

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

THIS IS NOT A VERBATIM TRANSCRIPT. THESE MINUTES CONTAIN ONLY A SUMMARY OF
THE DISCUSSION AND VOTING.

Mayor *pro tem* Carrie Roecks called the regular meeting to order at 7:12PM.

Pastor Kati Shedlock (Rockford United Methodist Church) led the invocation.

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 a motion to approve an amended agenda. Mr. Thompson made a motion to approve the amended agenda. Mr. Tollefson seconded. No discussion. Passed.

Layne Merritt (JUB Engineering:

Sewer Rehabilitation Project: Received bids for cure-in-place pipe phase of sewer rehab project. Mr. Merritt recommends accepting the low bid from P.E.C. of Helena, MT for \$69,184.00.

Mr. Stevenson made a motion to accept the bid from, and award the contract to Planning Engineering Construction company of \$69,184.00 to perform the cure-in-place pipe phase of the Sewer Rehabilitation Project. Mr. Thompson seconded. No further discussion. Passed.

Lagoon Project: Sludge is being pumped out, should be complete within the next two weeks.

1st Street Sidewalk Project: D.O.T. review requires ADA crossings to each corner across 1st St. Mr. Merritt indicated that options were available, in that one crossing at each end of the project area. He will ask SRTC if there is money to help pay for these improvement. There was discussion regarding the location and placement of current and proposed handicap ramps as well as the advantages to street approaches. Mr. Merritt said that he would research sources of funding.

Sewer Rehabilitation Project Repair: Big Sky Development will not charge for the cleaning of lines that were plugged due to their activities. They will not charge for their camera inspection as they did not do it correctly. They will pay for the costs of Roto-Rooter repairs of the break of the Roecks-Hamilton service line. Most issues are resolve. An additional issue, however, is, upon review of available footage, there were issues of

45 the lines coming off of the manhole behind the Wilmschen (sp?) property, in that the
46 construction and installation of pipe was not as expected. The line has too many joints
47 that might lead to leaks. Mr. Merritt looked for ways to prevent leaks, and resolved that
48 the solution is to line the pipe. J.U.B. and contractor assumes responsibility for the
49 miscommunication and faulty design. Mr. Merritt said that the Town of Rockford's
50 Public Works Manager, John Goyke, was opposed to the initial tie-in, thus absolving the
51 Town of any liability in this matter. The situation will be resolved through lining the
52 pipes, which will not entail further excavation.

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54 John Goyke (Rockford Public Works) said that Risk Management Service Agency of the
55 Association of Washington Cities (RMSA-AWC) wanted to know if Rockford would be
56 turning in an insurance claim pertaining to the Roto-Rooter repair bill (\$2900.00) for the
57 sewer project repair. There was discussion regarding what bills were covered. Mr. Goyke
58 recommended that a claim be filed with RMSA-AWC.

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60 **Mr. Thompson made a motion to file a separate insurance claim against Big Sky**
61 **Development. Ms. Harnois seconded. No further discussion. Passed.**

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63 **Ms. Roecks asked for a motion to approve minutes of the 20 May 2015 Rockford City Council**
64 **Regular Meeting. Mr. Thompson so moved. Mr. Stevenson seconded. No discussion. Passed.**

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66 **Ms. Roecks asked for a motion to approve minutes of the 3 June 2015 Rockford City Council**
67 **Regular Meeting. Ms. Harnois so moved. Mr. Thompson seconded. No discussion. Passed.**

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69 Ms. Roecks stated that the minutes for the 10 June 2015 were not available in time for approval
70 at this time, but would be ready for the next Council meeting.

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72 Ms. Roecks asked for Public Comments:

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74 Vivian Plank (resident) Asked when the curbs and traffic control markings would be
75 painted. Ms. Roecks answered that the schedule was up to the Washington State D. O.
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78 Bill Creed (resident) asked about details of the handicapped access previously discussed.

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80 Sheila McCormick (resident) commented that the pedestrian cross at the intersection of
81 1st Street and Emma (HWY 278) was dangerous, and asked if there was any possibility of
82 getting a second crossing point further east on 1st St, in the vicinity of the northwest
83 corner of the park, or opposite Hurds Mercantile.

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85 William Benson (resident) commented that there was graffiti in the picnic shelter and
86 the stage in the park, and asked residents to keep an eye out for who might be doing it.

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88 Ms. Roecks announced local RMSA training opportunities.

