

Town of Garfield
TOWN COUNCIL MEETING MINUTES
February 27, 2008

CALL TO ORDER: Mayor Jarrod Pfaff called the meeting to order at 7:00 p.m.

ROLL CALL: Jarrod Pfaff, Larry Hunt, Clark Johnson, John Kuehner and Rob Watkins. Absent: Tim Southern.

Also present: Public Works Superintendent, Dave Ulrick; Town Marshal, Joe Merry; Clerk/Treasurer Annie Pillers; Town Attorney Stephen Bishop; Michelle Bly, Progressive Engineering; Lajeanne Proctor (7:34), Loran Robinette and Darlene Robinette.

INTRODUCTION OF GUESTS:

A. PUBLIC WORKS/ENGINEERING STUDIES: Michelle Bly with Progressive Engineering updated the council on 3 grant projects underway.

Water System Plan – Michelle reported the Water System Plan is nearly done with the Program Consistency Statement ready for Whitman County, the Palouse Conservation District and the town to sign. The Palouse Conservation District had some questions so Michelle will be attending their March meeting. Mayor Pfaff signed the Program Consistency Statement for the town. Michelle also noted they needed a letter from Fire Chief Perry Brown indicating that the fire authority concurs with the storage capacity and fire flow considered. Upon receipt of all 3 consistency statements and the fire department letter the plan will be submitted to the Department of Health (DOH) for their review. Michelle suggested it would take approximately 3 months to get the DOH comments. In the meantime, she would simultaneously have the town hold a public hearing in May and prepare the close out grant paperwork for June.

2nd Street Sidewalk Construction – Michelle noted that Dave and Mike Van Stone had meet to review the latest plans to date. Dave had suggestions that Mike was incorporating into the project. She anticipated Mike would be ready to present another set of plans to Dave within 2 to 3 weeks. She noted the next step would be to send off a set of plans and specifications to the Transportation Improvement Board (TIB) as a funding partner and also to the railroad. This would occur prior to going out to bid. Michelle anticipated bid requests going out in April/May. She hoped to have construction underway this summer when school was out of session.

Public Safety Building Feasibility Study – Michelle discussed this planning only grant. The study will provide a needs assessment and survey, preliminary engineering and cost estimates. The grant expires the spring of 2009. However, Michelle intends to have the project completed this fall so the construction phase can be submitted for a Community Development Block Grant the third week of November 2008. Michelle proposed a meeting with the mayor, Fire Chief Perry Brown, the architect, the landowner and herself in March. Michelle would email proposed dates to the mayor. The council briefly discussed two possible locations for the proposed public safety building and appraisal requirements for property acquisition.

Mayor Pfaff thanked Michelle for the update and her good work. Michelle left the council meeting at 7:16 PM.

B. MAY DAY PLANNING: Loren Robinette discussed May Day activities with the council, noting they were planning to have lawn mower races at the gun club. He asked the council to sign hold harmless agreements for the lawn mower races and the parade. Stephen Bishop read through the hold harmless agreements and offered to draft some additional needed language. Loren showed the council the layout he planned for the races at the gun club. Council suggested some additional hay bails in the roped off area. He noted there would be two port-a-potties available that day. He was still waiting for a response from the gun club on concessions. If they were not available that day the Ladow Grange would handle concessions. Loren confirmed clean up would be completed at the end of the event.

APPROVAL OF MINUTES: Rob Watkins **MOVED** the minutes of February 13, 2008, be approved as written. Larry Hunt seconded the motion and the motion carried unanimously.

TOWN MARSHAL REPORT: Marshal Joe Merry reported on two recent crimes – theft from an unlocked car and an assault. There were no suspects yet on the theft and the assault case was remedied. Larry Hunt, speaking on behalf of the entire council thanked Marshall Merry for his incredible service to the town and the community at large. Mayor Pfaff noted Joe had given a 5-year commitment to the town and during that time he had provided exceptional service. Lajeane Proctor thanked Joe for his dedication to the community; noting she remembered what town was like before Joe had arrived.

PUBLIC WORKS REPORT: Dave Ulrick reported:

1. Recyclables – The city crew has been clearing out the recycling center building. Dave recently made a recent trip to Spokane to sell recyclables and expects to do so again soon. Larry Hunt asked if there was a problem with larger items being dropped off. Dave said there was not be a problem recently, as they pick up items using the backhoe. There would be a problem if an item is larger than can be picked up in a backhoe.
2. Sludge Removal – The cold-weather sludge bugs have been placed. Dave noted the extent of their eating depends upon the temperature. He hopes to notice a difference in a month or two. If they work he will recommend using them once in awhile.
3. Sewer Pump – The sewer pump has not yet arrived. It will be shipped direct.
4. Spokane Street Water Line – The two-inch water line will be replaced this next week.
5. Tire Chains – The new tire chains are ready to be picked up in Spokane.
6. Garbage Truck Tire Alignment – The front end may need to be realigned. Dave said this can be done in Pullman at Les Schwab.
7. Sludge Tanks for Wastewater Plant – Dave was able to acquire used tanks for sludge storage. He will be contacting DOE this spring. He noted that Bob Lewis is no longer farming so the town will have to find another sludge application site.

