

REGULAR COUNCIL MEETING
MARCH 1, 2022
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 Jamie Paden called the March 1, 2022 regular council meeting to order at 6:00.

Town Council members present were Alisha Anderson, Steven Walk, Valerie Rogers and Emily Thomas. Jacob Warren was absent.

Others present were Bryan Hicks, Teresa Holm, Dawn Hillsbery, Amanda Blood, Bill Enzler, Richard Ralidas, Perry Paden, Angela Walk, Devin Billington and Cheryl Loeffler.

The meeting opened with the Pledge of Allegiance.

ACTION

Valerie moved to excuse Alisha Anderson from the February 15, 2022 council meeting; seconded by Steven Walk. Motion was approved 3-0 with Alisha abstaining.

Richie Brower

Mr. Brower was unable to attend tonight.

Engineer's report Bryan Hicks

2022 CDBG Sewer Project

The design portion of the project is wrapping up and should have the bid ready to go out in the next week or so. On Portland Ave and in the alley to Spokane, the sewer main will be replaced with new PVC pipe. In the segment that runs from Spokane to Seward through the backyards, we propose to use Cured in Place Pipe (CIPP) (aka cast in place pipe).

ACTION

Emily moved to go forward with the 2022 CDBG Sewer Project; seconded by Alisha. The motion passed 4-0.

2023 CDBG

The grant application to repair the sewer line in the alley between Main Street and Brewster has preliminary funding approval. There is a ZOOM public hearing on March 3rd.

SRTC Call for projects

There will be funds available with \$1.5 million set aside for rural street preservation. The funding is specific to be DOT classified, which makes only a few of our projects eligible. After some discussion, three will be submitted for pre-application:

- Railroad Ave from Ticknor to Main Street: to include patching and a grind and inlay of the pavement surface to remove pavement deficiencies on Railroad Ave from Ticknor to Main Street (L = 635-feet).
- Prairie View Road from 3rd Street to 5th Street: The project will extend sidewalk along Prairie View Road from 3rd Street to 5th Street., Length = 765-ft.
- Main Street from McNeil Street to Fairweather Street: The proposed project would improve Main Street from McNeil Street to Fairweather Street (L = 350-feet) including new ADA compliant sidewalks on both sides, and constructing pavement overlay over existing pavement.

Fireman's Association

Perry Paden is representing the Fireman's Association and is seeking council approval for upcoming events. They will be providing three \$1000 scholarships to Liberty students.

- April 16th – Easter Egg Hunt in Hart Park. What-A-Nacho will have food available.
- May 30th- Asking for permission to close Main Street from McNeil to Railroad from 11-2.
- June 11th – Flag Day asking to use the Community Center for Fireman's Breakfast and Community CPR training.

ACTION

Steve moved to approve the Fireman's Association's activities on the dates of April 16, May 30, and June 11, seconded by Val. The motion was approved 4-0.

Old Business

Event Committee

Perry reported that with no one stepping up, the idea of forming an events committee will be put to bed.

Yard of the Month

Alisha connected with Debbie Hall from Tekoa who oversees the Yard of the Month in Tekoa. She reported that Tekoa started by having posting and voting on yards every month but it got to be too much. They have been doing "Yard of the Season" and it works much better. Tekoa uses Facebook as their platform. The people that want to enter their yard will post their photos to a specific page and people then vote on them. The winner receives a yard sign designating them the winner. Their signs are printed by Kinkos.

Discussion was held on how to include those people that don't have access or just don't do social media. It's important to make sure that everyone has the same opportunity to participate. It was suggested that anyone can bring their photos to town hall where a photo board will be put together and displayed along with a ballot box in town hall. People can then come to town hall to cast their votes.

They council decided to start with Flag Day so photos will be accepted June 5-10 with voting to be done 11-19th.

COVID-19 utility hardship grant and payment plan applications

The first shut-off letters were sent out to the residents that had asked for the grant applications but have not returned them. They will be shut-off March 10th for nonpayment.

A cap needs to be set for the total dollar amount to be paid out for the hardship grants. A discussion about how so few people have actually utilized these funds and perhaps taking some of the ARPA funds to use as a Project Share type fund. This format may bring on more activity plus other people would be able to donate to this fund, similar to the Project Share on your Avista bill. It was expressed that with the COVID restrictions, people may have felt that they would not qualify for this type of financial help. Applications for the COVID grant will be due on or before March 15th.

NEW BUSINESS

ARPA funds

The meeting with Commissioner Kuney and Jeff McMorris that was held at the Community Center addressed how the ARPA funds can be used. There was discussion about forming a group, similar to the consortium for CDBG with Rockford, Latah, Waverly, Spangle and Fairfield to hopefully have a better chance of being awarded the funding for broadband. The Port of Whitman would write the grant with the towns providing their information if needed. Petricore would manage the lines and the County would provide the matching funds, which would be approximately \$3 million.

Resolution

A resolution needs to be written that specifies where the town has allocated the \$87,458 ARPA funds. If the funds are placed in the general fund, they would be classified as revenue replacement and can be used for anything. If not placed in the general fund, they can be used only for infrastructure and broadband. The document prepared for tonight's meeting will be tabled until next meeting.

Annual report requirement

The annual report for 2021 has a new requirement to report any leases that we pay or are paid. The council was provided copies of the leases for Xerox, Post Office, Museum, Hahner Field and Service Club for review.

