# REGULAR COUNCIL MEETING APRIL 1, 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 April 1, 2014 regular council meeting to order at 6:00 p.m.

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

Others present: Jeannie Jesseph, KJ Hanley, David Stark

# **Approval of Minutes**

### **ACTION**

Harry motioned to approve the minutes from the March 18, 2014 regular council meeting as presented; seconded by Alene. The motion carried.

# **Approval of the Claims**

### **ACTION**

Harry made a motion to approve payroll EFTs #E226-E229 totaling \$2,747.13 and checks 17458-17475 totaling \$16,549.20 as presented. George seconded the motion. The motion carried.

Claims:

\$14,693.59

Payroll:

\$ 4,602.74

Total Claims:

\$19,296,33

Check Register signed by: Harry Gibbons, Alene Felgenhauer and Valerie Rogers.

### Guests

David Stark was present to discuss the 2014 mosquito fogging contract. The council said they would like to hire him to do the mosquito fogging for 2014 at the same rate that was paid last year. He will fog after dark to help protect honey bees. He will fog Fairfield on Thursdays per agreement with another town. The office staff will contact David when we want to begin, probably after the temperatures are over 70 degrees. Office staff to get announcement out, put in newsletter, call people on last years Do Not Spray list and create a map for David to follow.

## **Engineer Report**

KJ Hanley from Century West came to talk about some issues Fairfield is facing. The property owner of Fitness with Friends had flooding problems in the basement. The property owner would like to make some adjustments when the contractors have the area deconstructed during our Main Street Project at his own expense. KJ, Derek and Derek Jr. will meet with property owner to discuss options. Possible impacts on the contractor were discussed. Ways to minimize the impact on local businesses were discussed along with sidewalk replacement. KayDee will meet with some affected business people who are concerned about the impact on their customers.

The Main Street Project planning is going well. KJ will submit the project to be approved by the Transportation Improvement Board.

The Community Development Block Grant (CDBG) Sewer project is ready to go. Approval has been given by all required departments. This project will start in May and should be completed before Flag Day. The project will mean that for a short time the road will be limited to one lane and monitored by a flagger. Office employees were directed to put up notification of the traffic disruption.

#### **ACTION**

Harry motioned to approve sewer project as we have it contingent upon CDBG approval. The motion was seconded by Alene. The motion carried.

## **NPDS Permit**

KJ will complete the required NPDS permit, and verify that the correct maps are added. KayDee will need to sign the permit.

#### **OLD BUSINESS**

## **SCOPE** rental agreement

The contract is still with the City attorney.

## **Open Council Position**

Notices have been posted that anyone interested in filling the open council position need to respond by April 14, 2014. The interview process was reviewed. The next council meeting is April 15, 2014 at which time the decision will be made if a special council meeting is required to interview applicants. The council would like to have the interviews completed and a selection made before the next council meeting on May 6, 2014.

# **Float Update**

The need for volunteers to form a float committee has been posted on our town website and Facebook. Liberty High School has been contacted to see if they want to become involved with this project. Posters have been hung around town. To date, no one has stepped up to take on this project. A survey will be put in the next utility billing to try to generate more interest. If no one is willing to take on the job of managing the town float, we will have let it go. This need is very important. The town could lose the float if no one volunteers to help manage it.

### **Procurement Resolution 2006 Review**

The Procurement Resolution established in 2006 was reviewed.

## **Freezer for Community Center**

A new freezer was purchased at Costco for \$195.65.

## **Vending Machine Insurance Update**

It is cost prohibitive for Thomas' to insure the pop vending machine for such a small return. An inquiry was made to the Association of Washington Cities (AWC) about putting up a pop vending machine and liability risks. AWC said that it is probably not a good idea. The council decided that the town should not become involved.

## **Food Bank Update**

The Thursday Night Thing (TNT) has become a new 2<sup>nd</sup> Harvest partner. Food will be picked up in Spokane on Wednesdays, depending on need. Valerie and Jeannie met with a representative from 2<sup>nd</sup> Harvest who inspected our facilities. The first food pickup is April 2, 2014. This will mean that they will have enough food to make a dinner on Monday nights during the summer. Excess food will be sent home with kids. The TNT will be completely separate from the Food Bank. The TNT is regarded more as a program that provides meals and is not a food bank. There are several programs from 2<sup>nd</sup> Harvest that could be implemented to serve the kids in our community.

With the growing number of kids coming to the TNT, the amount of food required to serve for dinner has dramatically increased. The TNT is hoping that community volunteers will be able to help prepare the meals since they won't have to also purchase the food.

## **Thursday Night Thing Update**

Valerie Rogers is the new director of the TNT. Maureen Rinker is the lead volunteer. Valerie is excited about the TNT program and the potential that the program offers. Leadership responsibilities are transitioning well. Valerie is to keep track of the time she invests in the TNT.

