

REGULAR COUNCIL MEETING

FEBRUARY 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 February 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: Jamie and Perry Paden, Terry Ottosen, Marty Primmer, Dawn Cofone, Roman and Darian Cofone, Justin and Heather Gust, Todd Gilkey, Kyle Rydell, Scott Lewis, Devin Billington, Danny Reiersen and Cheryl Loeffler.

Approval of the Minutes

ACTION

Emily Thomas moved to approve the minutes as corrected from the regular council meeting of January 16, 2018; seconded by Darcie Sainsbury. The motion was approved 5-0.

Approval of Claims

Melissa Lunsford moved to approve the claims for February 6, 2018 with EFT #E445-449 totaling \$5,686.17 and checks # 19079-19098 totaling \$17,917.67; seconded by Valerie Rogers. The motion passed 5-0.

	02/06/2018
Claims	\$17,054.65
Payroll	6,549.19
Total Paid	\$23,603.84

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

Guest

Kyle Rydell, Liberty Superintendent

Kyle discussed the two upcoming school levies and reminded everyone to vote by Feb 13. He also told the council that the construction project is on schedule. Phase 2 will be turned over to the staff and students in May, Phase 3, will begin in May and go through the summer and Phase 4 will begin in June and be completed in September. Enrollment is up.

Apollo Solutions

KayDee, Dan Reiersen and Devin Billington met with Apollo Solutions a few weeks ago and looked at different areas that could be possible sites to place solar panels. Scott Lewis presented the preliminary ideas to the council. He discussed the costs and the possible energy incentives, He will return for the next council meeting to answer any further questions.

Engineer Report

Bryan sent his report via email:

FEMA Task Orders

The Task Order budgets match those included in the approved FEMA applications. Three of the Task Orders: #1, Rattler Run Road Gravel; #2, Lake & 3rd/Ticknor Road Repairs; and #4, Thiel Park Pea Gravel cover the eligible Direct Administration Costs (DAC) from last year for preparing the FEMA documentation and applications. These projects are proposed to be carried out by small works roster or Town forces and don't include design or construction time, just assistance for the FEMA administration. The pavement patching on Ticknor is expected to be piggy-backed onto the paving for the First St. Sidewalk Project.

Task Order #3, Main St. Sidewalk Resurfacing, covers the DAC costs and the design and administration for carrying out the sidewalk resurfacing project along both sides of Main Street from the Library/Community Center to Railroad Ave. Our goal is to have the bid documents prepared by the end of February so that it can be bid by small works roster in March. There is the potential that if the same contractor working on the First Street Sidewalk is the successful bidder, the sidewalk resurfacing could potentially be completed at the same time as First Street Sidewalk.

First Street Sidewalk Project

Preparation is ramping up for the First Street Sidewalk Project. We are reviewing material submittals from Winkler so that work can move forward as soon as weather allows. Winkler anticipates that this will be one of their first projects to start in April or May, weather permitting.

Ticknor Railroad Crossing Grant.

A letter was prepared for KayDee to review and sign that asks UPRR to submit an application for the WUTC's Grade Crossing Protection Fund grant program for improving the Ticknor railroad crossing. As previously mentioned, WUTC stated that the application needed to come from the railroad.

Floodplains by Design Grant

Bryan is coordinating with Walt Edelen (Spokane County Conservation District) to prepare an updated application for the Floodplains by Design Program which is due next week. The application would be part of Spokane County Conservation District's larger application for regional watershed management. We are proposing a Feasibility Study that would evaluate Rattler Run Creek within the town limits and identify flood mitigation improvements that are agreeable to the regulatory agencies. This would provide the necessary planning and analysis required to obtain regulatory approval and pursue funding for more extensive flood mitigation improvements along the creek.

Rattler Run Road Flood Mitigation

Bryan has submitted a HPA/JARPA Pre-Application to Washington Dept. of Fish & Wildlife (WDFW) describing proposed improvements to improve drainage along Rattler Run Road. Anticipated work would include cleaning or upsizing the culverts as necessary and re-grading the ditch and removing non-native invasive plant species to improve flow. This work could be carried out by the Town if necessary.

Bryan followed up with Jeff Lawlor from WDFW last week to discuss the flooding issues and what we can do to address it. Jeff said that WDFW would support improvements to the ditch and culverts to address flooding. Before a formal HPA/JARPA permit application can be submitted for review and approval, we must complete the SEPA environmental review process which takes about a month to complete. We have already started preparing SEPA checklist.

Jeff also mentioned that they can grant emergency approval by phone to complete immediate flood mitigation actions if severe flooding is actively occurring. For example, if the culverts were blocked and needed cleared.

Washington Secretary of State Office – Local Records Grant Program

The Secretary of State Office recently announced a grant program to assist local agencies in organizing and digitizing their records. One component of the program covers digitizing system maps. We have spoken with the grant program manager and confirmed that converting water, sewer and storm system map information to Geographical Information Systems (GIS) format is an eligible activity. Converting the maps to GIS allows Global Positioning Satellite (GPS) coordinates and other descriptive information to be assigned to the various system components (valves, meters, manholes, pipes, etc.). This information can be imported into a program such as Google Earth for easy access from a computer, tablet or smartphone by Town staff.

In Google Earth, a free aerial imaging program, staff can view water valves, meters, pipe or any other utility or street components on the aerial image with their smartphone and use it to locate them in the field. This can be very valuable to the field staff looking for a water valve or meter that is buried in dirt or covered in snow.

