

REGULAR COUNCIL MEETING
SEPTEMBER 4, 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 September 4, 2012 at 7:00 pm.

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

Others present: Tom Mattern from Department of Emergency Management, Henry Davis, Tom Smith and Cheryl Loeffler.

Approval of Minutes

ACTION

Brian Kauffman motioned to approve the August 21, 2012 regular council minutes as presented, seconded by Harry Gibbons. The motion carried. Mary Branon abstained from voting.

ACTION

Approval of the Claims

Brian Kauffman motioned and Harry Gibbons seconded to authorize the claim vouchers #16771 through #16790 for \$243,453.57 and EFTs for \$4,794.28 as presented. The motion carried.

Claims: \$242,871.33

Payroll: 5,376.52

Total Claims: \$248,247.85

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

ACTION

Brian motioned to excuse Mary Branon's absence from August 21, 2012 regular council meeting seconded by Harry. The motion carried.

Guest

Interlocal Agreement for Emergency Services

Tom Mattern from the Department of Emergency Services presented the amended Interlocal Agreement for Emergency Services between Spokane County and the Town of Fairfield. The Department of Emergency Management is the managerial function charged with coordinating & facilitating the system/framework if an emergency happens either man-made or natural such as Firestorm. This is a required collaboration between the county and the cities and towns of Spokane County. The fee is paid by the unincorporated county.

ACTION

Mary motioned to approve the amended Interlocal Agreement for Emergency Management for Spokane County dated July 17, 2012, seconded by Brian. The motion carried.

Engineer's Report

East Main Street Rehabilitation Project

Below is the update from Randy Noble of TD&H

Outstanding Change Orders:

Removal of underground storage tank

Removal of UPRR debris (Bid Item 5)
Placement of rock at the park
UPRR Requirements
Additional Saw-Cutting
Repair Irrigation at the Park

We have received Cameron-Reilly costs and are preparing to meet/negotiate final costs.

Note: We request the Council allow Mayor Huber to sign the change order to allow Cameron-Reilly to proceed with the work. Mayor Huber's signature is contingent upon pre-approval by TIB.

Change Order - Street Lighting:

Lighting components have been submitted and approved
Decorative light pole order has been processed by manufacturer
Delivery anticipated ~Oct 1
Lighting should be complete by ~Oct 15.

In reviewing the progress payment #2 for Cameron-Reilly, there were line items that were over 100% complete, some quite a bit over and the council questioned these numbers. Randy was contacted and the explanation given was that one of the over-runs was for reinforcement of sidewalk where the trucks drive at 107 Main Street. The original reinforced cement concrete sidewalk bid was a quantity of 7 but in this progress payment, the quantity was 44. Randy was not sure why it was only 7 and will look into this further. Another area that was significantly over 100% complete was the sidewalk at 310 E Main. The explanation was that the aprons that were poured doubled the amount of the original bid. Randy assured Ed that the over-runs are not due to being under budget but was actual costs.

Randy then explained that change orders are processed when the scope of the work is changed. The items that were questioned did not change the scope of this project so were not brought to the council for approval.

The update that was presented has change orders but no costs associated with them. The council decided not to approve it until the costs are presented to them. There was no action taken on this tonight. Cheryl will notify Randy of this. A special meeting could be called if the costs become available before the next council meeting.

The sidewalk close to 107 E Main is failing. Pictures were taken and will be forwarded to Randy. This will need to be repaired.

The audience questioned the logic of the rock placement and it was explained that this area is for drainage. When this was presented to the council and even during the project walk through, it was believed that this would not be a very large area and if put into grass, would be difficult to maintain since the town does not own small lawn equipment. Rock was suggested to replace the grass. The area turned out to be much larger than was anticipated and does not fit into the look of the park. Unofficially, discussion about doing something different in this area has started.

A 1989 right-of-way lease between UPRR and the Town of Fairfield for the section of ground between the railroad tracks and the park was shown to council. This states that this area is to be used only as a site for a park and beautification purposes. This was for informational purposes only since parking is an issue now at the park.

Century West

The Subrecipient agreement from 2012 Community Development Block Grant was received today and was sent to KJ at Century West.

