

REGULAR COUNCIL MEETING
FEBRUARY 5, 2019
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 5, 2019 regular council meeting to order at 6:00 pm.

Mayor and Town Council members present: KayDee Gilkey, Melissa Lunsford, Jamie Paden, Valerie Rogers and George Davidson. Emily Thomas is absent due to family obligations.

Others present: Bryan Hicks, Amy & Beau Wheeler, Terry Ottosen and Cheryl Loeffler

Approval of the Minutes

ACTION

Valerie Rogers moved to approve the minutes as read from the regular council meeting of January 22, 2019; seconded by Jamie Paden. The motion carried 4-0.

Approval of Claims

ACTION

Jamie Paden moved to approve the claims for February 5, 2019 with EFT #646-651 for \$7,771.96 and checks 19512-19525 totaling \$18,028.13 seconded by Melissa Lunsford. The motion carried 4-0.

02/05/2019	
Claims	\$18,146.10
Payroll	7,653.99
Total Paid	\$25,800.09

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

Engineer's Report

Transportation Improvement Board Chip Seal (TIB)

Bryan Hicks has been in contact with Becca McConnaughey, Project Manager from Spokane County, to coordinate the chip sealing on Carlton and Fairweather, which is funded by the TIB. He will also put together other areas around town that need attention, such as the bottom of Main Street with alligator cracks and the railroad crossing on Ticknor. The County would probably do crack sealing and repairs this year and chip seal next year.

FEMA

Bryan is investigating alternative products to use to fix the sidewalks on Main Street. With more alternative products available for use, the bidding could be more competitive. The target is to have it ready to go out to bid next week.

OLD BUSINESS

Community Conversation

There were 40 people that attended the community conversation with Kaiser Permanent (KP) and two representatives from KP present. KP looks at the Spokane area as being "rural". The representatives believe that KP could provide some of their resources such as grant writers and their contacts in the medical community to help Fairfield search for a medical provider solution. Paul Kimmel from Avista facilitated the evening and KayDee reported that he plans to ask KP, on Fairfield's behalf, to perform a professional medical survey with the purpose of determining what our communities would want and would support in the way of medical care. A committee will be formed to work on this.

Local Government Investment Pool (LGIP)

This will be discussed more at the next council meeting.

NEW BUSINESS

Resolution 2019-02 205 W Spokane

A letter was sent to the owner and tenant of 205 W Spokane Street to advise them that the condition of the property is out of compliance and would be discussed at this council meeting. Terry Ottosen presented Resolution 2019-02, that would declare 205 W Spokane Street a public nuisance. This resolution would give the town the ability to assess fines and abate the property if no progress is made with clean-up. She has talked with the town's attorney Eric Hanson and the town has the ability to abate and assess fines without going to court. Signing the resolution now does not mean that the property will be abated in ten days and fines assessed; it will give the Planning/Improvement Board (PCIB) the ability to take action if progress is not made within the given time frame. Terry will meet with Beau, Amy and Leroy Wheeler with a plan for clean-up.

ACTION

Jamie moved to pass Resolution 2019-02 declaring 205 W Spokane Street a public nuisance; seconded by George. There were questions asked about what the definition of abatement and what happens if nothing is done to the property. After these were satisfied, the motion was passed 4-0.

Flag Day

The Flag Day parade committee would like permission to use one of the bays at the town shop for the parade set-up. The council granted them permission. The council will invite the Service Club to the March 19th meeting.

Credit Cards

Cheryl has been working with First Interstate Bank about the town's credit cards. A situation came up with a purchase of water and sewer supplies that was more than the \$5000 credit limit, which delayed the purchase, which this scenario is not the norm, but the question came up about raising the credit limit to \$25,000 total. Currently there is a total credit limit of \$20,000 with Devin and Cheryl having the active cards. After much discussion, the council decided to keep the credit limit at \$5,000 each for Devin and Cheryl. Krystal Matherly will need a credit card as she does run for supplies. Valerie Rogers still has a card with a \$500 limit that was used for TNT, and LaDonna Kelley has one for the Summer Lunch Program, both be kept but not activated until needed. The card with Danny Reierson's name will be cancelled. Cheryl would like to be named as the Business account administrator, which will allow on-line access.

ACTION

George moved to approve Cheryl Loeffler as the business account manager; keep the credit limit at \$5,000 each for Devin and Cheryl; add Krystal Matherly with a \$3,000 credit limit, keep the credit cards for Valerie Rogers and LaDonna Kelley but not activate until needed; and cancel the card assigned to Danny Reierson; seconded by Jamie. The motion carried 4-0.

