

REGULAR COUNCIL MEETING
SEPTEMBER 17, 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 September 17, 2019 regular council meeting to order at 6:01 pm.

Mayor and Town Council members present: KayDee Gilkey, Melissa Lunsford, George Davidson, Valerie Rogers and Emily Thomas.

Jamie Paden & Devin Billington were on an ambulance run and came in after the meeting started.

Others present were Bryan Hicks, Perry Paden, Justin & Heather Gust; Devin Billington and Cheryl Loeffler.

ACTION

Emily Thomas moved to approve the September 3, 2019 as presented, seconded by Valerie Rogers. There was some discussion about what and how the code enforcement fines were addressed for 205 W Spokane Street. The motion carried 4-0.

Approval of Claims

ACTION

Valerie Rogers moved to approve the claims for September 17, 2019 with EFTs #732-735 totaling \$5,610.41 and checks #19836-19859 totaling \$15,893.38; seconded by George Davidson. The motion carried 4-0.

09/17/2019	
Claims	\$14,712.90
Payroll	6,790.89
Total Paid	\$21,503.79

Signed by Valerie Rogers, George Davidson and Melissa Lunsford

Engineer

Main Street Resurfacing Project

The closing documents for the Main Street Sidewalk Resurfacing project were tabled until the October 1st meeting due to some areas that still need to be addressed. Bryan will get together with Devin.

Transportation Improvement Board (TIB)

Bryan was at the TIB meeting, along with Melissa. He commented that this project will be on a trial basis to see how well it works for both TIB and the different communities. He stressed that the measurements and pictures need to be delivered by the middle of November. Devin and Jason will be doing the street measuring.

Bryan reminded council about the Complete Streets Program. To be eligible, a Complete Street ordinance must be on file, which Bryan had several samples to review. There are very few restrictions for use of the funds. The call for projects is next spring-early summer.

Department of Ecology (DOE)

Bryan has prepared a letter to Diana Washington of the DOE for KayDee and Devin to review in regard to the Compliance Progress and Schedule Update from the June 28, 2019 Compliance Inspection Report and the 2017 Action Plan that were not previously addressed in the August 2019 response letter.

1st Street Sidewalk Phase 2

This project is an extension of last year's sidewalk project and runs from Spokane Avenue to Portland Avenue. Bryan went over the prepared plans for this project. The NEPA Process (NEPA) directs federal agencies, when planning

projects or issuing permits to conduct environmental reviews to consider the potential impacts on the environment by their proposed actions. Since this project is funded by Department of Transportation (DOT), the NEPA must be approved by DOT. The design phase will wrap up in November and out to bid in January of 2020. There should not be any issues with rights-of-way, which should keep the project on track. Century West will contact property owners checking for any concerns.

Progress payment #3

Valerie moved to approve 1st Street Sidewalk Improvement #2 progress payment #3 for \$3,249.36; seconded by Melissa. Motion carries 4-0.

Old Business

Old Business

Water & Sewer ordinances

Emily Thomas presented the utility billing must do's per RCW and the may apply policy guidelines for the water and sewer ordinances. The council will review the different items. The changes will be implemented January 1, 2020, after properly notifying the public.

Commissioner Mary Kuney

KayDee had a meeting with Commissioner Kuney last week to review the Interlocal Agreement that the town has with Spokane County Building and Planning. Jerry Basler, Planner also attended the meeting. He will meet with John Pederson, Director of Building and Planning about our concerns and then a meeting with the County, Terry Ottosen and the PCIB will be set up. KayDee will contact Steve Clemens and give him an update.

Solar Project

The TransAlta grant has been finalized by the Attorney General's office so the solar project can move forward.

2nd Annual Fall Festival

Emily reported that there are a few people helping to organize the event but has several people committed to help the day of the festival. Cheryl will get pumpkins. Devin will bring the snow plow up to Main Street and have a "Paint the Snowplow" event. It was suggested to close Main Street between Johnson & McNeil so pedestrians can move between the community center, museum and library freely.

RDI Leadership Cohort

One of the final projects from the Greater Palouse Community Leadership Cohort will take place at the SE Spokane County Fair. KayDee encourages everyone to come and paint a square on the mural at the fair. The other project is to place community pride flags and poles in the various communities.

PCIB

The council reviewed the minutes from the 8-27-19 PCIB meeting.

At this point, the fines and deadlines are still in place and actions are transferred to the council for 205 W Spokane Street. They have until the 30th of September to complete the action items.

Ashley Lightfoot has turned in her resignation from the PCIB. Cheryl will publish the vacancy.

NEW BUSINESS

SRTC nomination for Small Cities representative

Mayor Gilkey nominated Micki Harnois from Rockford to the position of Small Cities Representative.

Spokane County Floodplain Interlocal agreement

The wording in this agreement matches the county interlocal agreement for planning. This will be tabled until after the meeting with Spokane County, PCIB and council.

Public works report

Sewer: Samples will be going in this week
612 W. Tempest hookup
USDA grant and loan opportunities

Streets: Jackson ditch work progress
Backhoe Hydraulic leaks, being repaired

Parks: Tree City USA tree location?
Council thought the cemetery would be a good location
Park vandalism
Some youth were caught stacking tables in the gazebo and jumping off them. Crime Check was notified.

Water: Meeting with Carefree SCADA Sep 24th
IRWA Conference Post Falls ID Sep 25, 26 2019

General: Shop Doors repair completed

An Example of a Regular Task: Sprinkler Blowout (10 Min)
Fairfield Public Works will be blowing out the water in each sprinkler system ran by Fairfield in preparation for the cold temperatures. This requires renting an air compressor and running all the systems with air until there is no more moisture in the system. This process protects the systems from freezing and damaging any parts of the sprinkler system. Preventative maintenance now will save time and money on any unnecessary repairs that potentially could happen without this maintenance. This process takes approximately 10 minutes per sub-system, Fairfield has multiple sub-systems per sprinkler system.

Other

5th Street

It has been brought to our attention that 5th Street may not be an actual street but a private driveway. Cheryl is researching this and will give the information to the PCIB.

Compliments/Complaints

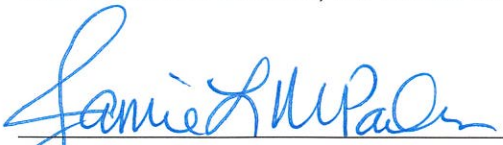
None for the meeting.

Dates to remember

Cheryl at WFOA Conference	Sept 18-20
Devin & Jason IRWA	Sept 25-26
Grant writing workshop	Sept 26
RDI Leadership graduation	Oct 2
Cheryl EWFOA meeting	Oct 11
Cheryl at RMSA meeting	Oct 16-18
Fall Festival	Oct 19

ADJOURN

With no further business, the council meeting adjourned at 7:32 pm.



KayDee Gilkey, Mayor

JAMIE PADEN, MAYOR PRO-TEM



Cheryl Loeffler, Clerk/Treasurer