

REGULAR COUNCIL MEETING
AUGUST 6, 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 August 6, 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 Emily Thomas. George Davidson was ill tonight.

Others present were Lon Ottosen, Perry Paden, Eileen Moffitt, Justin and Heather Gust; Tony & Mary Sparks; Kevin Finley, Dave Watling, Amy Wheeler. Devin Billington and Cheryl Loeffler.

Jamie moved to approve the July 16, 2019 as read, seconded by Melissa Lunsford. The motion carried 4-0.

Approval of Claims

ACTION

Jamie Paden moved to approve the claims for August 6, 2019 with EFTs #708-718 totaling \$12,001.75 and checks #19790-19811 totaling \$16,081.30; seconded by Valerie Rogers. The motion carried 4-0.

08/06/2019	
Claims	\$14,640.67
Payroll	13,442.38
Total Paid	\$28,083.05

Signed by Jamie Paden, Valerie Rogers and Emily Thomas

Guest

Perry Paden

Perry presented two donation checks from Johnson Search Group. One for \$750 towards the Military Wall of Honor and one for \$200 to help defray the cost of the Community Picnic.

Old Business

Windy Hill Planning

Lon Ottosen presented the Public Works' priorities for mapping of the town's infrastructure. The basic database elements have been split into two budget years. He is proposing to integrate the town's water system, fire hydrants, water meters, obtaining the ArcGIS Online (AGOL) subscription and create the map and application at a cost of \$3450 for 2019. The datasets that have already been created for the Comprehensive Plan update will also be included. The 2020 budget would integrate the sewer, streets, sidewalks and storm drain systems for \$3000. This project would be paid out of the maintenance and operations fund of each utility.

ACTION

Jamie moved to approve the proposal from Windy Hill Planning for GIS mapping of the town's infrastructure; doing it in phases, beginning with the water system and fire hydrants this year expending \$1,250 and integrating the sewer, streets, sidewalks and storm drain systems and yearly subscription to AGOL into the town's 2020 budget; utilizing the appropriate funds for each area; seconded by Val. Motion carries 4-0.

Transportation Improvement Board (TIB) meeting

There will be a TIB meeting in Spokane on August 28 to discuss low cost preservation investigation and possible test projects. Melissa will attend.

Summer Lunch Program

The program started June 24th and ends on August 9th. LaDonna Kelley has again ran a very efficient program. The number of kids eating has fluctuated which caused a bit of grocery purchasing nightmare, but she should end up using most of the groceries. The Office of Superintendent of Public Instruction (OSPI) performed an audit on July 31, looking at everything including her menus, receipts paperwork, production records, food ingredients, food components, serving sizes and actual meal service to the children. Children must have a reimbursable meal to claim their lunch. She passed the audit with flying colors and was only missing one site visit form, which she has already placed in her records. Total meals served was 776.

PCIB

205 W Spokane Street

A letter written by the PCIB was presented for council approval addressing the proposed clean-up plan for 205 W Spokane Street.

ACTION

Emily moved to approve the modified plan as presented as well as the letter to 205 W Spokane Street, seconded by Jamie. The motion was approved 3 to 1 abstention with Melissa abstaining.

NEW BUSINESS

Resolution 2019-06 Authorizing signature for loan papers

ACTION

Emily moved to approve 2019-06 Authorizing signature for borrowing money for the solar array project; seconded by Jamie. The motion was approved 4-0.

USPS Rental Agreement

A new five-year rental agreement between the town and the USPS was presented tonight. The increased rent will be \$11,355 a year, which is an increase of \$1,395. The major change is USPS has hired a broker to handle the properties and we will have to pay their commission up front which is \$2,271. It was discussed that the town has the right to increase the rent to cover the cost of the commission.

ACTION

Jamie moved to increase the proposed rent 5% per contract as proposed; seconded by Melissa. The motion carried.

Cheryl will contact Avista to find out about a separate meter for the post office.

Noxious weed notifications

Spokane County Noxious Weed Board has notified the town of at least five locations where noxious weeds are growing. Ed Huber, a licensed applicator, has taken the appropriate action to eradicate the weeds mentioned and various other areas around town. The Noxious Weed Control Board was notified of our actions on July 31, 2019.

