

**REGULAR COUNCIL MEETING**  
**OCTOBER 16, 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 October 16, 2018 regular council meeting to order at 6:00 pm.

Mayor and Town Council members present: KayDee Gilkey, Melissa Lunsford, Jamie Paden, George Davidson, Valerie Rogers and Emily Thomas.

**Others present:** Beau and Amy Wheeler, Mr. & Mrs. Randal, Terry Ottosen, Justin and Heather Gust, Perry Paden, Devin Billington Cheryl Loeffler.

**Approval of the Minutes**

**ACTION**

George Davidson moved to approve the minutes as read from the regular council meeting of September 18, 2018; seconded by Jamie Paden. The motion carried 4-0.

**Approval of Claims**

Jamie Paden moved to approve the claims for October 16, 2018 with EFTs #607-612 totaling \$5,558.40 and checks #19382-19396 totaling \$6,386.87 seconded by Emily Thomas. The motion carried 5-0.

	10/16/2018
Claims	\$6,885.64
Payroll	5,059.63
Total Paid	\$11,945.27

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

**ACTION**

Emily moved to approve the absences at the October 2, 2018 council meeting of KayDee Gilkey for work purpose and Val Rogers for being ill; seconded by Melissa. The motion carried 4-1 with Val abstaining.

**Growth Management**

Terry Ottosen presented the growth management act update work program which involves establishing a public participation program, reviewing relevant plans and regulations, taking legislative action at the Town level and to submit notice to adopt to the Washington State Department of Commerce. The Town is required to take action and update the Comprehensive Plan and development regulations to ensure compliance with the Growth Management Act. The document will be attached to the minutes.

**ACTION**

Emily moved to approve the GMA work program update as presented; seconded by Melissa. The motion carried 5-0.

**OLD BUSINESS**

**Future of TNT**

Valerie Rogers and the other mothers who volunteer are very busy with their own children's schedules, so they have decided not to proceed with TNT this year. Val will write something to put in the newsletter to see if someone in the community will step up to keep the program running. A huge thank you to Valerie, Angie Walk and their team for the years of keeping the program running.

### **Seasonal Complex Permit**

The rental contract for fundraising was revised making the users of the facility responsible for any health district violations.

### **Fall Festival**

Everything is ready to go. We will need people to help run the games, sell the tickets and collect money. Several teenagers will be helping.

### **Solar Energy Project**

The initial grant was not fulfilled due to there being several other applicants with multiple funding sources. Apollo will be applying for a Dept of Commerce grant with the contingency of obtaining additional funding.

### **Email addresses**

Kayla from KBITT.css sent two contracts for multiple emails. The council asked to have Kayla come to the next council meeting to explain them in greater detail.

## **NEW BUSINESS**

### **Planning/Improvement Board recommendation**

The Planning/Improvement updated the council after their meeting on 10-23.

#### **205 W Spokane Street**

Property has not been cleaned up according to the agreement. The board will meet at the property on 10/23/18 at 6:00 to come up with a firm commitment.

#### **201 N Hamilton**

Recommendation of PC/IB is to allow them to properly assess the property and request all bids. Since the gifting of the property has not progressed, the property owner will be notified that they are still responsible for the condition of the building and in violation of the building codes.

#### **BP #2018-07**

Board denied the permit based on current ordinance but recommended an Administrative Exception. Based on the exceptional condition of the mobile home, the Planning Commission (PC) recognized that the build age of this mobile home (MH) is 1977, but the effective age of the MH is essentially less than its build age and is an improvement to the property. PC also suggested that an updated building permit application be sent, with all current and correct information, to all current property owners within 400 feet PRIOR to approval. The home owner's approval has not been updated with this mobile home application. The cleaning of the property is tied to the exception as they want to be able to rent equipment only once to clean it up and move the newer mobile home in.

