

**REGULAR COUNCIL MEETING
NOVEMBER 20, 2012
7:00 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 Ed Huber called the regular council meeting to order on November 20, 2012 at 7:00 pm.

Council members present: Harry Gibbons, Mary Branon, George Davidson, Valerie Spurrell and Brian Kauffman.

Others present: KJ Hanley from Century West, Derek Knecht and Cheryl Loeffler.

Approval of Minutes

ACTION

Brian Kauffman motioned to approve the minutes from the November 6, 2012 regular council meeting, seconded by Mary Branon. The motion carried.

ACTION

Approval of the Claims

Brian Kauffman motioned and Mary Branon seconded to authorize claim vouchers #16857 through #16870 for \$37,534.31 and EFTs for \$3,831.61 as presented. The motion carried.

Claims: \$33,972.52

Payroll: 7,393.40

Total Claims: \$41,365.92

Check Register signed by: Brian Kauffman, George Davidson and Mary Branon.

Check #16859 was voided.

The current budget position was provided to the council for review.

ACTION

Brian motioned to excuse the absences of Ed Huber and Harry Gibbons from the November 6 regular council meeting due to illness; seconded by Valerie. The motion carried.

Guest

Guy Williams from the Cemetery Board was scheduled to be here but was unable to attend. He called and asked Cheryl to present the potential cemetery board officers for 2014 for appointment.

Guy Williams President

Barbara Neal Vice President

Cheryl Fulton-Fischer Secretary

Cheryl Loeffler Treasurer

ACTION

Mary motioned to approve the cemetery board appointments, as stated; seconded by Harry. The motion carried.

Engineer's Report

Century West

The Transportation Improvement Board (TIB) Small City Arterial Projects for FY 2014 was announced on Friday, November 16. Fairfield's application for continuation up Main Street to McNeil was awarded for \$626,060 with 5% match of \$32,950 for a total project cost of \$659,010. This does include continuation of the new lighting. The design will take place in 2013 and construction in 2014. Century West will be the engineers for this project. This street project will not only continue the cosmetics of the Main Street but will fix the water run-off problem the Town has been having. KJ made the comment that he has never seen so much damage done to asphalt from the run-off.

The council commented that for approximately \$65,000, Fairfield has received almost \$1.2 million dollars in street construction. Having the utility tax in place has made it possible for the Town to realize these opportunities.

KJ and Derek will work together examining the water and sewer lines in this area.

2012 Sewer Improvement Project

The design is almost complete for this project. It will be placing the manhole off the railroad property, which will make it much less complicated if any repairs or maintenance would need to be done. KJ will begin work on the railroad amendment after the first of the year. He will also send the design to Department of Ecology (DOE) at the same time for review and approval.

Misc. topics

KJ and Dennis Fuller are still putting together information for the letter that will be written to the River Keeper's.

In the past, the Town has received comments from residents about areas that seem to not have enough water pressure. Ed asked if KJ and Dennis Fuller would be able to come to a meeting in the near future to explain to the council and the public about how the Town's water system works and answer questions about water pressures. KJ is agreeable to this and will do some research into our system.

Ed has also asked KJ to look into different ways to handle the water run-off on the west side of the Community Center. It appears that the water from the roof and the street could be causing some damage to internal walls.

TD&H

An email received from Terrel Anderson of the UPRR discussed the placement of one of the light fixtures. He states that it could be a potential safety hazard. This will have to be addressed before the project is closed.

OLD BUSINESS

The Town has received three bids for updating the lighting in town hall, Post Office, town shop and the community center. Each bid was given the exact same list of materials but Adams Electric bid with only retrofitting and no fixtures. The other two bids included both retrofit and some new fixtures. Energy saving wise, the town would get the same result with either retrofitting or new fixtures. Each final dollar amount is after the Avista rebate, which expires 12-31-2012.

Adams Electric:	\$3,765.00
CED and Evergreen	\$4,247.15
Gabbard Electric	\$5,962.00

ACTION

Brian motioned to accept Adams Electric bid at \$3765 after rebate to retrofit the stated locations, to be paid with proceeds from utility tax, seconded by Valerie. The motion carried.

Spokanimal and Potentially Dangerous Dog

The dog that had been declared potentially dangerous in July was spotted off the property and pictures were sent to Spokanimal. The sheriff and Spokanimal came down on 11-16 to cite the owner. The dog owner now has to appear in court. Spokanimal issued the citation and noted that it came from the Town of Fairfield and Spokane County per sheriff's advice.

The billing of \$195 from Spokanimal was received for their services in July. This will be passed onto the animal owner per the ordinance.

Removed water meter update

The meter was replaced and water turned on Friday, 11-16 after all payments and the fine for tampering with the meter and the turn on fee had been received in the office. The homeowner had expressed very explicitly today to the office staff that he felt that the fines were out of line and that this should be repaid to him. The council all agreed that everything was followed according to the ordinance and fee schedule and the money would not be refunded.

