

**Town of Garfield**  
**TOWN COUNCIL MEETING MINUTES**  
**June 11, 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 and Rob Watkins.  
Also present: Public Works Director, Dave Ulrick; Clerk/Treasurer Annie Pillers; Police Chief, Jerry Neumann

**GUESTS:** Debbie Brown, Brian Conklin, Jana Mathia-Gazette, Anna Million, Roger Million, Terry Nab-Progressive Engineering, Mike Van Stone-Progressive Engineering, and Kevin Pickron.

**APPROVAL OF MINUTES:** Larry Hunt **MOVED** the minutes of May 28, 2008, be approved as written. Rob Watkins seconded the motion and the motion carried unanimously.

**PROGRESSIVE ENGINEERING:**

**a. Sidewalk Project:** Terry Nab with Progressive Engineering discussed the recent bid opening for the sidewalk project. He reported meeting with Jarrod and Dave before the council meeting to look at a couple of things on the project. Terry provided a 4-page handout on the project costs and bid results summary. He noted 3 bids were received last Friday: Poe Asphalt-\$260,032, Halme Construction-\$311,956.50, Schimmels Construction-\$370,405.36. He acknowledged the engineer's cost estimates were on the low side but they were not expecting the large difference in price. Terry reviewed the current funding available: TIB - \$137,763, Town of Garfield - \$37,716 for a total of \$175,479. This left a disparity of \$85,0000 between the low bid and those funds.

Terry outlined possible ways to reduce the project costs by \$21,215.50:

1. Town forces: Item #3, - demo & remove existing 6" concrete, Item #5 – relocate existing fire hydrant, Item #6 – relocate existing signs, and Item #10 – adjust commercial water meter. This would provide a savings of \$3,880.00 and not require outlay of funds for purchase of any materials.
2. Tree at the NE corner of Adams and 2<sup>nd</sup> – if the tree could be removed it would allow for design changes that would cut costs. Building a retaining wall is required if the tree remains. The cost savings would be \$4,335.50.
3. Railroad crossing. By doing a less fancy crossing there could be a savings of \$21,000. It would be a nice crossing but just not as fancy. The proposed sidewalk would be built right up to the tracks on both sides and the asphalt between the tracks would be patched or replaced. All ADA requirements would be met. The city could extend the inside rails.

Terry indicated, talking with Michelle Bly it appears Gloria Bennett with TIB can increase their grant by \$50,000. The town would have to increase its share of the 21.5% match on the \$50,000. This would be an increase of \$10,750. Terry noted with these additional funds \$236,229 would be available for the project. With the proposed reductions in the project, the new cost would be \$230,817, providing a cushion of \$5,412 to cover any unexpected costs.

Terry asked the town to consider authorizing an additional \$15,000, noting if they don't need it they won't spend it but it allows for some cushion for the unexpected. He said the town could award the project contingent upon the additional \$50,000 from TIB. He thought they should

know by Friday about the additional TIB funds. Terry met with the contractor today and he understands and is okay with this. Terry talked about the project completion timeframe, noting the contractor understands it needs to be completed before Labor Day. Terry thought work could start within 30 days (July 10<sup>th</sup>) and meet the 45-day construction period. Terry noted the award would be made contingent upon TIB funding and that after the contract was consummated change orders would be approved reducing the project by the items noted earlier. Terry also noted the council could chose to not award the project and rebid next year. The council noted costs likely were not going to get cheaper.

Larry Hunt **MOVED** to accept the bid from Poe Asphalt contingent up additional funding of \$50,000 from TIB and to authorize Mayor Pfaff to sign the notice of intent to award the contract. Rob Watkins seconded the motion and the motion carried unanimously.

**b. Water Study:**

1. CTED/CDBG Payment Request #7 (Final): Terry Nab presented the final CDBG payment request in the amount of \$2,954.10 for reimbursement directly to the town for the water study. Mayor Pfaff signed the document for submission by Progressive to CTED.
2. CDBG grantee close out performance report: Terry provided the town with a copy of the CDBG grantee close out performance report.
3. Adoption of Water Study: Larry Hunt **MOVED** to adopt the Water Study. John Kuehner seconded the motion and the motion carried unanimously.
4. Hendrickson Water Line: Terry confirmed the plans have been drawn up and are complete. Terry spoke with Mike Wilson with the Department of Health (DOH) and he indicated as long as the town is not exceeding the approved connections that it already has now (Terry estimated 14), the project is okay. Terry noted the project has been mentioned in the water study waiting to be approved. Terry said he needs to run a hydraulic model on his computer and pass it on to DOH with a brief description and then Mike Wilson can approve it. Terry anticipated getting approval in the next couple of weeks. Michelle will drive the paperwork up to Mike at DOH in Spokane. Progressive would place the flags in about a week so Dave would know the route. Terry noted the pipe through the cul de sac needs to be deep enough to do cutting for the road. Mayor Pfaff expressed his desire to have the project done before the sidewalk project is underway. Terry Nab and Mike Van Stone left the meeting at 7:22 pm.

