

REGULAR COUNCIL MEETING

MAY 16, 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 May 2, 2023 regular council meeting to order at 6:09 at the Community Center.

The meeting opened with the Pledge of Allegiance.

Town Council members present were Brady Collinson, David Rafferty and Emily Thomas. Alisha Anderson arrived about 6:20.

Others present were Diane Kooyman, Bandy York, Debbie Cato, Amanda Dixon, Justin Gust, Teresa Holm, Brandon Crume, Richard Ralidis, JT and Stacy Thomas, Devin Billington and Cheryl Loeffler. Deputy Chris Gunter came in about half-way through the meeting

Correspondence and/or Guest

Flag Day

Teresa Holm was present representing the Service Club. They have applied for the special event liquor license for both Thiel Park and the Town Maintenance Shop. This has been received and it is in tonight's council packet. She asked to have the town go ahead and order four port-a-potties from American On-Site and two garbage units from Empire Disposal. Two porta-potties will be placed in Thiel Park, one at the town shop and one on the old basketball court in Hahner Field. The smaller of the two roll-offs will be placed at the community center and will remain there until the summer lunch program has finished, and the 4-cu yd one will be placed at the north end of Thiel Park. The Service Club has obtained their liability insurance with the town listed as additionally insured. And the beer gardens are listed. The town will obtain the special event insurance through RMSA to have coverage for the fun run and other events happening around town that day.

There was no new information regarding the finish line of the fun run. The suggestion to divide Main Street in half with cars on one side and runners on the other side appears to be the most logical solution.

There will be a wrestling performance, "Flag Day Frenzy" going on in Thiel Park. They are their own entity and will provide their own insurance coverage. Teresa will develop a waiver for each performer to sign. No one from the crowd will be chosen to participate in this event.

Mr. Pendon from Liberty School would like to put together a teen dance on the Friday before Flag Day. They were given permission to have the function at the maintenance shop.

ACTION

Emily Thomas moved and Brady Collinson seconded to approve the special event liquor permit for the Fairfield Service Club to sell beer and wine at two locations, Thiel Park and the town maintenance building on June 10th. The motion was approved 4-0.

The club was asked if they would change out the street pole flags before Memorial Day. They agreed and Devin will get the flags to them in the next day or so.

Farmer's Market Bandy York

Bandy York presented the vendor application that she designed for the farmer's market. So far, each one has been accepting of the insurance regulation. She would like to set up on the second and fourth Wednesdays in June and have them open from 4:30-7:30 with the vendors being able to set up at 4:00 and clean up after the show. She is accepting of having the booths set up on the east side of Thiel Park as opposed to setting them up inside the park. The vendor fee will be set at \$10/ week with an incentive to attend by letting them have a free week for attending all the other weeks during that month. Cheryl will help push the information out on the reader board and flyers around town.

Public Comments

No public comment tonight.

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Old Business

Broadband

David Rafferty attended the monthly meeting for the Broadband Action Team (BAT) last Friday. He found out that this BAT for the county is much further along than the State. Their plan is to begin installation of the trunkline before the end of the year.

Town Clean up

Currently, there are several properties around town that are not compliant with Nuisance Ordinance #334-A. Years ago, the town would have a large dumpster brought in and residents could use it to get rid of clutter on their property. This was a great event and the yards were beautiful, sidewalks were accessible and there was pride in our community. The town council is looking into developing a similar program that would be available to everyone. Empire Disposal's fees would be close to \$1000. Valerie will be checking with another company for prices. There are still too many unknowns to make a decision.

Cheryl and Devin met with Ronald Voeller, Solid Waste Project Manager from Spokane County last week to discuss possible programs that may be available to communities that want to provide community clean-up days. There really is no funding for "garbage" but they will continue to look through solid waste grants. He did tell us about the Team up to Clean up program where a group can get together and clean up the sides of the roads. The county would supply all the necessary gear. Waverly is getting ready to do this and would like to have Fairfield join them to make it more of a fun day. Cheryl is working with the Waverly Clerk on this project. The roadsides of Highway 27 and Prairie View are covered with litter and it would be nice to get them cleaned up before Flag Day.

