

REGULAR COUNCIL MEETING
OCTOBER 18, 2016
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 October 18, 2016 regular council meeting to order at 6:00 p.m.

Mayor and Town Council members present: KayDee Gilkey, Harry Gibbons, George Davidson, Valerie Rogers and Emily Thomas. Darcie Sainsbury was caught in traffic and arrived a few minutes late.

Others present: Bryan Hicks, Cindy Ulrey, Tami Chapman, Melissa Lunsford, Ken Fuchs, Mark Loe, Derek Knecht, Killian and Kim Knecht and Cheryl Loeffler.

Approval of Minutes

ACTION

Harry Gibbons motioned to approve the minutes from the October 4, 2016 regular council meeting and the October 11, 2016 budget workshop. The motion was seconded by Valerie Rogers. The motion was approved 4 to 0.

Approval of Claims

ACTION

Valerie moved to approve the claims listed on the check register dated October 18, 2016, for ETFS # E513-514 totaling \$1,4496.55; check numbers 18570-18584 totaling \$23,166.61 as presented; seconded by Darcie Sainsbury. The motion passed 5- 0.

	10-18-16
Claims:	\$20,495.57
Payroll:	4,120.59
Total Claims:	\$24,616.16

Check register signed by George Davidson, Harry Gibbons and Valerie Rogers

Cindy Ulrey, Spokane County Library District-Fairfield branch

Cindy provided the annual "State of the Library" report.

- 13,000 visits, 11,000 checked out items but all the numbers are dropping.
- Community engagement plan. Partner more with organizations in our communities such as museums and schools.
- Programming for everyone from age one
- Business and Career Development
- Digital Interaction, Reference USA
- Foundation directory locate grants at Valley library

The Fairfield Friends of the Library have retired and the library would like to have another one start up. Contact Cindy or Michaela at the library 893-8320 for more information.

SNAP Energy Assistance Outreach Event will be Tuesday, Nov 1st. Appointments for this are made by the library at 893-8320.

Mark Loe, Consultant for RF & Optical Solutions

Mr. Loe was interested in restarting the cable system that was abandoned in town several years ago. He would have to have access to the satellite dishes that are located on property owned by Harry Gibbons. Mr. Loe has learned that the site is not available at this time and will look into other possibilities.

Engineer's report

Transportation Improvement Board (TIB) Overlay Project

Bryan Hicks presented the council with Versatile Industries' first pay estimate for the work completed to date for the amount of \$130,444.62. He also presented Change Order #1 for the amount \$2,297.16 which includes an 8" HDPF culvert placed under the sidewalk at McNeil and Gov Moore and utility lid adjustments for the additional valves and manholes that were discovered under the existing pavement. These needed to be adjusted to the new finished grade.

The new contract price for the 2016 Overlay Project with Change Order #1 is \$134,210.16, which is right where the initial budget was and the contract time was increased by one additional working day to 16 working days. Overall, the project turned out good with the exception of ponding by Co-Ag's seed plant on Brewster.

ACTION

Darcie moved to approve Pay Estimate #1 for \$130,444.62 and Change Order #1 for \$2,297.16 to Versatile Industries as presented by Bryan; seconded by Emily. The motion was approved 5-0.

Ponding

Bryan has been working with Gloria Bennett from TIB about the ponding issue and TIB is willing to participate financially in the solution, within reason. Bryan will contact Versatile Industries about their working schedule. The resolution needs to be done before winter to avoid additional problems arising from freezing. Bryan and Derek have been looking at having the water flow south towards Gov Moore Road since there is already a drainage ditch in place. The catch basin and clay pipe that are located in this area are no longer usable.

The run-off from the roof may be a contributing factor and the placement of spouts to redirect the run-off could help. Ken Fuchs of Co-Ag is meeting Co-Ag's board and will discuss this and the run-off from the flat house that is cutting the alleyway.

Ken thanked the council and Bryan for addressing the ponding issue.

OLD BUSINESS.

