

**REGULAR COUNCIL MEETING
PRELIMINARY MINUTES
MARCH 19, 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 March 19, 2013 at 7:00 pm.

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

Others present: Commissioner Shelly O'Quinn, Bill Wedlake, Jeannie Jesseph, Derek Knecht, and Cheryl Loeffler.

Approval of Minutes

ACTION

Brian Kauffman motioned to approve the minutes from the March 5, 2013 regular council meeting as presented; seconded by Valerie Spurrell. The motion carried.

ACTION

Approval of the Claims

Brian Kauffman made a motion to approve EFT payroll checks and 17014 through 17017 totaling \$6495.39; and check numbers 17018 through 17026 for \$8933.45 as presented. Valerie Spurrell seconded the motion. The motion carried.

Claims: \$8,933.45
Payroll: 6495.39
Total Claims: \$15,428.84

Check Register signed by: Valerie Spurrell, Brian Kauffman and George Davidson

Guests

Commissioner Shelly O'Quinn and Bill Wedlake from Spokane County Solid Waste were presented with a report regarding our recycling system from Ed Huber. The Town of Fairfield has the recycling container dumped at least twice a month. County residents also use our recycling container. Ed asked if we could partner with the County to help defer some of the tipping expense. Commissioner O'Quinn said there was no money available from the county at this time. Several ideas were discussed including getting a larger container. O'Quinn reported that the county is putting together a comprehensive region-wide solid waste plan. Mr. Wedlake offered to bring our concerns to the Solid Waste Advisory Committee.

OLD BUSINESS

Website

Possible additions were discussed such as an ordinance and resolution button, posting preliminary minutes, newsletter, list businesses or groups, links to other communities, library and Food Bank and allow pictures to be changed. Thank you to Brian Kauffman who did a great job designing our web site.

Work Clothes for Public Works Employees

Alsco provided us a bid to provide employee garments and laundry service for our public works employees that work at the Waste Water Treatment Facility. The Town of Fairfield is committed to providing proper personal protective equipment for our employees. Dirty clothes will be contained in shop. The Town will also provide shirts for Public Works employees to wear when attending meetings.

ACTION

Brian moved to accept the bid from Alsco to provide employee garments and laundry service for \$39.09 weekly. Motion seconded by Valerie. The Motion carried.

Beer and wine License Update

Received notice from the State that the beer and wine license for Kelley's has ended effective February 28, 2013.

Kelley's Store Update

Brian Hulsizer is hoping to leverage the concern of the locals to keep grocery going in Fairfield.

NEW BUSINESS

Quote to repair front canopy of Community Center

The Town was given a bid to remodel the canopy on the front of the Community Center to make it appear more uniform with the canopy on the west side of the building. It was decided that because the Community Center has limited resources, repairs should be done on a priority basis. Rain gutters are a higher priority to have repaired. The Town appreciates the willingness of the contractor to provide us with a bid.

AWC Property Coverage Renewal

A list of town property from AWC Insurance was reviewed by the council. Cheryl will contact AWC for clarification on some assets.

Capital Expense Policy

State auditors require that we have a Written Capitalization Threshold. Cheryl will research this issue to see how it can best be incorporated for the Town.

Spokane County Property Tax charges

Property owners are assessed a \$5 fee for conservation on their property tax. Portions of the funds raised from this assessment are used to purchase trees like the ones that have recently been planted in our Town. Fairfield received twenty-six \$5 conservation assessment charges. Since the Town had not received these charges before, Cheryl researched the issue. It was finally determined that this was an error on the County's end and the Town is exempt. The Town has one small strip that we are charged for that is being researched.

AWC Center for Quality Communities scholarship

The Town sent a letter of endorsement for Zachary Kunkel from Liberty School District.

Vacation

Cheryl will be gone April 1-10 for vacation.

Public Works Report

WATER

- Water testing has been going great, chlorine residuals are staying between .2 and .3
- Well house equipment and buildings are being prepped for paint.
- Soft start has been installed in well #2 and clay valve is in the process of being removed.
- Pump house #1 is scheduled to be finished by the end of March, beginning of April. This depends on availability of parts.

WWTF

- Pump #1 new Flygt NP-3102X-462 double edge hard iron impeller 3 phase submersible trash pump has been installed.
- Faulty #1 pump motor has been checked and will be retrofitted with the new #462 hard iron impeller; this motor will then take the place of #2.
- Pump #2 will then be serviced and fitted with the #462 impeller upgrade and will serve as the main back-up pump.
- Lift station #2 is back in service with pump #1 to be re-installed with new wire and seals, pump #2 to be pulled and serviced w/lift #1-pump#2. This will conclude all lift station upgrades and repair, Regular annual service and P.M. are now in place.
- E.Q. Liner pump has been put in service and should run for approximately the next three to four weeks.
- Dis-charge screens and U.V. Dis-infection lights are being cleaned on a weekly basis.

PARKS

- Branches and debris are picked up on a daily basis.
- Picnic table has been removed from the upper park due to broken top. This will be repaired and returned.

- Parking areas are being turned over, smoothed and some gravel added where needed.

ROADS

- Pot-holes and low spots are being identified and fixed on a priority basis, main and bus routes, secondary roads followed by dead end roads and alleyways. The most severe to be addressed first and fixed within budget restraints.
- Road signs and stop signs are still being replaced and straightened as time and weather permit.
- Grading of roads has commenced and should be completed before dry weather occurs. Gravel will be added as it is purchased.

OTHER: Park maintenance equipment is being serviced and prepared for use. SPRING is coming! Park Restrooms should be open by April 1st, weather permitting! Shop and City hall lights have been up-graded, part by re-bate from Avista and work by Adams Electric. The 1964 generator truck has been serviced and driven.

Maybe have a pothole list on website. Potholes are fixed on a priority basis: school bus route, main routes and dead end streets.

Other

- **Mosquito Spraying**

The Town of Fairfield understands that the attorney for Tekoa has not sent anything back on interlocal agreement. Fairfield paid to be equal partners with the other towns. Cheryl will check on this.

Complaints/Compliments

There were no complaints or concerns tonight.

Executive session

Ed called for a 15-minute break at 9:14 to resume at 9:29 in executive session to discuss potential legal issues with a project in town. Executive session should last no longer than 15 minutes. No action will take place during executive session.

Executive session opened at 9:14.

Executive session ended at 9:26.

Adjourn:

The regular meeting adjourned 9:27 p.m.

Mayor Ed Huber

Clerk/Treasurer Cheryl Loeffler