Vacant council position

With the declaration of candidacy next week, Mayor Rogers suggests waiting and invite someone that has declared to fill the vacant position and then appoint that person the first meeting in June. The council agreed with this.

Personnel handbook

Cheryl will email the revised handbook to the council for them to review before the next meeting. The section on retirement benefits needs some new verbiage.

Deputy Clerk position

Five applications were returned. Alisha and David will join Valerie in the interviews. Cheryl will also be there to observe.

Swim bus

Cheryl has been working with Liberty to provide a bus and driver to take kids to Tekoa at least once a week to swim. Liberty would charge \$353/day, which pays for the bus, mileage and the driver. We could run the program for approximately eight weeks, following the Summer Lunch Program schedule and have the kids picked up at the community center at 1 pm after lunch on Tuesdays. Latah wants to participate and Cheryl will contact Rockford and Waverly to see if they want to join in. If so, the cost of the bus and driver would be divided equally. Cheryl is also reaching out to the public for donations to help pay the entrance fee into the pool.

ACTION

Brady moved to approve implementing the summer swim bus program for this summer, running for approximately eight weeks and working with Liberty School District for bussing; seconded by Alisha. The motion was approved.

New Business

CDBG Consortium agreement

This is the agreement that states the town wants to be a member of the Spokane County Consortium for Community Development Block Grants for the years 2024-2026. This gives us more of a presence when applying for these funds.

ACTION

Emily moved to approve the CDBG Consortium Agreement for the years 2024, 2025 and 2026; seconded by David. The motion was approved 4-0.

Department of Retirement Audit

Retirement records were audited for eligibility, retirees and reporting. It was determined that the public works position that Cody Powell has should have been determined as eligible at the start of his employment, even though this is a part-time position. We have to go back to his hire date and pay all retirement from beginning of his employment. There were discrepancies with some of the other reporting periods. Everything has been corrected to the satisfaction of the auditors.

Hardship Grant

A hardship grant was applied for by account #1637. They have struggled with leaking pipes which have given them large overage charges. The repair fees have put them in financial distress. The request is for \$500.

ACTION

Emily moved to award the hardship grant for \$500 to account #1637; seconded by Alisha. The motion was approved 4-0.

Public works loan

Streets that are not arterials and repairs to bridges have little to no funding available for repairs. Information was provided to the council regarding the Washington State Public Works Board, which funds infrastructure projects with grants and very low interest loans. Bryan Hicks from Century West will look further into the program.

Second and Spokane Street fence

The fence in question that was placed on South 2nd street has been moved away from the area in question. We are looking into the probability of reopening 2nd Street that dead ends at Seward. This would make it much easier for any maintenance issues.

Public Works

Sewer

- WW Samples is going in this week.
- Effluent flow meter issue transducer went out. Waiting for cost.

Streets

- We are sweeping the town's sidewalks. Please sweep the sidewalks surrounding your property to keep our town looking nice.
- We are out grading roads. Gravel will be added to needed areas after we get the initial grading done.
- Street sweepers will be going through town soon.

Park

- Backstop support has been put in place, Thank you Steven Sainsbury of Fly Fab for your donation and volunteering.

Water

- Bacteria sample is going in this week.
- Nitrate Sample going in this week Well #5.

Devin was asked about where we are with the road oiling. He is still waiting for the tank to be delivered. The company said it should be here in May. He will contact them. If it isn't ready, we will contact Custom Spray and get started with their program.

An Example of a Regular Task: Water Use Efficiency Report (WUE) (3 HRS)

The WUE is a report that each water system fills out every year by July first. This report allows water systems and DOH to see how much water is being produced, sold, and approximate water loss. This helps the town to determine how to possibly alleviate some water loss issues. The town also can plan in this report how consumers can conserve some water. This report once completed is then submitted to DOH. Fairfield is constantly striving to improve and produce water more efficiently with less loss and less waste. This helps us in planning and to continue to progress in meeting this goal of more efficient water production. The meters that have been and are being installed are one of the many methods for improving our water loss numbers, as these meters are more accurate, and can account for even small amounts of water. These meters also assist with notifying consumers of potential leaks and water loss on their end of the meter, ultimately helping us all conserve more water.

