

REGULAR COUNCIL MEETING

JANUARY 4, 2022

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

The meeting was held in person at the Community Center. Mayor Jamie Paden, guests and council members followed COVID-19 guidelines.

Mayor Jamie Paden called the January 4, 2022 regular council meeting to order at 6:00.

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

Others present were Perry Paden, Angela Walk, Erica Warren, Justin Gust, Devin Billington and Cheryl Loeffler

The meeting opened with the Pledge of Allegiance.

Cheryl Loeffler swore in Jacob Warren to Council Position #2.

Layout of future meetings

Mayor Paden went over the direction she would like to see council meetings run.

- In order to be considerate of the council's and the public's time, each agenda item will have a time frame attached to it to help everyone stay on course. Perhaps by doing this, the public may be more interested in coming to the meetings.
- Cheryl will email the council any information when she receives it, so the council won't be bombarded with documents to go through right before the meeting.
- Each council member has a department that they are responsible to oversee. The mayor has asked each one to report at least every quarter of any activities that are related to their department. If they are working on something other than their department, that is something that could be reported on as well. For example, Steve's current department is sewer, but he has also been working on upgrading the community center kitchen. Try this out on a trial basis. The first of these reports should be in March. Divide the reports between the two meetings in the month.
- A copy of Robert's Book of Order was provided to each councilman. Cheryl will also send the Mayor and Council Handbook for references to each one.

Old Business

Past due accounts from 10-31-21

The past due list from the billing cycle ending 10-31-21 was reviewed. There was discussion about the clarification in the ordinance about when to shut someone's water off for nonpayment. The late notice will go out the 26th of the month along with a letter giving them 10 days to pay their bill. Door hangers will be placed at the end of the 10 days giving them 24 hours to pay their bill or their water will be shut off. We will order the door hangers and begin the shut-off process in February.

A resident had asked to have the \$88.02 charge from an unreported leak last summer waived from the account. The meter had not been read from June to October and then the bill showed the overage. The meter was not read because it not accessible to public works. The account has always been paid on time. The council agreed that the charges could not be waived but funds have been donated to project share that can be used to pay the \$88.02.

COVID-19 utility hardship grant and payment plan applications

The total past due amount is \$24,039.81, which is very high and out of the norm for Fairfield. Notifications have been sent to people about the hardship grant, its been posted on the community page as well as in the newsletter and sent to the individuals that are past due but only three have applied for the grant money. They will have one more notification of the funds in the newsletter and a separate notification along with their bill. If those accounts don't take advantage of the funds, then the ones that are 90 days past due will be shut off for nonpayment. There were no new applicants for tonight's meeting.

NEW BUSINESS

The W-4 forms will be available at the office for the council members to complete. The mayor has asked the council to decide how they want paid whether it be monthly, quarterly or annually. Currently, the previous mayor was paid monthly, and the council was paid annually, or they could ask for emergency funds. It was also set up previously that the council was paid whether they were present at the meetings or not. This council would rather go back to being paid for the meetings they attend, and any missed meetings could be replaced with the special meetings they attend.

Appointing of departments 6:18-6:23

The mayor asked the standing councilmembers if they are happy with their department or if they would like to change. Emily and Val chose to stay where they are.

Alisha Anderson	Streets
Jacob Warren	Sewer
Steven Walk	Financial
Valerie Rogers	Parks
Emily Thomas	Financials

Cultural Resource Survey Proposals

The Pit Irrigation Project requires a cultural resource survey to determine if there are any Indian artifacts present on the job site. Two proposals were sent in, and one company was too busy to take on this project.

A Cultural Resource Management Consultant LLC (A CRM Consultant) \$2,420.52

Plateau Archeological Investigators \$5,380.00

ACTION

Steve motioned to select A Cultural Resource Management Consultant LLC (A CRM Consultant) for \$2,420.52 for the Cultural Resources Survey for the Pit Irrigation Project; seconded by Emily. The motion was approved 5-0.

Resolution 2022-01- 2022 Fee Schedule

The proposed moratorium on the water rate for at least this year and the proposed \$2 increase to the sewer rate were reviewed. The wording regarding the moratorium was made clearer. There is a proposed a \$45 charge to submit a building permit application for the PCIB to review. Currently there is no charge at all from the town for someone to submit a building permit. This fee would compensate for the office supplies and time as well as the use of the community center. If the application is rejected or not necessary, the \$45 charge would be refunded.

ACTION

Emily moved to approve Resolution 2022-01- 2022 Fee Schedule with the wording for the moratorium changed and the addition of the \$45 fee for a building permit application; seconded by Val. The motion was approved with 4 yes votes and Jacob voting no.

Fiscal Policies and Procedures & Fraud & Abuse Policy 6:35-6:50

Moved to next meeting.

Spokane County Community Services, Housing, and Community Development Department is performing an audit on the town's fiscal policies and our fraud and abuse policies.

Yard of the Month 6:51-6:56

The mayor asked the council to begin looking into the possibility of the town sponsoring a "Yard of the Month" where people could contact the town that they would like to be judged that month on their yard, holiday decorations, etc.

Public Works Report 6:57-7:05

Sewer:

Wastewater samples going in this week.

Northridge sewer main replacement in progress but going slow due to the weather conditions.

Streets:

Snow removal has been taking place.

Dump truck is operational again. Suspension repair has been completed in house.

Water

AMI water meter system. Collector to be installed within the next few weeks. Software in progress.

Bacteria sample going in this week.

EPA Advisory and Assistance response to meeting had some very good ideas. Will be letting them know that we can move forward.

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.

Consent Agenda 7:05-7:08

Approval of the Minutes

ACTION

Steve moved to approve the December 21, 2021 regular council minutes as read, seconded by Val. The motion was approved 5-0.

ACTION

Approval of the Claims

Emily moved to approve the claims from December 31, 2021 with EFTs for \$3,344.72 and checks #20730-20749 for \$24,304.43 and January 4, 2022 claims with EFT for \$2,856.48 and checks #1,304.00, seconded by Valerie Rogers. The motion was approved 5-0.

	12-31-21		01-04-2022
Claims	\$21,715.69	Claims	\$1,304.00
Payroll	5,933.46	Payroll	2,856.48
Total Paid	\$27,649.15	Total Paid	\$4,160.48

Signed by Steven Walk, Emily Thomas and Valerie Rogers.

Other

Perry Paden asked to be on the January 18, 2022 agenda to discuss the Events Committee.

Compliments/Complaints

Cheryl reported that several people have come into the office expressing how good the snowplowing has been.

Dates to Remember

Office closed	Jan 17, 2022 MLK Day
Auction closes	Jan 18, 2022

Adjourn

With no further business, the council meeting adjourned at 7:12 pm.

Jamie Paden, Mayor

Cheryl Loeffler, Clerk/Treasurer