

*Town of Garfield*  
**TOWN COUNCIL REGULAR MEETING MINUTES FINAL**  
*Town Hall – February 10, 2016*

**CALL TO ORDER:** Mayor Ray McCown called the meeting to order at 7:00 PM.

**ROLL CALL:** Mayor Ray McCown, Mark Young, Neal Leon, Daymon Marple and Dave Ulrick. Staff: Clerk/Treasurer Cody Lord and Public Works Mark Phillips. Absent: David Jones

**GUESTS:** Sandra Cavallo

**APPROVAL OF MINUTES:** Neal Leon **MOVED** to approve the minutes of the Regular Council Meeting January 27, 2016. Mark Young seconded the motion and the motion carried unanimously.

**POLICE DEPARTMENT REPORT:** Officer Joe Handley present for the police department.

Last week the department was dealing with a drug related medical call and will be following up this week. Mark Young asked what kind of call and Officer Handley said it was an overdose call. Last night Officer Merry was on patrol around 9 pm, there was a suspicious vehicle behind Ed-Ka that took off on him once he approached. The vehicle took the back way out of Garfield at excessive speeds. Officer Handley would like to remind people to call them if they see something suspicious. Sandra Cavallo asked was there a vehicle description. Officer Handley replied it was an older style Cadillac type looking vehicle.

Officer Handley said the residents at 203 Wesley have not been keeping up on their property. Things have taken kind of a nose dive over there with some junk cars appearing and other things collecting in the yard. Officer Handley told the residents they need to start getting some of the stuff off the property. He is wondering if it would be possible to give them a second garbage can so they can dispose of some of the stuff on the property. He hopes the town can waive the \$6.00 additional garbage can service fee so they can do something about their yard. Mayor McCown said that is not possible because then it would set a new precedence for others to come to us to pay for their overflow garbage to get removed. Officer Handley said he felt that would probably be the answer but thought he would ask. Mayor McCown said spring cleanup day will be coming soon.

Cody will call the landlord of the property and ask her to make contact with the tenants. Daymon Marple asked about the camper that has been abandoned in town. Officer Handley said it has been flagged for removal be he can't find a tow company willing to come and tow it with the way it currently sits. The tow company suggested finding someone with a truck to back under it but then it would just end up back down by Grumpy's. There was some confusion about which camper they were talking about so Daymon informed the council it is a camper that belongs to a guy that is currently incarcerated. Daymon said he has heard he is getting out early in about 8 months. It is on Dan's Hertz's property. Daymon also asked about the trailer with water issues and Officer Handley said nothing has been happening at that property. Mayor McCown said the meter is fully locked out. The mom and daughter have been seen coming and going from the trailer to get personal things but there doesn't seem to be anything malicious going on there.

**PUBLIC WORKS REPORT:** Mark Phillips present for the Public Works Department

**Water**

- The #3 well is running again. The motor is swapped out with the old pump in the shop for repair so it will become the secondary backup pump. Since the pump was swapped out the telemetry has not been working quite right. Mark said he ran it manually today. They just started on a new barrel of chlorine today so it may be a little strong.

**Sewer**

- The chlorine problem has been taken care of which should help the fecal coliform numbers. Dave

Ulrick went out and looked at it and confirmed it was the same issue they fixed years ago. The guys took all the brass out and replaced it with plastic so it wouldn't corrode. Daymon asked are the numbers down and Mark explained they just finished the repair today and will be sampling tomorrow so they will know the results soon.

- They are preparing to put in the SO2 chlorine tablet diffuser.
- ML Albright bid \$3,600 for parts and \$1,600 for labor to fix the two check valves under the screens. They are 6" check valves. Daymon said once this is completed it will last awhile.
- There have been a few heavy flow days with run off.

#### Garbage

- They have received the spare parts for totters and they are all repaired and they have been handed out.

#### Streets

- Brad and Mark will start up the sweeper and get the downtown area cleaned up. Hilly and less traveled areas in town will be left for the time being.
- They have replaced about 6 yields signs and a few stop signs.

