

**REGULAR COUNCIL MEETING**  
**DECEMBER 7, 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 KayDee Gilkey, guests and council members followed COVID-19 guidelines.

Mayor KayDee Gilkey called the December 7, 2021 regular council meeting to order at 6:05.

Mayor Gilkey swore Alisha Anderson into council position #1. She will be taking her council position early in light of the David Watling's resignation.

Town Council members present were Jamie Paden, Alisha Anderson, Steven Walk, Valerie Rogers and Emily Thomas arrived after the public hearing.

Others present were Bryan Hicks; Perry Paden; Angela Walk, Pastor Debbie Cato, Matt and Deb Geiger from Spokane Solid Waste, Devin Billington and Cheryl Loeffler.

**Approval of the Minutes**

**ACTION**

Steven Walk moved to approve the November 16, 2021 regular council minutes as read, seconded by Valerie Rogers. The motion was approved 4-0.

**Guests**

**Deb Geiger. Spokane County Solid Waste**

Deb Geiger from Regional Solid Waste Manager presented the Interlocal Agreement between Spokane County Solid Waste and the Town of Fairfield. The agreement is for five-year extension-December 31, 2026. This is basically the same agreement as in the past with the addition to evaluate a community clean-up program. This agreement does not cost the town and benefits us with educational materials, grants for such things as the tire recycling event, recycling and chipping grants, composting workshops and they are open to other ideas taken to them.

**ACTION**

Jamie moved to proceed with the five-year extension of the Interlocal Agreement between Spokane County Regional Solid Waste System and the Town of Fairfield; seconded by Steven Walk. The motion was approved 4-0.

**Engineer's Report**

Bryan Hicks thanked the town for another year of working together and presented the council with a nice food basket showing Century West's appreciation of having us as their client. A beautiful wreath was also sent and is on the office door.

**Transportation Improvement Board**

The application for chip sealing various areas around town was denied.

**Community Development Block Grants**

**Skyview Reservoir Project**

All closing documentation has been received so the retainage can now be paid to the construction company.

**2021 Sewer Line Replacement Project**

The sewer line project in the alley between Seward and Spokane is moving along. All the property owners have been contacted and their questions answered. Bryan is anticipating going out to bid in late March and should have the project

wrapped up by June. Cheryl will send him the easements that pertain to this area.

### **2022 Sewer Line Replacement Project**

All documents have been submitted for the next project, which is for repairing the sewer lines that run in the alley behind town hall from Railroad to Fairweather. We should hear by mid-March if this project is accepted.

### **PUBLIC HEARING FOR 2022 Preliminary Budget**

Mayor Gilkey opened the public hearing at 6:28.

The council and Cheryl went over the preliminary budget. The property taxes show a split of 60-40 percent between Current Expense and Streets.

Economic Development was increased by \$,2000. It was also brought up to add Christmas lights in the parks during the holidays. The \$259.88 remaining from the Innovia Leadership Grant would be a wonderful use of these funds.

The \$2,500 that the town received as a grant last year from First Interstate Bank for the youth program was split between three TNT line items: new equipment purchases, supplies and youth activities.

The employees have not received an increase in pay since 2020. Therefore, the council increased the hourly wage of the clerk and public works staff by 10% for 2022.

Add the town's match for the sewer project of \$24,680.

The increase in water and sewer rates was discussed. With the new meters being installed, a proposal was made to place a moratorium on the water rate increase for 2022. The meters should provide a more accurate amount of water usage, which would generate larger water bills. This will be discussed further at next meeting.

With no public comments, the mayor closed the public hearing at 6:54.

### **Approval of the Claims (Approved here after all council members were able to review the claims)**

Jamie Paden moved to approve the December 7, 2021 claims with EFTs for \$3,19416 and checks 20690-20711 for \$23,70425 seconded Valerie Rogers. The motion was approved 5-0. Check #20704 was voided.

	12-07-21
Claims	\$16,677.80
Payroll	10,220.61
Total Paid	\$26,898.41

Signed by Steven Walk, Valerie Rogers and Jamie Paden

### **Old Business**

#### **COVID-19 utility hardship grant and payment plan applications**

Two applications were submitted for the ARPA funds.

Account #1992: Has visited with the mayor regarding the recent shut-off notice and submitted the documents requested. There was no cashier's check included. The town has received two payments totaling \$1,078.88 and the account is now at \$1,735.11 past due.

No payment plan document was included with the application.

After discussing this account, the town will award the COVID hardship grant of \$500 which will be applied directly to this utility bill. A payment plan must be completed, signed and returned to the office with a cashier's check for \$68.62 by Dec 27 at 4:00. If the resident fails to do so, the water is turned off until the account is paid in full.

Account #1944: All paperwork was included with the grant application. Council approved awarding the COVID hardship grant of \$500 to be applied directly to the utility bill. His signed payment plan did not reflect the \$500 taken off so a new one was sent showing the monthly payment being \$49.68.

Emily Thomas will draft the letters to these residents to include the payment plan and the rules of that payment plan.

### **NEW BUSINESS**

There will be an open house at town hall on December 30<sup>th</sup> from 4-5 pm to thank Mayor Gilkey for her years of public service and to swear in Mayor-elect Jamie Paden. Snacks will be available.

## **Public Works Report**

### **Sewer:**

WW Samples going in this week.

Northridge Sewer Main replacement scheduled to start week of Dec 13<sup>th</sup> 2021.

### **Streets:**

Northridge, Industrial Way, Eastview will be graded after completion of sewer project.

### **Parks:**

### **Water:**

AMI Water Meter System.

Water Meter Repair 505 S. 1<sup>ST</sup>. Devin will be sending the property owner a bill for the damage done to the new meter.

Bacteria Sample going in this week.

EPA Advisory and Assistance Meeting

### **General:**

Surplus Items Accepting Bids/ Advertisement. Sealed bids will be accepted until January 17<sup>th</sup>.

## **ACTION**

Emily moved to add the Myers Spreader // Pro-Caster Spreader to the surplus equipment list; seconded by Steve. The motion passed 5-0.

### **An Example of a Regular Task:**

*EPA Compliance Advisor Technical Assistance Program (5HRS)*

*Eastern Research Group is assisting the EPA and DOH in providing no cost assistance to water and wastewater facilities. They were in Fairfield to visit on November 18<sup>th</sup>, and went over areas that we could benefit from some assistance in. These areas included updating forms and documentation, and potential financial assistance for the town and community. We discussed operations of our system and the areas we feel could be improved. We also gave a tour to ERG of our system. They were pleased with our system and have expressed that we are doing well, and they are willing to aid where possible. We will be moving forward with their suggestions as we progress to hopefully further benefit Fairfield's Water System.*

### **Adjourn**

With no further business, the council meeting adjourned at 7:37 pm.



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KayDee Gilkey, Mayor



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Cheryl Loeffler, Clerk/Treasurer