**NEW BUSINESS:**

**A. Mobile Home Replacement:** Anna Million addressed the council, speaking on behalf of her parents' Norman and Kathy Miller who are looking for property. She talked about them wanting to replace an existing older mobile home in Garfield with a newer model, but older than the town's current requirement of 5 years or newer. She asked if the town would consider allowing replacement of older mobile homes with new models, but older than 5 years. Larry Hunt spoke in favor the idea, noting the importance of allowing for upgrades and the potential for an increased population. A draft ordinance would be prepared for the next council meeting. Anna and Roger Million left at 7:30 pm.

**PUBLIC WORKS REPORT:** Dave Ullrick reported:

1. **Park Cameras:** The crew has been working on placement of the park security cameras noting the location will be limited by the length of the cable. Currently there is a tree in the way. Council was agreeable to removing the tree and also the snowball bushes (after the flowers are gone) and the evergreens next to the gazebo. Once removed, grass could be planted in the area.
2. **Street Signs/Posts:** Wood posts were estimated at approximately \$13 apiece while metal (steel) posts were \$34 apiece. Dave estimated 60 posts would be needed to replace the current

posts. He talked about the depth needed to place a post and the height needed from ground to sign placement. Depending use (highway or pedestrian area) ground to sign ranges from 5 feet to 7 feet. Dave has a standards street sign book with the requirements. Council indicated their preference for the steel posts. Dave would get a firm estimate of costs.

3. Street Oiling: Mort's will be in town on Friday, June 13<sup>th</sup> to oil the streets.

4. WWTP Security Cameras: The AWC Risk Management grant for security cameras at the WWTP was approved and the security system have been ordered

5. Watershed meeting: Dave attended the watershed meeting yesterday. He anticipates they will start next year and they hope to be finished by 2013. He noted attending about every 2 years to keep up on what is happening. The focus is on any possible pollution from the wastewater treatment plant to the stream.

6. Waterline Extension: Mayor Pfaff talked about the town's responsibility for laying the pipe for the project. Digging would be the responsibility of the property owner. The town would be responsible for the materials for the first 1,000 feet of pipe. Annie Pillers would contact the county on the .09 funds to confirm the town's match.

7. Culvert: Council asked about getting the culvert project finished as soon as possible. Dave indicated the rain was the major slow up in completing the project. He will try to have the culvert finished next week. He confirmed the area will be planted back with grass.

8. Mowing along 2<sup>nd</sup> and 3<sup>rd</sup> Street: Dave would leave a note for Perry to get this area mowed as soon as possible. It was suggested this area be mowed every year about 2 to 3 weeks before school gets out.

9. 2008 Overlay Bids: Mayor Pfaff reported two bids were received for the Overlay Project. Poe's bid was for \$37,850 and Spokane Rock's bid was for \$40,880. Poe's bid did not include a bid bond and after checking with Stephen Bishop, could not be accepted. Mayor Pfaff noted the town had budgeted \$5,000 for match for this project but would not need it after all as it was a 100% grant from TIB. Larry Hunt **MOVED** to accept the bid from Spokane Rock in the amount of \$40,880.00. John Kuehner seconded the motion and the motion carried unanimously.

#### **POLICE DEPARTMENT:**

Chief Neumann provided council with the bi-monthly activity log. He updated the council on the hiring process, confirming Brian Dentler is being considered. He's currently in the pre-employment testing stage and the last test was scheduled for June 26<sup>th</sup>. Brian currently lives in Pullman and once hired, has roughly 60 to 90 days to find a place in or near to Palouse or Garfield. Chief Neumann confirmed the department has been following up on an ongoing dog complaint. Chief Neumann was asked to follow up on a group of kids riding bikes out into the middle of the street and then riding down the middle of the street. Rob has seen them near Union Street by the park.

