

## REGULAR COUNCIL MEETING

FEBRUARY 2, 2016

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 February 2, 2016 regular council meeting to order at 6:00 p.m.

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

Others present: Bryan Hicks, Stephen Bishop, Bill Palmer, Megan Duvall, Emily Vance, Tom Smith, Sharon Saselli and Cheryl Loeffler

### Approval of the Minutes

#### ACTION

Alene Felgenhauer motioned to approve the minutes with the corrected spelling of between from January 19, 2016 regular council meeting; seconded by Harry Gibbons. The motion was approved.

### Approval of Claims

#### ACTION

Valerie Rogers motioned to approve the claims listed on the check register dated February 2, 2016 for EFTs #E441 and E446 totaling \$1,127.44; check numbers 18279-18295 totaling \$13,540.82 as presented. Harry Gibbons seconded the motion. The motion was approved.

	02-02-16
Claims:	\$8,476.17
Payroll:	6,192.09
Total Claims:	\$14,668.26

Check register signed by George Davidson, Emily Thomas and Harry Gibbons

### Guest

#### Megan Duvall, Historic Preservation Officer

Ms. Duvall and Emily Vance from the Spokane City/County Historic Preservation, which is funded by City of Spokane, described the different levels of historic registers and their benefits. In the past, only unincorporated Spokane County could be part of the historic preservation. Fairfield would be their first interlocal agreement in the county. She explained that historic preservation protects sense of place, economic sense and community uniqueness. If Fairfield had an interlocal agreement for historic preservation with Spokane City/County Historic Preservation, it would allow for design review of changes to locally designated properties; the designation follows the property, not the owner and homeowners are able to apply for property tax incentives for improvements made in a 24-month timeframe. The interlocal agreement would allow her office to administer historic preservation activities within Fairfield, at no cost.

Ms. Duvall provided the interlocal agreement and an ordinance, which were both passed on to the town's attorney for his review.

### Engineer

Bryan is still waiting to hear from Gloria Bennett on the resurfacing project.

### OLD BUSINESS

#### Reader board

The McIntosh Grange agreed to pay \$50 for the sign and letters.

### **Digital sign**

A huge thank you to Amy DeGon for all her work she has done getting the sign working. The Community Advisory Board (CAB) had developed some guidelines as to what type of information could be posted which included education events, fitness and health and special events that would involve the whole community. Some events will need to be approved beforehand. Cheryl will send letters to different organizations as well as post it on Facebook and the town's newsletter to spread the word that it is available. There was discussion about having town hall be the main contact and to be responsible for the weekly postings with someone as a backup for vacations and the office being closed. Amy will continue changing the sign for a few weeks until Cheryl is trained.

### **Job Description for Janitor position**

Cheryl provided council a job description for both town hall and the community center. KayDee and Alene will meet with the four applicants next week.

### **Fee Schedule**

RCAC has funding to review our fee schedule but is unable to get to us until middle of February. Cheryl will send her the current fee schedule and budget position now for her to review. The 2016 Fee Schedule needs to be approved before the end of February for the new rate for this billing cycle.

### **Industrial Way Property**

Jim Adams noted that the records at the court house on Tract C in Industrial Way are different than maps that he has. He believes that the last survey was never recorded. According to Stephen, the legal description of the property that is on the Quit Claim Deed is accurate since no other survey had been recorded.

### **NEW BUSINESS**

#### **Reporting votes**

In order for the voters to understand a council member's approach to governance, it is important that they know how they vote on specific issues. From now on, the names will be in the minutes of no and abstaining votes.

### **Welcome to Fairfield information**

Tom Smith worked with Cheryl on preparing a document that has pertinent information for new residents in town.

### **Public Works Report**

#### **Water**

- Chlorinators will be replaced in well #1 and #2 this year.
- Residuals are staying between .2 and .3 p.p.m. chlorine.
- Waiting on new water testing schedule for 2016 to be posted.
- New soft start for well#2 should be in by the end of the month or the first of March.

### **WWTF**

- Influent and Effluent meters have been calibrated by Automated Controls Instruments along with checking fluid level eyes for proper function to satisfy D.O.H. and D.O.E. requirements.
- Still approximately 1 to 2 weeks from discharge to creek.
- Preparing dam inspection report for the year 2016.
- H.O. U.V. upgrade quote is in for Council approval. 3-5 weeks on delivery, after approval. The old panel is degrading and inadequate.

### **PARKS**

- Parks are still primarily closed and will open with warmer weather.
- Sign in lower park is up and running.
- Lighting issues are being addressed in Thiel Park.

### **ROADS**

- Potholes are being monitored and repaired as possible.
- Moldboard blades have been ordered and will be picked up this week for the grader.
- Road signs are ready for install when weather allows this spring.

**OTHER:** Two sewer issues have happened on Second Street over the past two weeks and both were dye tested to show positive flow in the Town main line. Both were deemed home-owner issues. Line from Carlton to Hamilton on Second- has been jetted due to debris pushed into Main Line.

Possible old well discovered on 4th by homeowner. Checking on procedure to properly fill in hole and will be advised when property lines are established and D.O.H. records have been checked for grey water or well.

The UV system needs to be upgraded. A quote from UV Doctor of \$15,000 to upgrade was discussed. There are funds in the sewer fund to pay for an upgrade. A band-aid fix of \$3,500 was also discussed.

**ACTION**

Emily approved the expenditure of \$15,000 to UV Doctor for system upgrade; seconded by George. The motion was approved.

Discussion was held about providing \$500 towards the building of the hallway partition from the food bank to the restrooms.

**ACTION**

Alene motioned that the town provide \$500 for the building of the hallway partition from the food bank to the restrooms; seconded by Harry. The motion was approved.

**Compliments/Complaints**

**Dog complaint:** Dogs leaving deposits on the sidewalk and private property. Owner of dogs and landlord will receive a letter and the ordinance referring to dogs at large and reminded to clean up after their animals.

The ordinance will be looked at closer regarding cleaning up after the animals and revising it if necessary. It was suggested to look into putting stands in the parks that have the litter bags available and with fecal matter a health hazard, applying for Loss Control Funds to pay for them.

**Other:**

Received the 4<sup>th</sup> quarter utility tax payment from Avista. It is down \$490 from this payment in 2015.

**Small works roster**

Stephen brought the interlocal agreement for the communities of Rockford, Fairfield, Waverly, Spangle and Tekoa to form a Small works roster. The council will review this until next meeting.

**Dates to remember:**

**Feb 4:** Roger Neal from RMSA will be here for Risk Management Survey and to meet with KayDee.

**Feb 11:** Chamber of Commerce meeting. The Town of Fairfield and Fairfield Library are hosting

**February 16-18:** BIAS conference

**Feb 18-24:** Cheryl vacation gone

The council took a 3 minute break at 7:22 and went into executive session at 7:25 to discuss possible litigation. The session should last 30 minutes and no actions will take place.

Executive session ended at 8:10 pm


Council resumed regular session 8:10 pm.

**ACTION**

Alene motioned to refer the matter of the claim of sewer issue of Mike Chandler to our town attorney, Stephen Bishop; seconded by George. The motion was approved with Valerie Rogers abstaining.

**ADJOURN**

With no further business, the council meeting adjourned at 8:15.m.

  
\_\_\_\_\_  
Kay Dee Gilkey, Mayor

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