

**Town of Garfield**  
**TOWN COUNCIL MEETING MINUTES**  
**October 8, 2008**

**CALL TO ORDER:** Mayor Jarrod Pfaff called the meeting to order at 6:55 p.m.

**ROLL CALL:** Jarrod Pfaff, Andrew Flodin, Larry Hunt, John Kuehner, Tim Southern, and Rob Watkins. Also present: Ryan Barker, Public Works Assistant Perry Brown, Brian Conklin, Jana Mathia-Whitman County Gazette, Police Chief Jerry Neumann, Clerk/Treasurer Annie Pillers, Mike Van Stone-Progressive Engineering, and Public Works Superintendent Dave Ulrick.

**APPROVAL OF MINUTES:** Tim Southern **MOVED** the minutes of September 24, 2008, be approved as written. Andrew Flodin seconded the motion and the motion carried unanimously.

**2<sup>ND</sup> STREET SIDEWALK PROJECT:** Mike Van Stone reviewed the current financial status of the street project with the council, reviewing the project map showing the asphalt overruns from the original plan, and going over Change Order No. 3 (increase of \$2,925) and Change Order No. 4 (increase of \$7,061.26) for a total project cost of \$243,358.26. He noted a variety of things led to Change Order No. 3 including surveying problems, errors in data, field adjustments, backfilling because stakes were not set right, etc. He said Terry noted the original Change Order No. 3 was higher (\$7,450) but he was able to negotiate down some costs, bringing the increase to \$4,455. Further, Progressive Engineering was picking up \$1,530 of this cost for surveying problems, etc. leaving a balance of \$2,925 in Change Order No. 3.

Mike noted Change Order No. 4 was due to asphalt overruns. One of those overruns was for the change in the railroad crossing, with asphalt being laid between the rails. Mayor Pfaff questioned why there was an overrun of asphalt for the railroad as that was included in Change Order No. 1. Council agreed the additional asphalt at the corners seemed appropriate but they could not understand why there were overruns all along the project route. Mike Van Stone said the initial asphalt cut by the town was done outside the lines in some areas. Dave Ulrick explained the town cut exactly as shown on the plans – 2' from the existing pavement. It was clarified the plans did show "2' typical". Both Dave and Perry agreed a small portion of the route, approximately 20 feet at Spokane Street required a wider section due to the terrible alligator condition of the existing pavement, but the rest of the project route was cut away 2' from the existing pavement as showed on the plans. Dave noted the town cut 2' from the pavement edge and then the new curb was poured further away, causing the overruns. He further noted the cut route was not marked, painted or staked. Tim Southern asked why the route was not staked or marked and if it was suppose to be and wasn't, the town should not be responsible.

Mayor Pfaff asked Mike Van Stone to ask Terry Nab if he could meet with the council at the next council meeting, October 22<sup>nd</sup> or sooner. .

**WATER SYSTEM PLAN:** Mike Van Stone reported he had been working on the water system plan. He was waiting for the financial viability report from Jim Wilson with Rural Community Assistance Corporation. As soon as a date could be determined, Mike Van Stone, Mayor Pfaff and Jim Wilson would be meeting.

**NEW BUSINESS:**

**A. Adoption of Water Use Efficiency Goals & Objectives:** As part of the Water System Plan,

Mayor Pfaff read the proposed water use efficiency goals & objectives

**Goals & Objectives**

- 1.) Implement annual leak detection procedures and repair leaks.
- 2.) Install water meters on all un-metered service connections by the year 2010.
- 3.) Reduce distribution system leakage to a maximum of 20% by the year 2014.
- 4.) Reduce distribution system leakage to a maximum of 10% by the year 2028.
- 5.) Disseminate water conservation information to residents in customer through the annual consumer confidence report and the town website.

**Rationale:**

The quantity of distribution leakage exceeds acceptable levels and must be reduced.

Dave Ulrick confirmed Kelly with Evergreen would be out this fall to look at leak detection. He had anticipated Kelly coming in September but that didn't work out. Dave also confirmed he anticipated unmetered services to be metered in 2009. Mike Van Stone clarified last year the ratio of unaccounted water usage was roughly 35%. Perry Brown said just getting the park metered has significantly reduced unaccounted for water usage.

John Kuehner **MOVED** to adopt the proposed Water Use Efficiency Goals and Objectives. Tim Southern seconded the motion and the motion carried unanimously.

Mike Van Stone then left the meeting.

**PUBLIC WORKS:** Public Works Superintendent Dave Ulrick reported:

1. Flow logger – renting one was more expensive than buying a new one. It would cost \$475 month to rent plus \$675 to buy the required sensor. Global Water had a complete unit available for purchase of \$940 plus tax. Other dealers were close in price, but he still had not heard back. He noted the unit would be needed for a couple months this winter and next summer, likely 4 months total. He explained that DOE is requiring flow measurements for sewer system, with reports due by October 2009. DOE has not announced if this will be required annually. This is the first time these flow measurements have been required. Dave noted the initial unit he had looked at was \$2,795. Council agreed to buy the lesser expensive unit rather than renting one.
2. Street signs – delivered last week. The town also has the new stop signs and yield signs too.
3. Sludge Bugs – Mayor Pfaff asked how the sludge bugs were working. Dave reported that he really couldn't tell the difference. He anticipated the town would have to dig out the sewer pond some day. He talked about a study being done along the south fork of the Palouse River. He noted the fecal coliform coming out of the plant is very minimal, less than 2, while the fecal coliform coming out of the polishing cells is over 1,600. Dave explained when the sewer plant was designed and built, the pond was something they wanted to try. Perry Brown noted the pond attracts, mice, deer and birds. The Mayor and council asked about bypassing the pond. Dave said the worst case scenario is that the town would be required to clean it and use it. Until the river study is completed, there is not enough information. He noted the rules (National Pollutant Discharge Standards) now require that the pond be used to catch solids that come out of the plant. He noted the pond takes some of the nitrogen out of the water.
4. Scrap Metal Recycling – 2 loads of scrap metal were hauled to the Whitman County Landfill. The first load was 9,300 lbs., the second load was 7,000 lbs. The county takes the scrap metal

for free and the town saves the \$95/ton tipping fee.

