

REGULAR COUNCIL MEETING
AUGUST 21, 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 August 21, 2018 regular council meeting to order at 6:03 pm.

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

Others present: Terry Ottosen, Perry Paden, Amy Wheeler, Justin & Heather Gust, Kevin Lunsford, Devin Billington and Cheryl Loeffler.

Approval of the Minutes

ACTION

George Davidson moved to approve the minutes as read from the regular council meeting of August 7, 2018; seconded by Emily Thomas. The motion carried 3-0.

Approval of Claims

Emily Thomas moved to approve the claims for August 21, 2018 with EFTs #502-506 totaling \$3,415.47 and checks #19320-19336 totaling \$171,639.99 seconded by Melissa Lunsford. The motion carried 3-0.

	08/21/2018
Claims	\$169629.04
Payroll	5,426.42
Total Paid	\$175,055.46

Check register signed by George Davidson, Melissa Lunsford and Emily Thomas.

ACTION

Melissa moved to excuse Mayor Gilkey from the July 17 and August 7 meetings as she was out of town for work; seconded by George. The motion carried 3-0.

Engineer's Council Update
First Street Sidewalk Project

Still waiting on some final paperwork from Winkler Co. and anticipate submitting the Recommendation of Final Acceptance to the council at the next meeting. We will also be scheduling a Documentation Review with WSDOT in the next couple weeks. WSDOT must review our project documentation to ensure that it meets federal requirements as a condition of the project grant funding.

Spokane County Bridge Inspection

Spokane County Public Works recently issued its latest Bridge Inspection Report for the Main St and Ticknor St. bridges over Rattler Run Creek. The overall Sufficiency Ratings were 78.38 and 75.32 respectively on a scale of 0-100. While neither bridge was rated structurally deficient, both bridges need overdue maintenance and repairs to protect them for future decades.

The main obstacle for bridge repairs is funding. The bridges do not meet the eligibility for federal Bridge Program funding. I have also spoken with TIB about eligibility. TIB will only fund improvements to the pavement surfacing or possibly repairs to the bridge itself if the road is being reconstructed at the same time. TIB will not fund a standalone project for bridge preservation repairs. There may be opportunities to piggyback onto a Spokane County Bridge Maintenance contract and complete the work at a lower cost.

Guest

Terry Ottosen, Planner

Terry presented to the council and planning commission the purpose of the Comprehensive Plan and the Growth Management Act (GMA). It is a state requirement to update the GMA every eight years. There are several sections in the GMA that the Planning Commission must go through, some more in-depth than others. Part of the process is to get the public involved and find out how they would like to see Fairfield in the future. Terry will prepare a Scope of Work and will work with the Planning Commission.

OLD BUSINESS

Family Movie Night

With the air quality in question for Thursday, the movie will be shown in the park unless it turns dramatically poor again.

IT Services Proposal

After reviewing this revised contract, a section labeled DATA should be added stating that all files are the exclusive property of the Town of Fairfield.

ACTION

Emily moved to approve the proposed IT contract as edited with the heading DATA and that all files are the exclusive property of the Town of Fairfield to be added; seconded by Melissa. Motion was approved 3-0.

Cross-connection Resolution 2018-05

DOH is becoming stricter with the cross-connection rules and Fairfield is being proactive with this resolution. Added that all new construction and modifications to plumbing must have a device. Each new resident will fill out the utility application with the cross-connection information provided to them.

ACTION

Emily moved to approve Resolution 2018-05, Cross-Connections; seconded by George. The motion was approved 3-0.

Devin is still working on inspecting the current resident's systems to verify that the town's water system is safe from any contamination. When he arrives at a home, he will work from an approved questionnaire and depending upon the answers, homeowner may or may not be required to install a backflow device. The Department of Health requires that each resident be contacted in this manner because the required yearly questionnaire had not been sent out for many years. From now on, the yearly questionnaire will be mailed out with the utility bill.

314 E Main Sewer

It has been determined that this residence has not been connected to the town's sewer system. The amount that the homeowner has paid for sewer charges up to June 30, 2018 is \$4,181.70. Per legal advice, this will be applied to the sewer hook-up fee (\$3,500) normally paid with a new sewer line. This will leave a credit balance of \$681.70 that will be applied towards future sewer charges.

ACTION

Emily moved to apply \$4,181.70 as of June 30, 2018, paid for sewer fees towards the connection fee with the remaining \$681.70 to be applied to her sewer account; seconded by Melissa. The motion was approved 3-0.

Transportation Improvement Board (TIB) call for projects

The TIB application for chip seal and pothole repair was sent on 8-16-18. Approved applications will be announced in November.

Terry Ottosen

Administrative Exceptions and Temporary Use Permit

The council discussed tools to give more flexibility to meet the town's housing needs and goals.

The Administrative Exception Section will allow the Town to review applications for exception from certain sections of the zoning code for good cause and review such exceptions on their own merits, and to set standards, findings and conditions to preserve the health, safety, and welfare of the citizens of the Town and based on public comments on the exception.

The Temporary Use Section will allow the Town to review applications for a use on a temporary basis and to set standards, findings, conditions and time limits on such use to preserve the health, safety, and welfare of the citizens of the Town and based on public comments on the project or use.

There will be a public hearing at the September 4th council meeting for the various text amendments and additions to the Fairfield Zoning Ordinance.

Planning/Improvement Board recommendations

The Planning Commission/Improvement Board met on Tuesday, August 14 to review Building Permits #2018-04, 2018-05 and 2018-06. Their recommendation to the council is to reject all three permit applications based on the current ordinances. If the applicants wish, they can submit new building permit applications.

ACTION

Emily moved to reject Building Permits 2018-04, 2018-05 and 2018-06 based on the current ordinances; seconded by George. The motion was approved 3-0.

NEW BUSINESS

Credit Card for Public Works II

Devin would like to have the bank issue a VISA credit card for the public works II position without an actual name so that a new card does not need to be issued with new employees. The council suggested that card have a PIN for identification purposes and a \$2,500 limit.

Cemetery Tree Maintenance

Out on a Limb will be scheduled for pruning the trees at the cemetery. The money will be taken from the Cemetery Certificate of Deposit.

Postcard reminder for meter reading

There was a request from a homeowner to allow them to receive the postcard reminder for meter readings instead of having public works read the meter. The meter is on the property line, well within the town's easement. After discussion, the council denied this request.

As meters are replaced, it was suggested to replace old meter with one that can be read by remote to help alleviate this type of request.

Public works report

Sewer: Fairfield is now using Anatek Labs.

Streets: Rattlers Run ditch project has started, and we will work on opening this ditch as time allows. Cold patch has been installed on Hamilton/3rd and on Carlton/4th.

Parks: a 2" sprinkler line was broken in Theil park on the 21st by an unknown cause and has been repaired. We are aware of a couple broken sprinklers in both parks and will repair those.

Water: We are working with DOH to satisfy their requests from our sanitary survey. Devin went to a class for backflow assembly functions and testing. This will help as the town keeps up on current State and Federal regulations.

Other

The refrigerator has been leaking onto the flooring in the kitchen of the Community Center and some of the flooring had to be scraped off. Will begin looking into replacement product.

Dates to remember

Cheryl gone	August 24
August 26	Military Wall of Honor Ceremony
Office closed	Sept 2 for Labor Day

ADJOURN

With no further business, the council meeting adjourned at 7:57



KayDee Gilkey, Mayor



Cheryl Loeffler, Clerk/Treasurer