

REGULAR COUNCIL MEETING
AUGUST 1, 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 August 1, 2023 regular council meeting to order at 6:01 at the Community Center.

The meeting opened with the Pledge of Allegiance.

Town Council members present were Alisha Anderson, Brady Collinson, David Rafferty and Emily Thomas.

Others present were Bryan Hicks, Debbie Cato, Richard Ralidis, Devin Billington and Cheryl Loeffler.

Excuse any council absences

Emily Thomas moved and Brady Collinson seconded to excuse Diane Kooyman from tonight's council meeting. The motion was approved 4-0.

Correspondence and/or Guest

Engineer's Report

2023 Sewer Improvement Project

Brian Hicks started with updates about the current sewer project: After a few issues with locating service lines, the project seems to be moving along on schedule. He is going to speak to the contractor to see if they can do the manhole cover that was approved for funding in a FEMA grant a few years ago. As well as fixing the small section on Brewster that was cut-out during a previous sewer repair.

Transportation Improvement Board (TIB) funding cycle

Bryan discussed the call for projects for the upcoming TIB Small City Preservation Program (SCPP). Andrew Beagle from the TIB, who is the new project engineer for our area, toured Fairfield yesterday looking at the condition of the streets. He recommends that Fairfield use the SCPP application to apply for Scrub Seal on the streets listed below. Spokane County has been utilizing the scrub seal treatment as a means to minimize typical maintenance prep work typically needed prior to using a chip seal treatment. The finished product is similar to a chip seal treatment. Bryan will discuss this project with Spokane County whether or not they will have the workforce to support this project along.

The council reviewed the Street Inventory Map and prioritized the streets needing the most repairs with West Bradshaw and Hamilton Street between 3rd and 4th being highest on the list. The other streets will be listed following TIB recommendations.

ACTION

Emily Thomas moved to have Bryan Hicks from Century West prepare the SCPP grant application through TIB; seconded by David Rafferty. The motion was approved 4-0.

Bryan will contact Becca at the County about getting on the county's schedule.

Public Comments

The question was asked about when the potholes located at Third and Carlton will be repaired. Devin will look into the issue.

Old Business

Resolution 2023-02 TIP/CIP Six-Year Plan

Cheryl is waiting for the numbers on some of the added items. The approval of the resolution will be moved to the next meeting.

Annexation into SE Spokane County Fire Department #2

The resolution has been received by both the Spokane County Elections office and the County Commissioners but unfortunately, the commissioners are now on summer break and Commissioner Kuney was unable to call the board to order for a special meeting. The town and fire district had talked about having a public hearing regarding the annexation before it

went to the commissioners, which had not been done also. Cheryl will contact Steve Primmer to set up a public hearing with both county and town residents present and as it stands now, the annexation is set to be on the February ballot.

Broadlinc-Ptera/Ziply

After Kevin Smith's presentation at the last council meeting when the town was asked for a letter of support for Ptera/Ziply to provide the infrastructure for broadband to Fairfield, Cheryl contacted Ariane Schmidt to discuss how doing so would affect the Interlocal Agreement (ILA) that Fairfield has signed with Broadlinc. Ms. Schmidt explained that Mr. Smith's presentation completely denies what Broadlinc has set up in that Ptera/Ziply would be the sole provider for broadband in Fairfield. No other ISP could come in and offer their services. BROADLINC is committed to Open Access solutions that promote competitive offerings and affordable pricing to subscribers and is the only entity that creates a new revenue opportunity for our PDA membership from public broadband investments. For the time being, the communities need to be diligent in not accepting any offers such as the one that Kevin Smith had as they do not have the best interest of the communities in mind. There will be Broadband 101 training on August 16th which Ms. Schmidt highly recommends both elected officials and staff to attend.

Office Update

There has not been much progress made with the renovation. Cheryl reached out to PNW, now that the CEO is back from vacation. Cheryl will be able to utilize their boardroom, at no charge. David suggested to find out how the internet will be accessed and how they would like the town to work with their scheduled office hours.

Purchasing of Trailer

Devin has a few leads on a trailer to purchase to haul the mowers.

Speed Limit Signage

Right after the last council meeting's discussion on adding radar and speed limit signs, a notification came across email from Elan City, which is where the two radar signs we have were purchased. The offer was for a twin pack of radar signs for \$6,199. Since the discussion had already taken place and the council was on board to purchase additional signs, the mayor suggested that the town take advantage of this offer. With the additional signs, we would not have to rotate them.

