

**Town of Garfield**  
**TOWN COUNCIL REGULAR MEETING MINUTES Preliminary Draft**  
**Town Hall – December 10, 2013**

**CALL TO ORDER:** Mayor Jarrod Pfaff called the meeting to order at 6:58 PM

**ROLL CALL:** Mayor Jarrod Pfaff, Sharon Schnebly, Tim Southern, Mark Young, Daymon Marple, and Larry Hunt present. Staff – Public Works Superintendent Robby Johnson and Clerk/Treasurer Cody Lord. Absent: No absences.

**GUESTS:** David Ulrick and Ray McCown.

**APPROVAL OF MINUTES:** Larry Hunt **MOVED** to approve the minutes of the Regular Council Meeting of November 20, 2013. Mark Young seconded the motion and the motion carried unanimously.

**POLICE DEPARTMENT REPORT:** Officer Joe Merry here for the Police Department.

1. There are a couple of criminal investigations pending.
2. We had a couple of lost and stolen wallets. No leads on the lost wallet, there was a roper boot print with semi-blunt toe left at the site where the wallet was reported lost. Another wallet was taken in November and the police tracked it down to Lewiston. Target said he was safe keeping the wallet for the person, although some cards were taken and charges were made. The suspect will be held accountable for replacing any missing funds and the wallet has been returned.
3. Some shift changes are occurring, Chief Neuman will be coming over in the mornings on occasion to check the parking lots when kids are arriving and leaving schools.
4. There were at least a dozen vehicle slide offs today, about 4 major wrecks total on the slick roads.
5. Officer Merry will be assessing the current delinquent and unruly properties and see how to move forward. For one property the tenants will be back in a month. 3 or 4 flat beds of items have been taken off the property but more is needed to be done there.
6. The property just before the compost pile on the left has building code violations and Dan Galdwill will be filing the appropriate paperwork.
7. Working on the west side of town to remove junk vehicles. Heading across the highway and heading east to clean things up. Christmas months and snowy months will take a little longer to get things accomplished.

**PUBLIC WORKS REPORT:** Public Works Supervisor Robby Johnson was in attendance for the Public Works department.

1. Been a little slow with the holidays. Brad Hasenoehrl started on Tuesday and has been doing fine
2. Electrical work out at the plant has been occurring, soft start switches have been added to a couple pumps.
3. Christmas lights have been installed.
4. Aqua drives are installed. Should have the flappers repaired by Tuesday the 17<sup>th</sup>. Strom was also talking about grinding pumps in the influent well. ML Albright will try and do some investigation on the intake flappers and why they have failed again. Tim Southern asked are they going to find a more permanent solution for the town? The engineers are working to resolve this issue long-term for us. Concerning the Bio-cell, Robby hasn't talked with them yet about this issue and will be making that a priority in the near future.
5. 3<sup>rd</sup> street sewer line has had some issues, Public Works will be assessing the issue fully tomorrow to see how we will move forward.
6. Concerning the DOE bio-solids to be moved from our plant, some inquiring and retrofitting will need to occur to make it easy for collection and dumping.
7. Recyclables. Public Works has been in conversations with a Spokane company to see what is going to make the best sense monetarily and time wise for the Town of Garfield.

8. Utility Trailer. When past employees loaded the mini EX, they bent the frame rails so it has taken any integrity out of the structure. We will need an update for the trailer. There is one in Spokane that has been located for about \$5,000.00 and is a bumper pull. It will be slide in ramps, as the tilt ramp is too expensive. It would be built by Fox trailer in Spokane. We would be capped out at \$5,000.00 for the trailer. Tim said that the way the current trailer is wired is iffy and ED-KA straightened it but there are still some major issues. The current fenders are above the deck now and cause issues when loading and hauling. Daymon Marple suggested checking with the outfit out of Plummer to see what they have available. Robby has called PJ's and another trailer company in Spokane and they are running about 5 weeks out to get a trailer built and delivered. Robby will shoot for a 14,000 lbs capacity trailer. Mayor Pfaff said the funds can come from the water, sewer, and garbage funds. Mayor Pfaff is in favor of getting another one that is reliable and safe. Larry Hunt said we should be hauling recyclables as they stack up as it would be cheaper than hauling once a year. Robby says Bar-tech also wants the sludge to load loose, unfortunately it will have to go bagged for now. If we are only hauling a couple times a year we can bag them, wait for a truck load and cut the bags and put in the truck and take all at once. Bar-tech requires permits for the dumping. Robby will check on what it will cost per ton as we will have to pay Bar-tech to get rid of it. Tim Southern **MOVED** to spend up to \$5,500.00 to get a new utility trailer purchased and replace the old one. Sharon Schnebly seconded the motion and the motion carried unanimously.

