

## REGULAR COUNCIL MEETING

FEBRUARY 21, 2023

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 Valerie Rogers called the February 21, 2023 regular council meeting to order at 6:00 at the Community Center.

The meeting opened with the Pledge of Allegiance.

Town Council members present were Alisha Anderson, Steven Walk, David Rafferty and Emily Thomas.

Others present were Bryan Hicks; Sheila Dyer, Lori Stark, Erica Warren, Richard Ralidis, Brady Collinson, Mary Sparks, Diane Kooyman, Debbie Cato, Devin Billington and Cheryl Loeffler.

### **Correspondence and/or Guest**

#### **Engineer's Report**

##### **Century West CDBG 2023 Sewer Project**

The design portion of the project is moving along. It's about 2.5 week out from submitting the plans to the Dept of Ecology for approval of the plans. They are backed up about 3 months so Bryan wants to get the plans to them as soon as possible. Would like to go out to bid before their final approval. Timeline could be an issue, especially if DOE's approval is backlogged. Flag Day will have to be highly considered this year due to the fact that this sewer project is in the alley, which will limit accessibility to the Service Club. The projects funded by CDBG are required to be complete by June 30<sup>th</sup>. Without knowing what the bidding climate will be like for this project, we have already secured additional funding from Spokane County ARPA's funding.

##### **Spokane Regional Transportation Council (SRTC)**

SRTC is focusing on rural communities with the Preservation Projects. They have about \$1.4 million set aside for such projects. Only catch is the roads need to be federally classified. Bryan will look further into this.

##### **North Palouse Community Food Bank (NPCFB)**

Sheila Dyer and Lori Stark are both officers from the NPCFB and came to the meeting tonight to state that this copy of the lease between them and the town is a much better agreement. The only thing that would make it easier for them is to have a yearly payment of \$600 instead of monthly, which poses no problem for the town. They will come to the office and sign a clean copy when it is prepared.

#### **Council Vacancy**

Mayor Rogers stated that the answers from the questions presented to the candidates at the last meeting were not verbatim. She then asked Brady Collinson to step up to the front table to be asked the same questions as the other three candidates had been asked. Brady had already planned to be out of town before he submitted his letter of intent, which is why he was not at the previous meeting.

Questions asked were:

- What made you want to submit your name?
- How do you deal with conflict?
- How involved have you been in the community?
- What do you hope to accomplish as a councilman?
- Compliance issues?

The mayor then went to the audience for questions but none were asked.

#### **Public Comments**

There were no comments.

##### **Executive session RCW 42.30.110 (h)** To evaluate the qualifications of a candidate for appointment to elective office.

The mayor called for executive session to begin at 6:40 and is expected to last 15 minutes. No action will take place during the session.

At 6:55, the mayor announced that they would need another 15 minutes in executive session.

At 7:05, the mayor called everyone back into the room and reopened the regular meeting at 7:06.

Mayor Rogers again thanked all the candidates for submitting their letters of intent. She again stated that council position #2 and three other council seats plus the mayor's seat are all up for election and she strongly suggested that they put their name on the ballot for the November election. Names must be submitted to the Spokane County Elections office the last week of May.

#### **ACTION**

Steven Walk moved to appoint Brady Collinson to council position #2; seconded by David.

Alisha Anderson then moved to appoint Erica Warren to council position #2, there was no second to this motion.

Mayor Rogers called for vote to appoint Brady Collinson to council position #2. The motion passed 3 to 1 with Alisha Anderson voting against.

Clerk Cheryl Loeffler then swore in Brady Collinson to council position #2.

#### **Old Business**

##### **Resolution 2023-01 Fee schedule**

The revised fee schedule was reviewed. The planning fees that we have listed stay in Fairfield. None of our fees go on to Spokane County.

#### **ACTION**

Emily Thomas moved to approve Resolution 2023-01 Fee Schedule; seconded by Steven Walk. Motion was approved 5-0.

##### **Innovia Community Grant**

The grant was completed and submitted to Innovia in time.

##### **Community Challenge Grant**

Cheryl would like to submit another application, in addition to the pickle ball court's application to bring back the swim bus and add more family movie nights. She has been contacting the school for pricing on using the school bus and driver. She will also contact the other communities to find out if they would be interested in bringing the swim bus back.

Alisha then asked about the cover for the basketball court in Hart Park. She will do some research into that.

