

**REGULAR COUNCIL MEETING**  
**JULY 3, 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 July 3, 2018 regular council meeting to order at 6:01 pm.

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

**Others present:** Justin and Heather Gust, George Quiggle, Cidney Peete, Devin Billington and Cheryl Loeffler.

**Approval of the Minutes**

**ACTION**

Jamie Paden moved to approve the minutes as read from the regular council meeting of June 19, 2018; seconded by Valerie Rogers. The motion carries 5-0.

**Approval of Claims**

Emily Thomas moved to approve the claims for July 3, 2018 with EFTs #479-492 totaling \$10,023.93 and checks #19274-19290 totaling \$13,366.78 seconded by George Davidson. The motion carries 5-0.

|            |             |
|------------|-------------|
|            | 07/03/2018  |
| Claims     | \$13,819.38 |
| Payroll    | 9,571.33    |
| Total Paid | \$23,390.71 |

Check register signed by Emily Thomas, Valerie Rogers and Jamie Paden.

Devin Billington, Public Works Supervisor is to have a \$2 per hour raise for his new position, effective 6-15-18. There were ten working days in the last pay period that this adjustment will be made.

**Public Hearing for Resolution 2018-03 Six-Year-Transportation Improvement Project (TIP) & Capital Improvement Project (CIP)2019-2024**

Mayor Gilkey opened the public hearing at 6:05. Copies of the plan were provided to the public and Mayor Gilkey explained the purpose of the six-year plan. Public works added a 4x4 backhoe and service truck to the CIP.

Mayor Gilkey gave the public a few minutes to review the proposed projects.

**Q:** Is the railroad crossing issue on this?

**A:** No, it is not.

With no further public comment or questions, the public hearing was closed at 6:10.

**ACTION**

Valerie moved to approve Resolution 2018-03 Six-Year-Transportation Improvement Project (TIP) & Capital Improvement Project (CIP)2019-2024; seconded by Melissa. Motion carries 5-0.

Motion carries 5-0

**Engineer**

Bryan sent a report regarding Rattler's Run Road. He met with Leslie King, the new DFW Habitat Biologist, last Thursday to discuss the Rattler Run Rd HPA. The meeting went well. Unfortunately, she did point out that the tributary is "fish bearing", so if we want to upsize or add additional culverts, they will need to be sized properly (much bigger than existing). The HPA should be issued next week or two. KayDee will do some investigating to the fish-bearing claim.

## **OLD BUSINESS**

### **Family Movie Night**

The new movie "Wrinkle in Time" will be the movie shown on July 26<sup>th</sup>. The SE Spokane County Fire Department want to join in the fun and help promote their services. They will split the cost with the town for the meat, condiments and paper products. They will also have a few interactive demonstration tables set up. Everything will start about 6:00 pm with the movie following at 8:45. The Service Club has offered to provide popcorn for the movie.

### **Update on noxious weeds**

Ed Huber has been spraying the areas with Milestone that were identified by the County Noxious Weed Board and hitting some that they did not see. He has the treatment plant left.

### **Planning Commission roles**

The Planning Commission (PC) met last night and discussed the various roles and how to go forward together to serve the citizens of Fairfield. Below is a list of items the PC felt were important in which to work.

1. Review and Amend Comprehensive Plan consistent with RCW 36.70A (state mandate process; due June 30, 2019.)
2. Review and amend, if necessary, Town of Fairfield fees schedule.
3. Renegotiate Spokane County contract for building services to define specific clear duties within the agreement.
4. Search out grants for special projects; eg: outdoor exercise equipment, park improvements, Community Center improvements and other special interests of the community.
5. Review and amend if necessary, the Enforcement chapter of the zoning code so the city will have more control over the process. (The current process is a criminal process which must be proven "without a shadow of doubt" and necessitates the use (and expense) of an attorney. A civil process would give the town more ability to obtain compliance.