**OLD BUSINESS:** No old business to discuss.

**NEW BUSINESS:**

1. Resolution 2013-29. Wages and step increases. There will be an \$800.00 step implemented on anniversary dates and increases based on council decision. This is based on council approval to make changes and alterations in the future. The steps will start in 2013 and will occur on the employee's anniversary. Tim Southern **MOVED** to accept Resolution 2013-29. Mark Young seconded the motion and the motion carried unanimously.
2. Replace or repair heater in the police department. Officer Merry says the last one was about \$79.00 or \$89.00. It will need to be the same kind of heater. Robby or Brad can get it and install it. Council agrees to replace it.
3. Ordinance 439-N. Discuss naming a deputy clerk and addressing the pay-scale. Annie always wanted an available deputy clerk, a secondary clerk in absence of the current full time clerk. Stephen Bishop wrote an ordinance addressing this issue. Annie Pillers is willing to be our deputy clerk in case Cody is gone. We will pay her the same hourly rate she was working for when she was here. Sharon Schnebly has an issue with paying this rate for just any part time person. It is explained this rate can be adjusted if we needed a different person who wasn't as qualified as Annie. Larry Hunt agrees that it should be a wage depending on experience. If and when we have to hire someone else then we pay them depending on experience. Larry Hunt **MOVED** to accept Ordinance 439-N. Tim Southern seconded the motion and the motion carried unanimously.
4. Payment for the used garbage truck will need to be in place and we will need to make sure all items are in place to take possession of the garbage truck. We will have to pay with a cashier check for the truck. Council will also have to approve the raise of the credit card daily limit so that they can get fuel to come back from Salt Lake City with the garbage truck. It is estimated to be about \$1300.00 in fuel and \$130.00 in hotel costs per night. Mayor Pfaff, Robby Johnson and Tim Southern will be leaving on Thursday and have 4 days to get home, all three have CDL's to help in driving the truck home. Sharon Schnebly **MOVED** for a one time motion to increase the limit of the credit cards for hotel stay, fuel, and emergency purposes. The council unanimously approves.

5. Mayor Pfaff wants to know how the council feels about replacing the carpet in the office now that the office has been updated with paint and furniture. Sharon said that it needs to go. We should be looking into getting bids to replace the current carpet and looking into what it would cost to put in new linoleum while we are at it. The council agrees unanimously that getting bids for carpet replacement is a good idea.

**FINANCIAL:**

1. Approval of Checks: Daymon Marple **MOVED** to approve the following bills presented to council for payment. Mark Young seconded the motion and the motion carried. Larry Hunt abstained.

Check Register #11180-11185  
Check Register #11186-11208

Payroll: \$6,598.98  
Claims: \$21,622.80 Total: \$28,221.78

Voided Check # 11165 Check issued for \$1,164.58 erroneously. Actual amount should have been \$1,064.93. Visa returned check with balance of \$1,064.93 still owing. Check voided in system and December's payment was added to balance from November.

**ADJOURNMENT:** Larry Hunt **MOVED** to adjourn the meeting at 7:30 PM. Daymon Marple seconded the motion and the motion carried unanimously.

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**Jarrod Pfaff, Mayor**

**ATTEST:** \_\_\_\_\_  
**Cody Lord, Clerk/Treasurer**