#### **New Business**

##### **Open Public Meetings Act training (OPMA)**

The council started training on the OPMA by watching the first 15 minutes of the training provided by RMSA. Since the training is 45 minutes, we will break it up into three sessions.

##### **Public Works**

###### **Sewer**

- Wastewater samples will go in this week Influent and Effluent.  
KME Flow Meter Proposal, waiting on 2 more bids.  
NOI for Biosolids has been submitted for 2020.

###### **Streets**

- Snow removal equipment is starting to come off the equipment.
- Snow fences are being taken down.
- TIB project waiting on bids and we will continue in March with the next steps.

###### **Parks**

- Community Center JET Construction has repaired the vent pipes on the roof.
- Park restrooms are open for the year.

###### **Water**

- Quote from Consolidated on air relief valve for wells #2 and #5. – Approval to purchase and install
- Drive by water meters, Apollo/Consolidated.
- Devin Tested and passed and is now a Washington State CCS (Cross Connection Control Specialist)

###### **General**

- Open house at town shop, this spring. Dates that work/don't work?

##### **An Example of a Regular Task:** Public Works Survey (10 Min.)

This survey was developed last year and has helped our public works staff improve. The intent of this survey is for the citizens, business owners, and people who pass through Fairfield to rate on a scale of 1-10 what they feel the quality of work is in

certain areas that the Public Works Department works on throughout Fairfield. There is also room for comments on the sheet. We look over everyone's input and comments, and average the scores submitted by everyone to find the areas that the general public feels we need to improve. We feel we have done a decent job improving from last year, we will be sending out this survey in the newsletter again to see if that is the case according to the public. As well as find out where the public thinks improvement could be made. We appreciate the helpful input we have received.

### **Department/Council Reports**

Mayor Rogers gave her first mayor's report.

### **Approval of Minutes**

#### **Approval of the Minutes from February 7, 2023 regular council meeting**

##### **ACTION**

Emily Thomas moved and Steven Walk seconded to approve the corrected minutes of February 7, 2023 regular council meeting. The motion was approved 5-0.

#### **Approval of the February 21, 2023 Claims**

##### **ACTION**

Steven Walk moved and Alisha Anderson seconded to approve the February 21, 2023 claims with EFTs for \$10,656.38 and checks # 21188-211 for \$19,751.70. The motion was approved 4-0 with Brady abstaining.

	02-21-2023
Claims	\$15,448.46
Payroll	14,959.62
Total Paid	\$30,408.08

Signed by Steven Walk, David Rafferty and Emily Thomas

### **Other**

#### **Past Due Accounts from 12-31-22**

The past due accounts were gone over and more direct guidelines were provided for sending the shut-off notices and actual shut-offs for non-payments. Cheryl was also directed to reach out to the two homeowners advising them that the town can no longer accept their checks because of their frequent returned checks, but a cashier's check, cash or payment online are acceptable. We will also give them another opportunity to submit an application for the Utility Hardship Grant. They have been provided the information once before but have not acted on it. They have also been advised that their payments need to be larger as they are not currently paying enough to cover past due or current charges.

#### **SE Spokane County Fair community center agreement**

The Fair Association would like to rent the community center for a 2-day fundraising event in April. Cheryl asked that even though they will be using the community center for two days, it is one continual event, could we only charge \$275 once and the council was in complete agreement.

### **SRTC/WSDOT meeting**

Cheryl set up a meeting with representatives from SRTC and WSDOT along with the clerks from Latah, Rockford and Waverly to discuss upcoming projects, funding and any issues that we see with the roads. There is also going to be a highway safety project in the near future so they advised us to begin listing the areas that could be a safety concern. SRTC also offered information about funding coming up for the updating of the Comp Plan and their assistance in completing those updates if needed. The updates are due in 2026.

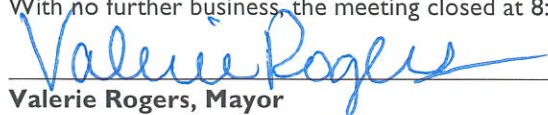
### **Dates to Remember**

Office closed Feb 20th  
Cheryl gone Feb 22

### **Adjourn**

Steve motioned to close the meeting at 8:37 pm, seconded by Alisha.

With no further business, the meeting closed at 8:37 pm.

  
Valerie Rogers, Mayor

  
Cheryl Loeffler, Clerk/Treasurer