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Ms. Roecks asked for Commission Reports:

William Benson (Planning & Zoning Chair) reported on the activities of the P&Z. An interest has been shown in establishing a beauty salon in one of the houses along 1st St.

Regular meetings will continue starting 8 July 2015 at 7:00 PM at City Hall.

There was no Park Commission report.

Ms. Roecks asked for Committee reports.

Personnel Policy - Mr. Tollefson met with Alene Wilmschen (sp?) and Kathy Creed and expect to have a final draft by the 24th of June, but want Mr. Goyke to read and comment on it before a final draft is presented to the Council. There will be a special meeting on the 29th of June at 7:00 PM at the City Hall to address the issue.

Economic Development – Ms. Harnois added Jeannie Phillips and confirmed Kristi Cochrane.

Ms. Roecks commented on Ordinance 14-03 (Fees Schedule). Mr. Thompson recommended that the issue be tabled until a proper study of fees be available.

Ms. Roecks said that the 6YTP be approved at the 24 June 2015 Rockford City Council Regular Meeting.

Ms. Roecks called for staff reports.

Public Works – Mr. Goyke said that a new procedure has been adopted regarding water shut-off/turn-on requests, prompted by damage done to Mark Willard building due to a possible miscommunication issue.

Mr. Willard gave a brief statement regarding the issue. He recounted that he had requested that the garbage and water service be shut off at the same time, and that the garbage service was shut off, but the water was not, which might suggest that the request for water shut off may have been received by the Town Clerk at the time, and not forwarded to Public Works.

Mr. Stevenson moved to credit Mr. Willard \$2642.50 for water overage. Mr. Tollefson seconded. No discussion. Passed with 1 abstention (Mr. Thompson – party of interest).

Mr. Goyke reported that the Crown Victoria that was obtained from Liberty Lake has engine issues that would cost more than the vehicle is worth, and recommended it be surplus by sale to "Pick 'n Save".

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Mr. Thompson motioned that said vehicle be surplusd via “Pick ‘n Save”. Mr. Stevenson seconded. No discussion. Passed.

Mr. Goyke will meet with Washington D. O. T. regarding cleaning Spring Creek.

Clerk – Treasurer - Ms. Roecks reported that there is no clerk treasurer yet.

Ms. Roecks addressed a complaint from Leroy Mitchel regarding a messy yard at 119 S. Pine St. Mr. Thompson said that he is researching ways that other jurisdictions have dealt with abandoned and “attractive nuisance” properties. He and Ms. Roecks expressed a need for residents to generate complaint letters for such properties.

Mr. Goyke said that he had received an offer from CB Fix Ups to install previously acquired lights in the park for \$1528.53. He said that the savings to the Town on the first month would justify the expense. Ms. Roecks said that he needed to be on the small works roster.

Mr. Tollefson made a motion to allow CB Fix-Ups to install the lighting in the park for \$1528.53. Mr. Thompson seconded. No discussion. Passed.

Mr. Goyke said that the water pump on the generator is out at the lagoon. He is having Pacific Power Products fix it.

Ms. Roecks asked if the electrician could talk to the Fair and the Lions club about lighting in the park.

Ms. Roecks announced that the Town can apply for FEMA grants to mitigate flooding. She requested someone to lead said grant writing. Mr. Thompson volunteered to take the lead.

Ms. Roecks addressed the issue of fireworks. Mr. Stevenson cautioned that this year’s fire condition prompted tighter restrictions. Current fireworks ordinance allows for “Safe and Sane” fireworks from noon until midnight on the 4th of July. There was discussion on the Spokane County burn ban. Mr. Stevenson said that one burn permit was issued in error. Ms. Roecks tabled the issue until next meeting.

Mr. Stevenson recommended consideration of a ban on fireworks. Mr. Goyke recommended that the ordinance regarding fireworks be reviewed and possible change to allow the Council’s discretion regarding allowing fireworks.

Ms. Roecks asked for public comments.

Vivian Plank (resident) asked if the issued burn permit can be revoked. Ms. Roecks answered that there would need to be some research whether the permit can be revoked.

177 Phil Evans (resident) noted that the fireworks set off by Fredneck's did not appear to be "Safe
178 and Sane".

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180 Ivan Wilmschen (resident) asked how many wells were in operation. Mr. Goyke answered
181 "One." Mr. Wilmschen asked how much water was drawn from that well. Mr. Goyke answered
182 that the well was metered. Mr. Goyke also said that he was pursuing a grant to fix Well #4. He
183 said that Well #3 is an irrigation well, and not treated and potable. Mr. Goyke said that the
184 telemetry was repaired on Well #4. He also said that there might be U.S.D.A. emergency grant
185 money available to pull the pump from Well #4. In order to pursue this, 3 bids need to be
186 offered.