#### **NEW BUSINESS (Continued):**

B. Proposed Zoning Changes: Council reviewed the draft findings of fact. Mayor Pfaff noted he had no problems with the draft findings or the proposed zoning changes. The council agreed. Annie Pillers noted Stephen Bishop had called expressing his thought that agricultural and horticultural uses should be outright uses in the Agricultural Zones, not conditional uses as currently proposed. Council indicated their preference to have some measure of control for activities in the zone and not to make any change in the proposal.

Debbie Brown asked about the 1,000 sf of living space and what would happen to folks with existing homes less than 1,000 sf. Council explained this requirement was for new construction only. Mayor Pfaff noted currently the code requires 1,000 sf on the main floor. This proposal would allow 1,000 sf of living space between floors. Kevin Pickron supported the proposed change, noting how difficult it is to build on the smaller 50 x 100 lots.

Larry Hunt **MOVED** to approve the Findings of Fact as presented and all the zoning proposals. Rob Watkins seconded the motion and the motion carried unanimously. An ordinance reflecting these zoning changes would be presented at the next council meeting. Annie Pillers noted the ordinance would not take effect until 30 days after published.

C. Ordinance No. 350-N Amending 2008 Budget: Mayor Pfaff went over the proposed budget amendments:

- Added utility tax income for May forward.
- \$18,000 CE Reserve interfund transfer to CE, since lost 5 months utility tax. He thought the town would know in October if this transfer would be needed.
- Adjusted payroll to reflect wages of new clerk.
- Eliminated budget for police employee and updated budget to show contract for police services.
- Street Fund/Street Reserve Fund – Finalized updates to funds with all property taxes going into Streets and a transfer of \$10,000 to the reserve fund and putting the sidewalk project into the street fund.
- Updated Library Fund expenditures for current contract amount.
- Water/Sewer/Garbage – added in the .09 monies for the water line extension and added section 594 expenditures for this project, updated bars numbers for water and sewer hook ups, allocated office operations, communications, travel, etc. between all 3 departments.

Rob Watkins **MOVED** to adopt Ordinance No. 350-N amending the 2008 budget. Larry Hunt seconded the motion and the motion carried unanimously.

D. Park Landscaping Plan: Debbie Brown talked with the council about contacting WSU for a student project for landscaping and design at the park. Council was very supportive of the idea of a landscaping architect student project. It was noted these projects involve design, often elaborate, but no funding for purchase of trees, plants, etc. Suggestions also included contacting the Gar-Pal School about this concept for a senior project. Annie Pillers noted for some grants, a comprehensive park plan is required and this might be a student project option too. Jerry Neumann suggested including environmental security into the design.

E. Scenic Byways: Jana Mathia talked about the monthly Scenic Byways meetings on the 4<sup>th</sup> Wednesday of each month at 6 PM. She noted the council could not attend because it was council night. She asked if someone from Whitman Rural Development (WRD) might attend. She talked about the emphasis placed upon byways routes now and that these routes are getting featured more. She also noted the committee is able to help do a comprehensive plan for a business.

#### **OLD BUSINESS:**

A. Business Signs: John Kuehner asked Larry Hunt about the business signs. Larry noted no more action has been taken since about 1-1/2 months ago. He had several businesses interested and the price in February was roughly \$250 each. Larry noted no further action was being taken on the electronic reader board signs because the price was so high last time. John Kuehner talked about filling up the empty sign panels. A fundraiser was suggested. It was also suggested that the WRD and Grange use the panels to advertise their events. Larry Hunt said making the signs bigger would be more expensive but the real cost is in the initial printing, not increasing the size.

**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: #8507-8525 Claims: \$10,342.17, Payroll: \$4,932.25 TOTAL: \$15,274.42

**EXECUTIVE SESSION:** Rob Watkins **MOVED** to go into executive session for personnel matters for approximately 15 to 20 minutes. Larry Hunt seconded the motion and the motion carried unanimously. Council confirmed no additional business would be addressed at the close of the executive session.

**ADJOURNMENT:** Larry Hunt **MOVED** to adjourn the meeting at 8:45 p.m. Rob Watkins seconded the motion and the motion carried unanimously.

**ATTEST:**

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**Jarrold Pfaff, Mayor**

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**Annie Pillers, Clerk/Treasurer**