

REGULAR COUNCIL MEETING

DECEMBER 20, 2016

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 December 20, 2016 regular council meeting to order at 6:01 p.m.

Mayor and Town Council members present: KayDee Gilkey, Harry Gibbons, George Davidson, Valerie Rogers, and Emily Thomas. Darcie Sainsbury was out sick.

Others present: Bryan Hicks, Jamie and Perry Paden, Melissa and Kevin Lunsford, Derek and Kim Knecht and Cheryl Loeffler.

**Approval of Minutes**

**ACTION**

Valerie Rogers moved to approve the minutes as presented from the December 6, 2016 regular council meeting. The motion was seconded by Harry Gibbons and approved 3 to 0. George was not at the table at the time of this vote.

**Approval of Claims**

**ACTION**

Valerie moved to approve the claims in the billing cycle ending December 20, 2016 as presented for EFT # E524-526 totaling \$1,934.40; check numbers 18647-18656 totaling \$5,679.40 seconded by Emily. The motion passed 4-0.

	12-20-16
Claims:	\$3,066.77
Payroll:	4,547.03
Total Claims:	7,613.80

Check register signed by Harry Gibbons, Valerie Rogers, Emily Thomas, and George Davidson

**Guests:**

**Liberty FFA**

Guests did not attend tonight's meeting.

**Engineer's Report**

**2016 Overlay Project**

Bryan reported that the project was complete and the storm water portion turned out good and under cost. He presented council with the final closeout paperwork. He did contact Cory at Versatile Industries and they will provide a silt fence to stop erosion until the property can be hydro seeded. In the meantime, Derek will keep gravel on the area that could be a potential mud problem for the property owners.

Century West has completed their review and final inspection of the 2016 Overlay Project and found the work, including the punch list items, complete and acceptable. Their recommendation to the council is to accept this project. The final Declaration of facts of Wages Paid form has not been submitted by Versatile or the subcontractors. This needs to be approved by the Department of Labor & Industries before the Notice of Completion can be sent to the Dept. of Revenue, Employment Securities, and L&I.

**Final Change Order #3 and Updated Cost Estimate**

**ACTION**

Emily moved to approve Change Order #3 and Updated Cost Estimate for the 2016 Overlay Project; seconded by Harry. The motion was approved 4-0.

**Final pay estimate**

**ACTION**

Valerie moved to approve Progress Payment #2 of \$24,570 for the pavement overlay and storm drain less retainage; seconded by George. The motion was approved 4-0.

## **ACTION**

### **Final acceptance**

## **ACTION**

George moved that the council accept the 2016 Overlay Project as recommended by Century West; seconded by Harry. The motion was approved 4-0.

### **1<sup>st</sup> Street Sidewalk-Spokane Regional Transportation Council (SRTC)**

This project was slated for 2018-2019 but SRTC will release the funds in 2017. This will receive 100% funding from SRTC. Cheryl will contact the Department of Transportation (DOT) about verifying the consultant selection requirements.

Century West works closely with DOT. Bryan will keep them informed of our projects.

### **PUBLIC HEARING FOR 2017 ORDINANCE #384 2017 FINAL BUDGET**

Mayor Gilkey opened the public hearing at 6:20.

There were no public comments and the hearing was closed at 6:21.

## **ACTION**

George moved to approve Ordinance 384, the 2017 Final Budget, seconded by Harry. The motion was approved 4-0.

### **PUBLIC HEARING FOR ORDINANCE #385 2016 BUDGET AMENDMENT #2**

Mayor Gilkey opened the public hearing at 6:22. With no public comment, the public hearing was closed at 6:23.

## **ACTION**

Harry moved to approve Ordinance #385 2016 Budget Amendment #2; seconded by Valerie. The motion was approved 4-0.

## **OLD BUSINESS**

### **Snow removal policy**

The snow removal policy was reviewed. It will be posted on the Facebook page and in this month's newsletter.

The Hardship Request for Snow Removal will be offered again if volunteers offer their time and snow removal equipment. There is a form available for residents to request this service.

Derek reported that the UTV's wheel bearings have failed and he is waiting for the release for the warranty to get it fixed. The work can be done locally.

## **NEW BUSINESS**

### **Memorandum of Understanding (MOU)**

Spokane County has a grant through the Department of Ecology to provide partial funding of the recycling fees that we incur. The MOU states the obligations/responsibilities with respect to certain recycling responsibilities. The county will pay 75% of the recycling fees with this MOU.

## **ACTION**

Valerie moved to approve the MOU regarding partial funding for various solid waste reduction and recycling activities between Spokane County and the Town of Fairfield; seconded by Emily. The motion was approved 4-0.

### **Sign on Main Street**

Bob Obernolte submitted plans for a sign he would like to place on his property. These were presented to the Planning Commission who determined that the sign meets all the requirements for both commercial and residential zoning and does not need any further review or approval.

### **Grant application for tree maintenance**

A grant application was submitted to the Dept of Natural Resources for tree maintenance.

### **Past due accounts**

Cheryl did not have the list completed for the tonight's meeting.

There is a question about sewer charges for homes that are unable to be lived in. The County must officially condemn the house for the homeowner to get relieved of any utility charges.

### **Public Works Report**

Chlorination is good.

Lead and copper tests tomorrow

Cross Connection Report completed by the end of the year.

Discharging at the WWT and testing is now required. It has been nearly a year since the last discharge.

Derek will have a list of snow removal equipment for the council to review. He would like to have the vehicle inspected by a professional before purchased.

### **Apollo Solutions:**

KayDee has done some reference checking with a few of the communities that Apollo Solutions has been working with. They all gave great reviews. Derek will connect with Brent Tracy from Apollo after the first of the year.

### **Compliments/Complaints**

Homeowner stated concerns of snow removal equipment on the sidewalk, onto her property and damaging some rosebushes. \*\*Derek stated that with Ticknor being such a narrow street, he has to push the snow off the street after it is plowed to provide any street parking.

### **Dates to remember:**

Cheryl gone

Dec 22-23

Office Closed

Dec 26 for Christmas

Jan 2 for New Year's Day

The Council took an eight-minute break.

### **Executive Session**

Mayor Gilkey called an executive session at 7:15 to discuss personnel issues. The session will last no longer than 25 minutes and no action will take place. Four council members were present for the session. Executive session closed at 7:41.

The regular council reconvened at 7:41.

### **Adjourn**

With no further business, the council meeting adjourned at 7:41 pm.

  
KayDee Gilkey, Mayor

  
Cheryl Loeffler, Clerk/Treasurer