Department/Council Reports

Streets—David Rafferty

To quote Confucius, "Roads were made for journeys, not destinations." As we are slowly crawling out of a wet and cold winter on the Palouse, the work doesn't end for Devin and his crew. I spoke with Devin the other week and they are going to resume grading the roads in towns, removing potholes and other irregularities, after a brief break while they were getting the pit ready for baseball season. They have graded Jackson, Skyview, Tempest, Wernz, Marl Court, Portland, Seward, Spokane, Northridge, Norton, Rattlers Run, 4th, 3rd, 2nd, and have Gov Moore, Fairweather, Industrial Way, Eastview, Lake and Lincoln left to do. Once completed, Devin told me they will add gravel in needed areas to finish it up. I took a trip around town and, other than a few known problems, noticed that we have really good roads for how small of a town we have. I've lived in larger towns, with larger public works crews, that had absolutely terrible side roads. This is in large part to Devin, Jason, and Cody's tireless efforts to grade, fill cracks, and keep up on maintenance. I am usually on the road by 6am every morning for work, and during this past winter I don't think there was a single time where we had a snowstorm, that when I left, the crew wasn't already out on the road plowing and clearing the streets. The dedication and work ethic to be out even when the conditions are less than optimal speaks to how lucky we are as a town to have them. As far as future improvements to our roads, Bryan Hicks, our city's engineer, is looking into submitting a proposal to have Railroad fixed/re-paved using funds from the Spokane Regional Transportation Council (SRTC) and the Transportation Improvement Board (TIB). I plan to work with him further this year to see what other roads and projects in town would qualify for funding.

Approval of Minutes

Approval of the Minutes from May 2, 2023 regular council meeting

Alisha noted that there is a "0" after Billington that needs correcting.

ACTION

Emily Thomas moved and David Rafferty seconded to approve the May 2, 2023 regular council meeting minutes with the corrected typo. The motion was approved with 3 yes and Alisha abstained.

Approval of Claims

ACTIONS

David Rafferty and Emily Thomas seconded to approve the May 16, 2023 claims with EFTs for \$12,362.56 and checks numbered 21276-21288 for \$18,104.50. The motion was approved 4-0.

	05-16-2023
Claims	15,897.93
Payroll	14,569.13
Total Paid	\$30,467.06

Signed by Brady Collinson, David Rafferty and Emily Thomas

Other

Compliments/Complaints

Mayor Rogers commented tonight about the loss of Darlene Wernz over this past weekend. She was very active in our community and especially Flag Day. She was part of "Harry's Girls" performing at the Flag Day Variety Show for many years and continued every year working with the parade and made sure that the float was ready every year for several events around the area. Flag Day would not be what it is now without all the hours that Darlene invested.

Flooded Town Hall

Town Hall had flooded after the bad rainstorm last week. It was felt that the water came through the pipes of the A/C unit that was installed years ago. This unit has not been used for years. The carpet was soaked clear out to Cheryl's desk, some records got wet, stamped envelope got wet and then it was determined that the desk that sits underneath that unit had standing water. Two computers were sitting on that desk. The landing at the bottom of the stairs going into the service club was saturated but we were unable to verify if any damage was done to items inside the adjoining locked storage room in the club. There is some concern about the subfloor having some water damage and possible mold. Insurance will be contacted.

Disc Golf Course

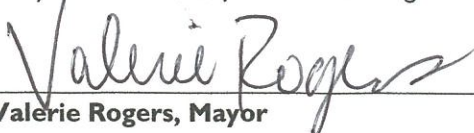
Brandon Crume, a resident of town, would like to utilize the four disc golf nets that were purchased for the kids that TNT that are getting no use, and permanently place them in Hart Park. He would be available to design a course and work with public works for the installation. This project would provide another activity for the residents of Fairfield to have and use some equipment that has been sitting in storage for several years. He will bring a design to the next council meeting.

Dates to Remember

May 20th Tire collection
May 20th Pathfinders door-to-door for interest survey
May 29 Military wall of honor
Office closed for Memorial Day

Adjourn

Emily motioned to adjourn the meeting at 8:08.



Valerie Rogers, Mayor



Cheryl Loeffler, Clerk/Treasurer