

**Town of Garfield**  
**TOWN COUNCIL PUBLIC HEARING AND MEETING MINUTES**  
**May 14, 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.  
Also present: Public Works Assistant, Perry Brown; Building Inspector, Dan Gladwill; Clerk/Treasurer Annie Pillers; Michelle Bly-P.C.E.D. Progressive Engineering, Mike Van Stone-P.E. Progressive Engineering, Jerry Neumann-Palouse Chief of Palouse.

**PUBLIC HEARING – WATER SYSTEM STUDY:** Mayor Jarrod Pfaff opened the public hearing at 7:00 PM. Michelle Bly with Progressive Engineering announced this was the second and final public hearing for the water system plan. The first public hearing was the date of application, May 2006. The town had received a \$24,000 Community Development Block Grant (CDBG) Planning Only grant and needed to complete a water system plan in order to obtain additional approved water connections for the Hendrickson subdivision. The plan was submitted to the Department of Health (DOH) and is still being reviewed. DOH has 90 days (until June 21<sup>st</sup>) for the review. Michelle noted she had informed CDBG of the schedule. The CDBG grant deadline is the end of June and final plan approval may not yet be received from the DOH. CDBG Project Manager Bill Prentice is aware and okay with this. Michelle anticipated by the first council meeting in June, the close-out report will be prepared and include the final reimbursement paperwork for signature. This will be submitted prior to the CDBG grant deadline at the end of the month. She noted once comment is received back from DOH, any changes can be made at that time. Mike Van Stone, P.E. with Progressive Engineering was also in attendance and Michelle asked if there were any questions for Mike. There was a question on how many hook ups could now be added. Mike indicated an additional 36 hook ups would be approved. A comment was made, thinking this study would allow for nearly twice the hook ups. Michelle explained the increase is based upon a formula. Mike confirmed if the town wanted more hook ups they would have to do another hydraulic analysis. Perry Brown indicated 36 new hook ups was quite a bit. Michelle indicated if additional hook ups were needed at some time, it would be easy to update the plan as the template is done. With pending DOH comment and approval, the council agreed to wait until the first June council meeting to approve the plan and sign the close out report.  
Mayor Pfaff closed the public hearing at 7:10 PM.

**PROGRESSIVE ENGINEERING PROJECT UPDATE:** Michelle Bly with Progressive Engineering provided an update on current town projects:

**A. 2<sup>nd</sup> Street Sidewalk Project:** Approval from the Washington Utilities and Trade Commission (WUTC) is needed. Initially they could not come until June but now they will be on site at the end of May. Michelle indicated she had spoken with Gloria Bennett at the Transportation Improvement Board (TIB) and she had given approval to go out to bid without the WUTC approval. Gloria indicated any changes could be handled through change orders. The request to bid has been sent out. Bids are due at 10 am on June 6<sup>th</sup>. The contract will be awarded at the first council meeting in June. Michelle anticipated the project would likely not start until 3 weeks after being awarded due to contract requirements – payment/performance bonds, etc. Perry Brown noted the power poles, not the power lines, would be move this coming Friday by Avista.

**B. Public Safety Building (PSB) Feasibility Study:** Mayor Pfaff confirmed he had made contact with the new landowner of the preferred site and was discussing the town's interest in purchasing the property. Michelle Bly indicated the architect would be starting on design work based upon the

preferred site near the railroad tracks. She noted of 125 surveys mailed to the district, roughly 30 had been returned. She was not sure if this low response would have any impact on the grant, noting the town's survey was conducted in 2006. Larry Hunt **MOVED** to authorize reimbursement #3 in the amount of \$595 for the PSB study. Tim Southern seconded the motion and the motion carried unanimously. Michelle anticipated the preliminary design and environmental study would be done by late summer with funding to be applied for this fall. Council discussed funding options with Michelle. She noted CDBG was the best option but would not be 100%, likely a 70% / 30% split with the town responsible for 70%. She confirmed in-kind work could count towards the project. Council talked about the lot purchase as part of the match too. Michelle noted Rural Development funds were available, but on a very limited basis and are tied to a loan. Michelle Bly and Mike Van Stone left the meeting.

