

Town of Garfield
TOWN COUNCIL MEETING MINUTES
For
January 23, 2008

- I. **CALL TO ORDER:** Mayor Jarrod Pfaff called the meeting to order at 7:00 p.m.
- II. **ROLL CALL:** Mayor Pfaff, John Kuehner, Larry Hunt, Clark Johnson and Rob Watkins. Also present were Interim Clerk/Treasurer, Mary DeGon; newly hired Clerk/Treasurer, Annie Pillers; Town Marshal, Joe Merry and Public Works Superintendent, Dave Ulrich.
- III. **INTRODUCTION OF GUESTS:** Cindi Lepper, Whitman County Waste Recycling Coordinator and Cheryl Smith, Environmental Health Technician.

Cindi informed council members that the recycling department has partnered with the Department of Health for the solid waste division to assist the county in solid waste violations with junk cars at the request of the Whitman County Commissioners. The time frame for this project is late summer or early fall this year, and there will be a county wide junk/hulk car clean up. There will be more information for the public about this program through radio ads, brochures and other advertising techniques. They are at the beginning stages of this program and are just trying to get the information out to the surrounding communities who would be interested in participating. This is a voluntary program and free to the public. The junk/hulk vehicles must meet at least three qualifying requirements to qualify for the program. The car crushing company will come to the sponsored towns at a designated site to crush the cars. The company will also haul the vehicles to this selected site. All cars are recycled and there is no liability to the town. Council members discussed the project and the consensus of council members was to participate in program. The site that is chosen for the car crusher company to use will be for residents that have a Garfield address only.

Whitman County did receive their grant for the chipper/shredder and a two year funding for a full-time employee to operate and maintain the equipment. This person will bring the chipper to the town and assist their Public Works department in shredding tree limbs, trunks, etc. The chipper has been upgraded to the next size and can shred up to two feet in diameter tree limbs/trunks. There should be no concerns about this equipment not being efficient enough for town yard debris. At the time the grant application was submitted, Cindi had eight towns supporting the inter-local agency agreement for the chipper/shredder, however, Garfield did not respond to her requests to support this grant opportunity. Larry Hunt made the motion to approve an inter-local agreement between the Town of Garfield and Whitman County and the signing communities within Whitman County and Rural Community Assistance Corporation (RCAC) for the use of the chipper/grinder. John Kuehner seconded the motion; all council members voted yes, **motion passed**. As per the agreement, the Town of Garfield will be responsible for:

- Preparing a site to operate a small composting operation.
- Collect municipal yard waste and wood waste.

- Operate the shared chipping equipment under safe conditions.
- Re-fuel equipment and return within 14 days of delivery.
- Supply safety equipment (i.e. glasses and gloves) to operate and sign off on training.
- Reserve chipper 14 days in advance.

Cindi discussed the Town of Garfield's sub grant application for 2008 through Whitman County's recycling program, and at this time, could not approve the amount requested for the asphalt at the compost area. Cindi did compliment the town for their recycling program and garbage collection. Time after time, Garfield has been recognized across the state for their endeavors in recycling. The Town of Garfield has already received the award from Washington State Recycling Association for Recycler of the Year for a Government/Institution.

- IV. **APPROVAL OF PREVIOUS MEETING MINUTES:** After council members reviewed the January 9, 2008 minutes, Tim Southern made the motion to approve the minutes as written. Larry Hunt seconded the motion; all council members voted yes, **motion passed.**
- V. **TOWN MARSHAL REPORT:** Joe Merry submitted his 2007 crime report to council members showing a decline in calls for service from 192 cases in 2006 to 151 cases in 2007. Felonies dropped from 8 in 2006 to 3 in 2007. Thefts fell from 8 in 2006 to 5 in 2007. Joe felt the continuing decrease in calls for service, felonies and crimes in general is contributed to community support, proactive patrols and clearance of crimes.
- VI. **PUBLIC WORKS REPORT:** Dave Ulrich reported replacing a water line at the South Hill and they are keeping busy removing snow on town streets.
- A. **WATER LOSS** – Mike Stone from Progressive Engineering has reviewed the data presented to him on our estimated water loss. When you compare the readings of the wells with that of the water billing, we show a 35% water loss. Council members questioned what data was presented to Progressive Engineering and Mary DeGon stated she would run a water usage total from the current BIAS program to confirm total water used by town customers. Council members also discussed what entities still do not have meters and that we need to meter all our water customers.
- VII. **OLD BUSINESS:**
- A. **UTILITY TAX** – Mayor Pfaff reviewed with council members Ordinance No. 344-N adopting a new Garfield Municipal Code Chapter 3.12, imposing a public tax on the gross revenues from the sale of electricity, telephone, and water/sewer/garbage services. Council members reviewed:
- 3.12.010 – Scope and intent**
 - 3.12.020 – Definitions**
 - 3.12.030 – Amount**
 - 3.12.040 – Payment**
 - 3.12.050 – Deductions**
 - 3.12.060 – Record keeping**

