

**REGULAR COUNCIL MEETING
DECEMBER 4, 2018
6:00**

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 KayDee Gilkey called the December 4, 2018 regular council meeting to order at 6:00 pm.

Mayor and Town Council members present: KayDee Gilkey, Melissa Lunsford, Jamie Paden, Valerie Rogers; George Davidson and Emily Thomas.

Others present: Kayla Billington. Devin Billington and Cheryl Loeffler.

Approval of the Minutes

ACTION

Valerie Rogers moved to approve the minutes as read from the regular council meeting of November 20, 2018; seconded by Jamie Paden. The motion carried 4-0 with George abstaining.

Approval of Claims

ACTION

Jamie Paden moved to approve the claims for December 4, 2018 with EFTs #626-629 totaling \$4,898.68 and checks #19439-19459 totaling \$36,086.74 seconded by Valerie Rogers. The motion carried 5-0.

	12/04/2018
Claims	\$29,503.87
Payroll	11,481.52
Total Paid	\$40,985.422

Check register signed by Emily Thomas, Valerie Rogers and Jamie Paden.

It was brought to the clerk's attention that the paychecks to Jamie & Valerie for their time as mayor pro-tem were paid incorrectly. Valerie needs three meetings at \$75 and Jamie needs one at \$75, which will be an additional \$12.50 for each meeting. Cheryl will issue checks for the additional payment.

Checks #19441 and #19457 were voided

ACTION

Valerie moved to approve the absence of George Davidson from the November 20th regular council meeting and the November 27th budget workshop due to being ill; seconded by Melissa Lunsford. The motion passed 4-0 with George abstaining.

Guest

Kayla Billington from Kbits.css

In summary, Kayla stands by her initial recommendation that hosted email services are a better option for Fairfield in terms of performance, security, and cost. It's also worth noting that hosted email services, particularly those provided by GoDaddy, are much, much simpler from an administration standpoint; we could easily manage mailboxes and email addresses via the GoDaddy website, whereas an in-house email server would almost certainly require ongoing IT support.

Kayla presented council the information she has regarding email addresses for the staff, council and Planning Commission/Improvement Board (PCIB) from GoDaddy and managing our own email server. It was decided that Cheryl & Devin would have the Business Premium package with upgrading to Windows 10 Pro and the hosted email; council, mayor and town planner will each work with email plus and the PCIB will have one mailbox and each member will have their own alias. This should be an expense of \$1,967 for a three-year contract.

OLD BUSINESS

Insurance claim for stolen metal detectors

The two metal detectors were valued over \$1000 so an insurance claim was started.

Risk Management survey

This will be rescheduled sometime in 2019. The person doing these has resigned from RMSA.

Transportation Improvement Funding

The town was notified that we did not score high enough to receive funding for the FY2020 Seal Coat Project.

Old Fashioned Christmas

The Old-Fashioned Christmas went great this year. The library, museum and food bank had great attendance and made some money with their fundraising. We offered pre-registration to the vendors for next year and so far, about 11 have pre-paid.

The ornaments that were purchased in 2012 as a fundraiser for TNT are still stored downstairs. They were purchased for approximately \$250. Can these be sold now?

Wages

An increase in wages could be 2-5%. Cheryl will provide the document provided by AWC Salary Survey which demonstrates what other entities are paying.

Growth Management

Resolution 2018-10 Updating of the Comprehensive Plan

This resolution will officially begin the comprehensive plan update process.

ACTION

Emily moved to approve Resolution 2018-10, Updating of the Comprehensive Plan; seconded by Jamie. The motion carried 5-0.

Terry Ottosen reported that the state recognizes that getting public participation is sometimes very difficult, especially in the small communities but they stressed the importance of holding public meetings and documenting the participation. A scoping meeting will be held in January. Terry will be asking the Planning Commission to select elements from the plan that they would like to work through on their own. By doing so, the update could be completed by the June 30th deadline. The elements include transportation, housing, utilities, land use, economic development, capital facilities and essential facilities siting.

Public hearing for 2019 Budget Proposal

The final budget was not ready for approval tonight, but a public hearing was held for the proposed budget.

Mayor Gilkey opened the public hearing at 6:49.

Terry Ottosen discussed budgeting for mapping that will be part of the comprehensive update, but she is not exactly sure what type of mapping and the cost. She is working on GIS mapping which would be accessed online. The town would then be able to locate the underground infrastructures. Part of the \$40,000 will go for the mapping.

There were no other public comments and the mayor closed the public hearing at 6:53.

NEW BUSINESS

Cemetery Board Requests

Requests were made by the Cemetery Board for trees to be planted on the grounds to replace two that have died, closer monitoring of the grounds by public works with reports given at council meetings and replacing the broken window on the shed. The council reviewed these requests and would like to have a meeting with the board to discuss expectations.

Public works report

Sewer: S. Fairweather sewer issues on personal line.

Streets: Snow on Thursday 23 and Friday 24. The new plows work great!

Suggestions for snow removal, especially Main Street and Ticknor Street signs have been ordered high vis with flags.

Parks: side by side rake suggestions

Water: American Leak Detection was out. There is a water main line leak just below Main and Railroad causing issues in the sidewalks and roads. This will be fixed as soon as weather permits.

General:

THANK YOU, FAIRFIELD, –Dec. 8th One-year anniversary.

Council discussed purchasing a rake that would be attached to the back of the side x side that could get the leaves in the park raked up, even after they are wet and could also help alleviate the lawnmower running over the fallen branches. There is also a blade that attaches to the back of the side x side that would be very helpful for snow removal on sidewalks.

The council gave Devin permission to purchase a rake and the necessary attachment for the side by side. He will also purchase a blade that can be attached to the back of the side x side.

Compliments/Complaints

Other

KayDee wrote a letter to the CEO of Kaiser Permanente and also visited with the regional person about them leaving Fairfield and any alternatives or help they could help with. Cheryl also reported that Senator Patty Murray's office reached out to Mayor Gilkey and Perry Paden and Cheryl also visited with Commissioner Mary Kuney during the Old-Fashioned Christmas. They have contacts with the university district and the other medical providers.

January Meetings

Valerie brought to our attention that the first meeting in January would be January 1st. With there being five Tuesdays, the meetings will be held on the 2nd and 4th Tuesday for January only.

Dates to remember

Dec 11	Planning/Improvement Commission Meeting
DEC 16	Christmas tree lighting and caroling
DEC 16	Liberty Jazz concert
DEC 18	Council meeting
January 8 & 22	January council meetings

ADJOURN

With no further business, the council meeting adjourned at 7:33 pm.

KayDee Gilkey, Mayor

Cheryl Loeffler, Clerk/Treasurer