

1 **Rockford Town Council Meeting**  
2 **July 15, 2015 7:00 pm**  
3  
4

5 NOTE TO PERSONS REVIEWING THIS DOCUMENT: THIS IS NOT A VERBATIM TRANSCRIPT.  
6 WHILE AN ATTEMPT HAS BEEN MADE TO DOCUMENT PERTINENT POINTS, THESE MINUTES  
7 CONTAIN ONLY A SUMMARY OF THE DISCUSSION AND VOTING.  
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9

10 Mayor Carrie Roecks called the meeting to order at 7:00 pm with the Pledge of Allegiance.  
11 Those present were council members Clint Stevenson, Micki Harnois, Carrie Roecks, Robert  
12 Tollefson and Dave Thompson. Also present were Layne Merritt with JUB Engineers, and Kristy  
13 Cochrane, Clerk Treasurer. Several residents were also in attendance.  
14

15 Roll Call took place.  
16

17 **Action**  
18

19 **Mr. Thompson made a motion to adopt the amended agenda. Mr. Tollefson seconded the motion.**  
20 **Motion carried.**  
21

22 **Mr. Thompson made a motion to approve the minutes of the May 20, 2015 meeting. Mr. Stevenson**  
23 **seconded. Motion was carried.**  
24

25 **Mr. Thompson made a motion to approve the minutes of the July 1, 2015 meeting.**  
26

27 **Correction** to line 65 & 66 Mr. Tollefson brought up the foot bridge not Mr. Thompson from the  
28 July 1<sup>st</sup>, 2015 meeting. Minutes were then approved with the noted correction.  
29

30 **Mr. Stevenson seconded. Motion carried.**  
31

32 **Mr. Thompson made a motion to approve the minutes of the July 6, 2015 work study meeting, Mr.**  
33 **Tollefson seconded, and motion was carried**  
34

35 Ms. Roecks announced that legislature approved the town of Rockford for 1.2 Million grant,  
36 which could potentially remove some or all of the \$40.00 sewer loan fee from utility bills. She  
37 recommended council be cautious and continue charging the fee for now, just in case of any  
38 issues arise but will do our best to return or lower the fee on utility bills.  
39

40 Mr. Thompson agreed the town should reevaluate the fee, once the project is complete just be  
41 sure no further expenses arise before the project is finished.  
42

43 **Layne Merritt from JUB**  
44

45 **Mr. Merritt reported that the lagoon project is going well, the liner is finally out of lagoon**  
46 **#2. Extra crews will be brought in next week to wrap up getting the new liner in.**  
47

48 Mr. Merritt spoke with Gloria Bennett with the Transportation Improvement Board regarding the  
49 6 Year Transportation Plan. The chip sealing on "B" Street appears to be holding up very well,  
50 Mr. Merritt asked if there was any way we could team up with Spokane County to cut costs for  
51 the Town on road repairs.  
52

53 The streets that will eventually need interruptions due to utility work should not have too much  
54 work done on them until the upgrades are complete.  
55

56 According to Mr. Merritt the sidewalk repair on River Street may be an option for funding, but  
57 likely won't rank as high in the competitive process as some projects.

58 Application is due August 21<sup>st</sup> for TIB Funding. Missile Base road needs some of the holes to be filled to  
59 try to hold it together.

60 Gloria Bennett may not approve for it to be fixed with its condition already, due to its deteriorating  
61 condition, it may already been ineligible for funding.

62 Mr. Stevenson says Stringham to First Street has already had the infrastructure improved, so the road can  
63 be improved without worrying about needing to disturb the progress later.

64 Mr. Tollefson expressed concerns to Mr. Merritt regarding the basalt rock that is lining the lagoon and  
65 possibly being kicked into the lagoon under the liner during work. If the rock ends up under the liner, it  
66 may cause holes and leaks in the liner again.

67 Mr. Thompson says he visited the site today (July 15<sup>th</sup>) and gave credit for the workers being cautious  
68 and picking up the rock as its being knocked into the lagoon during the process.

69 Mrs. Harnois expressed concerns on the moisture being locked in between the liner and the underside of  
70 the new lagoon liner.

71 Mr. Merritt explained that they would be installing drainage piping to release moisture.

72 Mr. Stevenson expressed concerns about gases being released under the liner.

73 Mr. Merritt explained that they are installing pea gravel to allow the gases to move across the bottom of the  
74 lagoon and there will be vent strips to release the gases around the edges of the lagoon.

75 NDPDS Permit has been completed; Ms. Roecks asked if we need to do anything while we wait to hear  
76 on getting the permit.

77 Mr. Merritt suggested reading the manual and going through the details of deadlines, and other important  
78 information while waiting to get the permit.

79 Ms. Roecks expressed her gratitude to Cynthia Wall with the Department of Ecology, for all her  
80 assistance and knowledge and especially encouraging the town to ask for funds from the legislators.

