

**Town of Garfield**  
**TOWN COUNCIL MEETING MINUTES**  
**October 13, 2010**

**CALL TO ORDER:** Mayor Jarrod Pfaff called the meeting to order at 7:02 p.m.

**ROLL CALL:** Jarrod Pfaff, Andrew Flodin, Larry Hunt, Daymon Marple and Tim Southern. Staff – Public Works Assistant Perry Brown, Fire Chief Brian Conklin, Police Chief Jerry Neumann, and Clerk/Treasurer Annie Pillers.

**APPROVAL OF MINUTES:** Tim Southern **MOVED** the minutes of September 22, 2010, Regular Meeting and September 30, 2010, Special Meeting be approved as written. Larry Hunt seconded the motion and the motion carried unanimously. Annie Pillers noted when doing her quarterly financial review, she discovered a typo in the minutes of August 25, 2010, under Check Register for Claims which listed #9610-#9514 but should have listed #9615. The amount approved by council for payment was correct, but the check number was off.

**POLICE DEPARTMENT:** Police Chief Jerry Neumann provided council with the Garfield Activity Log. He noted 4 dog citations, with 50% of the dog problem calls coming out of the trailer court. There is a court petition to have dogs removed. Officer Dentler is eager to get back to work and will know this Friday if he gets a release.

Mayor Pfaff asked when the patrol car would be moved. More people have been calling and there are weeds growing underneath it. Chief Neumann indicated it doesn't start. He has had to put 2 batteries in it in 2 years. Larry Hunt asked about disconnecting the battery and Chief Neumann confirmed there is a cut off switch. Chief Neumann noted he does not own the car and that the town is responsible for the basic maintenance. He is not using the car. Mayor Pfaff said he wanted it used for a decoy and moved from time to time. Chief Neumann indicated he does not have it in the maintenance budget. Mayor Pfaff said being involved in Garfield helps his budget out. Chief Neumann said he has Garfield to provide a service and it would be simpler with just Palouse. Mayor Pfaff reminded Chief Neumann that he asked all summer to have the vehicle moved. Chief Neumann said the vehicle doesn't run and asked the mayor to look at the contract, as he does not want to use the vehicle. Mayor Pfaff said he wanted the car used as part of the town's service as a decoy. Chief Neumann did not want to spend \$70 a month and suggested the town crew could move it or provide some sort of maintenance. Mayor Pfaff suggested taking the car to the shop and splitting the bill. He felt the car slowed people down. Chief Neumann said his budget was very tight but he would look at it if under \$200 he would be on board. Perry Brown offered to look at it first before hauling it to the shop.

Mayor Pfaff said Stephen Bishop hoped to have the draft park ordinance the first of next week. It would apply to all, including under age, and have progressive discipline. Chief Neumann confirmed the mayor could chose to close the park at night. He said most of the troubles occur in the daytime – afternoon or early evening. Chief Neumann left the meeting at 7:14 PM.

**PUBLIC WORKS REPORT:** Perry Brown address the following with council.

1. Shop Door - two estimates received to repair the door - Overhead Door and Wayne Dalton. Both bidders mentioned needing springs due to the insulation on the door.
2. Sewer Plant Electrical – spoke with the electrician and the soft starts, but no quote yet.
3. Recycling – Mayor Pfaff noted he had received a number of phone calls regarding recycling. Perry confirmed the recycling from last week is sitting on the floor. He said recycling did not happen

the week of clean-up but they did recycling this past Monday and will continue recycling.

4. Mowing – the mowing was caught up today. Perry may have to mow at the wastewater treatment plant and again at the park too for the leaves. He recommended buying a new timer for the park next spring at a cost of \$50 to \$60.

5. Hwy 27 Water Leak – it's possible the leak on Hwy 27 near Merrill's goes across the highway to the services across the street. Perry may have to dig and pull a new line.

