

REGULAR COUNCIL MEETING
SEPTEMBER 1, 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. The meeting was recorded.

Mayor KayDee Gilkey called the September 1, 2020 regular council meeting to order at 6:00 pm.

Town Council members present on ZOOM were KayDee Gilkey, David Watling, Steve Walk, Jamie Paden, and Valerie Rogers. Emily Thomas was absent.

Others present by ZOOM were Perry Paden, Devin Billington and Cheryl Loeffler

Approval of the Minutes

Steven Walk moved to approve the minutes from the August 18, 2020 council meeting as read, seconded by Jamie Paden. The motion carried 3-0 with Dave Watling abstaining.

Approval of Claims

Jamie Paden moved to approve the September 1, 2020 claims with EFT's for \$6,744.74 and checks and 20232-20247 for \$31,911.21; with the contingency that the third signature is obtained, seconded by Steven Walk. The motion carried 4-0.

9-1-2020	
Claims	\$29,756.18
Payroll	\$8,899.77
Total Paid	\$38,655.95

Signed by Jamie Paden, Steve Walk and Valerie Rogers will be in to sign the check register tomorrow when she gets home from work.

Excuse Dave Watling

ACTION

Valerie Rogers moved to excuse David Watling from both the August 4th and 18th regular council meetings; seconded by Jamie Paden. The motion carried 3-0 with Dave Watling abstaining.

Old Business

Comprehensive Plan

Pursuant to RCW Chapter 36.70A a public hearing will be held on Tuesday, September 15, 2020 beginning at 6:00 p.m. The purpose of the public hearing is to consider adoption of the updated Fairfield Comprehensive Plan as required by RCW 36.70A, The Growth Management Act, and as part of the mandatory update required by Washington State.

Summer Lunch Program

LaDonna Kelley ran another successful summer lunch program with the total of 1,744 meals served. Freeman School District donated the remaining food from their school year to our program. KayDee will write a thank you note.

Loss control grant

Public works has removed the river rock that had been placed in the swale area of Thiel Park. Valerie met with Ashley Lightfoot to discuss different landscaping ideas that would beautify this area yet help deter children from running into the street. Devin will come up with some drawings showing the placement of boulders along with some prices. This project

received \$2,500 as a loss control grant from RMSA that originally was to be used by August 31st. The completion date was extended until November 30th due to COVID-19.

CARES Act funds

The due date for grant applications is September 4th. With the number of submitted applications expected to be below five, the council will review and award the scholarships themselves instead of utilizing the members of the North Palouse Chamber of Commerce and the Rockford Town Council as had been previously discussed.

Recycling contamination

The security camera has been installed overlooking the recycling area. One person was identified placing unacceptable items into the bin. KayDee has contacted the attorney to draft a template that will be used to assess fines as stated in the Fee Schedule.

PCIB

The PCIB recommends council approval for all the three following building permits

Building permit 2020-07 Carport 106 N 2nd

Building permit 2020-08 Deck at 603 Marll Crt

Building permit #2020-09 Pole Bldg for Storage at 603 Marll Crt

ACTION

Steve moved to approve the three building permits as presented; seconded by Dave. The motion was approved for all three permits 4-0.

NEW BUSINESS

Voter Registration

The council granted the League of Women Voters permission to register voters between the post office and town hall on September 24th between 12-2 pm. Cheryl will remind them to follow COVID-19 guidelines.

Old Fashioned Christmas

Jamie will get the opinions of the vendors that have pre-registered for the 2020 bazaar and check with other local shows to see if they are canceling their Christmas bazaars.

Public Works Report

Sewer:

- Influent wastewater samples will be taken in this week.

Streets:

- Cold patch has been used as a temporary fix in the area we previously removed asphalt on Main St.
- Bids for driveway asphalt repair – Proceeding? Cheryl will research archived records.
- On the driveway repair information, you will need to know to help with our decision. First, we asked for a quote of multiple locations throughout Fairfield to repair most of the potholes and patches on our roads. We sent this out to all of our vendors dealing with asphalt on our small works roster. We received 2 quotes back that are way too high for us to afford at this time. We then requested to both those companies for a quote to repair just the one patch (502SqFT) on the driveway at 308 W. Carlton that was cut out this year for the water repair. We received 1 quote back from Arrow Concrete for 6995.00 + Tax. This is the homeowners own personal driveway; however, it is entirely on town property. At tonight's meeting I will be asking how we would like to proceed.
- Another option we may want to try is cold patch, this is not as high of quality but may work for a driveway. I estimate the cost of cold patch would be 1750.00 + our labor.
- We will be cleaning ditches out throughout town to allow better drainage.

Parks:

- RMSA grant money. May be reallocated. Any reimbursement must be submitted by November 30.
- Landscaping on hill by park.
- The park pathway was repaired with cold patch to allow a smoother and safer transition from the bridge to the pathway.

Water:

- A Bacteria sample will be sent in this week.
- Electrical engineers were out this week to go over the current water system for our SCADA system upgrade.
- Well # 5 Air relief valve has been installed.

An Example of a Regular Task:

Tree and Shrub Maintenance (HRS)

The Town of Fairfield must maintain the trees and shrubs within certain guidelines to ensure that fire hydrant locations are easily identified by firefighters and accessible for the firefighters to operate. Fairfield also maintains trees over sidewalks and roadways to ensure traffic may safely move through. Fairfield will be working on maintaining any trees that do not comply with these standards starting October 5th this year. We ask that if you have trees or shrubs on your property not in compliance that you address them before we do. This will help us out a lot. Thank you for your help in advance. Guidelines below.

- All branches overhanging roads should be no lower than 14 FEET.
- All street signs must be visible from the roadway.
- All branches overhanging sidewalks should be no lower than 7 FEET 6 INCHES
- There should be no obstructions within 5 FEET of any direction of a fire hydrant.
- All water meter boxes should be reasonably accessible without obstruction for town staff.

Other

Compliments/Complaints

ADJOURN

With no further business, the council meeting adjourned at 6:44 pm.



KayDee Gilkey, Mayor



Cheryl Loeffler, Clerk/Treasurer

