

**REGULAR COUNCIL MEETING
PRELIMINARY MINUTES
MAY 21, 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 May 21, 2013 at 7:00 pm.

Council members present: Mary Branon, Valerie Spurrell, George Davidson and Brian Kauffman.
Harry Gibbons was absent due to illness.

Others present: KJ Hanley, David Stark, Cheryl Loeffler and Derek Knecht.

Approval of Minutes

ACTION

Brian Kauffman motioned to approve the minutes from the May 7, 2013 regular council meeting; seconded by Mary Branon. The motion carried.

ACTION

Approval of the Claims

Brian Kauffman made a motion to approve EFT payroll checks E133-E134 and E136, checks #17080-17082 totaling \$7,827.21 and check numbers 17083 through 17089; E135 and E137 for \$2,513.08 as presented. Mary Branon seconded the motion. The motion carried.

Claims: \$2,513.08

Payroll: 7,827.21

Total Claims: \$10,340.29

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

Guests:

David Stark

David Stark has passed the test to become a public operator for mosquito fogging. He is applying to be an employee of the Town of Fairfield to provide mosquito fogging for the Town. He will be paid \$40 per application and provide the pesticide application records to the town. He will be fogging on Mondays, beginning June 3 with an application time period from 8:00 to 10:00 pm. The fogging will run every Monday in June, weather permitting and will be re-evaluated the first of July. He is doing it the same night as Waverly and will alternate starting times between the towns. The mileage and product will be billed separately.

ACTION

Mary motioned to hire David Stark as the public applicator for mosquito fogging at \$40 per application, to be done weekly in June on Monday nights between the hours of 8:00 and 10:00 and to reevaluate in July; seconded by Brian.

Engineer update

2012 Sewer Improvement Project

The bid opening for the project was held 5-17-2013 with three bids put in.

Contractor	Base Bid	Alt A & B	Total Bid
Engineer's Estimate	\$91,623.40	\$8,415.59	\$107,465.45
Bowen Brothers	80,613.41	6,648.15	92,917.90
Red Diamond	104,347.58	11,366.72	122,935.37
S&L Underground	109,903.11	11,199.16	133,674.49

Bowen Brothers are not excluded, disqualified or otherwise ineligible for federal procurement and non-procurement programs. KJ recommended to the council to move forward and approve Bowen Brothers Construction bid of \$92,917.90 for the 2012 Sewer Improvement Project.

ACTION

Mary motioned to approve Bowen Brothers Construction as the contractor for the 2012 Sewer Improvement Project for \$92,917.90, which includes both Alternates A & B; seconded by Brian. The motion carried.

Amendment #1 Engineering Services for Sewer Improvement Project

ACTION

Mary motioned to authorize Century West Engineering to carry out and complete the construction management set forth in the Professional Service Agreement, CDBG Contract 12-19; seconded by Brian. Motion approved

Railroad Avenue to McNeil Avenue Main Street Project

Once the Sewer Improvement Project gets started, KJ will bring down some proposed layouts to handle the run-off on the second block of the Main Street project.

Rate Analysis

KJ and Cheryl will work together to get all the information needed for KJ to put together the rate analysis for the water and sewer. He should have it ready by the next meeting.

OLD BUSINESS

Feed Your Brain Grant

The Town was notified that we did not receive the \$5000 Feed Your Brain Grant this year. Jeannie has applied for an Opportunity Grant of up to \$2000 from the Inland Northwest Community Foundation. This grant would allow a modified literacy program for the kids this summer.

Loss Control Grants

Two Loss Control Grants totaling \$1775 were approved for the purchase of a cement mixer and some sidewalk repair. Funds were not received for signage, tree removals and pea gravel.

Light Pole Relocation

ARC Electric was here last week to mark the new location for light pole. Corey measured three distances and marked these on the sidewalk. This was then sent to Terrel Anderson of UPRR for approval. After visiting with Terrel, the conclusion was that the tactile strip location is acceptable (not the correct distance but he will accept the location) and the utility pole is not new and has been there for many years. Terrel stated that the red mark on the sidewalk that is furthest away from the track is the location for the light pole that he will accept, as long as it does not block the railroad crossing sign and meets all ADA requirements. The light pole cannot block the railroad crossing sign.

NEW BUSINESS

Liquor License Application

ACTION

Brian motioned to approve the liquor license for Zythum Brewing Company; seconded by Mary. Motion was approved.

Certificate of Deposit renewals

The Cemetery CD #101185 for \$50,708.05 and CD #283 for \$30,000 both mature in June. Cheryl has researched interest rates at both the Bank of Fairfield and Numerica Credit Unions. There is no significant change expected in interest in the near future so the council suggests leaving the CDs at the Bank of Fairfield for 24 months at .2%. If the interest rates jump significantly in those two years, the CDs can be changed with a minimal penalty.

