

Town of Garfield
PUBLIC HEARING AND TOWN COUNCIL MEETING MINUTES
September 24, 2008

CALL TO ORDER: Mayor Jarrod Pfaff called the meeting to order at 7:00 p.m.

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

APPROVAL OF MINUTES: Larry Hunt **MOVED** the minutes of September 10, 2008, be approved as written. Andrew Flodin seconded the motion and the motion carried unanimously.

PUBLIC HEARING – PUBLIC SAFETY BUILDING FEASIBILITY STUDY:

Mayor Jarrod Pfaff opened the public hearing at 7:00 pm, asking for public comment. Brian Conklin had no objections to the idea. Michelle Bly reviewed the study accomplishments, budget and schedule.

Study Accomplishments: The draft has been completed and is now being reviewed by the council for cost-cutting measures. Mayor Pfaff asked about the deadline for completing the feasibility study. Michelle indicated April 2009. The preliminary design has been completed, cost estimates determined and the environmental checklist prepared for the chosen site.

Budget: The town has a \$17,000 grant to complete the study. Funding for construction is up in air and the town is considering CDBG grant funds. Michelle noted that she and Annie are going to the IACC (Infrastructure Assistance Coordinating Council) conference in Wenatchee in early November. Part of the conference will include a technical review with funding agencies to go over the project and get assistance on who would fund what.

Schedule: Michelle said she hoped to have the town's comments back on the schedule and budget so she can make final changes to the feasibility study and take this with her in November. She noted the CDBG grant application are due the 3rd week in November. She talked about the requirement to hold a public hearing at the time of the application, so therefore, needing to act quickly to meet the publication deadline if doing the study with the intent of going for the grant in November. She noted the town could choose to wait a year and get fire department input, etc. Mayor Pfaff said the town will still try to shoot for the November grant cycle, but this was not written in stone. Council agreed to hold a public hearing at the October 22nd council meeting. Michelle will advertise the hearing on October 9th. The town will try to have an answer back to her by October 7th. She noted the public hearing doesn't require a lot of detail on the building, but outlines what funds are available and the priority for the public safety building. Mayor Pfaff asked if the building design changed would that change anything environmentally. Michelle said no, the environmental review was attached to the site. Mayor Pfaff said the \$1.1 million dollar budget was too much and the town was considering alternatives. Michelle noted she will need details when she goes to the IACC conference and the town could brainstorm after the conference. She indicated the CDBG deadline is November 20th and it can take up to 80 hours to do the application. Mayor Pfaff said by the October 22nd meeting, the town would need to decide on applying for this grant cycle or in 2009.

Michelle asked about any direction for Bott & Associates, noting from a budget perspective she needed to have enough money to pay them as the sub. Mayor Pfaff said he was just waiting to see what Michelle Rademaker comes back with. It was agreed Bott & Associates was basically done once they break out the labor. Rob Watkins asked if concrete and paving needed to be

done right away in the project. It was noted the concrete work would need to be done right away but Michelle could add "phased" for the paving in the environmental documents. Mayor Pfaff closed the public hearing at 7:14 PM and opened the council meeting.

PUBLIC WORKS: Public Works Superintendent Dave Ulrick reported:

1. 2nd Street Project – The sidewalk project is pretty much done. They are putting the handrail in now. It's a galvanized railing, aluminum was too expensive. The bridge patch on the south side is done. The contractor ran short of mix, so cold mix will be used for the north side. No bill has yet been received, but the contractor would bill the same price, per foot as the rest of the project. Dave noted there was discussion about how much more asphalt was laid than planned because the curb was 4' away from the asphalt rather than 2'.
2. Sewer Flow Meter – A sewer flow meter is needed to complete a report due by October 2009. Meter reads must be taken in winter time and summer time to correlate numbers. Flows would be measured at varying intersections with calculations done throughout the different seasons to measure low and high flows. He noted this was a new requirement for all towns. Council discussed the idea of purchasing a meter jointly with other towns but Dave noted due to registering flows a week at a time in varying locations, the test would take 2 months to do in one town. Dave hoped to have cost figures for the meter at the next council meeting. He anticipated the cost less than \$1,000. He noted the last time he checked, renting a meter was more than buying one.
3. Vehicle Repairs – The Chevy pick-up is working again. Both the relays and pump were replaced. The pick-up has approximately 160,000 to 190,000 miles on it. It was bought used from the state about 8 or 10 years ago.
4. Public Works Projects 2009 – Dave talked about doing without any new projects in 2009. He would like to get all the permits and projects done before he retires in 3 years, noting some things take awhile. Mayor Pfaff agreed to lay low on new projects for next year. Dave noted there were sewer and water mains that would need to be replaced over time. Water line replacements included: Main Street - 3rd Street to 10th Street; 4th Street – California to Manring; 2nd Street - California to the school; California Street - 5th Street to 8th Street. He noted due to the expensive of these, they could not be done without grants. Michelle Bly offered to take the list to see if she could find funding.
5. Vacation Schedule - Dave announced he will be at the next council meeting but not last council meeting in October as he will be on vacation.

