

**REGULAR COUNCIL MEETING
OCTOBER 7, 2014
6:00 P.M.**

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 October 7, 2014 regular council meeting to order at 6:00 p.m.

Mayor and Town Council members present: Harry Gibbons, Alene Felgenhauer, George Davidson, Valerie Rogers and Emily Thomas.

Others present: Bryan Hicks of Century West, Debbie Carney, Sarah Holmberg, Derek Knecht, Jeannie Jesseph and Cheryl Loeffler.

Approval of Minutes

ACTION

Harry Gibbons motioned to approve the minutes as read from the September 23, 2014 regular council meeting, seconded by Valerie Rogers. The motion carried.

Approval of the Claims

ACTION

Harry Gibbons made a motion to approve payroll EFTs #E288-E291 totaling \$4,894.14 and E292 checks #17688-17709 totaling \$25,312.74 as presented. Alene Felgenhauer seconded the motion. The motion carried.

Claims:	\$22,960.40
Payroll:	<u>7,246.48</u>
	\$30,206.88

Total Claims: Check register signed by: Harry Gibbons, Alene Felgenhauer and George Davidson.

Guests

Darlene Wernz was on the agenda but had to cancel.

Deb Carney

Deb Carney would like to see more than just Flag Day happen in Fairfield to bring in people and boost the economy in the Town. She brought to the council several ideas that would not be difficult to put together. She suggested having something attached to the event like a fundraiser for TNT, North Palouse Food Bank, Fire Dept., etc. to bring in different group of people, eventually seeing an event each month. Some ideas she threw out were a staggered-age bicycle ride; human foosball tournament, motorcycle rally promoting motorcycle awareness, which is more family-oriented than just a "rally"; farmer's market. Forming a committee to begin this was discussed.

Engineer Report

Bryan Hicks

Main Street Project

The punch list from the Main Street project is almost complete. There are a few questions about some quantities but everything is coming along. The railing on the stairs into Hart Park has been installed. Thanks to Bob Obernolte for the adding the decorative touch to it.

Change Order #4

The Bank of Fairfield is not interested in the bench/flower pots to correct the steep section of the sidewalk but Jay reiterated his interest in turning the steep section along the curb into a planter strip. This is a feasible option if everything is kept as low maintenance as possible. Long-term maintenance responsibilities would need to be worked out between the Town and the Bank of Fairfield.

Bryan proposed to remove the steep strip of sidewalk between the light post and the bank driveway to install about 9 or 10 shrubs similar to the existing landscaping in front of the bank. Weed block and possibly some river rock could be installed around the shrubs. A drip irrigation line could be installed that connects to the water meter box in front of the

bank. The bid from Accelerated Construction is \$2,824.35. This would be slightly more than the benches, but much less than the stairs or barrier wall previously proposed. The bank is open to doing the maintenance of the landscaping. Century West will cover this expense. The bank will be able to choose the shrubbery but will be given a dollar limit that the grant will cover. Bryan will send a letter to them outlining the details.

Drainage Issue on Main Street

Drainage revisions are necessary to intercept and minimize the stormwater entering the front yards and driveways of the homes directly across Main Street from Thiel Park. This was discovered after the first phase was completed. With the current eligible construction costs about \$4000 over the original bid amount, Gloria Bennett has given approval to continue with these repairs.

After reviewing the drainage issue, Bryan observed that the runoff appeared to be flowing from the highway, through the business parking lot on the SE corner of Main and SR-27 and then overland down through the front yards of the two houses. A properly located drywell should intercept and reduce the runoff before it reaches the front yards of the homes. Other solutions considered would have involved significant changes to the parking lot and encroaching beyond ROW. Accelerated has provided a price of \$4,821 to install a drywell, re-grade the area to collect the runoff and restore the surface with dryland seed. This appears to be a reasonable cost. Bryan checked with Gloria, and she gave the OK for the Phase I drainage fix based upon the cost received from Accelerated. Therefore, we are OK to proceed.

ACTION

Alene motioned to approve Change Order #4 to repair the phase I drainage issue and sidewalk grade revision pending verification of the final costs; seconded by Harry. The motion carried.

Spokane River Keepers

A letter was received September 30 from the Spokane River Keepers requesting that the town provide details of what steps have been taken to complete its inflow and infiltration correction project, the status of the project, and whether Fairfield has complied with the compliance schedule outlined in its NPDES permit. Dennis Fuller from Century West provided a response to this letter outlining all the steps that have been taken along with the graph showing the improvements that have been made.

Bridge inspection

Bryan is still trying to connect with Dale Harder regarding the bridge inspection expectations.

OLD BUSINESS

IACC conference

KayDee attended the IACC conference in Wenatchee and learned that there are 9 funding agencies so we don't have to rely only on CDBG and TIB. She learned about the tech teams that will sit down with you and look at projects and help find the appropriate funding. Fairfield has worked very diligently on the infrastructure improvements in previous years but not much in the way of economic development planning. She would like to see the council work on developing some deliberate and active economic development plans/goals and objectives. She also asked the council to consider sending an additional person to this conference next year.