#### **ACTION**

Jamie moved to accept the Planning Commission's recommendation to grant administrative exception pending the clean-up of the property and updated building permit; seconded by Melissa. The motion was approved 5-0.

#### **502 W Hamilton:**

PC recommends that the ordinance 15.18.050 (B) (3) which allows temporary use of an RV while building a house and to use the following fees for utilities:

Permit Fee: \$50.00 - RV Hook Up Permit

Inspection Fee: \$25 plus actual

Monthly Water @ 100%

Monthly Sewer @ 50%

#### **ACTION**

Jamie moved to approve the PC's recommendation to allow temporary use of an RV at 502 W Hamilton, to charge the owner with RV permit of \$50, connection permit of \$25; 100% water charge and a 50% sewer rate; seconded by Melissa. The motion carried 5-0.

### **Rural Development Initiatives (RDI)**

The Rural Community Leadership program will be offered in the Northern Palouse starting in February at the Community Center. They will have a recruitment night November 5<sup>th</sup> at 6:00 and dinner will be served. The training will begin in February. This valuable program (conducted by Rural Development Initiatives), has been delivered in over 300 rural communities, and is being brought to the Northern Palouse through the generous support of the Innovia Foundation, Empire Health Foundation, and Avista Foundation.

### **Tree City Ordinance**

Cheryl has been working with Garth Davis on changing the Tree City Ordinance from a citizen-based advisory board to be the council advisory board. She reworked it and then asked the council to review the entire document and bring suggestions of changes to the next council meeting.

Garth is scheduled to come down on October 25<sup>th</sup> for tree planting, which will be done in the park-like area behind the town shop. This will be the town's Arbor Day Ceremony.

### **BIAS Contract**

The annual support fee for our software has had a significant increase. This is because our payroll module is becoming obsolete and support for this module is taking more and more time, especially with all the new payroll changes that will happen in 2019. To install the Advanced module is an additional \$1400 which is for the installation and the individual training. Cheryl will find out if we must pay the additional \$1400 before we can use the advanced module. The council all agreed that it is worth it to spend the additional funds to help payroll run smoothly.

### **Public works report**

Sewer: Complying with DOE

Streets: Devin is searching for a different axel for the dump truck.

The Town of Rockford has a snowplow truck for sale. It's the approximately the same size as our current plow truck but the blade can be articulated from inside the cab, which is a good thing. It does not have the ability to dump but does come with a sander. They are asking \$12,500. Devin was advised to have a mechanic look the truck over before any final decisions are made.

Devin has also found a BOS plow that would work with on the red truck. This would make it easier for him to get into the tighter places and dead-end roads. This sells for about \$8000.

### **ACTION**

Emily moved to approve the expenditure of funds for the plow truck from Rockford up to \$12,500 plus sales tax and the BOS plow up to \$8000 plus sales tax; seconded by Jamie. The motion carries 4-1 with George abstaining.

Devin is looking into purchasing new street-name signs to be compliant with the reflectivity levels. This can be done over a few years. He would like to have the signs have flags embossed on them but that would be an additional \$2,000. The council advised him to get the flags on signs on the high-traffic areas. He has also been thinking of selling the older signs to the communities that can't afford to buy into the high-reflective signs.

Parks: Devin has blown out all the sprinkler systems and they are shut down for the winter.

Water: Halme Electric is building the new pump and should have it ready for installation next week.

### **Budget**

Council and staff were provided the current budget position and budget comparison to review for next week's budget workshop.

**Dates to remember**

Cheryl will be out of the office for different meetings on October 17 and 18.  
October 20            9-3                            Chipping and Yard debris day  
October 20            3-8                            1<sup>st</sup> annual Fall Festival  
Budget workshop                            October 23 at 7:00

**ADJOURN**

With no further business, the council meeting adjourned at 8:05 pm.

  
\_\_\_\_\_  
**KayDee Gilkey, Mayor**

  
\_\_\_\_\_  
**Cheryl Loeffler, Clerk/Treasurer**