

1 **Rockford Town Regular Council Meeting**
2 **October 3, 2018 7:00pm**
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5 NOTE TO PERSONS REVIEWING THIS DOCUMENT: THIS IS NOT A VERBATIM TRANSCRIPT. WHILE AN
6 ATTEMPT HAS BEEN MADE TO DOCUMENT PERTINENT POINTS, THESE MINUTES CONTAIN ONLY A
7 SUMMARY OF THE DISCUSSION AND VOTING.
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9 Mayor Carrie Roecks called the meeting to order at 7:02pm with the Pledge of Allegiance.

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11 Roll call took place. Those present were Mayor Carrie Roecks, Councilmembers Clint Stevenson, Micki
12 Harnois, Tim Fricke, William Benson and Brian Laude. Clerk/Treasurer Heidi Johnson and Public
13 Works' Dave Thompson were also in attendance.
14

15 **Mr. Stevenson made a motion to approve the amended agenda. Mr. Fricke seconded the motion.**
16 **Motion was carried.**
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18 **Mr. Stevenson made a motion to approve the minutes from the 09/19/2018 regular meeting. Ms.**
19 **Harnois seconded the motion. Mr. Benson stated that on line 40, the word "of" needed to be**
20 **removed and the word "hat" needed to be changed to "that. Motion was carried.**
21

22 **SAM MINEER, JUB ENGINEERS**

23 Mr. Mineer informed Council that JUB would officially award the 2018 CDBG Sewer project to Mountain
24 Crest and that there would be a pre-construction meeting on Tuesday, October 9th with CDBG. There will be
25 a Notice to Proceed on October 18th and boring preparations will begin October 22nd. The boring under the
26 railroad tracks will begin October 23rd and will last between one and three days. Mayor Roecks asked if the
27 boring will be exceptionally noisy and if we should alert our residents. Mr. Mineer said it would be a good
28 idea to let the residents know what is going on.

29 Mr. Mineer asked that Council review and accept the updated Professional Services Agreement with JUB for
30 the construction phase of the project. Council reviewed and discussed the content of the agreement.

31 **Mr. Fricke made a motion to accept the Professional Services Agreement between JUB Engineers**
32 **and the Town of Rockford for the 2018 Sewer Project. Mr. Benson seconded the motion. Motion was**
33 **carried.**

34 There was discussion about the project timeline. Mr. Mineer stated that the project should last 45 day.
35

36 **ANNOUNCEMENTS**

37 - The North Palouse Chamber of Commerce will have their annual Business Expo at the Fairfield
38 Community Center on 11/13/18.

39 - The United Methodist Church's annual Harvest Dinner will take place on 10/10, starting at 5:30pm
40

41 **COUNCIL REPORTS**

42 Ms. Harnois attended the AWC Board Meeting at Seatac. She reported several discussion items from the
43 meeting. Ms. Harnois will attend the 10/10/18 Regional Meeting in Spokane Valley, as well.
44

45 **COMMISSION REPORTS**

46 Planning and Zoning – Ms. Harnois presented the current zoning maps to Council to review for changes.
47 There was some discussion on items that need to be changed and the office staff said they would keep one
48 available in the office to work on and suggest edits.
49

50 Comprehensive Plan – Ms. Harnois suggested looking further into including "Temporary Use Permit"
51 requirements and gave an example to which having this option would have been beneficial.
52

53 COMMITTEE REPORTS

54 Emergency Management

55 Mr. Benson met with the Deputy Director of the Greater Spokane Emergency Management (GSEM) Office
56 on Tuesday, October 2, 2018 at Town Hall. He wrote a report of the meeting that outlined the purpose of the
57 meeting. He explained to Council that the meeting was to begin conversation between the town and GSEM
58 on how and what to do in case of a County-wide emergency, and other emergency planning topics. This
59 meeting with Ms. Fox was the first of many and Mr. Benson will keep Council and Staff informed of any
60 further conversations.

61

62 Tree City/Parks

63 Ms. Harnois said that Arbor Day will be October 19, 2018 at 10:00am. Ms. Roecks asked that it be at
64 4:00pm so she could attend. Ms. Harnois agreed that 4:00pm would work.

65

66 PUBLIC COMMENT

67 - Resident Tom Tyler asked where the route to the upcoming sewer project was exactly.

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69 ORDINANCES/RESOLUTIONS

70 None

71

72 OLD BUSINESS

73 - 236 Pacific Street Nuisance update – there has been no new activity, and Council discussed ideas
74 to get the structure removed from the address.

75 - Lion's Club Lease – tabled.

76 - Fee Schedule – Mrs. Johnson provided Council with Park Permit fees to consider and encouraged
77 them to start reviewing the current fee schedule for changes. Ms. Roecks suggested a special
78 meeting workshop to discuss the fee schedule and possibly other topics.

79

80 NEW BUSINESS

81 - Freeman 2019 Graduation Party Park Permit – after discussing the special provisions of the park
82 permit, Mrs. Johnson said she would talk to the permit applicant for details. It was the consensus of
83 Council to allow the group to use the park once the rules and details were clarified.

84 - Memorandum of Understanding from the Spokane Regional Clean Air Agency

85 **Mr. Benson made a motion to accept the Memorandum of Understanding between Spokane**
86 **Regional Clean Air Agency and Rockford Fire Department for Referrals of Unlawful Outdoor**
87 **Burning in Spokane County. Mr. Laude seconded the motion. Motion was carried.**

88 - **Mr. Stevenson made a motion to adopt ordinance 18-04, pertaining to requiring business**
89 **licenses in Rockford. Mr. Fricke seconded the motion. Motion was carried.**

90 - Mrs. Johnson requested that Council schedule the public hearing required to adopt the 2019 budget.

91

92 PUBLIC COMMENT

93 - Resident Tom Tyler asked if there were any plans with the building across the street from the Fire
94 Station.

95 - Lorrie Engle suggested requiring a deposit from the Freeman Graduation Party, when using the
96 park.

97 - Resident Vicki Bergstrom reminded Council that the 2018 Graduation Party left garbage inside the
98 exhibit building last year, and that she agrees that a deposit is a good idea.

99 - Resident Ivan Willmschen asked if there are any town expenses involved with the CDBG Sewer
100 Project, or if the project was fully funded.

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102 STAFF REPORTS

103 Public Works

104 • Mr. Thompson requested the approval of a sewer gas detector purchase for about \$1000.00.
105 Council agreed that it was a safety issue and told Mr. Thompson to purchase one.

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- Mr. Thompson reported that the Department of Fish and Wildlife has agreed to extend the permit the town received for cleaning the creek. The extension is for three years.
- Mr. Stevenson suggested the Conservation District come to the Town Park to see if we can plant a few more trees. Now that the existing trees have been pruned, there is room for several more.

Clerk/Deputy Clerk

- The September Past Due list was submitted.
- There were not utility bill adjustments to report in September.

APPROVE CHECKS

Mr. Stevenson made a motion to approve checks 14591 – 14613, and three EFTs, for a total of \$26,527.28. Mr. Benson seconded the motion. Motion was carried.

Mr. Stevenson made a motion to adjourn the meeting at 8:35pm. Mr. Benson seconded the motion. Motion was carried.

Heidi Johnson, Clerk/Treasurer

Carrie Roecks, Mayor