

REGULAR COUNCIL MEETING
DECEMBER 18, 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 December 18, 2018 regular council meeting to order at 6:00 pm.

Mayor and Town Council members present: KayDee Gilkey, Melissa Lunsford, Jamie Paden, Valerie Rogers; George Davidson and Emily Thomas.

Others present: Bryan Hicks, Perry Paden, Devin Billington, Krystal and Mark Matherly and Cheryl Loeffler.

Approval of the Minutes

ACTION

Valerie Rogers moved to approve the minutes as read from the regular council meeting of December 4, 2018; seconded by Jamie Paden. The motion carried 5-0.

Approval of Claims

ACTION

Jamie Paden moved to approve the claims for December 18, 2018 with EFTs #629-632 totaling \$5,399.98 and checks #19460-19472 totaling \$2,857.83 seconded by George Davidson. The motion carried 5-0.

	12/18/2018
Claims	\$2,401.93
Payroll	5,855.88
Total Paid	\$8,257.81

Check register signed by George Davidson, Valerie Rogers and Jamie Paden.

Engineer Report

Bryan Hicks reported that the town was awarded 100% funding for Phase 2 of the 1st Street Sidewalk from Spokane Regional Transportation Commission (SRTC). This project will complete the sidewalk down to Portland. The project is actually scheduled to begin in the year 2021 but Bryan has received word that the design phase will most likely be funded in 2019 with construction in 2020.

TIB Chip sealing

We will coordinate with Spokane County Roads to complete the chip sealing and pavement patching TIB project. Bryan will also work with the county on the pavement patching projects around town.

1st Street Sidewalk Project

Bryan provided the final funding summary form and the final progress for the 1st Street Sidewalk Project to be signed and sent out to WSDOT. There are no more funds to be received.

FEMA funds

With the additional funds received from FEMA, Bryan will put the Main Street Sidewalk Resurfacing project out for bid in January.

Public hearing for Ordinance 390 - 2019 Budget Amendment #2

Mayor Gilkey opened the public hearing at 6:17.

The county assessor notified the office that there is a refund of \$3054 that the town can ask to be applied to the 2019 tax levy.

Comment: We only spent 47% of the 2018 budget? Good job on that.
With no other public comment, the public hearing was closed at 6:28.

ACTION

Jamie moved to approve Ordinance 390, Budget Amendment #2; seconded by Melissa. The motion carried 5-0.

Public hearing for Ordinance 391 2019 Budget

Mayor Gilkey opened the public hearing for the 2019 final budget at 6:29.

The council and public were provided copies of the 2019 budget.

Q: What are the funds being used for in the street improvement fund?

A: It will be used to begin the process of hardening the gravel streets with product. By doing so, funding opportunities increase. There is an interlocal agreement between Fairfield and the County for road work so we are working with the county to coordinate when they are in the area to help lower the costs.

Q: Do we want to do any improvements in the parks?

A: Valerie will look for park & recreational grants after the first of the year.

Q: Growth Management requires that much money?

A: Some of the elements of the Comprehensive Plan should not take a lot of time to update so the hope is that not all of that \$40,000 will be used.

It was suggested that a survey be sent with the newsletter asking what people would like to see and if they would like to volunteer.

Cheryl informed the council that only \$30,000 of the collected utility tax has been allocated. There is still \$11,000 that needs to be used somewhere.

Utility tax

Economic Development	\$ 6,000
Commercial kitchen	5,000
GMA	20,000
Street Improvement	<u>10,000</u>
	\$41,000

With no further public comments. The public hearing was closed at 7:09.

ACTION

Jamie moved to approve Ordinance 391- 2019 Final Budget with the contingency that the utility tax allocations for economic development of \$6,000 and commercial kitchen for \$5,000 be added; seconded by Valerie.

Motion carries 5-0.

ACTION

Melissa moved to approve \$3,084 tax refund to be applied to the 2019 property tax levy; seconded by George.

Motion carries 5-0.

OLD BUSINESS

Recycling

Cheryl pushes the material in the recycling box around on a regular basis so more material can be put in and we don't have to pay for a half-filled box to be emptied. With doing this, contaminated material is almost always found and removed. The last few times have been much worse than normal with finding a huge black garbage bag filled with used cat litter and most recently two bags of actual garbage and used diapers.

A motion light was installed today and Devin will get a camera up to replace the one that was previously there. A letter will be included with the utility bill informing everyone what has been happening and that fines will be assessed and the violator's picture will be posted on Facebook.

NEW BUSINESS

Fee Schedule

The Fee Schedule will be reviewed at the next meeting. The recycling fines and community center charges will be added.

IT Contract

Kbits.com sent a three-month, six-month and 12-month 2019 IT contract for the council to review and approve one of them.

ACTION

Jamie moved to approve the one-year contract with Kbits.com; seconded by Melissa; Motion carries 5-0.

Public works report

Sewer: Paul Sifford stopped by. Sludge judging coming up.

Streets: Street signs high Vis with flags should be ready by the end of the week.

Parks: Should the bathrooms be locked? Valerie will do some research on winter closing hours and bring the info back to the next meeting.

looking into side by side rake by the end of the year.

Water: In compliance with DOH standards nitrate samples were taken in with regularly scheduled samples. Sanitary survey SF 4 and 5 have been addressed. Well pump #3.

General:

Krystal Matherly hired as public works II
January 4th Morning Devin is out.

Wages

Compliments/Complaints

None tonight

Other

None tonight

Dates to remember


Cheryl days off	Dec 21 through 26
January 8 & 22	January council meetings

KayDee called for a 5-minute intermission and then will go into an executive session at 7:40 for salary discussion. No action will be taken and the session should take approximately 20 minutes.

The council came out of executive session and back into regular council at 8:13.

ADJOURN

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



KayDee Gilkey, Mayor



Cheryl Loeffler, Clerk/Treasurer