

## REGULAR COUNCIL MEETING

JUNE 3, 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 June 3, 2014 regular council meeting to order at 6:00 p.m.

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

Others present: Bryan Hicks, Darlene Wernz, Denise Pratt, Teresa Holm, BillENZler, Derek and Derek A Knecht and Cheryl Loeffler.

### Approval of Minutes

#### **ACTION**

Harry Gibbons motioned to approve the minutes from the May 20, 2014 regular council meeting as presented; seconded by Valerie Rogers. The motion carried.

### Approval of the Claims

#### **ACTION**

Alene Felgenhauer made a motion to approve payroll EFTs #243-244 totaling \$1,375.42 and checks E246 and 17522-17541 totaling \$14,173.97 as presented. George Davidson seconded the motion. The motion carried.

Claims: \$11,673.21

Payroll: \$3,876.18

Total Claims: \$15,549.39

Check Register signed by: George Davidson, Emily Thomas and Alene Felgenhauer.

### **Guest**

#### **Flag Day Committee**

Darlene Wernz and Denise Pratt discussed the float and presented a proposal to the council explaining how the committee will work. JeriKay Thieren will be the liaison between the committee and the Service Club.

#### **ACTION**

Harry motioned to approve and support the Flag Day committee proposal as presented for the float to represent Flag Day; seconded by Alene. The motion carried.

BillENZler and Teresa Holm from the Service Club asked about the Town's responsibility with restroom detail for Flag Day. The suggestion was made to contact a high school student that needs community service hours. Denise Pratt will check with Freeman and Val will check with Liberty.

The insurance policy was brought in but the Town was not listed as additionally insured. They will get this corrected before Flag Day.

### **Parade Agreement #ER P06-14**

#### **Approve the road closure agreement**

Micki Harnois applied to the Washington State Department of Transportation (WSDOT) to close Highway 27 from 10:00-12:30 on June 14 for the parade. This is the standard road closure that is used every year.

#### **ACTION**

Valerie motioned to approve Parade agreement #ER P06-14 to close Highway 27 for the Flag Day Parade, Harry seconded. The motion carried.

## Engineer Report

### 2014 Sewer Improvement Project

Accelerated Construction and Excavation (ACE) was pressure testing the sewer lines today and did not have everything closed. This caused an event inside St. John Hardware, which ACE will be financially responsible for. St. John Hardware got the large portion of the mess cleaned up but would like to ACE have someone come in and clean it deeper to get rid of the odor. Bryan will visit with Dan in the morning.

The project is a few days ahead of schedule so everything should be buttoned up before Flag Day.

### Change order #1

When the existing sewer line on Hamilton was originally installed across the highway, someone broke out the bottom of a 2-ft diameter concrete culvert to allow the existing sewer pipe to pass underneath it. This left a large hole in the bottom of the culvert that we didn't want to leave.

After placing the new sewer pipe, the easiest way to repair the culvert was to pour some concrete around the outside. The interior of the culvert was mostly silted up with dirt and debris, so an easier repair from the inside was not possible.

The second issue that arose was a make-shift retaining wall at the creek crossing at Hamilton St. Someone in the past had placed a piece of sheet metal and a plywood board with some large metal stakes and concrete to shore up the road shoulder adjacent to the creek. Accelerated asked if they could replace the makeshift retaining wall with some large concrete blocks (econo-blocks) instead of protecting in-place as required on the plans. The concrete blocks would provide a better long term solution to protect the stability of the road shoulder at the intersection.

The total for the two items is \$1,431.86. The remaining contingency funding in the CDBG grant is \$11,667.95. The change order items will leave \$10,236.09. Bryan recommended approval of the change order items

### ACTION

Alene motioned to approve Change Order #1 for the 2014 Sewer Improvement Project in the amount of \$1,431, 86; seconded by Harry. The motion carried.

### Pay estimate #1

Bryan presented council with Progress Payment #1 for \$61,776.08. This amount is for ACE's work completed through May 30, which is about 50-60% of the entire project.

### ACTION

Valerie motioned to approve Progress Payment #1 for \$61,776.08 to Accelerated Construction and Excavation; seconded by Emily. The motion carried.

The question was presented to the engineer about the sidewalk bulb that has been cut-off for the sewer project. It is in the way for snow removal. Bryan will visit with Dan at ACE to see how much work would be involved with leaving it off.

### Main Street Reconstruction Project

Four bids were received on May 29<sup>th</sup> for the Main Street Project. There was about 8% separating the low and high bids.

	Accelerated Construction & Excav.	L&L Cargyle	Wm. Winkler	HLT Canst.	Engineer's Estimate
<b>Base</b>					
Sched 1	\$496,369.70	\$514,866.00	\$520,165.80	\$541,745.05	\$518,618.75
<b>Base</b>					
Sched 2	\$6,486.00	\$4,594.25	\$5,945.50	\$4,864.50	\$4,756.40
<b>Total</b>	<b>\$502,855.70</b>	<b>\$519,460.25</b>	<b>\$526,111.30</b>	<b>\$546,609.55</b>	<b>\$523,375.15</b>

Century West Engineering has evaluated the bids, and determined that Accelerated Construction and Excavating of Plummer, ID is the lowest responsive bidder. The low bid was properly signed and executed and included a Subcontractor's List, Bid Bond in an amount equal to 5% of the bid, a Power of Attorney, and acknowledgement of receipt of Addendums #1 and 2. A check of the Washington State L&I Contractor Database showed that Accelerated has a valid contractor's license.

Century West has submitted a copy of the low bid to the funding agency, Washington State Transportation Improvement Board (TIB), for review and received approval to award the project and based upon Century West's review of the documents, they recommend that the Town of Fairfield awards the contract to Accelerated Construction and Excavating for the total bid amount of \$502,855.70

**ACTION**

Harry motioned to award the Main Street Reconstruction contract to Accelerated Construction and Excavation for the total bid amount of \$502,855.70, seconded by Alene. The motion carried.

