

REGULAR COUNCIL MEETING

AUGUST 5, 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 August 5, 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 and Emily Thomas.

Valerie Rogers is on vacation.

Others present: Bryan Hicks from Century West, Gerry Bozarth from Department of Emergency Management (DEM) Derek and Derek A. Knecht, Jeannie Jesseph and Cheryl Loeffler.

ACTION

Harry Gibbons motioned to excuse Mayor Gilkey from the July 15, 2014 regular council meeting due to being on vacation; seconded by Alene Felgenhauer. The motion carried.

Approval of Minutes

ACTION

Harry Gibbons motioned to approve the minutes as read from the July 15, 2014 regular council meeting, seconded by Emily. The motion carried.

Harry Gibbons motioned to approve the minutes as read of the July 29, 2014 special council meeting; seconded by Alene Felgenhauer. The motion carried.

Approval of the Claims

ACTION

Alene Felgenhauer made a motion to approve payroll EFTs #E259, E266-E270 and E272 totaling \$3,731.12 and E2271, E273 and checks 17604-17636 totaling \$74,605.06 as presented. Harry Gibbons seconded the motion. The motion carried.

Claims: \$66,789.62

Payroll: \$11,546.56

Total Claims: \$78,336.18

Check Register signed by: George Davidson, Harry Gibbons and Alene Felgenhauer.

Guest:

Gerry Bozarth from Department of Emergency Management (DEM)

Mr. Bozarth talked about the importance of having the elected officials educated for emergency preparedness; knowing their roles in case of a major emergency. He will look into COOP templates that would be applicable to us.

Engineer Report

Sewer Improvement project closeout.

The punch list has been completed. The project came in nearly \$7000 under budget. The final pay estimate does include the retainage, which will be held until all the releases are received from the State.

ACTION

Harry motioned to approve the final pay estimate for the Sewer Improvement Project of \$6,639.89; withholding the retainage of \$4943.89 until all final documentation is received from the State; seconded by Alene. The motion carried.

There was discussion about the drainage issue at Seehorn's Tire Factory. Accelerated Construction (ACE) spent nearly an entire day excavating for the drainage pipe and only found a small old pipe that was full of sediment on both ends. The pipe that was located was too small for their size of parking lot. Council asked Bryan to write a letter to Jason Seehorn explaining what was found by both the inspector and the contractor.

Bryan asked the council to accept the 2014 Sewer Improvement Project as complete.

ACTION

Alene motioned to accept the 2014 Sewer Improvement Project as complete, seconded by Harry. The motion carried.

Main Street Project

ACE is making progress. Bryan has visited with Dan Willms about getting one lane open for harvest, which has already started. He does anticipate that the job will speed up once the curbing is complete. Bryan and Dennis Fuller are examining ways to "light a fire" under them. He will send out a letter tomorrow stating how many working days are left on the contract. The liquidated damages for a project this size is close to \$1800 per day. For each week over, they would be losing almost \$10,000. They have not had a full crew working on the project yet; a typical crew size is 4-6 people.

Change Order #1

With the discovery underneath the south side sidewalk, 130 square yards of sidewalk will be removed and replaced with new. This will also make for a much nicer finished project. The cost estimate from ACE includes approximately \$1000 in overtime so the work in front of the pharmacy can be done on a Saturday, when they are not open.

The change order also includes the correction of an elevation typo that was discovered on the plans for Catch basin #8. This has already been set in place. Century West will be issuing the Town a credit on our next payment request. Approval of this change order was done at the special meeting on July 29th.

Transportation Improvement Board

Bryan has been looking at ways to fix the run-off issues at the west end of Main Street. Repairs could possibly involve the adjoining property.

2016 Funding applications

Gloria Bennett is OK with us applying for funding for the First St. Sidewalk Project but recommends looking for different funding sources for the truck route proposal. That road needs redefining from the DOT and SRTC. She commented that Rattler's Run Road would not score well with the TIB and recommends not applying for this funding. Perhaps look into federal funding.

Creek Maintenance

Bryan, Derek and KayDee met with Caren Divens regarding the creek maintenance. Cheryl will search past records for a SEPA relating to this.

OLD BUSINESS

Vandalism to tree

A youth has been identified and confessed to breaking a tree on the south side of the gazebo in Thiel Park. The tree stump has been cut down under the grass. The council discussed having him dig the roots out now, fill the hole and then dig the hole again when a new tree is planted later in the season. The youth will also have to find a way to pay for this tree. The person that caught the youth will be paid \$50 reward. It was discussed to pay the reward to the ones that turned in the two youth for the graffiti in the gazebo. Reward checks will be written for both witnesses.