Public Hearing

2013 Preliminary Budget

Mayor Huber opened the public hearing at 8:12. There was no public present.

Ed went over the budget line item by line item. There are a few minor changes to bring it into balance.

Personnel Development Reviews

Ed has done Jeannie and Cheryl's annual reviews and has is waiting to do Derek and Derek's. All of the employees were asked to submit to Ed their personal development for the year. These would include things such as classes they have taken, things they have done to improve how their job is accomplished, etc. This year, wages will be based on merit and not across the board as they have been in the past.

Jeannie asked the council if they would consider providing health benefits for her. She is part-time and expressed that she is willing to forego a raise or even take a reduction in pay to have these benefits. Ed has suggested that the Town pay for half of the premium and she would take a payroll deduction for the other half.

Cheryl has a hard time getting out of the office to utilize comp time and vacation time. Ed is suggesting that Cheryl be changed from hourly to salaried. She would then be paid for the additional hours for council meetings, which now she gets comp time. She is not paid overtime.

Ed will get the other two reviews done and wants the council to think about these recommendations. There is enough room the way the budget has been prepared to compensate for the wage increases.

With no public comment, Ed closed the public hearing at 9:16.

NEW BUSINESS

Hardship snow removal request

The council received a request from Shirley Thiel for help with snow removal based on being elderly. As set last year, all hardship requests must be approved by the council. These requests are assigned to volunteers from the community. Cheryl will check the list to make sure that we have volunteers that would be available.

ACTION

Mary motioned to approve the request for hardship snow removal for Shirley Thiel based on being elderly, seconded by Harry. The motion was approved.

BIAS 2013 Service Agreement

BIAS is the software program for the Town. They are also offering a back-up service for \$50 a month. Mary highly recommends this service.

ACTION

Mary motioned to approve the 2013 BIAS Software Service Agreement for \$2,323.46 and the back-up service for \$600 for a total of \$2,923.46; seconded by Brian. The motion was approved.

Public Works Report

WATER

- Testing of the drinking water has been completed for the year (excluding routine coliform).
- Soft start systems are scheduled to be in place by the end of the year in wells #1 and #2.
- Nitrates on #1 and #2 came back with a "no trigger".

WWTF

- PUMP #1 in lift station #2 is scheduled for repair and installation by the end of December at latest.
- Flows are up slightly due to heavy rains, high flows are diverted to the E.Q. Basin.
- Waiting on final bid for door replacement in the screen room.
- U.V. Lights are being cleaned twice a month.
- Aerators are scheduled to be greased this month.

PARKS

- Branches are picked up daily along with debris.
- All park facilities and water access has been winterized for the season.
- One tree was pushed over in Hart Park (small tree by McNeil and Norton).

ROADS

- Pothole repair and road grading are being done as weather permits.
- Sign posts are being replaced with softer ground available.
- Road drains at base of Ticknor and Main Street are being cleaned.
- Snow Removal Equipment has been chained up and winterized.

Other: Street lights on Main have been wired up and are awaiting Avista connection.

The red truck needs four new tires. Derek has been having difficulty even getting out of the treatment plant.

The furnace in the shop has completely died so there is no heat in there. Air Pro, who we contract with for servicing furnaces, submitted a bid for installation of a 150,000BTU Modine unit heater to be installed in the maintenance office, all gas piping, digital thermostat, electrical and removal of old heater, for the sum of \$2735.00 plus tax. Warranty of 5 years on all parts and 2 years labor.

ACTION

Mary motioned to approve the expenditures for furnace up to \$3000 and new tires up to \$1500; seconded by Brian. The motion carried.

Other

Reminder that the Old Fashioned Christmas is December 1.

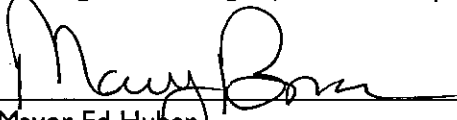
Ed will be gone Dec 4. We will have a Christmas party for staff and council before the council meeting on 12-18. This will be potluck.

The Plummer Gateway Highway District is applying for a grant to chip seal Fairfield Road, which goes over Plummer Mountain. They are requesting a letter of support from the Town. The council discussed this and decided that since it is in a different state and not knowing how many from our community uses that road would benefit from it, decided not to send the letter of recommendation.

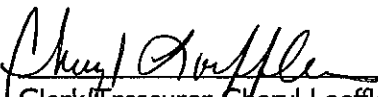
A letter is going out to businesses in Spokane asking for personal hygiene items and mittens, hats, scarves and socks for the youth in our community. We are also doing a drive locally for mittens, hats, scarves and socks with boxes placed in Town Hall and at the Old Fashioned Christmas. If anyone is interested in donating, please contact either Jeannie or Cheryl at Town Hall.

Adjourn:

The regular meeting adjourned 9:41 pm.



 Mayor Ed Huber
 Mary Branon
 Mayor Pro Tem



 Clerk/Treasurer Cheryl Loeffler