

Town of Garfield
TOWN COUNCIL
REGULAR COUNCIL MEETING
August 9, 2023 – 6:58 PM
405 W California St.

ROLL CALL: Mayor Pfaff, Council Members: Neal Leon, Craig Mitzimberg, Roni Mundell, and Connie Schaut. Staff: Clerk/Treasurer: Cody Lord, Public Works: Shon Clark Absent: Councilmember: Tom Tevlin

REGULAR TOWN COUNCIL MEETING: Regular Meeting was opened at 7:00 pm.

INTRODUCTION OF GUEST:

Steven Schramm with JUB Engineering is present to discuss the Garfield Facility Plan. The Department of Ecology has approved the new cost of \$227,500 for the Facilities Plan and the amendment is now live in the DOE system. The professional agreement for service was furnished by JUB and council will need to authorize the mayor to sign the contract. After the contract is signed, it should be sent to DOE for final approval and to the town's legal counsel for approval. Roni Mundell **MOVED** to authorize the mayor to sign the Agreement for Professional Services for the Facilities Plan for \$227,500. Connie Schaut **second the motion, and the motion was carried unanimously.**

Steven said there are no other actionable items tonight, but he would like to talk about the I&I next. They have provided another contract for the scope of work on the I&I project. The research will be a time and materials contract. The fees in the contract are the estimates they think it will take to complete that scope of work. Fees will not exceed the proposed amount, unless a notification is sent, and the town approves the new scope and cost. Steven covered the items included in the scope of work and the manpower needed to complete the items. Some updated GIS mapping will be needed, and those shape files can be hosted online for \$500 annually. Council was in support of spending the \$500/annually to have the files hosted online.

Steven talked about how they bill and how they are like an attorney with billable hours while working on a project. There are some conversations that will be outside the scope of work and agreed not to be billed but everything in the scope of the project will be subject to billing. Steven said they must be careful with dealing with items that are not contractual because if it is not in a contract, it is not insured. Steven's hourly rate is \$190/hour. A lot of times there will be a general services fund set up for small towns and when a conversation is taking place, Steven will ask is this something that he can bill to general services since it is outside of the current scope of work. This would always require the town's approval to use these funds. As a rule, project management is kept to about 10% of the total cost of the project. With a good project manager and a detailed set of deliverables, the town should know exactly what to expect in the scope of a project. JUB will also produce a monthly progress report for whomever is designated

at the town level and this report will be passed along to the council, so everyone is fully informed.

The I&I scope of work contract is provided for council to review which details the investigation process which will give them a better understanding of how to proceed after its completion. Steven asked if they wanted a scope of work agreement for one or two manholes. Shon replied they are unsure at this time as he needs to get cameras in those lines and see how far the lines are apart. Mayor Pfaff asked Steven to go ahead and price out two of them.

APPROVAL OF MEETING MINUTES:

Connie Schaut **MOVED** to approve the minutes of the Regular Council Meeting July 26, 2023. Craig Mitzimberg **seconded the motion, and the motion was carried unanimously.**

POLICE REPORT:

Marshal Handley said that overall things have been going well. There was a dumpster loaded up at the recycling facility and Shon was able to locate the vehicle from the surveillance pictures. Cody will bill the customer for the contents left in the dumpster. There is a Garfield resident that is known in the county as a kid collector and is harboring a runaway. The resident and her kids have been given a warning and told it is not acceptable to be doing this. There is a car using the charging station day and night which is not the intent of the station. The station is intended for travelers passing through the area who need to charge on their long-distance journeys. Marshal Handley will have a talk with the young man. Marshal Handley would like some written authority to deal with issues in the RV Park and deal with matters that may come up. He will be doing some combined school training soon.

PUBLIC WORKS REPORT:

Water

Everything is operating as normal.

Sewer

Everything is operating as normal.

Garbage

Everything is operating as normal.

Streets/Park

Shon said the street sweeper was out and collecting the rock from the road resurfacing. The backhoe broke down and is being repaired by Chris McCully. The public works department has been contacting residents in town about overhanging trees and asking them to cut them back. Residents have been very cooperative.

The cemetery is having to re-evaluate their current watering system and reprogram and install correct heads that will provide the watering coverage that they are looking for. There are about 13 zones with 15 sprinklers in each zone so some of the lines are maxed. Shon will be helping them to replace the heads to 5-7 gallon a minute heads which should give them better coverage. The grass will take some time to reestablish up there and hopefully the water coverage will be more uniform for next year.

Shon asked council if they will be entertaining a contractor rate at the RV park. The thought is if a person is here working as a contractor on a project or a person is here to help with harvest, they could get a reduced rate and stay longer than the 2-week maximum. Palouse does offer a \$25 a night contractor rate or \$175 week. Potlatch also offers a contractor rate but is considering phasing it out. Mayor Pfaff said maybe the town could have 2-3 designated spaces that qualify for a contractor rate. Roni Mundell and Connie Schaut said they were in support of a contractor rate. Questions were asked about the RV park and staying open over the winter. The thought is that it will be closed so that they don't have to heat the utilities and see if there is demand there this winter and adjust appropriately next year. Connie Schaut **MOVED** to offer a contractor rate for some designated RV spots. Roni Mundell **seconded the motion**. Neal Leon and Craig Mitzimberg were both nay votes. The motion did not pass at this time.

NEW BUSINESS:

Roni said she brought up some potential training at the fire department meeting. She is corresponding with a gal from Boise that does training on human trafficking in rural areas. She is hoping to organize the training with some other local agencies and police departments. It would likely be a 3-hour training course and would also be open to members of the community. Marshal Handley asked the name of the company the gal works for and her credentials to make sure they are accredited, which Roni said she will work to get this information. Roni suggested the community center could be a possible space for the training and if enough people are interested, then possibly the school would allow the use of their space.

Craig Mitzimberg **MOVED** to approve payment of bills. Neal Leon **seconded the motion, and the motion was carried unanimously**.

Payroll: Qrtly Filings EFT L&I,PFML, ESD	Total =\$2,924.01
Payroll: Checks 15784-15789 PLUS EFT AWC, EFTPS, DRS	Total =\$16,727.34
Claims: Check 15790-15807	Total =\$19,406.01

Total Claims and Payroll: \$39,057.36

ADJOURN:

Connie Schaut **MOVED** to adjourn the meeting. Roni Mundell **seconded the motion, and the motion was carried unanimously**. The council meeting was adjourned at 7:44 pm.



Jarrod Pfaff – Mayor

ATTEST:


Cody Lord – Clerk/Treasurer