

REGULAR COUNCIL MEETING
FEBRUARY 3, 2015
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 February 3, 2015 regular council meeting to order at 6:00 p.m.

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

Others present: Bryan Hicks from Century West, Rick Scott and Ray Westlake of SCOPE, Stephen Bishop and Eric Hanson, Derek Knecht, Jeannie Jesseph and Cheryl Loeffler.

Approval of Minutes

ACTION

Harry Gibbons motioned to approve the minutes as read from the January 20, 2015 regular council meeting; seconded by George Davidson. The motion carried.

Approval of the Claims

ACTION

Alene Felgenhauer made a motion to approve claims dated 2-3-15 payroll EFTs #E318-E319 totaling \$1,630.33 and Checks #17832-17847 totaling \$12,902.79 as presented. Harry Gibbons seconded the motion.

Claims: \$10,435.55

Payroll: \$4,112.17

Total Claims: \$14,547.72

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

ACTION

Valerie Rogers motioned to excuse Emily Thomas from the Jan 20, 2015 regular meeting due to illness; seconded by George. The motion carried.

Guest

Stephen Bishop, Attorney

Stephen Bishop introduced himself and his associate, Eric Hanson to the council and talked about his 39 years of experience working with the small municipalities.

Mr. Bishop had been asked to look at the documentation regarding the leaning Thiel Park sign and possible breach of contract with the contractor from the first phase of the Main Street Rehabilitation project. He discussed different options for the town to consider.

Engineer

Bryan Hicks from Century West

Waterline Replacement Project

Bryan presented the council with the preliminary plans of the project, which are about 65% complete. He will be meeting with Derek to verify what products are preferred. Traffic control plans need approval from the Department of Transportation and he will submit plans to the Department of Health in about two weeks for their approval. The current plan is to make only one cut under the highway and run the line along the east side of Highway 27. The water meters would be placed right inside each parcel. The concrete culverts at the driveways should be able to be reused. Bryan and KayDee would like to meet personally with each homeowner to go over the plans and answer any of their questions.

Main Street Rehabilitation Project

Accelerated Construction did more grinding on the sidewalk in front of the pharmacy. Derek and Valerie report that the pooling problem is now worse. Bryan will contact Dan Willms.

Maintaining the Stream Bed

With the flooding season fast approaching, KayDee asked Bryan about the next steps for maintaining the stream bed.

OLD BUSINESS

Town attorney

After council discussion about Stephen Bishop and his law practice, the council all felt that he would be a good fit for the Town of Fairfield.

ACTION

Harry motioned to authorize the mayor to hire Stephen Bishop as town attorney and pay a monthly retainer of \$250 for the remainder of 2015; seconded by George. The motion passed.

Town property

It was reported that there are no vacant lots to compare the parcel on Industrial Way to for valuation. The realtor's recommendation is to double or triple the assessed value since it is commercial property. The council directed Cheryl to contact Mr. Bishop about the selling of town property and determining fair market value.

SCOPE building

Rick Scott of SCOPE discussed the financial hardship and lack of volunteers at the SE Spokane County SCOPE office. The rental agreement that was offered to them last year was held up by the sheriff's office and not signed. Mr. Scott wants it known that they are not abandoning Fairfield, but the office will have to shut down. Rick will write an article to put in the February newsletter. Cheryl will locate the lease agreement.

NEW BUSINESS

Resolution 2015-1 Small Works, Consultant and Vendor Resolution

ACTION

Alene motioned to approve Resolution 2015-1 Small Works, Consultant and Vendor Resolution; seconded by Harry. The motion carried.

This resolution was reviewed by John Carpita from MRSC.

Jeannie has prepared a procedure notebook for public works contracts for Derek.

Resolution 2015-2 Procurements

ACTION

Alene motioned to approve Resolution 2015-2 Procurements; seconded by Harry.

George asked the question about spending in an emergency situation, which is addressed in both the procedure notebook and the resolution 2015-1. After this discussion, the motion passed.

PUBLIC WORKS REPORT

WATER

- Water testing is on schedule and within limits.
- Still waiting on the new testing schedule, should be up by March.
- First Street water project is coming along, getting final details.
- Well #2 has been shut down and is going through a troubleshooting process on the soft start system. This well is a workhorse to the system and needs immediate attention. Parts are being ordered and **emergency** repair work is being done by Don Adams w/ Automated Controls Systems, the only one in the area that can work on the telemetry system.

ACTION

Harry motioned that well #2 is in need of emergency repair work to the telemetry system by Don Adams from Automated Control Systems, seconded by Alene. The motion carried.

WWTF

- U.V. System is on-line with a sensory strength of 100%.
- Big Sky Industrial (BSI) was contacted to assist with cleaning the screen room. RC Worst and Whitney Equipment were also contacted but were unavailable on the requested time line.
- BSI was also called out in the month of January for emergency camera and jet work on the main sewer lines on Ticknor Street and Gov. Moore alleyway. The lines needed to be cleaned to verify if the main line was blocked with solids or if the problem was on the homeowner's side. Rotor Rooter is unable to clean out the main line with their equipment. The problems were deemed homeowner responsibility.
- Temperature Tid-bits that monitor water temperature in the effluent side of the WWTF are now required by the DOE in the new testing cycle. Tid-Bits and information transfer station have been ordered and will be here by the second week of February according to the manufacturer. These temps will be taken every thirty minutes and reported daily, once on-line reporting has been set up.

PARKS

- Parks are still primarily shut down. Garbage and debris are still being picked up.

ROADS

- Pot holes are being fixed when time allows with the back hoe, Roads are still too wet to turn over with the grader. (They would get ruts and pot-holes.) Roads will be graded when they dry up a little with no rain in the immediate forecast.
- Crooked or leaning road signs will also be dealt with when the earth firms up.

OTHER

The office has been using quite a bit of propane even though the thermostat is kept at 68. Council advised to contact Shrode Heating to service the furnace.

George commented that there are quite a few people not following the leash law in Hart Park. Cheryl will put a reminder in the newsletter about this keeping the dogs on leashes and to pick up after their pets.


Dates to remember

- BIAS conference Feb 17-19
- Cheryl will be gone Feb 20-24th

COMPLAINTS/COMPLIMENTS

ADJOURN

With no further business, the council meeting adjourned at 8:13 pm.



KayDee Gilkey, Mayor



Cheryl Loeffler, Clerk/Treasurer