

REGULAR COUNCIL MEETING
NOVEMBER 7, 2023
6:00 P.M.
COMMUNITY CENTER

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 regular council meeting to order at 6:01 pm.

The meeting opened with the Pledge of Allegiance.

Town Council members present were Alisha Anderson, Brady Collinson, Diane Kooyman, David Rafferty and Emily Thomas. Others present were Bryan Hicks, Deputy Mark Brenner, Debbie Cato, Richard Ralidis, Devin Billington and Cheryl Loeffler.

Correspondence and/or Guest

Engineer's Report

The sewer project overall looks good. Will only need about \$41k of the ARPA grant to finish paying for the project.

There is talk that grants will no longer be "grants" and will be harder to obtain in the near future so Bryan is looking into different funding sources for infrastructure projects. The Drinking Water State Revolving Fund (DWSRF) is a low-interest construction loan that would cover capital improvements with repayment ranging from 20-30 years with the possibility of partial loan forgiveness. They are investigating some well improvements to resolve the air that has been present in the wells, one has it all the time and one is seasonal. A requirement to obtain these funds is to have the small water system management plan updated. If we need to expand our water system, an updated management plan will be required as well. Last time it was updated the expense was somewhere between \$25-30 thousand. The preconstruction program is 100% loan with 0% interest and could be a possible way to investigate the air in the wells.

Bryan suggested holding a workshop with the new council to explain the different funding opportunities. Everyone thought that would be extremely helpful.

Community Development Block Grant (CDBG)

The next funding cycle from CDBG is about two months behind schedule. We are still waiting for funding for the sewer repairs on 3rd Street. Cheryl reported that the paperwork just arrived via email today.

Public Comments

There were no public comments tonight.

Old Business

Office Update

Cheryl found a nice desk on Marketplace for \$225, which she purchased and the reimbursement is in the claims for approval. They will be moving back into the office this week. We are so thankful to PNW for allowing Cheryl and Jared to use their board room as an office while waiting for the office to be repairs to be completed.

IT Recommendations

The council reviewed the high priority request for cybersecurity measures from Kayla of Kbits.

ACTION

Emily Thomas moved to approve the high priority request for the email accounts, seconded by David Rafferty. Motion was approved 5-0.

Cheryl will look into the cybersecurity training that AWC offers and the council will watch it during a council meeting. Cheryl will also contact Kayla to see if she has any recommendations for companies that monitor emails 24 hours a day.

Veteran's Day

The ceremony will be Saturday, November 11th at 11:00 am in the community center followed by a free baked potato bar.

Museum

Barbara Neal's two daughters are taking over her position. They will contact the people that have shown interest in being a part of the museum when a project comes along. It was suggested that a Facebook group might be a good way for communicating.

Halloween update

It was pretty cold that night so people didn't stick around as long but the turnout wasn't too bad. The museum was a big hit with the kids. Good things said about the Haunted Alley but they would like to have the trunk or treat start a little later, when it is dark so the Haunted Alley could have the full effect. It was also suggested to use the community center as a warming station for everyone when it is so cold.

IACC

David Rafferty attended the conference and received a lot of good information. He recommends that Devin goes next year. More grants available for planning projects. Transportation Improvement Board (TIB) rep recommends that the smaller towns work with the county for chipping projects. They are starting a pilot project for converting gravel streets. Everyone will know more about it next year. Our TIB rep stated that many street projects are declined because the streets are too wide. Environmental and cultural impact reports will be required after 2026. Public works board has grants available for planning. USDA cannot fund purchasing of equipment but there could be funds available for equipment rentals.

New Business

Separate email for public records requests

Kayla provided some prices for an additional email that would be used specifically for public records requests. We would have it set up with forwarding to the deputy clerk and/or the mayor as a safeguard if the Public Record Officer is gone.

ACTION

Diane Kooyman moved to approve the addition of an additional email for public records requests and to purchase a three-year plan; seconded by Emily Thomas. The motion passed 5-0.

