

## REGULAR COUNCIL MEETING

SEPTEMBER 6, 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**

Prior to the regular council meeting, the mayor and council had an open interview Heather Gust for council position #2. Josh Stanley was stuck in traffic and didn't make it before council started at 6:00.

Mayor Jamie Paden called the September 6, 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.

### **ACTION**

Emily Thomas moved to excuse Mayor Paden from the August 16, 2022 regular council meeting due to work commitments; second Valerie Rogers. The motion was approved 4-0.

Others present were Erica Warren; Heather and Justin Gust, Amanda Blood; Angela Walk; Bill Enzler; Anthony Schur; Juanita and Bob Angus; Terry, Sarah and Amelia Phillips; Teresa Holm; Debbie Cato; Richard Ralidis; Anthony & Mary Sparks; Josh Stanley; Tim Murphy; William Vasta; Devin Billington and Cheryl Loeffler.

The meeting opened with the Pledge of Allegiance.

### **Engineer's Report**

Bryan Hicks reported that the Sewer Improvement Project broke ground two weeks ago and everything is running relatively smoothly. The manhole on Spokane Street had a few issues causing some additional expense but the project is tracking under budget so it should even out. They will be paving on Portland and Seward tomorrow and should be wrapping up the first portion of this project this week. The CIP will be occurring the middle of October. One issue that has been identified is that most of the side service lines are orange berg.

### **ACTION**

Emily Thomas moved to approve Progress Payment #1 from NACC for construction for the amount of \$205,544.09; seconded by Alisha Anderson. The motion was approved 4-0.

### **Old Business**

#### **Digital reader board**

WiFiber has connected the reader board and it is working great. There was no charge for this installation and there will not be a monthly fee charged.

#### **Leases**

The lease has been updated and sent to the attorney for review. The food bank has provided an insurance document with the Town listed as additionally insured.

#### **Lunch program**

LaDonna Kelley supervised the Summer Lunch Program again this year with Elizabeth Sainsbury, Lindsay Pestana and Ann Moore as volunteers. There were 1,020 meals served, which is a very good turnout. Freeman School District had donated the food items that they had remaining at the end of their school year which lowered our expenses tremendously. We were reimbursed \$4,653.75 with expenses of \$3,608.32 so no town funds were needed to balance the fund. The budget ended with a balance of \$1,047. We are not in this program to make money so with the excess funds, the mayor suggested a raise for LaDonna be considered for the next year's budget and some compensation to the volunteers for their help this summer. There is a policy in place to provide incentive pay.

#### **Movie Night**

The council discussed showing a movie around Halloween, perhaps the same night as the Trunk or Treat, October 29<sup>th</sup> in the community center. The screen will have to be measured to verify that it will fit in the community center. Otherwise, a sheet could be used as a screen. We will begin researching for a good sound system for the outdoor movies. The movies can be downloaded from Amazon Prime.

## **Trunk or Treat**

### **ACTION**

Steve Walk moved to allow Main Street to be closed from McNeil to Railroad for the Trunk or Treat event on October 29<sup>th</sup>; seconded by Emily Thomas. Motion was approved 4-0.

On Monday, Halloween night, Valerie thinks she will have a smaller version of trunk or treat set up for the kids that are out that night trick or treating.

## **DOE Loan**

The town has paid off the second Department of Ecology loan on the wastewater treatment plant. We have two USDA loans remaining. This is the second of the four loans that has been paid off. The funds that have been budgeted for these payments will remain in the Loan Sewer Fund and will be used to pay down the other two loans.

## **EV Charging Station**

Devin met with Colvico last week to inspect the site at the museum for installation of two charging stations. The audience raised some questions about contracts and excessive electricity use. Cheryl will contact Avista to get the answers and bring them to the next meeting. It was pointed out that one of the purposes of bringing the EV stations to communities is to help economic development.

## **FIB update**

Nothing to report tonight.

Josh Stanley made it to the meeting so the mayor and council asked him questions about being appointed to council.

## **NEW BUSINESS**

### **Old Fashioned Christmas**

Teresa Holm and Amanda Blood have volunteered to organize the Old Fashioned Christmas. It will be on the first Saturday of December. Cheryl will make sure that they get all the information from previous years.

### **Late Payment**

When residents sign up for a payment plan for their utilities, the payments are set up to be paid on the 25<sup>th</sup> of each month. One resident made the payment on the 29<sup>th</sup> and after reviewing that account, this was the first late payment. The council agreed to give one grace period with a warning that if there is a next one, the contract is null and void, full past due amount must be paid and no future payment plans will be awarded to that resident. Cheryl will send a letter.

## **Public Works Report**

### **Sewer:**

Portland Ave 2<sup>ND</sup> St. Alley to Seward and Spokane Progress as reported by Bryan Hicks.

### **Streets:**

Sewer Repair on Portland

### **Parks:**

Baseball field sprinkler quotes coming in. Working with Grant Administrator.

### **Water:**

Power line issue caused Phase Fault at SO#2 this weekend. Switched to SO #5, which is the well that causes so much air in the line. Mayor Paden requested that Devin make a public post regarding this issue.

### **General:**

Food bank and shop drainage project is progressing. Working on the hole for the catch basin.

Researching what the wages for public works staff are in other communities. Our public works staff are on the lower end of the pay scale.

On August 27, we were notified that someone had crashed into the fence in Thiel Park. Jason & Cody were down there making sure everything was cleaned up and secure on their day off. The fence is now missing a large section and decisions are needed on what to do now. Devin will look into a temporary fix for now and get some quotes to replace the entire fence for budgeting.

## **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 soon.

**Department Report**

Alisha Anderson will give her report on streets at the next meeting.

**Executive Session**

The mayor called for a brief recess at 7:02. The council will go into executive session at 7:03 for RCW 42.30.110. Session should last approximately 10 minutes. No action will take place. Executive session ended at 7:14.

Regular council meeting reconvened at 7:15.

**ACTION**

Steve moved to appoint Heather Gust to fill council position #2, seconded by Emily. The motion was approved 4-0.

**Approval of the Minutes from August 16, 2022 regular council meeting**

**ACTION**

Emily moved and Valerie seconded to approve the minutes of the August 16, 2022 regular council meeting as read. The motion was approved 4-0.

**Approval of the September 6, 2022 Claims**

Steve moved and Emily seconded to approve the September 6, 2022 claims with EFTs for \$ 15,858.70 and checks #20990-21010 for \$14,161.29.

|            |             |
|------------|-------------|
|            | 09-06-2022  |
| Claims     | \$11,113.30 |
| Payroll    | 18,906.69   |
| Total Paid | \$30,019.99 |

Signed by Steven Walk, Valerie Rogers and Emily Thomas

**Other**

**Resignation**

Mayor Paden announced that effective September 21, 2022 she will be resigning from her position and the council will then need to be prepared to appoint an interim mayor at the October meeting.

**Range Mobile Clinic**

KXLY and Inlander will be here on September 8<sup>th</sup> with the Range clinic.

**Improvement Board appointee**

Justin Gust nominated Josh Stanley to fill the vacancy on the Improvement Board with Heather Gust being appointed to the council.

**Compliments/Complaints**

Ed Huber: Public Works staff is incredible!

**Dates to Remember**

|            |                                   |
|------------|-----------------------------------|
| Sept 9     | Cheryl out-Rick is having surgery |
| Sept 16    | Alisha-street report              |
| October 18 | Alisha asked for excused absence. |

**Adjourn:**

With no further business, the council meeting adjourned at 7:27 pm.

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**Jamie Paden, Mayor**

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**Cheryl Loeffler, Clerk/Treasurer**