

Town of Garfield
TOWN COUNCIL MEETING MINUTES
August 27, 2008

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

ROLL CALL: Jarrod Pfaff, Andrew Flodin, Larry Hunt, Tim Southern and Rob Watkins.
Absent: John Kuehner. Also present: Public Works Superintendent Dave Ulrick;
Clerk/Treasurer Annie Pillers; Police Chief, Jerry Neumann; Michelle Bly-Progressive
Engineering, Mike Van Stone-Progressive Engineering, and Brian Conklin.

APPROVAL OF MINUTES: Rob Watkins **MOVED** the minutes of August 13, 2008, be approved as written. Tim Southern seconded the motion and the motion carried unanimously.

A. 2nd Street Sidewalk Project: Mike Van Stone presented Sidewalk Project Payment #1 (\$111,800.45), noting the project was roughly 47% complete. He also presented Change Order No. 2 with a net increase of \$3,335.50. He explained the change order basically takes out the project sign no longer required, changes the sidewalk design back to what it was in the addendum – allowing for the trees. He noted Change Order #1 took out the trees/retaining wall and #2 puts them back in the sidewalk design. He said the curb/wall and sidewalk would be a monolithic pour. He also addressed receipt of documentation from Poe Asphalt that identifies potential claim issues (\$8,000) relating to surveying issues. He confirmed Progressive had to re-stake an area, noting Progressive did the initial control staking for the project. Some of the points ended up lower than they should have been. The contractor started excavation and then had to do backfill because it was too low. He said the Progressive surveyors and field inspectors did not agree and there were some discrepancies. Progressive corrected them as fast as they could. He reconfirmed the claim is preliminary right now. He will be addressing the matter with Terry when he returns from vacation.

Mike reported meeting with Casey Withers of Poe earlier in the day. Mike's understanding of project quantities is that there will not be an issue. He anticipates the total amount of money expended for construction on the project to be roughly the same and doesn't expect additional costs. Mike noted that Poe alluded to needing additional time, roughly a couple of weeks, noting they had not formally requested a time extension nor formally requested additional funds either. Mike indicating that it was more difficult to take an existing roadway and residential area and construct something off a regular topographic map. He said it was a lot easier to build a brand new roadway. The project completion date is 9/13/08. Mike thought this would be close. Michelle Bly noted during the preconstruction meeting Poe said it would be close then.

Rob Watkins **MOVED** to approve Change Order #2 and Pay Estimate #1 for the 2nd Street Sidewalk Project. Andrew Flodin seconded the motion and the motion carried unanimously.

B. Water System Plan: Mike confirmed, in between other projects, he has been working on the water system plan. He said that some of the comments that Department of Health (DOH) provided require that he change the demands for the various different project years. He was revising all the CAD models for the plan. He noted the deadline to respond to DOH is September 11th. There was a question as to whether both the Whitman County Commissioners and the Palouse Conservation District would have to re-approve the project. Annie Pillers would contact DOH about the deadline and any additional plan approval needed.

C. Public Safety Building: Michelle Bly confirmed the feasibility study for the Public Safety Building was ready. She went over the cost estimates with the council, noting the costs were broken down by category, making it easier to review areas and cut as needed. The site plan was \$234,581, office area was \$491,145, and the garage was \$677,415. She noted construction was not anticipated for 2 years, with the best-cost estimates possible based upon the uncertainty of the market. A 20% annual construction cost increase was estimated. Council talked about the current design elements and possible cost-cutting measures.

Michelle talked about potential funding and the CDBG funding workshop that she and Annie Pillers would be attending on September 9th. She noted the CDBG grant application would be due the 3rd week in November. She said because of the facility type, funding is limited and she understood the town did not want bonds or an interest loan. The CDBG maximum request is one million dollars and the cost estimate is at 1.4 million. She did note there was a letter from L&I regarding violations that would strengthen the grant application. It was noted as a public safety building, no police services could be included and be eligible for CDBG funds.

Michelle recommended the town consider attending the IACC (Infrastructure Assistance Coordinating Council) conference being held in November, as different funding agencies are present. They meet with towns to help craft how to get projects going. Annie confirmed she was registered.

Michelle discussed the project timeframe, recommending a public hearing on the feasibility study at the 2nd council meeting in September, exploring funding options in October, get funding agency feedback in November, and then submit the CDBG grant by the 3rd week of November. She also noted she still needed a copy of the agreement between the town and rural fire district for services and a town and fire district service map.

Michelle Bly and Mike Van Stone left the meeting at 7:23 PM.