OLD BUSINESS:

NEW BUSINESS:

A. Resolution 2008-10 – Interlocal Agreement for Criminal Justice Services: Stephen Bishop reported the proposed interlocal agreement for criminal just services with the county represented a 12% increase each year for three years (2008-2010). He noted there had not been an increase in several years. He had hoped to get a 5-year agreement but was able to secure a 3-year agreement. Larry Hunt **MOVED** adoption of Resolution 2008-10 authorizing the mayor to executive an interlocal Agreement for Criminal Justice Services with Whitman County. John Kuehner seconded the motion and the motion carried unanimously.

B. Ordinance No. 345N – Updating Delinquencies/Late Fee/Shut Off Policy: Stephen Bishop explained the proposed ordinance reaffirms the council's intent for assessing late fees and when accounts become delinquent. Larry Hunt **MOVED** adoption of Ordinance No. 345N updating the delinquencies/late fee/shut off policy. John Kuehner seconded the motion and the motion carried unanimously. Following the ordinance, Annie Pillers presented a proposed delinquency notice letter, utility bill schedule and delinquency notification schedule. Council had no changes to the schedule or delinquency notice.

C. Resolution 2008-07 – Adopting a Disbursement Policy; Resolution 2008-08 – Adopting a Minimum Deposit Policy; Resolution 2008-09 – Adopting a Salary Schedule for Town Marshal-Relief: Annie Pillers reviewed the disbursement policy, noting it established certain policies and procedures for payment of claims and payroll between council meetings and for review by department heads and council. She noted council would be receiving paid claims/payroll

warrant registers and pending voucher approval registers. Council noted they had previously discussed a minimum deposit policy. Larry Hunt **MOVED** adoption of Resolution 2008-07 adopting a disbursement policy; Resolution 2008-08 adopting a minimum deposit policy; and Resolution 2008-09 adopting a salary schedule for the Town Marshal-Relief. John Kuehner seconded the motion and the motion carried unanimously.

D. Retainer Agreement – Bishop Law Office: Larry Hunt **MOVED** the mayor be authorized to sign the Retainer Agreement with Bishop Law office. Clark Johnson seconded the motion and the motion carried unanimously.

E. Reaffirm Building Inspector Contract Services: Mayor Pfaff noted the building inspector contract services fee need to be clarified for 2008. John Kuehner **MOVED** the contract payment for building inspector services with Dan Gladwill be 75% of the 1997 building fee schedule. Rob Watkins seconded the motion and the motion carried unanimously.

F. Palouse Hills Lawn Care Proposal for 2008: Larry Hunt discussed the lawn care proposal with the council, noting an increase of \$350 this year over last year, particularly with the increased cost of fertilizer. He talked about being on the 3rd year of a 3 year rotating plan for weed control. He noted, as in the past, his contract price had a discount for paying for the bill at one time. John Kuehner **MOVED** to accept the 2008 Palouse Hills Lawn Care Proposal at \$2,385. Rob Watkins seconded the motion and the motion carried unanimously.

E. Ordinance No. 346N – Clarifying where homeowner/town responsibility begins/ends for sewer line repairs: The council reviewed the proposed ordinance to clarify the responsibility for repairs and maintenance on sewers lines within town. The council felt repairs, such as digging out and replacing sewer lines, was the city’s responsibility on city property/right of way and the property owner’s responsibility on private property. The council felt maintenance (diagnostics), such as cleaning out a plugged sewer line, was the property owner’s responsibility from the home to the sewer main, regardless of location on public or private property. Council noted the city could not clear a plug past the sewer main towards the home. It was not physically possible. Stephen Bishop explained the proposed ordinance would require property owners get written permission if the city was going to be responsible for any repairs on private property. Stephen Bishop agreed to provide some additional clarifying language to the ordinance that would specifically address the issue of diagnostic maintenance. The revised ordinance would be presented to council at the next meeting.

APPROVAL OF WARRANTS/TREASURER’S REPORT: Larry Hunt **MOVED** to approve the bills presented as follows to council for payment. Clark Johnson seconded the motion and the motion carried unanimously.

Warrant Register: #8348-#8352	Claims: \$0,	Payroll: \$3,773.45	TOTAL: \$3,773.45
AP Vendor Report:	Claims:\$2,020.52	Payroll: \$0	TOTAL: \$2,020.52

ADJOURNMENT: Larry Hunt **MOVED** to adjourn the meeting at 8:15 p.m. Clark Johnson seconded the motion and the motion carried unanimously.

Jarrood Pfaff, Mayor

ATTEST:

Annie Pillers, Clerk/Treasurer