

**REGULAR COUNCIL MEETING**  
**NOVEMBER 24, 2015**  
**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.*

The council meeting originally scheduled for November 17, 2015 was cancelled due to severe weather conditions and rescheduled to November 24.

Mayor KayDee Gilkey called the November 24, 2015 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: Cheryl Loeffler

**Approval of the Minutes**

**ACTION**

Harry Gibbons motioned to approve the minutes from November 3, 2015 regular council meeting. Valerie Rogers seconded. The motion was approved.

**Approval of Claims**

**ACTION**

Alene Felgenhauer motioned to approve the claims listed on the check register dated November 17, 2015 for EFTs #E425-E429 totaling \$4,639.17; check numbers 18183-18196 totaling \$34,187.01 as presented. Harry Gibbons seconded the motion. The motion was approved.

Claims: \$32153.44

Payroll: 6672.74

Total Claims: \$38826.18

Check register signed by: Alene Felgenhauer, Emily Thomas and Valerie Rogers

**ACTION**

Valerie Rogers motioned to excuse Alene Felgenhauer from the November 3<sup>rd</sup> council meeting due to family obligations, seconded by George Davidson. The motion was approved.

**Public Hearing for Resolution 2015-08-Tax levy for 2016**

Mayor Gilkey opened the public hearing at 6:01 pm and read the resolution out loud.

With no public present, the mayor closed the public hearing at 6:08.

**ACTION**

Alene Felgenhauer motioned to authorize the 1% increase in Spokane County Property Taxes for 2016; seconded by Harry Gibbons. The motion carried.

This increase will be an additional \$966.58 to the town.

**2016 Preliminary Budget Public Hearing**

Mayor Gilkey opened the public hearing at 6:08.

The council reviewed the preliminary budget and had a few questions, which were answered.

With no public present, Mayor Gilkey closed the meeting at 6:17. The final budget will be presented at the December 1<sup>st</sup> meeting.

## **OLD BUSINESS**

### **Surplus property**

Stephen Bishop has prepared the document to post for the auction of the surplus property on Industrial Way. The date for the auction is December 4<sup>th</sup> at noon at Town Hall. Cheryl reviewed previous notices of this type and the locations in town they were posted was documented. Cheryl will post this on the bulletin boards at Town Hall, INB and the Post Office.

### **Cemetery doors**

The Cemetery Board wants the town's insurance to fix the doors of the shed and to keep them the same style. Cheryl Fulton-Fischer sent the history that explains why. Michael Mason provided an estimate of around \$500 which was approved by AWC. We do not need to get another bid. As soon as Mr. Mason returns the Small Works Roster paperwork, he will have the go-ahead to fix them.

### **Chipping event**

Both Sunshine Disposal and NPHC reported that the day went very smoothly with no problems. They said it was very organized and well attended. Almost 7 tons of clean green was produced. With such a huge participation from the community, there was some discussion about possibly having more than one of the events a year and asking the surrounding communities to participate and help defray the cost.

## **NEW BUSINESS**

### **Solid Waste Advisory Committee**

No one from council was interested in participating on this committee at this time. KayDee will research other local communities to see if we can piggy back with them.

### **Resolution 2015-07-Revision to personnel handbook**

Bereavement, internet use, performance evaluations, discipline and terminations were revised with help of other communities and the attorney.

#### **ACTION**

Alene motioned to approve Resolution 2015-07 Revision to personnel handbook, seconded by Harry. The motion carried.

### **2016 BIAS Annual Service Contract**

#### **ACTION**

Alene motioned to approve the 2016 BIAS annual service contract for \$3,318.07 seconded by Harry. The motion carried.

### **Janitor position**

Ericka has moved to Tacoma so the position is open. Cheryl will double check the guidelines for advertising the position. The cut-off date will be December 1<sup>st</sup>. Cleaning after events in the Community Center will be added to the position. Cheryl will work on a job description.

## **Public Works Report**

### **WATER**

- IOC testing on Wells #1 and #2 will take place this week.
- Chlorine residuals are staying at .2ppm.
- Wells are being winterized for heat control this week.
- Water reservoirs have been inspected this month.

### **WWTF**

- Influent building has been winterized along with back flow.
- Aerator maintenance will be done at the end of November, first part of Dec. depending on weather.
- Still approximately 6 weeks from dis-charge to Creek.

## **PARKS**

- Parks are primarily shut down for the season.
- Routine checks for garbage and vandalism will continue.
- Wind-blown branches and debris are removed daily.
- Reader sign is scheduled to be installed in the lower park by the end of the month.

## **ROADS**

- Road grading and repair will continue until roads freeze.
- Plow and sander will be installed this week.
- All chains should be on equipment by the end of the month.

## **OTHER:**

Security systems have arrived and will be installed over the next couple of weeks. We are still waiting for completion of the last sign order.

## **Compliments/Complaints**

11-16-15 The town was thanked for providing the recycling container.

## **Other:**

2016 Fee Schedule was given to council for review

## **Two utility bills**

The new owners of 206 N 2<sup>nd</sup> have changed the house to a single dwelling from two apartments. They are being charged for two water and sewer hook-ups. Can this be changed?

## **ACTION**

Emily motioned to approve a credit on the 2<sup>nd</sup> sewer line for the August and October billing cycles; seconded by George. The motion carried.

## **Water charges**

The owner of 601 E Main Street expressed concern about a possible water leak at his meter. The meter had been shut off but there was a small amount of water used. They will keep checking the meter and report back to council for a decision about waiving this charge.

## **Phone/internet bundle**

Frontier has a 3-year contract that would bundle the Phone and internet for the telemetry system. This would cut the bill nearly in half.

## **ACTION**

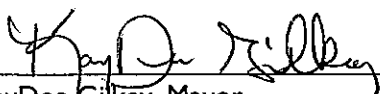
Valerie motioned to change to a three-year contract to reduce the monthly phone/internet service at the shop; seconded by Harry. The motion carried.

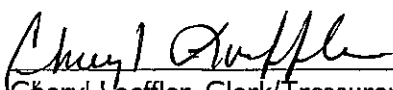
## **Dates to remember:**

December 1 Final budget public hearing.  
December 5 Old Fashioned Christmas  
December 15 Possibility of no meeting

## **ADJOURN**

With no further business, the council meeting adjourned at 7:22p.m.

  
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KayDee Gilkey, Mayor

  
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Cheryl Loeffler, Clerk/Treasurer