

REGULAR COUNCIL MEETING
MARCH 19, 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 19, 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: Bryan Hicks, Theresa Holm, Bill Enzler, Geri Knott, Terry, Sarah & Amelia Phillips from the Fairfield Service Club; Sgt. Stockman from Spokane County Sheriff's office; Cyndee Davidson; David Watling; Justin & Heather Gust, 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 March 5, 2019; seconded by Melissa Lunsford. The motion carried 5-0.

Approval of Claims

ACTION

Jamie Paden moved to approve the claims for March 19, 2019 with EFTs #656 and 661-664 totaling \$6,501.73 and checks #19558-19569 totaling \$13,218.42; seconded by Valerie Rogers. The motion carried 5-0.

03/19/2019	
Claims	\$11,743.74
Payroll	7,976.41
Total Paid	\$19,720.15

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

Guest

Fairfield Service Club (FSC)

The council invited members of the FSC to discuss Flag Day and the possibility of relocating the activities that happen in Thiel Park to the upper Main Street and Community Center areas, mainly between Johnson and McNeil Avenue. Having the vendors and vehicles out of the park, especially if it has been raining, would alleviate the wear and tear of the grass and make it easier for both vendors and the spectators. FSC would prefer to keep everything in the lower park but use the area on the north end between the creek and the railroad tracks. They will need to have both water and electricity available. The town will investigate locating a source of electricity and using PVC piping to get water across the creek. There was discussion about cleaning up the banks of the creek. To cut the tall canary grass will take some type of brush cutter. Devin will look into renting this and a work night will be scheduled.

With the smaller FSC membership, the club finds it very difficult to provide any additional activities than what they already have. The suggestion of contacting several different clubs and organizations offering community service and fund-raising opportunities was made. KayDee will write a letter that will be sent to several different groups offering these opportunities to hopefully bring in some more activities for the crowd. The FSC expressed that they welcome everyone to their meetings which are held every Thursday at 6:00 pm at the Service Club, which is underneath town hall.

Devin will take care of getting the drinking fountain repaired and Cheryl will get the honey buckets and garbage containers ordered.

Spokane County Sheriff

The Sheriff's Office is making an attempt to have a representative at council meetings throughout SE Spokane County, at least once a month. Sgt Stockman was here to answer any questions from the council or audience.

The main topic brought up was dealing with the drug activities in both parks. His suggestion was to safely obtain photos of the cars, license plates and anything else that could identify the people involved. You then need to call Crime Check at 509-456-2233, letting the deputy know that you have photos for the district deputy that you need to download of an illegal activity. These photos can be used as evidence.

The deputy also stressed that with the nicer weather, property crimes will increase so make sure to always keep possessions locked up.

Engineer's Report

First Street Sidewalk -Phase 2 (SRTC funding)

A request for a Sole Source Consultant Agreement will allow Century West and Bryan Hicks to continue as the engineering consultant for the second phase of the sidewalk project. The request will be signed by the mayor and then forwarded to the Department of Transportation headquarters for approval. By doing so, will save about two months' time and some funds. The call for engineering RFQ's ad was pulled for the second week but the timing was off, and the first week's ad ran in the newspaper. Funds for the design phase have been obligated and Bryan would like to see the construction funds be obligated by sometime this fall with construction in 2020.

Main Street Sidewalk Restoration (FEMA funding)

There were two bids presented at the bid opening on March 7th.

Cascade Industrial Services	\$71,591.20
Wm. Winkler Co.	\$81,760.00
Engineer's Estimate	\$68,500.00

Century West evaluated the two bids and determined that Cascade Industrial Services was the lowest responsive bidder. The low bid was properly signed and executed, and all required documentation was provided.

The low bid is 4.5% higher than the Engineer's estimate but still about 8% under the construction budget of \$77,924.00.

A current contractor's license was validated through the L&I Contractor Database and the search through SAM showed that they are not debarred from federal contracts. The low bid was submitted to the State Emergency Management Division for review and Century West recommended to the council to award the contract to Cascade Industrial Services of Rathdrum Idaho for the total bid of \$71,591.20.

ACTION

Melissa Moved to award the contract to Cascade Industrial Services of \$71, 591.20 for the sidewalk resurfacing project; seconded by George. The motion carries 5-0.

Bryan did discuss with the contractor the time constraint of Flag Day and KayDee brought the Memorial Day event for the Military Wall of Honor to Bryan's attention. Work can start as soon as the weather is dry for about three weeks. The business owners will be notified about the project and the contractor will work around their open hours to curb any disruption to their business.

