

**REGULAR COUNCIL MEETING**  
**JANUARY 05, 2021**  
**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 with the Governor's proclamation to not hold an in-person meeting, this council meeting was held via ZOOM.

Mayor KayDee Gilkey called the January 5, 2021 regular council meeting to order at 6:03. Town Council members present on ZOOM were Dave Watling, Jamie Paden, Valerie Rogers and Emily Thomas. Steve Walk signed on a few minutes after the meeting started.

Others present by ZOOM were Brett Baum, Devin Billington and Cheryl Loeffler.

**Approval of the Minutes**

**ACTION**

Emily Thomas moved to approve the minutes from the December 15, 2020 council meeting, seconded by Jamie Paden. The motion carried 4-0.

**Approval of Claims**

**ACTION**

Emily Thomas moved to approve the December 31, 2020 claims of EFT's for \$9,614.22 and checks #20357-20369 for \$95,066.08 and the January 5, 2021 with EFT for \$2,753.48 and checks #20370-20373 for \$4,608.77 contingent of obtaining the third signature; seconded by Steven Walk. The motion carried 5-0.

	12-31-2020	1-5-2021
Claims	\$ 93,801.41	\$4,608.77
Payroll	10,868.89	2,753.48
Total Paid	\$104,670.30	\$7,362.25

Signed by: Steve Walk, Emily Thomas and Jamie Paden

**Guest:**

Brett Baum, Superintendent of Liberty School District was present to discuss Liberty School District's Replacement Levy as well as a replacement of the Technology/Safety Levy in February. He explained that levies fund things like security cameras, teachers, supplies, field trips, counselors, K-8 principals, music, art among other things that the state does not fund. The ballots should be mailed to the voters around January 22 with February 9<sup>th</sup> being election day.

Liberty is planning to bring the students in the lower grades back to school in the very near future. There is not enough room in the high school to bring the high school students back and still keep compliant with social distancing regulations.

**Old Business**

**12-15-20 check register**

There was an error on the 12-15-20 check register. It showed that two identical payments of \$4,938.70 were made to the Department of Retirement Services (DRS). Only one actual ACH payment was made and the other one was discarded as a duplicate. The transfer of funds will be reduced by \$4,938.70 for the December 31, 2020 payments.

**New Business**

**Fee Schedule**

All council members were given Resolution 2020-01 Fee Schedule to review and come back to the next meeting with their suggestions for fees for 2021.

## Personnel Handbook

The Personnel Handbook was given to the council for review and to look for areas that need updating. It has not been reviewed for four years. They were also provided the link to the MRSC webpage for personnel handbook guidance. It will be placed on the agenda for the first meeting in February.

## Employee Salaries

The mayor is looking into giving incentive pay instead of the employee-meets-expectations raise. This would have the employees set goals and then have to meet those goals they set to justify the additional pay. The Washington State minimum hourly wage increased from \$13.50 to \$13.69 in 2021.

## Public Works Report

### Sewer:

- Wastewater samples went in today.
- 2<sup>ND</sup> St. Sewer issue: 101 N 2<sup>nd</sup> had sewer issues in Dec of 2017, at which time, the repairs were done by town staff. They are having issues again with this line, which runs under the street. It has been determined that the break in the sewer line is actually on the homeowner's side of the sewer stub and the original repair should have been their responsibility from the beginning. The council has agreed that the homeowner is responsible for the repairs to the sewer stub from now going forward. When the repair was done in 2017, the two public works employees had just been hired (very close to their first day) and did not know the town's ordinances.
- Wastewater treatment screens: The screens and bins used at the treatment plant are deteriorating and need to be replaced. Bryan Hicks from Century West will be contacted to begin the process of determining costs and if a possible alternative cleaning process would be feasible.

### Streets:

- Front tires have been purchased and installed on the dump truck. One was punctured but both were in poor shape.
- Hydrant flags are up for winter months.
- Radar speed sign on Highway 27 and on Prairie View: A concerned citizen asked why the new radar sign was not placed at the south end of 1<sup>st</sup> Street. New residents living there have small children and pets which could present a greater chance of an accident with the speeding traffic. Devin has contacted DOT for permission to place the sign on the highway and will do so when the ground thaws. Cheryl will look into the cost of another sign or two and have radar signs placed at each entrance into town.

### Parks:

- Park checks are going well with no concerns to report.

### Water:

- Water bacteria sample went in today.
- Skyview and Jackson fire hydrant is functioning and in service again, this has not worked for many years.

### 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. The operator in the past would then compare shades of pink to a color wheel, with technology now though we 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. Fairfield is maintaining that standard. If you have any interest in this topic, we would be happy to discuss it further with you.

## Dates to Remember

January 27, 2021 Blood Drive 11-2 pm

## ADJOURN

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



KayDee Gilkey, Mayor



Cheryl Loeffler, Clerk/Treasurer