### **POLICE DEPARTMENT:**

Chief Neumann provided council with the bi-monthly activity log. He discussed a recent attempted theft wherein the homeowner observed someone trying to steal gas and scared them off. Chief Neumann said he was still waiting confirmation on the date to meet for the 6-month review of the police contract. He thought it would likely be in early November. Mayor Pfaff asked that it be after 5 pm.

Council discussed the car crushing event. Jana Mathias explained because the county did not get the minimum guarantee of 200 vehicles, the car crusher would be removing the cars from the county and crushing them elsewhere. It was also confirmed he would not be picking up cars in town, they would have to be taken to the drop-off site in town. Larry Hunt offered his assistance in getting cars taken to the drop-off site in town. Dave Ulrick agreed to assist Larry with this on Friday.

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

B. Ordinance No. 358N – Amending the 2008 Budget – Water Deposit Fund: Annie Pillers clarified this amendment appropriates sufficient funds for anticipated water deposit refunds due this year. John Kuehner **MOVED** to adopt Ordinance No. 358N amending the 2008 Budget – Water Deposit Fund. Rob Watkins seconded the motion and the motion carried unanimously.

C. Approval of Public Safety Building CDBG Payment Request #6: Tim Southern **MOVED** to approve Public Safety Building CDBG Payment Request #6 in the amount of \$1,346.55. Andrew Flodin seconded the motion and the motion carried unanimously.

### **OLD BUSINESS:**

A. 2009 Budget: Council discussed the water/sewer/garbage rates for next year. Mayor Pfaff confirmed each of these funds is required to be self-sufficient. At the current rate level for garbage, the fund is estimated to be short by \$13,000. He talked about a rate increase of \$4, \$4.5 or \$5. Tim Southern said he thought taxpayers would rather be hit with something constant once that will stay that way hopefully before having to change for a few years. He suggested a flat across-the-board raise of \$5.50 for all three utilities that would be good for quite a few years. John Kuehner suggested a \$4 garbage rate increase and leaving water and sewer rates alone, breaking even and staying at the status quo. Mayor Pfaff talked about waiting to see what the rate study would show for water, especially with the conservation measures and 10-year plan to fix water mains outlined in the water system plan. Andrew Flodin agreed holding off on water rates until the town gets the rate report back and dealing with the garbage rates now. Mayor Pfaff thought garbage could break even at the \$4.50 increase. Rob Watkins said the rates could always be reviewed again in 6 months if needed. Larry Hunt and John Kuehner supported raising rates just enough to break even. Tim Southern noted that would mean the town would then have to raise rates again next year. Brian Conklin felt taxpayers would be more apt to go for an annual adjustment versus a larger increase now on the chance costs go up later. He suggested breaking even or just a hair over breaking even. Ryan Barker agreed. Tim Southern noted he preferred the \$5.50 increase.

Larry Hunted **MOVED** effective 1/1/2009, to increase the garbage fees to \$4.50 a month across the board. John Kuehner seconded the motion and the motion passed. No vote Tim Southern.

B. Street Sweeper Replacement: Mayor Pfaff asked Perry Brown about replacement of the street sweeper. Perry reported a barely used street sweeper recently was available for

\$135,000. Dave confirmed a newer model street sweeper with vacuum would do a better job of picking up material and reduce the amount of time spent sweeping. He said right now, in some cases, the same area has to be gone over 3 times. It was also noted the crew spends a significant amount of time repairing the current sweeper. It was agreed the town should look at replacing the existing sweeper. Brian Conklin noted the town was eligible to buy from WSU surplus and that earlier this spring they had a used street sweeper listed.

Gator: Mayor Pfaff and Tim Southern talked about the idea of picking up a gator to be used around town rather than the white pick-up, noting it would save on gas and maintenance on the truck. The green truck could be used for heavy equipment, etc. Both Dave and Perry appreciated the suggestion but noted with the type of work they do and the need for tools, parts, etc., they were not convinced a gator would be as useful. Perry noted at one time the council had talked about a 4-wheeler to be used around town. He thought a 4-wheeler might have more uses. Larry Hunt said he could never see replacing one of the trucks with a gator. He also could not see where there would be a cost-savings, considering the purchase of a gator at \$10,000 to \$15,000, noting it would take 10 years to realize that in gas savings. Dave suggested an S10 size vehicle would provide better gas savings.

**APPROVAL OF CHECKS:**

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

Check Register: #8746-8766. Claims: \$121,879.06, Payroll: \$4,921.81 TOTAL: \$126,800.87

**EXECUTIVE SESSION:** Personnel: Larry Hunt **MOVED** to go into executive session for personnel matters for approximately 20 minutes with no additional business to be taken up by council upon closing of the executive session. John Kuehner seconded the motion and the motion carried unanimously.

**ADJOURNMENT:** Rob Watkins **MOVED** to adjourn the meeting at 8:30 p.m. Larry Hunt seconded the motion and the motion carried unanimously.

---

Jarrold Pfaff, Mayor

ATTEST: \_\_\_\_\_  
Annie Pillers, Clerk/Treasurer