

REGULAR COUNCIL MEETING

MARCH 6, 2018

6:00

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 March 6, 2018 regular council meeting to order at 6:00 pm.

Mayor and Town Council members present: KayDee Gilkey, Melissa Lunsford, Darcie Sainsbury, George Davidson, Valerie Rogers and Emily Thomas.

Others present: Bryan Hicks, Mark Sainsbury, Perry and Jamie Paden, Danny Reiersen, Devin Billington and Cheryl Loeffler.

Approval of the Minutes

ACTION

Valerie Rogers moved to approve the minutes as read from the regular council meeting of February 20, 2018; seconded by Darcie Sainsbury. The motion was approved 5-0.

Approval of Claims

Emily Thomas moved to approve the claims for March 6, 2018 with EFTs #451-456 totaling \$7,717.23 and checks #19917-19137 totaling \$15,786.96 seconded by Melissa Lunsford. The motion passed 5-0.

| | |
|------------|-------------|
| | 03/06/2018 |
| Claims | \$13,986.14 |
| Payroll | 9,518.05 |
| Total Paid | \$23,504.19 |

Check register signed by Emily Thomas, Valerie Rogers and Darcie Sainsbury.

Engineer

1st Street Sidewalk Project

On March 5th, Cheryl and Bryan met with Keith Martin and Brett Johnson from WSDOT to go over the administrative requirements for the construction project and then Bryan and Danny met with Wm. Winkler Construction for pre-construction information. The estimated start date will be late April or early May – depending upon the weather.

Pavement Patching

Bryan will visit with Black Diamond Asphalt Paving, the paving contractor for the sidewalk project, about doing patch work on different areas around town while they are already in town. Some of the areas would be on Brewster where the street was torn up for the water leak, on Railroad Avenue between the brewery and New2You, patching the pavement up to the railroad crossing on Ticknor.

A list of the potholes will be given to Bryan by the end of March. He will determine if they need asphalt to repair so an accurate list can be given to the contractor.

Main Street Sidewalk Resurfacing

Funds were received from FEMA to resurface the sidewalks on Main Street both sides from Railroad Avenue to Johnson Avenue. We will put this out to the Small Works Roster for bids.

Flood Plains by Design

Walt Edelman was not able to line-up matching funds for the Flood Plains by Design grant. This was for a feasibility study for improvements to Rattler's Run Creek. There is a possibility of other funding but for right now, this grant has been put on the back burner.

Rattler's Run Road

Bryan has been working on the SEPA Checklist (State Environmental Policy Act). The proposed work to Rattler's Run Road is to excavate out sediment from the ditch on both sides of the road, clear out the non-native plant species and replant with native grasses, inspect the culverts to determine whether they are clogged with sediment and determine if they are adequate in size. Bryan has consulted with Jeff Lawlor from Fish & Wildlife and he is OK with this proposal. If all goes well with different permits, this work could possibly happen during the dry season. If this area floods before everything is completed, Mr. Lawlor can grant permission for emergency work to be done to slow down the flooding. Under the State Environmental Policy Act (SEPA), local governments and state agencies use the environmental checklist to help determine whether a proposal's impacts are likely to be significant. This helps determine:

- If an applicant can put measures in place to avoid, minimize, or counter adverse effects.
- Whether compensatory mitigation measures can offset significant impacts.
- If an environmental impact statement (EIS) needs to be prepared for further analysis.

Secretary of State call for projects

Bryan has submitted the Secretary of State's Local Records Grant Program. This would fund a GIS database to capture the institutional knowledge and gather detailed information about the town's water and sewer systems. The more recent infrastructure projects have been digitized but many of the system's lines get lost due to maps fading, no maps or lost when employees are no longer with us. By digitizing remaining infrastructure records, converting these files into a Geographic Information Systems (GIS) format and completing a field investigation/confirmation of these records, the Town will be able to complete a database which will be of immense benefit to the Town. Awarding of the grants should be the end of March.

Surface Transportation Block Grant Program call for projects

Spokane Regional Transportation Council (SRTC) has a call for projects on federally classified routes. Bryan asked the council to see if we should apply for funding for any of our routes which include Highway 27, Carlton heading out of town, Ticknor from Highway 27 to McNeil, Main Street to city limits, Railroad and Governor Moore.

OLD BUSINESS

Photo-cell light

Avista has installed the photo-cell on the light in the basketball court in Hart Park. The shut-off time is scheduled to be midnight. George will contact Brian Bothman to find out if we can change the time of shut-off time.

Radar Sign

Notification was received from WSDOT that the radar sign's location is incorrect, and that the town needs an agreement in place with DOT allowing such signs. Public works will relocate the sign according to the diagrams.

Allocation of Hamilton Building funds

No decision has been made on how to allocate the funds. A recent suggestion from a citizen was for the town to purchase a large quantity of gravel that would be used to really fix the problem streets such as Portland and Jackson. There was discussion about developing a street project plan that would prioritize the problem areas around town and give direction to get them repaired.

Another suggestion was to provide more community-sponsored events.

The council will look at all suggestions.

Council Departments

The responsibilities of the council departments were tabled until next meeting.

Family Movie Night

FunFlicks sent out information regarding pricing on the different sized outdoor screens. It was determined that the 16' backyard screen works great for us.

Chipping event

This was moved to next meeting.

Harry Gibbons Recognition

The recognition of service for Harry Gibbons will be Tuesday, May 1st at the Community Center. Personal invitations will be sent out to councilman that served with Harry.

NEW BUSINESS

Small and Attractive Asset Policy

Cheryl provided the council with a sample policy to review.

Liquor License for Flag Day

The Service Club has applied for a Special Event Liquor license to serve beer and wine during this year's Flag Day Celebration.

ACTION

Darcie moved to approve the Special Event Liquor License for the 2018 Flag Day Celebration, seconded by Melissa. The motion was approved 5-0.

Public works report

Sewer: The issue with the sewer backup to the residence at 109 Carlton has been resolved. It turned out to be a clogged drain pipe. We were able to clear it at the clean out with little effort.

Streets: WSDOT has requested the Town move the speed reading sign. It can't be attached to their pedestrian sign. The town must sign an agreement with WSDOT that will allow us to put up the sign at another nearby location. Continued snow removal from streets and sidewalks. Snow drifts have been bad on certain streets. I met with engineer Bryan Hicks, WSDOT personnel, and Wm Winkler CO. supervisors to discuss the 1st street sidewalk project. It will begin April 16th and should take about 15 working days to complete. They are requesting a location to dump excess material such as dirt or rock.

Water: Devin successfully passed his Level I water technician test. Great job!

Compliments/Complaints

None tonight.

Other

Darcie resigned from the council tonight, effective March 31st. They are moving to Spokane Valley.

Dates to remember

March 7

Cheryl -BARS training in Spokane

March 12

Cheryl has surgery scheduled for left knee replacement. Will be out approximately six weeks. There will be a list of people that will have the office open a few hours each day.

March 16-18

Devin gone for robotics competition

ADJOURN

With no further business, the council meeting adjourned at 8:15 pm.



KayDee Gilkey, Mayor



Cheryl Loeffler, Clerk/Treasurer