

**REGULAR COUNCIL MEETING
NOVEMBER 5, 2013
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 5, 2013 at 7:00 p.m.

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

Others present: KJ Hanley, Lane Merritt and Dave Kliewer of JUB Engineering, Tom Smith, Derek Knecht and Cheryl Loeffler.

Approval of Minutes

ACTION

Harry Gibbons motioned to approve the minutes from the October 15, 2013 regular council meeting and the October 21 budget workshop as presented; seconded by Brian Kauffman. The motion carried.

Approval of the Claims

ACTION

Brian Kauffman made a motion to approve payroll EFTs #179-182 totaling \$4,895.95 and check numbers E183-184, 17256-17280 totaling \$29,562.75 as presented. Mary Branon seconded the motion. The motion carried.

Claims: \$19,275.88

Payroll: 10,286.87

Total Claims: \$29,562.75

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

Guests

Engineer's Report

2014 CDBG waterline application

KJ Hanley has put together the application costs for the CDBG 2014 funding cycle. The project would be located east of Highway 27 in an existing utility easement. The amount of the application is significantly larger than the Town has asked for in the past. KJ explained that the areas that he emphasized were that the new water main would reduce the risk of potential contamination to the entire system, enhance available fire flow in the system and the ability to keep costs affordable to the citizens.

ACTION

Mary motioned to approve the 2014 CDBG waterline application requesting total CDBG funding of \$223,000 with \$17,840 earmarked from the water fund as the Town's match; seconded by Harry. The motion carried.

Main Street

KJ presented an alternative to the closing of the south sidewalk during the project would be to cut the sidewalk in half and place a fence down the middle. This would provide the businesses a maintainable pedestrian pathway during construction. He has also been in contact with Avista and Frontier about removing the wooden poles.

Driveway regulations

Residential regulations for driveways were discussed with KJ. He stated that if there is nothing in the ordinance, then there is none. George will continue to work on this for the Planning Commission.

JUB Engineering

Dave Kliewer and Lane Merritt from JUB Engineering were present to introduce themselves to the council and discuss what they have to offer to the Town.

OLD BUSINESS
SCOPE Rental

The council discussed the possibility of relocating Town Hall to the SCOPE Building and moving SCOPE to this office. No one was in favor of moving so discussion moved to set the rental rate 2014 for the SCOPE.

ACTION

Harry motioned to set the 2014 rental rate for SCOPE at \$250 per month plus full utilities; seconded by Brian. The motion carried.

Cheryl will draft a letter to SCOPE with the new rental rate and explaining that with the lower rent, there will be no funding available for improvements, including upgrading the furnace. Rick Scott from SCOPE expressed to Ed that they possibly may be able to share the cost of replacing the furnace. AirPro looked at the existing furnace and quoted \$3535 plus sales tax to replace it with the same one that went into the post office. SCOPE will need to have a slab and tank installed.

Wind Damage to town shop

John Hawley is nearly done with the shop repair.

Furnace in Post Office

Regulations for propane tanks made it impossible to place the propane tank next to post office so CHS suggested placing a second meter on the existing tank. Town Hall will then charge the post office for the amount of oil they use. AirPro will have to plumb the lines to meet up with the existing tank, which will add about \$300 to the cost.

Budget review

Cheryl provided the council with the full budget proposal for review. They will go through it next meeting in a public hearing.

Salary and benefit review, insurance rates

Insurance rates did not increase this year. Ed will have written suggestions for the 2014 employee wages. KayDee and Ed are working on a new process for employee reviews which will be a system that would base raises off of "meets or exceeds expectations".

NEW BUSINESS

RV Dump

A nonresident left \$25 for use of the RV Dump. Council discussed placing envelopes at the RV Dump suggesting donating for the use of the dump site. This would not be a requirement to be able to use the site.

Rebate from cleanup

Derek has taken the scrap metal from the bullpen to the recycler and netted \$395, which will be placed in the current expense fund.

Incentive policy

Cheryl prepared the policy for end of year employee bonus based on performance.

Adopt a light-pole

There was discussion about asking if businesses and/or citizens would be interested in "adopting" one of the new light poles to decorate before Old Fashioned Christmas. Cheryl will visit with some of the business owners to see if they would like to decorate a pole.

Statement of Qualifications

Statement of Qualifications was received from Century West and JUB Engineering.

ACTION

George motioned that after review of the Statement of Qualifications; the Town of Fairfield accept Century West as their primary engineer and JUB Engineering for secondary engineering firm for the years 2014 and 2015, seconded by Brian.

The council did express how satisfied they are with the direction that Century West and KJ Hanley provide the Town of Fairfield but that it is important to develop a relationship with another company just in case something did happen to Century West. JUB will be put on our roster.

Public Works Report

WATER

- Generator pad has been poured with conduit installed and inspected. Transfer switch has been installed with a minor change to location on the wall for clearance. The generator is scheduled for delivery on the 7th and will be up and running shortly after.
- Sanitary Survey with Ed Perry went very well with a few infractions that have to be taken care of with pictures being E-mailed to Ed when finished.(pictures of tank seals on top, caulk some electrical boxes from recent install etc.)
- Testing is going great, with no infraction to date this year!
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- Meters have been read for the last time this year and can now be winterized. Derek suggested giving the residents the option of the Town winterizing meters for a fee. We would provide the insulation, please it and remove it in the spring. The council will discuss putting this on the 2014 Fee Schedule.
- Hydrant replacement on the South side of Fairfield Care has been completed.
- All park water facility winterizations have been completed for the season and all town-owned backflows that are seasonal have been winterized as well.

WWTF

- Flows are still very low, going into the sixth month of no discharge!
- Testing only the influent at this time and BOD and TSS results are getting higher due to less infiltration of fresh groundwater into the system (direct result of I&I efforts).
- All ultra-violet lighting is clean and ready for use.
- Liner pump has been removed and stored for winter.
- Generator has been topped off for winter with diesel.

PARKS

- Restrooms are closed and winterized for the season.
- Mulching is being done on the leaves as weather permits.
- Sprinklers have been blown out and shut off.
- Gazebo has one coat of paint and stain with some trim work left to be completed.
- Lighting issue in Hart Park has been fixed. A new light fixture is required at Thiel Park.

ROADS

- Pot-hole repair is being done as time allows.
- Road grading is being done as needed.
- Roadside gravel is being added where needed.
- Temporary patch work is being done on Main Street washouts next to curbing.

OTHER: Concrete mixer has been assembled and is working great. Locator has been purchased and is being put to use. Welding cracks in the plow getting ready for SNOW! Ordering a little more sand and some salt for the season this month.

Other

Ed will be gone the next two meetings.

Complaints/Compliments

2nd Dog Complaint: Adrian was charged by these dogs while reading meters. Owner did not respond to first letter sent. Fines have been assessed and the landlord has had a meeting with the dog owner. It is stated in the ordinance that all penalties and fines are the responsibility of the dog owner, whether they live in a rental or own the home.

Adjourn

With no further business, the council meeting adjourned at 9:32 pm.

Ed Huber
Mayor Ed Huber

Cheryl Loeffler
Clerk/Treasurer Cheryl Loeffler