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188 Vicki Bergstrom (resident) suggested putting a burn ban message on the reader board
189 depending on what the Council decides next meeting.

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191 Jack Bergstrom (resident) expressed approval of two period of public comment.

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193 Mr. Thompson pointed out that the position was a contract position, and asked about a
194 possible increase in pay.

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196 **Mr. Thompson moved to have John Goyke be assigned the duty as the Permanent Cross**
197 **Connection Employee for the Town. Ms. Harnois seconded. No further discussion. Passed.**

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199 **Mr. Stevenson moved to increase Mr. Goyke's wage by .75/hr. Mr. Thompson seconded. No**
200 **discussion. Passed.**

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202 Mr. Goyke will give a cross connection report at every meeting.

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204 Mr. Stevenson said that Marshall (last name?) is currently being paid \$10/hr. Mr. Stevenson,
205 Mr. Thompson, and Mr. Tollefson all praised Marshall's work and sense of initiative. It was
206 noted that Marshall averages about 25 work hours a week.

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208 **Mr. Thompson moved to increase Marshall's pay to \$13.00/hr. Mr. Stevenson seconded. No**
209 **discussion. Passed.**

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211 Mr. Thompson pointed out that Mr. Goyke has been paying his total cell phone bill out of
212 pocket, and much of the use of his cell phone is Town business.

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214 **Mr. Thompson moved that Mr. Goyke be given a \$50.00 a month allowance to compensate**
215 **him for the use of his personal cell phone for Town business. Ms. Harnois seconded. No**
216 **discussion. Passed.**

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218 **Mr. Stevenson moved to appoint Ms. Roecks as Mayor of Rockford. Mr. Tollefson seconded.**
219 **Ms. Roecks remarked that she was very honored to be considered for the position. She**

220 recognized the members of the Council for their hard work. Passed, with 1 abstention (Ms.
221 Roecks – party of interest). And there was much rejoicing.

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223 **Mr. Thompson moved to appoint Mr. Stevenson as Mayor *pro tem*. Mr. Tollefson seconded.**
224 **No discussion. Passed. And there was continued rejoicing.**

225
226 Ms. Roecks remarked that Alene Felgenhaur was not removed as a signer to the Town
227 accounts. She said that titles needed to be changed.

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229 **Mr. Thompson moved to remove Alene Felgenhaur from the Town Bank accounts and add**
230 **Ms. Roecks as Mayor, and Mr. Stevenson as Mayor *pro tem* for all Town Bank Accounts. Mr.**
231 **Tollefson seconded. There was some discussion regarding who was an authorized signer, and**
232 **who was on the signature cards. Passed.**

233
234 Ms. Harnois remarked that Ms. Roecks would be the sitting mayor until the expiration of the
235 current term (2016). She recognized that there was now a vacant Council position. Ms. Roecks
236 said that the vacancy would be announced in the July Town newsletter, with the position filled
237 by appointment in August.

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239 Ms. Harnois gave a brief report of her meeting with the Northeast Mayor's Association.

240
241 Ms. Roecks called for checks and warrants. She advised that there were two warrant registers
242 for this month, one for payroll and one for Town expenditures. She further explained that, in
243 course of learning to use the BIAS (sp?) system, that there had been printing errors and one
244 missing check, which she would investigate and reconcile. Checks and warrants were reviewed
245 by the Council.

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247 **Mr. Stevenson moved that the Town pay Warrants 12935 to 12940 in the total amount of**
248 **\$6,637.40. Mr. Thompson seconded. No discussion. Passed.**

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250 **Mr. Stevenson moved that the Town pay Warrants 12944 – 12973 in the total amount of**
251 **\$149,511.37. Mr. Thompson seconded. Ms. Roecks explained the discrepancies: Checks**
252 **#12941 and #12942 are voided. Check # 12943 will be researched and reconciled with the**
253 **Bank as soon as possible. No further discussion. Passed.**

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255 Ms. Roecks asked for a motion to adjourn.

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257 **Mr. Thompson made a motion to adjourn the regular meeting. Ms. Harnois seconded. Motion**
258 **was carried.**

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260 Ms. Roecks adjourned the Regular Meeting at 9:51 PM.

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Micki Harnois, Clerk Pro-tem

Carrie Roecks, Mayor Pro-Tem