

**REGULAR COUNCIL MEETING
PRELIMINARY MINUTES
APRIL 16, 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 April 16, 2013 at 7:00 pm.

Council members present: Harry Gibbons, George Davidson and Brian Kauffman.

Mary Branon was absent due to business travel and Valerie Spurrell was absent with car issues. Others present: Derek Knecht and Cheryl Loeffler.

ACTION

Brian Kauffman motioned to excuse Harry Gibbons from the April 2, 2013 regular council meeting due to a death in the family; seconded by George Davidson. The motion carried.

Approval of Minutes

ACTION

Brian Kauffman motioned to approve the minutes from the April 2, 2013 regular council meeting; seconded by George Davidson. The motion carried.

ACTION

Approval of the Claims

Brian Kauffman made a motion to approve EFT payroll checks E122-E127 and 17046 through 17048 totaling \$7,875.01 and check numbers 17049 through 17057 for \$11,824.98 as presented. George Davidson seconded the motion. The motion carried.

Claims: \$11,824.78

Payroll: 7,875.21

Total Claims: \$19,699.99

Check Register signed by: Brian Kauffman and George Davidson and Harry Gibbons

Engineer update

KJ Hanley from Century West sent an update for the 2012 Sewer Improvement Project. He is out of town this week.

CDBG SEWER

- The current CDBG Sewer Project is finally complete and nearly ready to advertise. The Town has received approval and the necessary permits to move forward with the work within the UPRR property. Cheryl has a copy of an apology email that she received from UPRR for their error in making the Town follow the incorrect permit process that resulted in project delays.
- The mayor has also been working with Ron at NuChem to come to an agreement for the new sewer easement. NuChem has agreed to grant the Town an easement for the sum of \$500, and he requested that we add some work that he would like performed into our project as a separate schedule.
- I would strongly recommend that we do not include the extra work in the CDBG project, because I believe it will hurt both the Town and NuChem. I think the simplest and most cost effective way to move forward would be for the Town to bid the project as planned and then when a contractor is selected, Century West Engineering can work with the Town and NuChem to develop a price for the proposed work. This will keep CDBG happy and it will also keep NuChem from having to pay prevailing wage rates and all of the other strings that are attached to State Money.
- I will help the Town to prepare the necessary property easement for NuChem, but given their current positive reaction, I recommend that we move forward with the project while we finish the easement paperwork.

SRTC Funding Application

- I am still working to put together and finalize the funding application for the Highway sidewalk project. I have another engineer in our office that is helping me with the application while I am gone.

OLD BUSINESS

Avista rebate review

Fund	Location	Expense	Rebate
001	City Hall/Service Club	855.63	715.00
001	Post Office	852.19	672.00
001	Shop/Fire Station	5431.46	3584.00
108	Community Center	209.71	185.00
	Total dollars	7348.99	5156.00

The Avista rebate and the bill from Adams Electric for the change in lighting were reviewed by the council. Cheryl prepared a chart showing which funds would be affected. The actual total expense for the new lighting in all of the town owned buildings was \$2,192.99. The expense for the post office will come out of the post office reserve fund.

Yard debris and Tire Amnesty Day

These events will be April 27th from 9-3 at the Spokane County District Fire Station on Truax. The council discussed providing a paid staff member to work and Derek A. will be asked if he is available.

This will be the last yard debris day due to budget cuts within the Spokane Regional Solid Waste System. The council began discussion on ways to solve the yard waste issue in the future.

Cougar Wireless

Cougar Wireless previously had council approval to use the Town's water towers for their wireless equipment to provide internet service to the residents. At that time, Cougar Wireless opted to use another site instead of the towers. They have now realized that the west tower will be needed and asked the council's permission for its installation. The council gave consent to Cougar Wireless to go ahead with the installation of the radios on the west water tower but have asked for verification that the employees that are doing the installation are trained and qualified for this installation along with copy of the insurance with Fairfield as additionally insured.

Mosquito fogging

The council reviewed the communications with Stephen Bishop, Tekoa's attorney, and the amended and restated mosquito control interlocal agreement. This will be the first step to begin mosquito control in Fairfield. An applicator still needs to be acquired.

