

Town of Garfield
TOWN COUNCIL MEETING MINUTES
August 13, 2008

CALL TO ORDER: Mayor Jarrod Pfaff called the meeting to order at 6:58 p.m.

ROLL CALL: Jarrod Pfaff, Andrew Flodin, John Kuehner, Larry Hunt (departed 7:45), and Rob Watkins. Absent: Tim Southern. Also present: Public Works Director Dave Ulrick; Clerk/Treasurer Annie Pillers; and Police Chief, Jerry Neumann (departed 7:45).

APPROVAL OF MINUTES: Larry Hunt **MOVED** the minutes of July 23, 2008, be approved as written. Andrew Flodin seconded the motion and the motion carried unanimously.

PUBLIC WORKS REPORT: Dave Ulrick reported:

1. Street Signs. The yield signs and stop signs were ordered. He has the current list of street signs but has been unable to follow up with Annie to get them ordered. Mayor Pfaff talked about the street sign for Idaho Street, noting positioning would be challenging. If the sign is put where the fire hydrant is located people will not find the street. He talked about putting the street sign on highway 27 pointing towards Idaho Street.
2. 2nd Street Project. There has been some trouble with rock in the area. Dave had hoped to meet with the engineer tonight but that did not happen. He thought the engineers would be back tomorrow. The contractor talked about being able to drill a hole and pin the retaining wall to it, but still has concerns about cracking later and the wall falling. Dave talked about paving 2nd Street next year. He would check to see if 2nd Street was on the 6-year street plan. The mayor noted, had there been a conceptual drawing of the project, they would have had the street widened to match the lower portion.
3. Water Line Repairs: The crew had to change a water line half way up 2nd Street earlier in the week and today they changed the line at the telephone office. Both repairs required trenching the entire length. Dave confirmed he had not heard of any water leaks earlier in the day.
4. Leak Detection: The consultant from Evergreen Rural Water was scheduled to come out this fall to assist with leak detection of the water system.
5. Decommissioning of Well #1: Council was updated that Well #1. As part of the water system study review the town was asked if the well had been decommissioned. After checking town records and contacting the well driller, it was determined the well was not decommissioned at that time. Dave noted likely the casing is broken and the shaft worn out. He recommended pulling the casing and filling with bentonite. The mayor noted decommissioning the well could cost \$10,000. The mayor asked that a follow up call be made to the state to determine what was required.
6. Sanitary Survey: Dave noted his response back to the Department of Health (DOH) on the recent Sanitary Survey must be done next week. When DOH was in town they checked on screens on traps, overflows, etc.
7. Bridge Crossing: When the overlay project was done this past week, no additional pavement was applied to either end of the bridge. Dave indicated he will be able to fill in the crack with mix that he has on hand.
8. Street Paving/Overlay: The overlay on Main Street, B Street, 1st Street and 8th Street was done. Dave was asked about the gravel recently put it at the corners where the new pavement was done on 8th Street. Dave explained the gravel is needed to protect the edges of the pavement. Unfortunately that now requires the corners be swept.

POLICE DEPARTMENT:

Chief Neumann provided council with the bi-monthly activity log. He talked about a recent suspicious vehicle investigation. The vehicle and the Idaho license plate number didn't match and contact with both Latah County and Moscow PD did not yielded any results. Chief Neumann was asked about follow up on the junk vehicles. He indicated all the active issues had been resolved with vehicles either removed or on the list for the county's car crusher. Larry Hunt noted how well things were going and that he was hearing positive things from the community, no complaints. Chief Neumann said having the varied patrol schedules seems to really be working well and significantly reducing call-back time. He talked about the 6-month reviewing coming up. Mayor Pfaff asked that the review be conducted in November.

OLD BUSINESS:

A. Consider Library Annexation Town Meeting: Council talked about the upcoming ballot measure before the community regarding the library annexation and whether a town meeting should be called. It was noted a town meeting would provide information, but it was felt there would be a very low turnout. It was decided with the informative mailer that would be sent out by the Friends of the Library later this fall, a town meeting would not be called.

NEW BUSINESS:

A. Resolution 2008-20 – Amending the procedure for authorizing issuance of payments: Mayor Pfaff noted with the transition to a check system September 1, 2008, the current procedure for authorizing issuance of payments needed to be amended. John Kuehner **MOVED** to adopt Resolution 2008-20 amending the current procedure for authorizing issuance of payments. Rob Watkins seconded the motion and the motion carried unanimously.

B. Resolution 2008-21– Amending/establishing procedures relating to purchasing and public works contracting and purchasing of supplies, materials and equipment.

Larry Hunt **MOVED** to adopt Resolution 2008-21 amending/establishing procedures relating to purchasing and public works contracting and purchasing of supplies, materials and equipment. Rob Watkins seconded the motion and the motion carried unanimously.

C. Ordinance No. 335N - Repealing Ordinance No. 253N and Municipal Code Section 2.28.030 regarding a Small Works Roster: John Kuehner **MOVED** to adopt Ordinance No. 335N repealing the existing Small Works Roster ordinance and code Section 2.28.030. Andrew Flodin seconded the motion and the motion carried unanimously.

