

REGULAR COUNCIL MEETING
NOVEMBER 18, 2014
6:00 P.M.

NOTE TO PERSONS REVIEWING THIS DOCUMENT: THIS IS NOT A VERBATIM TRANSCRIPT. WHILE AN ATTEMPT HAS BEEN MADE TO DOCUMENT PERTINENT POINTS, THESE MINUTES CONTAIN ONLY A SUMMARY OF THE DISCUSSION AND VOTING.

Mayor KayDee Gilkey called the November 18, 2014 regular council meeting to order at 6:00 p.m.

Mayor and Town Council members present: KayDee Gilkey, Harry Gibbons, Alene Felgenhauer, George Davidson, Valerie Rogers and Emily Thomas.

Others present: Bryan Hicks, Sarah Holmberg, Jeannie Jesseph, Derek L and Derek A Knecht and Cheryl Loeffler.

Valerie Rogers motioned to approve the absence of Alene Felgenhauer from the 11-4-14 regular council meeting due to being on vacation; seconded by Harry Gibbons. The motion carried. Alene abstained from voting.

Approval of Minutes

ACTION

Harry Gibbons motioned to approve the minutes as read from the November 4, 2014 regular council meeting, seconded by Valerie Rogers. The motion carried.

Approval of the Claims

ACTION

Alene Felgenhauer made a motion to approve payroll EFTs #E302 & E304 and totaling \$1,595.41; #E303 and checks #17736-17747 are totaling \$60,643.47 as presented. Emily Thomas seconded the motion. The motion carried.

Claims: \$58,417.01
Payroll: 3,821.87
Total Claims: \$62,238.88

Check register signed by: Harry Gibbons, Valerie Rogers and Alene Felgenhauer.

Engineer Report

Main Street Project

Bryan Hicks reported that Accelerated Construction (ACE) still has a few things that have not been completed on the punch list. The scaffolding that is front of the pharmacy has hindered the replacement of that concrete but the contract days have lapsed so ACE is now acquiring liquidated damages. He also reported that the liquidated damages should take care of the extra days engineering requires to make sure the project is completed correctly. ACE has not provided a cost to seal the concrete in front of the post office.

Main Street Project-First phase

Still working at obtaining information about the drainage issues from the homeowner so a different plan can be designed to solve this issue. Harry suggested to also contact their neighbors.

CDBG Funding

The Town and Century West have received notification that HUD has approved the waiver to reinstate the funding for the waterline replacement project. The funding cycle ends June 30, 2015 so action needs to begin immediately.

PUBLIC HEARING SETTING OF 2015 TAX LEVY

Mayor KayDee Gilkey opened the public hearing at 6:25. She explained that even though the additional 1% of property tax that the town asks for is not a significant amount of money, in a few years of not asking for it, that loss of funds could be significant and could make the town have to ask for more than the 1%.

Question: How much does the 1% increase each household's property taxes?

Answer: Cheryl will talk with the treasurer's office to get this information.

With no other public comment, Mayor Gilkey closed the public hearing at 6:29.

ACTION

Harry motioned to increase the Spokane County Property Tax Levy by 1% for 2015; seconded by George. The motion carried.

This 1% will give an additional \$1,210.86 into the 2015 budget.

PUBLIC HEARING for the 2015 PRELIMINARY BUDGET

Mayor Gilkey opened the public hearing at 6:30.

The council and audience each had a copy of the 2015 preliminary budget to review.

Fund 405 - Sewer Loan Service Fund only needs to maintain a year's worth of loan payments to be compliant. The excess funds will be divided between the Sewer capital fund and the maintenance and operation funds.

Fund 107 - Cemetery fund is comprised of interest and donated/fundraising funds for maintenance. To balance this fund, the cemetery mowing amount will have to be reduced. The Cemetery Board will be made aware of the lack of funds for the cemetery maintenance.

Utility Tax - Suggestions for the utility taxes that will be collected in 2015 are to provide another chipping and yard debris day, reader board for communicating activities, doors for the screen room at the WWTF, upgrade some playground equipment in Thiel Park.

There were no comments from the audience and Mayor Gilkey closed the public hearing at 7:15.

OLD BUSINESS

Sign in Park

KayDee has tried to contact Jim Cameron of Cameron-Reilly Concrete twice about fixing the sign in Thiel Park but he has not returned her calls.

Archiving records

The minutes, ordinances and resolutions from 1904 to 2011 have been removed from the facility and will be archived and made digital. This process should take up to three months. This will be paid for with grant funds.

Sidewalk in front of the doctor's office.

Avista was contacted about the oil on the sidewalk that has been accumulating for a few weeks but has recently grown. Mark Gaines from Avista reported that it was a bad new transformer, which was replaced. He will return to power wash the sidewalk. Since it is a new transformer, what is on the sidewalk is mineral oil and is not harmful and won't hurt the sidewalk.

Janitor position

Erica Montiel has been hired for the janitor position and will be added to the payroll. Since the janitor's position was previously a contracted position and not employee, the council approval is needed for the change of the payroll structure. She is also a minor and the town has been approved to hire minors by the state.

ACTION

George motioned to approve the payroll structure change with the hiring of the janitor as an employee and not a contracted position; seconded by Harry. The motion carried.

New Business

2015 Annual Bias Service Fee

The 2015 annual Bias Service Agreement covers support, payroll, utilities and a full managed backup program for a fee of \$3,236.54. Still researching the possibilities for both Cheryl and Jeannie to be on BIAS at the same time without having to purchase another license for BIAS.

ACTION

Alene motioned to accept the BIAS 2015 Service Agreement for \$3,236.54 contingent on further research into a server; seconded by Harry. The motion carried.

PUBLIC WORKS REPORT

Water

Nitrate testing has been done on all three water sources and will complete testing for the year.

Dead-end hydrant flushing has been completed for the year.

Water tank inspection has been completed for the year.

All Town-owned water taps have been winterized.

Well #5 has had some communication errors due to a failing 120v transformer. Fuses have been upgraded to 15 AMP.

Heating issues in wells #1, #2 and #5 have been remedied.

WWTF

UV light system has been upgraded to new bulb and ballast system.

Discharge should start Late December or early January.

Clogged effluent pipe on wetland #1 has been cleared and is being monitored.

DOE inspection is scheduled for Friday the 21st for onsite inspection and review of paperwork to write the Town's new NPDES permit.

Parks

Leaves have been mulched for the year.

Spokane Conservation District provided the installation of the sprinkler system in Hart Park and it has been winterized.

Thiel Park is shut down and winterized for the season.

Roads

Grading and pot hole repair has been completed and will be monitored over winter.

Gravel will be added in areas where needed due to washouts.

Sander and plow equipment is ready for snow.

Other: Plow truck has had some electrical issues and has had a main kill switch installed to help. Hydraulics for the plow has been repaired. New drive lights will be installed this month.

ADJUSTMENTS

The adjustment report was provided to the council for the billing cycle ending October 31. There was one adjustment on it for the billing of a partial month water bill. The homeowner had notified the office that he turned his water off for the winter.

OTHER

Dates to remember

Exit review with State Auditor's office on November 25 at 9:00 am. KayDee, George and Harry will be there.

Old Fashioned Christmas December 6.

Free community Thanksgiving Dinner on Sunday, November 23.

COMPLAINTS/COMPLIMENTS

The Town has received several thanks for providing the Yard Debris and Chipping event on the 8th.

ADJOURN

With no further business, the council meeting adjourned at 7:57 pm.


KayDee Gilkey, Mayor


Cheryl Loeffler, Clerk/Treasurer