

**REGULAR COUNCIL MEETING**  
**OCTOBER 6, 2015**  
**6:00 P.M.**

*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 6, 2015 regular council meeting to order at 6:00 p.m.

Mayor and Town Council members present: KayDee Gilkey, Harry Gibbons, Alene Felgenhauer, George Davidson Valerie Rogers and Emily Thomas.

Others present: Eric James, Sheila Dyer, John Jesseph, Derek Knecht and Cheryl Loeffler

**Approval of the Minutes**

**ACTION**

Harry Gibbons moved to approve the minutes of the September 15, 2015 regular council meeting and September 29, 2015 special council meeting; seconded by Valerie Rogers. The motion was approved.

**Approval of Claims**

**ACTION**

Harry Gibbons motioned to approve the claims listed on the check register dated October 6, 2015 for EFTs #E407-E411 totaling \$1,861.62; check numbers 18129-18153 totaling \$28,595.79 as presented. George Davidson seconded the motion. The motion was approved.

Claims: \$24,220.46

Payroll: 6,236.95

Total Claims: \$30,457.414

Check register signed by: Alene Felgenhauer, Harry Gibbons and Emily Thomas

Check #18111 was returned from vendor and voided; #E409 was written incorrectly and voided.

**Guest**

**Eric James**

The council introduced themselves to Mr. James who then provided a brief background about himself and his family. He has lived in Fairfield for 13 years, works from home doing farm appraisals around the northwest, much of which has been done in rural communities. He has worked with several planning commissions and thought it was time to get involved in his own community. He submitted his resume last meeting for appointment to the Planning Commission. Mayor Gilkey appointed Eric James to the Planning Commission with council approval.

**Sheila Dyer-North Palouse Community Food Bank**

The North Palouse Community Food Bank uses the room off the back of the old fire station to serve Fairfield and the surrounding communities. Ms. Dyer came to council asking for some type of heating/cooling system to be installed. Currently, they use space heaters in the cold months and fans in the hot months, neither of which do a great job and not very conducive in keeping the fresh produce. The council suggested looking into different grant opportunities. KayDee will visit with Paul Kimmel from Avista also. The food bank does not pay rent or utilities at the present time.

**OLD BUSINESS**

**Newcomer's picnic**

KayDee asked for the council's review on the Newcomer's Picnic that was held on September 18th. It was better attended than was expected and everyone did have a very good time. The list of people that was "invited" included 2010 to the present. A few suggestions were made about the location of the sign-in table to be placed where it can be more easily seen and perhaps introductions made. The businesses were asked for promotional material and bags were assembled with the materials that were provided. The next one should be in two years.

The council also discussed the possibility of having another community event, perhaps the 2<sup>nd</sup> Tuesday in December, after the last council meeting of the year. More research will be done for this.

### **Weed control at 505 E Governor Moore**

The goats from Healing Hooves grazed on this property for two weeks. The neighbors had no issues with them being there. Some of the council and public works checked out the results and they were satisfied. The fire hazard has been lessened and the debris that has been hidden by the tall grass is now exposed so someone could go in and finish knocking the grass down and get the debris picked up. The owners did not respond to any of the letters sent regarding the removal of the grass so a lien was placed on the property for the entire bill from Healing Hooves. The property does need to be maintained so the potential fire risk does not keep recurring.

### **Rental Agreement for the building on Hamilton**

Bishop's Law Office provided the lease for the building on Hamilton (SCOPE) but several areas needed changed. Cheryl will change the lease to meet the council's specifications and have the attorney review it. The effective beginning date will be October 1, 2015.

A 12.84% leasehold tax must be paid when a town-owned property is leased to a private party. After much discussion, the council decided that this tax will be paid by the town on behalf of the lessee. At the end of the year, 31% of the amount paid is returned back to the town. If publicly-owned property is leased to other government agencies or non-profits, the leasehold tax is not paid.

George has been getting prices to replace the two garage doors on this building. All quotes were below \$1,500 including installation. This could be a potential risk if not replaced soon.