ACTION

David Rafferty moved to approve the purchase of two additional radar signs from Elan City using the funds that are in the capital purchases for streets and to reallocate some of the dust control line item to this purchase, seconded by Alisha Anderson. The motion was approved 4-0.

Community Picnic and Movie Night

The picnic was well attended, despite not sending out personal invitations to newcomers. Most of the people stayed for a long time visiting. The final dollar amount has not been tallied.

The movie that was shown was "The Sandlot". Jared Harward stayed and set up everything but the screen for the movie. The sound system was his own personal system. Jared and Brady Collinson stayed to tear down the movie equipment also. It did get pretty cold, which made some of the people leave early but overall, it went well. There was discussion about whether Jared should be paid for the time he spent with the movie. In the past, staff have not received any wages for this event.

ACTION

Brady motioned to pay Jared an hour of pay for setting up and staying for the movie. The motion failed due to lack of a second.

Cheryl had purchased eight bags of popcorn for the movie but people thought it was part of the potluck so there were only two bags left to hand out for the movie. Better arrangements need to be put in place if bagged popcorn is used instead of popping the popcorn ourselves.

There was discussion about doing more movies this year, perhaps Halloween and/or Christmas movies and maybe coordinating with the Community Church Game Night.

New Business

Outlook email accounts

Cheryl noticed that her emails were not being sent and notified Kayla Billington, the town's IT provider on July 25th of the problem. The message received was this:

Delivery has failed to these recipients or groups:

MMcLaughlin@spokanecounty.org

This message couldn't be delivered because the sending email address was not recognized as a valid sender. The most common reason for this error is that the email address is, or was, suspected of sending spam. Contact the organization's email admin for help and give them this error message.

Cheryl did not realize that this breach of security affected all the email accounts, not just townclerk@fairfieldwa.com.

Kayla, with sometimes Cheryl, worked over the weekend with GoDaddy to get the problem resolved with no results. As of today, emails can be received but not sent. She will continue to work with GoDaddy. Kayla has set up Multi-Factor Authorizations (MFA) and will provide instructions to everyone on how to set theirs up.

Public Works

Sewer

- Sewer project Main Street alley progress
- Sewer main/service install project Prairie View expected to start August 1, 2023
- New sewer effluent transducer installed.

Streets

- Nothing to report.

Parks

- Nothing to report

Water

- Well 5 functioning on SCADA system again. Radio repair.
- Water meters being swapped out.
- Water service installation to begin in August 2023 on Skyview/Wernz

General: Servpro at Town Hall 2:00 Wednesday to start putting everything back together and start construction.

An Example of a Regular Task:

Building Maintenance (HRS)

The Town of Fairfield owns and maintains multiple buildings within our town, as areas for the community to enjoy as well as areas the town utilizes to provide our services to the community, such as the Town Hall, Well Houses, and The Town Shop. It is important for us to maintain these buildings to ensure they are safe, functional, and last for years to come. Holding or improving value in our buildings and maintaining a quality appearance as well as functionality of town buildings is important. Sometimes this is in the form of scheduled and routine cleaning and upkeep and sometimes this may come in the form of major projects.

Department/Council Reports

Alisha Anderson Parks will report at the next council meeting.

Approval of Minutes

Misspelled names were pointed out and need to add Jared Harwood as being present at the meeting.

ACTION

Brady Collinson moved to approve the July 18, 2023 council meeting with the above mentioned changes made; seconded by Alisha Anderson. The motion was approved 4-0.

Claims

Emily Thomas moved and David Rafferty seconded the August 1, 2023 claims with EFTs for \$11,963.75 and checks numbered 21344-21360 for \$18,415.47. The motion was approved 4-0.

	08-01-2023
Claims	\$16,383.81
Payroll	13,995.41
Total Paid	\$30,379.22

Signed by Emily Thomas, Alisha Anderson, Brady Collinson and David Rafferty.

Other

Nothing to report

Dates to Remember

August 5 Community Yard sale

Executive Session

Mayor Rogers called an executive session at 8:05 for RCW 42.30.110(f) To receive and evaluate complaints or charges brought against a public officer or employee. No decisions will be made. The session should last no more than 20 minutes.

At 8:25, Mayor Rogers came out to announce that the executive session was lasting longer than stated and should remain in executive session another 25 minutes. There was no public present when she made the announcement.

The council came out of executive session at 8:50 and called the regular council meeting back in order at 8:50 pm.

Adjourn

Emily Thomas moved to adjourn the regular meeting at 8:51 pm.

Valorie Rogers, Mayor

Cheryl Loeffler, Clerk/Treasurer