Council reports

Mayor's report

Each councilman is appointed to a specific department that would be their "specialty". At the first council meeting of this year, the mayor discussed having department reports given at least every quarter with the goal of having more

participation and ownership. Tonight, the mayor will give the first of these reports with the following weeks reports will start with council position #5

The different department are:

Streets – Alisha Anderson position #1

Finance – Steve Walk position #2

Sewer – Jacob Warren position #3

Parks – Valerie Warner position #4

Water – Emily Thomas position #5

Mayor Paden reported that one of her main goals is to get the ordinances codified. She has started to prioritize them. The undersheriff was at the meeting with the Commissioner Kuney and brought up that they have been given the go ahead to hire 25 more sheriffs and their intention is to increase the sheriff's presence in our area.

While she was in town hall, a resident came in and brought up the idea of a neighborhood watch. Jamie will search for the previous postings about Neighborhood Watch with a sign-up sheet to see if interest can be stirred. The sheriff's office will provide the training necessary to be able to operate the program appropriately and safely but the people need to commit to attend the training or the program won't work.

Public Works Report 6:52-6:57

Sewer:

- Wastewater samples going in this week.
- Northridge sewer main replacement project completed. Road to be graded in our grading rotation and we will continue to monitor conditions.
- Bio-Solids Meeting Mounia Sassi – The pile of cattails at the treatment plant will be tested to check for being actual biosolids. This will determine what is done with the pile. Bio-Solids Report submitted.

Streets:

- Road grading will happen when weather allows.
- Grader blade to go in for repair after completion of first grading this season.

Parks:

- As weather warms up, we will be preparing for summer fun!

Water:

- AML water meter system. Continuing to install meters.

General:

- Annual Customer Satisfaction Survey is out, please fill out and return to town hall. It is important to the improvement of the public works department and your opinion matters to us.

Dump Truck from County

The dump truck the town uses continues to have issues and has slowed progress on several projects to a standstill. Instead of continuing to put money into the current truck, Devin visited with County regarding a dump truck they plan to surplus. It comes with a blade and sander. Devin asked the council permission to offer \$12,000 for the dump truck. He will look at it before any offer is made.

ACTION

Emily moved to approve the expenditure up to \$12,000 for a dump truck from Spokane County, seconded by Alisha. The funds are to come out of the equipment replacement fund and ARPA funds. Motion was approved 4-0.

An Example of a Regular Task:

Safety Meetings (10 Min.)

Safety Meetings are how we begin each week, done typically in the morning and lasting no longer than 10 minutes. These meetings are done by staff or through another source such as a video or article. We do safety meetings to ensure our staff know how to properly and safely perform the duties that the public works department must accomplish. Safety is a priority for us to keep our employees at work and healthy. These safety meetings vary week to week with different topics designed to both educate employees of safety on specific items and in general. These meetings may also serve the purpose of providing employees topics for thought and discussion. At most of our meetings all participants have something to contribute to the topic, this is great to see people showing interest and participation in the safety of everyone, these topics are often even brought up later in the week through casual discussion. The last week of each month a monthly safety review is done as our safety meeting. At this review we go over everything we

have discussed throughout the week as well as any safety issues, or hazards that anyone has seen. This is done as an open forum where all participants have an equal opportunity to participate and contribute to the discussion. This has proven to be a very useful tool for active participation in safety meetings, this is important because safety is everyone's responsibility.

Approval of the Minutes

ACTION

Steve moved to approve the minutes from February 15, 2022 regular council meeting as read, seconded by Valerie. Motion was approved 4-0.

Approval of the March 1, 2022 Claims

Val moved and Alisha seconded to authorize paying the claims of March 1, 2022 with EFTs for \$4,547.05 and checks #20794-208123 for \$40,351.15. The motion was approved 4-0.

| | |
|------------|-------------|
| | 3-01-2022 |
| Claims | \$38,664.97 |
| Payroll | 6,233.23 |
| Total Paid | \$44,898.20 |

Signed by Steven Walk, Emily Thomas and Valerie Rogers.

Other

The Service Club would like permission to use the maintenance building for the Flag Day Dance on June 11th. They would need it from 6:00 pm to 2:30 am.

ACTION

Emily moved to approve the use of the town's maintenance building by the Service Club on June 11 from 6:00 pm to 2:30 am for the dance on Flag Day, seconded by Alisha. The motion was approved 4-0.

Credit cards

First Interstate Bank recently sent a credit card that was issued to a former employee which got us looking into the credit card account. Devin and Cheryl each have a card with \$5000 limits, Jason's has a \$2500 limit, LaDonna Kelly – Summer Lunch Program limit of \$2000 and Val Rogers – TNT limit of \$500. Devin would like to have a credit card issued to Cody with a \$2500 limit. Currently, Cody will make purchases by borrowing on someone else's card, which is not a good idea.

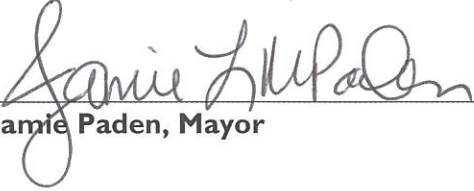
Val's card has not been activated and does not anticipate needing one for TNT at this point so this card can be closed.

ACTION

Emily moved to approve the additional credit card for Cody Powell with a limit of \$2,500 and closing the card dedicated for TNT purchases; seconded by Steve. Motion passed 4-0.

Adjourn

With no further business, the council meeting adjourned at 7:36 pm.



Jamie Padon, Mayor



Cheryl Loeffler, Clerk/Treasurer