

REGULAR COUNCIL MEETING
SEPTEMBER 4, 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 4, 2018 regular council meeting to order at 6:03 pm.

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

Others present: Terry Ottosen, Helda Fuchs, Rhonda Veile, Paul Anderson, Justin and Heather Gust, Devin Billington and Cheryl Loeffler.

Approval of the Minutes

ACTION

Emily Thomas moved to approve the minutes as read from the regular council meeting of August 21, 2018; seconded by Melissa Lunsford. The motion carried 3-0 with 2 abstaining.

Approval of Claims

George Davidson moved to approve the claims for September 4, 2018 with EFTs #505-509 totaling \$5,161.26 and checks #19323 and 19337--19355 totaling \$16,844.77 seconded by Jamie Paden. The motion carried 5-0.

	09/04/2018
Claims	\$15,406.19
Payroll	6,599.84
Total Paid	\$22,006.03

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

Checks #19341, 19353 and 19354 were voided due to printing errors.

ACTION

Melissa moved to excuse Jamie Paden from the August 7th and August 21st meetings due to a family emergency, seconded by Emily. The motion carried 4-0 with Jamie abstaining.

ACTION

Melissa moved to excuse Valerie Rogers from the August 21st meeting due to a prior commitment, seconded by Emily. The motion carried 4-0 with Valerie abstaining.

Engineer's Report

1st Street Sidewalk Project

Century West has completed the review and final inspection of the 1st Street Sidewalk Project and have found the work, including the items on the punch list, complete and acceptable as of July 18, 2018. Based on their review, they recommend that the Town of Fairfield accepts this project. Once the final approved Affidavit of Wages Paid from Winkler and their subcontractors is received, the Notice of Completion form must be submitted to the Department of Revenue, Employment Security Department, and the Department of Labor and Industries after the Town Council has formally accepted the project.

ACTION

Melissa moved to approve the Century West's recommendation to accept the 1st Street Sidewalk Project as complete; seconded by Jamie. The motion carried 5-0.

Public Hearing Resolution 2018-06

Mayor Gilkey opened the public hearing at 6:05 pm.

The public hearing is to consider testimony and take action regarding various text amendments and additions to the Fairfield Zoning Code, Chapter 17, which includes but is not limited to, adding two sections, Administrative Exceptions and Temporary Use Permits to the current zoning Chapter 17 of the Fairfield Zoning Code.

Terry Ottosen reviewed and explained the proposed text amendments and additions to the Zoning Code, Chapter 17:

CHAPTER 17.04: DEFINITIONS:

Definitions of a Temporary Use is a use approved for location on a lot by the Town Council for a period not to exceed 12 months with the intent to discontinue such use after the time period expires. The Temporary Use Permit can be renewed at 12-month intervals.

Administrative Exception is a deviation allowed by the Town Council from standards specified in the zoning code.

Administrative exceptions may be reviewed by the Planning Commission and granted by the Town Council provided the exception is consistent with the following general criteria.

1. The exception shall be an action only necessary to adjust or rectify an unusual situation or hardship specific to the subject property or property owner.
2. The exception shall not apply to a series of parcels.
3. The exception shall not be used to increase sign height or sign area.
4. The exception shall not create an unreasonable burden on adjacent properties/owners.
5. The exception shall not be contrary to the public interest or the intent and purpose of the Zoning Code.
6. The exception shall not be a threat to the health, safety, aesthetics and welfare of the public.

17.42.040 Allowed Exceptions

The following exceptions may be approved by the Town consistent with the requirements for the individual exception as set forth by the staff, Planning Commission and Town Council and the general criteria listed.

1. Deviation of lot standards
2. Exception of parking standards
3. Yard setback requirements
4. Building height or area requirements
5. Minimum lot area requirements, the deviation shall not be used to increase density.
6. Setbacks for a legal nonconforming lot may be modified to allow reasonable use of the lot.
7. Continuation of a legal nonconforming use in case of emergency or necessity.
8. A deviation of building and/or manufactured home standards. (See also Chapter 14.36, Fairfield Zoning Code.)

An application for an administrative exception must be filled out and submitted for approval. Each application must meet all criteria before it is approval. Neighbors will be contacted for comments on how the exception could affect them. There is also a chance to appeal any decision within 14-days.

A fee will be determined for the application and all things attached to it. Cheryl and Terry will work on designing a working application.

The current zoning code has administrative exception regarding subdivisions in place.

