

REGULAR COUNCIL MEETING

MAY 5, 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 May 5, 2015 regular council meeting to order at 6:00 p.m.

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

Alene Felgenhauer is absent due to illness.

Others present: Bryan Hicks, Jeannie Jesseph, Adrian and Derek Knecht and Cheryl Loeffler.

Approval of the Minutes

ACTION

Valerie Rogers motioned to approve the minutes as read from the April 21, 2015 regular council meeting; seconded by Emily Thomas. The motion carried.

Approval of the Claims

ACTION

Valerie Rogers made a motion to approve claims dated May 5, 2015 payroll EFTs #E349-350 and E355-356 totaling \$3,642.45; checks numbers 17922-17923 and 17928-17949 totaling \$14,997.38 as presented. George Davidson seconded the motion.

Claims: \$10,195.14

Payroll: 8,444.69

Total Claims: \$18,639.83

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

Engineer

Waterline Project

There were four bids opened on April 23rd with S&L Underground being the low bid. The bids were clean and within budget. Pat Stretch from CDBG concurred with the award. In accordance with the approval granted at the last council meeting, it should be OK to move forward with awarding the project. Pat Stretch has checked the standing of S&L Underground and he reported that the apparent low bidder S&L Underground, DUNS #017495545, out of Bonners Ferry, ID is not excluded, disqualified, or otherwise ineligible for Federal procurement and non-procurement programs, according to the System of Award Management (SAM), which replaced the Excluded Parties List System (EPLS). If the rest of the qualifications and other requirements are acceptable, the project may proceed after the pre-construction conference, which will be May 8th in Spokane. The contractor would like to mobilize equipment on Monday, May 11th and start the project on Tuesday, May 12th.

Amendment #1 Construction management agreement

Bryan presented Amendment #1, Construction Management for the Waterline Project. Design management will be \$17,840 and Change Construction Management is \$26,760 for a total of \$44,600.

ACTION

Valerie motioned to approve Amendment #1, Construction Management Agreement for a total of \$44,600, seconded by Emily. The motion carried.

Sidewalk project- Change order #5

Bryan has talked with some other contractors about the fix to the sidewalk in front of the pharmacy. Two said they were not interested and the other one bid was higher than Accelerated Construction. Century West decided to

continue with ACE under the original contract and have the repairs to the sidewalk be Change Order #5. Bryan is waiting to get prices from ACE for both lump sum and time and materials not to exceed a certain amount.

ACTION

Emily motioned to approve Change Order #5, conditional on Accelerated Construction and Excavation's acceptance of the change order, seconded by Harry. The motion carried.

2018-2020 Transportation Alternatives Program Application (TAP)

The TAP Scoring committee will be holding a question and answer session for the grant applications on May 21, 2015 from 1-3. Bryan will be attending this but he suggests that someone from the council attend to help "sell" the project to the board. KayDee has volunteered to attend.

OLD BUSINESS

Parade Agreement ER P06-15

Roger Neal from RMSA and WSDOT both confirm that the Town of Fairfield should not be signing this agreement and that the Fairfield Service Club will be responsible for signing the Parade Agreement #ER P06-15 beginning with this year's application. The council and RMSA require that the Town of Fairfield is listed as additionally insured on their insurance and the policy must be verified by the town office. As in the past, the Town of Fairfield will continue to support the Flag Day activities with the park maintenance, garbage dumpsters and honey buckets. The road closure agreement is the only change.

Water usage

While reading meters the end of April, it was discovered that one of the meters that was replaced in November was not the meter for the house line but the meter to the outside spigot. The inside meter will be replaced at the property line during the waterline project. The resident was asked to read the inside meter until the waterline project is completed.

Recycling Contract with Empire Disposal

It was discovered that the original contract with Empire Disposal had not been signed by Dave Patterson. The new manager, Aaron Lawhead went ahead and honored the original contract and signed it. He is looking into charges that the town has been receiving from Recycle America for almost \$100. He advised us not to pay the invoices until the matter is resolved.

Archived documents

We received the flash drive containing minutes, ordinances and resolutions from 1905-2011. The council suggested putting the flash drive in the locking file cabinet in a very well-marked manila envelope.

NEW BUSINESS

Community-Wide Scavenger Hunt

The Fairfield Library will be having a scavenger hunt through their summer reading program. They have asked the town to be one of their locations and to place one of the signs in the front window of the office.

