

REGULAR COUNCIL MEETING

APRIL 4, 2023

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 Valerie Rogers called the April 4, 2023 regular council meeting to order at 6:00 at the Community Center.

The meeting opened with the Pledge of Allegiance.

Town Council members present were Alisha Anderson, Brady Collinson, Steven Walk, David Rafferty and Emily Thomas.

Others present were Debbie Cato, Richard Ralidis, Devin Billington and Cheryl Loeffler.

Old Business

Ordinance #402 Intent to Annex into Spokane County Fire District #2

This is the first step in the process of annexing into Fire District #2. This ordinance is only declaring the town's intent to annex. The final decision will be determined by the residents of both the town and the county residents. There will be informational public meetings in the near future with both the fire commissioners and the council. For the annexation to be on the November ballot, all the paperwork has to be to the county elections office by August 1st.

ACTION

Steve moved to approve Ordinance #402, Intent to Annex into Spokane County Fire District #2; seconded by Alisha. The motion passed 5-0.

Deputy Clerk Position

Cheryl provided the council with the job descriptions of both the clerk and deputy clerk (DC) positions. A few changes will be made to keep the DC description current and the job will be posted with a closing date of April 28th. Cheryl will research the new ruling for wage posting. We will start with posting locally.

Personnel handbook

The council began reviewing the personnel handbook. For starters:

- Change pronouns to employee
- 90-day probation period
- Remove CDL requirement
- Timesheet instead of time clock and card
- More specific wording on credit card receipts with a 48-hour turn-in timeframe.
- Add each card's dollar limit
- Add EMS guidelines

New Business

Utility hardship grant

An application for a \$500 hardship grant was submitted by utility account #1539 for review.

ACTION

Emily Thomas moved to approve a \$500 hardship grant for utility account \$1539; seconded by Steven Walk. The motion was approved 5-0.

Special Occasion Liquor permit

The special occasion liquor permit for the SE Spokane County Fair Association's fund raiser was submitted. Cheryl will verify that they have the appropriate insurance with the town listed as additionally insured.

ACTION

Emily Thomas moved and Alisha Anderson seconded to approve the special occasion liquor license for the SE Spokane County Fair Association's fund raiser on April 15th. Motion was approved 5-0.

Public Works

Sewer

- WW Samples going to the lab this week.

Streets

- We are sweeping the town sidewalks. Please sweep the sidewalks surrounding your property to keep our town looking nice.
- We will be out grading roads soon, tentatively by next week.
- The street sweeper will be going through town soon and will hopefully be able to do a larger area.

Parks

- Preparing mowers for the upcoming season.
- The baseball backstop will be moved to the new diamond soon.

Water

- Bacteria Sample going in this week.
- Chlorine Levels.
- With better weather we will be converting meters to the new meters again. Be on the lookout for door hangers telling you when your meter will be swapped.

An Example of a Regular Task:

Chemistry and Chlorine Breakpoints.

As you add chlorine to a water system it starts by reacting to the reducing compounds. These are natural materials occurring in water such as Iron, Manganese, Nitrites, sulfides, and others. At this time chlorine is not able to produce a residual due to the reaction it is going through. As more chlorine is added, the chlorine residual goes up as it processes non-organic material and ammonia in the second phase where it will produce Disinfection byproducts such as monochloramine and trihalomethanes. This reaction destroys chlorine residual and reduces chlorine residual levels down significantly where we hit phase 4 and what is known as the breakpoint. Once chlorine has hit the breakpoint, free chlorine residuals are produced. A free chlorine residual is the amount of available chlorine in the system to potentially fight bacteria and microorganisms. As we get into stage 4 of the breakpoint chart this is when Hypochlorous acids and hypochlorite are produced. These are both very effective at fighting bacteria and microorganisms that could potentially be in a water system. This is why it is important for a water system to maintain a free chlorine residual. If we didn't maintain some residual, then there would be no excess chlorine to fight the potential hazards in the water if they were to be present.

Department/Council Reports

Brady Collinson gave his report on the sewer.

The revised report schedule was given out to the council tonight. Next up will be David and streets. Financials will be moved to July.

Approval of Minutes

Approval of the Minutes from March 21, 2023 regular council meeting

ACTION

Emily Thomas moved and Alisha Anderson seconded to approve the minutes of March 21, 2023 regular council meeting as read. The motion was approved 5-0.

Approval of Claims

ACTIONS

Emily Thomas and Steven Walk seconded to approve the April 4, 2023 claims with EFTs for \$17,613.41 and checks numbered 21230-21250 for \$25,852.98. The motion was approved 5-0.

	04-04-2023
Claims	\$25,538.37
Payroll	17,366.02
Total Paid	\$42,914.39

Signed by Brady Collinson, David Rafferty and Emily Thomas

Other

WiFiber phone service

The phone service will be switched to internet service through WiFiber. The cost difference is currently \$90 to WiFiber \$30. The port will take place on April 12th.

Council positions

Steve Walk turned in his letter of resignation effective midnight on April 19th. He and his family are moving to Ohio where he has been hired by Kent State University. His council position will be posted that day and close May 1st to be appointed at the May 2nd meeting. This will give that person a meeting to see if they would want to run in November. Filing for the November ballot is May 15-19. We will reach out to the three previous candidates to see if they would be interested in Steve's council position.

Military Wall of Honor

Steve will touch base with the volunteers that wanted to help with the Military Wall of Honor. Josh Boyd, Anthony Schurr, John Cory.

Compliments/Complaints

None

Dates to Remember

April 15 Yard Debris Day (weather permitting)

April 15-21 Cheryl gone

May and June's first meetings Alisha will be absent.

Emily moved to adjourn at 8:19 pm.

Valerie Rogers, Mayor

Cheryl Loeffler, Clerk/Treasurer