Community Development Block Grant funding (CDBG)

Communities can apply for CDBG funding if they fall into the low to moderate income bracket. These figures come from the American Community Survey and according to this survey, Fairfield is once again eligible for CDBG funding, which we haven't been for five years. Fairfield has used these funds in the past for infrastructure projects like the waterline and sewer line repairs. Bryan will work with Devin to prioritize areas that need work for the call for projects in early fall.

Jamie expressed that if you receive one of these surveys, it is very important that you answer the questions honestly and correctly and return the survey. The end result of the survey can have a major effect for funding eligibility.

OLD BUSINESS

Traffic Operations

Melissa visited with Walt Wagemann, WSDOT Eastern Region Traffic Engineer, in response to his recent outreach letter to the community requesting continued input to address our current and future traffic operation. They discussed the flooding issue that occurs along Highway 27 and the restrictions we have to abide by. He is planning on coming to Fairfield for a meeting in April and will bring someone with him that may have some answers.

SCRAPS report

The council reviewed the Activity and Dispatch reports for January and February from SCRAPS. This information will be shared with those residents that came to the meeting with SCRAPS.

NEW BUSINESS

Planning Commission/Improvement Board (PCIB)

Building permit 2019-01 for a shed at 409 W Seward was presented. The PCIB recommended approval of the permit to the council.

ACTION

Jamie moved to approve BP 2019-01; seconded by Emily. Motion carries 5-0.

The notes from the March 12, 2019 PCIB meeting were reviewed.

Public works report

Sewer: Waste water and water samples have been taken in this week.

Sunday March 10 12:00 Investigated a possible sewer plug on Ticknor and ran a dye test. The dye test came out positive.

Streets: As soon as weather allows, we will be fixing potholes, grading roads, and adding gravel to muddy areas.

Parks: Museum water leak out front. Will fix Wednesday evening.

Water: H2O and Halme have both sent us estimates to pull the pump and diagnose the problem at well house #5.

KME was out Tuesday at 9:00 to go over SCADA/Monitoring system options.

Three drive by water meter estimates have been received to compare. (Attached)

An Example of a Regular Task:

Insuring Drinking Water Safety (10 Min.)

The Town of Fairfield's Public Works Department tests the free chlorine residual daily in the water system (15Min/ mentioned in 1/8/19 report) this is the first step to insuring safe drinking water. We also take a Fecal Coliform Test once a month from different taps around the water system. (The results of these tests can be found in city hall) We add Chlorine in the Sodium Hypochlorite state at each well house. This could be highly toxic if ingested in concentrated amounts, however we work closely with the Department of Health (DOH) to insure we are adding the proper amount. We add only enough Chlorine to kill the harmful bacteria that may be in a water system and keep you protected; this is why we test the Free Chlorine amounts daily. I am the water Operator for the Town of Fairfield holding my WDM I. My top priority is insuring safe drinking water for my community. The Public Works Department works under my direction in all aspects of the water system. Under my direction Fairfield only has chlorine added to the water system to insure safety, there are no other chemicals added to the water. I believe this ensures the freshest water possible while keeping your safety in mind and complying with DOH. If there ever were any issues with the water and its safety in Fairfield, you would be notified. **Your Safety is our priority.**

Thank you, Devin Billington

Compliments/Complaints

Cyndee Davidson was present to express her thanks the maintenance crew in their handling of the snow this last month. Both George & her think they need accommodations.

Other

Food Bank Board would like permission to repair the inside door to the Food Bank. They will pay for the repairs. The council granted them permission.

New business in town

A new business is coming to Fairfield the end of April. Top Options-Fairfield a hair salon will be located at 205 E Main Street.

Military Wall of Honor

Perry Paden is sending letters to 25 legislative branches inviting them to the Military Wall of Honor Plaque ceremony, taking place on Memorial Day. He is asking permission to send the letter on behalf of the Town of Fairfield. Permission granted.

The current plaques will be taken down so the boards can be pressure washed and treated with graffiti-resistant sealer.

David Watling

Expressed concern about potential hazardous material leaching out of the barrel along with the fluids from vehicles that are located at 312 W Hamilton. He was informed that the PCIB has been working on this situation and it has now escalated to be handled by the code enforcement officer.

Dates to remember

Devin is gone
Devin is gone Liberty Robotics
Cheryl to annual report class – for state auditor

March 20
March 21 – 2³
April 11
May 13-17

Candidate filing

ADJOURN

With no further business, the council meeting adjourned at 7:42 pm.

KayDee Gilkey, Mayor

Cheryl Loeffler, Clerk/Treasurer