

1 **Rockford Town Regular Council Meeting**
2 **September 6, 2017 7:00pm**
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6 NOTE TO PERSONS REVIEWING THIS DOCUMENT: THIS IS NOT A VERBATIM TRANSCRIPT. WHILE AN
7 ATTEMPT HAS BEEN MADE TO DOCUMENT PERTINENT POINTS, THESE MINUTES CONTAIN ONLY A
8 SUMMARY OF THE DISCUSSION AND VOTING.
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10 Mayor Carrie Roecks called the meeting to order at 7:00pm with the Pledge of Allegiance.

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

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16 **Mr. Benson made a motion to approve the amended agenda. Mr. Fricke seconded the motion.**
17 **Motion was carried.**
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19 **Mr. Stevenson made a motion to approve the minutes from the August 16, 2017 regular meeting**
20 **minutes. Mr. Benson seconded the motion. Motion was carried.**
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22 Ms. Roecks announced that she will no longer be allowing the audience to speak outside of the allotted
23 "public comment" time. She said that up until now, it has been allowed but it has recently gotten out of
24 control. She reiterated that the public save their questions until the applicable time.

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26 PUBLIC COMMENT

27 None
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29 ANNOUNCEMENTS

30 The Southeast Spokane County Fair is September 22-24.

31 Ms. Harnois announced that there will be a no-host lunch for the communities along the Scenic Byway
32 on 09/25/2017 at 12:00pm at the Harvest Moon.
33

34 COMMISSION REPORTS

35 Planning and Zoning

36 - Crow Property Update – B Street

37 Mr. Thompson updated council with the issues the property owners are having in getting water
38 and sewer available to them. He talked about the different options of getting water from the
39 town's lines pumped up to the location of the future home. Because of the substantial cost to
40 both the property owner and town, it was suggested that council allow them to put in a well.
41 There was discussion about the town's ordinances and what is allowed regarding a well and
42 septic system. Because there is no ordinance stating a well cannot be placed, council decided
43 that the owners can put one in with no permission needed from the town. Ms. Harnois asked Mr.
44 Thompson if there would be water rights issues with drilling a new well inside town limits. Mr.
45 Thompson said that the Department of Ecology said that as long as there is not an ordinance in
46 place stating there could be no well, then there should be no problem.
47 All members of council agreed that a septic system was not an option, and that the property
48 owners/contractor come up with a way to connect to the existing system.

49 **Mr. Fricke made a motion to approve the Crow Building Permit with the water connection**
50 **fees being crossed off. Mr. Benson seconded the motion. Motion was carried.**

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Comprehensive Plan

- Chapter 13 – Participation, Implementation and Evaluation
- Chapter 14 – Land Development and Evaluation

Ms. Harnois reviewed both chapters with council and discussed the Growth Management Act, what was required, and how each section should be adjusted for newer laws and guidelines.

COMMITTEE REPORTS

None

ORDINANCES/RESOLUTIONS

Mr. Thompson and Mrs. Johnson asked that council review ordinance 13-13, park regulations, and to submit suggested changes to Mrs. Johnson.

Resolution 17-04 Community Development Block Grant Consortium

Ms. Harnois made a motion to approve Resolution 17-04. Mr. Fricke seconded the motion. Motion was carried.

STAFF REPORTS

Public Works

- The JARPA application is ready for the next step in review and shouldn't be long until a permit is granted to dredge Rock Creek.
- The FEMA disaster relief money that was applied for, due to the flooding in January and February, has been deposited into the towns bank account.

Clerk/Deputy Clerk

- Utility Adjustment Report
Mr. Stevenson made a motion to approve the Utility Adjustment Report for the month of August. Mr. Benson seconded the motion. Motion was carried.
- The past due list was submitted to council. There were no questions.

OLD BUSINESS

Surplus Property

Ms. Roecks recommended that council approve a sealed bid process for the sale of the surplus property on Emma Street.

Complete Streets

October is when the nominations are accepted at the Transportation Improvement Board for the Complete Street Program.

Code Enforcement

Ms. Harnois submitted a check list of what is expected from a code enforcement officer and/or committee. Council would like to see a copy of what Spokane Valley does, and the publication they have in place called the "International Property Maintenance Code."

Hiring Procedures

A protocol for the hiring process for the town was not established in the existing Personnel Policy. Council discussed added an amendment to the policy.

Mr. Laude made a motion to add "hiring practices" section 5.1.1 to the existing Personnel Policy. Mr. Fricke seconded the motion. Motion was carried.

101 NEW BUSINESS
102 Wages for Ms. Harnois
103 Ms. Roecks submitted a spreadsheet to council, showing how many hours Ms. Harnois has spent, and
104 plans to spend, updating the Comprehensive Plan. The amount listed on the spreadsheet was \$272 for
105 2017 and \$736 for 2018.
106 **Mr. Stevenson made a motion to approved the wages, as stated. Mr. Benson seconded the**
107 **motion. Ms. Harnois abstained. Motion was carried.**

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109 Wages for Deputy Clerk
110 Council discussed the starting wage of the new Deputy Clerk, once the position gets filled.
111 **Mr. Fricke made a motion to set the starting wage at \$13.50/hour, with the option of a \$.50 raise**
112 **after 90 days. Mr. Laude seconded the motion. Motion was carried.**

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114 Contract with Studio Cascade
115 Council reviewed the Professional Services Agreement that the Bill Grimes with Studio Cascade
116 drafted. There was discussion on what the agreement entails, and whether the contract capped at
117 \$30,000 or \$20,000. Ms. Roecks asked that Ms. Harnois get clarification before anything is signed.

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119 PUBLIC COMMENT
120 -Resident Ivan Willmschen asked why there couldn't be discussion outside of the specified public
121 comment time.

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123 COUNCIL REPORTS
124 Mr. Stevenson reported that he had been in Long Beach, WA over the weekend and talked with the
125 City Hall staff there. He said that they have hand held meter readers that would make the job a lot
126 easier for both the reader and the office staff entering meter readings. He also said that they use Vision
127 Software as a utility billing program and thought it would be a good idea for Mrs. Johnson to contact
128 them for more information on that.

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130 APPROVE CHECKS
131 **Mr. Stevenson made a motion to approve checks 14048-14069 and two EFTs, for a total of**
132 **\$28068.03. Mr. Benson seconded the motion. Motion was carried.**

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134 Meeting was adjourned 9:10pm.
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Heidi Johnson, Clerk/Treasurer

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Carrie Roecks, Mayor