Error in payroll results

Payroll had been calculated to the minute instead of to the decimal since October of 2010. The gross payroll to be paid to current employees will be \$1,245.

| Year | Derek A | Derek | Jeannie | Cheryl |
|------|---------|--------|---------|--------|
| 2010 | 0.00 | 59.76 | 0.00 | 8.62 |
| 2011 | 19.45 | 176.74 | 0.00 | 84.89 |
| 2012 | 104.38 | 228.14 | 49.77 | 91.92 |
| 2013 | 150.32 | 214.92 | 56.80 | 0.00 |
| | 274.15 | 679.56 | 106.57 | 185.43 |

SCOPE Rental Agreement

George reported that a tentative decision was made from the sheriff's office to vacate the SCOPE building. They would then like to use the building one day a month for their meetings. Other meeting locations are also being looked into. Cheryl will contact Shrode Heating to look at the oil furnace to see if there is an easy fix to the furnace instead of replacing it. AirPro will also be contacted to hold off on the replacement.

NEW BUSINESS

USDA Annual Report and Results

Cheryl reviewed the 2012 and 2013 annual reports for the USDA with the council. They carry the loans for the WWTF. Comments from the loan specialist were that the financial status of Fairfield has improved despite the capital improvements and slightly negative balance. The accounts receivable have improved as well and he commended the Town's efforts in making the sewer system more sustainable with sound financial management.

Water main at 4th and Hamilton

There was a water leak on Hamilton that was repaired. In doing so, it was discovered that the service line from 4th up to the Wernz Addition is only a 1-1/2 inch galvanized pipe, not 4" like what is shown on the map. There is also no main for the sewer in that area. Both need to be addressed in the near future. These replacements need to be added to the Capital Improvement Plan so outside funding can be received.

Vacations

Cheryl will be taking vacation August 25 through Sept 3. Jeannie is requesting August 28-29 off. KayDee has offered to be in the office on Thursday, August 28 from 8-10 and on Friday, August 29 from 1-3. The council meetings, only in September will be switched to the 9th and 23rd which are the second and fourth Tuesdays.

Community Center

Ted Lambert was to come down today and look at what repairs can be done for the two outside doors. The Town received \$3500 from the Inland Northwest Community Foundation for the for door repairs.

The Town also received two Loss Control grants totaling \$2350 for floodlights on the Community Center. Contractors were asked what could be installed for \$2000 and two proposals were received.

Latah Electric's bid was for three halide outdoor flood lights and one LED motion sensor light above the back door-\$1,987.00 plus sales tax.

Tatum Electric bid was for one double-headed LED floodlight and one LED motion light for \$2,296.35.

The council and Derek were all asked their preference of lighting, halide or LED and the LED lamps were the ones preferred. LED lights have a 50,000 hour life while halide lamps have an hour life of 10,000.

ACTION

Alene motioned to accept the \$2,296.35 bid from Tatum Electrical for LED floodlights at the community center using Loss Control Grant Money; seconded by Emily. The motion carried.

Cheryl asked and was granted permission to use the dishes and some cookware from the community center for her upcoming wedding.

New Year's Eve event

This was tabled until next meeting.

PUBLIC WORKS REPORT

WATER

- Testing is going great.
- Meters are being changed out to achieve the goal of 12 per year; we will be at 9 by the end of August.
- Well houses have been scraped and are ready for paint.
- All chlorinator reservoirs have been changed to 10 gallon and 2 pumps are being sent off for repair.

WWTF

- Lights for U.V. have been repaired and will be back in service before discharge season starts.
- Flows are very low, ponds are drying up- still no discharge to the creek.
- Generator was serviced per contract.

PARKS

- Some vandalism to a tree has been reported in the lower park.
- Sprinkler work is scheduled to start at the end of the month. Scheduling conflict last month.
- New vents are being constructed for the restroom doors in Thiel Park.
- Video surveillance will be installed in the Hart Park this month.

ROADS

- Main Street is coming right along, making great progress.
- Side roads are getting beat up by heavy truck traffic.

OTHER: Area behind shop is being cleaned up and debris hauled away.

OTHER

Jeannie is beginning to look into possible funding sources for park improvements.

COMPLAINTS/COMPLIMENTS

A letter sent to the residence at 106 E Fairweather about removing the appliances stored improperly in alley by August 5th. ***These were removed.*

A letter was reviewed and approved by council regarding code violations of the nuisance and junk car ordinances on North 4th Street. The letter will also be sent to the Improvement Board.

Adjourn

With no further business, the council meeting adjourned at 8:50pm.



Mayor Kay Dee Gilkey



Clerk/Treasurer Cheryl Loeffler