

# Town of Farmington

Regular Town Council Meeting

March 21, 2016

Farmington Community Center

6:00 PM – 6:50 PM

**Roll Call:**

Mayor David Baker, Council Members: Joel Abbott, Noreen Ewing, Diana Oliver, Brian Oliver and Jason Brausen.

**Visitors:**

George Martzall, Cody Lord, Mark Hellinger, Ron Dugan & Max Mohan.

**Open Regular Council Meeting:**

Farmington's Regular Town Council Meeting was called to order at 6:00 P.M.

**Citizen Comments:**

Max Mohan asked and was granted permission to retrieve an outdated computer monitor that he had donated to the town (which is not being used) in order to re-donated it to a charitable organization. Max was asked and agreed to transport some broken electronic equipment belonging to the town to the donation facility.

Mark Hellinger noted that while reading past council meeting minutes on the town's web site, council applicant questions and answers had been documented in those meeting minutes. The clerk advised Mr. Hellinger that council meeting minutes are only required to include the following: The time the meeting was called to order, the roll call of both councilmembers and guests, all motions, all actions taken, all decisions made, and the time of the meetings adjournment, anything further included in the meeting minutes is at the discretion of the clerk. She stated that she has chosen to exclude applicant answers in the meeting minutes for (at least) the past two council position appointments.

Farmington's Maintenance employee requested assistance from community member Ron Dugan with the spraying of weeds for the town. Mr. Dugan respectfully declined the request as he is not an employee or otherwise affiliated with the town. He stated that a license is not required to spray Round-Up as long as it is applied with a backpack or hand operated sprayer. He reminded all concerned that a 4"x5" sign must be posted for 24 hours after spraying which reads "THIS LANDSCAPE HAS BEEEN TREATED BY THE TOWN OF FARMINGTON 509-287-2500".

**Approval of the February 15, 2016 Town Council Meeting Minutes:**

Joel Abbott **moved** for the approval of the February 15, 2016 Council meeting minutes. Diana Oliver **seconded the motion, the motion passed.**

**Approval of Claims & Payroll:**

Brian Oliver **moved** for approval of the February 16<sup>th</sup>, 2016 – March 21, 2016 claims of **\$3,434.76** & payroll of **\$4,070.56** totaling **\$7,505.32**  
Jason Brausen **seconded the motion, the motion passed.**

## CHECK REGISTER

Town Of Farmington  
MCAG #: 0806

Time: 15:52:53 Date: 03/21/2016  
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
128	02/29/2016	Payroll	1	EFT	DIVISION OF CHILD SUPPORT DSHS	100.00	02/01/2016 To 02/29/2016 - DSHS - Child Support
129	02/29/2016	Payroll	1	EFT	Internal Revenue Service	754.24	941 Deposit For 02/01/2016 - 02/29/2016
124	02/29/2016	Payroll	1	1653	Barbara Dial-Flomer	385.34	2/16/2016 Thru 2/29/2016
125	02/29/2016	Payroll	1	1654	Todd Lobdell	344.88	2/1/2016 Thru 2/29/2016
126	02/29/2016	Payroll	1	1655	Cody Lord	623.15	02/16/2016 Thru 02/29/2016
127	02/29/2016	Payroll	1	1656	George Martzall	853.44	02/01/2016 Thru 02/29/2016
150	03/15/2016	Payroll	1	1657	Barbara Dial-Flomer	442.77	3/1/2016 Thru 3/15/2016
151	03/15/2016	Payroll	1	1658	Cody Lord	566.74	3/1/2016 Thru 3/15/2016
104	02/16/2016	Claims	1	5833	Dept. of Health Washington State	35.00	Late Fee - Todd Lobdell Water Certification
123	02/29/2016	Claims	1	5834	Barney Buckley	50.00	Feb. 2016 Waste Water Operator Services
164	03/21/2016	Claims	1	5835	Anatek Labs. Inc.	20.00	
165	03/21/2016	Claims	1	5836	Association Of Washington Cities	100.00	
166	03/21/2016	Claims	1	5837	Avista Utilities	1,415.29	
167	03/21/2016	Claims	1	5838	Bank Of Fairfield	733.52	
168	03/21/2016	Claims	1	5839	Bishop Law Office	200.00	
169	03/21/2016	Claims	1	5840	Crossett's	109.36	
170	03/21/2016	Claims	1	5841	Empire Disposal	40.07	
171	03/21/2016	Claims	1	5842	Frontier Communications NW, Inc.	116.49	
172	03/21/2016	Claims	1	5843	Cody Lord	91.58	
173	03/21/2016	Claims	1	5844	State Of Washington	4.50	
174	03/21/2016	Claims	1	5845	Town Of Farmington	217.86	
175	03/21/2016	Claims	1	5846	Whitman County Auditor	276.09	
186	03/21/2016	Claims	1	5847	Department of Retirement Systems	25.00	2015 Tax Year OASI - Administrative Fee Per RCW 41.48

