

**REGULAR COUNCIL MEETING
SEPTEMBER 18, 2018
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 September 18, 2018 regular council meeting to order at 6:01 pm.

Mayor and Town Council members present: KayDee Gilkey, Melissa Lunsford, Jamie Paden, George Davidson and Emily Thomas. Valerie Rogers arrived late, after approval of minutes.

Others present: Bryan Hicks, Terry Ottosen, Perry Paden, Derrick Matlock and Devin Billington.

Approval of the Minutes

ACTION

Emily Thomas moved to approve the minutes as read from the regular council meeting of September 4, 2018; seconded by George Davidson. The motion carried 4-0.

Approval of Claims

Jamie Paden moved to approve the claims for September 18, 2018 with EFTs #510-512 and 601 totaling \$4,424.89 and checks #19356-19371 totaling \$9,626.94 seconded by George Davidson. The motion carried 5-0.

	09/18/2018
Claims	\$7,048.73
Payroll	7,003.10
Total Paid	\$14,051.83

Check register signed by George Davidson, Melissa Lunsford and Jamie Paden

PUBLIC HEARING NOTICE OF APPLICATION AND PUBLIC COMMENT FOR ADMINISTRATIVE EXCEPTION APPLICATION FOR 306 E NORTON

Mayor Gilkey opened the public hearing at 6:24 pm. There was no public present for comments for or against this administrative exception application.

Mayor Gilkey closed the public hearing at 6:25.

Planning Commission Recommendations

The Planning/Improvement Commission recommended to the council that the Administrative Exception (AE) application be approved with conditions and to approve Building Permit 2018-04, both for 306 E Norton. The fees regarding AE will be determined.

ACTION

Jamie moved to approve the Administrative Exceptions with Conditions and Building Permit #2018-04; seconded by Val. The motion carried 5-0.

Engineer's Report

Replacement sewer line

Bryan Hicks has followed up with Devin regarding replacing the sewer line in the alley between Johnson and McNeil. The current line is 8" clay and based on previous projects in town, the cost for replacement could be close to \$100,000. Bryan has talked with The Department of Ecology and there is a funding program that has forgivable principal that we could apply for. The application is due October 15th. He will follow up with Cynthia Wall of DOE about this source. Applying for this could possibly put us in a better position for CDBG funding in the future.

FEMA funding

We will send letters to FEMA asking for a year extension to use the funding that has been provided. The sidewalks on Main Street and the pavement patching will go out for new bids probably in January.

Transportation Improvement Board (TIB)

The pavement preservation grant application has been sent to TIB. This would address most of the areas on the west side of town. The results will be released the week before Thanksgiving.

Rattler's Run Reclassification

WSDOT has approved the reclassification of Rattler's Run to a Major Collector (rural). This will make us more eligible for grant opportunities.

Old Business

Harvest Festival

The event will be held Oct 20th at the Community Center. Emily will be looking for sponsors or donations. A thank you to the sponsors will be placed in the lobby of the Community Center and online.

Fall chipping

Spokane County confirmed that the town can be reimbursed up to \$4500, which is 75% of \$6000, enough to hold two chipping events. We will invite Latah and Waverly to participate with us. There will be day permits sold for \$20.

NEW BUSINESS

Resolution 2018-07 Fee Schedule

The planning commission recommended that the AE fee be \$131.25. The council discussed having the appeal fee be \$200.

ACTION

Emily moved to approve Resolution 2018-07 Fee Schedule with the addition of Administrative Fees for \$131.25 and change of Appeals of Any Application Type to \$200; seconded by Melissa. The motion carried 5-0.

Public works report

Devin will visit with the members of the Food Bank about the run-off from the parking area they are having.

Compliments/Complaints

None tonight

Other

The IT contract with KBITS (Kayla Billington) has been revised with the additions and corrections from the council along with the start date of October 1, 2018. Once the staff and council emails are migrated, Kayla will work at setting up email addresses for the members of the Planning/Improvement Commission.

ACTION

Jamie moved to approve the revised IT contract from KBITS with a start date of October 1, 2018; seconded by Melissa. The motion carried 5-0.

CDBG Funding

Cheryl has sent an email to Tim Crowley at HCDAC asking him to check on any possibility of Fairfield receiving CDBG funding anytime soon.

Dates to remember

Cheryl gone to conference

Sept 30, Sunday

October 2

Sept 18-22

Military Wall of Honor plaques – Emily will attend

KayDee out of town.

ADJOURN

With no further business, the council meeting adjourned at 7:03 pm.

KayDee Gilkey, Mayor

ADJOURN

Cheryl Loeffler, Clerk/Treasurer

DRAFT