

**REGULAR COUNCIL MEETING
AUGUST 7, 2012
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 August 7, 2012 at 7:00 pm.

Council members present: Harry Gibbons, George Davidson, Mary Branon, Valerie Spurrell. Brian Kauffman is on vacation.

Others present: Randy Noble of TD&H, Derek Knecht and Cheryl Loeffler.

Approval of Minutes

ACTION

Mary Branon motioned to approve the July 17, 2012 regular council minutes as presented, seconded by Valerie Spurrell. The motion carried.

ACTION

Approval of the Claims

Mary Branon motioned and Harry Gibbons seconded to authorize the claim vouchers #16724 through #16748 for \$42,585.90 and EFTs for \$4,719.98 as presented. The motion carried.

Claims: \$39,326.54

Payroll: 7,979.34

Total Claims: \$47,305.88

Check Register signed by: Mary Branon, George Davidson and Harry Gibbons

ACTION

Mary motioned to approve Harry Gibbons' absence from the July 17 regular council meeting; seconded by Valerie. The motion carried.

Engineer's Report

Randy Noble from TD&H provided the updated report. The construction project is complete. A final acceptance inspection was conducted on 8/6/12 and a punch list provided to the council. Substantial Completion occurred on 7/26/12. The change orders were for the removal of the underground storage tank, removal of UPRR debris and placement of the rock at the park. UPRR has been notified to make their inspection.

Contract documents from ACR Electric have been received and Mayor Huber has signed the contract. The Notice to Proceed will be issued 8/9/12. The completion of the lighting project is estimated to be late October-pending the delivery of the lights. Randy requested permission to allow the Notice to Proceed to be issued after the contract is signed. Both TD&H and the council agreed to cancel the pre-construction meeting for the lighting project. ACR is aware of the submittals.

Randy has asked Cameron-Reilly to caulk the area of concern at Kelley's Thrift. If they do not think that they need to do the repair, Randy will see about working the repair into a change order for TIB.

ACTION

Mary motioned to authorize progress payment #1 for Cameron-Reilly for \$121,806.79; seconded by George. The motion carried.

OLD BUSINESS

The Town is going to host a ribbon cutting ceremony and appreciation BBQ for the completion of the East Main Street Rehabilitation project. The director of Transportation Improvement Board (TIB), Steve Gorcester will be attending as well as Steve Marsh and Randy Noble from TD&H Engineering. The ceremony will be Tuesday, August 14 at 6:00.

Resolutions 2012-3 Fraud and Abuse Prevention and 2012-4 Records Retention

The council reviewed the resolutions, which are required to be compliant with the subrecipient agreement for the Community Development Block Grant (CDBG).

ACTION

Mary motioned to approve Resolutions 2012-3 Fraud and Abuse Prevention and 2012-4 Records Retention; seconded by Valerie. The motion carried.

Summer Lunch Program Review

Jeannie Jesseph prepared a summary of the summer lunch program. To date, they have served over 600 lunches. The refrigerator at the Fairfield Café, which the program was using for the extra food, has quit working. Something will be needed to replace it as the program continues until August 24.

Potentially dangerous dog declaration

The declaration is being appealed by the dog owner at this time so no dog at large citation has been issued. The council was confused about the appeal process so Cheryl will contact Officer Walker at SpoKAnimal to clarify. The council does want to pursue this declaration.

Loss Control Survey results

Roger Neal from RMSA was here on July 23rd to do a survey to evaluate the town's property and liability exposure and to determine compliance with RMSA Member Standards, guidelines and commonly recognized risk management strategies. The standards that are referenced in the recommendations become effective 1-1-13. Many of the items can be done through webinars that they provide. Derek has been proactive updating the signage. The gravel in the playground area in the park does need to be worked with a rototiller with a suggestion of being done yearly. Staff that operates town-owned vehicles needs to have a defensive driving course. Since the fire department requires that, Cheryl will check with Roger to see if this is sufficient for them. Suggestions for the training of the mayor, council and the planning commission were also made.