81 Mr. Merritt suggested sending a Thank you card to show our appreciation for all her hard work, as  
82 perhaps the CDBG committee as well.

83 Ms. Roecks announced a personal thank you to anyone who submitted letters to the legislature that helped  
84 the town get the money that was needed.

## 85 **Public Comment**

86 Resident Sheri Tyler said she wanted to thank resident Patrick Marcalus and his wife for volunteering in  
87 the park, picking up trash today.

88 Resident Bill Benson expressed concern that since the new irrigation was installed, the faucets in the park  
89 are gone.

90 Resident Bill Creed said that there is no water in the area where the Livestock and Rabbits are kept at fair  
91 time.

## 92 **Planning and Zoning**

93 Mr. Benson reported the installation of the wireless tower is no longer a town project.

94 Mr. Benson plans to schedule a meeting with Mrs. Harnois in preparation for Comprehensive Plan  
95 review.

96 6 Year Transportation Improvement Plan review will need Mrs. Harnois' input.

97 Donald and Lorrie Engle have submitted a land use application for review of the maintenance for the road  
98 leading to their property. Mr. and Mrs. Engle are concerned about the heavy equipment going to and from  
99 lagoon 3 while under construction. The Engle's would like to adjust property north by 100 feet, they have  
100 property on the east side to trade.

101 Ms. Roecks suggested having maps available of the potential trade, at the next meeting.

102 Mr. Benson stated that Mr. Steven's community center needs to go back to a residential property or single  
103 family residence.

104 Committee Reports

105 Employee Policy Manual- Ms. Roecks is waiting for return phone call to address the areas of concern.  
106 Once the phone calls are returned, Ms. Roecks hopes that by the end of the week the policy should be put  
107 together.

108 Water Shortage Response Plan

109 Ms. Roecks', and Mr. Thompson, and Mr. Goyke met with Heather Cannon from Rural Community  
110 Assistance and discussed Department of Health emergency funding. Before we apply for the funds, she  
111 suggested we have an emergency response plan in place. She provided an example of a water shortage  
112 response plan that has already been approved by the Department of Health, which we could possibly use.

113 The funds would help the town get well #4 going, as a backup in case of an emergency. Other potential  
114 purchases may be a generator in case of a power outage, the treatment setup for well #4 as it is needed, as  
115 well as a static level gauges.

116 Mr. Thompson said that there will be an explanation in the Newsletter to be mindful of the many ways to  
117 save on water usage, such as letting your grass grows a little longer to provide more shade and protect  
118 from evaporation, and possibly watering early in the morning or late at night when evaporation is  
119 drastically lower. The Town has already taken action such as cutting back the water at the ballpark by  
120 30%, Primeland has changed their time of watering too early in the morning, and the Town Park  
121 eventually be cut back. The Park grass won't be cut as often, it will be a little bit longer to help conserve  
122 water usage.

123 Ms. Roecks sent Primeland an email asking for their support in watering in the early morning or later at  
124 night to help with the shortage of water.

125 Ms. Roecks and Mr. Thompson met with the President of the Rockford Women's Club to ask for help and  
126 understanding in cutting back the water usage at Pioneer Park. Since then, the Pioneer Park has cut back  
127 40% of the watering, Patti Lashaw; the president was very willing to help in any way.

128 Ms. Roecks stated she believed the rate the town pays for its own water should be lower.

129 Mr. Thompson thinks Pioneer Park should be included in the town's park budget and possibly the town  
130 should start mowing it as well.

131 Mr. Stevenson suggested taking complete control of the Pioneer Park to maintain water usage as well as  
132 the mowing.

133 Mr. Thompson feels that if we cover that expense for the Women's Club they would most likely spend  
134 that money throughout other parts of the community.

135 Committee Report

136 Mrs. Harnois presented the 2004 Economic Development- plan showing a comprehensive plan update and  
137 the adopted main street plan. There were two pilot projects; one is a sidewalk from Hurd's to the south  
138 end of the park. Another part of the project was a wrought iron fence accented with brick, as well as  
139 benches. She suggested the benches could be a contest, with prizes; the winning benches would have a  
140 plaque displaying the artist's name. The sidewalk has been completed. She would like to see the rest of  
141 the project done. Ms. Harnois will look into the possibility of funding.

142 In 2006 was given an award with a plaque for this plan. The project was funded with CDBG money.

143 Council is continuing to work on the fee resolution; the water committee will meet on July 23, 2015.

144 Staff Reports

145 Council is continuing to discuss the River Street Sidewalk- Bids are needed, Mayor asked someone to  
146 step up and help take over the project to remove it from the public works department.

