

**REGULAR COUNCIL MEETING**  
**OCTOBER 15, 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 October 15, 2019 regular council meeting to order at 6:00 pm.

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

Others present were Bryan Perry Paden, Justin & Heather Gust; David Watling, Cindy Davidson, Sheila Dyer, Laurie Stark, Tim Murphy, Steve Walk, Devin Billington and Cheryl Loeffler.

**ACTION**

Emily Thomas moved to approve the October 1, 2019 minutes as presented, seconded by Valerie Rogers. Motion carried 5-0.

**Approval of Claims**

**ACTION**

Jamie Paden moved to approve the claims for October 15, 2019 with EFTs #743-750 totaling \$10,788.45 and checks #19877-19892 totaling \$45,714.77; seconded by George Davidson. The motion carried 5-0.

10/15/2019	
Claims	\$45,951.90
Payroll	10,551.32
Total Paid	\$56,503.22

Signed by Valerie Rogers, George Davidson and Jamie Paden

**ACTION**

Jamie Paden moved to approve Mayor Gilkey's absence from the October 1, 2019 council meeting due to her work; seconded by Melissa Lunsford. Motion carries 5-0.

**Guests**

**Sheila Dyer and Laurie Stark from the North Palouse Community Food Bank (NPC Food Bank)**

Sheila and Laurie came to council seeking the "go-ahead" to begin the process of adding an awning to the town's shop building over the food bank's door. This would protect the clients from the weather while they are waiting for the door to open. The design of the awning would have clear walls on the north and south sides and would not be a hindrance for public works to get the heavy equipment moved around. The food bank would pay for materials and volunteers would install the awning. They are here seeking permission to do this project to the town's building. The PCIB should be consulted to determine if the project would need a building permit.

**ACTION**

Jamie Paden moved to allow the North Palouse Community Food Bank to submit plans for an awning to the PCIB for approval; seconded by Emily. Motion carries 5-0.

FYI: October 20<sup>th</sup> the church will pick up the bags on Sunday for the Food Drive.

**Engineer**

Bryan Hicks discussed the upcoming Community Development Block Grant (CDBG) funding cycle. There is an anticipated \$600,000 for all infrastructure projects. CDBG has a history of leaning towards projects that do not exceed \$250,000. He will work with Devin to come up with areas that need attention such as the reservoir overflow and telemetry system, sewer main replacement and work at the treatment plant. There will be a public hearing on October

29<sup>th</sup> for public input. The applications are due no later than November 11 at 5:00 pm.

### **Sidewalk Resurfacing Project (FEMA)**

Cascade industrial came back and addressed the remaining issues on the punch list. Bryan recommended to the council to accept this project as complete.

#### **ACTION**

Melissa move to accept Century West's recommendation to accept final closure of the Main Street Sidewalk Resurfacing Project; seconded by Valerie. Motion was approved 5-0.

There is a warranty on the sidewalk. The sidewalks have a sealant on them that should be reapplied that will help to keep water out of the small cracks.

### **FEMA Grant Closeout.**

Bryan will send a letter to FEMA asking for another extension for the patching on Ticknor. This is scheduled to be done in conjunction with other resurfacing projects with Spokane County. The other grant projects will be completed the end of October. These include Rattler's Run gravel, Thiel Park clean-up and the sidewalk resurfacing.

### **First Street Sidewalk Project, Phase 2 (SRTC funded)**

Bryan contacted the residents that live on First Street between Spokane Street and Portland regarding the project and if there were any concerns or questions. There were no concerns expressed.

### **Progress payment #4**

Melissa moved to approve Progress Payment #4 for \$10,898.51 for project design; seconded by Jamie. The motion carried 5-0.

### **Old Business**

#### **205 W Spokane Street**

No proof of effort to sell or remove the RV/motorhome was provided by the 8<sup>th</sup> of October. The fine will be reinstated at \$750.

### **Advisory Board Definition Rules**

Justin Gust presented the council the Local Government Citizen Advisory Board manual from MRSC. It was pointed out that the PCIB is a true advisory board that does not make any decisions. He suggested that the council go through this manual and at the next meeting, adopt its guidelines for advisory boards into our policy book, particularly the PCIB.

