

REGULAR COUNCIL MEETING
JANUARY 18, 2022-CORRECTED MINUTES
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

Tonight's meeting was held via ZOOM due to some council members exposure to COVID.

Mayor Jamie Paden called the January 18, 2022 regular council meeting to order at 6:00.

Town Council members present on ZOOM were Alisha Anderson, Jacob Warren, Steven Walk, Valerie Rogers and Emily Thomas.

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

The meeting opened with the Pledge of Allegiance.

Guest

Perry Paden

Perry Paden presented the concept of forming an Events Committee It would be made up of one council member, one Service Club member and four citizens. The council person would be a non-voting member. A few of the events listed were Flag Day, the Military Wall of Honor, Christmas Bazaar, Trunk or Treat, community picnic and movie nights, helping the residents with snow removal and other things and different types of fundraisers to name a few. The goal of this committee would be to take the age-old traditions of Fairfield and integrate them with new ideas to draw people in from the surrounding communities, support the local businesses, help residents if and when they need help and to have a way in which the residents of Fairfield feel that they can play a larger part in helping the events and Fairfield succeed. The goal is not to exclude anyone or any organization but to work together and bring in new ideas and more people to help with the projects and events so not just a token few are doing everything. The committee could be self-sufficient by next year but will need to have look into collecting seed money to get started.

ACTION

Jacob Warren moved to allow Perry Paden to continue to research the formation of an Events Committee, that would be council directed and would facilitate different events and activities throughout the year, seconded by Steven Walk. The motion passed 5-0.

Old Business

Fiscal Policies and Procedures & Fraud & Abuse Policy

Spokane County Community Services, Housing, and Community Development (HCDAC) has asked the town to provide our policies and procedures for internal controls, fraud and abuse policy and procedures, records retention policy and copies of past audits for a fiscal contract monitoring for our CDBG awards. Cheryl has updated these policies and the council and staff were required to do the fraud and abuse training. These are presented to the council tonight for approval. There were two small typos that needed to be corrected and then Cheryl will send the documents to HCDAC.

ACTION

Emily moved to approve the Fiscal Policies and Procedures & Fraud & Abuse Policy, seconded by Valerie. The motion passed 5-0.

PCIB Recommendations

The PCIB met on January 11th and discussed the document showing the roles of the PCIB. There was discussion about the organization of the PCIB. More information will be gathered.

NEW BUSINESS

Loss Control Grant

Cheryl and Devin worked on a Loss Control Grant from RMSA. The grant is for \$5,000 and is to be used on projects that would help prevent an insurance claim. This application included upgrades and increasing the number of security cameras in Thiel Park; put security cameras in Hart Park, install motion-detecting lights in various locations and to purchase and install keyless locks on all the town-owned buildings. We should hear back from them soon. Jacob will do some research on signage and video retention.

Yard of the Month

The Garden Club is still in the very beginning stages. Questions on how to make nominations and the voting process need addressed first. It was suggested to ask the FFA from Liberty High School if some of the students would like to work at building this program from the ground up for their community service hours. Alisha will ask Steve Braun, the FFA supervisor and then will report back to council.

There is a potential garden club forming and Cheryl asked if the meetings could be at the community center at no cost. The council agreed that the community service hours would fit this purpose each month.

Public Works Report 6:28-6:38

Sewer:

Wastewater samples going in this week.

Northridge sewer main replacement.

KME will be out this week to assist in install of new flow meters at Wastewater facility.

Jacob and Devin will get together when time allows so Devin can inform Jacob about our sewer system.

Water:

AMI water meter system. More water meters received to be installed this year.

Cheryl will be meeting with Kamstrup to begin working with the software for the billing side of the meter.

An Example of a Regular Task:

Sewer Main Replacement (2 Weeks)

The Town determined there to be an insufficient sewer main with many bellies and wrong directional flowing areas over an approximate 400' distance on Northridge way. This issue was found when there was a new service to be installed and we came across a line with pressure behind it, that shouldn't have pressure. A camera was sent down the line to determine the extent of issue, and it provided information leading to the decision to replace the entire section of line as well as two manholes. This project was deemed to be necessary to complete in an expedient manner based on the new service area potentially having issues with flow if left as is, and later resulting in other services having the potential for issues. The line replacement has taken additional time due to the weather not allowing conditions to complete the project safely and efficiently, but we are now wrapping up with approximately two weeks of time spent working on the project. We are still needing to bed the pipe and finish backfill. All services are hooked back into the sewer main as they were found. Backfill and smoothing the road is scheduled to be completed this week. In the spring the town will reshape and grade the road for final completion of this project. This project needing to be done as expedient as it did the town decided to take on the project ourselves, renting the equipment we did not have and needed. We are still totaling up costs and upon full completion of the initial project (minuses the spring grading) we will be able to provide the documentation supporting the monetary savings by having the town complete this project in house as opposed to contracting out the project.

Approval of the Minutes

ACTION

Steve moved to approve the January 4, 2022 regular council minutes as read, seconded by Alisha. The motion was approved 5-0.

ACTION

Approval of the Claims

Emily moved to approve the claims from December 31, 2021 with EFTs for \$16,315.65 and checks #20730-20749 for \$3,933.39 and January 4, 2022 claims with checks #20761-20765 for \$44,320.34, seconded by Jacob. The motion was approved 5-0.

	12-31-21		01-18-2022
Claims	\$1,571.61	Claims	\$44,320.34
Payroll	18,677.43	Payroll	0.00
Total Paid	\$20,249.04	Total Paid	\$44,320.34

Signed by Steven Walk, Emily Thomas and Valerie Rogers.

Other

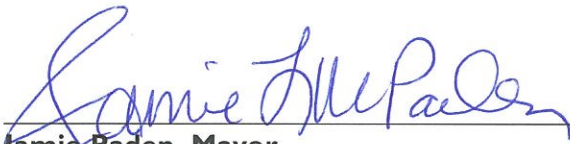
Fire District #2 will be using the Community Center for their Fireman's Appreciation Dinner on February 6th. They will be using the community service hours instead of paying the rental fee. .

Cheryl was reminded to send the letter to Tim and Natalie Murphy regarding the ownership and location of the dying tree on McNeil.

Research needs to be done for the requirement of having a paper of record.

Adjourn

With no further business, the council meeting adjourned at 7:10 pm.



Jamie Paden, Mayor



Cheryl Loeffler, Clerk/Treasurer