### **ACTION**

Harry motioned to allow for the expenditure to purchase, including installation, two garage doors for the building on Hamilton, seconded by Valerie. The motion carried.

### **NEW BUSINESS**

#### **Planting trees**

John Jesseph of the Tree Board presented a plan to install a more efficient watering system and the planting of more trees along the west side of the WWTF. Garth Davis of the Conservation District has trees for this project and the watering system could be paid for with the tree city money in the budget. He also presented the option to use these funds for pruning around town. The annual Arbor Day Celebration will be November 3<sup>rd</sup> before the town council meeting. Location for the planting will be determined.

### **ACTION**

Alene motioned to install an adequate watering system using the Tree City funds and to plant additional trees that will be provided by the conservation district at the WWTF; seconded by Harry. The motion carried.

John also prepared a Scope of Work for the pruning at the cemetery. This can be used to seek bids from other arborists.

Garth Davis was in Fairfield this week and will provide rings to place around the bottom of the trees to help prevent damage.

#### **Removal of trees along McNeil**

The homeowner at 101 S. McNeil would like to remove the black locust trees along McNeil but believes it is the town's responsibility to pay for the removal. John Jesseph inspected the tree before the meeting and explained that the trees are old but still very healthy and show no hazard to the public. The council reviewed the ordinance and it states very clearly that the homeowner must seek council permission to do anything to the trees and is financially responsible for the work performed. There was discussion and agreement that when street trees are removed, another tree must be planted in its place under the guidelines of the Tree Board. A concerned citizen commented that "those trees lend themselves to the attractiveness of our town. If they are not a hazard, they should not be removed".

## **ACTION**

George motioned to grant Mr. Charles Miller of 101 S. McNeil permission to remove the black locust trees that are in the parking strip on McNeil at his expense, with the requirement that trees be planted in the same area with the guidance of the Tree Board; seconded by Alene. The motion carried.

Cheryl will send a letter to Mr. Miller with this information along with the ordinance and guideline.

## **Ordinance #380 Budget Amendment #1**

### **ACTION**

Alene motioned to approve Ordinance #380, Budget Amendment #1; seconded by George.

## **Public Works Report**

### **Water**

- Testing is steady at .3ppm.
- No major leaks to report this month.
- Flushing of hydrants is scheduled for this month until November.
- Letters are being sent out to non-responsive residents and business backflow device owners to prove their backflow has been certified by a specialist this year to satisfy DOH requirements.

### **WWTF**

- Winterization of backflows and building will be taking place this month.
- Screen room is being scrubbed as needed.
- Two empty ponds still remain to be topped off before any effluent will run.
- Trees have been trimmed from generator.

### **Parks**

- Parks are being winterized and shut down for water services this month to include restrooms for the winter season.
- Leaves are being mulched as needed to keep up with fall accumulation.
- Sprinklers will be shut down and blown out this month.

### **Roads**

- Signs are becoming a priority as bad weather approaches.
- Grading will begin with moisture.
- Rattlers Run will be improved with wetter weather by addition of gravel.

**Other:** Plans are coming together for digital sign and spin cups installation this month, if all goes well!

### **Budget**

The council continued working on the budget. George has been visiting with Aaron Lawhead about the recycling and the increasing charges.

### **Compliments/Complaints**

None.

### **Other:**

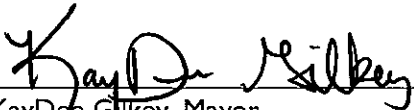
None.

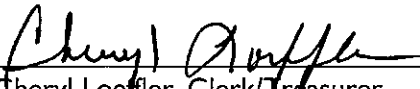
### **Dates to remember:**

Eastern Washington Finance Officers Association meeting      October 16  
Budget workshop      October 20 during council meeting  
October 27<sup>th</sup> if needed.

**ADJOURN**

With no further business, the council meeting adjourned at 8:30p.m.

  
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KayDee Gilkey, Mayor

  
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Cheryl Loeffler, Clerk/Treasurer