

1 **Rockford Town Council Regular Meeting**  
2 **March 2, 2016 7:00 pm**  
3

4 NOTE TO PERSONS REVIEWING THIS DOCUMENT: THIS IS NOT A VERBATIM TRANSCRIPT. WHILE AN  
5 ATTEMPT HAS BEEN MADE TO DOCUMENT PERTINENT POINTS, THESE MINUTES CONTAIN ONLY A  
6 SUMMARY OF THE DISCUSSION AND VOTING.

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8 Mayor Carrie Roecks called the meeting to order at 7:00PM. The Pledge of Allegiance was  
9 recited.

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11 Roll call took place. The following were present: Carrie Roecks, Micki Harnois, Clint  
12 Stevenson, Dave Thompson and William Benson. Deputy Clerk, Heidi Johnson and several  
13 residents were also in attendance.

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

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18 **Mr. Thompson made a motion to approve the minutes from the February 17, 2016**  
19 **regular meeting. Mr. Stevenson seconded. Motion was carried.**

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21 LAYNE MERRITT, J-U-B ENGINEERING, INC.

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23 Lagoon Liner Replacement Project

24 Mr. Merritt submitted Pay Request #10 from WM Winkler for the last 20% of the retainage.

25 **Mr. Thompson made a motion to approve the pay request, totaling \$76,199.82. Mr.**  
26 **Stevenson seconded. Motion was carried.**

27  
28 Well #4 Funding

29 Mr. Merritt stated that he has spoken to Karen Klocke at the Department of Health (DOH). Ms.  
30 Klocke said that according to the terms of the loan that the Town applied for with DOH, the  
31 money cannot be used for engineering fees only. If there are funds awarded from Community  
32 Development Block Grant (CDBG) to pay for the construction of the well only, the Town will  
33 need to reapply for a different loan with DOH to cover pre-construction costs, if need be. There  
34 was discussion on what the Town would like covered by DOH.

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36 First Street Sidewalk Project

37 Mr. Merritt confirmed that he is working with landowners again to get signatures. There were  
38 two LLC's that did not have their partners sign the original right of way procedures. Bidding on  
39 the project should take place at the end of the month.

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41 Mrs. Harnois asked about Missile Base Road. Mr. Merritt reported that its on the Department of  
42 Transportation's (DOT) "contingency list" to be fixed. The road was ranked as #18 on the list  
43 because of the lack of traffic. It was reported that it may be accepted by DOT in the next  
44 funding cycle, which is 2020-2022. Mr. Thompson added that the Town would be better off if  
45 the road went back to gravel. There was discussion about whether the road would be  
46 disqualified for federal funding if it became a gravel road. Mrs. Harnois will look into other  
47 options for funding and what can be done if the Town needs to close or restrict the road.

48 PUBLIC COMMENT

49 None

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51 ANNOUNCEMENTS

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- Ms. Roecks announced that there will be another businesspersons/non-profit meeting on Tuesday, March 8, 2016 at 5:30pm.
  - Ms. Roecks also announced that there is a Public Hearing at the Department of Health building that will allow any entities that applied for 2016 CDBG funding to speak to the CDBG committee.
  - Ms. Roecks mentioned that the Municipal Research and Service Center (MRSC) lost its state funding after a Supplemental Budget was passed that omitted the funds.
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60 COMMISSION REPORTS

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63 COMMITTEE REPORTS

64 There will be a special meeting held on March 9, 2016 to discuss the Personnel Policy and Fee Schedule

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67 ORDINANCES/RESOLUTIONS

68 Resolution 16-02 Shoreline Master Program Update

69 **Mr. Thompson made a motion to approve Resolution 16-02. Mrs. Harnois seconded.**

70 **Motion was carried.**

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72 PUBLIC WORKS

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74 Satellite Operator

75 Mr. Thompson announced that the Town had hired Paul Sifford as a part time employee to do the wastewater and fresh water testing and reports.

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78 Fire Hydrant Flushing

79 Mr. Thompson reported that the Public Works department will start flushing and testing in the near future and reminded residents that there could be some discoloration in homes. He also mentioned that he will keep track of the amount of water that will be running and add it to his month water report.

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84 Water Log

85 The monthly water log report was submitted to council and briefly discussed.

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87 Cell Phone Reimbursement

88 Mr. Thompson requested that there be a partial reimbursement for his personal cell phone that would offset the cost of usage while working for the Town.

89

90 **Mr. Benson made a motion to approve a reimbursement of \$40.00 per month. Mr.**

91 **Stevenson seconded. Mr. Thompson abstained. Motion was carried.**

92 CLERK/TREASURER

93 Mrs. Johnson submitted the Utility Accounts Adjustment Report for February 2016.

94 **Mr. Stevenson made a motion to approve the adjustments. Mrs. Harnois seconded.**

95 **Motion was carried.**

96

97 Mrs. Johnson requested that the council approve the purchase of all new LED lights for the  
98 office, which was discussed at the February 17<sup>th</sup> council meeting. The lights would be  
99 reimbursed fully by an Avista rebate.

100 **Mr. Thompson made a motion to approve the purchase of the lights. Mr. Benson**  
101 **seconded. Motion was carried.**

102

103 Mrs. Johnson requested that the council approve the payoff of a current loan through the US  
104 Department of Agriculture Rural Development (USDA-RD). The loan was for the purchase of  
105 flow meters at the lagoons and the payoff amount is \$6679.33. She suggested that the payoff  
106 funds come from the Lagoon Repayment Fund.

107 **Mr. Stevenson made a motion to approve the total payoff of USDA-RD loan 97-01. Mr.**  
108 **Benson seconded. Motion was carried.**

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110 Fire Station Insulation

111 Kristy Cochrane, Clerk/Treasurer, asked that the council consider putting in insulation in the  
112 fire department building. The firefighters have been considering this for a while and the cost of  
113 them putting the insulation in on their own would be deducted from their rent to the Town. If the  
114 Town put the insulation in, we would request reimbursement in the form of a grant from AWC  
115 Risk Management Service Agency. Ms. Cochrane has spoken with a representative from  
116 RMSA who said that this type of work would be qualified for a \$5000 grant through them.  
117 Council asked that we table the idea until Fire Chief, Stan Seehorn presents an estimate.

118

119 Treasurer's Report

120 Ms. Cochrane completed and submitted the Treasurer's Report for February 2016. Ms. Roecks  
121 announced that the total adjusted amount is \$632,164.46

122

123 OLD BUSINESS

124 None

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126 NEW BUSINESS

127 None

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130 PUBLIC COMMENT

131 None

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133 COUNCIL REPORTS

134 Ms. Roecks reported that there will be a special meeting on March 16, 2016 to discuss the  
135 Well #4 with the Town's engineer, Layne Merritt.

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137

138 APPROVE CHECKS

139 **Mr. Stevenson made a motion to approve checks 13293-13312 totaling \$111,512.78 and**  
140 **voided check 13291 for \$395.58. Mr. Benson seconded. Motion was carried.**

141 **Mr. Stevenson made a motion to approve both EFTs. Mr. Benson seconded. Motion was**  
142 **carried.**

143

144 Ms. Roecks announced that council would be moving to an Executive Session to discuss the  
145 applicants for the vacant council position.

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148 *Executive Session started at 8:40pm*

149 *Executive Session adjourned at 8:55pm*

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152 **Mr. Stevenson made a motion to appoint Jim Oshanick as the new council member.**

153 **Mrs. Harnois seconded the motion. Motion was carried.**

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155 Regular meeting was adjourned at 9:00pm

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Heidi Johnson, Deputy Clerk

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Carrie Roecks, Mayor