

REGULAR COUNCIL MEETING
JULY 19, 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

Mayor Jamie Paden called the July 19, 2022 regular council meeting to order at 6:00 at the Community Center.

Town Council members present were Alisha Anderson, Steven Walk, Valerie Rogers and Emily Thomas. Jacob Warren was absent with a work situation.

Others present were Bryan Hicks, Perry Paden; Erica Warren; Jerry & Judy Logan; Jay Shuman; Lon Ottosen, Angela Walk; Matt & Jody Hafner, Anthony Schurr; BillENZler; Devin Billington and Cheryl Loeffler.

The meeting opened with the Pledge of Allegiance.

Mayor Paden reminded everyone that the subjects on the agenda have a suggested amount of time scheduled for discussion and to be respectful of everyone's time and encouraged the council and visitors to be efficient and effective in their discussions.

Engineer's Report

Sewer Project:

Per the request of Community Development (CDBG) a second call for bids for the 2021 sewer project was advertised. The bid opening was June 16th and again, only one bid was submitted by National Native American Construction (NNAC) from CDA, Idaho which is the same company as the first call for bids. This time though, the bid came in at \$440,008.08, approximately 5% higher than the first round and about 13% more than the engineer's estimate. To accomplish the entire project, an application was submitted to Spokane County for ARPA funds for \$195,374. The town received word that the \$195,374 was awarded to us. Due to timeline differences, we are still \$14,364 short of funding the entire project so Bryan reached out to Community Development and they have agreed to fund the shortfall.

Century West Engineering evaluated the bid from NNAC and determined that it was the lowest, responsible bidder. Everything was properly signed and executed and included all necessary documents. They are not debarred from federal contracts. Century West recommends to the town that they award this project to NNAC for the total bid of \$440,008.08.

ACTION

Steve Walk moved to award the 2022 Sewer Improvement Project to NNAC of Coeur d'Alene, Id for \$440,008.08; seconded by Emily Thomas. The motion was approved 4-0.

Amendment #1

Amendment #1 is for the additional re-bidding services and the construction management for the sewer project. The re-bidding adds another \$5,500 to the engineering services for a total of \$48,020 for construction management.

ACTION

Emily Thomas moved to approve Amendment #1 that provides the additional \$5,500 for the re-bidding services, seconded by Alisha Anderson. The motion was approved 4-0.

The project is funded by CDBG funds for \$298,154, ARPA funds of \$195,374 and the town's match of \$24,680 for a total project cost of \$518,208.

Transportation Improvement Funding Cycle

TIB funding cycle is now open. This is the last cycle that patching and crack seal projects will be available. Will only cover chip seal and overlay next year. Applications due in August.

Annexation of Jackson & Prairie View

Bryan has reached out to Robert Brock from Spokane County for answers regarding if annexing the small triangle portion of parcel #42242.9016, which sits separate from the rest of the parcel might affect the Growth Management Area (GMA) and the Urban Growth Area (UGA). He also asked about annexing the rest of the parcel, which falls outside of the UGA, for a residential subdivision. Here are Mr. Brock's answers by email:

"Annexing the small triangle would not affect the UGA because the subject land is completely within it and UGAs are for annexing."

Aside, On the annexation issue, these actions are initiated by the annexing jurisdiction per WAC 35.13. See section 35.13.173 (5) for issues to be addressed.

If the balance of the parcel was added to the UGA question—Adding lands to the UGA is a Fairfield directive, as is deciding to annex them. Fairfield would be the ones making the proposals which get a review by the Steering Committee of Elected Officials and then get voted on by the Board of County Commissioners.

Aside, the 2016 Settlement Agreement prohibits the expansion of new acres into the UGAs without an equal number being removed until 2033 or when growth triggers are met.

Any conditions of annexation would be put forth by the town.

Aside, modifying the UGA, is where County Planning would be involved. See comments above on UGA changes.”

Notice of Intent to Commence Annexation Proceedings

Rick Hurd, Home Center & PMC Companies is representing Gregory and Brittany Conley, who own real property lying outside of the corporate limits of the City of Fairfield. The parcel as shown (Exhibit A) and the legal description (Exhibit B) are contiguous to the existing City Limits are within the Urban Growth Area. The existing parcel is represented as Parcel Number 42242.90146 per Spokane County Records. The site address is listed as 16212 E. Prairie View Road. Additionally, the property is adjacent to E. Prairie View Road to the South and N. Jackson Road to the east. Gregory and Brittany Conley hereby advise the City of their desire to commence annexation proceedings on a portion of the above listed parcel (Exhibit C) in accordance with RCW 35.13.125 through 35.13.130, and further requests a comprehensive plan designation as a Residential Zone (R), approximately 0.47 acres.