With no further public comments, Mayor Gilkey closed the public hearing at 6:19.

ACTION

Jamie moved to approve passing Resolution 2018-06 Zoning Code Amendment and adopt the findings as presented; seconded by Valerie. The motion carries 5-0.

OLD BUSINESS

Fairfield Care

Helda Fuchs, Administrator of Fairfield Care, Rhonda Veile, Director of Nursing and Paul Anderson, Board Member, were present tonight to re-discuss the possibility of Fairfield Care using the Community Center as an emergency evacuation center. They had sent a letter and the insurance rider with Town of Fairfield listed as additionally insured. They would like to have a key to the building for 24/7 access. The key will be kept in a lockbox with only the administrator and the head of maintenance having access.

ACTION

Emily moved to approve allowing Fairfield Care to use the community center as an emergency evacuation center; seconded by Jamie. The motion was approved 4-0 with George voting against.

A key to the basement door will be provided to them.

Fairfield Care will soon be changing names to Fairfield Care DBA Palouse Country Assisted Living. The signs that they have asked permission to place have been put on hold until the name change is completed. They will be put in the same locations as previous signs.

NEW BUSINESS

Harvest Festival

A meeting will be held on September 16 at 6:30 in town hall to start planning a Harvest Festival or Halloween-type party. There is \$900 remaining in the Summer Program line item that can be used for this event. It was discussed to personally invite someone to help instead of only relying on the written posts.

Fall chipping/Yard Clean-up

Spokane County is working on a Memorandum of Understanding (MOU) between Spokane County and the Town of Fairfield for a 75/25 grant for the chipping event. The council chose October 20th and people can buy the one-day permit for \$20. John Thomas will be contacted to verify his bid is still the same as the Spring event and that he is still interested in the work.

Mayor Pro-Tem

ACTION

Emily moved to appoint Jamie Paden as mayor pro-tem; seconded by Melissa. The motion carried 5-0.

KayDee will be gone for the October 2nd meeting.

Past due accounts

The past due accounts from the June billing cycle were reviewed. The total amount past due is \$7869.52.

The collection agency was contacted regarding the previous renter of the Hamilton Building. The agency needs to locate an asset in order to collect the funds owed to the town.

Public works report

Sewer: 314 E Main is in the process of being connected to the sewer.

Devin recommends replacing the clay pipe in the alleyway from Johnson to McNeil, vacate current line and put in new line. Devin will visit with Bryan.

Streets: The brakes were falling off the dump truck. It has been taken to Bill's Service in Spangle for repairs.

Parks: No vandalism lately.

The no authorized vehicle signs have been placed in the parks.

Garth Davis came down to examine the trees that are dead in Thiel Park. He determined that it was caused from use of grass trimmers.

He also talked about revamping the Tree Board to be the members of the council instead of having it be strictly volunteers. He will help Cheryl update the ordinance to this. The council all agreed this is an appropriate change to be made.

Devin would like to plant a seedling for Arbor Day to watch it grow as his career grows with the Town. He will ask Garth to help find a good location.

Water: The Dept of Health (DOH) did not approve of the use of door-to-door notification if there was some type of water emergency. In order to satisfy this finding from the DOH's Sanitary Survey, the Town of Fairfield is working with Spokane County Fire District 2 on developing a plan of action for if there were ever any kind of emergency dealing with our water system. Chief Fuchs is also working on a reverse 9-1-1 emergency calling. We will ask for emails and phone numbers of the residents in the next newsletter.

Compliments/Complaints

None tonight.

Other

Concern was made about the light pole sitting in the parking lot of Hart Park. Brian from Avista knows that the pole is there and will have the crew here in a matter of weeks.

The correct mounting post has been found and the radar speed sign will be moved to Bradshaw Road.

Cheryl and Devin presented the sewer permit they designed. It will be used when citizens install or replace side sewers.

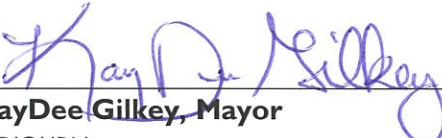
The abatement company working on the Fitness with Friends building found vermiculite and they will be abating this.

Dates to remember

Cheryl gone to WFOA conference Sept 18-22

ADJOURN

With no further business, the council meeting adjourned at 7:13 pm.



KayDee Gilkey, Mayor
ADJOURN



Cheryl Loeffler, Clerk/Treasurer