Out of all the tasks, the PC felt the Growth Management Act (GMA) update is the most pressing (due to the state mandated due date) followed by the other four. Due to financial restraints, Terry will focus primarily on the GMA update and help the PC move forward in that respect. They all agreed the other tasks are also important and the PC will move forward on those things as they can, and Terry will stand ready to give them support in any way possible.

We discussed and decided that inquiries regarding building permits, specific zoning, etc will be sent to Melissa who will research the issue and send a group email to the other members to discuss the issue and gain consensus. In this way community members' issues will be well researched and corroborated.

Any issues, correspondence, etc regarding GMA and/or the update will be sent to Terry. She plans on contacting Dave Anderson (who is our contact at Commerce and is out of town till July 12th) to further investigate the possibility of obtaining funding for the GMA update. She will be bringing forward a schedule for the update and possible different ways to do it. Cheryl has done a great job and I will work with her regarding the list that has already been developed and the possibility of utilizing EWU students to help.

## **NEW BUSINESS**

### **Building permit 2018-03**

George Quiggle submitted Building Permit 2018-03 for a new manufactured home at 612 W Marll Court to the Planning Commission. The original plans have the driveway coming in from Marll Court. He brought in a different drawing showing the driveway entering off Portland. The lot is big enough to accommodate his plans. The PC recommends approving Building Permit 2018-03.

## **ACTION**

Emily moved to approve Building Permit 2018-03 as presented with the driveway from Marll Court, seconded by Jamie with the question of where the driveway will be located to be determined at a later date. Motion carries 5-0.

## Public works report

**Sewer:** Roto-Rooter came out with a camera to the 1<sup>st</sup> Street issue and we were able to find out that three houses, possibly four, are all hooked up to the same sewer service. Roto-Rooter came out on June 29<sup>th</sup> to snake and camera 2<sup>nd</sup> and Carlton, and clean RV dump. The cost was \$950.52.

**Streets:** Storm has washed ruts into the roads.

**Parks:** There was a lot of broken glass in the covered area and the bathrooms were a mess in Hart Park on the 29<sup>th</sup>. The 721D Grasshopper has been picked up and is usable again.

**Water:** Well pump house #5 had the chlorine drip blow off, power was shut off in 5 minutes or less. Backflow pressure caused flooding. Issue was stopped with a valve, chlorine is not hooked up at this moment though. A huge thank you to Josh Johnson, Paul Sifford, The Town of Rockford, and Cheryl Loeffler for the help in resolving this issue. Sorry to any facilities that were affected by the emergency water shutoff. Pump 5 did not turn back on when it finally dried out, Todd Gabbard came out to reset and well 5 is now running again.

## Compliments/Complaints

**312 W Hamilton:** Property is a nuisance. Pictures and signed complaint by several of the neighbors were provided for the council. Code enforcement will send a letter addressing the issues.

## Other

### Addition to Small Works Roster Interlocal Agreement

The Tekoa Parks and Recreation District #6 (Park District No. 6) would like to be added to the Small Works Roster Interlocal agreement.

### ACTION

Valerie moved to add Park District No. 6 to the Small Works Roster Interlocal Agreement, seconded by Emily. Motion carries 5-0.

### Meter reading for 309 E Ticknor

The homeowners were sent a postcard stating that their meter had not been read since October of 2016 and to please read it and provide the location of the meter to the town. The postcard was returned with no useful information. The council directed Cheryl to send a letter and a copy of the resolution stating that based on their response, the \$150 penalty will be assessed for not returning a meter reading by the due date.

### Meter insulations

During the last meter reading, some of the meters still had the winter packing in them which had to be removed by Devin before the meters could be read. It was decided that for those that don't pay to have the town's packing package and they fail to have the meter free of their own packing material, they will be charged a \$5 fee.

### Vandalism

We will post the signs with the \$50 reward for reporting vandalism in the park and around town.

### Dates to remember

July 16-26                      KayDee out of town  
August 6-8                      KayDee out of town

### ADJOURN

With no further business, the council meeting adjourned at 7:33.

  
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KayDee Gilkey, Mayor

  
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Cheryl Loeffler, Clerk/Treasurer