#### **ACTION**

Emily moved to accept the Planning Commission/Improvement Board (PCIB) as a community advisory board and will acknowledge the document from MRSC and the council will update our ordinance to be more in sync with its guidelines; seconded by Jamie. 4-0 with Melissa abstaining.

### **PCIB**

#### **5<sup>th</sup> Street**

After utilizing several different resources, it has been determined that Fifth Street is not an actual street but a driveway for the homes at 112 and 202 S Fifth Street and the Flying Dutchman Museum. Someone, many years ago was changing signs and they believed that it was a street, so a street sign and stop sign were placed. These addresses will have to be changed and Cheryl will contact the property owner to see if they have any record of a previous address. Otherwise, we will have to provide them a new street address. The town will no longer maintain the road

### **Appointment of new member**

Perry Paden was appointed by the mayor to the PCIB.

## NEW BUSINESS

### Spokane County Hazard Mitigation Plan Update

Mayor Gilkey has been working on the Town of Fairfield's Annex to the Spokane County Hazard Mitigation Plan. She presented this to the council and went over the risk assessment process which measures the potential loss of life, personal injury, economic injury, and property damage resulting from natural hazards. Below is the list of potential risks and its ranking in how likely they would be to the Town of Fairfield and its residents.

Table Error! No text of specified style in document.-1. Hazard Risk and Vulnerability Ranking			
Hazard Rank	Hazard Type	CPRI Score	Vulnerability Rank
1	Severe Weather	3.45	High
2	Floods	2.4	Medium
3	Earthquake	2.6	Medium
4	Drought	2.3	Medium
5	Volcano	2	Low
6	Landslide	1.85	Low

### Cybersecurity

Cheryl attended the Eastern Washington Finance Officer Association meeting on Friday where the main topic was cybersecurity. Policies and procedures need to be implemented for everything from backing up data to who to report to if there is a breach in our system's security. Cheryl will begin looking for sample policies and talk with Kayla about what we need to do to make sure the systems are safe. They also stressed the importance of having a line item in the budget for cybersecurity.

### 2020 Budget workshop

2020 Budget workshop dates will be October 29th immediately following the public hearing, November 12th and 26th at 7:00 pm. If the PCIB's meeting isn't over by 7:00, the workshops can move over to the community center. Cheryl asked the council to be thinking of things that they would like to see happen in 2020 and which direction they think Fairfield is headed.

### Public works report

#### Sewer

Samples will be going in this week, including nitrate samples.

#### Streets

612 W Tempest road easement is progress  
Marll Court ditch clearing will happen for rainfall and snow removal.  
Rattler's Run ditch project will continue.  
Rattler's Run branches removed.

**Parks:** Tree City USA- Maple Tree, Cemetery, October 24<sup>th</sup> at 1:00

**Water:** Carefree SCADA working on quote for water and sewer.

#### **General:**

2002 Chevy transmission  
2019 F-150  
1994 F-150 surplus

### ACTION

Jamie moved to surplus the 1994 F-150, seconded by Melissa. Motion carries 5-0.

**An Example of a Regular Task:**

**Nitrate Samples (10 Min)**

Nitrate is something that the Town of Fairfield tests for annually, at each active well house, to ensure the safety of our water. This consists of filling a sample bottle provided by the lab at each well house and sending it to the lab to be tested. According to Washington State Dept of Health (DOH) "Nitrate is a chemical found in most fertilizers, manure and liquid waste discharged from septic tanks. Natural bacteria in soil can convert nitrogen into nitrate. Rain or irrigation water can carry nitrate down through the soil into groundwater." DOH also informs "State law requires public water systems to sample for many contaminants, including nitrate, on a regular basis. Our drinking water quality standard for nitrate is 10 milligrams per liter (mg/L). Public water systems with nitrate levels over 10 mg/L must notify people who receive water from them. "For more information on nitrate, visit their website: <https://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/Contaminants/Nitrate>

**Other**

Veteran's Day Military Wall of Honor ceremony will be at 1:00 on November 11<sup>th</sup>.

**Compliments/Complaints**

**Dates to remember**

RMSA Meeting (Chelan)	Oct 16-18
Fall Festival	Oct 19
Trunk or Treat	Oct 31

**ADJOURN**

With no further business, the council meeting adjourned at 7:38 pm.



KayDee Gilkey, Mayor



Cheryl Loeffler, Clerk/Treasurer