ACTION

Brian motioned to keep both CDs at the Bank of Fairfield for 24 months .2% interest rate; seconded by Valerie.

Utility bill

The resident of 309 W Lake Avenue passed away in February and the estate is refusing to pay utility billing since her death. The council advised Cheryl to handle this like any past due account by placing a lien on the property after 90 days.

Pop machine placement

With the closing of Kelley's Thrift, there is no place in Fairfield for people to get something to drink after 6:00 pm and on the weekends. Cheryl and Jeannie have researched the placement of a pop machine by Town Hall. The funds could be used as a fundraiser for Youth Activities. Cheryl has visited with Eric Merkel the Cold Drink Manager from Dr. Pepper Bottling of Spokane. It would work to place it in front of office (where the first flowerpot normally sits). Dr. Pepper would provide the machine and we would purchase the product and fill the machine ourselves. Dr. Pepper may have a cooler that could also be placed inside the Community Center for use during the Summer Lunch Program. The Council agreed to obtain the pop machine and to use the funds for the Youth Activities. We are still waiting to hear from Coca Cola.

Flag Day Road Closure

The Flag Day Parade Committed and WSDOT are requesting approval for the Highway 27 road closure for the parade on Flag Day. It was brought to Jeannie and Cheryl's attention that there is no insurance coverage for anything that happens outside of Thiel Park on Flag Day, which means that the parade does not have coverage. This agreement cannot be approved without insurance coverage. As a gesture of good faith, the council suggested to pay up to \$300 to help the Service Club obtain the necessary insurance for all the events of Flag Day this year with the Town of Fairfield listed as additionally insured. Once the proof of insurance is presented to the Town of Fairfield with the Town listed, the Parade on Flag Day Road Closure Agreement #ER P06-13 will be signed and the payment for the insurance will be signed.

ACTION

Brian motioned to authorize the expenditure of up to \$300 to help purchase insurance coverage for the Flag Day Parade with the Town of Fairfield listed as additionally insured and approve the Flag Day Road Closure Agreement #ER P06-13, contingent on proof of insurance for all Flag Day Events with Town of Fairfield listed as additionally insured; seconded by Mary. The motion was approved.

Public Works Report

WATER

- Preparing for Sanitary Survey on the Fairfield Water System.
- Valves are being cleaned out and exercised on a rotational schedule.
- Nitrate testing on well #5 is done for the year.

WWTF

- E.Q. Basin has been emptied and inspected, will be put into use on June 1st for the "No-discharge" season.
- Cleaning of U.V. System is being done twice a month
- Aerator #2 will be changed out during the months when there is less BOD and no dis-charge to the creek.

PARKS

- Thiel Park has had weed and feed applied for dandelion control.
- Sprinklers and piping are being repaired and updated in trouble spots.
- Little Guys Baseball field has been raked and leveled mowing is being maintained for practice and games.
- Potholes in the Thiel Park path have been patched.
- Preparing parking areas for Flag Day

ROADS

- Washboard and pothole repair is being caught up before road oiling ensues.
- Roadsides are being graded to level for mowing and maintenance work.
- Main Street will be swept by the 30th of this month by AAA sweeping along with Railroad Avenue and Ticknor/Carlton for striping and Flag Day event.

OTHER: Waiting on final numbers and necessary equipment list for stationary back-up power for well #5.

Other

Alene Felgenhauer submitted a proposal for continuance of her services for at least 20-40 hours to properly complete the records retention project. She has discovered that there is much more that needs to be done due to many changes in the retention periods and the amount of material that will require some attention. She has also been working with Scott Sackett from the Washington State Archives on setting up an onsite visit, which she feels requires her presence. The council discussed this proposal and agreed to the additional hours if Alene would accept \$12 per hour.

ACTION

Brian motioned to approve up to 40 additional hours at \$12 per hour for records retention; seconded by Mary.

Cheryl will verify that Alene will accept the \$12/hour.

Complaints/Compliments

5-10-13 Dog bite on the hand at 309 N 3rd Avenue. She went to the doctor that day and reported the bite to the office on 5-13-13. The Health District letter was sent to the animal owner and the animal bite report was filed with Spokane Regional Health District. The family & dog have moved out of Fairfield. Council would like to have a statement from the victim stating she does not want to pursue any potentially dangerous dog action.

Adjourn

The council meeting adjourned at 9:22.



Mayor Ed Huber



Clerk/Treasurer Cheryl Loeffler