

Rockford Town Council Special Meeting
03 June 2015 7:00 PM

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* Carrie Roecks called the regular meeting to order at 7:00PM. The Pledge of Allegiance was recited.

Roll call was announced. The following Rockford City Council members were present: Micki Harnois, Clint Stevenson, Carrie Roecks, Dave Thompson, Robert Tollefson.

Ms. Roecks asked for amendments to the agenda. Ms. Harnois requested that the tradition of an invocation be reinstated at the next regular meeting.

Ms. Roecks advised the Council that the Minutes for the 20 May 2015 meeting were not ready for approval, and requested to table approval of said minutes until a later date. The minutes for the 30 May 2015 Special Meeting were available, and Ms. Roecks asked for these minutes to be accepted. **Mr. Thompson made a motion to accept the minutes of the 30 May 2015 Special Meeting. Mr. Stevenson seconded. In discussion, Ms. Harnois thanked William Benson for his work in typing the minutes. Cheri Tyler noted that her last name had been misspelled in the minutes, and requested that this be corrected. Motion carried.**

Ms. Roecks introduced two guests: Derek Bryan and Roger Neal from the Association of Washington Cities (AWC) Risk Management Service Agency (RMSA).

Mr. Bryan and Mr. Neal presented a brief description of what the RMSA does, and then a number of talking points regarding how best to conduct effective meetings and maintain productive workspaces.

Layne Merritt of JUB Engineering briefed the Council on the following on-going projects:

Sewage Lagoon – Contractor has screen biosolids and is preparing to truck them out. Contractor should be able to meet existing schedule. Contractor submitted a \$10,000 invoice.

Sewer Project – “Cure in place” pipe is out for bid. Pre-bid meeting was held with no attendees. A situation developed where the sewage line between the Coumont and Roecks residences was crushed by a contractor vehicle, causing flooding of the Roecks residence. Roto-Rooter was contacted, and upon inspection, discovered the crushed line. Contractor was contacted, contractor refused to repair situation in a satisfactory manner. Roto-Rooter was asked to submit a proposal, owing to the need to get the sewage service back in operation. John authorized Roto-Rooter to begin repair work.

45 Roto-Rooter excavated the line and found damage to the main line which increased the
46 scope of the repair. Roto-Rooter had initially quoted \$2900.00 for the repair, but in light
47 of the new finding, quoted an additional \$8500.00. Mr. Merritt pointed out that there
48 could be no slip-lining of that section of pipe until repairs were made.

49
50 Mr. Merritt, Mr. Stevenson, and Mr. Goyke discussed strategies to reduce cost of repair
51 and get the progress moving forward. Mr. Goyke remarked that Winkler cannot do the
52 repair, and this work is not covered by CBDG funds, and may infringe on the cured-in
53 pipe placement project funding.

54
55 Mr. Goyke recommended finishing the service lines and installing a stub piece. This will
56 provide time to find a solution as well as work on main. The area will be secured and
57 fenced.

58
59 **Six Year Transportation Plan** – Mr. Merritt will discuss Six Year Transportation Plan at
60 the next Regular Meeting. Ms. Roecks replied that copies of last year's plan had been
61 distributed. A new Plan needs to be created with the appropriate Public Hearing.

62
63 Mr. Stevenson reported on what he had learned during his TIB meeting in Oaksdale. He said
64 that the preexisting prohibitions regarding what was define as a "city arterial" had changed,
65 which opened up about 80% of town streets for fund requests. This primarily included hard
66 surface streets that connected to other hard surface streets. The deadline to apply for funding
67 is August 20th, and only the highest priority requests should be submitted.

68
69 Ms. Harnois asked about LED streetlights. Mr. Merritt replied that there had been much
70 discussion about them. He said that AVISTA has agreed to replace lights in communities within
71 a 5 year time period. Mr. Merritt said that they should be asked if they could provide lights to
72 Rockford. (Rockford has the bases and infrastructure in place to install streetlights.)

73
74 Mr. Merritt and Mr. Stevenson will meet and review criteria in light of what they learned at the
75 meeting and present a summary to the Council on June 10th for a Public Hearing on the 17th.

76
77 There was discussion regarding teaming across jurisdictions for road repairs and other projects.
78 Mr. Merritt said that he would research this and have something to present to the Council at
79 the next Regular Meeting.

80
81 Mr. Goyke asked Mr. Merritt to address a situation where a contractor, Big Sky, conducting
82 camera inspection of the sewer project, had submitted a bill for two days' worth of work when
83 the particular job had only taken a single day, and he advised the Council not to pay the invoice
84 until Mr. Goyke had an opportunity to negotiate an invoice that reflects the actual time spent
85 on the job.

86
87 Mr. Merritt also addressed a situation where a plug was found in a line where there was
88 reasonable belief that the contractor had caused the plug, but was attempting to submit a bill

89 for clearing the plug. Mr. Merritt stated that it was warrantee work and that the Town would
90 not be paying the bill.

91
92 Ms. Roecks asked for public comments. Kim Freyaldhoven (resident) spoke. She expressed her
93 feelings regarding having been served with a letter stating intent to file suit by Mr. Tollefson.
94 She also said that the Department of Health stated that the Department of Health would not
95 grant the Town of Rockford any more grant money due to a failure to meet certain punch list
96 items.

97
98 Art Grewe (resident) spoke and praised Mr. Merritt and Mr. Goyke for their proactive action on
99 the sewer project.

100
101 Bert Gunn raised a question regarding the bill he received for repairs on his water meter. Ms.
102 Roecks answered that she was planning on addressing his particular situation later in the
103 meeting.

