

**REGULAR COUNCIL MEETING  
SEPTEMBER 17, 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 September 17, 2013 at 7:00 p.m.

Mayor and Town Council members present: Ed Huber, Mary Branon, Harry Gibbons, Valerie Spurrell, George Davidson and Brian Kauffman.

Others present: KJ Hanley and Cheryl Loeffler.

**Approval of Minutes**

**ACTION**

Brian Kauffman motioned to approve the minutes from the September 3, 2013 regular council meeting as presented; seconded by Harry Gibbons. The motion carried.

**Approval of the Claims**

**ACTION**

Mary Branon made a motion to approve payroll EFTs #168-170 totaling \$5,053.49 and check numbers 17213-17227 totaling \$25,850.31; as presented. Brian Kauffman seconded the motion. The motion carried.

Claims: \$23,736.30

Payroll: 7,167.50

Total Claims: \$30,903.80

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

**Engineer's Report**

**Century West**

**Sewer Interceptor Replacement Project (2012 Sewer Improvement Project)**

KJ Hanley from Century West asked the council to accept the Notice of Completion of Public Works Project. Century West has completed their review and final inspection of the Sewer Interceptor Replacement Project and found the work, including the punch-list complete and acceptable.

**ACTION**

Harry motioned to accept the Notice of Completion of Public Works Project contract for the Sewer Interceptor Replacement Project; seconded by Brian. The motion carried.

Cheryl will sign the release and send to the Department of Revenue, Department of Labor and Industries and Employment Security Department. The retainage will not be paid until all releases from these departments have been received.

**2013 Sewer Improvement Project**

KJ presented the preliminary professional agreement for the 2013 Sewer Improvement Project for council review. It will be sent to Patrick Stretch at CDBG for his review and then bring it back to the council for approval.

**Main Street Rehabilitation**

Ed asked KJ to have the final draft ready for council approval by the last meeting in November.

**Miscellaneous items**

Ed also asked KJ and Cheryl to have the rate analysis ready by the second meeting in October for council review.

The drainage issues at the community center along the west wall especially, are getting worse. There was discussion about

several options. KJ will come down one day to look it over.

## **OLD BUSINESS**

### **Community Service Day on September 21**

The supply list for the quiet room in the Community Center was received and passed on to Derek. It was reported that the group will be providing their lunch and beverages but they would like to have someone from the Town be there to meet with them on Saturday morning. They will be there at 9:00 a.m. George said that he is planning on being there. Ed asked and received council approval for public works overtime to help oversee the project.

### **Recycling issues**

The recycling bin has had several items of unrecyclable materials plus bags with food placed in it. The council suggested starting by ordering metal signs to place at the top of the stairs plus placing a can labeled recycling and a list of recyclable materials at the Community Center. If this does not work, the next step would be to place a surveillance camera. Cheryl will pull together scaffolding and stairs prices for next meeting.

### **Latah Electric, LLC**

Russell Stephens of Latah Electric, LLC has filled out an application for the Small Works Roster and is requesting the council to grant a waiver of performance bond and retainage. The bond is a requirement for the Small Works Roster. The council would like to know why he wants the bid waived and how much it would add to the bid price. We will also ask KJ the same questions plus what are the risks and what does this bond cover on a project this size. The council is agreeable to a special meeting after this information is received.

## **NEW BUSINESS**

### **Recreational Wood Burning regulations**

Spokane Regional Clean Air Agency would like to prohibit or restrict wood-fueled recreational fires in urban areas as well as unincorporated areas. The council does not believe this is what Fairfield is about and will not pursue an ordinance.

### **Damage to town shop**

There was significant wind and water damage to the roof and above Food Bank at the Town Shop. Derek contacted John Hawley Construction to get the area tarped and he is now repairing the damage. AWC was notified and claim filed. An insurance adjuster estimated the damage around \$22,000.

### **Marijuana licensing**

Washington State Liquor Control board sent a survey about the Town's policy for business licensing for marijuana producer, processor or retailer. It was noted on the survey that the town does not have an ordinance or moratorium but is anticipating adopting one in the future.

### **Health Care Program Interlocal agreement and Resolution #2013-06**

AWC Employee Benefit Trust has moved from a fully insured benefit program to self-insured model. They require approval of the interlocal agreement and resolution authorizing participation in the self-insured program.

## **ACTION**

Mary motioned to approve Resolution 2013-06 authorizing participating in the self-insured AWC Employee Benefit Trust; seconded by Brian. Motion approved.

## **2014 Budget**

### **Budget position**

The council reviewed the current budget position and noted a few areas that needed attention.

1. The Spokane County Fire District check from June has not been cashed and they are not invoicing us for payments.
  - The council requested Cheryl to stop payment on check #17116 for \$11,125.64, request quarterly statements and to perform timely deposits. Mary will attend the next Fire Commissioner's meeting to discuss this.
2. A few of the expenditures are coded incorrectly in the sewer fund.

## **Budget timeline**

Ed has asked for a list of capital projects. A budget workshop was set for the 4<sup>th</sup> Tuesday in October with the preliminary budget hearing in November with final budget hearing the first meeting in December.

## **Public Works Report**

### **WATER**

- Hydrant repair on Railroad Ave. has been completed with the teardown and resetting lug bolts, protective bollards to come.
- Sanitary Survey has been scheduled for October 16<sup>th</sup> with Ed Parry.
- Back-up generator is scheduled to be installed by the end of October, site is being prepped.
- Dead-end hydrant flushing will be completed this month.

### **WWTF**

- USDA WWTF inspection is scheduled for the 24<sup>th</sup> of this month.
- Discharge is on schedule to carry on through the month of October.
- Fall maintenance and winterization will be started at the end of this month to be completed by the middle of October (liner-pump, hydrants etc.)
- Testing is on schedule with only influent waters.

### **PARKS**

- Sprinkler blowouts will begin the end of this month.
- Meters, valves and backflow devices will be winterized before the first frost.
- Maintenance issues with the grasshopper have been resolved.
- Gazebo remodel will be completed this month.

### **ROADS**

- Damaged road signs from the storms this month are being repaired.
- Washout areas are being repaired from heavy rains on gravel roads and road sides.
- Fall road grading is starting with wetter weather conditions this month.

**OTHER:** Broken trees were removed from 4<sup>th</sup> and Carlton power lines. Town shop was damaged during a storm this month, including damage to the food bank and EMS supply closet as well as roofing and insulation. Repair work is in process.

### **Other**

"Meet the candidate" function was discussed. A dessert and coffee open house will be scheduled. Cheryl will call the candidates and get it set up.

An email from Harold White about placing "suggested" speed limit was received late this afternoon. This will be put back on the agenda for the next meeting.


### **Complaints/Compliments**

None this time.

### **Adjourn**

With no further business, the council meeting adjourned at 9:07 pm.

  
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Mayor Ed Huber

  
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Clerk/Treasurer Cheryl Loeffler