ACTION

Brian motioned to sign the amended and restated mosquito control interlocal agreement, seconded by Harry.

NEW BUSINESS

Time Clock location

The telemetry system was moved to the shop and the office furniture rearranged. Ed asked council permission to move the time clock to the shop. It would be more convenient for public works not to have to come to the office just to punch in and out, especially in an emergency situation. Cheryl will monitor Jeannie's timecard.

ACTION

Harry motioned to move the time clock to the shop, seconded by Brian. The motion carried.

Prioritizing existing services and road policy

Derek discussed how the services and road repairs are prioritized:

- Primary roads-Main arterials
- Bus routes and side roads
- Lesser traveled roads and alleys
- Dead end streets

If an emergency or complaint/concern from the public is filed with the town, those are assessed when they come in. Issues such as water leaks or sewer backups need immediate attention, no matter what kind of road it is. If the complaint/concern from the public is not an obvious condition, public works will examine the situation and determine the priority based on their workload and budget constraints. Workloads and budget constraints dictate how the less traveled roads are prioritized.

With the dip in the road at 404 W Hamilton Street, Evergreen Rural Water (ERWOW) was asked to inspect the water and sewer lines with their equipment and found there were no leaks of water and/or sewer and deemed it as normal settling of the original service. The traffic barricades will be removed. No further action will be taken at this time. As a part of routine street inspections, that location will be watched to make sure there is no changes.

2013 Loss Control Grant application ideas

It is time to apply for the Loss Control Grants that are offered through Risk Management of our insurance company. Suggestions from council were pea gravel for Thiel Park, continuation of replacing the street signs, tree pruning, sidewalk repairs and obtaining a concrete mixer for minimal sidewalk repair when a section of sidewalk had been removed for water or other types of repairs. Cheryl and Derek will work on these applications, which are due April 30.

Public Works Report

WATER

- Testing requirements are in for 2013 with well testing to begin in May of this year
- Chlorine is still steady at .2 to .3
- Leak studies have been completed in a couple of questionable areas in town conducted by ERWOW. These areas of concern have proven to be safe and leak free. Simply time tested settling of previous services

WWTF

- Road maintenance is nearly complete for spring
- Wood chips have been place to help with weed and erosion control.
- EQ pond will be emptied towards the end of the month and into May for a no- discharge retention period over the summer
- Lift station #1 and #2 repairs and upgrades will be done on the 17th of this month with final repair and upgrade to be completed in May

PARKS

- Mowing and weed eating have started and will continue until this fall
- Thiel Park Rest Rooms are open for the season
- RV Dump has been put into service for the season

ROADS

- Final grading has been completed for this spring on gravel roads
- Potholes will be noted and fixed on a severity and location scale to coincide with budget and safety requirements
- Major roadway and roadway easement repairs are also to be completed on a safety and budget scale along with main arterial vs. side road vs. alleyway vs. dead end access scale of priority

OTHER: Generator bids are being received for well #5 back-up power. Waiting on two more quotes before a final decision will be made.

Other

May 13-17 are the dates for anyone interested in sitting on the Town Council. There will be two council seats and the mayor's position open. If you have any questions, please stop in or call the office.

Cheryl reminded everyone to please not put Styrofoam or plastic bags in the recycling bin.

Road oiling

Custom Spray will be available after April 23. This year's rate will be \$1.25 per linear foot. It will be set up the same way as last year with each citizen paying Custom Spray but Town Hall sending them the names. Anyone interested can call Town Hall with their footage. Cheryl will check to make sure they will wet the streets beforehand or coordinate with the weather. Derek will mark the corner of Jackson and Wernz for the Town.

The council was notified that there is a picture of the Fairfield Float on the wall of the Applebee's Restaurant in the Valley at Pines and Mission.

FYI: Cheryl did not attend the BIAS workshop so the \$389 check was voided.

Complaints/Compliments

None noted at this time.

Adjourn

The council meeting adjourned at 8:22.

Mayor Ed Huber

Clerk/Treasurer Cheryl Loeffler