D. Proposed 4th Street Project: Mayor Pfaff updated the council on the proposed street/sidewalk improvements for 4th Street North from California Street to the town limits. He noted meeting with Mike Van Stone of Progressive Engineering prior to the council meeting and walking the project area to better define the project elements. Initially Mike had estimated 2.5 million dollars for the entire project. The initial design by Mike had the curbs adjacent to the existing sidewalk with new pavement from there to the existing pavement. This was way too expensive. Instead, for the West side of 4th Street, the Mayor was proposing a planter strip adjacent to the sidewalk, then curbs from the planter strip with new pavement from there to the existing pavement. Along the planter strip there would be river rock allowing for plants and trees with irrigation and street lights. This design significantly cut down on the amount of pavement needed, greatly reducing costs. The Mayor also noted, even though new streets lights would be part of the overall project, he was not recommending they be installed at this time. He explained because this would likely be a phased project he did not want to buy a certain set of poles and light fixtures now that might not be available later when other phases were undertaken. He confirmed, talking with Gloria Bennett at the Transportation Improvement Board (TIB), if illumination was planned as part of the project from the beginning, it could be

installed during the last phase. The mayor talked further about design elements including sidewalks and curbs along the East side, but no planter strip. He said TIB only requires 5' sidewalks and that is what exists on the west side. However, there is a question whether WSDOT will require 6' sidewalks. Larry Hunt cautioned that the town would want to make sure the street lighting fixtures selected provide sufficient lighting, noting the problems Colfax had with low lighting from the new fixtures on Mill Street. The mayor talked about the phases, starting at California Street to Union Street and putting in a sidewalk next to the assisted living. He noted at a cost of \$580,000 the town's match would be approximately \$30,000. If the grant was awarded, construction would not start until 2010. He will ask Mike Van Stone to prepare a conceptual drawing based upon the new design elements.

Rob Watkins **MOVED** to authorize the Mayor to apply for the Transportation Improvement Board Grant for the 4th Street project. Andrew Flodin seconded the motion and the motion carried unanimously.

E. Approval of Agreement to Extend Water Line: Mayor Pfaff reviewed the proposed water line extension project, noting the town was responsible for the cost of the first 200 feet of excavation and 1,000 feet of pipe and the private developer was responsible for the balance of the pipe and for the digging. It was estimated the cost to lay and cover the pipe would be roughly \$2,000 and the developed would pay for this. John Kuehner asked why the town was laying and covering the pipe. The mayor explained it was part of the original agreement and that this way the project would be done according to town specifications. Larry Hunt **MOVED** to authorize the Mayor to sign the agreement to extend the water line. John Kuehner seconded the motion and the motion carried unanimously.

APPROVAL OF WARRANTS/TREASURER'S REPORT/ 2nd QTR 2008 FINANCIAL REPORT:

1. Review/Acceptance of 2nd Quarter 2008 Financial Reports:

Annie Pillers confirmed meeting with Finance Chair Larry Hunt prior to the meeting to review the financial documents. She went over the quarterly report highlighting several areas for council consideration including: Consider folding the central services expenses into departments/funds that more specifically reflect the activities for 2009 and consider evaluating the 538 expenditures to see if they can be identified within the specific utilities for 2009. She also noted the PDA Fund 621, with no anticipated activity, could be closed if the council chose to do so. She referenced a small portion (\$675) of Motor Vehicle Fuel Tax (MVET) put into the Street Reserve Fund early in the year, noting it could be transferred to the Street Fund with the balance of the MVET money budgeted for that fund. Larry Hunt **MOVED** to accept the 6/30/08 Treasurer's Report and 2nd Quarter 2008 Financial Reports. Rob Watkins seconded the motion and the motion carried unanimously.

As part of the quarterly review of the town's financial transactions, Annie Pillers presented the adjustment registers and spoiled warrant register (Spoiled Warrants Not Issued: 8299, 8300, 8302-8311, 8320, 8353-8357, 8383-8396, 8506), confirming Larry Hunt had also reviewed these prior to the meeting. She noted the adjustments included transferring the \$675 MVET to the Street Fund. John Kuehner **MOVED** to approve the adjustment registers and spoiled warrant register presented by the clerk-treasurer and reviewed by Larry Hunt. Rob Watkins seconded the motion and the motion carried unanimously.

2. Approve Water Deposit Refund:

Annie Pillers talked a water deposit refund request, noting the party had met the 12-month payment requirement minus the month of January when there was no town clerk available. By consensus, council authorized the water deposit refund.

Rob Watkins **MOVED** to approve the following bills presented to council for payment. Larry Hunt seconded the motion and the motion carried unanimously.

Warrant Register: #8579-#8601 Claims: \$17,959.56, Payroll: \$4,916.29 TOTAL: \$22,875.85

ADJOURNMENT: John Kuehner **MOVED** to adjourn the meeting at 7:55 p.m. Andrew Flodin seconded the motion and the motion carried unanimously.

Jarrold Pfaff, Mayor

ATTEST: _____
Annie Pillers, Clerk/Treasurer