6. Sewer Plant – the mayor reminded Perry of the sewer plant meeting on Friday, October 22<sup>nd</sup> at 10 am.

#### **Old Business:**

**1. Ordinance No. 390N – Residential Dumpster Rate:** Mayor Pfaff talked about revising this proposed ordinance to be effective November 1, 2010, rather than January 2, 2011. Council was agreeable to this revision. Council talked about the number of households that would be affected by this change. Perry Brown indicated there were currently 5 residential dumpsters. It was noted in 3 of these cases, there were 3 families using these dumpsters with each party paying for monthly garbage service. It was agreed for the shared dumpsters, the individuals could work out the bill/payment for the dumpster household. Larry Hunt **MOVED** to adopt Ordinance No. 390N setting a residential dumpster rate of \$35 effective November 1, 2010. Tim Southern seconded the motion and the motion carried unanimously.

#### **New Business:**

**1. Resolution 2010-23 Personnel Manual Revision:** Mayor Pfaff noted most of the changes were mostly housekeeping. He reviewed the changes with council: removing the reference to "Washington State" valid driver's license as an employee might live just across the line in Idaho and simply needed a valid driver's license; adding option for additional compensation up to \$600 or up to 3 days off with council authorization when an employee performs above and beyond the normal duty; health and dental benefits starting the first day of the month following hire; paying 50% of the spouse/dependent health insurance and 75% of the spouse/dependent dental insurance; and removing the pre-employment testing for alcohol. Tim Southern **MOVED** to adopt Resolution 2010-23 adopting an updated personnel manual. Daymon Marple seconded the motion and the motion carried unanimously.

**2. Resolution 2010-24 Setting 2010 Firefighter Salary Schedule:** Fire Chief Brian Conklin indicated this resolution set the annual wage for firefighters. For 2010 a flat \$10 a point was proposed. Larry Hunt asked for clarification as to what was done previously. Chief Conklin said in the past the entire budgeted amount was divided by points and was a variable figure every year. Under this, there was not an incentive to get involved. He said the flat \$10 per point system was what most surrounding agencies were doing. He further noted, both the town and Rural Fire District would pay \$10 per point with 1 point per call, and a ½ point for training. Perry Brown agreed this was a much simpler this way. Larry Hunt **MOVED** to adopt Resolution 2010-24 adopting the 2010 Firefighter Salary Schedule. Daymon Marple seconded the motion and the motion carried unanimously.

**3. Fire District Meetings:** Chief Conklin confirmed the fire district commissioners had standardized their meeting night to the second Wednesday of each month at 6 pm at the restaurant. If the restaurant was not open then they would meet at the community center. Larry Hunt reported he attended 2 of their meetings this summer. Council appreciated getting an email that the meeting for tonight was cancelled. Chief Conklin noted in late spring after meeting with council they talked about a joint board but since then they thought things seem to be working this way. It was noted one commissioner was up for election this fall. It was clarified the district maintains the vehicles while the town maintains the station.

**4. Downtown Siren:** Chief Conklin asked if it would be possible when the electrician comes to

look at the sewer plant, if he could look at the downtown siren. Perry thought that could be a ways out and offered to look at the unit himself. He said it was likely an issue with a circuit board getting wet. He said he could follow up with Dave and the electrician.

**5. Ordinance No. 391N – Revision of Ordinance No. 385N:** Larry Hunt **MOVED** to adopt Ordinance No. 391N for a revision of Ordinance No. 385N. Andrew Flodin seconded the motion and the motion carried unanimously.

**6. Resolution 2010-25 Updating Issuance of Payments to Include Electronic Funds Transfers:** Mayor Pfaff explained the Department of Revenue is now requiring monthly electronic fund payments for the town's excise tax and likely IRS would be requiring electronic payments soon. Larry Hunt **MOVED** to adopt Resolution 2010-25 an updated issuance of payments policy allowing for electronic funds transfers. Andrew Flodin seconded the motion and the motion carried unanimously.

**7. Resolution 2010-26 Setting 2010 Additional Compensation:** Tim Southern **MOVED** to adopt Resolution 2010-26 setting a 2010 additional compensation schedule. Larry Hunt seconded the motion and the motion carried unanimously. The Mayor and Council acknowledged with the new Public Works Superintendent coming on board, Perry Brown would be have to train that person as well as perform his regular duties for a period of time. Larry Hunt **MOVED** to authorize additional compensation of 3 days of time off for Perry Brown due to this extra expectation. Andrew Flodin seconded the motion and the motion carried unanimously.