Mayor McCown said the closet is almost done in the library. The frame work and sheet rock are done and it is ready for paint and a door. They got a light moved in the space from an existing light fixture. So far they are under budget. Sandra Cavallo had a question about the recycle dumpster and how often it will get emptied. Mayor McCown said this is the town's second load to get emptied and they have it scheduled for pickup. It had been in Rosalia and the cranking cable had been broken so they weren't able to compact the material that is inside. Mayor McCown said to just call the town and notify us when it is full and they will get it scheduled to be hauled away if it has not already been requested.

#### OLD BUSINESS:

Mayor McCown said he called Ellie at the Department of Ecology today and she couldn't find any sewer plants anywhere close to us that are similar in operation. David Ulrick said the town really shouldn't need anyone as the testing should come out better with the changes that have been made out there. Ellie hadn't reviewed any of the recent DMR's so she couldn't comment on the changes and how they are affecting the plant. Mayor McCown suggested waiting another month or two to see if the changes that were made will make a big difference, which should be the case. Mayor McCown said they should get the check valves fixed. Daymon Marple **MOVED** to pay for the labor and service to repair the check valves through the use of ML Albright. Mark Young second the motion and the motion carried unanimously.

Mark Young wanted to talk about the sewer plant, he wants to be very cautious about the DOE situation and make sure we are sending them what they are requesting and that the relations are improving with them. The public works is required to send in two reports, one is what they do out at the plant and the other is how their time is spent. Mark had Cody pull these records since the last meeting when DOE was here on Oct. 27. These are the reports that they requested the town send in routinely. The one thing that should be easy to do at this time is record the time spent at the plant.

DOE asked that the guys spend 4 to 6 hours out there a couple times a week and a couple hours on the other days of the week. Dave said they did have log sheets out there when he left, and he has explained to the guys if you can't furnish the records then they won't take your word that you have been spending the required time out there. Mark Phillips said they are also working on Operation and Maintenance hours. Mark said what he did was look at the log sheets the public works sent DOE and made a list of time they recorded since that meeting. He wanted to make sure the reports they are sending were accommodating the 20 hours a week that DOE was requesting. Mark furnished the breakdown of hours to the council.

Neal said when they replace the line and the valves he suggests taking before and after pictures of everything and adding it to the sewer file. Mayor McCown said Willie from Pomeroy told him that he works 2.5 hours a day at his plant. Dave said he isn't too concerned unless the test results continue to come

back unfavorable. Daymon said to run the plant properly you have to be there a couple hours in the morning and couple hours before heading home, it won't just run by itself. Mark said they need time out there to learn it and also someone to teach them the proper ways of operating the system. Mark said concerning his list of ideas for the coming year in public works, he is most concerned about the sewer plant. He is unsure how much time they have to spend in other areas until that plant is operating like DOE wants.

Although David Jones was not present tonight, he sent a list of items he would like to see completed. The number one item on his list was the sewer plant and getting the numbers in line for the testing results. He would like to see the staff hours where they need to be at the sewage plant and make sure progress reports are sent to DOE and the council. He would like to talk about having a yard of the month award. He would like to talk about removing the Avista tax. There was a question if there was a town tax on fuel and there is not. The town does tax on our own utilities, as well as electricity tax and phone service tax. Daymon explains this was done because of the budget shortfalls that happened in the past.

Dave said he brought up the employee manual at the last meeting and wondered if there were any thoughts on it. He said he just finds little things that he has issues with, such as the floating holidays. Dave asked Cody how many hours a month they get in vacation pay and Cody responded 8 hours a month. Dave also wondered what was considered a part time employee stating in the handbooks it says less than 40 hours a month but more than 20 is considered part time. Daymon said they should probably take a look at it and bring it in line.