WFOA Conference

The Washington State Finance Officer Association (WFOA) conference in Yakima on Sept 18-20. Cheryl expressed that she would like to attend this conference and she will apply for a conference scholarship.

Public works report

Sewer: Meeting with Century West and DOE Tues Aug 20 at 9:00AM

Samples will be going in this week.

Streets: Jackson ditch work has started and will continue through this week.

After ditch work is done on Jackson, Fairfield will start bringing in gravel.

Parks:

Water: IRWA Sounding

Air Issues Resolved

Routine Bacteria Sample Monday

More routine compliance samples coming up.

Protocol

A town council member came to Devin stating that they know of some unnamed residents of Fairfield that have water concerns and are privately testing their water. None of these complaints have been reported to the town through the proper channels. Devin reminded the town council of the proper protocol to follow when they hear concerns or complaints regarding the water. Devin is ultimately responsible for the water for the town of Fairfield. That is why the first phone call from the resident should immediately be made to Devin or Emily. If Devin or Emily cannot be reached, then the mayor should be contacted.

In the event that the residents are not aware of proper steps or do not feel comfortable calling public works, the town council member or staff member of the town should take the resident's name, address and phone number and tell the resident that they will contact Devin and he will be following up.

General:

Devin Gone Aug 27, 2019

An Example of a Regular Task: Assistance (--)

This past week, Town of Fairfield Public Works helped Cave Bay ID with their water system. They were completely out of water. In an emergency situation such as this, Fairfield Public Works is happy to help the surrounding towns and water systems. If we have knowledge, manpower, tools, or supplies that could assist in alleviating an issue in some other town we are happy to help as long as there is nothing pressing in Fairfield. Fairfield will always be our top priority, but it is important to help surrounding areas, they may be able to return the favor if we are in need. This particular situation was approved for us to assist by the mayor and all time put in by Fairfield will be reimbursed by Cave Bay Water Dept.

Dept of Ecology (DOE) inspection response

A letter was prepared by Century West responding to the latest inspection of the sewer system. A meeting is also scheduled on August 20th with the mayor, Devin, Dennis Fuller of Century West, Diana Washington and her supervisor of Dept of Ecology.

Past due accounts from 6-28-19

The past due utility accounts from the June 28, 2019 billing cycle were reviewed. Shut-off notices were sent out this week along with the regular past due notices.

Employee Accrual

The council reviewed the employee accrual report.

Compliments/Complaints

Concerns on setbacks

A concern regarding the setbacks at 612 Marl Court, the PCIB and a possible conflict of interest was presented. The mayor will compose a letter to send after it is reviewed by the attorney. She is having Cheryl set up a meeting with Commissioner Mary Kuney's office to discuss the interlocal agreement that the town has with Spokane County Building and Planning. KayDee wants the council to know that Justin Gust does not work directly with any financial institution.

Other

Community Picnic

The picnic was fun and well attended. The movie ended up about with 5-10 little ones left. Suggestion was made to maybe aim the movie towards a different age group for better attendance. We also need to reinforce that people are not to be in the park after dark except for the nights that the movie is being shown. The next movie will be August 22nd.

The fire department had a good appearance and the impromptu auction brought in about \$1500. The kids had a great time with the fire trucks.

Century West

Bryan Hicks emailed progress payment #2 for the 1st Street Sidewalk Project.

ACTION

Valerie moved to approve progress payment #2 for \$8,847.28 for design engineering of the 1st Street Sidewalk Improvement Phase 2; seconded by Melissa. Motion was approved 4-0.

North Palouse Leadership Cohort projects

The North Palouse Leadership Cohort, which KayDee, Cheryl and the Gust family are all part of, is working on two final projects; an art mural on the fair building in Rockford and community flags that will be offered to the towns that participated in the group at no cost to the town. KayDee showed the council the design of the Palouse Pride flag design and explained that if the town wants one, the cohort will build the flagpole and provide the flag. The triangle at the corner of Johnson and Main Street, where the stop sign, might be a good spot for this.

Aggressive dog

It was reported that SCRAPS was called for an aggressive dog on Hamilton.

Dates to remember

Cheryl gone August 13, 22&23

Devin gone August 27

ADJOURN

With no further business, the council meeting adjourned at 7:13 pm.


KayDee Gilkey, Mayor


Cheryl Loeffler, Clerk/Treasurer