

REGULAR COUNCIL MEETING

JUNE 4, 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 June 4, 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 were Cyndi Davidson; Perry Paden; Kevin Finley; Justin Gust; Beau Wheeler; Frank Ottosen; Devin Billington and Cheryl Loeffler.

Approval of the Minutes

ACTION

Val Rogers moved to approve the minutes as read from the regular council meeting of May 21, 2019; seconded by Jamie Paden. The motion carried 5-0.

Approval of Claims

ACTION

Jamie Paden moved to approve the claims for June 4, 2019 with EFTs #688-692 totaling \$34,999.44 and checks #19714-19743 totaling \$21,117.45; seconded by Melissa Lunsford. The motion carried 5-0.

06/04/2019	
Claims	\$46,826.23
Payroll	9,290.66
Total Paid	\$56,116.89

Engineer Report by email

Century West Engineering, Bryan Hicks

Misc. Pavement Patching and Chip Seal Prep

In discussions with Gloria Bennett at Transportation Improvement Board (TIB) in recent days, we learned that TIB has selected Fairfield and Rockford to do a pavement rehabilitation demo project for chip seal preparation. TIB will contract directly with an engineering firm and contractor to complete the pavement repair/crack seal assessments in both Towns and then complete the pavement prep work for the Towns. Spokane County would then follow to complete the chip seal work.

TIB recognized that it is very difficult to get contractors interested in performing small pavement patching/repair work much less complete it at a reasonable cost. By combining the pavement rehabilitation work for both Towns, they hope to see better economies of scale, better bid prices and get more work done.

The bad news is that the pavement patching and prep work would not be completed this year. However, the good news is that TIB intends to expand the scope of work to cover more of the Town. This expanded project scope would assess all of the Town's paved streets, and incorporate and replace the current TIB funded chip seal project for Carlton/ McNeil/ Main/ and Fairweather Streets. TIB is expected to establish a "Not to Exceed" funding amount and complete as many street segments as possible.

Many of the pavement patches that have been identified and were part of last year's small works bid package could be completed and mostly funded by TIB instead of entirely with Town funds. This will allow the Town to leverage more state funds to complete more pavement patching segments.

It was also confirmed that we should not have any issues with rolling over the FEMA funded patching work at Railroad & Ticknor for another year to accommodate the change. This is a very recent decision by TIB, and he will provide more information as it becomes available.

Main Street Sidewalk Resurfacing

Work is still on track to ramp up in late June. A pre-construction meeting will be held with the contractor in the next couple weeks before it kicks off. Once I have a firm start date, we can start passing it on to businesses.

1st Street Sidewalk Phase 2

Melissa moved to approve the professional services cost-plus fixed fee consultant agreement for the design phase of the 1st Street Sidewalk Phase 2 sidewalk project for \$32,710; seconded by Valerie. The motion carried 5-0.

OLD BUSINESS

Memorial Day Event

Perry Paden provided a review of the Memorial Day Event. According to Kevin Kim's analyst from KHQ news, there were 304 unique faces present at the ceremony. The word he has received is that it was a success. He had a few corrections such as the timing of the fire trucks and speakers needs tweaked, spent too much on food and a different sound system is needed. The photographer was paid \$200, Liberty FFA Foundation was paid \$200 for parking and \$205 for portable restrooms. A check for \$413.76 was cut to Tracey Smith for the food. There was a surplus of food leftover that can be used for the Community Picnic. Jamie took inventory and \$128.57 worth of hot dogs, condiments and buns will be used for the Movie Night and Community Picnic in July. Johnson Search Group will write a check for \$750 to put that line item into the black. The photographer will have the photos ready for uploading very soon. The Wall will be one year old on Flag Day and there are now 156 plaques hanging. The next event will be Veteran's Day, which is November 11.

If anyone has a comment or recommendation about the wall, Perry has asked that they e-mail him at perry.paden@icloud.com with the subject line "Military Wall of Honor".

Flag Day

Emily will make the posters for the parade and Cheryl will pick up the candy for the council to dispense of. She will also pick up the popcorn packets for the movie.

Reserving Park

Jamie has put together a contract for renting the gazebo if someone wants to "secure" the gazebo for an event. The proposal would be a \$50 refundable damage deposit with a rental fee of \$25 for four hours and \$50 for all day. By doing so, hopefully the first come first gets it policy will go away. The gazebo will still available without paying a fee, but we would not be able to guarantee it availability. She also put together some general guidelines for facilities.

ACTION

Val moved to approve the general guidelines for facilities and gazebo rental agreement; seconded by Melissa. The motion carries 5-0.

Annual Report

Cheryl reviewed the 2018 Annual Report with the council. Explained why the funds were changed from reserved to unreserved. Jamie had reviewed it on the 29th before it was sent to the Auditor's office.

PCIB

There was a question posed about the buildings all fitting on the property at 612 W Marll Court and Justin explained that the property has been officially surveyed and it was determined that the meets all the requirements but the modular home was placed off a bit so the garage could be an issue. The owner agreed to put the garage on the other side of the home.

201 N 1st Street

They are pulling a demolition permit from Spokane County.

205 W Spokane Street

A letter assessing fines for noncompliance was sent to the occupants and the landowner. The occupants came to council not very pleased with the fines. The council and Justin from PCIB tried to explain that if they submit a definite plan with timelines addressed, the fines could be reassessed but that must be done. Justin again invited him to the PCIB meeting on June 11.

NEW BUSINESS

Welcome BBQ

The Community BBQ will be July 25th at 6:00. We will show a movie and the Fire Department will be available for blood pressure checks. This will be posted in the newsletter and personal invitations will be sent out to the new residents. The movie will be Incredibles 2 if it's available. The town will provide the hotdogs and potluck for everything else. People whose last name begins with A-L can bring side dishes and M-Z can bring desserts.