147 Association of Washington Cities Budget Workshop

148 **Mrs. Harnois made a motion to approve sending Ms. Cochrane, and pay hotel room and travel**  
149 **expenses for the AWC workshop. Mr. Stevenson seconded the motion. Motion carried**

150 Heidi Johnson said she would cover the office while Ms. Cochrane, in at the workshop.

151 Old Business

152 Ms. Harnois called the County Health Department regarding the open well on C Street, still waiting to  
153 hear back.

154 The fireworks ordinance will be kept on the agenda so it can be updated sometime soon.

155 The Lions Club needs to stake out where the future slab for the bell will be hung before they dig to locate  
156 all utilities.

157 Ms. Harnois suggested call 811 two days before they dig.

158 Well #4 Bid, John received a bid for work at Specialty Pump. John called six contractors to provide bids,  
159 three contractors agreed to come and submit bids, and only one contractor showed to provide a bid. Bid  
160 came in at \$5200.00.

161 Mr. Thompson will make one more phone call for another bid.

162 Ms. Roecks thinks we might get funding through the emergency funding for a generator and well  
163 monitors with the Department of Health.

164 Mr. Stevenson made a motion to approve funding for up to \$5200.00 to pull the pump and TV the well at  
165 Well #4. Mr. Thompson seconded the motion. Motion carried.

166 Open council position will be closing July 17 2015; Council will be given copies of the applications with  
167 the intention of selecting a new council member at the August 5 meeting.

168 **New Business**

169 Ms. Roecks has contacted the Town Attorney and has a few more issues to discuss with him, the  
170 complaint of the Pine Street house.

171 Conditional Use Permit for Mr. Stevenson's Property. At one point Mr. Stevenson's property was granted  
172 a conditional use permit to allow for the community center to be housed there. Since the community  
173 center is no longer using the building, **Mr. Thompson made a motion to revert property back to single**  
174 **family residence at 229 S. First Street. Mr. Tollefson seconded. Motion carried.**

175 Mr. Stevenson abstained.

176 There was a discussion about purchasing a new computer for Clerk position- RSMA has \$500.00 to  
177 possibly cover some of the expense, if council chose to use it for that.

178 **Mr. Thompson made a motion to approve \$1200.00 for a new computer and monitor. Mr. Tollefson**  
179 **seconded. Motion carried.**

180 A thank you card was presented for council's signatures, for John Goyke's father, for use of his bucket  
181 trucks to trim trees in the park. There was no expense to the town whatsoever.

182 **Public Comment**

183 Resident Alene Wilmschen wanted to know if it was possible to get a cellular tower, as cell and internet  
184 reception here in Rockford is lacking. Ms. Roecks explained that we will eventually have one outside of  
185 town that will benefit residents. Mrs. Harnois said that the new reservoir could have a small antenna put  
186 in place. Resident Phil Evans asked if anyone has spoken to Air Pipe about adding cellular service to their  
187 tower.

188 Ms. Roecks advised all to check out the Town's website, and expressed gratitude to Mr. Benson for all  
189 the updates and work he has put in.

190 Resident Patrick Marcalus suggested that we hold a community cleanup day.

191 Ms. Roecks says she has wanted to organize a Community Event such as an Ice Cream Social or possibly  
192 a Community Meeting to bring residents up to date on current events.

193 Resident Ivan Wilmschen said that when he was with the Fire District previously, he had purchased a 10  
194 kW generator that they may still have, and could possibly be used if there was a power outage for the  
195 well.

196 Resident Art Grewe wanted to know when the open council position will be filled.

197 Ms. Roecks explained that applications will be accepted until Friday July 17<sup>th</sup> and hopefully the council  
198 will make their decision at the next regular meeting on August 5, 2015.

199 Mr. Grewe asked if there was an ordinance in place for abandoned houses in the Town city limits.

200 Ms. Roecks said they are currently discussing the issue with Rockford's attorney to get something taken  
201 care of as soon as possible. Ms. Roecks suggested that if everyone would fill out a complaint form, it  
202 would help tremendously in getting the process moving along.

203 Ms. Harnois said that on July 20, 2015 (next Monday) the county commissioner are going to decide if they  
204 want to place on the November ballot to vote on five county commissioners. Ms. Harnois strongly  
205 recommends that if you get a ballot to please vote.

206 **Mr. Stevenson made a motion to pay checks number 129091 through 130006 totaling \$14498.72.**  
207 **Ms. Harnois seconded the motion. Motion was carried.**

208 Discussion regarding utilizing the Mini Mart for fuel again.

209 Mr. Tollefson suggested the City Service card that is only good for fuel.

210 Mr. Stevenson suggested that it should stay at Town Hall.

211 Mr. Thompson says it should be accessible for whoever needs fuel.

212 **Mr. Thompson made a motion to adjourn the meeting. Mr. Stevenson seconded. Motion Carried.**

213 Meeting adjourned at 8:50 p.m.

214 \_\_\_\_\_  
215 Kristy Cochrane, Clerk Treasurer

\_\_\_\_\_  
Carrie Roecks, Mayor