

Town of Garfield
TOWN COUNCIL MEETING MINUTES
April 23, 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, Tim Southern, and Rob Watkins. Also present: Public Works Superintendent, Dave Ulrick; Town Attorney, Stephen Bishop (7:10); Clerk/Treasurer Annie Pillers; Michelle Bly-Progressive Engineering, Jerry Neumann-Palouse Chief of Palouse, Michael Rose (7:20).

APPROVAL OF MINUTES: Tim Southern **MOVED** the minutes of April 9, 2008, be approved as written. Clark Johnson seconded the motion and the motion carried unanimously.

OLD BUSINESS:

A. Progressive Engineering Update: Michelle Bly with Progressive Engineering provided an update on current town projects:

1. Public Safety Building: Michelle, Architect Don Bott and Fire Chief Perry Brown met last month to review the project and look at two potential sites. Perry has a list of questions from that meeting to submit responses to Michelle. Michelle noted they were still waiting on feedback from the railroad. She indicated town comments would not be incorporated until a site was established. Mayor Pfaff confirmed he was still working on the site location and would update Michelle when he had more information. Michelle reported the survey portion of the feasibility study had been mailed out and responses were trickling in now. She noted the responses were all across the board and she was not sure how to get to the main concerns. She indicated the grant expires the spring of 2009. However, she hopes to have the project completed this fall so the construction phase can be submitted for a construction grant in November. Michelle further explained the town and rural fire district would need to formalize an operation and maintenance agreement.

2. Sidewalks: Gloria Bennett with the Transportation Improvement Board (TIB) has reviewed the project and everything is okay. The railroad has also reviewed the project and stated everything looks good. Because of the railroad crossing, the project has to be submitted to the Washington State Utilities and Transportation Committee (WUTC) for a permit. Michelle was not sure how long that permitting process would take. The project will not go out to bid until the permit is approved. Michelle hopes to be out to bid in May with construction in July and August. She noted the costs are now anticipated about \$25,000 more than the original 2006 engineer's estimates. She said the last time costs were over engineer estimates, more grant funds were available. She confirmed that Gloria with TIB is aware of this projected cost increase. When the project is ready to go out to bid it will be sent to contractors, plan centers and published in the Gazette, along with other papers the town recommends. Michelle noted Avista has given verbal approval to move 4 power poles at no cost to the town. Elk River Cable has also agreed to come in about a week after the power poles are moved and reconnect their equipment at no charge to the town. Dave Ulrick suggested the bids for sidewalk construction be coordinated with the bids for pavement. Michelle agreed this would be a good idea if possible.

3. Water System Plan: The plan is completed and has been submitted to the Department of Health (DOH) for approval. DOH has responded to Progressive, working through the plan to confirm certain elements are included. To date DOH, has been able to confirm these elements are part of the plan. Progressive has been able to document delays in the review process with the Palouse Conservation District and Whitman County and, therefore, hopes the new DOH regulations that went into effect 1/22/08 will not apply. The final public hearing is scheduled for May 14, 2008. The notice will appear in the May 1st edition of the Whitman County Gazette. The grant deadline is 6/30/08 and it is unclear if the DOH approval will have been received by then. Michelle intends to hold the public hearing and submit the final close out report to the granting agency prior to June 30th. She indicated this would not be a problem. When she receives the final DOH letter and report she will submit this to the funding agency. Dave Ulrick noted there was one form still needed for the new well. The old well has been abandoned. Michelle then left the meeting.

B. Zoning: Mayor Pfaff announced the planning commission public hearing on Monday, April 28th at 6:15 pm. The mayor and Larry Hunt both encouraged Windy and Tom Tevlin to attend and provide their input. The mayor noted after the planning commission public hearing, their recommendations would come back to council and the council would also hold a public hearing for community input.

PUBLIC WORKS REPORT: Dave Ulrick reported:

1. Street Signs – He had received quotes on street sign replacement. A 6" x 24" sign was estimated at \$25 with the mounting equipment estimated at \$16. He also read a quote from the Department of Corrections for a 6" x 24" at \$6.72. He indicated the old mounting equipment could not be used. It would be \$7.95 for the crosspiece.
2. Well #2 – The Washington Water Utilities Council sent out a letter updating communities on recent changes. Dave indicated the if well #2, which is a 50 gallon per minute (gpm) well, is not used in a 5 year span, the town's right rights for this can be taken away. He noted it had not been used for nearly 30 years and not worth the tests. Stephen Bishop suggested the council not give up its water rights. He did not believe the well would have to be tested if it was not potable water and used for municipal water supply purposes such as street cleaning. Council suggested well #2 be used for filling the fire trucks and for street cleaning. Dave estimated testing at roughly \$100 a year and noted the pumping requirement was once every 5 years.
3. Water/Sewer Hook-up Fees – Dave provided council with updated costs on parts – ¾" meter \$82, 1" meter \$117, 2" meter \$463. He said for the base rate for a water hook up a ¾" meter is used. If a person wants a larger meter they pay the cost to upgrade. He noted the real cost in water and sewer hook-ups is in time and labor and that sewer services can be tougher to install. He suggested a \$1,000 hook-up fee for sewer and a \$1,500 hook-up fee for water. Council discussed the current rates of \$200 for sewer and \$750 for water. Larry Hunt **MOVED** that the water hook-up base fee be raised to \$1,000 for a ¾" meter and the sewer hook-up fee be raised to \$1,000. John Kuehner seconded the motion and the motion carried unanimously. The clerk would prepare an ordinance to reflect the increased rates for approval at the next council meeting. Council noted if a larger water meter was installed the charge would be based upon the meter cost.
4. AWC Risk Management Grants – Public Works applied for two grants from AWC Risk Management. One grant would allow for purchase of a flammable liquids container for paint and other combustible materials, estimated at \$750. The other grant would allow for purchase of a security camera system at the Waste Water Treatment Plan for roughly \$1,000. Dave noted the town would need a DVR at some point to record security activity from the cameras.
5. Water Line Extension Schedule – Depending up on the ground moisture, the city crew would try to get the water line extension done by the end of May. Stephen Bishop suggested getting an easement first. Dave noted he had been talking with Terry at Progressive and Terry had taken this into consideration. Terry had also submitted the project to DOH for review. Dave indicated the original estimate was for pipe only and did not include valves, tees or connections. He confirmed the price quoted for pipe was locked in for now.
6. New Pump at WWTP – Rob Watkins asked if the new pump for the sewer plant had been installed. Dave confirmed it was received and installed. He suggested this purchase come out of the capital expense fund.

