

**REGULAR COUNCIL MEETING**  
**MARCH 16, 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**

Tonight's meeting was held in person at the Community Center. Covid-19 guidelines were practiced. Mayor Gilkey also signed onto ZOOM but there were no participants.

Mayor KayDee Gilkey called the March 16, 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 Jere Sullivan from Divco, Terry Phillips, Teresa Holm, Bill Enzler, Perry Paden, Devin Billington, and Cheryl Loeffler.

**Approval of the Minutes**

**ACTION**

Jamie Paden moved to approve the minutes from the March 2, 2021 council meeting, seconded by David Watling. The motion carried 5-0.

**Approval of Claims**

**ACTION**

Steve Walk moved to approve the March 16, 2021 claims with EFTs for \$4,989.33 and checks #20439-20445 for \$7,242.28; second made by Jamie Paden. The motion carried 5-0.

	03-16-2021
Claims	\$5,776.02
Payroll	6,455.59
Total Paid	\$12,231.61

Signed by Steve Walk, Jamie Paden and Emily Thomas.

**Guest**

**Fairfield Service Club**

Representatives from the Service Club, Teresa Holm, Bill Enzler and Terry Phillips came to tonight's meeting to discuss the club's plans to go ahead and plan for the Flag Day Celebration this year, which will be June 12. Social distancing will be practiced at all events and the club will do the patrolling of the functions to make sure that everyone is following the guidelines. They asked permission to use the town shop for the dance with the thoughts that the garage doors can be left open to allow for airflow, following the COVID-19 guidelines plus if the weather is not cooperating, everyone can still be inside. The petting zoo could be put in the area of the Memorial Garden to be more centralized. If vendors can be secured, they would be placed out of the lower park and in different locations along Main Street. The town agreed to be responsible for the Honey buckets and garbage dumpsters. The club will continue to keep the town informed on their progress.

**DIVCO**

Jere Sullivan from DIVCO, Inc. presented an HVAC Preventative Maintenance Service Agreement for all the town's furnaces. This agreement presented included the museum. The museum's HVAC maintenance has not been included in previous service agreements, but Cheryl will verify this with Barbara Neal. The agreement is offering filter changes twice a year and an annual condenser coil cleaning for each heating system for \$1,288 plus taxes. This is based on prevailing wages. It is an annual agreement.

We are still waiting for pricing information from the other HVAC company that was contacted before a decision can be made.

## **Old Business**

### **Community Center kitchen**

Innovia has awarded the town a grant for \$10,000 to purchase equipment for the community center kitchen. The response Steve received from the state health department was a hood probably would not be necessary for the community center's use, but he still needs to check with the county.

Thank you, Mayor Gilkey for completing the grant application.

### **Personnel Manuel/Employee Handbook**

The council reviewed the changes made to the handbook and added these:

Change the section regarding the internet use to only include that the internet use is limited to town use only; that there is no privacy rights and internet use could be classified as public records; and to use professional and courteous communications. These were found in sections A, C and D in the older versions of the manual.

Remove CDL required from driver's license.

Put in separate paragraphs vehicles and electronic equipment and remove long distance phone calls.

## **ACTION**

Emily moved to accept the Personnel Manuel with the above changes; seconded by Jamie. The motion was approved 5-0.

### **Solar Array Project**

Scott Lewis of Apollo Solutions and Chris McCarthy of Department of Enterprise Services were contacted with concerns about the electricity use at the treatment plant. The Avista bills for January and February seemed higher than was anticipated. Chris came out and walked the grounds looking for any irregularities or damaged panels and the production records were reviewed by PCI Solutions. According to both, everything looks in good condition and everything is operating normally. All inverters, optimizers and solar panels are doing well and there are no alerts or indications of any system issues. Cheryl will check with some of the other communities that have installed solar array projects and see how their winter rates compare to the rest of the year. For future reference, we need to account for the drearier, cloudy days during the winter months and the less solar power generated when preparing the budget.

### **Building Permit**

A building permit was submitted to install a fence around the property at 605 W Marll Court. The fence height will be 4' and the council did not think that an actual permit needed to be approved.

## **NEW BUSINESS**

### **America Rescue Plan Act**

The town has received preliminary information that cities and towns should be receiving funds from the America Rescue Plan Act to offset expenses due to COVID-19. Nothing has been confirmed on how much Fairfield will receive or how the funds are to be used. The council discussed some ideas on how to use the funds for the betterment of the town and our citizens. More to follow.

### **Public Works Report**

#### **Sewer:**

- WW Samples will go in this week.
- Flow meter replacement, looking into options.

#### **Streets:**

- Mounting for wing and grader boot are in the process of being painted.
- Scheduled for posts to be installed about mid-month for radar speed signs.
- Road grading is in progress.
- SRTC Road Preservation Project - Bryan is working on numbers. A priority list was sent to him today.

#### **Water:**

- Water Quality Loan DOH – Well House Generators. Century West presented a proposal for 2 generators for \$299,000. This will not be pursued at this time.
- We are scheduled to start testing, flushing, and painting fire hydrants next week.

**General:**

**An Example of a Regular Task:** Grading Roads (HRS.)

Fairfield Public Works grades roads once in the spring and once in the fall. This year we are also adding gravel to areas in need. When we grade in the spring, we focus on reshaping the roads in need. After a year's worth of driving on these roads, snow removal equipment working on the roads, and other factors, the roads can be in poor shape come spring. When the roads are in very poor shape, they may not have proper crowning, leading to poor water drainage causing potholes, washboards, and become muddy or otherwise dangerous. The spring moisture allows for ideal conditions for grading and reshaping roads.

**Other**

**Summer lunch program**

Cheryl received an email from LaDonna saying that it is time to start thinking about the Summer Lunch Program. She has it running from June 28-August 13 and believes that the program will be able to be inhouse this year. If you want to volunteer to help, you will need a Food Handler's Card, which the town will reimburse the fee to you. Please contact town hall to sign up.

**Movie nights**

With restrictions for COVID-19 hopefully not as strict this summer, the council started discussion on having a Community Picnic and movie night sometime in July.

**Dust Control**

Cheryl is getting some inquiries about dust control. The town will pay for half for residents that want product put down on the road in front of the homes.

**Dates to Remember**

- March 22** Cheryl out-vacation day
- March 25** PW survey and census due

**ADJOURN**

With no further business, the council meeting adjourned at 7:33 pm.

  
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KayDee Gilkey, Mayor

  
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Cheryl Loeffler, Clerk/Treasurer