

**REGULAR COUNCIL MEETING
PRELIMINARY MINUTES
JUNE 18, 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 June 18, 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: Kathy Marcus of Westland Planning, Cheryl Loeffler and Derek Knecht.

Approval of Minutes

ACTION

Brian Kauffman motioned to approve the minutes from the June 4, 2013 regular council meeting as presented; seconded by Mary Branon. The motion carried.

ACTION

Approval of the Claims

Brian Kauffman made a motion to approve EFT payroll checks E139- E141 and #17107-17108 totaling \$5,296.49 and check numbers 17109 through 17118; E144 for \$21,119.36 as presented. Mary Branon seconded the motion. The motion carried.

Claims: \$21,119.36

Payroll: 5,296.49

Total Claims: \$26,415.85

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

Guests:

Kathy Marcus of Westland Planning

In response to the member standards requirements from Association of Washington Cities/Risk Management Service Agency, Kathy Marcus has prepared a 10-page summary of the pertinent Title 18 Municipal Code provisions indicating which types of land use projects require public hearings and to establish criteria for application processing uniformity and consistency. She was present tonight to conduct this training for the council and asked the council to approve Resolution 2013-4.

ACTION

Mary motioned to approve Resolution 2013-4 training of municipal personnel for land use planning public hearing purposes and further regarding the use of moratoria, seconded by Brian. The motion carried.

Kathy also went over the Capital Improvement Program (CIP) section of the Town's Resolution 2012-02, six-year plan. The council did not have any additions to the list.

The council then reviewed the Transportation Improvement Program (TIP) section. There was no additions to the list so all dates will be rolled.

PUBLIC HEARING: RESOLUTION 2013-5 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AND CAPITAL IMPROVEMENT PROGRAM (CIP) SIX YEAR PLAN 2014 TO 2019

Ending the council's discussion, Ed opened the public hearing at 7:40 and closed it at 7:40 since there was no public present to comment.

ACTION

Mary motioned to approve Resolution 2013-5 pending updating changes; seconded by Brian. The motion carried.

Century West

Derek Knecht gave an update on the 2012 Sewer Improvement Project since KJ was not present. He reported that the Bowen Brothers are doing great and that the project is ahead of schedule. Some significant I&I issues were found, which are reported in the public works section of the minutes. They will be replacing the manhole by Fairfield Care soon.

OLD BUSINESS

Light Pole Relocation

The council agreed that written documentation from the railroad that would approve the location and to authorize acceptance of their portion of the project is needed. Ed asked for council approval to reject the offer from TD&H that includes the holds harmless agreement and to move forward to project closeout.

ACTION

Mary motioned to reject TD&H's offer of 27% payment of the pole relocation and the holds harmless agreement and to move forward with project close-out; seconded by Brian. The motion carried.

Costco Credit Card

Jeannie Jesseph will be using Costco weekly for supplies for the Summer Lunch Program. To do so, she must take a blank, pre-signed check. We will also be looking to use Costco in the future for paper products and bleach now that Kelley's has closed. Cheryl and Jeannie are asking to obtain the Costco American Express card for these purposes.

ACTION

Mary motioned to authorize applying for the Costco American Express credit card; the card to remain in the office unless needed for purchases; have a starting maximum limit of \$2000 and to be paid by receipt at each council meeting; seconded by Brian. The motion carried.

Past due accounts

The council was presented a list of the past due accounts for their review. The list only shows account numbers and balances.

NEW BUSINESS

Cougar Corridor

Greg Parch from Gibby Media presented "Cougar Corridor" a program to redirect traffic that would be generated by the new Cougar Football program to alternate routes south to Pullman. WSU is producing a tri-fold color brochure mapping the alternative routes as well as promoting the open businesses. It appears there is no financial commitment from the communities but they are asking a representative to attend two meetings and the community to commit to displaying the 20 Cougar flags before each game. The council suggested that this would be a great start for KayDee Gilkey. Cheryl will contact her with the information.

Community Service Project

The Day of Service is September 11, 2013 and John Cory, a local resident, is asking if our community had a project that their church could do. He states there could be approximately 100 people that volunteer about four hours. The council did some brainstorming and came up with some possible projects. Top on the list is to work in the "bull-pen" getting rid of scrap, landscape the hillside on Johnson and Norton, place siding on the gazebo and pump house in Thiel Park. Cheryl will contact John and see if any of these would work for the group.

Flag Day

Everything went good with the Kid's Games/races. It was well attended and everyone had a great time. The volunteers had fun and will help again next year. The waffle cone booth was a huge success and netted \$1,018.00 for the Fairfield Youth.

Public Works Report

WATER

- All wells have been cleaned and looked over for DOH inspection.
- Soft Start system is in final stages of installation on Wellhead #1; this will complete all three active wells being updated to soft starts and controls.
- Chlorination is well within limits/ no coliform present.

- Having some trouble with reservoir communication, looking to replace old antenna and relocate to the south side of the west tank. Worked all weekend answering the calls.

WWTF

- Grounds are being mowed and weed-eated on all banks and reservoirs.
- Yearly Dam Inspection report is being generated for submittal to DOE.
- Influent testing is the only liquids being tested at this time at the WWTF.
- Running only two aerators during the NO-discharge season to save on electricity and motor use.
- Generator has been inspected and topped off with diesel.
- Last two lift station motors have been repaired; 3102 will be a stand by for the main lift and the other will be put in service in Lift Station #2.

PARKS

- All sprinkler systems in parks have been repaired and are operational.
- Minimal grass damage from the Flag Day Event! Good Job Service Club! Everything else was in GREAT shape, Thank You!
- Weed control is almost complete.

ROADS

- Roads have been oiled and are holding up.
- Select stop signs are on order to be replaced this month to stay on track with retro-reflectivity requirements.
- Sinkhole on side of Highway 27 has been repaired on the south end of town.

OTHER: Sewer Construction is going great! Bowen Brothers are doing on wonderful job and staying ahead of schedule. I&I issues were found and remedied crediting to approximately 20 gallons per minute of now excluded ground water from the sanitary system.

Over the years, contractors have been dumping the unusable material from projects on Ed's property, which has been saving the town project funds that could be used to extend the projects. The property is getting full so Ed is asking the council if he could connect a private culvert onto a Town's culvert in this area. There would be no cost to the Town.

ACTION

Brian motioned to authorize Bowen Brothers to extend the Town's culvert onto a private culvert at 308 N 3rd; seconded by Valerie. The motion carried.

If anyone is interested in getting fill dirt from the different projects in Town, you can contact Derek. There is a criteria that you have to meet such as assuring that there is easy access for the dump trucks.

Other

The Town received notice from Spokane County Noxious Weed Control Board of noxious weeds located by at the intersection of Lake and 3rd Street. Ed will take care of this.

Summer lunch program has started.

The council all agreed to allow St. John Hardware to close Johnson Avenue the afternoon of June 26 to demonstrate some equipment.

Adjourn

With no further business, the council meeting adjourned at 9:12.



 Mayor Ed Huber



 Clerk/Treasurer Cheryl Loeffler