

**REGULAR COUNCIL MEETING**  
**JULY 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 July 21, 2015 Regular Council Meeting to order at 6:07 p.m.

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

Others present: Bryan Hicks, Adrian Knecht, Derek Knecht and Cheryl Loeffler

**Approval of the Minutes**

**ACTION**

Alene Felgenhauer moved to approve minutes as read for the July 7, 2015 Regular Council Meeting; seconded by George Davidson. The motion was approved.

**Approval of Claims**

**ACTION**

Alene made a motion to approve claims listed on the check register dated July 21, 2015 for EFTs #E381-E386 totaling \$6,431.69; checks numbers 18033-18052 totaling \$72,338.84 as presented. Harry seconded the motion. The motion was approved.

Claims:	\$68,460.98
Payroll:	<u>10,309.55</u>
Total Claims:	\$78,770.53

Check register signed by: Alene Felgenhauer, George Davidson and Valerie Rogers

**Engineer**

**Waterline Improvement Project**

Bryan was notified by WSDOT that no repair is needed on the scraped highway that was caused by S&L moving equipment. The fire hydrant marker is installed. The silt fence will be removed before the retainage is released. Century West Engineering has completed their review and final inspection of the 2014 Waterline Improvement Project and is recommending that the town accept this project. The Notice of Completion will be sent once the Affidavit of Wages Paid is submitted and the subcontractor is approved. No retainage can be released until all of the administrative items have been received.

**ACTION**

Valerie motioned to accept the 2014 Waterline Improvement Project as complete once all pending administrative items have been received; seconded by Harry. The motion carried.

**Sidewalk Repair**

Bryan has been finalizing the details with Winkler to repair the sidewalk in front of the pharmacy.

**Transportation Improvement Board (TIB) call for project**

Bryan has talked with Gloria Bennett of TIB about funding Rattler's Run Road to make a truck route. With it being a gravel road, it does not meet TIB's requirements. She suggested trying to get it reclassified under the federal classifications which would make it eligible for federal funding such as SRTC. Bryan will look into this possibility.

The Preservation Project is available this year which funds chip sealing, overlays, repairs to existing sidewalks, Bryan and Derek will work together to develop a list of projects that would fit this.

**1<sup>st</sup> Street Sidewalk Application**

It is almost certain that this project has been approved for SRTC funding. The project is for the 2017-2019 funding cycle.

### **Creek Maintenance**

Bryan and KayDee met with people from the Department of Ecology and Spokane County regarding maintenance of the Rattler's Run Creek. They will be looking into removing non-native plants and possible replacement of culverts along the creek to help with the flooding.

### **Digital Sign**

Spokane County requires a "sign permit" which involves developing plans for the footer construction, site plan and DOT setbacks for both Highway 27 and Ticknor. The mayor has asked Bryan to engineer the necessary documents and plans for the permit. His part should cost \$1000-\$2000.

### **OLD BUSINESS**

#### **Code Violation update**

Notices were sent to one business and two residences about obstructed fire hydrants. The business has cleared their site, one residence was reminded to clear theirs and the property management company of the other residence was putting the job out to bid.

KayDee has been discussing the situation of the fire hydrant at 501 S 1<sup>st</sup> Street with Roger Neal of RMSA and Stephen Bishop. According to the fire department, the actual location is not very accessible by truck, even if all the debris was removed. Discussion about disconnecting and relocating that hydrant to another area is now going on. KayDee, George, Ken Fuchs and Eric Olsen will arrange a time to visit with the property owner.

It was suggested to provide residents that have a fire hydrant located on their property some type of educational material as a reminder that it is their responsibility to keep the hydrants clear at all times

#### **Church Water Accounts**

At the last council meeting, the church's account was questioned. In 2009, it was discovered that the Lutheran Church had one meter and was being charged for three taps, two for the church and one for the parsonage. No one at that time knew the reason for the three taps. The council at that time decided it would be best to charge the church the base rate and charge the parsonage the base rate plus any overages. Today's council agreed to continue with this method.

#### **Hart Park**

At the previous meeting, the Six-year comprehensive plan was discussed and placing a restroom facility in Hart Park is one of the items on this plan. The deed was reviewed and it was determined that blocks 9, 10 and 11 do not have restrictions. The public restrooms will remain on the comprehensive plan but moved to a lower priority on this list.

### **NEW BUSINESS**

#### **Community Center**

The new door that was installed needs painting. The new paint sprayer that was recently purchased will do a nice job. The Community Center could use rectangular tables that are smaller and easier to move than the long, wooden tables. This will be put into next year's budget.

#### **Request to waive late fees**

A resident sent a request to have the late fee from the April billing cycle waived, stating the bill was not received. After discussion, it was determined that the ordinance needs to be reviewed.

### **ACTION**

Alene motioned to deny the request to waive the late fee; seconded by Harry. The motion carried.

#### **2015 Cemetery Board Annual Meeting minutes and proposed budget**

The council reviewed the minutes from the annual Cemetery Board meeting of May 22, 2015, including the proposed budgets for the cemetery.

### **ACTION**

Valerie motioned to approve the 2015 Cemetery Board Annual Meeting minutes of May 22, 2015; seconded by George. The motion carried.

## **Budget Position for 2 quarter**

The council went over the budget position for the 2<sup>nd</sup> quarter.

## **Past due accounts**

The council reviewed the past due accounts from the April billing cycle. There is \$4,337.22 that is 90 days and over.

## **PUBLIC WORKS REPORT**

### **WATER**

- Testing is on schedule and within all limits.
- Numerous repairs have been completed this month on main line and services attached to it.

### **WWTF**

- Ponds are drying up, second year in a row.
- Weed control is ongoing.
- Dam report will be done this month.

### **PARKS**

- Trash is being collected almost daily, parks are very busy!
- Weeds are being maintained in all parks.
- Sprinklers are being adjusted this month to include some minor repairs and head replacement.
- No major vandalism to report.

### **ROADS**

- Washboards are being maintained when possible.
- Spokane Street was temporarily shut down for an emergency main line clean out.
- Road signs and stop signs are still being replaced when possible on a "worst first" program.

**OTHER:** Emergency main line clean out was required do to a flow problem on the main line from Spokane Street to Seward Ave. This section is scheduled for camera work to locate and inspect problem area. Line is flowing freely after jetting from BSI. Due to issues over the weekend, the main line was also jetted from Main to Brewster on Fairweather Ave. for preventive maintenance from residential cleanouts.

### **ACTION**

Alene motioned to declare emergency use of Big Sky Industrial for Spokane to Seward street Main Line and Main to Brewster on Fairweather Ave. for backflow issues; seconded by Harry. The motion carried.

The John Deere 420 is down for maintenance.

### **OTHER**

We will work on getting reminders for 811-call before you dig, and fire hydrants.

### **Dates to remember**

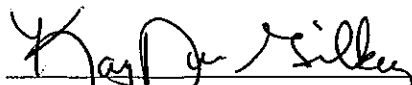
The Budget Worship in Leavenworth is August 19-21. Alene is considering going.

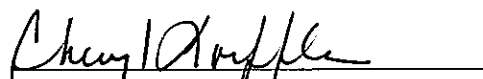
### **Compliments and Complaints**

None at this time.

### **ADJOURN**

With no further business, the council meeting adjourned at 8:16 p.m.

  
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KayDee Gilkey, Mayor

  
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Cheryl Loeffler, Clerk/Treasurer