

**Rockford Town Council Meeting  
July 6, 2016 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 Carrie Roecks called the meeting to order at 7:00 pm with the Pledge of Allegiance.

Roll call took place. Those present were Mayor Carrie Roecks, Councilmembers Clint Stevenson, Micki Harnois, Dave Thompson, Bill Benson, Jim Oshanick and Deputy Clerk Heidi Johnson. Several residents were also in attendance.

**Mr. Thompson made a motion to approve the amended agenda. Mr. Stevenson seconded the motion. Motion was carried.**

**Mr. Benson made a motion to approve the minutes from the June 15, 2016 regular meeting. Mr. Thompson seconded the motion. Motion was carried.**

**Mr. Stevenson made a motion to approve the minutes from the June 22, 2016 special meeting. Mr. Benson seconded the motion. Motion was carried.**

**Mr. Benson made a motion to approve the minutes from the June 29, 2016 public hearing. Mrs. Harnois seconded the motion. Motion was carried**

GUEST SPEAKER – Dustin Vaughn, Department of Transportation (DOT)

Mr. Vaughn introduced himself as an employee of the Environmental Services Office of the DOT. He reported that after inspections of the Emma Street Bridge, he and the hydraulic engineer found that the bed of the creek directly under the bridge is at bedrock. There is nothing to dredge within DOT's jurisdiction. He did note that they had found that the bridge was built two feet below the standard code for the 100-year flood plan. He also explained that the bridge is structurally sound and there are no safety concerns, outside of the 100-year flood plan.

Mr. Benson asked if and when the bridge needs to be evaluated for the possibility of a new structure. Mr. Vaughn explained the rating scale for projects such as these and promised to forward the town clerk more information about ratings.

GUEST SPEAKER – Howard Hamby, Spokane County

Mr. Hamby introduced himself as a Road Maintenance Administrator for the Spokane County. He reported that he did a structural test on Missile Base Road and proposed a plan to fix and resurface the road. He also explained that the County will put out the bid for the contract and be in control of said contract. It was announced that the Transportation Improvement Board (TIB) will fully fund the project. Mr. Hamby suggested the Town contact the Department of Fish and Game for permitting requirements when ditching on Missile Base Road begins.

LAYNE MERRITT – JUB ENGINEERS, INC

Lagoon Liner Replacement Project – Phase #1

Mr. Merritt submitted the details for Pay Request #11 from WM Winkler totaling \$10.32. This request was for a change order addition error during phase #1. The Mayor signed the pay request, not needing council approval for such a small amount.

Lagoon Liner Replacement Project - Phase #2

Mr. Merritt submitted to council the details of Pay Request #2 from Wm Winkler totaling \$402,833.35.

**Mr. Thompson made a motion to approve Pay Request #2. Mr. Stevenson seconded the motion. Motion was carried.**

Mr. Merritt submitted Change Order #1, which included CO1-1, CO1-2 and CO1-3.

**Mr. Thompson made a motion to approve Change Order #1. Mrs. Harnois seconded the motion.**

**Mr. Oshanick asked if the change order from submitted at the June 22<sup>nd</sup> meeting has been paid or was it included in this change order. Mr. Merritt said it has not been paid and will be included in the August pay request from Wm Winkler. Motion was carried.**

Mr. Benson reiterated that costs need to be kept low and always considered.

First Street Sidewalk Project

Mr. Merritt mentioned that Wm Winkler understands the time constraint and construction is anticipated to be a couple weeks out.

Well #4

IDEA4WATER owner, Norman Larson, did some electromagnetic satellite imagery on July 2<sup>nd</sup>. Mr. Merritt reported that Mr. Larson said the best place to put the new well would be about 50 feet east of the existing well #4. Ed Perry from the Department of Health will be in Rockford on July 8<sup>th</sup> at 2:30pm to sign off any paperwork before the project goes out for bid. The bid opening date should be 08/05/2016.

PUBLIC COMMENT

None

ANNOUNCEMENTS

There will be special meeting and two public hearings for the EMS and Fire levies on 07/13/2016

COMMISSION REPORTS

There was discussion on where the property lines lay near the city park and the adjacent business. Mrs. Harnois suggested that we have a surveyor come out and put pins in the property lines at the city park where the new food booths will be. Jill Townsend, owner of the one of the adjacent lots near the food booths would like to do a lot line adjustment in favor of the town. She would donate to the town what would be needed to build the new food booths.

**Mr. Oshanick made a motion to spend up to \$1000 to get property surveyed at the north side of the park. Mr. Benson seconded the motion. Mr. Stevenson asked if they survey would be recorded. Mrs. Harnois confirmed that it would be. Motion was carried.**

Mrs. Harnois brought a copy of the Joint Aquatic Resources Permit Application as another step toward dredging Rock Creek. Mr. Thompson will fill it out.

COMMITTEE REPORTS

Personnel Policy – Mr. Benson submitted the final draft of the policy. He asked the other councilmembers to edit and make notes as they see fit and he would update accordingly.

Fee Schedule – Ms. Roecks reported that the fee schedule is with the attorney and she will hopefully have it in hand and ready to sign by the next council meeting on July 20.

ORDINANCES/RESOLUTIONS

None

102 STAFF REPORTS

103 Public Works

- 104 • Mr. Thompson submitted the June 2016 water usage report. He mentioned that we are currently
- 105 in Stage 2 of the Water Shortage Response Plan.
- 106 • Mr. Thompson said that the Army Corps of Engineers will be here on July 25<sup>th</sup> to inspect the levy.

107 CLERK/DEPUTY CLERK

- 109 • The utility bill adjustment report for June was presented to Council, showing three adjustments
- 110 for the month of June

111 **Mr. Thompson made a motion to approve the June Adjustment Report. Mr. Stevenson**

112 **seconded the motion. Motion was carried.**

- 113 • The utility bill Past Due Report was submitted to Council.
- 114 • The May Treasurer's Report was submitted to council. The ending balance as of May 31 was
- 115 585,363.51.

116 OLD BUSINESS

- 118 • **Mrs. Harnois made a motion to accept the Transportation Improvement Board Grant for**
- 119 **\$259,700. Mr. Stevenson seconded. Motion was carried.**

120 NEW BUSINESS

- 122 • Mrs. Johnson read the Fire Station dispatch report, noting that the calls within Rockford were
- 123 about 50% as of May 2016.

124 PUBLIC COMMENT

126 Resident Bill Creed suggested adding a discussion about the potential purchase of the property

127 adjacent to the city park to the special meeting agenda on July 13.

128 COUNCIL REPORTS

130 Mrs. Harnois reported several items that she learned while attending the Association of Washington

131 Cities conference. She discussed the Geographic Information Systems Consortium and the Sewer

132 Funding Coalition and suggested that we take advantage of these resources.

133 Mrs. Harnois also met with a couple people from the Auditors Office who suggested we hold an Asset

134 Management Training at Rockford Town Hall. Council agreed that it was a good idea to host the

135 meeting and invite other towns from the area.

136 APPROVE CHECKS

138 **Mr. Stevenson made a motion to approve checks 13440 through 13463 and three EFTs for**

139 **\$232,304.15. Mrs. Harnois seconded. Motion was carried.**

141 **Mr. Thompson made a motion to adjourn the regular meeting. Mr. Benson seconded the motion.**

142 **Motion was carried.**

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144 Meeting was adjourned 9:42pm.

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151 Heidi Johnson, Deputy Clerk

Carrie Roecks, Mayor