001 Current Expense	3,821.23		
101 City Street	1,194.99		
401 Water Fund	1,524.66		
409 Sewer Fund	964.44		
	7,505.32	Claims:	3,434.76
		Payroll:	4,070.56

**Approval of Treasurer’s Report:**

Diana Oliver **moved** for approval of the February 2016 Treasurers Report showing Farmington with a **\$190,197.81** cash balance. **\$100,589.61** in checking and **\$89,608.20** in the MMDA account. Jason Brausen **seconded the motion, the motion passed.**

**Council Comments:**

- Diana Oliver reported that Farmington has been awarded a \$5000.00 AWC-RMSA Loss Prevention Grant to be used toward a structural evaluation and hopefully the preservation of the old jail – storage building located in the Town park. Diana will contact Farmington’s Engineering Firm, J-U-B Engineers in Spokane to see who Layne Merritt suggests Farmington hire to inspect the building for structural integrity.
- Noreen Ewing announced that Farmington’s 2<sup>nd</sup> annual Arbor Day celebration will be held Saturday, April 30<sup>th</sup> in the community park and will include a tree planting ceremony. This year Farmington’s Tree Committee decided to plant at least four (4) fruit trees to include pear, apple, cherry and apricot at the East end of the park. These trees are being purchased with a \$500.00 grant awarded to Farmington by the Tree City USA program. Garth Davis, Forestry Program Manager from the Spokane Conservation District will be on hand to answer questions from the public.

**Clerk-Treasurer Comments:**

- Cody Lord advised the council that late fee waiver requests have been received from the Wilbur Ellis Company and the occupant of the Deacon rental on Chestnut Street. Jason Brausen **moved** to give a one-time waiver of these late fees due to mitigating circumstances. Noreen Ewing **seconded the motion, the motion passed.**
- Cody Lord asked the council to consider whether or not they will ask the voters to pass an excess levy this year for collection in 2017, and if so to begin thinking about how much they will request as the resolution for doing so is due in to the elections office no later than May 13th to be placed on the August 2<sup>nd</sup> primary election ballot.

Cody Lord reported on the 2016 AWC-RMSA Loss Prevention Inspection and advised the council that new member standards have been implemented where in members (ie: Farmington) must comply with and prove they have met the standards to be fully covered by AWC-RMSA in the event of a lawsuit. Farmington is working on the following recommendations to meet compliance standards. Please see the following recommendations:

**Dept: Administration Recommendation Number: # 2012-3 Revised 2016**

**Issue:** Employment practice litigation remains among the most expensive exposure for our members, and the Risk Management Service Agency. RMSA’s litigation history demonstrates that defense costs for a termination matter can be very costly. Training and pre-termination case review significantly reduce the potential for employment related lawsuits.

**Recommendation:** All department heads, supervisors, and mayors of a strong-mayor form of government, shall complete at least one RMSA approved training course per year in any one of the following employment law related topics:

- Anti-harassment
- Disciplinary Action and Procedures
- Performance Management
- Leadership vs. Management
- Supervisory Skills 101, 201
- ADA
- Understanding the Family and Medical Leave Act
- Handling Angry Employees

Mr. Lord and Ms. Dial-Flomer have completed the required training. It was reported that Mayor Baker is getting signed-up for the RMSA-U to be able to complete this training.