Summer Lunch Program (SLP)

The administrative review of the SLP reported that the program ran smoothly, children appeared to enjoy their meals and all program records were organized and readily available for review. There were three meals that were disallowed as they were served three minutes before the approved meal service time.

Laundry services contract

Since the last meeting, Cheryl met with AlSCO Linen, our current service laundry provider. They met the price that was offered by Cintas and guaranteed that the uniforms will have the employee's name and Town of Fairfield on them.

ACTION

Emily moved to approve the continuation with AlSCO for a three-year laundry service contract at the reduced prices noted; seconded by Darcie, with the understanding that we receive the correct logos and replacement uniforms. The motion passed 5-0.

Derek did mention that they are still wearing the original uniforms, which are worn out and need to be replaced. Cheryl will contact AlSCO about this.

Growth Management ACT (GMA)

Last week, Cheryl and the clerks from the surrounding towns met with Amanda Mansfield from SRTC, David Anderson from Department of Commerce (DOC), Dee Caputo, AICP, Senior Planner, Growth Management Services from DOC and eight students and their teacher from the Planning Program at Eastern Washington University. The students will be reviewing the GMA documents to find discrepancies that no longer comply with the RCW. An extension until 2019 has been given to the smaller communities to complete the project. Cheryl asked for the council to each take a section of the GMA book to review.

Employee accrual

The end of the third quarter employee accruals were reviewed by the council. The report reflects Derek having 159 vacation hours when in fact, there is an additional 85.94 hours that were automatically subtracted by the software program at the beginning of 2016 because of the limited 160 hours' accrual for each employee. Derek will take two weeks off before the end of the year and the accrual balances will be reviewed by council at the first meeting in December meeting. From the personnel handbook: *Earned vacation may be accumulated up to a total of one hundred sixty (160) hours. Accrued vacation will not expire during employment. Vacation accrued in excess of one hundred and sixty (160) hours shall be used within the following pay period otherwise it is lost; however, the Council may determine on an individual basis that the employee may be paid for the excess hours.*

NEW BUSINESS

2017 BIAS Contract

ACTION

Darcie motioned to approve the 2017 BIAS Software contract for support and back-up for \$3,477.04, seconded by Valerie. Motioned carried 5-0.

Past Due Accounts

The past due accounts from the August 31, 2016 billing cycle were reviewed.

Public Works Report

Water

- Chlorine is staying a constant .2 p.p.m.
- Hydrants were flushed by fire dept. Went very well.
- Gross Alpha and Radium testing will be done on all three water sources this month for compliance.
- Last meter reading for the year at the end of the month.
- Water leak behind city hall will be repaired this week.

WWTF

- Road sides are being graded this month.
- Flows are coming up with extremely wet weather.
- Still at a no discharge.
- Flows are split between two lower lagoons until topped off.

Parks

- Trash collection has slowed down
- Restrooms are closing this week.
- Sprinklers are shut down.
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Roads

- Sign repair and replace will be happening the rest of the year when time allows.
- Grading is scheduled for this month
- Rattlers Run is holding up under wet conditions with added grindings.
- Road flooding issue is being reviewed for best solution and budget for problem area on Brewster.

OTHER: Public Works will be taking time off this and next month when possible.

Pack your water meters after October 31st. Derek suggested to use a large black plastic garbage bag filled with blankets, paper, Styrofoam peanuts or anything else insulating and close with a zip tie to keep moisture out. Using this method makes placing and removing much quicker and easier.

Other:

There is quite a bit of confusion with what and what types of projects require a building permit and how the town's permitting process works. Cheryl will contact Terry Ottosen and Spokane County Building and Planning about updating the zoning and permitting process.

Dates to remember:

KayDee	October 25 th AWC Regional meeting at Airway Heights
Office Closed	November 11 th , Veteran's Day
	November 24-25 Thanksgiving
Cheryl	November 10-14 possible trip to MT

Adjourn

With no further business, the council meeting adjourned at 7:54 pm and went into a budget workshop.



KayDee Gilkey, Mayor



Cheryl Loeffler, Clerk/Treasurer