3.12.070 – Overpayment credit or refund
3.12.080 – Delinquency penalty and collection
3.12.090 – Changes to Town boundaries by annexation
3.12.100 – Rules and regulations

Larry Hunt made the motion to adopt Ordinance No. 344-N imposing a public tax on the gross revenues from the sale of electricity, telephone, and water/sewer/garbage services in the amounts of 4% for electricity and telephone and 6% for water/sewer/garbage. John Kuehner seconded the motion; four council Members voted yes, one council member voted no – **motion passed**.

- B. ROADSIDE SIGNS** – Larry Hunt informed council members that the aluminum signs with graphics would cost in a range from \$150 - \$200 per sign. These costs due include the town's costs in materials. Larry is still gathering details and cost estimates for a community sign. John Kuehner made the suggestion of an electric reader board.

VIII. NEW BUSINESS:

- A. SWITCH HEALTH INSURANCE CARRIER** – The Town of Garfield's current health insurance coverage plan is Asuris Northwest Health through our AWC provider with no dental benefits. If the town considered using another health insurance plan through Group Health that was comparable to the current plan, we could afford to offer a dental plan to our employees. Council members discussed the proposed changes with employees. The Town will pay the employee's portion of the health and dental premium and employees would be responsible for their spouses' and children. Larry Hunt made the motion to change health insurance carriers from Asuris Northwest Health to Group Health \$10 co-pay and add dental coverage through Washington Dental Service Plan F effective March 1, 2008. Rob Watkins seconded the motion; all council members voted yes, **motion passed**.
- B. CINDI LEPPER** – Discussion under introduction of guests.
- C. PAY BILLS** – Council members received a January 2008 Treasurer's Report. Clark Johnson made the motion to approve warrants #8302 - #8311. #8320 in the amount of \$8,946.53 for claims and \$413.31 for payroll totaling \$9,359.84 for December 31, 2007. Also approving warrants #8301, #8312 - #8319, #8321 in the amount of \$34,534.70 for claims and \$2,987.19 for payroll totaling \$37,511.89 from January 15, 2008 through January 23, 2008. Tim Southern seconded the motion; all council members voted yes, **motion passed**.
- D. WEB DESIGN SOFTWARE** – Mayor Pfaff announced to council members the web site for the Town of Garfield is up and running at www.garfieldwa.com. The town has a domain that cost \$167.00 for two years. We are looking at \$100 to purchase the software we need to maintain the website. Tim Southern made the motion to approve the purchase of the software. Clark Johnson seconded the motion; all council members voted yes, **motion passed**.
- E. FARMINGTON POLICE SERVICE** – Farmington Mayor, Laura Hokenson, has been in contact with Joe Merry inquiring a contract between Farmington and

Garfield to provide police services to Farmington for assisting with junk vehicles. Council members discussed the request with concerns for emergency situations that could occur while Joe was in Farmington and the response time back to Garfield. Farmington will discuss their police need at their next council meeting on February 11, 2008 and inform Garfield of their council decision to seek assistance from Garfield or not. Council members agreed to table this topic until further information was received.

- F. COPIER** – We are still in need to update the copy machine at city hall. The machine is down more than it is running. Council members consensus was to allow the new Town Clerk, Annie Pillers, to research a new copier and to give her the spending authority of \$2,000.
- G. NEW CLERK APPROVAL** – Larry Hunt made the motion to approve the new Town Clerk/Treasurer, Annie Pillers, to be added to the Town of Garfield's signature cards at State Bank Northwest for authorizing her to sign checks effective February 1, 2008. John Kuehner seconded the motion; all council members voted yes, **motion passed**.
- IX. ADJOURNMENT:** Larry Hunt made the motion to adjourn the meeting at 8:10 p.m. Clark Johnson seconded the motion; all council members voted yes, **motion passed**.

Jarrold Pfaff, Mayor

ATTEST:

Mary DeGon, Clerk/Treasurer