

**REGULAR COUNCIL MEETING**  
**JUNE 2, 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.**

To be in accordance to the Governor's proclamation to not hold an in-person meeting, this council meeting was held via ZOOM. It was recorded

Mayor KayDee Gilkey called the June 2, 2020 regular council meeting to order at 6:00 pm.

Town Council members present on ZOOM were Dave Watling, Steve Walk, Jamie Paden, and Valerie Rogers. Mayor KayDee Gilkey and Emily Thomas were present physically and appropriately distanced at the council table.

Others present were Commissioner Mary Kuney, County Engineer Chad Coles, Terry Ottosen and Devin Billington on ZOOM and Cheryl Loeffler was in the office.

**Approval of the Minutes**

**ACTION**

Steve Walk moved to approve the regular council meeting minutes from May 19, 2020, as presented, seconded by Emily Thomas. The motion carried 4-0 with Dave Watling abstained.

**Approval of Claims June 2, 2020**

Jamie Paden moved to approve the claims for June 2, 2020 with EFT's #836-840 for \$36,408.43 and checks and 20130-20143 for \$11,295.55; seconded by Steven Walk. The motion carried 5-0.

6-2-2020	
Claims	\$39,111.75
Payroll	8,592.23
Total Paid	\$47,703.98

Signed by Jamie Paden, Steve Walk and Emily Thomas.

**ACTION**

Jamie moved to excuse Dave Watling from the May 5 and May 19 council meetings, seconded by Valerie Rogers. Motion carried 4-0 with Dave abstaining.

**Guest:**

**Commission Mary Kuney and County Engineer, Chad Coles**

Commissioner Kuney and Engineer Coles presented an update on the Idaho Road Bridge Project. This is a Spokane County project, located at the Idaho Stateline on Truax Road. Even though the project will not directly affect the Town of Fairfield, it will affect some of our residents and local farmers and the county has asked us to help get the information out. The project will be starting on June 21<sup>st</sup> and estimated to take about nine weeks to complete. The scheduled reopening of the new bridge will be the week of August 16.

Cheryl will attach the Fact sheet to the minutes and post it on Facebook to help spread the information.

**Engineer's Report**

Bryan Hicks from Century West emailed the engineer's update.

**2020 Patching and Crack Sealing Project**

Two bids were opened on May 29<sup>th</sup> for the 2020 Patching and Crack Sealing Project for Carlton and the loop around Hart Park which includes Ticknor, Fairweather, Main and McNeil. Unfortunately, both bids came in very high, about double our budget from TIB.

He reports that he has been in contact with Jason Phelps from TIB and with the impacts of COVID-19, their revenue has significantly dropped so there is no additional funds available to cover the additional costs. TIB asked Bryan to review the proposed patching to see if it would be possible to reduce the scope of the project and bring it in closer to the budget. Bryan has also reached out to Becca McConnaughey from Spokane County. He had talked with her earlier, but the county has had some budget cuts due to COVID and they may now have some additional availability to help us out. Upon Bryan's recommendation, the council will not make any decisions about this project until the next council meeting, giving him some time to research all options.

### **1<sup>st</sup> Street Sidewalk Phase #2**

Red Diamond Construction has not given a confirmed start date.

### **Old Business**

#### **Growth Management Comprehensive Plan**

Terry Ottosen has been talking with the Department of Commerce (DOC) and the Critical Areas Ordinance (CAO) portion of the Comp Plan is the final area that needs updating. Everything else has been sent to the state. The CAO pertains to areas such as the flood zones and wetlands. Ours is outdated so Terry will be revising it, reviewing it with the PCIB before sending it to the DOC and final approval by council. She anticipates this to happen in July.

She has also been looking into grants for cleaning up Rattler's Run Creek in Thiel Park. She asked the council's permission to begin working on a climate change grant that would allow us to clean up the creek and replant it with carbon sequestering plants. This application is due the end of June. KayDee will call Chad Atkins at DOE about their grant they have and to see if the two grants are compatible or if one would be a better fit for us than the other.

### **State Audit**

The 2017-2019 state audit is almost complete. We are now just waiting to set the exit review. We have asked to have this done in person rather than ZOOM. The auditors are looking into the restrictions due to COVID and will let Cheryl know as soon as possible.

### **Summer Movie Night**

The Community Picnic with the Plaid Cats (sponsored by the library) and Movie in the Park is tentatively scheduled for August 20<sup>th</sup>. Final plans will depend upon what phase we will be in.

### **NEW BUSINESS**

#### **2020 Annual Report**

Cheryl prepared the 2020 Annual Financial Report and had it reviewed by Jamie Paden before it was sent to the state on Friday, May 29<sup>th</sup>. She will go over the report with the entire council once we can all meet in person.

#### **Resolution 2020-04 Authorization to Waive 24-Hour Deposit Requirement**

The auditor pointed out that RCW 43.09.240 requires public offices to make deposits within 24 hours, which is unrealistic for most jurisdictions. The auditor advised us to have a resolution in place that gives authorization to waive that requirement.

### **ACTION**

Jamie moved to approve Resolution 2020-04 Authorization to Waive 24-Hour Deposit Requirement; seconded by Steve. Motion carried 5-0.

### **Public Works Report**

#### **Sewer:**

- Wastewater Samples will be taken in this week.

#### **Streets:**

- New tires have been ordered for the rear of the backhoe and are scheduled to go on this week.
- TIB Crack Seal Project will be happening soon, date will be provided when we have a firm date.
- The radar signs will be up soon.

**Parks:**

- Edging on Pathway is continuing.
- Sprinklers have all been turned on, adjusted, and repaired as needed for the first part of the season.
- The new chair carts have been assembled for the Community Center.

**Water:**

- Water Samples will be taken in this week.
- A Water and Wastewater Sector Economic Impact Survey has been completed for Fairfield and may help with funding if needed with the economic impact of COVID-19.

**General:**

- Mosquito fogging will start tonight at 7:00. Thank you, Kevin for doing this for us.

**An Example of a Regular Task:**

Equipment Maintenance (10 HRS/Week.)

This includes daily checkups, servicing, and breakdown repairs. This is needed to ensure our equipment stays functional and will last for as long as possible. Fairfield Public Works does most of the maintenance in house and contract out only what we do not have experience, tools, or other resources to accomplish ourselves. Maintenance plays a part in maintaining and improving the Town of Fairfield although we are not directly benefiting the town when we are working on machines this allows us to have the necessary tools, functioning properly when we need them to directly benefit the town.

**Other**

The Service Club invited the council to join the Flag Day Caravan. The council agreed to participate.

Councilman asked if the actual 25 mph sign could be moved further out to Bradshaw instead of having it where it is now. It was explained that those signs are owned and ran by the DOT and they have a formula that dictates where they are placed.

A resident asked about the car charging station. KayDee will check on this project with Avista.

**Summer lunch program**

The Summer Lunch Program starts Monday June 15<sup>th</sup> and will be a grab and go style lunch. Freeman School District will be donating their remaining food from their lunch program. LaDonna is still looking for some volunteers. Call Cheryl to add your name to her list.

**COVID updates**

**Proclamation 20-23.4** extends the prohibitions on utility disconnections and late fees through July 28.

**CARES COVID-relief funds.** We are still doing research on the possible uses for these funds.

**Dates to Remember**

- June 13**      Flag Day  
                  Blood Drive
- June 15**      Summer Lunch Program starts

**ADJOURN**

With no further business, the council meeting adjourned at 6:42 pm.

  
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 KayDee Gilkey, Mayor

  
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 Cheryl Loeffler, Clerk/Treasurer