OLD BUSINESS

Review of utility tax receipts and projected expenditures

When the utility tax was passed, the council expressed that a need would always be identified to justify the collection of the tax. At that time, the street project along with purchasing of a lawnmower and a generator were the items identified. The lawnmower has been purchased with other funding. Since then, recycling was identified as a use for the utility tax instead of adding another tax to the consumer. A worksheet was prepared for the council showing the revenue and expenses. To date, \$31,252.12 has been received from Avista and \$19,079.37 has been expensed out for the East Main Street Rehabilitation Project and \$533.82 for the recycling. There are still some expected expenses for the street project.

The potential continuation of Main Street project and the sidewalk project for 2013 would be committed utility tax usage. These projects have not been approved by the funding sources yet.

The language in the ordinance needs changing to help future councils' responsibility of the utility tax monies. The language also needs changed to state that the revenue from the utility tax will be deposited into the general fund and dispersed into the different funds with an interfund transfer. This would make it much easier to track.

Budget position review as of 9-4-12

The council reviewed the budget position dated 9-4-2012.

NEW BUSINESS

Water meter upgrades

Some homes still have their meters located inside. These need to be changed so public works can have access to them. One home has a water service connected prior to the meter that is possibly being used for garden/lawn watering. Initially, the town was assured that the connection was not used but the grass is very green and leaking hoses running daily have been seen but low usage reported with their meter reads, which they read themselves. The neighbor's meter is also inside their home. The council is on board to replace these two meters that are right next to each other so they will be at the property line. The other homes with the meters inside will be replaced in the very near future. There is also a question about easements in this area. The office will do some research on this.

Fairfield Care water pressure concerns

Karl Felgenhauer has reported that Fairfield Care has been experiencing fluctuating water pressure. The kitchen does not have adequate pressure at certain times. Derek has been looking into this and doing different tests. The backflow pressure checked out. One time that Derek was there, the irrigation system was running and a 1" line had water running freely out of it when the system turned on. This could maybe part of the pressure issue.

The RCW and WAC mandate that water systems provide a minimum of 20 psi of water pressure. Random pressure testing around town during the last meter reading will be done to identify what the town's pressure is and if there are any problems in the different quadrants. We will invite Dennis Fuller from Century West to a meeting later in the year to discuss water pressures and to explain how the system works to the council and public.

Call for 2013 Budget requests

Budget cycle is beginning and all departments are asked to begin preparing their "want list". The budget calendar from MRSC was included in the council's packet for information on the process.

Public Works Report

WATER

- Received a GREEN operating permit valid until August 2013
- Possible old service line leak in the south part of the Kingdom Hall parking lot. Locates have been called in for a dig.
- No source chemical sampling due this month
- Chlorine residuals are doing fine and holding at .2 to .3
- New chlorimeter is working great and very accurate, satisfies DOH requirement
- Decision is being made on placement location of Thomas water line
- Looking at a possible loop to the water system to upgrade service meters and fire hydrants for residences heading south on the East side of HWY. #27, tying in to a 4" service line to the Fairfield Care Facility.
- Soft starts will be installed this month by Don Adams and Control Instrument Automation in wells #1 and #2.

WWTF

- Discharge to the creek will begin this month.
- Aerators will be serviced this month.
- Lift station #2 is on the Whitney equipment schedule for service this month.
- Testing of influent and effluent as well as a grab sample from the effluent will begin this month. This will satisfy DOE testing requirements.
- New influent meter is working well and recording steady numbers that are reflecting I&I efforts.

PARKS

- Bids are coming in this week to automate the Hart Park sprinkler system. Four contractors have been called for service.
- Trash and debris are picked up daily. Garbage is slowing with cooler weather.
- Sprinkler system repairs have been made to the Thiel Park sprinklers to avoid further loss of water.

ROADS

- Pothole repair is ongoing; priority list of road repair is being generated.
- Road signs are being replaced on priority basis (worst first).
- Road grading will commence with adequate moisture this fall.

Other

There will be a staff meeting on Thursday, September 6. Town hall will be closed until 10:00.

A payment agreement was reviewed by the council. Some issues were raised that must be added to the new water and sewer ordinances. The payment agreements must be approved by the council and signed by mayor instead of the clerk/treasurer, the language will be changed to read past due amount must be paid within a certain of time or a percentage of past due amount paid and a specific date for payment must be specified.

Fairfield Care asked the town to give the wood that has been at the WWTF away. Names of interested parties were entered and George Davidson drew the winning name. Randy Sills will be notified.

Review Complaints & Compliments

Tom Smith officially complimented the council for bring the recycling into town.

Adjourn:

The regular meeting adjourned 8:31 pm.



Mayor Ed Huber



Clerk/Treasurer Cheryl Loeffler