

**Town of Garfield**  
**TOWN COUNCIL**  
**REGULAR COUNCIL MEETING**  
**September 13, 2023 – 7:00 PM**  
**405 W California St.**

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

**REGULAR TOWN COUNCIL MEETING:** Regular Meeting was opened at 6:57 pm.

**INTRODUCTION OF GUEST:** Steven Schramm with JUB Engineering. Michael Whatley, Betty Walden, and Kirk Holbrook.

Steven Schramm with JUB Engineering is here to discuss a couple of outstanding contracts. First the Facility Plan now has the blessing of the Department of Ecology, and the town can now sign to get the project under contract. Concerning the research of the I&I project, Cody is still looking into the funding source here so the council could give contingent authority for the mayor to sign once they have determined if the scope of work is currently covered under the I&I grant funding.

There is a manhole project that is needing to be completed before high flows come. There are currently three options to get this completed but possibly the best option is for 2 to 3 washouts to be added to the main line so that a camera can be sent down the line for inspection. This would not require the extensive excavation that would be required for the manhole installations, and it would be something that the town's public works department could tackle.

The next option would be locating someone from the small works roster to put in the manholes. This would require plans and at least 3 bids for competitive pricing. The last option would be for JUB to design plans and send out for competitive bidding. Likely with all the design work, the total cost to put this in would be around \$25,000 and then the contractor that has said they could do the project, would not be available until next summer to complete the work, which is too long of a time frame.

Steven, the mayor, and council agreed that moving forward with 2 to 3 cleanouts would not only be cost effective but work within the amount of time that is needed so they can start inspecting the flows in that area this fall. Shon said he would likely put in 1- 4" sweep and 1- 6" sweep, which would be plenty to get the camera down the lines. Craig Mitzimberg **MOVED** to authorize the mayor to sign the proposed Facility Plan contract with JUB Engineering. Connie Schaut **seconded, and the motion passed unanimously.**

Tom Tevlin **MOVED** to authorize the mayor to sign the I&I Investigative contract once the Department of Ecology gives their approval for the contract. Connie Schaut **seconded the motion, and the motion passed unanimously.**

#### **APPROVAL OF MEETING MINUTES:**

Connie Schaut **MOVED** to approve the minutes of the Regular Council Meeting August 23, 2023. Craig Mitzimberg **seconded the motion, and the motion was carried unanimously.**

#### **POLICE REPORT:**

Marshal Handley was present and said that things have been generally slow. He has received another cat complaint about the resident on 3<sup>rd</sup> street and he will be looking into it. He will be in Palouse on Saturday for Palouse Days. Washington State Liquor Control Board should be coming to town to deal with an illegal cannabis grow situation.

#### **PUBLIC WORKS REPORT:**

##### **Water**

Everything is operating as normal.

##### **Sewer**

Everything is operating as normal. DMR has been submitted and there are no violations this month.

##### **Garbage**

Everything is operating as normal. The recycling area is being cleaned up and the compost pile is almost completely gone.

##### **Streets/Park**

The RV Park has had its first couple of visitors. Some street patching will be taking place soon. Tom commented that the park looks great and that they have enjoyed staying at the RV Park.

#### **FIRE DEPARTMENT:**

Funds are needed at the department to get state certification. The fire department is in need of doing an inventory of items and their worth. They are also looking into replacing the stationary air compressor used to keep the tires at 90 psi. Currently it is leaking, which causes it to go off about every 15 minutes when it should only be going off like a couple times a day. Shon said they should also be looking into fixing the leaks in their brakes on the trucks. When the air leaks in the brakes, the air compressor kicks on to fill them back up. Marshal Handley will talk with Chief McCully about this.

#### **OLD BUSINESS:**

Roni Mundell said the draft invite copies for the Human Trafficking in Rural Communities Training is completed and ready to be proofed. There are two copies, one for the general community, and one for first responders and EMS. Roni is not sure what kind of interest will be generated for the training but hopes to see a good turnout. There will be continuing education certification for first responders that attend. The community letter will go out to the post office, bank, coffee shop, town hall and grocery store. The first responder letter will be emailed to town clerks and asked to be passed

along to the appropriate people. Chief McCully will also send to local fire chiefs in the area.

Marshal Handley asked for a copy of the letter and said that he would disseminate it to his colleagues. The professional training for the first responders will be more graphic so a second training course for the public was made available. The general community training will be a 2-hour presentation and the first responder CEU training will be 3 hours followed by a test at the end. Roni said if there is a good amount of interest in the first training, then she would like to start offering other trainings that might be applicable to this area.

**NEW BUSINESS:**

Mayor Pfaff said that Washington State Cannabis Board has sent a notice of renewal for Koulee Kush and wonders if any of the council members have objections to allowing the license to renew. Connie Schaut said she could smell the facility from time to time and didn't enjoy the smell. No other objections were heard.

Whitman County has sent the notice of financial hardship to allow Garfield to petition to be removed from the election pamphlet. This would also make it so that the town doesn't have to file a "for or against" statement for ballot items. Mayor Pfaff said that only the "for" statement is required and many things in the last election pamphlet were filed without an against statement.

Korey, the web developer is working to get the Garfield RV Park online. Once it is up, there will be meta tags attached to make it easier to search the facility and make online reservations. Shon said the Garfield Gun Club should allow club licenses to be purchased at other locations than just town hall in case a person comes at a time when town hall is closed but wants to get club entrance to shoot that day.

Mayor Pfaff reminded council that the preliminary budget process will begin at the end of October.

Tom Tevlin **MOVED** to approve payment of bills. Roni Mundell **seconded the motion, and the motion was carried unanimously.**


Payroll: Checks 15822-15828 PLUS EFT AWC, EFTPS, DRS	Total =\$16,703.01
Claims: Check 15829-15852	Total =\$35,804.11

Total Claims and Payroll: \$52,507.12

Tom Tevlin announced that he would be resigning from his position due to moving outside the Garfield area in the coming weeks. The council members and mayor thanked Tom for his service to the community. Mayor Pfaff said the position will be posted around town, in the Gazette and on the website. It will be open for one month and at the October 11<sup>th</sup> council meeting they will interview candidates and see if there is a suitable candidate to appoint.

**ADJOURN:**

Craig Mitzimberg **MOVED** to adjourn the meeting. Tom Tevlin **seconded the motion, and the motion was carried unanimously.** The council meeting was adjourned at 7:31 pm.

  
Jarrod Pfaff – Mayor

**ATTEST:**

  
Cody Lord – Clerk/Treasurer