Member Standard EP-RS2

**Dept: Administration Recommendation Number: # 2016-1**

**Issue:** There is significant cracking in the walls of the old jail that potentially could lead to structural collapse. If the condition is not corrected, this building will eventually need to be demolished.

**Recommendation:**

- A. A licensed Structural Engineer, or Architect should be retained to evaluate the structural condition of the building and develop methods to stabilize the building.
- B. As an interim measure, all cracks should be sealed to prevent water intrusion and expansion of the cracks caused by freeze/thaw cycles.

**Dept: Administration Recommendation Number: # 2012-2**

**Issue:** Personnel manual/policy

**Recommendation:** All employees should be given access to a personnel manual. Employees annually should review the manual and sign a form indicating that they have read the manual, and agree to follow the provisions within the manual. This form should be maintained in the employee's personnel file.

*RMSA has supplied a sample to the town.*

**Dept: Public Works Recommendation Number: # 2012-7**

**Issue:** Load testing the standby generator at the waste water treatment plant.

**Recommendation:** The standby electric generator should be tested and operated under full load at least twice a year. The generator should be operated long enough to get to normal operating temperature. This is to help insure that the generator is capable of supplying enough power to operate the critical WWTP functions during a commercial power outage.

**Dept: Administration Recommendation Number: # 2012-10**

**Revised 2016**

**Issue:** Life Safety improvements in the Community Center

**Recommendation:** To assist individual's ability to exit the Community Center, the following should be installed:

- B. Emergency lighting to illuminate the exit paths and stairways. An alternative to exit lighting would be the installation of a standby electric generator which could also provide power to the Town's offices, allowing the offices to remain open during commercial power outages. Battery powered lights designed to automatically illuminate during a power outage would provide the necessary emergency lighting.

**Dept: Public Works Recommendation Number: # 2010-8**

**Revised 2016**

**Issue:** Lack of a Fats, Oils, and Grease Ordinance

**Recommendation:** A Sewer-Use ordinance should be adopted which includes a Fat, Oil, and Grease management program.

*RMSA has supplied a sample ordinance for your use.*

**Dept: Administration Recommendation Number: # 2012-1**

**Issue:** Employment application

**Recommendation:** The Town should adopt an employment application for potential employees. The application should include the following:

1. Equal Employment Opportunity Statement
2. Employment "at-will" statement
3. Authorization to check references
4. Authorization to conduct background investigations including criminal background checks.
5. Authorization to conduct a Motor Vehicle Record check
6. Authorization to verify job-related licenses and certifications

**Mayor Comments:**

- Mayor Baker asked the council where the gates are to be placed at the Children's playground park so that he can have the installation of the fencing and gates bid out. It was decided that the fencing will follow the sidewalk along Main Street from the existing fence on the West end of the playground to the corner closest to 2<sup>nd</sup> Street where a four (4) foot gate will be installed. The four (4) foot gate will meet the existing fencing along 2<sup>nd</sup> Street. At the Southeast corner two six (6) foot gates will be installed at an angle coming off the existing fence along 2<sup>nd</sup> street and will continue along the alley side (South side) of the playground and tie in just North of the utility box located on Frontier's cinderblock building.
- Mayor Baker advised the council that he will be purchasing dog waste stations, one for the park and another for the children's playground park at a total cost of approximately \$400.00.
- Mayor Baker stated that the 2016 testing of Pine Creek for DOE commenced today.
- The Mayor reported that he has recently been made aware of a potential mechanical problem at Well Two and that once he has consulted with Farmington's water operator he will be able to report back to the council on the specifics of the problem. He reminded the council that Well One is unable to keep up with high water demands during the peak usage season.

- Mayor Baker advised the council that due to age and rust, two separate water line repairs must to be made to pipes in the area of the Wilbur Ellis Plant in the very near future.

**Meeting adjourned 6:50 PM**

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David L. Baker, Mayor

Attest: \_\_\_\_\_  
Barbara Dial-Flomer, Clerk-Treasurer  
Town of Farmington  
Regular Town Council Meeting  
Monday, March 21, 2016 - Farmington Community Center  
6:00 PM – 6:50PM