	TIB Funding	Town	Total
<b>Construction Management &amp; Inspection</b>	63,070.50	3,319.50	66,390.00
<b>Construction Staking-Contractor-Part of Schedule I</b>	7,125.00	375	7,500.00
<b>Construction Engineering Sub-Total</b>			73,890.00
<b>Construction Bid Schedule 1-Excluding Survey</b>	464,426.11	24,443.48	488,869.70
<b>Construction Bid Schedule #2</b>	0.00	6,486.00	6,486.00
<b>Construction Contract Subtotal</b>			495,355.70
<b>Construction Contract Total including surveying bid amount</b>			502,855.70

The funding for the schedule 2 hydrant replacement for \$6,484 will be town funded.

KayDee discussed having someone from ACE come to a public meeting and discuss how the project is going to go. She would like to give everyone the opportunity to be in the same room to receive the same information from the contractor about the project to answer all the questions. Bryan will ask Dan to provide a few dates that they would be available for this public hearing.

**Consultant Supplemental Agreement**

Bryan presented the Consultant Supplemental Agreement in the amount of \$129,336.00 for the construction management for the Main Street Reconstruction.

**ACTION**

Harry motioned to approve the Consultant Supplemental Agreement for the Main Street Project for \$129,336.00; seconded by George. The motion carried.

**OLD BUSINESS**

**Nuisance Ordinance #334-A**

The membership definition of the Improvement Board was revised to being a resident, business or property owner in the Town of Fairfield. This definition is also in Ordinance #333-Junk Vehicles and Ordinance #266-Dangerous Buildings and will be changed to read the same.

**ACTION**

Harry motioned to approve revising the definition of Improvement Board membership to must be a resident, business or property owner in the Town of Fairfield and to change in all the appropriate ordinances; seconded by Alene. The motion carried.

KayDee asked for and received council approval to appoint Andy Fisk to the Improvement Board. Andy owns three rentals in Fairfield but lives outside town limits.

## **NEW BUSINESS**

### **Annual Report**

Cheryl reviewed the 2013 Annual Report with the council. This was submitted to the Washington State Auditor's Office.

### **Review budget position**

The current budget position was reviewed by council. Since the beginning of 2014, Jeannie Jessep is no longer as involved as much with the Youth Activities but most of her wages was budgeted to that line item. Her payroll expense lines were changed to reflect 25% goes to Water, 25% Sewer, 25% Youth Activities and 25% to General.

The council asked to have a letter sent to the SE Spokane Fire District #2 asking them to send quarterly invoices for the contract as our policy is to only pay by invoice. We have not received a request for any payments for 2014.

## **PUBLIC WORKS REPORT**

### **WATER**

- Water testing is going great, mandatory testing is within limits.
- Truck fill station is scheduled to be installed late June to early July. This will make it more efficient in keeping track of gallons being pumped into outside trucks such as Spokane County.
- Hydrants are being serviced and painted as time allows.

### **WWTF**

- Started the "no discharge" storage for summer, no more effluent to the creek.
- Ground maintenance is continuing.
- Dam inspection will be completed this month.
- Last F.O.G. and TKN tests have been taken to satisfy the NPDES permit.
- U.V. system is being broke down to be sent off for upgrading to H.O. system.

### **PARKS**

- Parks have been treated for weeds, plugged, fertilized and seeded for the year.
- Prep work is being done for the Flag Day event including striping and handicap markings-except on Main Street.
- All sprinklers are on and in operation, waiting on automation to start this month.

### **ROADS**

- Roads have been graded and oiled for the year; minor maintenance will be done for pot-holes etc.
- Road signs are on order and should be done early this month for designated sign repair/replace.

*OTHER:* Sewer project on Hamilton and also Ticknor is coming to a close. Everything is testing out great so far. Should be completed and paved by the 13<sup>th</sup> and possibly sooner. **GOOD JOB Accelerated Construction!**

### **OTHER**

KayDee is going to the AWC conference this month in Spokane on a small city scholarship. She will be driving back and forth. KayDee and Cheryl are going to the RMSA Annual Meeting and Banquet during that timeframe. A \$350 grant is given to each community that attends this meeting.

Kathy Marcus will be here next meeting for land management training for the planning commission and council and also to discuss the Capital Improvement program (CIP).

### **Refreshing Public Restroom Detail**

Discussion came up again about finding someone to help on Flag Day with the public restrooms and the LHS Football team is always looking for ways to earn funds.

### **ACTION**

George motioned to pay the LHS football team \$100 donation for refreshing the public restrooms on Flag Day; seconded by Harry. The motion carried.

George commented that the furnace in the SCOPE building needs to be replaced and now is a good time. Cheryl will check into the past bids to see if they are still valid. Building is also getting to the point of needing some repairs.

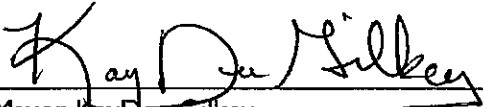
George discussed designing a resolution to make riding ATVs in the town limits legal with some of the requirements to be having the ATV inspected and licensed. There will be more discussion on this.

**COMPLAINTS/COMPLIMENTS**

6-2-14: Motor oil is being dumped in the middle of the roadway on Spokane Avenue. Individual suspected of doing it will be sent the nuisance ordinance and asked to take up as much of the oil as possible.

**Adjourn**

With no further business, the council meeting adjourned at 7:52 pm.

  
\_\_\_\_\_  
Mayor Kay Dee Gilkey

  
\_\_\_\_\_  
Clerk/Treasurer Cheryl Loeffler