Cheryl did notify Mr. Neal of some of the areas that were addressed incorrectly.

Review budgeted items

The council and staff went over the items that were included in the 2012 budget. The lawnmower and two computers have been purchased and Derek will try to get the items purchased before the end of the year. He commented that the new grasshopper has cut the mowing time in at least half.

The council was provided the current budget position for their review.

NEW BUSINESS

Review of receiving cash policy

Ed asked Cheryl to review the office procedure for taking in cash payments and to review the receipt and utility deposit registers for June and July 2012. They were also provided copies of the both bank statements.

Spokane County Noxious Weed Control letter

The Town received a letter from the Noxious Weed Board identifying Canada thistle between Truax and Hwy 27. Ed will spray this area along with the WWTF. The chemical has been purchased.

Spokane County Library District program

The Spokane County Library District will be having a WWII themed program this fall and the Fairfield Library branch would like to use the Community Center for a big band concert. Mary suggested that we use the community hours for this so there will be no charge for their use. The concert is scheduled for November 17th.

Attorney comments regarding Ordinance #369 and #370 will be available before August 21

The attorney has not completed the ordinances as of this time.

Public Works Report

WATER

- Continued exercising of hydrants at Fairfield Care, working well.
- Taking bids to have an external antenna put on well house #5, which should eliminate lost communication alarms.
- 3 Phase power was lost for a couple days in well #2 and has faulted some communication equipment. The well is being turned on and off by hand during the day until the new electronics arrive.
- Exercising of various other valves are being performed and documented.
- Two bids are being received to install soft starts on wells #1 and #2. The job will likely involve both companies to complete work.
- We have a HAA5 (halo acetic acids), Lead/Copper, Trihalomethanes and VOC (volatile organic compounds) Testing to be done on source #1 and #5 for August.

WWTF

- Influent eye stopped working and has been replaced and calibrated to match the existing flume. DOE and Century West were notified of failure and repair.
- Whitney Equipment has contracted to do lift station repairs to LS #2, and some needed routine maintenance and repair to LS #1.

PARKS

- Weed eating and branch trimming are being done. Garbage and debris are being collected.
- RMSA Agent walk through went well. Suggested a few good ideas; Till the playground gravel area and perhaps a pad around the merry-go-round to keep gravel from being kicked out etc.

ROADS

- Signs are on order and will be placed when they arrive. These include some new stop and some rd. names. Hardware and posts have also been ordered to meet height requirements and replace unsuitable or broken posts.
- Spraying of weeds in fencerows and parking lots has been completed.
- Walk through on the Main Street Rehabilitation Project went well with a small punch list to be completed.
- Sidewalk on the north side of Main Street has been completed.

OTHER: Sewer main has been jetted and a video inspection log created for the sections from Ticknor St. Bridge to first and Carlton locating manhole in Hwy. 27. Main line was also jetted from Ticknor Bridge to Wilbur Ellis. This will be used as documentation for the need of future I&I reduction and repairs.

Other

The 2012 criminal justice rates were received today. Some of the rates increased.

The wood that has been at the WWTF is up for grabs. Names will be taken at town hall until August 17 with the drawing to be held at the Town Council meeting. The winner must guarantee that the wood will be loaded and removed from the treatment plant in a timely fashion.

Review Complaints & Compliments

Complaint of rooster crowing in the very early morning. The rooster is a family pet and they do not want to have to remove the rooster. The owner was given Ordinance #334, Abatement of a Nuisance, which addresses poultry and if more complaints come in, the Improvement Board would be called in to help abate the nuisance.

Ed asked the council's permission to address the issue of services at Bullfrog's. If a formal request is submitted from the owner, the charging for water will be terminated the date of the request. Until that is received, it is assumed that the water is still on since no town employee turned it off when the store closed.

Adjourn:

The regular meeting adjourned 8:50 pm.



Mayor Ed Huber



Clerk/Treasurer Cheryl Loeffler