Improvement Board flyer

After looking at the promotional flyer that Andy Fisk and Rachelle Tiegs put together and council approved, Roger Neal at Risk Management was contacted to see if the town could be held liable with any part of it. He did send back a long list of concerns. It was suggested to list the different services that could be available in town without any names or numbers. Interested people would then contact town hall to get the information for their needs. A holds harmless agreement also would have to be signed. RMSA has offered to help put one together. After the new promotional flyer is designed, it will be mailed out to the residents of Fairfield.

Public records request policy & form

Cheryl presented a public records disclosure policy and records request form to the council.

ACTION

Alene motioned to adopt the public record disclosure policy and records request form; seconded by Harry. The motion carried.

Statement of Work

The Agreement for Work agreement was presented to the council for information purposes. This goes along with the grant that was received in 2011 to archive the minutes, ordinances and resolutions up to 2011 and has never been completed. Cheryl will sign it and mail it back. The date on the agreement for completion is June of 2015.

NEW BUSINESS

Janitorial services

Andrea Fitzsimmons will be moving to South Dakota and turned in her resignation as the janitor effective October 29th. Her position will be posted. Beginning pay will be \$10.

Custom Spray Service Bill

There has been some confusion between Custom Spray and the resident at 312 N 3rd on whether they ordered dust control or not but did receive it. Normally, the Town composes the list and then sends it off to Custom Spray. This year calls were made from their office along with the normal list from this office. Cheryl asked if the council would be open to paying this bill with the justification that the property adjacent to 312 N 3rd has been used for disposing of unsuitable material from many of the town's projects and worn off the prior dust control products. The council agreed that this is an issue between Custom Spray and the resident and refused paying this bill.

Preliminary Budget

Cheryl and Jeannie have started working on the budget but the revenue from the sewer and water needs to be looked at closer in the apartment/assisted living type scenarios. They will contact other communities that have these in their towns for their fee schedules.

Utility Adjustments

The utility adjustments report for January through October was presented to council for approval. This report will now be presented monthly for approval.

ACTION

Harry approved the monthly utility adjustments from January to the end of October; seconded by Emily. The motion carried.

PUBLIC WORKS REPORT

WATER

- Chlorinator in well #2 has been replaced, pulled unit will be sent off for service and/or replacement.
- New service meter installation and line separation on South 1st Street has been delayed due to unforeseen opposition of progress.
- Leak on Spokane Street from a water hammer issue is being located and parts gathered for repair scheduled for Thursday.
- Hydrants were flushed on Wednesday October 1st by S.C.F.D. #2 with a list of hydrants needing cleared and /or serviced compiled for the Town. Letters have been sent to home owners on clearance issues. Fire hydrant on private property and hooked to the town water system are owned by the town but still the homeowner's responsibility to keep clear. Derek will talk to the fire chief about this issue.
- Winterization of unused water lines and blowing out Town owned sprinklers will take place this month.

WWTF

- Fuel and block heater has been replaced and is working well.
- Sending all flows direct to wetlands for winter cycle.
- Pumping E.Q. over to wetlands will take place this month.
- Aerators will all be put on-line this month for possible November discharge.

PARKS

- Restrooms will be shut down this month.
- No vandalism to report, some climbing on buildings. Post signs?
- Mowing and trimming will continue until leaves have fallen and have been mulched or winter weather arrives.

ROADS

- Road prep for winter will be done as soon as we have sufficient moisture levels.
- Leak area on Spokane Street has been barricaded off until work is complete; one drive lane is closed for approximately 50', repair should be completed on Thursday.
- Road sand and salt will be ordered this month.
- Ordering road name signs for various locations to satisfy reflectivity requirements or missing signage.

OTHER: UTV is scheduled for delivery on the thirteenth of October.

OTHER

Public hearing for Tax levy will be the first meeting in November.

Cheryl will be attending a grant management class on the 16th and a conference in Chelan the 29th and 30th.

Arbor Day Planting – John has a tree to replace the damaged one in Thiel Park. We will have the annual Arbor Day planting on October 21st, right before council.

AUDIT

The auditors completed their work in Fairfield last week and are now compiling the data. Should have the exit review with the council sometime later this month. Overall, it went fairly well.

Reminder to the committee to review the Community Center rental agreement.

COMPLAINTS/COMPLIMENTS

10-6-14: Fire hazard 306 E Norton covered with tall dry grass. **Certified letter sent to homeowner giving 10 days to clean it up. Cc; improvement board and Ken Fuchs, Fire Chief

ADJOURN

With no further business, the council meeting adjourned at 8:03 pm.



Mayor Kay Dee Gilkey



Clerk/Treasurer Cheryl Loeffler