# **Scenic Byway Project**

The council thought a good day trip to put on the sign may be to go to McCroskey State Park. Alene will do some research on the park.

George will bring a booklet with information on the history of Fairfield and the surrounding area. This will help us write up a small paragraph about our town's history.

Local sites to visit will be our parks, SE Spokane Museum, Skate Park, and maybe one more site.

#### **NEW BUSINESS**

### **Pre-Paid Credit Card for TNT Leader**

As the director of the TNT Valerie needs to be able to purchase necessary items. It is not realistic to ask her to make all of the purchases out of her own pocket and then have to wait until the next council meeting to be reimbursed for the expense

#### ACTION

George motioned that the town get a pre-paid, reloadable Visa card for Valerie to use for the TNT expenses. The card will have a beginning balance of \$500.00 to come from the Community Center fund, pending budget adjustment on fundraiser money. Harry seconded the motion. The motion carried.

### **WFOA Bars Class**

Jeannie is to register for the 2 bars class webinars to improve her understanding of the state requirements for documenting transactions. The cost for each class is \$50.00.

### **ACTION**

Alene motioned for Jeannie to attend the webinars. Valerie seconded the motion. The motion carried.

## Mayor is a CEO WORKSHOP

KayDee would like to attend the Mayor is a CEO WORKSHOP in Yakima on May 7, 2014. A scholarship is available to cover the cost of the workshop.

#### **ACTION**

Harry motioned to send KayDee to go to the Mayor is a CEO WORKSHOP in Yakima on May 7. George seconded the motion. The motion carried.

# **Public Works Report**

#### WATER

- Well #5 has been out of main service and is being upgraded to code by Latah Electric with a new 488v meter base, Avista and Mark Gaines have changed out the old 480v transformers with up to date 488v WYE system.
- Chlorination testing is steady at .02 ppm.
- Sanitary Survey components of inspection are near completion.
- Meter reading will start at the end of April (please unpack your meter box.).
- SCADA system will be put on-line this month for remote monitoring and alarm response.

### **WWTF**

- NPDES Permit is final; changes have been reviewed and approved. Being signed and submitted.
- · Bio-solids report has been completed and submitted.
- Shorted out bank of UV Lights has been sent to Ohio for repair. No-discharge to the creek until the lights are back in full operation.
- Sludge Judge Test will be required this year for following years Bio-solids report.
- Liner pump was installed to pump ground water from under EQ Basin liner.
- Influent and effluent meters will be calibrated this month.

### PARKS

- Restrooms are now open.
- Weed and feed will be applied this month to upper and lower park.
- Sprinklers will be put on line toward the end of this month to go thru testing for upgrades and automation with possible funding from the DOE.
- Garbage and debris are picked up daily.

## **ROADS**

- Stop signs are being changed to meet retro-reflectivity requirements.
- Road name signs are being straightened and replaced as necessary and as time allows.
- Road grading and pot-hole repair will continue as weather conditions permit.
- Traffic control signs are on order and will be added this month (includes four replacement stop signs.).

OTHER: Ditches and culverts are being cleared from high water events. Shop spring cleaning is taking place this month. Sander will be emptied and stored for summer to include the plow also. Theft has taken place at the end of Industrial way on town property. The suspects were caught on camera and a sign has been posted stating it is now under surveillance to ward off future events. Recyclable materials are being taken to include road signs, if seen please report to crime check and or City Hall. Serious shopping for a suitable UTV is taking place this month. Select Fire Hydrants are to be serviced and painted.

### **O**THER

# Community Center Rental Application Committee

The Community Center Rental Application Committee made recommendations for modifying our current rental application. It was thought that the current rates do not cover the costs of using the building, not to mention any building maintenance. The committee consulted with a wedding planner who recommended a much higher rate, especially when compared with the condition of our community center and available wedding venues in the area. The committee decided to go with the rate that was recommended. Comparisons were made with four other comparable community centers and granges.

Based on the research and the town's experience with renting the community center, it was decided to raise the rental costs and fees. There is a differentiation made between weddings and short and long closed private events. The rent for open community events remains the same. The committee will meet again in six months to review the impact of the new pricing.

#### **ACTION**

Alene made a motion to update the Community Center Rental Agreement to reflect the current rental fees. George seconded the motion. The motion carried.

### **Park Confrontation**

A town employee was called at home about a confrontation that happened at Thiel Park. This raised concern about the responsibilities connected with being a town employee in these types of issues. The local sheriff was consulted on this issue. He said that in those types of situations the Sheriff's Department should be contacted by someone involved in the dispute. It is a law enforcement issue. The town employees are not to become involved in disputes.

# **Complaints/Compliments**

No other comments were presented at this meeting.

## **Adjourn**

With no further business, the council meeting adjourned at 8:08 pm.