

REGULAR COUNCIL MEETING
NOVEMBER 21, 2017
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 November 21, 2017 regular council meeting to order at 6:00 pm.

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

Others present: Jamie and Perry Paden, Melissa Lunsford, Mary Sparks, Kristi Poteet, Josh Johnson and Cheryl Loeffler.

Approval of the Minutes

Correction to the minutes: Mary Sparks comment was to be she speaks for the residents of 601 W Marll Court not the entire Marll Court.

ACTION

Valerie Rogers moved to approve the minutes as corrected from the regular council meeting of November 7, 2017; seconded by Darcie Sainsbury. The motion was approved 5-0.

Approval of Claims

Darcie Sainsbury moved to approve the claims for November 21, 2017 as presented with EFT's #E418-423 totaling \$7,314.48 and check numbers 18999-19011 totaling \$11,429.82; seconded by Valerie Rogers. The motion passed 5-0.

	11-21-2017
Claims	\$11,851.38
Payroll	6,892.92
Total Paid	\$18,744.30

Check register signed by George Davidson, Emily Thomas, Valerie Rogers and Darcie Sainsbury.

Engineer's Report

Bryan Hicks sent his report.

Chip Sealing Grant-TIB

TIB application for chip sealing Carlton (1st to 3rd) and the loop around the upper park (McNeil, Main and Fairweather) was successful. The Town will receive over \$86K for the pavement rehabilitation project.

First Street Sidewalk Project

The First Street Sidewalk project opened bids on November 16th. Unfortunately, all 3 bids came in over our available construction funding. Wm Winkler Co. is the apparent low bidder with a bid of \$153,958.00, about 20% over the engineer's estimate and 11% over our available construction funds (\$138,760). The shortfall is approximately \$15,200. Based on a review of the bids, the unit prices appear to be reflective of the current bidding climate. Contractors have generally been busier this year and it is reflected in the higher prices. He does not anticipate that re-bidding the project would see a significant improvement in prices.

Anna Ragaza from SRTC was contacted about the high bids and SRTC is open to granting additional funding to cover the increased cost. The director has the authority to grant increases up to 15% of the total project cost so Bryan recommended an additional \$25,000 (14%) to allow for a small contingency for unknowns. SRTC asked if the town would send a letter requesting additional funds. As a good faith measure, they also asked if the Town could contribute a portion of the additional cost and she agreed that a \$1,000 contribution would be OK. Anna also asked that we present the request in person at SRTC's Transportation Technical Committee (TTC) meeting next week for discussion and concurrence.

Anna indicated that if the TTC concurs with the request, the director will approve the cost increase. Bryan will prepare the letter for submittal to SRTC and present it at the TTC meeting on behalf of the Town. Cheryl will represent the town at this meeting. If the funding request is approved after the TTC meeting, it is anticipated that the Town would be able to award the project at the Dec. 5th council meeting.

Guest

Terry Ottosen

Update on rezoning 101 W Hamilton

The new owner of 101 W Hamilton would like to have the property rezoned from Public and Quasi-Public Use to Commercial/Industrial (CI), which would allow the property to be used for any purpose, including residential. According to the town code 17.48, the owner must submit the rezoning form that the town provides, to the planning commission asking for the rezoning; adjacent property owners must be contacted for their approval and a public hearing held. A motion must be made by council to begin this process.

ACTION

Harry moved that zoning for parcel #4114.1703 be changed in the zoning code and on the official zoning map from "Public and Quasi-Public Use" to a "Commercial/Industrial" zone to bring the zoning on the property consistent with the surrounding uses and rezoning will bring the zoning to be consistent with the goals and policies in the Comprehensive Plan; seconded by George. The motion was approved 5-0.

613 W Marll Court

The town was notified by Steve Clemens of 611 W Marll Court, that building permit #2017-07 for the modular home at 613 W Marll Court has been pulled by Spokane County. Excavation had already started before the permit was actually approved and ownership changed. There is now the issue of erosion control of the property. It also presents an opportunity for the planning commission to develop a policy to prevent this type of scenario from happening again. The mayor asked Bryan Hicks, the town's engineer from Century West, to inspect the property and the adjacent property and determine the immediacy of the situation. His recommendations are that at a minimum, the registered property owner needs to install silt fence around the site to protect from loose sediment leaving the site. He also suggested to review the building permit documents for any "teeth" that would require the property owner to blade out or remove the dirt stockpiles. Spokane County might be also able to assist with tips on addressing an abandoned construction site since they issued part of the building permit package. A long-term solution would be to have a dryland hydroseed applied to the bare soils to stabilize them and prevent future erosion. The excavation for the footing did not appear to present an immediate risk of sloughing off or affecting the adjacent property. Per Terri's advice, notification will be sent to the listed property owner that a silt fence should be placed around the piles of dirt by December 15, 2017 for erosion control.

The interlocal agreement between the Town of Fairfield and Spokane County for the town's building permits needs to be revisited.

PUBLIC HEARING FOR 2018 TAX LEVY-Resolution 2017-06

Mayor Gilkey opened the public hearing for the 2018 Property Tax Levy at 6:25.