OLD BUSINESS:

A. Planning Commission Recommendations: Mayor Pfaff talked about the upcoming planning commission public hearing on April 28th. He noted the current commercial zone does not accommodate residential uses. He also talked about the proposed rezone for one block from commercial to R3 to accommodate the existing residential use. He further noted his preference to keep commercial use in the main district for storefronts, with residential use in the back or upstairs. He discussed a solution presented by Stephen Bishop that was done successfully in Colfax. The proposed change for commercial would allow for continued use forever of any current residential use in the commercial zone. Tim Southern asked if the proposed change was made, could commercial property now used as a residence be used for commercial purposes later. Stephen Bishop indicated it could, as it was a matter of right in the commercial zone.

Council also discussed a proposed change to the agricultural districts to allow for crop farming outright and to also allow for the sale of commodities which are grown and processed on the property. Stephen Bishop talked about his future plans to develop a winery. Council talked about whether this change should be an outright use or a conditional use and the difference. Stephen clarified as a conditional use

the planning commission could set certain restrictions on operations. Activities under conditional use allow for consideration of impact on neighbors while outright uses have no review process.

Tim Southern **MOVED** to recommend the following to the planning commission:

1. Commercial Zone – any residential use currently in the commercial zone will forever be allowed as a residential use.
2. Agricultural Zones – allow for the sale of commodities which are grown and processed on the property either as an outright use or conditional use

Rob Watkins seconded the motion and the motion carried unanimously.

C. Town Clean Up for May Days: Larry Hunt reported contacting Tony Ray regarding his building on California Street relating to upcoming May Days and the town's effort to clean things up. He asked Mr. Ray to cover the bottom windows of his building with paper and to remove the bricks from the sidewalk.

POLICE DEPARTMENT:

Council discussed at length the initial contract proposed by Palouse for police services and the amended contract proposed. Chief Jerry Neumann indicated the Palouse City Council had approved the contract with the following change: "at least" 35 hours per week to "an average of" 35 hours per week. Jerry relayed that his budget could not accommodate any overtime. Officers would have a scheduled work shift and then also be assigned on a rotating basis to on-call duty. When they are called back to work after completing a shift, they adjust their work schedule the next day. At the beginning of each year, officers get 60 hours of administrative leave for the on-call requirement. Jerry further clarified scheduled events such as May Days would not require an adjustment to the 35 hours of service per week. He noted under the contract he would also be providing 5 hours of administrative service per week. Discussion continued on the need for flexibility in the contract and flexibility in shift schedules, not burning out officers, meeting the needs of the Garfield community, the importance having on-call coverage 24/7, and balancing costs considerations with hours of service provided. Council tabled any decision on contracting with Palouse until Mayor Pfaff could meet with Mayor Echanove to review contract details. Stephen Bishop then left the meeting.

NEW BUSINESS:

A. Community Service Program: The council spoke in support of participating in the county's proposed community service program that provides supervised juvenile offenders doing community work projects in town. Garfield would be a trial community. The council would take action on this matter after hearing from the county representatives at the next council meeting.

B. Abco Wood Recycling: Larry Hunt reported being contacted by Bill with Abco Wood Recycling. With the change in the marketplace for certain materials now being considered commodities, Bill offered to have Abco collect shrubs, compost materials and some building materials from private homeowners for no cost. Council decided at this time to stay with the planned Whitman County program.

APPROVAL OF WARRANTS/TREASURER'S REPORT: Larry Hunt **MOVED** to accept the updated 12/31/07 Treasurer's Report and the 1st quarter 2008 Financial Statements and Treasurer's Report and to approve the following bills presented to council for payment. Clark Johnson seconded the motion and the motion carried unanimously.

Warrant Register: #8452-8466 Claims: \$5,233.88, Payroll: \$4,996.85 TOTAL: \$10,230.73

Annie noted at the last meeting the council decided 100% of the street levy go into the street fund rather than split between the street fund and street reserve fund. She asked the council if they wanted 100% of state motor vehicle excise tax (MVET) to go into the street fund. Larry Hunt **MOVED** that the entire street state MVET funds go directly into the street fund. Tim Southern seconded the motion and the motion carried unanimously.

Recess: The council recessed the meeting at 8:30 pm.

ATTEST:

Jarrod Pfaff, Mayor

Annie Pillers, Clerk/Treasurer