Mayor McCown suggested bringing the employee manual to the next meeting and reading a couple pages at each meeting. Mayor McCown also suggested bringing all the ordinances and read them and review them to see if changes are needed, he thinks it would be helpful if they all knew what is in there. Mayor McCown said the one thing he doesn't agree with is giving an \$800.00 a year raise by ordinance. He believes that council should decide whether a guy earns a raise or not based on performance. Sandra questioned if a guy wasn't doing good enough work to get a raise then why would he still have a job. Neal said they used to run that through the council and at the start of the new budgeting process in October they would talk about giving raises. He also feels it shouldn't be mandated by ordinance.

Daymon explains they were following what the state guidelines are for their employees. The council at the time went with the step raise program with a 5 year ceiling. Daymon explains the state and the county also give COLA raises. Officer Handley said the City of Palouse hasn't given a COLA raise in the past 5 years, but they do have the five step program. Daymon said the COLA adjustment was fairly low this year at 1.7% and that was taken from the states recommendations. Mayor McCown said he would like to start doing this review of the handbook and ordinances at every meeting.

Mark said he talked with the Fire District about the doors and applying the cost sharing ration of 40% town and 60% Fire District and it seemed like they would be willing to do this for the purchase of the doors. He will know for sure more at the next Fire District meeting.

#### **NEW BUSINESS:**

- Community Center Upgrades. The community center needs a new door, hot water tank and paint, also the alley access door is falling apart. The facing is coming off the door and the door casing is rotted out. It would be \$269.00 for a new door with frame and everything. If you turn the hot water on, you can't stay in the room the water smells so bad. Mayor McCown said he would try to take the rod out and if it is bad a new one would cost about \$175.00. Mayor McCown said the community center is in need of new paint and they will need to have the new closet painted as well. Mayor McCown said he would like to suggest Steve Jones paint and he can do both the closet and the community center space for \$400.00. Dave thought that sounded like a fair price. Mayor McCown thought they would need about \$40.00 for trim. Mayor McCown said they are looking at about \$1,200 to get the community center back into pretty nice shape.

There is a box in there that belongs to the Lions also another piece of furniture that belongs to the Women Club and another cupboard in the shower closet that could probably get taken out so it allows more space. Dave said he will talk to Donna Victor tomorrow and see if the guys in Palouse want any of it. Mayor McCown asked if he has approval to hire Steve Jones to paint saying that he has a contractor's license. Daymon Marple **MOVED** to make the repairs to the building including the painting to be completed and not to exceed \$1,500.00. Sandra Cavallo asked how much revenue the center generated and Mayor McCown explained we only charge \$10.00 for the use of the space that it doesn't generate much revenue but it is a necessary thing to have in the community. Dave Ulrick seconded the motion and the motion carried unanimously. Mayor McCown said at some point they should also think about having the carpets cleaned.

Sandra asked if there had been any discussion on the community garden. Cody said only two people had expressed interest in the community garden space. Mayor McCown said they should start talking about it now if they hope to do anything this year. Mark asked where the suggested site location would be. Neal said up by the water tank and Mark asked if this space was easy to access and provided parking. Dave thinks there is about half acre to ¾. Acre. Mayor McCown said currently there are old antennas up there to get rid of and the approach would need to be graveled. Mayor McCown suggested Sandra talking with some people in town and bring the information to the next meeting.

There appears to be a leak in the road around Bob Lewis' place. Neal said to dig down to the main and follow it.


**FINANCIAL:**


Approval of Checks: Daymon Marple **MOVED** to approve the following bills presented to council for payment. Neal Leon seconded the motion and the motion carried unanimously.

Check Register #12169-12172 PLUS EFT DOR  
Check Register #12173-12191

Payroll: \$7,977.48  
Claims: \$21,705.23 Total: \$29,682.71

**ADJOURNMENT:** Daymon Marple **MOVED** to adjourn the meeting at 7:45 PM. Dave Ulrick seconded the motion and the motion carried unanimously.

  
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Ray McCown, Mayor

ATTEST:   
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Cody Lord, Clerk/Treasurer