In 2018, the town should receive approximately \$92,000 from property taxes. Mayor Gilkey said that traditionally the town increases the previous year's property tax by 1%, which would provide the town's 2018 budget approximately \$92,000 or an increase of \$762.49, which is shared by all property tax payers. The mayor asked for any other questions and discussions and with none, she closed the public hearing at 6:27.

ACTION

Val moved to approve Resolution 2017-06, increasing the 2018 regular property tax levy by 1% for an additional \$762.49; seconded by Darcie. The motion was approved 5-0.

PUBLIC HEARING FOR THE 2018 FINAL BUDGET

Mayor Gilkey opened the public hearing for the 2018 Final Budget at 6:30

Cheryl informed the council that the \$37,000 from the sale of 101 W Hamilton has been received but has not been allocated in the new budget. It has been placed in the general fund for right now.

KayDee commented that the large community response at the forum was so encouraging and thought that type of format might be a good way to let the public know about this windfall and ask for their input on how best to utilize these funds. The final decisions would then be implemented into next year's budget with an interfund transfer. The second meeting in January would be the best time.

Comment: Just moved from Harrington where a survey was sent out asking the public's help in spending some additional funds. The survey gave them five options to choose from. It was a good way to get the public involved.

Council Comment: The town's newsletter could be used for such a purpose.

Mayor: Avista is looking for places along the Palouse Scenic Byway to place charging stations for electric cars. These would be the slow ones that take about 30-40 minutes to charge a car battery. KayDee will circle back around to Paul Kimmel about them.

George: - We could create a place on the east side of the creek between Thiel Park and the railroad., pour a concrete pad and it should be close enough to electrical.

KayDee will look into the slow charge stations.

Discussion about how to utilize the collected utility tax were discussed. In 2017, \$42,177 was collected.

Community Center	\$15,000 (from the original \$19,000 for street equipment)
Street equipment	5,400
Recycling	3,000
Yard/chipping event	3,800
Dust control	3,800
Furnace (town hall)	6,000
Park equipment	4,000 (this is in addition to the \$6,000 that is already in the budget)
Total	\$41,000

With the changes made to spending the utility tax and the additional funds from the sale of the building at 101 W Hamilton, the final budget will be ready for finalization at the next council meeting.

With no further discussion, the mayor closed the public hearing at 7:25.

OLD BUSINESS

Coloring contest winners

The preschool entries were voted on by council and town hall visitors over the past few weeks. The winners will have their names and photos (hopefully) in the newsletter along with some donated monetary prizes.

1st place - Avery will receive \$5

2nd place - Gwen will receive \$3

and

3rd place - Ryleigh will receive \$2.

We will hang all the pictures at the community center during the Old Fashioned Christmas.

River Keepers

KayDee updated the council about the meeting with the River Keepers and Dept of Ecology (DOE) she attended along with Dave Tysz and Dennis Fuller from Century West. The additional wastewater testing that had been talked about previously will not need to be done, at this point. The town should get a new wastewater permit sometime next year. It is hard to determine what things need improving at the treatment plant until we see what changes are coming down the DOE.

NEW BUSINESS

Dog grooming business at 201 N McNeil

Kristi Poteet introduced herself as the new owner of 201 N McNeil. Her and her husband, Mike, recently moved here from Harrington, where she owned a pet grooming and boarding business. She is here to ask council for approval to open Daisy Mae's Pet Parlor, a dog and cat grooming business, in the lower garage on the property. She will apply for the Washington State Business license. There will be no boarding of pets in Fairfield, only grooming and she plans to be open Tuesday-Friday 9am-4:30pm. According to the ordinance, she will need a conditional use permit. She would like to open by Dec 15th.

ACTION

Darcie moved to approve the opening of Daisy Mae's Pet Parlor at 201 N McNeil with a conditional use permit; seconded by George. The motion was approved 5-0.

Public works report

Streets:

- Dig out the ditch on the east side of Rattler's Run Road. Also clean out the culverts on the west side of the road
- Took gravel up to Marll Court to fill a washout in the road. Also filled the washout on Northridge Way where the water leak on Eastview was
- Began to lay gravel down on Jackson, more needed
- Finish putting gravel down on Brewster Street and get the road opened back up
- Johnson Avenue may need gravel after grading

- **Parks**

Got the leaf mulcher/vacuum on the lawnmower. Did the lower park but the upper park has not been done due to the wet weather

- **Water/Sewer**

Take influent, effluent and barium samples to Cheney Wednesday morning

Purchases made during the month

- Misc fuel purchases for backhoe and shop truck
- Advanced railroad warning signs for Ticknor Street

Other

- Josh and his family have recently purchased a home outside of Spangle and will be moving over there soon. He gave the council notification that he will be leaving his position the end of December.

Compliments/Complaints

Rooster at 312 W Hamilton: A letter will be written to the owners advising them that although roosters are allowed inside town limits, once they are a nuisance to neighbors, the problem must be abated.

Other

Dates to remember

Nov 22	Dr's appointment in morning
Nov 23-24	Closed for Thanksgiving
Dec 2	Old Fashioned Christmas
Dec 2	JerriKay Thieren's Celebration of Life 4:00 in the community center
Dec 4-?	Cheryl out for surgery

ADJOURN

With no further business, the council meeting adjourned at 7:48 pm.

KayDee Gilkey, Mayor

Cheryl Loeffler, Clerk/Treasurer