

## REGULAR COUNCIL MEETING

APRIL 21, 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.

Mayor KayDee Gilkey called the April 21, 2015 regular council meeting to order at 6:00 p.m.

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

Others present: Bryan Hicks, Amy DeGon, Jeannie Jesseph and Cheryl Loeffler.

### Approval of the Minutes

#### **ACTION**

Harry Gibbons motioned to approve the minutes as read from the April 7, 2015 regular council meeting; seconded by Valerie Rogers. The motion carried.

### Approval of the Claims

#### **ACTION**

Harry Gibbons made a motion to approve claims dated April 21, 2015 payroll EFTs #E343 and E348-352 totaling \$5,538.95, checks numbers 17900-17901 and 17924-17927 totaling \$5,391.73 as presented. George Davidson seconded the motion.

Claims: \$3,115.22

Payroll: 7,815.46

Total Claims: \$10,930.68

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

### **Guests**

#### **Community Advisory Board**

##### **Digital Reader Sign presentation**

The committee had not receive the third bid by the meeting so Amy DeGon and KayDee discussed with the council the location that would work best for the placement of the digital sign. After examining several different locations, the north end of Thiel Park was determined to be the best location. Now that the location has been determined, the selection of the sign will be easier. They will come to another meeting with their recommendations.

### **Engineer**

Bryan has received an estimate from Accelerated Construction to repair the sidewalk in front of the Owl Pharmacy. The cost of \$4,300 is for a trench drain like what is by the Fitness Center and would probably be more aesthetically pleasing than the compressed sidewalk option. Century West will be responsible for the cost of this repair and a few more bids will be sought.

### **2018-2020 Transportation Alternatives Program Application (TAP)**

The purpose of the project is to address a known safety issue by improving the dangerous and outdated pedestrian crossings that connect the west side of Town with the Park, Town Hall, and the Central Business District. Anecdotal evidence from the Town suggests poor compliance with the posted speed limit. The project will also replace the failing sidewalk on 1st Street from Carlton to Spokane with new ADA compliant sidewalk and ramps. The funding would be \$155,149 from STP, \$24,214 town funds for a total project amount of \$179,363. The funds are not available for three years, which will allow time to budget for the project.

Bryan asked the council to approve the application and allow the mayor to sign the application.

**ACTION**

Alene motioned to sign the TAP application for the 1<sup>st</sup> Street Sidewalk Project asking for funding of \$155,149 from STP, \$24,214 town funds for a total project amount of \$179,363; seconded by Valerie. The motion carried.

Century West has a two-hose traffic counter that will show the amount of traffic and the speed of each car that could possibly be set up on Highway 27 for documentation of traffic.

**CDBG Water Line Project**

Pre-bid meeting was held on April 14<sup>th</sup> with two contractors coming down. The sealed bids will be opened for the waterline project on Thursday April 24<sup>th</sup> with construction starting around Memorial Day. Due to the time constraints with this project and a project end date no later than June 30<sup>th</sup>, Bryan asked the council to accept the lowest responsive bid on the condition that it will be approved by the funding agency.

**ACTION**

Harry motioned to accept the lowest bid with the condition that the lowest responsive bid is approved by the funding agency; seconded by Alene. The motion passed.

**OLD BUSINESS**

**Resolution 2015-05 Declaring certain real estate surplus to the needs of the Town**

Stephen Bishop prepared the resolution declaring property on Industrial Way surplus and to set a date to put the surplus property up for public auction. Council decided that after Flag Day either Friday June 19 or 26 at noon, depending on Stephen's schedule would be best.

**ACTION**

Harry motioned to approve Resolution 2015-05 declaring surplus real estate, seconded by George. The motion carried.

**Retainer Agreement**

The retainer agreement between Bishop Law Office and Stephen Bishop and the Town of Fairfield was presented to the council. The retainer is for minimum of \$3,000 a year.

**ACTION**

Alene motioned to approve the Retainer Agreement between Bishop Law Office and Stephen Bishop and the Town of Fairfield effective January 1, 2015; seconded by Harry. The motion carried.

**Street Flags**

The street flags will need to be ordered by May 8<sup>th</sup> to be here for Flag Day. We can order 2 designs and alternate them up the street.

**ACTION**

Harry motioned to approve the purchase of 20 street flags, seconded by Emily. The motion carried.

**NEW BUSINESS**

**Building permit #15-01**

Wilbur Ellis is doing an upgrade of an existing structure and presented building permit #15-01 to the Planning Commission, who recommended council approval. The project is planned to begin June 1<sup>st</sup>.

**ACTION**

Valerie motioned to approve building permit #15-01, tank farm at Wilbur Ellis, 404 N 1<sup>st</sup>, seconded by Harry. The motion carried.

