

REGULAR COUNCIL MEETING
OCTOBER 17, 2017
6:00

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 Pro-Tem Valerie Rogers called the October 17, 2017 regular council meeting to order at 6:00 pm.

Mayor Pro-Tem and Town Council members present: Darcie Sainsbury, George Davidson, Valerie Rogers and Emily Thomas.

KayDee Gilkey is out of town for work and Harry Gibbons is ill.

Others present: Derek & Kim Knecht, Jamie and Perry Paden, Heather and Justin Gust, Angela Harvey and Steve Walk, Larry Zeug and Cheryl Loeffler.

ACTION

Approval of the Minutes

Darcie Sainsbury moved to approve the minutes from the regular council meeting of October 3, 2017 as read and the October 10, 2017 budget workshop as read, seconded by Emily Thomas. The motion was approved 3-0.

ACTION

Approval of Claims

Emily Thomas moved to approve the claims for the October 17, 2017 as presented with EFT's #E407-412 totaling \$5,910.53 and check numbers 18975-18982 totaling \$10,220.81; seconded by George Davidson. The motion passed 3-0.

	10-17-2017
Claims	\$10,870.81
Payroll	5,260.53
Total Paid	\$16,131.34

Check register signed by George Davidson, Emily Thomas and Darcie Sainsbury.

Engineer's Report

Bryan Hicks sent his report.

TIB Application

A TIB application for chip sealing Carlton (1st to 3rd) and the loop around the upper park (McNeil, Main and Fairweather) was submitted in August. Awards will be announced Nov. 17.

First Street Sidewalk Project

The First Street Sidewalk project design has been approved by WSDOT and will be advertised next week. We anticipate opening bids November 16. The project will proceed to construction in the spring, most likely in May, weather cooperating.

FEMA Road Repairs

FEMA has issued funds for reimbursement of the repair work previously completed. I will be following up soon with task orders for moving the remaining work forward for completion next spring.

Ticknor Railroad Crossing Defect

The Washington Utilities & Transportation Committee (WUTC) issued a defect notice to the town in March for the asphalt that is starting to break up adjacent to the railroad crossing. The town notified the WUTC at the time that it was trying to coordinate the work with ongoing projects (First St sidewalk & FEMA repairs) that were originally expected to be constructed this year to minimize the cost. We explained that it was not within the town's means to

complete the work as a standalone project due to the poor economies of scale. We received another reminder about the work this week. Bryan has spoken with Debbie Thome from the WUTC to explain the situation that the other projects would not be constructed until spring. She mentioned some other possibilities for completing the work including the Grade Crossing Protection Fund grant program through the WUTC. He is currently researching whether the crossing repairs are eligible for the GCPF which is normally for safety improvements. Debbie has said that she pulled a potential compliance notice letter from being issued, which could have included the threat of fines for non-compliance, but she reiterated that the repairs do need to be made. She said that it is important to have them completed to prevent future complaints. Besides the pavement repair needed at the crossing, one additional item was included in the defect notice. There are no Railroad Advanced Warning signs for the Ticknor crossing. These should be installed this Fall, if possible, to show progress to the WUTC and can be completed relatively inexpensively. The current plan is to piggyback the repairs onto the paving needed for the First St Sidewalk Project and FEMA asphalt patching repair at Ticknor & Northridge intersection in the Spring.

OLD BUSINESS

Review of three-year audit results

KayDee, George and Emily sat in with Cheryl for the audit exit review. In the financial summary, there were no deficiencies found with internal control and no instances of noncompliance. With the accountability portion, the results showed that the town complied with applicable requirements and provided adequate safeguarding of public resources and complied with state laws and regulations and its own policies and procedures in the areas they examined. We did receive one management letter for cost allocation. The results of the survey are posted at SAO.wa.gov website.

Furnace quote

Ackerman Heating will be here on Friday to look at the office's furnace and prepare a quote for budget purposes.

Eastern Washington Financial Officers Association (EWFOA) Meeting

Cheryl attended EWFOA fall meeting on Friday. Pat McCarthy from the Performance Center of the State Auditor's office presented the different services and resources that their office provides. Local communities to solve problems, reduce costs and improve the value of the services that we offer. There are no charges for any of these services.

NEW BUSINESS

Appointment to the Housing and Community Development Advisory Committee (HCDAC)

Cheryl has been unable to dedicate the needed time to the HCDAC and has recently resigned. This committee participates in dispersing community development block grants (CDBG). Even though Fairfield is currently not eligible for these funds it is important that the town participates on this committee. Cheryl will check with them to see if a citizen can be appointed or if it must be someone from council or employee of the town.

Farm Proposal

A proposal to help with the overgrowth of the grass and possible fire danger at 505 Governor Moore Road was presented to the council. This type of action should have to be addressed through the Nuisance Ordinance but we will discuss it with the attorney before any decision is made.

Haunted House

The possibility of providing a haunted house at the community center has been brought up but with it fast approaching, would have to be for next year. The cost could be part of the youth activity budget. Cheryl will also contact Debbie Dobbins, who has done this for the local youth in the past, for information on her costs.

Public Works Report

Streets

Asphalt patchwork on Hilltop Lane is holding up good.

Conference in Yakima went well, although it was geared more for big cities.

Will finish packing down and leveling the street on Brewster Avenue after the rainy weather

Parks

Continuous mowing and tree trimming as weather permits.
Sprinkler systems are turned off at both upper and lower parks, will be blown out soon.

Water/Sewer

Leak on Brewster Street is the service line to 303 E Governor Moore Road. Removed old metal line with replaced with plastic.

Take nitrate, VOC and iron samples to Cheney this week.

Elevate aerator pumps at lower lagoon ponds with blocks this week with Dave Tysz.

Met with Apollo Solutions Wednesday morning about the idea of setting up solar panels for the lagoons and well pumps.

Purchases made during the month

Misc fuel for lawnmower, backhoe and shop truck.

Food and fuel for the Road and Street Conference.

Compliments/Complaints

None tonight.

Other

Local update of Census Addresses

Emily took the information packet home to see if it is something that she could do.

Tables and carts for community center

Cheryl discussed purchasing some new carts for the round tables along with some rectangular tables for upstairs. The tables from the Service Club have been used for previous functions and that is not always the best avenue. The current carts are not safe and the new ones have been redesigned and appear more functional.

ACTION

Darcie moved to purchase new table carts and new rectangular tables, not to exceed \$3500, for the community center; seconded by George. The motion passed 3-0.

Rattler's Run Road

Larry Zeug expressed his concern about the potential flooding in his area. The attorney and Bryan Hicks will be contacted to see what we can do to help with this flooding situation.

Dates to remember

October 18-19 Member Expo (put on by AWC in Chelan)

October 24 Transportation Workshop for seniors and disabled-community center 10-11:30 am

October 24 Budget workshop

October 26 Financial essentials (Spokane)

Nov 4th LCEF Dinner and Auction

Nov 11th Prime Rib Dinner (FF Service Club)

Nov 13th Business Fair sponsored by North Palouse Chamber of Commerce

ADJOURN

With no further business, the council meeting adjourned at 7:35 pm.

Valerie Rogers, Mayor Pro-Tem

Cheryl Loeffler, Clerk/Treasurer