

REGULAR COUNCIL MEETING

FEBRUARY 18, 2020

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 February 18, 2020 regular council meeting to order at 6:00 pm.

Mayor and Town Council members present were KayDee Gilkey, Dave Watling, Jamie Paden, Steve Walk, Valerie Rogers and Emily Thomas.

Others present: Bryan Hicks, Angela Walk, Justin Gust, Cidney Peete, Devin Billington & Cheryl Loeffler.

Approval of the Minutes

ACTION

Dave Watling moved to approve the regular council meeting minutes from February 4, 2020 as presented, seconded by Steve Walk. Motion carried 5-0.

Approval of Claims

ACTION

Jamie Paden moved to approve the claims for February 18, 2020 with EFT's #798-800 for \$3,227.25 and checks #20029-20037 for \$3,976.82; seconded by Valerie Rogers. The motion carried 5-0.

02/18/2020	
Claims	\$2,611.67
Payroll	4,592.40
Total Paid	\$7,204.07

Signed by Jamie Paden, Valerie Rogers and Emily Thomas

Engineer's Report

TIB Carlton & Fairweather Loop

The Transportation Improvement Board (TIB) approved this chip seal project two years ago for two blocks of Carlton, from 2nd to 3rd, and the streets around Hart Park. The project was then moved into the town wide TIB street repair project, but it is now a stand-alone project again. TIB has approved the preliminary Consultant Agreement for both design and construction management. It should be ready to go out to bid in mid-March and be completed mid-summer. We will coordinate with Spokane County for the chip-sealing portion for better pricing. Bryan will add into the bid, as separate projects, the other areas around town that need to be repaved, such as the railroad crossing on Ticknor (FEMA funded).

ACTION

Emily moved to approve the Consultant Agreement with Century West in the amount of \$7,480 for the design and construction management of the TIB Carlton & Fairweather Loop Chip Seal project; seconded by Steve. The motion carried 5-0.

1st Street Sidewalk project

Bryan presented the plans that have been approved by the Dept of Transportation (DOT) for Phase 2 of the 1st Street Sidewalk Project. This will continue the sidewalk along the west side of 1st Street (Highway 27) from Spokane Street to Portland. DOT has certain requirements to fulfill, one of which is placing curb ramps on both the east and west sides of the sidewalk even though there is no sidewalk or crosswalk on the east side of the highway. Their reasoning is that someday, there may be one. Bryan is anticipating late March for receiving bids on the project. Weather will determine if it is completed before or after Flag Day. This project is federally funded and is not affected by the \$30 license tag initiative.

Dept of Ecology

Stream flow grant

KayDee, Bryan and Ashley Lightfoot (from Service Club) met with the Department of Ecology (DOE) on Friday to discuss the Stream flow Grant as a possible funding source to fund restoration of the streambed to improve stream flows through the town. This may include sediment removal and habitat restoration or combination of efforts. This grant is more for water rights, but they did recommend developing a project for the Water Quality Grant which that funding cycle opens the end of summer. Some representatives from DOE will come to Fairfield in May and help scope out a plan for this application.

For now, we will continue to investigate ways to get the tall canary grass trimmed down to improve the appearance of the creek through the park.

Old Business

Resolution 2020-01 Fee Schedule

The fee charged for the weatherization of water meters and yard debris composting should be added to the fee schedule.

Weatherization of meters

- \$10 to include installation & removal.

Yard debris - composting

- \$5 for one-half cubic yard and \$10 full cubic yard.

A cubic yard is about the same size as a regular pick-up bed.

ACTION

Jamie moved to approve Resolution 2020-01 Fee Schedule with the addition of the yard debris - composting and meter weatherization changes; seconded by Val. Motion carried 5-0.

PCIB

Recommendations from PCIB's meeting

The permit submitted for the placement of a modular home at 603 Marll Court met all requirements and the PCIB recommended to the council to approve Building Permit 2020-02.

ACTION

Jamie moved to accept the PCIB's recommendation and approve Building Permit #2020-02, seconded by Steve. The motion carried 5-0.

NEW BUSINESS

Tree removal

The homeowners of 208 S McNeil and 101 S McNeil have trees in the right-of-way that they would like to remove. The trees are either dead or dying. According to the Tree Ordinance, permission must be granted by the council and the trees removed must be replaced.

ACTION

Jamie moved to approve the removal of the trees by the property owners and to replant ordinance-approved species at 101 S McNeil and 208 S McNeil, seconded by Dave. The motion carried 5-0.

Cheryl will send them the ordinance that lists the trees that can be planted.

2019 USDA annual report

The 2019 annual report to USDA was provided to the council for their review. This report covers the loans for the wastewater treatment plant and is due the end of February.

DOXO payments

The council agreed to not send the banking information to this company and only use Certified Payments as our credit card processing company.

Public works Report

Sewer:

- Wastewater samples will go in this week Influent and Effluent.
- KME Flow Meter Proposal, waiting on 2 more bids.
- NOI for Biosolids has been submitted for 2020.

Streets:

- Snow removal equipment is starting to come off the equipment.
- Snow fences are being taken down.
- TIB project waiting on bids and we will continue in March with the next steps.

Parks & Community Center:

- JET Construction has repaired the vent pipes on the roof of the Community Center.
- Park restrooms are open for the year.

Water:

- Quote from Consolidated on air relief valve for wells #2 and #5. – Approval to purchase and install
- Waiting to hear from Apollo regarding the drive by water meters.
- Devin tested and passed and is now a Washington State CCS (Cross Connection Control Specialist)

General:

- Open house at Town Shop, this spring. Looking for date suggestions.

An Example of a Regular Task:

Public Works Survey (10 Min.)

This survey was developed last year and has helped our Public Works Staff improve. The intent of this survey is for the citizens, business owners, and people who pass through Fairfield to rate on a scale of 1-10 what they feel the quality of work is in certain areas that the Public Works Department works on throughout Fairfield. There is also room for comments on the sheet. We look over everyone's input and comments, and average the scores submitted by everyone to find the areas that the general public feels we need to improve. We feel we have done a decent job improving from last year, we will be sending out this survey in the newsletter again to see if that is the case according to the public. As well as find out where the public thinks improvement could be made. We appreciate the helpful input we have received.

Compliments/Complaints

None tonight

Dates to remember

Feb 21st

Cheryl out of office for training with Auditor's office

Feb 25th

Webinar for Building a Foundation for Fiscal Oversight 11:00-12:00

ADJOURN

With no further business, the council meeting adjourned at 7:14 pm.



KayDee Gilkey, Mayor



Cheryl Loeffler, Clerk/Treasurer