Once the transaction has been completed and everything is set up, this email address will be pushed out into the community.
publicrecords@fairfieldwa.com

Late fee charge

JMT contacted town hall about not receiving their last utility bill and had received a late fee for nonpayment. They are asking to have the late fee waived.

ACTION

Alisha Anderson moved to approve to waive the \$20 late fee charged to JMT due to them not receiving the bill from the July/August 2023 billing cycle; seconded by Diane Kooyman. Motion was approved 4-1 with Brady Collinson voting against.

Hardship Grant request

Account #2019 has recently lost his wife. Her retirement was 85% of their total monthly income and he is uncertain about what social security will be for him now. He is trying to sell his home, which would improve his financial situation but he is very concerned about how he will pay for the utilities, at least for a couple of billing cycles. They have never missed a payment nor been late with a payment. He submitted a utility hardship grant for \$500.

ACTION

Emily Thomas moved to approve a hardship grant for Account #2019 in the amount of \$500 with the stipulation that the grant being nontransferable and nonrefundable in the case his house does sell, seconded by Alisha Anderson. Motion was approved 5-0.

Public Works

- **Sewer**
- Sewer project main street alley. Punch list completed.
- Sewer main/service installation project Prairie View, Completed.
- Sewer samples this week

Street

- Grading

Parks

- Sprinklers blow outs.

Water

- Water samples this week.

General

An Example of a Regular Task:

Budgeting (HRS)

At the end of each year The Town of Fairfield looks over our budget and projects how we may better allocate funds for next year. It is vital for small government to be good stewards of public funds. It is with this in mind that Fairfield Public Works Department does are part to help assist with the budget to the best of our ability. The Public Works Department works closely with the Clerk, Treasurer, Council, citizens, and Mayor to address the needed maintenance issues in town, upgrades to facilities and equipment, as well as addressing many other financial goals. We strive to best assist in building next year's budget taking care of necessities first with the publics best interest in mind.

First closing interview with L&I for the violations on the Prairie View project. There are 4 violations that will have fines attached. but the violations still need to have further reviews. Devin is planning to appeal the decisions.

Department/Council Reports

Emily gave her water report.

ACTION

Emily Thomas has looked at several accounts from the beginning of the installation of the new meters to see how the new meters are affecting utility bills. After studying accounts this time, she has suggested that the council end the moratorium on water rate increases and reinstate the \$2/month increase for 2024. Not having the increase for two years has definitely lowered the revenue for the water fund.

ACTION

Emily Thomas moved to remove the moratorium and reinstate the annual \$2/month increase on the water rate, seconded by Brady Collinson. The motion was approved 5-0.

Approval of Minutes

ACTION

Emily Thomas moved to approve the October 17, 2023 council meeting minutes as read, seconded by Brady Collinson. The motion was approved 5-0.

Claims

David Rafferty moved and Diane Kooyman seconded to approve the November 7, 2023 claims with EFTs for \$12,151.91 and checks numbered 21434-21452 for \$50,801.92. The motion was approved 5-0.

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|------------|-------------|
| | 11-07-2023 |
| Claims | \$49,412.39 |
| Payroll | 13,541.44 |
| Total Paid | \$62,953.83 |

Signed by Emily Thomas, Diane Kooyman and David Rafferty.

Compliments, Concerns and Complaints

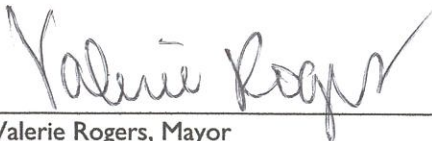
Deputy Mark Brenner from the sheriff's department was here and introduced himself. He asked if there are any concerns that he needs to know about but no one spoke up.

Dates to Remember

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|--------------------|---|
| November 10 | Office closed for Veteran's Day |
| November 11 | Veteran's Day |
| November 14 | Budget workshop |
| Nov 21 | Public hearings for tax levy and preliminary budget |

Adjourn

Brady Collinson motioned to adjourn the meeting at 7:55.


Valerie Rogers, Mayor


Cheryl Loeffler, Clerk/Treasurer