

**REGULAR COUNCIL MEETING**  
**MARCH 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 March 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, George Davidson and Emily Thomas.

Others present: Brian and Diane Kooyman, Rex McMullin, Lindsey Soffes from SCRAPS, Perry Paden, Devin Billington and Cheryl Loeffler.

**Approval of the Minutes**

**ACTION**

Jamie Paden moved to approve the minutes as read from the regular council meeting of February 19, 2019; seconded by George Davidson. The motion carried 5-0.

**Approval of Claims**

**ACTION**

Jamie Paden moved to approve the claims for March 5, 2019 with EFTs #654-660 totaling \$11,305.68 and checks #19536-19557 totaling \$18,430.09 seconded by Valerie Rogers. The motion carried 5-0.

03/05/2019	
Claims	\$16,914.03
Payroll	12,821.74
Total Paid	\$29,735.77

Check register signed by Emily Thomas, Valerie Rogers and Jamie Paden.

**Guest**

**Lindsey Soffes-Director of SCRAPS**

Ms. Soffes is the new director of SCRAPS. She discussed the services that SCRAPS provides per our contract and provided the stats from the last four years of calls that have had SCRAPS physically respond to. She also explained that the more evidence you can gather, the better the possible outcome of your complaint. She gave the example of keeping a barking log for a barking dog complaint. Photos and videos of the problem animal can also be used as acceptable pieces of evidence. The first time a dog-at-large is called in, the owner will receive a letter; second complaint the owner will have a visit from the animal control officer. Dogs-at-large that could pose a threat are moved to the top of the calls.

If you do call and the message is stating they are closed, she stressed it is important to listen through the entire message, especially on Thursdays. The shelter is closed on Thursdays, but the enforcement section is open.

Every Wednesday from 2-5 they offer free microchips for your animals. SCRAPS is the only facility in Spokane County that will take in stray animals. The address is 6815 E Trent in Spokane.

**Perry Paden Citizen concern**

Mr. Paden had a prepared statement regarding a council member's treatment of a resident at a previous council meeting. An apology will be given by the mayor to this resident.

Another concern he expressed was that one council member had called him and misrepresented themselves as speaking on behalf of the entire council when that was not the case.

## **Engineer's Report**

### **First Street Sidewalk -Phase 2**

The Local Agency Agreement and Project Prospectus for the 1<sup>st</sup> Street Sidewalk - Phase 2 were presented for approval.

### **ACTION**

Melissa moved to approve both the Local Agency Agreement and Project Prospectus for the 1<sup>st</sup> Street Sidewalk Phase 2 project; seconded by Valerie. The motion was approved 5-0.

### **Main Street Sidewalk Restoration**

The bid opening for the Main Street sidewalk restoration will be on March 7<sup>th</sup> at 11:00 am.

## **OLD BUSINESS**

### **BIAS conference & BARS class**

Cheryl provided the council with a Financial Intelligence Tool (FIT) report that the State Auditor's office has available on their website. Anyone has access to these reports. Fairfield's financial report looks good. The auditor's website is [www.sao.wa.gov](http://www.sao.wa.gov) to access this information.

She also discussed the importance of policies and that we will begin reviewing and updating the town's policies.

## **NEW BUSINESS**

### **Traffic Operations**

The town received a letter from Glenn Wagemann, traffic engineer for WSDOT. They would like to form a Field Assessment (FA) with the objective of reviewing all highway segments that utilize WSDOT data, network with maintenance, WSP and other jurisdiction entities to analyze operations and safety and identify low cost enhancement projects. Melissa will contact Mr. Wagemann to set up a meeting with them. BrOyan Hicks will be invited to attend. Melissa will also find out who is responsible to repair pot holes on Highway 27.

### **Mosquito fogging**

Rex McMullin is a new resident in town and has several licenses for weed and pest control. He will put together a proposal for mosquito, weed and noxious weed control.

### **Spring Chipping event**

Devin is cleaning up the bull pen, which is at the end of Industrial Way, and is proposing to have the chipping events at that location. The council chose May 11<sup>th</sup> for the Spring chipping event, which is the same day as the Tire Amnesty. Cheryl will contact some vendors for bids.

### **Public works**

**Sewer:** Waste water and water samples will be taken in this week.

**Streets:** Snow Removal has been going on, we will be touching up intersections and widening the road as time allows. Please inform us of any areas of concern.

Snow Removal Complaint: See compliments/complaints.

**Water:** PH5 information has been sent to H2O, Halme, and KME for bids/estimates on repair of possible ground wire.

We have started looking into a new SCADA system, or another system with the same capabilities

Three drive-by water meter estimates have been received to compare. We will go over these at the next meeting

We are looking into fence prices for Well house # 1

### **General:**

Devin is gone morning of the 7<sup>th</sup>

12<sup>th</sup> 9:00AM Meeting with Consolidated Supply Co. go over the meter discounts they have received.

Devin is gone 14<sup>th</sup> – 16<sup>th</sup> Liberty Robotics.

**An Example of a Regular Task:**

**Safety Meetings (10 Min.)**

Safety Meetings are how we begin each week, done typically in the morning and lasting no longer than 10 minutes. These meetings are done by staff or through another source such as a video or article. We do safety meetings to insure our staff know how to properly and safely perform the duties that the public works department must accomplish.

**Compliments/Complaints**

Snow removal: Concerned citizen reached out to public works that as snow removal was in progress, he was concerned that the snow would be placed and that his driveway would be blocked. Resident was reassured that would not happen.

**ADJOURN**

With no further business, the council meeting adjourned at 7:45 pm.

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**KayDee Gilkey, Mayor**

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**Cheryl Loeffler, Clerk/Treasurer**

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