A database connected to the map information can then be developed to record important information about each component. For example, the operator can click on a service meter in the map and access information about when the

meter was installed, its size and any special conditions. Photos can also be attached in the database for easy access.

A key benefit of a GIS database is the ability to record institutional knowledge in a readily accessible format so that it is not lost to faded memories or staff turnover. There has been a great deal of interest in GIS by small agencies in recent years, but no funding has been available until now. This is the first grant program that we have identified that covers development of GIS databases. I will provide a demonstration at a future meeting.

If the Town is interested, Century West would prepare the application. Up to \$45,000 per agency is available with no matching requirement. The application is due Feb. 28.

ACTION

Darcie moved to approve payment of FEMA Task Orders #1,2 & 3 each for \$528 and #4 for \$7,686 to Century West to cover the Direct Administrative Costs; seconded by George. The motion passed 5-0.

ACTION

Emily moved to approve payment for 1st Street Sidewalk Project's Progress Payment #5 for \$1,085.66; seconded by Darcie. The motion passed 5-0.

ACTION

Melissa moved to allow Century West to apply for the Washington Secretary of State's Local Records Grant on behalf of the Town of Fairfield; seconded by George. The motion passed 5-0.

OLD BUSINESS

Roof of post office

John Thomas was contacted on Friday because the roof of the post office was leaking. He coated the leaking pipe with some fresh tar. It looks like new cracks formed after the last repair. With this type of roofing there are few options besides just coating more sealer on top. As a reminder from last visit, this pipe does not have a pipe collar, and he thinks the underlying roof is pretty delicate, so it would likely be unwise to try and retrofit one in with the existing roof. There is quite a bit of roof cracking around the edges of the building and quite a bit of standing water due to the roof drain being clogged with mud and leaf debris. He cleared this out as well. That drain needs to be maintained clean because if not, the water has nowhere to go and fills up the roof like a swimming pool until it finds a hole somewhere. There is a tree growing next the building on the west side right by the drain that should be cut down to reduce the debris. The council gave John permission to cut this tree down.

101 W Hamilton

After meeting last week and having a public hearing tonight, the Planning Commission recommended to the council to approve the petition to rezone 101 W Hamilton to commercial/industrial from Quasi-Public.

ACTION

Emily moved to approve the Planning Commission's recommendation to rezone 101 W Hamilton from Quasi-Public to commercial/industrial; seconded by Valerie. The motion passed 3-0 with Darcie and Melissa abstaining.

NEW BUSINESS

Liberty Christmas Reader Board

With the sale of the building at 101 W Hamilton, the Liberty School Booster Club would like to place the sign along Main Street, perhaps at the southeast end of Thiel Park. The council came up with some other suggestions. Cheryl will send this list off to Rachel Tiegs. Possible locations would be on the west side of the museum, 7th Day Adventist Church at the edge of town; Community Center; west of town hall in front of the arborvitae or the St. John Hardware's lot by the Frontier Building.

Ordinance #389 Budget Amendment #1

The budget was amended to reflect the additional funding for the 1st Street Sidewalk Project, the Avista Street light Re-lighting grant from TIB and to correct the wages for public works and the mayor.

ACTION

Emily moved to approve Ordinance #389-2018 Budget Amendment #1; seconded by Melissa. The motion was approved 5-0.

Resolution 2018-02 Fee Schedule

The council will take the fee schedule home to review. Some of the verbage needs to be addressed.

Public works report

Sewer: Over a period of days we found that we were unable to repair the dike at the WWTF between wetland ponds #1 & #2 because our equipment was getting stuck in the clay mud. In order for us to complete the repair in a timely manner and prevent further overflow we needed to contract it out and have a track hoe do the work.

There was a complete sewer drain blockage in the 100 blk of Portland Ave. causing one residence to have a sewer back up. Roto Rooter needed to be called to blow out the drain pipe.

Rockford Public Works gave us a very nice waste water sampler that we set up in the Influent Building. Our permit advises that we will use of 24-hour composite samplers. The towns other samplers are broken. We ordered tubing and will be repairing one of our broken samplers soon and putting it in the UV building. We have been taking grab samples.

Well: Well house #1 has been covered with tarps until the weather gets better and the repair work can be done.

Equipment Update: Our white Ford pickup got some front-end work done and two badly worn out tires were replaced. It is now fully usable.

ACTION

Valerie moved to declare emergency repairs were needed to repair the dike between wetland ponds #1 and #3 to avoid further overflow; seconded by Emily. The motion passed 5-0.

Compliments/Complaints

None tonight.

Other

Dawn Cofone and Marty Primmer were present to inform the council that they are leasing Zythum Brewery and will be opening Primmer's Pizza and Pourhouse with an anticipated opening date of May 1st. They have applied for their liquor license to serve packaged beer and wine and working with FSA to obtain Department of Health approval to serve food.

Compliments/Complaints

Dates to remember

February 19

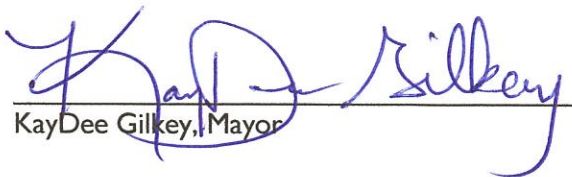
Office closed for President's Day

March 12

Cheryl has surgery scheduled for left knee replacement

ADJOURN

With no further business, the council meeting adjourned at 8:10 pm.



KayDee Gilkey, Mayor



Cheryl Loeffler, Clerk/Treasurer