PUBLIC WORKS REPORT: Dave Ulrick reported on the following:

1. **Street Signs:** The Department of Corrections street sign quote was \$1,072. This quote was slightly lower because it was based upon the actual signs to be ordered. Mayor Pfaff asked if there was a standard on street sign colors. He noted the colors available include red, green, brown, blue and black. Dave confirmed there were standards on height and distance from the street. He would have to check on color standards. Tim Southern **MOVED** to accept the Department of Corrections quote of \$1,072 for the street signs. Rob Watkins seconded the motion and the motion carried unanimously. Council agreed the street signs should be green. Dave talked about sign/post placement, noting the posts selected will dictate the hardware needed. He noted if the posts were placed uniformly at intersections it would take more posts than currently in use. If the posts were left as is, some of the signs would be on opposite corners or on the other side of the street.
2. **2nd Street Sidewalk Project:** Dave confirmed the asphalt at the railroad crossing was taken out earlier in the day. He recommended using 2 x 6's rather than asphalt, because this stretch of the crossing was across the sidewalk and would only have bicycle, pedestrian and wheelchair use. He noted this had been done on California Street and worked very well. Council was agreeable to this recommendation.
3. **Street Patching:** Dave suggested contacting Poe Asphalt while they were already in town about doing some minor patching at the bridge, where the scales were taken out, around the storm drain and the elevator driveway. Council was agreed. Dave will get a bid before telling them to proceed.
4. **Sanitary Survey Response:** Dave has been working on the paperwork needed to respond to the DOH Sanitary Survey. He contacted the DOH about the 8/31/08 deadline

and they were fine with his responding within a week or so, understanding that he was working on getting the paperwork completed.

POLICE DEPARTMENT:

Chief Neumann provided council with the bi-monthly activity log and reviewed recent cases. Council discussed the fall car crushing, confirming the cars could be staged at the site of the town's gravel pile. There are 3 vehicles at the site now. The car crusher will pick up and transport the vehicles to the crushing site. To date, 8 vehicles from Garfield have been registered. Jerry noted, as hulk vehicles, the police department could sign them off without titles.

OLD BUSINESS:

A. 4th Street Transportation Improvement Board Grant Application: Mayor Pfaff reported the TIB application was ready to be submitted. The town's match would be 5% for eligible costs, \$16,844. There was a portion of the landscaping not eligible that would be the town's responsibility, \$20,593. He thought this could be done through in-kind and local donation/assistance. Larry Hunt **MOVED** the town apply for the 2010 Small City Arterial Program through the Transportation Improvement board. Rob Watkins seconded the motion and the motion carried unanimously.

NEW BUSINESS:

A. Horizons Program: Council discussed the Horizons Poverty Program proposal – an 18-month training and capacity building program. Annie Pillers confirmed it required 5 residents attend a Preview Session Tuesday, Sept 2nd 6:00 PM at the Colfax Public Service Bldg, plus the commitment of 30 folks over the 18-month period. It was agreed to run the proposal by the Public Development Authority and the Garfield Chamber. Brian Conklin confirmed he could attend the Tuesday night meeting.

B. Water Deposits: Council talked about the current \$75 water deposit policy that after 12 months of on-time payments allows for a refund or applies the deposit to the account. The Mayor talked about the difficulty tracking this when the 12-month date has to be pushed ahead for late payment. Tim Southern **MOVED** to establish a \$150 flat fee to establish a utility account. Larry Hunt seconded the motion. Upon further discussion, Tim Southern rescinded his motion. Council talked about delinquencies, when a bad debt account transfers to another property and gets service, and establishing a tiered deposit system, based upon account payment history. Council consensus was to consider a \$150 flat fee to establish a utility account. Annie Pillers would follow up with Stephen Bishop on establishing a flat fee and report back to council.

C. Hospital District: Tim Southern asked about the current hospital district and taxation. As he understood it, the taxation was for the Whitman Hospital in Colfax and LaDow Court Assisted Living. It was clarified that the hospital district taxation was for the medical clinic in town and the ambulance service, not the assisted living center. Brian Conklin, as a former hospital district employee in another district, noted the hospital district has significant latitude and autonomy.

D. Lion's Head Fountain: Larry Hunt noted a resident recently expressed interest in buying the old lion's head drinking fountain that used to be on California Street before the assisted living center was built. He noted the Lion's Club had donated the fountain to the town a number of years ago and that it was stored on town property. Neither council nor Dave were aware it had been donated to the town. Annie Pillers would follow up on surplus the item if town property.

E. Town Clean Up September 16th: Dave Ulrick announced the fall town-clean up day would be September 16th. Council briefly discussed tipping rates in Whitman County and Latah County. Annie was asked to follow up with Latah County on their rates and availability.

F. Utility Billing Policies:

2nd Street Construction Site Overage: Council agreed no overage would be charged for use of a citizen's water for the construction project and no overage would be charged to a citizen for extra water needed due to damaged tree roots.

Assisted Living: Based upon facility type and usage, council reaffirmed the prior council policy that the assisted living center be billed water for all the units and half the sewer regardless of occupancy.

Owner of record delinquency notification: Council reaffirmed the policy that owners of record be notified when delinquency notices are sent.

Late fee error: Annie Pillers explained due to a misunderstanding on her part with the utility billing software, late fees had not been applied between the 21st and the billing date. This would now be done correctly.

APPROVAL OF WARRANTS:

Larry Hunt **MOVED** to approve the following bills presented to council for payment.

Rob Watkins seconded the motion and the motion carried unanimously.

Warrant Register: #8602-#8607. Claims: \$250.00, Payroll: \$4567.96 TOTAL: \$4,817.96

ADJOURNMENT: Larry Hunt **MOVED** to adjourn the meeting at 8:23 p.m. Rob Watkins seconded the motion and the motion carried unanimously.

Jarrold Pfaff, Mayor

ATTEST: _____
Annie Pillers, Clerk/Treasurer