

REGULAR COUNCIL MEETING
SEPTEMBER 3, 2019
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 3, 2019 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 were Perry Paden, Justin Gust; Amy & Breanna Wheeler, Devin Billington and Cheryl Loeffler.

ACTION

Jamie Paden moved to approve the August 20, 2019 as presented, seconded by Valerie Rogers. The motion carried 5-0.

Approval of Claims

ACTION

Jamie Paden moved to approve the claims for September 3, 2019 with EFTs #725-729 totaling \$5,728.95 and checks #19823-19835 totaling \$8,866.09; seconded by Emily Thomas. The motion carried 5-0.

09/03/2019	
Claims	\$8,136.09
Payroll	6,458.95
Total Paid	\$14,595.04

Signed by Jamie Paden, George Davidson and Emily Thomas

Old Business

Water & Sewer ordinances

When property sells, the town is notified of the transaction and the final utility bill is sent to the closing agency, which then triggers the set-up of the utilities for the new owner. If a transfer of ownership happens, there is no final bill request made from a closing company. It is up to the owners to notify the town of the transfer.

This has recently happened and after reviewing both the water and sewer ordinances, the wording in the ordinances is geared towards a new utility being installed and set up and not a transfer of ownership. It does state that the owners are responsible for the utilities but is not specific. Emily will work on a policy regarding transfer of ownership and the who is responsible for utilities and when they take over.

TIB meeting

Melissa Lunsford attended the meeting with Chris Workman from the Transportation Improvement Board (TIB) to discuss the potential preservation projects. The project would repair the cracks in the pavement but does not include potholes. She will work with public works and Bryan Hicks identifying the areas in need of repairs and the measurements of those areas.

PCIB

Building permit 2019-05 New home at 502 W Hamilton

The Planning Commission/Improvement Board (PCIB) reviewed the plans for a new home at 502 W Hamilton and recommends that the council approve Building Permit 2019-05. The owner of the property has had the remaining cement walls inspected by engineers for structural soundness.

ACTION

Emily moved to approve Building Permit 2019-05 based on PCIB recommendation; seconded by Valerie. The motion passed 5-0.

205 W Spokane Street

The PCIB and the Wheeler's had agreed on three specific action items to be completed by the end of September. They could choose the order but at least one item was to be completed every two weeks with the first one to be done by August 27th. The action items included two wood piles and to get a fence built. They were unable to meet the first deadline. The black tarp has been replaced but no fence built around the vehicles.

They were to get the motor home and trailer moved off the property as well, which is not included with the action items. Only the motor home has been removed.

They currently have two \$250 in place currently. The fine is assessed monthly not per action.

ACTION

Emily moved to assess a \$250 fine for the one action item not completed at 205 W Spokane Street on August 27th and moving forward, if all three action items are not completed by September 30, 2019, assessment of \$750 fine per month until they are completed; seconded by Jamie. Motion passes 3-yes, 1 abstention from Melissa and 1 nay vote from George.

305 S 2nd complaint

The PCIB asked Cheryl to send a letter requesting an update on the property condition from the people who originally filed the complaint about the garbage and odor. No response had been received at the time of this meeting.

NEW BUSINESS

Resolution 2019-04 Fee Schedule

The Fee Schedule was submitted to council with the rental rates for the Community Center, Thiel Park gazebo and the equipment and operator rental fees.

ACTION

Emily moved to approve Resolution 2019-04, Fee Schedule seconded by Valerie. Motion was approved 5-0.

Online utility payments

There have been previous requests to have the ability to pay utility bills online. There is a program ran by Gov. which does not charge for their services. Council agreed to look further into this but think it's a good idea.

Public works report

Sewer: Samples will be going in this week.
Working with engineers on meeting all DOE requests.
Devin WW Group I Exam 9-3-19 re-schedule

Streets: Jackson ditch work progress
Case Backhoe 580 Demo

Parks: Garth Davis – very healthy tree

Water: IRWA Conference Post Falls ID Sep 25, 26 2019. \$235.00/Person
Jason IRWA Conference

General: Shop Doors repair

An Example of a Regular Task: Snow Removal Planning (--)

Although it is not winter yet, Fairfield Public Works has been working on snowplow routes and processes to better provide for our citizens this winter. On top of planning we have been clearing any debris and branches out of our snowplow routes. Clearing ditches also gives us area to allow snow to melt. We will be presenting on any new changes as we get closer to winter.

USPS contract update

The rental contract was sent to the attorney for review. Here is his email response: From reading the letter, it appears that the Post Office awarded the contract to JLL for real estate services for the Post Office, and I see no benefit the Town would receive. As such, I see no reason why the Town would have to pay such a commission. Unless there is more to the letter or an agreement of some sort, I see no reason why the Town should pay that commission.

Cheryl has had conversations with JLL and advised them what was recommended from the attorney at which time the representative said that the \$2214 would be backed out of the rental rate. Since this contract is not firm, the council will ask for a 15% increase in rent, which is comparable to the increases from previous years.

Compliments/Complaints

None tonight

Dates to remember

September 6 Council of Government meeting

September 13 KayDee meeting with Commissioner Mary Kuney

Executive session

The mayor called for an Executive session for RCW42.30.110(1F) at 7:09 pm. The session should last no longer than 20 minutes, approximately. No decisions or actions will take place during the session.

Mayor Gilkey closed the executive session at 7:46.

Regular Council Meeting

Reopened the regular council meeting at 7:46 and adjourned the regular council meeting at 7:47 pm.

ADJOURN

With no further business, the council meeting adjourned at 7:47 pm.



KayDee Gilkey, Mayor



Cheryl Loeffler, Clerk/Treasurer