

**REGULAR COUNCIL MEETING**  
**SEPTEMBER 21, 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**

The meeting was held in person at the Community Center. Mayor Gilkey also signed onto ZOOM and guests and council members followed COVID-19 guidelines.

Mayor KayDee Gilkey called September 21, 2021 regular council meeting to order at 6:00.

Town Council members present were David Watling, Jamie Paden, Steven Walk, Valerie Rogers and Emily Thomas

Others present were Perry Paden, Angela Walk, Service Club members Dawn Hillsbery, Teresa Holm and Terry Phillips, Bill Vasta, Devin Billington, and Cheryl Loeffler.

**Approval of the Minutes**

**ACTION**

Steven Walk moved to approve the September 7, 2021, as presented; seconded by Valerie Rogers. The motion was approved 3-2 with David Watling and Emily Thomas abstaining.

**ACTION**

Jamie Paden moved to excuse Emily Thomas from the September 7, 2021 council meeting; seconded by Steven Walk. The motion was approved 4-1 with Emily abstaining.

**Approval of Claims**

**ACTION**

Jamie Paden moved to approve the September 21, 2021 claims with EFTs for \$11,672.80 and checks 20615-20619 for \$3,470.66 seconded by Steven Walk. The motion was approved 5-0.

|            | 09/21/2021  |
|------------|-------------|
| Claims     | \$1,452.34  |
| Payroll    | 13,691.12   |
| Total Paid | \$15,143.46 |

Signed by Jamie Paden, Steven Walk, David Watling and Emily Thomas

**Old Business**

**Fall Festival and Trunk or Treat**

There has been interest shown around the community for another Trunk or Treat on Halloween. Valerie will get the word out. Emily brought up having a portion of the Fall Festival at the same time by bringing some of the games out onto Main Street between the Community Center and Museum. The fee for the games will be used towards replacing the pillars at the museum. Devin will check with the fire department about using their lighting equipment for the game area. The Service Club members offered to provide hot dogs. Steve suggested blocking Main Street from Railroad to Fairweather.

**ACTION**

Steve moved to close Main Street from Railroad Avenue to McNeil Avenue on Sunday, October 31, 2021 from 5:00 to 8:00 pm to accommodate the Trunk or Treat and Fall Festival activities, seconded by Valerie. The motion passed 5-0.

**Real Estate Excise Tax (REET)**

The State of Washington levies a real estate excise tax (REET) upon sales of real estate. The majority of this revenue goes into the state general fund and a portion is distributed into funds for local governments including the public works assistance and the city-county assistance accounts. Right now, Fairfield has received nearly \$21,000 from the state for

city-county assistance fund this year. Any town, city or county may impose a 0.25% REET I or “first quarter percent” and majority of the town’s do. REET I must be used for any capital purpose that is identified in the capital improvement plans. A public hearing would have to held to get the public’s opinion on implementing REET. This tax is only when real property is sold and is normally paid by the seller.

#### **ACTION**

Jamie moved to hold a public hearing October 5<sup>th</sup> for REET I; seconded by Steve. The motion passed 5-0.

#### **ZOOM Grant**

The Town is working on a ZOOM grant with the Port of Whitman to bring broadband into Fairfield. Resolution 2021-06 states that the council approves the applying for this grant.

#### **ACTION**

Steve moved to approve Resolution 2021-06 allowing the town to move forward with the ZOOM grant for broadband fiber; seconded by Emily. The motion passed 4-1 with Dave abstaining.

#### **Moratorium ending for utility bills**

As of September 30, the moratorium for utility shutoff comes to an end and late fees will once again be charged to past due accounts. The town’s payment plan was extended to give the resident 18 months to get their bill current, which meets the guidelines. A letter will be provided to the residents that are on the past due list during the pandemic that will provide alternatives for financial help to get caught up. The town has received additional COVID-19 funds that can be used for customer assistance. The town recently received two requests for assistance with utilities, one was our water and sewer and the other one was for Avista charges.

#### **ACTION**

Emily moved to provide utility assistance grants for customers who are in arrears due to COVID-19-related circumstances. The grant can only be applied to Town of Fairfield’s utility bills and will have a top limit of \$500; seconded by Jamie. The motion passed 5-0.

#### **PCIB Recommendations**

##### **BP 2021-13**

- 103 W Portland Reinforcing shop wall – no structural changes involved

##### **BP 2021-14**

- 519 W Portland – New home. Setbacks were good.

The PCIB recommended that the council approve both building permits.

#### **ACTION**

Emily moved to accept PCIB’s recommendations to approve Building Permits 2021-13 and 2021-14; seconded by Dave. The motion was approved 5-0.

#### **Planning Commission Roles**

The PCIB met with the council at their last meeting on September 14 to discuss the expectations and roles of each other. The PCIB is not interested in overseeing public hearings on the bases that that they are only an advisory committee. It was suggested that a manual be put together that describes the duties of the staff, council and appointed committees and that it should try to be completed before the new council is sworn in. Information will be gathered from the different committees, council members and staff.

#### **Garbage & ATV Ordinances**

The PCIB will continue to work on the garbage ordinance and asked the council to review the document and to make sure that any changes they make are tracked. There is no date set for the public hearing yet.

The ATV ordinance is a revision of Title 10 and ordinance 347 and does not need a public hearing. We will go over this at the October 5<sup>th</sup> council meeting.

**NEW BUSINESS**

**2022 budget**

Cheryl asked the council and public works to begin the research and documentation for requests to the 2022 budget.

**Public Works Report**

**Sewer:**

- WW Samples went in today.
- Dam Inspection taking place Wednesday the 22<sup>nd</sup>

**Streets:**

- Grading will continue to take place for fall as we receive some rain.
- Main Street sidewalks are already starting to chip. Bryan has been made aware.

**Parks:**

- Quotes on removing pine trees in Thiel Park.

**Water**

- Water Meter Replacement Project.
- 404 N. 1<sup>st</sup> St Water Meter Repair – Work to start this week.

**ACTION**

Valerie moved to go ahead with the most competitive bid for the pine tree removal in Thiel Park; seconded by Emily. The motion passed 5-0.

**An Example of a Regular Task:**

**Fire Hydrant Testing (HRS)**

The Town of Fairfield and Spokane County Fire District 2 work together in the process of blowing out and testing fire hydrants within the Fairfield water system. This is done twice a year, once in the fall and once in the spring. We do this for multiple reasons. The most obvious reason is that we need to ensure that all fire hydrants are in working order in the case of an emergency where the fire department may need to use them. This process of flushing hydrants does also benefit the water system though by flushing out the sediment that may accumulate in our water system. By flushing this out twice a year Fairfield is left with a higher quality product when the water reaches your faucet. This is a reminder that with Fall here fire hydrants will be getting flushed again next week.

**Compliments/Complaints**

None this week.

**Dates to Remember**

**September 23**

Devin out

**October 8**


Cheryl at EWFOA meeting

**October 12-14**

Cheryl at RMSA annual meeting and member expo

**ADJOURN**

With no further business, the council meeting adjourned at 7:24 pm.

  
 KayDee Gilkey, Mayor

  
 Cheryl Loeffler, Clerk/Treasurer