

REGULAR COUNCIL MEETING
JANUARY 7, 2020
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 January 7, 2020 regular council meeting to order at 6:00 pm.

Mayor and Town Council members present were KayDee Gilkey, Jamie Paden, Steve Walk, Valerie Rogers and Emily Thomas. Melissa Lunsford is out sick.

ACTION

Steve Walk moved to approve the December 17, 2019 regular council meeting minutes as presented, seconded by Valerie Rogers. Motion carried 4-0.

Approval of Claims

ACTION

Jamie Paden moved to approve the claims for December 31, 2019 with EFTs #779-787 totaling \$9031.46 and checks #19969-19987 totaling \$17,173.18 and January 7, 2020 with EFT #E788 for 2,196.80 and checks #19970-19994 for \$12,542.85; seconded by Emily Thomas. The motion carried 4-0.

12/31/2019		01/07/2020	
Claims	\$16,053.31	Claims	\$12,542.85
Payroll	10,151.33	Payroll	2,196.80
Total Paid	\$26,204.64	Total Paid	\$14,739.65

Signed by Jamie Paden, Valerie Rogers and Emily Thomas

ACTION

Emily moved to excuse Mayor KayDee Gilkey from the Dec 17, 2019 meeting; seconded by Jamie. The motion carried 4-0.

Resignation

Melissa Lunsford resigned her position effective tonight due to increasing health issues.

Cheryl will post the council vacancy asking to have the letter of intent submitted by January 14, 2020. The Mayor thanks Melissa for her years of service to the town.

Old Business

Overview of budget

The council was given graphs of beginning and ending balances of all funds from 2017-201 for review. This report will be provided each quarter. Will also visit with the auditor's office about a presentation about "best practices".

PCIB

A letter of intent was submitted by Jacob Warren for the vacancy on the PCIB. Mayor Gilkey appointed him to the board.

NEW BUSINESS

Radar sign

The town received notification from Elan Signs of an offer to purchase a second radar speed sign for \$2,692.50.

The original price is \$3,250. This could be paid for with loss control grant funds, splitting them with the materials for the fence for Thiel Park.

ACTION

Jamie moved to apply for the Loss Control Grant from RMSA using half to purchase the second radar sign and the other half for fencing material for Thiel Park; seconded by Emily. The motion passed 4-0.

IT Contract renewal

The IT contract with Kbits is up for renewal. We have budgeted for this service and to add Windows 10 Professional to the town computers. The contract is for \$200/month, which includes up to two hours per month for consultation and support and up to two hours per month for incident response.

ACTION

Emily moved to renew the IT contract with K. Billington owner of KBITS, seconded by Valerie. The motion passed 4-0.

Appoint council departments

The appointment of departments will be put on hold until the newly vacant council position is filled. The Mayor Pro-Tem will be filled tonight.

ACTION

Steve moved to reappoint Jamie as mayor pro-tem, seconded by Emily. The motion passed with 3 yes votes and 1 abstention.

Public Works Report

Sewer:

- Mandatory WW Samples went in on Friday 1/03/2020.
- Influent building will be thoroughly cleaned to prep for discharge that will be starting soon.
- KME inspected flow meters and informs they are outdated by approximately 20 years.
- Effluent Flow meter and hardware are outdated and not working, Quote is being made for replacement before we start discharging.

Streets:

- Hydrant flags are up for winter months.
- TIB Road Project Funding Application and TIB Fuel Tax Agreement are submitted for the crack and seal project.

Parks:

- Weekly checks are going well, there are no concerns.

Water:

- Mandatory Water Bacteria sample has been submitted. Friday 1/03/2020
- KME investigated the issue with air coming from the well houses. We are looking into the option of installing air reliefs to test where the air is coming from and to relieve any excess air that may be produced.
- SO#3 and SO#4 are properly isolated from the water system with a lockout/ tag out on the electrical and a locked gate valve to isolate from the water distribution system. These wells will only be used for emergency use. This was done as required by DOH to insure safe drinking water within the Town of Fairfield.
- We are updating our Small water system management planning guide (SWSMPG) as requested by DOH to ensure all information is accurate and up to date. The council will be given a chapter at a time to review and to bring any changes or concerns to Devin at the following council meeting.

An Example of a Regular Task:

Free Chlorine Tests (15 Min.)

Free Chlorine tests are taken every working day in Fairfield. The process involves allowing water to run through a faucet in town for about 5 minutes, then a 10ml sample is taken out of that faucet and a chlorine reagent is added to the tap water. This will turn the water a pink color, the darker pink the more chlorine. Until recently, the operator would then compare shades of pink to a color wheel but with the technology we now have a machine to read the parts chlorine in our water system. Fairfield is asked to keep our water supply at a minimum of 0.2mg/L up to 4.0mg/L in compliance with DOH standards.

Other

A new connection questioned their utility bill, which was turned on October 28 per request of the contractor. They were not able to occupy the home until December 20th. Per the council, this bill will be re-issued reflecting the December 20th date. For future reference, new connections will only be turned on with the owner's request. The new account fee will not be charged to them as they are already established residents in our system.

1st Street Sidewalk Project, Phase 2

Progress payment #7 for the 1st Street Sidewalk Project, Phase 2 was submitted for December.

ACTION

Jamie moved to approve Progress payment #7 for the 1st Street Sidewalk Project, Phase 2, seconded by Steve. The motion was approved 4-0.

Fairfield Service Club

Ashley Lightfoot was present to discuss some projects that the Service Club would like to take on. One idea is to build benches to place in the park and Main Street along with getting the PIT baseball ready.

Compliments/Complaints

None tonight.

Dates to remember

Jan 14th Public hearing for Comprehensive Plan GMA
Jan 25 Service Club Chili feed 5-8. Proceeds will be used for "The Pit" clean-up project.

ADJOURN

With no further business, the council meeting adjourned at 7:05 pm.

KayDee Gilkey, Mayor

Cheryl Loeffler, Clerk/Treasurer