Spokane County Mitigation Survey

The mayor signed a letter of intent committing us to participate in the update to the Spokane County Hazard Mitigation Plan. It will also designate a person to work with Spokane County and the consultant to develop our annex.

<https://www.spokanecounty.org/DocumentCenter/View/4790/Spokane-County-Hazard-Mitigation-Plan-Update-Volume-1-PDF>

<https://www.spokanecounty.org/DocumentCenter/View/18029/Spokane-County-Hazard-Mitigation-Plan-Update-Volume-2>

Everyone is invited to look these over and to take the survey.

Financial Partner for Rural Development Initiative (RDI) North Palouse Leadership Cohort

KayDee, Justin and Cheryl are participating in the RDI Cohort and the final portion of this is a group project, which will be from a \$5000 Innovia grant. A financial partner is required to apply for the grant and manage the funds. They have asked if the Town of Fairfield could play that role.

ACTION

Emily moved to allow the Town of Fairfield to be the Financial Partner for the RDI North Palouse Leadership Cohort which will include writing the grant, accepting the funds from the grant and paying out the grant funds for cohort project expenses; seconded by Jamie. Motion carries 5-0.

Public works report

Sewer: RV Dump open and water faucet is working.

Sewer Ordinance- plan

Streets: Dump Truck is at Bill's Service.

Water Repair on Main will be filled with gravel and smooth for Flag Day.

Spokane County, Andy Schenk Jackson Rd. Update

Parks: Getting ready for Flag Day this week.

Cameras have been moved for a better view in Thiel Park.

721D Grasshopper is running, Clutch and PTO were repaired.

930D Grasshopper parts have been ordered to repair.

Thank you to the volunteers that helped clean parks over the weekend.

There are two pine trees in Thiel Park that could be taken down. We will start gathering quotes for next year's budget.

Water: Well #5—Halme Electric and Pump.
Remote Read Water Meters- Final decision for this year.

General:

PW Survey, current results and plan of action.

RESULTS

Avg. score out of 10

Sewer Efficiency/upkeep	7.7
Emergency Response	7.64
Water Quality	7.56
Professionalism of Staff	7.53
Water Efficiency/upkeep	7.37
Upkeep of Parks	7.04
Snow Removal	6.93
Communication	6.37
Knowledge	5.64
Upkeep of Roads	5.62

PLANS FOR IMPROVEMENT

We are aware that the roads could use improvement. As we progress with grading and reconstruction of roads this should hopefully improve. Jackson Rd. is one of our worst-off roads as public works knows and this road was mentioned in multiple surveys. We are working with the county to improve this road and make it a smooth gravel road again. After this is completed, we will continue to work on other troublesome areas. The town will need to purchase gravel to complete this process correctly.

Knowledge will improve as our Public Works continues to work and tackle issues. Devin has his application in pending approval to become a wastewater operator.

Communication does need to improve within our public works. Our goal from here on out is to respond to any official complaints or other matters properly brought up to public works within 24 hrs.

Fairfield is slowly progressing with newer and better equipment to better remove snow, we plan on implementing another tool on the grader (a wing) for removing large amounts of snow all at once, and for widening roads. We also learn from experience and will hopefully keep improving on this job.

Parks have hopefully already improved since this survey went out. With the recent breakdown, Fairfield had no functioning mower for a short period of time. Spare belts have been purchased to reduce the chance of lengthy breakdowns. Additionally, another mower is currently running with one more not far from running. An applicator's license to apply chemicals to reduce weeds is something that public works would like to acquire to further benefit the parks.

We will continuously be improving our water system helping to improve quality and efficiency of our system.

Response to emergencies can always be better. We hope to better outfit our equipment so that frequently used parts and tools are ready to be used and have them stocked on the vehicles. We will continuously be improving our wastewater collections system and processing system.

Equipment Improvement Plan. Pickup (5% per budget item + equipment sales. Surplus items)

Both pick-ups are continuously having issues and public works would like to begin looking for a newer pick-up. Devin is proposing to fund the purchase by using 5% out of each fund.

The green 1964 Chevrolet pickup and the John Deere tractor have not been used for several years and public works would like to surplus these items and sell them with a silent auction during Flag Day with a minimum bid of \$1000.

ACTION

Emily moved to make the 1964 Chevrolet pick-up and 420 John Deere Tractor as surplus; seconded by George. Motion carries 5-0.

Public Works First Responder Policy.

Devin Jury Duty June 17-28, 2019

An Example of a Regular Task:

Mowing (24 HRS/Week.)

Although this is a simple task to mow the lawns, Fairfield has a lot of grassy areas causing it to be time consuming. We mow the well houses, reservoirs, Theil Park, Hart Park, Hahner Field, the Pit, museum, library, community center, and roadsides.

Other

Cheryl brought to the council's attention that she had been asked by a resident if a portion of the lot next door to town hall could be used for growing squash. She gave them permission without bringing it to the council and also had not discussed the water that would be used and who is paying for it. Cheryl will contact them.

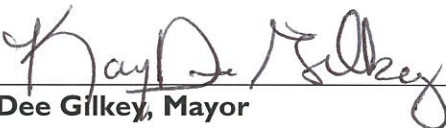
Dates to remember

June 8 th	FLAG DAY
June 8	Tire Amnesty in Latah
June 11	PCIB
June 15	Spangle Days
June 22	Household Hazardous Waste

ADJOURN

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With no further business, the council meeting adjourned at 8:00 pm.



KayDee Gilkey, Mayor



Cheryl Loeffler, Clerk/Treasurer