POLICE DEPARTMENT:

Chief Neumann provided council with the bi-monthly activity log. He confirmed doing concealed pistol licenses is quite a process involving fingerprints, background checks, tracking the process and issuing the license, which takes extra time and usually a repeat visit with the applicant. He talked about a recent incident with a 4-wheeler riding on city streets. Council agreed to meet with Palouse officials and Chief Neumann the first part of November for the 6-month review of the law enforcement contract. Chief Neumann confirmed the Civil Service Commission in Palouse had been established. He further noted meeting with school administrators, Fire Chief Perry Brown, and the organization responsible for mapping the schools for any potential critical incident that involves emergency response. Through this process police and fire will have access to on-line maps of the facilities. He noted the police department and town hall were designated as the command post, not the schools, for a critical incident. Staging would be elsewhere. Lastly, Chief Neumann indicated he would be doing Halloween safety presentations

to the students.

OLD BUSINESS:

1. Latah Sanitation Services: Mayor Pfaff reported receiving a number of phone calls after the last council meeting about the decision to switch to Latah Sanitation Services. He noted right now it was not clear whether the town could go to Latah for garbage services. In conversations with Whitman County they indicated if the town used another transfer site they would not have access to recycling grants, white goods recycling, clean-up days, etc. The council talked about the financial impact to the town a \$5,000 savings in tipping fees could have. In conversations with the Department of Ecology, it was possible that if the town left Whitman County solid waste the town would be required to develop its own Solid Waste Management Plan. Mayor Pfaff would continue to pursue the matter and update the council.

2. Lion's Head Fountain: Mayor Pfaff confirmed there was no record of ownership of the Lion's head fountain by the town and therefore it could be removed without any town action.

3. 2nd Street Project: Michelle noted Dave had given the sidewalk project update. She said at the next council meeting, Progressive will have the final numbers and final pay estimates. Mayor Pfaff asked who will pay the additional \$8,000 figure that Mike Van Stone had given to the council. Michelle indicated it would depend on what items they were and that the final figures were still being worked out by Terry with Poe Asphalt.

4. Water System Plan: Michelle reported Mike Van Stone has gone as far as he can. He is now waiting on additional information. Annie Pillers confirmed the council has to adopt conservation guidelines but because of the meeting notice requirements, this could not be done until the October 8th meeting. Additionally, Annie needed to provide Mike with a break out of the count of water meters by class – single family, commercial, etc. She also noted that Jim Wilson with Rural Community Assistance Corporation (RCAC) was preparing a financial viability document which he expects to have done by October 3rd.

NEW BUSINESS:

A. Revised Mobile Home Placement requirement: Annie Pillers noted a recent inquiry about the placement requirements for a mobile home. Council reaffirmed their position that a full pad was required when placing a mobile home in town. Annie Pillers would reconfirm this with the building inspector.

B. Ordinance No. 357N – Amending existing code authorizing the installation of mobile homes in established mobile home parks: Mayor Pfaff reviewed the updated ordinance drafted by Stephen Bishop with the council, noting it requires that any mobile home coming into town meet current codes. The 5-year age requirement would still stand and additionally, in order to get an occupancy permit, the home must meet current codes. John Kuehner **MOVED** to adopt Ordinance No. 357N authorizing the installation of mobile homes in established mobile home parks without regard to age and size provided such homes meet certain fire, safety, and construction standards. Larry Hunt seconded the motion and the motion carried unanimously.

C. Railroad Land: Dave Ulrick talked about acquiring some of the railroad land (3rd Street to 7th Street, near the fertilizer building). It was confirmed the town owns the land at the recycling center and white goods collection site. It was thought the state now owns the line running north/south but it was not sure if Burlington Northern or UP owned the line running east/west.

APPROVAL OF CHECKS:

Council gave consensus to complete the budgeted Interfund Transfers from 401 to 402 (\$23,905) and 403 (\$25,598.43) for the loan payments now due.

Annie Pillers noted the Transportation Improvement Board (TIB) grant funds for the first payment request from the 2nd Street Contractor had not yet been received but were anticipated shortly. She asked council for approval to pay the contractor's first pay request upon receipt of those TIB funds prior to the next council meeting. Council gave consensus to pay the contractor's first payment request (\$106,210.43) as soon as the TIB funds were received.

John Kuehner **MOVED** to approve the following bills presented to council for payment. Rob Watkins seconded the motion and the motion carried unanimously.
Check Register: #8729-8745. Claims: \$96,426.39, Payroll: \$6,241.93 TOTAL: \$102,668.32

2009 PRELIMINARY BUDGET:

Mayor Pfaff talked about the 2009 preliminary budget. Early figures show the garbage fund about \$13,000 in the hole. To make up this loss a \$4.00 across the board fee increase would be needed. This \$4.00 increase would mean .24 more in utility taxes a month (\$800 a year for the town). He noted the budget looks good otherwise with Current Expense and Streets in the green.

ADJOURNMENT: Larry Hunt **MOVED** to adjourn the meeting at 8:00 p.m. Rob Watkins seconded the motion and the motion carried unanimously.

Jarrold Pfaff, Mayor

ATTEST: _____
Annie Pillers, Clerk/Treasurer