 3 months of debut. We are seeing over 600 views in the second quarter.

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| **SERVICE POINTS** |
| * **In-person drop in tech help is every very Thursday 11AM-12PM.**
* **Genealogy has had very low attendance. If there is no attendance in January, we will be cancelling this program indefinitely after offering for a year since reopening from the pandemic.**
* **Attendance for storytime is ranging 18-21 kids and 4-6 adults.**
* **Attendance for our after-school art program has increased from 28-40 kids.**
 |
| **PROGRAMS** | **NOV** | **DEC** | **NOTES** |
| **Children’s** | 10 | 5 | Please note that programs decreased in December due to decreased staffing (vacations, sickness, etc.) and decreased patron foot traffic (school break, etc.) |
| **Young Adult** | 1 | 0 |  |
| **Adult** | 5 | 1 | NaNoWriMo was our main adult program in November, followed by our digital Librewery Trivia in December. |
| **Community** | 0 | 0 |  |

# LIBRARY MATERIALS

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| --- | --- | --- | --- |
| **CATEGORY** | **NOV** | **DEC** | **NOTES** |
| **Total number of items checked out****at the Kettle Falls Library** | 3442 | 1349 | We had significant less foot traffic and circulation of materials in December due to the weather and holidays. |
| **Downloadable ebooks & eAudio** | 5,538 | 5,623 | This is district wide electronic circulation numbers. (Sometimes not yet available) |

**PLANNING COMMISSION**

Assistant Planner Larry Kulesza reviewed his planning report with City Council:

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

January 9, 2023, Planning Commission meeting, items under discussion included:

The document, Planning Commission Goals 2023 was introduced and discussed. Key items included:

* Updating the zoning map and the PC bylaws.
* The process for the complete update of Title 17, Zoning was discussed. The current code was adopted in December 1997.
* The various ordinance patches to expedite current planning projects were discussed.
* The mayor reported on scheduling a meeting with Stevens County to discuss the UGA and joint planning.
* The mayor and Raena discussed nuisance properties with the PC with the aim of explaining the limitations of code enforcement.
* We discussed changing the term of office for PC members from 6 years to a shorter term.
* Alicia said we should have a HAP draft available by the next PC meeting.

Other Matters of interest:

* I was contacted by Lori Blau from RCAC for an update on the water rate study. She is finalizing securing funding for the study. We have been assigned a planner and assistant. A kick-off meeting will be scheduled to get into the particulars and establish timelines.
* I met with DW to discuss the action plan list for the Parks Plan update. He explained what items the city crew might be able to complete or assist with. We also discussed ways of simplifying the document and listing those items that needed further clarification. He suggested that the timelines for completion be specified to better enable scheduling.

Larry Kulesza

Contract Planning Assistant

**COMMITTEE REPORTS**

**MASONIC LODGE**

Council Member Wayne Wardlow stated the Masonic Lodge will be holding a public installation of officers. He encouraged everyone to attend.

**SWIMMING POOL**

Council Member John Ridlington stated February 14th is election day for the pool levy. He stressed the need to get the word out. Not only does the levy need to pass by a super majority, but a minimum of 680 voters need to turnout for the election. He stated any help to get the word out would be greatly appreciated.

Council Member John Ridlington reported the concrete is cut, but the demolition of the old pool needs to be completed by April 1st. He is concerned about meeting the deadline if Stevens County enforces road restrictions. He also noted there is a penalty clause in the contract if the deadline is not met.

**NEW BUSINESS**

**CITY COUNCIL COMMITTEES**

Mayor Jesse Garrett referred to the Council Committee assignments:

Utilities Committee

1. Dale Drake

2. Wayne Wardlow

Finance Committee

1. John Ridlington

2. Chris Shurrum

Police/Fire/Safety Committee

1. Wayne Wardlow

2. Chris Shurrum

Planning/Building/Streets

1. Michael Weatherman

2. Dale Drake

Community Enhancement

1. John Ridlington

2. Wayne Wardlow

Labor Relations

1. Chris Shurrum

2. Michael Weatherman

Library

1. Chris Shurrum

Council Member Dale Drake stated he would like to visit with Mayor Garrett later regarding the assignments.

**MAYOR PRO TEMP**

Council Member Dale Drake nominated Council Member Wayne Wardlow for Mayor Pro Temp.

Council Member Wayne Wardlow nominated Council Member Chris Shurrum.

Council Member Chris Shurrum nominated Council Member Michael Weatherman.

Mayor Jesse Garrett stated he would like to see the position rotated. He would like to see Council Member Michael Weatherman or John Ridlington.

Council Member Wayne Wardlow made a motion to elect Council Member Michael Weatherman as Mayor Pro Temp. Council Member Chris Shurrum seconded the motion. Motion carried by all. Council Member Dale Drake -yes, Council Member John Ridlington – yes, Council Member Chris Shurrum -yes, Michael Weatherman – yes and Council Member Wayne Wardlow – yes.

**OLD BUSINESS**

As there was no Old Business City Council moved on to Public Comment.

**PUBLIC COMMENT**

**SPEEDING ON JUNIPER**

Planning Assistant Larry Kulesza reported consistent speeding on Juniper Street. He clarified with Police Chief Michael Gettys if it is legal to take a picture of someone’s license plate in the high school parking lot. Police Chief Michael Gettys stated it was legal.

Public Works Superintendent Dave Willey stated they would move the speed sign from Oak to Juniper.

Council Member Wayne Wardlow stated speed signs keep honest people honest and anyone else doesn’t care. It will take a hefty fine.

**ADJOURNMENT**

Mayor Jesse Garrett adjourned the meeting at 7:57 p.m.

Approved:

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

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