## **Newsletter flyers**

Guy Coumont is planning an "Outdoor Summer Movie Series" this summer and would like to promote it with a flyer in the Town's newsletter. The council agreed that this is a great community event and agreed to his request.

## **Fairfield Cemetery**

Due to the error in the deed issued to the Moore family (Lot #90 written instead of Lot #83), the Moore family's deed will need to be surrendered and reissued to correct the lot number and add the following clarification: Due to the lack of proof (proof of ownership of east half of Lot #83) and untimely nature (1904) of the conflict of ownership of the eastern half of Lot # 90 in the Fairfield Cemetery (the southern half of Lot #90 had been sold in 1903 to the Loe family, so it would have not been possible to have sold to the Moore family the east half of lot #90), it will be resolved that the Fairfield Cemetery will approve and allow the eastern side of grave sites 8, 7, 6, 5, 4, 3, 2, & 1 to be used by the descendants of the E. L. Moore family, including the infringement of a small part of the eastern six (6) foot wide alley between Lot # 83 and Lot #84, with all head stones being located within Lot #83.

### **ACTION**

Alene motioned to send the Moore's family deed to Stephen Bishop to be surrendered and reissued to correct the cemetery lot number with clarification; seconded by Harry. The motion carried.

## **Horse on town property**

Lori Enzler asked for council's permission to let her horses eat the grass at the end of Brewster between the two houses. She will not hold the town liable if they were to get hurt.

### **ACTION**

George motioned to allow Lori Enzler to put up temporary fence at the end of Brewster between the two houses for summer grazing of her horses, relieving the town of all liability; seconded by Harry.

## **Property inventory**

The council reviewed the inventory lists of town properties from AWC.

## **Library roof repair**

The roof at the library has had some leaking issues that require resealing. Derek has acquired an estimate from Cobra Roofing for no more than \$1,950. This should provide another 40 years of good use. The second company did not respond to his request.

### **ACTION**

Valerie motioned to approve the estimate from Cobra Roofing not to exceed \$1,950.00 for a full day with materials to repair the leaking roof of the library; seconded by Emily. The motion carried.

## **FLAG DAY**

### **Special occasion application #091581.**

Alene motioned to approve special occasion application #091581 for the beer garden at Flag Day, seconded by Harry. The motion carried.

## **Parade Agreement ER P06-15**

The wording on the agreement has Micki Harnois as the Event Coordinator and representing the Town of Fairfield for the purpose of staging the Fairfield Flag Day Grand Parade. This would mean that the Town would be responsible for all liability. Since the Town does not sponsor the parade, Roger Neal of RMSA was asked to verify the liability and if the Town needed to sign this agreement or if it should rest solely with the Fairfield Service Club since they are the sponsoring organization. He will contact WSDOT for confirmation but no firm answer will be back in time for tonight's meeting. The agreement was not approved due to this question. The Town of Fairfield will continue to support the Flag Day activities, as we have in the past with the park maintenance, garbage dumpsters and honey buckets.

## **PUBLIC WORKS REPORT**

### **WATER**

- Testing is on schedule with favorable results.
- South end water project is out for bidding process.
- Meter reading starts the end of this month please unpack winterization materials.

### **WWTF**

- Scheduled pump maintenance is taking place on April 22<sup>nd</sup>.
- Bio-Solids reports have been completed turned in to Ecology.
- Waiting on new NPDES permit parameters.
- Spring grounds maintenance has started.

### **PARKS**

- Mowing and weeding has started, weed control will be done this month and following up when needed.
- Trash is being picked up and emptied daily.
- Sprinklers will be put on-line as needed.

### **ROADS**

- Road prep will be done to correlate with dust control.
- Signs are being replaced and straightened as they arrive.

**OTHER:** Spring trimming has started. Roof repairs have been quoted by Cobra Roofing to repair damaged spots and reseal seems on the Library roof, waiting on second bid. Scope Building is being maintained.

### **OTHER**

#### **Dates to remember**

Fogging for mosquitoes should start Monday, April 27 and will be every other Monday, weather permitting.

Robin Toth from Greater Spokane, Inc will be at council to discuss economic development. KayDee will contact her with some of her ideas.

June 16<sup>th</sup> KayDee will be gone for work for the entire week.

#### **COMPLAINTS/COMPLIMENTS**

None this meeting.

KayDee called for a 2 minute recess of the regular meeting followed by executive session to discuss real estate transaction.

#### **Executive Session**

KayDee opened the executive session at 7:38 to discuss selling of surplus real estate property. The session should last no more than five minutes. No action will take place.

Executive Session closed at 7:44.

Regular session resumed and closed at 7:44.

#### **ADJOURN**

With no further business, the council meeting adjourned at 7:44 pm.

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KayDee Gilkey, Mayor

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Cheryl Loeffler, Clerk/Treasurer