

Town of Garfield
TOWN COUNCIL MEETING MINUTES
March 26, 2008

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

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

Also present: Public Works Superintendent, Dave Ulrick; Clerk/Treasurer Annie Pillers; Kevin Kramer, Skeeter Lynch-Project Access, Jana Mathia -Whitman County Gazette, TJ Mitzimberg, Lajeanne Proctor, and Michael Rose.

APPROVAL OF MINUTES: Tim Southern **MOVED** the minutes of March 12, 2008, be approved as written. Larry Hunt seconded the motion and the motion carried unanimously.

Gatekeeper Program Training: Skeeter Lynch with Project Access discussed programs they offer including senior transportation, caregiver support groups and gatekeeper training. The council completed the gatekeeper training.

PUBLIC WORKS REPORT:

1. Continuing Education – The crew recently completed training on what equipment will require generators and the new rules taking effect in 2010 related to emissions compliance.
2. Summer Project Preparation – Time has been spent getting ready for projects scheduled this summer. Dave has been working with Progressive on the final plans for the sidewalk work to be done.
3. Well Head at Town Hall – Larry Hunt asked how often the well head in front of town hall had to be accessed. David indicated very infrequently. Larry offered to build a wooden wishing well to cover it up but still allow easy access.
4. Sanitary Survey – Dave reported the water system would have to be inspected soon, noting it is required every 5 years. The cost was estimated at roughly \$350.
5. Blue Water Tank Inspection – The council followed up with Dave on the frequency for cleaning out the water tank. Dave noted there was no set requirement, but it is recommended every 5 years. The tank was installed in 2003. The council decided to hold off for now.

OLD BUSINESS:

A. Palouse Hills Lawncare: Larry Hunt indicated his current services would be paid in 3 installments this year as the town cannot pay for services in advance. He noted in the past a discount had been provided for only having one bill and check at the beginning of the season. He indicated this change would be reflected in next year's proposal.

B. Lawn Mower Races: Dave Ulrick indicated no one had contacted the gun club about the lawn mower races scheduled for May Day. Lajeanne Proctor agreed to contact the chairman of the lawn mower races and let him know he should contact the gun club president.

C. Town Marshall Position: Michael Rose asked if any decision had been made related to the Town Marshall position. The Mayor indicated no decision had yet been made.

NEW BUSINESS:

A. May Blood Drive in conjunction with May Days: Lajeanne Proctor challenged the town council to participate in the upcoming blood drive scheduled for Friday, May 16th from 10 am to 4 pm.

The American Legion and Ladow Grange was extending this challenge to local groups including the firefighters/EMTs, Lion's Club, McGregors, and the town. The council was very enthusiastic about the blood drive and challenge. After discussion of the time/day, Lajeane would see if the blood drive could be scheduled for Saturday, May 17th.

B. Zoning/Accessory Uses/Building Permit Values:

1. TJ Mitzimberg discussed his proposed shop to be built next to his house on Adams Street. The Board of Adjustment meets next week to review his variance request. After meeting with Stephen Bishop, TJ will be asking for a variance in setbacks to both the side yard and back yard. He will be asking for a setback in variance to accommodate an approximate 60' x 60' structure. The council also discussed the current zoning requirement that an accessory structure be built on the same lot as the main use (i.e. garage on same lot as residence). TJ's shop was on the lot next to his house. Council discussed the possible pros and cons of such zoning requirement and decided to take no action at this time, but to explore the matter further. It was noted, when this situation occurs, the property owner can complete a one-page boundary line adjustment form that is filed with the county to eliminate the lot line and make the two lots into one lot. TJ had already met with Stephen Bishop and had the form in hand.
2. Michael Rose relayed that he would be building a residence/garage on the lot next to his house. It would be a 2-story structure with a 3-car garage downstairs and a 2-bedroom apartment upstairs. His house sits on 2 lots and the new residence/garage would sit on a single lot which is 50' x 100'. There did not appear to be any zoning issues as the lot is located in R1.
3. Kevin Kramer talked about his current carport and perhaps building a new carport. Discussion centered on whether a building permit would be needed if the structure was built from a kit and if a building permit is needed for a portable versus permanent structure. The clerk-treasurer would follow up with the building inspector on permit requirements and permit values/fees based upon materials only versus materials and contracted labor.

