

REGULAR COUNCIL MEETING
DECEMBER 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 Pro-Tem Jamie Paden called the December 17, 2019 regular council meeting to order at 6:00 pm.

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

Others present were Bryan Hicks, Perry Paden, Cindy Davidson, Justin and Heather Gust, Alene, Mark & Lilly Felgenhauer, Bob Obernolte, Angie & Steve Walk, Devin Billington and Cheryl Loeffler.

ACTION

Valerie Rogers moved to approve the December 3, 2019 regular council meeting minutes as presented, seconded by Emily Thomas. Motion carried 3-0.

Approval of Claims

ACTION

Emily Thomas moved to approve the claims for December 17, 2019 with EFTs #772-778 totaling \$11,373.49 and checks #19952-19968 totaling \$104,891.43; seconded by George Davidson. The motion carried 3-0.

12/03/2019	
Claims	\$105,161.80
Payroll	11,103.12
Total Paid	\$116,264.92

Signed by Valerie Rogers, Emily Thomas and George Davidson

Checks #19951 and 19964 were voided. Both had been written to Mastercard. Check # 19895 from November was voided and replaced with # 19954. Business had sold and had wrong name on previous check.

Engineer's Report

1st Street Sidewalk Project Phase #2

Bryan Hicks reported that all the documentation and approvals from Department of Transportation (DOT) are getting wrapped up and the project should be able to be put out to bid in January with a projected start date in May 2020. If the weather does not cooperate, the project won't begin until after Flag Day.

ACTION

Progress payment #6

Emily moved to approve Progress Payment #6 for the amount of \$1,682.76 submitted by Century West; seconded by Val. The motion was approved 3-0.

Transportation Improvement Board

He has been getting things coordinated with TIB for the combined pavement project.

Department of Ecology (DOE)

Bryan has the first draft put together of the Operations and Maintenance manual that is required by DOE.

Public hearing for Ordinance #392 2019 Budget Amendment #1

Mayor Pro-Tem Paden opened the public hearing at 6:09.

Cheryl explained why an amendment needs to be done and what funds were addressed.

Cheryl was asked for an explanation of what professional services were and what was covered under the street expenses.

After no further public comments or questions, Mayor Pro-Tem- Paden closed the public hearing at 6:13 pm.

ACTION

Emily moved to approve Ordinance #392 2019 Budget Amendment #1; seconded by George. The motion was approved 3-0.

Public hearing for Ordinance #393-2020 Final Budget

Mayor Pro-Tem Paden opened the public hearing for the 2020 Final Budget at 6:14.

There were several questions about the different funds and what they are used for but no concerns about any of them. Cheryl explained that the budget was difficult to balance this year, especially the Current Expense Fund, which is responsible for the majority of the town's expenses. The main source of revenue is from state taxes and property taxes. In order to get it to balance, some of the "extra" items had the funding reduced or cut from the budget. Some areas affected were park equipment, economic development and street improvement. The Comprehensive Plan for the Growth Management Act that was mandated by the state to update, is near completion so the funding to that was significantly reduced.

The utility bills are divided between maintenance & operations (M&O) loan payments and reserves. In 2020 the water fund will be divided 65% going into the M&O and 35% into the reserve fund for the telemetry system, fire hydrants and radio-read meters.

Work has begun on the solar array project at the treatment plant. The funds for that are from two grants; one for \$268,000 from the Dept of Commerce and one from TransAlta for \$290,000. The Town also has a loan for just over \$158,000 of which most of the payments should come from the collection of electricity from the solar grid. The payments begin in July and will be approximately \$20,000.

The town has applied for two Community Development Block Grants for the water and sewer, so funds were set aside for the potential match for those projects.

With no further public comments, Mayor Pro-Tem Paden closed the public hearing at 6:30.

ACTION

Valerie moved to approve Ordinance 393, 2020 Final Budget, pending the employee reviews for the salary schedule; seconded by George. The motion was approved 3-0.

Old Business

Old Fashioned Christmas

The event was a success and already have 10 vendors pre-registered for next year. The participation in the Children's Workshop has been decreasing each year. We may want to consider visiting with the library personnel about letting them be the only one providing the crafts since they do one already. The funds raised by the raffle tickets and the helpers with the Children's Workshop went to Liberty FBLA instead of the Spanish Club. Their supervisor was out on medical leave, so she passed it on to this group. They were paid \$250 for their time and the \$319 collected from raffle sales.

Top Options Response

Mayor Gilkey's letter to Eileen Moffitt was provided to the council as follow through.

PCIB

The PCIB did not have anything to recommend to the council for action but did ask if the fine letters had been sent to 205 W Spokane Street and 201 W Hamilton. The answer was they had been sent.

There was some discussion about the amount of garbage complaints that come to the PCIB and that they will be looking into providing garbage service to all residents. They will do some research on ways to approach this idea.

NEW BUSINESS

None tonight

Public works report

Sewer:

- Samples will be going in this week
- 308 W Carlton – had water leak on their side and while working at the site, their excavator damaged our waterline. Have pictures to show if there's any questions. Also caught the homeowner's sewer line so while hole is opened, we will replace our lines. Hole should be filled in this week but no asphalt until the spring.
- KME will be at the wwtf this week for the flow meter.

Streets:

- Still working on bids for bulk fuel.

Parks:

- Nothing going on right now.

Water:

- Water line replacement/meter relocation at 308 W Carlton

For future reference: the homeowner is considering replacing the waterline and relocating the meter. Since this is an established line the question about what to charge came up. Devin discussed this with each individual council member earlier and the consensus was that if an established utility service is replaced and a new tap put in, the homeowner will only be responsible for the town's time and parts and NOT an entire new connection fee.

General

Christmas week Jason will be gone Monday, Dec 23 and Devin will be gone the two days after Christmas.

Devin expressed how grateful he is to work for the town and that he had his two-year work anniversary on Dec. 8th.

An Example of a Regular Task:

Snow Removal (--Hrs)

The town is prepared for snow removal. We will be removing snow in accordance to our Snow Removal Policy. Some key points to remember are:

- Please keep the roads clear of all vehicles or anything else that may block or limit the town's ability to plow.
- Due to environmental impact, the town will limit to a minimum the use of ice melts and sand.
- Main Street will be plowed with the snow accumulation of 2" or more.
- The rest of town will be plowed with snow accumulation of 3' or more.

The town public works department will be doing our best to keep up with any winter weather ahead. If there are any issues during the winter season, as always, we are happy to address your concerns.

Swearing in of new council members

Cheryl Loeffler, Clerk/Treasurer swore in Jamie Paden, Steve Walk, Valerie Rogers and Emily Thomas tonight for their council terms beginning 1-1-2020.

Other

None tonight.

Compliments/Complaints

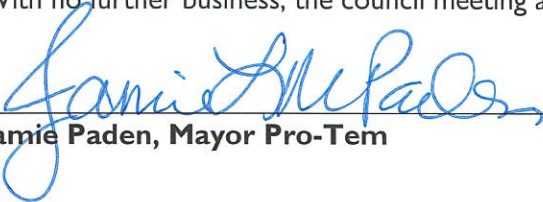
Expressed gratitude to George Davidson as this was his last council meeting after 8 years of serving.

Dates to remember

Dec 24-25	Closed for Christmas
Dec 31-Jan 1	New Year's
Jan 14 th	Public hearing for Comprehensive Plan GMA

ADJOURN

With no further business, the council meeting adjourned at 6:55 pm.



Jamie Paden, Mayor Pro-Tem



Cheryl Loeffler, Clerk/Treasurer