Mayor overpayment

When the W-2 was given to the mayor, it was realized that there were two payments made in March 2018 in error. At that time, there were some issues with the way ACHs are made, which have since been corrected. KayDee has agreed to take one less payment in February 2019 to correct this overpayment.

Public works report

Sewer: Waste water samples have been taken in.

Sewer main repair is completed between Spokane St. and Seward St. As built is on file.

IRWA allowed use of their sewer camera that was very helpful.

BioLynceus Product - degreaser

Streets: Backhoe demo from John Deere.

Parks: Gravel is being added to Theil Park underneath the toys to insure safety.

Water: Water leak and repair on Hamilton

Three drive by water meter estimates have been received to compare. These will be presented at the 19th meeting that Devin will be attending to answer questions.

General:

Waste Water Operator Review 1&2 Feb 6-7 Vancouver WA Devin is gone 5-7 back on the 8th.
Evergreen Rural Water Conference Feb 12-14 Yakima WA Devin will be attending.

An Example of a Regular Task:

Well Logs Report (6 HRS.)

This is an annual report done by the Water Operator of each town with help of the public works staff, this report covers well usage and meter usage. This report is sent to DOH and kept on record for the town. This report shows the amount of water usage within the town, as well as how much each well is working. This report helps in finding any water leaks, and other factors of water loss. This report is especially important for growth in a town. Water rights and water loss is a huge factor on grants we can get and the possibility of expanding our water system/town.

Devin has found that the sewer line between Portland and Spokane Avenues on Second is filled with tree roots. He brought it to the attention of councilman George who is in agreement with Devin's recommendation to repair the line instead of having the line temporarily repaired by removal of the roots. The council was in agreement.

On February 1st, the sewer line repair between Spokane and Seward on Second Avenue started out as a non-emergency but the sewer pipe was broken, at which time Devin declared an emergency. North Street Excavation was called in to help with replacing the broken line.

Compliments/Complaints

There were two compliments called in complimenting public works for the snowplowing from the previous storm. Devin's dad is volunteering to help with the plowing.

Other

The service contract with Ackerman Heating for all of the furnaces is due to be renewed. We will contact other furnace companies to give bids. We have had to have Ackerman return for repairs four times since 2017 when we started the service contract.

Cell phone

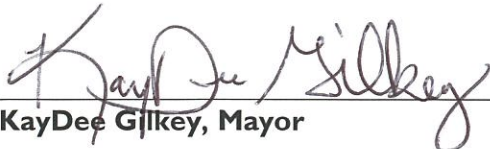
Krystal is using her personal cell phone which adds \$20 to her phone plan. The council agreed to provide a \$20 monthly stipend to Krystal for her cell phone. We are paying Devin \$35 a month for his, which is still cheaper than we paid previously for two cell phones.

Dates to remember

Feb 6 Cheryl Doctor's appt in morning

ADJOURN

With no further business, the council meeting adjourned at 8:01 pm.



KayDee Gilkey, Mayor



Cheryl Loeffler, Clerk/Treasurer

Public Works Report

Sewer:

Samples will be taken in for water and waste water this week.

Sewer main repair has been completed, and a final grade has been done. There is a copy of the as built in city hall and the town shop. In the spring time we will go back to the replacement to smooth again for any settling and to seed grass that was previously torn out. The line is clear for a minimum of 100' down from the manhole, that is as far as we could send a camera.

Up the line on Spokane St. there is a root system taking up approximately half of the pipe (4") this is something that should be replaced with PVC. We have the option to rooter it out, as a temporary fix. I think the best option would be to dig and replace the damaged section, although it is more expensive right away this will be a long-term fix that should last for a ways out.

BioLynceus Product: Bio lyncius has a product to pour down the drains, helping degrade grease. This is something that should be helpful in certain areas of our system. I will go in depth on this at our next meeting.

Streets:

JD backhoe has been demoed and is a very nice machine, we are waiting to hear on a price for a new machine, a used machine from JD will also be considered and leasing information will be considered. As I get more information I will inform the council. We also plan to be demoing Caterpillar and Case backhoes of similar quality to find the best route for the town. This will be talked about more on another meeting that I can attend. Details will also be brought up as we get to try different machines to compare to.

Water:

Water leak on Hamilton has been fixed. I have recommendations as to what should be done this summer to have a quality repair done. I will go over this at the next meeting.

We have received all of our estimates/bids on drive by meter systems,

Consolidated Supply Co.

HD Fowler Company

Ferguson Waterworks

I am comparing them side by side and will be reviewing pros and cons of all of the different systems with the town council showing the bids and all of the information I have. So we can make the best decision for our town needs.

General:

Thank you for sending me to these classes.

Tasks:

I am happy to explain any of this that you may have questions on. This is a very brief description of what a Well Log Report is and why it is important.