**INTRODUCTION OF GUESTS:** Jalayna Watkins with Whitman County Probation addressed the council regarding a pilot community services program in Garfield. She explained the limited opportunities throughout the county for juveniles to complete community service hours. She proposed starting a regular once a week program with 1 or 2 juveniles from the Probation Office doing community service in town. She would have the same juveniles available for the summer. She would provide transportation for the juveniles and oversight, checking on them roughly every hour. The town would provide project supervision and sign off on the hours worked. She noted the juveniles would be covered through the county's Labor and Industries insurance and fall under child labor laws. The juveniles would not be authorized to use any power tools. She also asked that the juveniles be encouraged appropriately with positive role models. Council was very supportive of the idea and consensus was to participate in the pilot program this summer. The public works department was asked to come up with a list of projects for this pilot program. Jalayna Watkins left the meeting.

**APPROVAL OF MINUTES:** Tim Southern **MOVED** the minutes of April 23, 2008 and reconvened April 28, 2008 be approved as written. Rob Watkins seconded the motion and the motion carried unanimously.

**BUILDING INSPECTOR:** Dan Gladwill updated the council on activity since he started 8 or 10 months ago. He estimated there were 11 or 12 permits last year and so far 4 in 2008. He felt things were going very well and communication with the community was good. Council agreed, noting they had had no complaints at all. Dan Gladwill left the meeting.

**PUBLIC WORKS REPORT:** Perry Brown reported:

1. Hendrickson Water Line Extension: The pipe has been received. It was noted the project could not get underway without the DOH approval. A projected start date was the end of June.
2. May Day Preparations: In preparation for May Day, the streets would be swept this week.
3. Sweeper Repairs/Replacement: Council discussed the condition of the sweeper. Perry noted the difficulty in repairing the sweeper and the limitations in design for fully picking up loose gravel. He noted the newer vacuum systems are more efficient. It was estimated the current sweeper was purchased used about 12 years ago. A new sweeper could cost up to \$10,000 to \$12,000. Council asked Perry to provide quotes on replacing the sweeper.
4. Culvert Installation: The culvert recently installed was from a levy under the Ray McCown administration. The project went very well. The only items left to complete the project include pouring a small section of concrete, bringing in some topsoil and planting the area to grass.
5. Community Service Projects: Public works would develop a list of projects for the summer. It was suggested having the community service workers push broom the street corner intersections and along the bridges.
6. Street Oiling 2008: Council asked that the street oiling project be put out to bid, with quotes available at the next council meeting. Perry noted since the town had changed to BST oil, the results were very good.

7. Street Signs: Council discussed the quote from the Department of Corrections for replacement of street signs – 24" x 6" double faced for \$6.72 and 30" x 6" double faced at \$8.40. Perry had prepared a list of the street signs needed, estimating there were roughly 100 signs. He also suggested getting 8 yield signs and 4 stop signs. Council talked about getting blue and white signs indicating park and school. Rob Watkins **MOVED** the town update its street signs as well as get signs to denote the park and school. Larry Hunt seconded the motion and the motion carried unanimously.

8. Water Meter Installations: Water meters would be installed at the park and the fire station/library/community center building. Council reconfirmed fire trucks could be filled through Well #2 and not off the metered line at the fire station.

**POLICE DEPARTMENT:**

Chief Neumann updated the council on activities for the first two weeks of May. He noted the activity log did not include the first few days of May, as Joe did not have the form yet. Both the council and Chief Neumann felt things were off to a very good start. He noted extra help had been hired for May Days and the Garfield police car would be put into service.

**OLD BUSINESS:**

A. Ordinance No. 348N – Establishing new water hook up fees and Ordinance No. 349N – Establishing new sewer hook up fees: Larry Hunt **MOVED** to adopt Ordinance No. 348 N establishing new water hook up fees and Ordinance No. 349 N establishing new sewer hook up fees. Tim Southern seconded the motion and the motion carried unanimously.

**NEW BUSINESS:**

A. Planning Commission Appointment: Larry Hunt **MOVED** to appoint Andrew Flodin to the Planning Commission. John Kuehner seconded the motion and the motion carried unanimously.

**APPROVAL OF WARRANTS/TREASURER'S REPORT:** Tim Southern **MOVED** to approve the following bills presented to council for payment. Rob Watkins seconded the motion and the motion carried unanimously.

Warrant Register: #8467-8489 Claims: \$20,761.41, Payroll: \$4,924.73 TOTAL: \$25,686.14

**ADJOURNMENT:** Larry Hunt **MOVED** to adjourn the meeting at 8:20 p.m. Tim Southern seconded the motion and the motion carried unanimously.

ATTEST:

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Jarrold Pfaff, Mayor

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Annie Pillers, Clerk/Treasurer