**8. Resolution 2010-27 Setting the Public Works Superintendent Salary:** Daymon Marple **MOVED** to adopt Resolution 2010-27 setting the Public Works Superintendent salary. Andrew Flodin abstained.

**9. Bill's Tree Service:** Larry Hunt asked if Bill's Tree Service had contacted the town yet. Annie Pillers reported she had not heard from them.

**APPROVAL OF CHECKS/ADJUSTMENT REGISTER/3<sup>RD</sup> QUARTER FINANCIALS:** Andrew Flodin **MOVED** to approve the following bills presented to council for payment and to accept the 3rd Quarter 2010 Financial Report, the 3rd Quarter 2010 Financial Narrative, the 9/30/10 Treasurer's Report, and the 3rd Quarter 2010 Adjustment Register. Daymon Larry Hunt seconded the motion and the motion carried unanimously.

Check Register #9668- 9674 Payroll: \$4,076.65; #9687-#9702 Claims: \$7,903.19  
TOTAL: \$11,979.84

Checks out of sequence #9675-#9686 to be used in subsequent check runs.

August 25, 2010 Minutes correction for warrant number: #9610-#9615 Claims: \$8,542.46

**2011 Budget:** Mayor Pfaff discussed the 2011 budget with council, noting he had put in the figures and it would be tight. He said the Street Fund is out of money and suggested purchasing \$1,500 of rock every year rather than \$5,000 worth of rock in one year. He noted the Sewer Plant was going to hurt with the electrical upgrade needed for the soft start issue. Right now the plant requires a daily check. He said for 2011 the budget would be going into the red and there was not much way around it.

Larry Hunt talked about bracing ourselves for the next 10 or 12 months, looking for grant opportunities and low interest loans. Based upon the water loss percentage, Mayor Pfaff suggested replacing the 2" water meters and suspending the 30 regular meter replacements for 2011. Perry Brown estimated there were five 2" meters. Perry would check the prices of the 2" meters. The mayor thought they were about \$600 a piece. Perry said the other option would be to have someone calibrate the existing ones. Larry Hunt asked about the budget line items versus the fund budget.

Annie Pillers clarified the budget is adopted at the fund level so line items can be over and under. Larry asked about the garbage truck retrofitting. The mayor suggested this still move forward and that the garbage fund was okay. Larry Hunt said the Empire truck he saw in Colfax with this automatic lift appeared safe and efficient.

Daymon Marple talked about the idea of a transportation district. This is a new option that allows a jurisdiction to form a transportation district for the purpose of street improvements and to charge up to a \$20 vehicle tab fee. Beyond the \$20 would require voter approval. Tim Southern said he had read the WAC (Washington Administrative Code) on this, noting the boundaries could be outside the city limits. If the town was to form a district beyond the town limits first and later the county wanted to form such a district, in that area, the town would have to agree to this. Mayor Pfaff confirmed the fees could only be used for street improvements and the town would have to take care of the streets within the district. Council agreed they would not want to go past the Garfield boundaries.

Larry Hunt talked about big government in general getting more money and more taxes and that the council owed it to Garfield not too look at more money. He said the town needed to look at maintaining what we have first and stay within our budget. Tim Southern agreed about big government. Perry Brown left the meeting at 8:03 PM.

Council talked about the upcoming water, sewer, and garbage utility rate inflation factor to be applied in January. This inflation factor was approved 2 years ago by council and public meetings were held. The mayor clarified the increase is 3% each year, applied every 2 years. It follows the same schedule as the county's garbage rate increase. Council discussed the notice to the community – no notice at all, a town newsletter, a public meeting, using the Smokin' Papa's newsletter, the town website, a note on the utility bills, etc. The mayor would ponder this.

**ADJOURNMENT:** Larry Hunt **MOVED** to adjourn the meeting at 8:20 PM. Daymon Marple seconded the motion and the motion carried unanimously.

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**Jarrod Pfaff, Mayor**

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