C. Resolution 2008-12 – Adopting Schedule for Certain Fees: Larry Hunt **MOVED** adoption of Resolution 2008-12 adopting an updated fee schedule for copies and rental of the community center. Rob Watkins seconded the motion and the motion carried unanimously.

B. Appointment of Planning Commission and Board of Adjustment Members: Larry Hunt **MOVED** that Damon Vassar and Becky Walker be appointed to the Planning Commission and Board of Adjustment. Tim Southern seconded the motion and the motion carried unanimously.

C. Ordinance Number 347N – Amending 2008 Budget: John Kuehner **MOVED** adoption of Ordinance Number 347N, amending the 2008 budget – authorizing a \$20,000 transfer out of the Current Expense Reserve Fund into the Current Expense Fund. Larry Hunt seconded the motion and the motion carried unanimously.

D. Appointment of Garfield Public Development Authority (PDA) Members: Mayor Pfaff suggested staggered appointments to the Garfield PDA in order to facilitate smooth transitions. Tim Southern **MOVED** the following appointments to the Garfield PDA – John Love through March 2009, Katie Young through September 2009, Larry Hunt through March 2010, Daymon Marple through March 2012, and Annie Pillers through September 2012. Rob Watkins seconded the motion and the motion carried unanimously.

E. Interfund Transfer from 403 to 401: Annie Pillers reported the first half of the 2008 sewer loan payment was due in early April. She noted this loan payment was included in the warrants for approval. She noted this payment required the first interfund transfer from 403 to 401 to cover the expenditure. Larry Hunt **MOVED** that the council reaffirm the budgeted interfund loan transfer from 403 to 401. Rob Watkins seconded the motion and the motion carried unanimously.

F. Water and Sewer Connection Fees: The council discussed the need to raise its current fees of \$750 for water connections and \$200 for sewer connections. Dave Ulrick noted a 2" meter alone costs between \$450 and \$500. It was anticipated new fees could be \$1,500 and \$1,000. The clerk-treasurer would check with surrounding communities to see what their current fees were and report back.

EXECUTIVE SESSION: Larry Hunt **MOVED** the council go into Executive Session for personnel matters until approximately 8:45 pm when the council would resume the regular meeting. Tim Southern seconded the motion and the motion carried unanimously. Mayor Pfaff asked that Annie Pillers remain present for the executive session. All others left the meeting.

OPEN SESSION: The council resumed open session at 8:45 pm. There was no one from the public present.

COMMUNITY MEETING – Police Services: By consensus, the council set a community meeting for Thursday, April 3rd at 7:00 PM at the community center to discuss town police services. The clerk-treasurer would mail out postcards notifying the community of the meeting.

WATER LINE EXTENSION: Tim Southern **MOVED** that this summer, the town crew under take the 8" water line extension to the Hendrickson annexation. The Mayor noted the project would not be started until the Department of Health approval was obtained. He noted that generally takes 1 to 1-1/2 months, once the project is submitted. Larry Hunt seconded the motion and the motion carried unanimously.

APPROVAL OF WARRANTS/TREASURER'S REPORT: Larry Hunt **MOVED** to approve the following bills presented to council for payment. John Kuehner seconded the motion and the motion carried unanimously.

Warrant Register: #8383-#8410	Claims: \$10,354.31	Payroll: \$0	TOTAL: \$10,354.31
(Previously approved 3/12/08 on AP Vendor Report)			
Warrant Register: #8411-#8428	Claims: \$27,424.97	Payroll: \$5,324.38	TOTAL: \$32,749.35
VOIDED: #8371	Claims: 72.00		

Annie Pillers noted the utility billing delinquency notices, with the one-time 3-month payment option, were mailed out yesterday to homeowners and/or tenants.

ADJOURNMENT: Rob Watkins **MOVED** to adjourn the meeting at 8:55 p.m. Tim Southern seconded the motion and the motion carried unanimously.

ATTEST:

Jarrold Pfaff, Mayor

Annie Pillers, Clerk/Treasurer