Pursuant to RCW 35.13.125, they are requesting that the City set a date within the next 60 days for a meeting to determine whether the City will (a) accept, reject, or geographically modify the proposed annexation, (b) require the simultaneous adoption of the comprehensive plan, and/or (c) require the assumption of all or of any portion of existing City indebtedness by the area to be annexed.

Bryan will help put a formal response together.

ACTION

Steve moved to notify Mr. Rick Hurd that the Town of Fairfield has no interest in allowing annexing the larger portion of parcel #42242.90146; seconded by Emily. The motion was approved 4-0.

Cheryl will work with Bryan to begin the formal process of notifying Mr. George Quiggle that he can merge the small triangle portion of parcel #42242.90146 to his property; seconded by Emily. The motion was approved 4-0.

Old Business

Security camera

Moved to next meeting due to Jacob's absence.

Digital reader board

WiFiber from Tekoa will be contacting Stewart Signs to determine what equipment needs to be installed to be able to communicate with the digital reader board. If the town would use WiFiber as the internet provider and VOIP services from WiFiber, the costs would be \$85 for the office internet, \$30 for VOIP and the digital sign equipment would be free. Cougar Wireless uses the water tower in Hart Park for their equipment and in turn provides internet service for town hall and hotspots in the community center and Thiel Park at no charge. If Cougar Wireless would allow to maintain the two hotspots, the town could go with WiFiber. If not, the reader board cost would start around \$70/month. Cheryl will reach out to Rockford and Freeman to see how their signs are operated. Hopefully everything can be put into place by the next meeting. Devin will shut the sign off for now.

Baseball Pit

The town provides one portable restroom for the youth baseball season and it is normally removed soon after that group is done. There is now a group of adults that play every Friday night and will have a team play in a tournament in the near future so the council agreed to leave the portable restroom in place but the team needs to notify town hall when they are done for the season so the restroom can be removed. The monthly cost is \$127.

PCIB update

505 S 1st

Code Violation #1: *Code Violation #1: Deposit, keep, or leave or to permit to be deposited, kept, or left in any place accessible to children, or in any place viewable from a public street or alley, any abandoned, unused, unlicensed, non-running, or discarded automobile, trailer, truck, or other such vehicle, or any vehicle hulk or any part thereof. As to the abatement of junk vehicles, see the Town's ordinance no. 333-A.”*

Code Violation #2 - The "RV" that is parked at 505 S 1st Street cannot be used as a residence for more than 14 consecutive days during any month of the year. After any such occupancy, at least sixteen consecutive days of non-occupancy shall occur before occupancy is again permitted.

The property owner stated that she is not living on the property or staying in the RV but comes down occasionally to work at renovating it into a usable tiny home. She is also rebuilding the engine so she would be able to take it off the property. When the dumping of sewage was brought up, she said that the RV has a hose that she drags over to the property's sewer. It is not physically attached with an RV attachment. She has been using the sewer system since December when she was living in the other camper. The property owner was asked if she had obtained any permits for a tiny home, which she replied she has not. She was advised to look into permits. She was also advised that the tiny home would have to have a permanent connection to the sewer.

ACTION

Val moved to hold off on fining the property owner until August 3, 2022, allowing time to install a privacy fence to block out the view of the property from 1st Street (Highway 27) and the neighbors, she must provide proof of progressing with the renovation of the RV and to reinstate the full sewer charges beginning with the May/June 2022 billing cycle; seconded by Steve. Motion was approved 4-0.

The property owner was advised that she will need to provide the proof of progressing working on the RV with receipts.

312 W Hamilton

The recommendation from the Improvement Board is to send a letter advising the property owners to remove any and all property that is placed on the town's property. Devin will place flags to identify the town's property lines.

ACTION

Steve moved to send the property owners a letter advising them to remove any property that is sitting on town property; seconded by Val. The motion was approved 3-1 with Emily abstaining.

Code Violation Fines Reinstatement

The fines that were being charged to the property owners of 205 W Spokane Street and 201 N 1st Street were halted with the moratorium that was placed during the pandemic. That has since been removed and the late fees will begin accruing on these two properties. Mayor Paden & Justin drove by the properties and determined that the requirements for both properties have been met. The recommendation is that no further fines will be assessed on the original complaint but since the original fines have not been paid, begin adding late fees until the charges are all paid in full.

ACTION

Steve moved to accept that the requirements from the previous complaints have been met and no further fines will be assessed that pertain to those specific complaints on properties at 205 W Spokane Street and 201 N 1st Street but the late fees will continue to be charged until the fines are paid in full. Seconded by Emily. The motion was approved 4-0.