104
105 Tom Tyler (resident) spoke of his support for speaking time limits during public comments.

106
107 Ms. Roecks addressed the upcoming AWC Conference (24-26 June 2015 in Wenatchee) where
108 she and Ms. Harnois would attend. Neither she nor Ms. Harnois would request reimbursement
109 for expenses, as the conference fees were paid by RMSA & AWC, as well as one nights' hotel
110 stay.

111
112 Ms. Roecks asked for Commission Reports. Mr. Stevenson gave a brief description of work done
113 at the Town Park (clearing of gravel deposited by flood waters is almost complete).

114
115 In response of Ms. Roecks call for committee reports, Mr. Tollefson commented that he had
116 continued working on the Personnel Policy, and expressed admiration with Fairfield's policy.

117
118 Ms. Roecks asked whether the Personnel Committee needed to be reactivated, and asked not
119 to discuss fine details at this time. Mr. Thompson recommend that said committee should be
120 comprised of Mr. Tollefson and Ms. Roecks.

121
122 Mr. Bryan mentioned that RMSA had the resources to provide effective and legal versions of a
123 Personnel Policy.

124
125 Cathy Creed (resident) and Alene Willmschen volunteered to serve on the Personnel Policy
126 Review Committee.

127
128 Ms. Roecks announced that she would like to begin opening the position of Clerk/Treasurer on
129 11 June 2015. There was discussion of whether the Mayor pro tem has authority to hire. Mr.
130 Bryant confirmed that Mayor pro tem can hire, per the Town of Rockford's Ordinance.

Mr. Benson asked whether he could give the Planning and Zoning Commission (P&Z) report. He announced that Patrick Marcalus had offered to serve on the P&Z. **Mr. Stevenson made a motion to approve the appointment of Mr. Marcalus to the P&Z. Mr. Tollufsen seconded. No discussion. Motion was carried.**

Ms. Roecks explained that a previous ordinance, Ordinance 15-01, an ordinance defining the hours of operation of Rockford Town Hall, had not been signed by the Mayor sitting at the time of passage. Ms. Roecks read from the RCW the pertinent regulation that explained that Mayors do not possess right of veto. She then asked for a motion to replace Ordinance 15-01 with Ordinance 15-04. **Mr. Thompson made a motion to approve Ordinance 15-01. Mr. Stevenson seconded. No discussion. Motion carried.**

Ms. Roecks asked for Public Work's report.

Mr. Goyke explained the work request system, and admonished that he would only accept properly completed work request (he could not guarantee that he could properly address messages on little scraps of paper.)

He explained the various tiers of effort and how projects were being tracked. He announced that he had a receipt book for the compost facility.

He addressed the flash flood of 28 May, and mentioned that the entire sewer system would be cleaned and surveilled, including sewer lines running from the Methodist Church to the downtown area for blockage.

He explained that WSDOT maintains 1st Street & Emma, and may clean under the 1st St Culvert at Spring Creek.

As part of the Public Works report, Burt Gunn requested relief from a repair bill caused when the man water valve to his residence was broken. The Council, after listening to his case, discussed the issue and concluded that he was, in fact, responsible for the entire repair bill. Under Rockford's ordinance, individual citizens were not permitted to operate valves owned by the town. Mr. Goyke recommended that residents had the option to hire a plumber to conduct repairs rather than be subject to a bill from the Town, should such a situation arise in the future. **Mr. Stevenson moved to confirm that because Mr. Gunn had been manipulating the valve, he bore the responsibility for its failure, thus was responsible for the repair bill. Mr. Thompson seconded. The motion passed.**

Ms. Roecks announced that the Town bills were ready for mailing, and would be mailed, along with the town newsletter on 4 June. She commented that she had been training on the BIAS system. She also commented that Kristi Cochrane had been manning the office and putting in a full 40 hour work week. She asked whether Ms. Cochrane could receive some form of payment from the Town for her efforts. **Mr. Thompson moved to pay Kristi Cochrane an hourly wage of \$10.00 for her work in the City Hall. Mr. Stevenson seconded. There was no discussion. Motion carried.**

Mr. Goyke advised that the Town obtain an updated Application for Employment from RMSA. He also advised that Winkler would give a bid for work on the River Street Sidewalk. He mentioned that the Town might qualify for Emergency Management/Hazard Mitigation grants for emergency equipment and defoliating of flood prone waterways. Mr. Goyke also confirmed that the Town locks would be rekeyed, with a total of 7 keys issued each to the Mayor, Mayor pro tem, Clerk and Assistant Clerk, Facility Maintenance Supervisor, and 2 spares. Ms. Roecks stated that a key log would be established and maintained.

Mr. Benson asked when P&Z should meet due to the temporary Town Council meeting schedule. Ms. Roecks answered that he should adjust P&Z meetings as he saw fit,

Lorie Engle (resident) commented that the Town should consider creating a grant management committee.

Phil Evans (resident) recommended that the Town website have agendas, and asked when they would be available. Ms. Roecks answered that the person developing the website was now in her busy season, and work on the website would be slow. She said that she would try to have paper agendas available the Friday before the meeting week.

Ms. Roecks asked for a motion to adjourn.

Mr. Stevenson made a motion to adjourn the special meeting. Mr. Thompson seconded. Motion was carried.

Ms. Roecks adjourned the Regular Meeting at 9:11 PM.

Micki Harnois, Clerk Pro-tem

Carrie Roecks, Mayor Pro-Tem