Found water meter at Wilbur Ellis

Wilbur Ellis has found a meter on their property that no one knew about. Both Derek and Wilbur Ellis agreed to not disturb it at this time. They are not being charged for this additional meter as it has not been used.

Noxious Weeds

The town received notification from the Spokane County Weed Control Board that the Hoary Cress weed located at the corner of Railroad and Truax has returned. Derek will take care of this. Residents are reminded that the noxious weeds on their property under control and if anyone has a question about identification of a noxious weed, there is a book in the Town Hall for you to use to help with identification.

Minutes

The question was raised about whether the minutes should be sent out to the public before the council had a chance to read them. KayDee reviewed our procedure with MRSC and they are being sent out appropriately. "Draft minutes

should probably be made available to members of the public when completed, even though not yet approved by the council. It might be argued that RCW 42.56.280 exempts draft minutes; however, the draft minutes presumably do not include the clerk's "opinions" or proposed policies. Since the policy behind the public records act is that its terms are to be "liberally construed" to allow for complete access to public records, the safest approach is to allow the public access to the draft minutes. The minutes should be clearly marked as being "draft" and "without council review and approval."

PUBLIC WORKS REPORT

Water

- Testing is on schedule and looks good.
- South side water project will be starting the week of the 11th.
- Meter reading has started, thanks to all that cleared their box.
- Scheduling water tanks for inspection of interior.

WWTF

- Discharge was stopped on April 15th, and is evaporating well.
- Lift stations have been serviced for the year.
- Keeping up with grounds maintenance.

Parks

- Parks are all open and being mowed.
- Weed and Feed will be applied this month to control dandelions and broadleaf.
- Sprinkler systems will be put on-line this month.

Roads

- Pothole repairs and washboards are being taken care of until oiling is completed.
- Road sign replacements will be ready this month.

Other: Camera security systems will be ordered this month and placed in various locations of high concern.

OTHER

Citizen Appreciation Day

The mayor and council would like to have a "Citizen Appreciation Day" on May 28th. KayDee will present the proclamation to the council for their approval at the next council meeting.

Derek and Adrian had an encounter with an unruly citizen which has been interfering with his job and has been reported to Crime Check. No further action was taken but the town's attorney was sent the information and both the council and mayor wanted Derek and Adrian to know that if they want to pursue further action, they have their support to do so. The council asked to have the RCW put into the minutes to make everyone aware that harassment of public employees is not taken lightly.

RCW 9A.76.180 Intimidating a public servant

(1) A person is guilty of intimidating a public servant if, by use of a threat, he or she attempts to influence a public servant's vote, opinion, decision, or other official action as a public servant.

(2) For purposes of this section "public servant" shall not include jurors.

(3) "Threat" as used in this section means:

(a) To communicate, directly or indirectly, the intent immediately to use force against any person who is present at the time; or

(b) Threats as defined in RCW 9A.04.110.

(4) Intimidating a public servant is a class B felony.

[2011 c 336 § 407; 1975 1st ex.s. c 260 § 9A.76.180.]

The Town received information about four youth caught by a citizen in the boy's restroom smoking pot. The resource officer at Liberty High School was notified.

Dates to remember

Cheryl will be gone on May 8th for WFOA conference in Spokane

Fogging for mosquitoes should start Monday, May 11 and will be every other Monday, weather permitting.

Robin Toth from Greater Spokane, Inc will be at next council meeting to discuss economic development.

June 16th KayDee will be gone for work.

COMPLAINTS/COMPLIMENTS

4-24-15: Property complaint 504 W Portland. A letter will be sent to property owner's requesting them to become compliant with the pertinent items in Nuisance Ordinance #3334 highlighted.

4-30-15: Resident forcing way into garbage dumpster. A letter was written requesting them to stop. Derek mentioned working at getting the cameras up.

4-30-15: Obstructed access to fire hydrant. The fire hydrant at 503 S 1st Street has not been cleared of debris. This was turned over the Fire Chief Ken Fuchs.

COMPLAINTS/COMPLIMENTS

ADJOURN

With no further business, the council meeting adjourned at 7:36 pm.



KayDee Gilkey, Mayor



Cheryl Loeffler, Clerk/Treasurer