NEW BUSINESS

Utility bill adjustment

The March/April utility bill for 412 N 2nd was processed, Cheryl noted to them that the usage was extremely unusual. An email was received on May 23rd stating: *The Fairfield Seventh Day Adventist Church, recently discovered a water leak. One of our members went to use the hot water and discovered there wasn't any. Naturally checked the breakers and they were fine. Further investigation led to the water heater itself, located in a remote corner of the crawl space past another stem wall. This area had basically become a pool with at least 4" of water still sitting in this area. We isolated the area by shutting off both the power and water. We are now fixing this plumbing issue.*

I called and discussed this with Cheryl and she commented on the unusual water usage as well, she advised that we send a note to see if there was any help the board can provide.

Emily verified that the church notified the town of the leak as soon as it was discovered.

ACTION

Emily moved that since the church notified the town of the leak once it was discovered that the overage charges on the April 30, 2022 utility bill of \$730.24 be waived; seconded by Alisha. The motion was approved 4-0.

Gone To Soon (GTS)

Matt and Jody Hafner, coordinators of GTS are asking permission to close Railroad Avenue from the alley to Main street on July 30th from 2-6 pm. The club that supports people that have lost someone to soon will be having an open house at that time. They will have insurance and will make sure that the Town of Fairfield is listed as additionally insured.

ACTION

Emily moved to allow GTS to close Railroad Avenue from the alley to Main Street on July 30 from Noon-6 pm for the club's open house event, seconded by Steve. The motion was approved 4-0.

Public Works Report

Sewer:

- WW samples will go in this week.

Streets:

- Cold patch completed at Hilltop Lane. We will be crack sealing various locations of town week of 25th.

Parks

- Water meter service at baseball field to go in week of 25th, start of Pit Sprinkler project.
- Sprinklers are on for the season.
- Park restroom women's door.
 - A young girl had accidentally locked herself in the bathroom and the panels had to be removed from the door in order to get her out. No one was hurt.

Water:

- PFAS Samples will be going in this week.
- WUE Submitted for 2021, Attached.
- CCR Submitted for 2021, went out in water bills.

General:

- Hawley Construction Excavation work for Food Bank drainage issue.

ACTION

Emily moved to reimburse the North Palouse Community Food Bank (NPCFB) up to \$750 for the work they are doing to fix the drainage issues; seconded by Valerie. The motion was approved 4-0.

An Example of a Regular Task:

Park Checks (15MIN - 1 HR)

Park checks are done daily taking approximately an hour to check on Mondays and Fridays to clean bathrooms, check trash, and clean up anything out of place at the parks. Throughout the week we check parks daily and if there is no mess this only will take about 15 minutes. This year we have fortunately not been finding any vandalism or damage to our parks. Thank you, Fairfield, for taking pride in, and respecting our community. By taking less time on this when checks go well, we are able to accomplish other tasks to further benefit our community.

Department Report -Steve-Financials

The detailed Budget Position report was provided to each councilman for review. This report shows every transaction that has been entered. The Community Center fund is showing a negative balance but the interfund transfer from the Current Expense Fund has not been completed at the time of the meeting.

Fund 407, Sewer Improvement Project shows \$4,330.47 more funds received than was expensed. Cheryl explained that \$4,330.47 was for the November 2021 professional services by Century West for this project and paid in 2021 but the funds were reimbursed by CDBG in January of 2022.

Approval of the Minutes from June 10, 2022 special meeting and July 5, 2022 regular council meeting

ACTION

Steve moved to approve the minutes from June 10, 2022 special meeting and the July 5, 2022 regular council meeting as read, seconded by Valerie. Motion was approved with 4-0.

Approval of the July 19, 2022 Claims

The register will need to be reprinted due to a payroll check for \$435.15 that was dated 7-22-22 listed on this register.

ACTION

Emily moved and Steve seconded to authorize paying the claims of July 19, 2022 with EFTs for total amount of \$12,974.07 and checks #20949-20963 for a total of \$12,180.58 The motion was approved with the reprinted register 4-0.

	07-19-2022
Claims	\$10,733.95
Payroll	14,420.70
Total Paid	\$25,154.65

Signed by Steven Walk, Valerie Rogers and Emily Thomas

Other

Baseball Diamond Relocation

There was more discussion about relocating the baseball diamond and Val presented a quick drawing of what they're thinking about with her statement of this would be a good, logical move and to do it before the irrigation system goes in.

ACTION

Emily moved to approve the relocation of the baseball diamond in the Pit to the southwest; seconded by Val. The motion was approved 4-0.

Letters FYI

Recently, the mayor received some communications which she sent to the town attorney for clarification. Eric Hanson's recommendation is that the town obtain a code enforcement officer and that if the mayor, council or staff receive something that pertains to town issues in their personal email account, that information is still classified as public records.

Compliments/Complaints

None tonight

Dates to Remember

Cheryl late start	Thursday 21 getting supplies for the picnic
Community picnic	Friday-July 22

Adjourn:

With no further business, the council meeting adjourned at 8:18 pm.



Jamie Paden Mayor



Cheryl Loeffler, Clerk/Treasurer