

**Town of Garfield**  
**TOWN COUNCIL REGULAR MEETING MINUTES Preliminary Draft**  
**Town Hall – February 11, 2015**

**CALL TO ORDER:** Mayor Ray McCown called the meeting to order at 7:02 PM

**ROLL CALL:** Mayor Ray McCown, Mark Young, Daymon Marple, Tim Southern, and Sharon Schnebly.  
Staff: Clerk/Treasurer Cody Lord Public Works Superintendent Robby Johnson. Absent: David Jones

**Guest:** Marcus Munn (Cascade Computing), Sonja Hall, Rebecca Strange, Cher Curtis

Marcus Munn from Cascade computing is here to go over that proposal that was submitted in September. He put together 3 proposals; one of them was for a standalone recording device. The other two would need software to be able to run at town hall. The bid was initially for four cameras but other cameras could be added easily once the system is installed. The original plan was to have one at the park, recycle center, WWTP and town hall. They can go virtually anywhere in town as long as there is a signal back to the office. Tim Southern said the council was unsure which one was the right one to pick. Marcus said it just depends on what is needed. There are the PTZ cameras, which means pan, tilt, zoom; it would be a good system since it would be moveable from the office computer. The resolution would be a little lower but it would still be good enough resolution to see license plate numbers. PTZ cameras have really good night vision as well.

Marcus uses his laptop to show the camera resolution to the council with the PTZ camera. Council wonders if they can record. Marcus informs them it depends on the capacity of the computer. Daymon Marple wonders if it will reach out to the sewer plant and wirelessly out to the compost facility. Marcus has transmission systems on the black water tower so they can reach pretty much anywhere in town. Sharon Schnebly just wants to make sure it will get the job done; if so, she thinks it will be a great thing for the town. Mark Young asks what is the light source used to see at night. It is infrared, if something triggers the camera it is alarmed and starts recording.

There is some concern why one is needed at the compost plant and Mayor McCown explains last year we had more stuff come in from out of town than in town. Mayor McCown is hoping we can use an Avista pole to power the camera. Tim questions if there is a light pole up there that can be used and is close enough to the compost area. Mark confirms we currently have a place for four of them so we could get started with them. Marcus explains the first bid was for 2 PTZ and 2 stationary cameras. Chief Neumann thinks a PTZ at the park would be great. It is noted if you leave the camera on auto pan then the life span of the camera is significantly shorter.

Mayor McCown asks if we decide to add cameras to it in the future how much would that raise the price. If it is a stand alone camera location then the added cost is a little higher, if the camera already has the transmitter the additional camera is not much more expensive. It would be somewhere around \$200 to \$250 per camera to add an additional one. Tim Southern **MOVED** to approve BID #196, \$2597.98 to install surveillance cameras around town. Mark Young seconded the motion and the motion carried unanimously. Marcus confirmed his company is booked out about 3 to 4 weeks. It will take him about 2 days to complete installation. Daymon questions why we are looking at one for the WWTP. Mayor McCown said we haven't had any problems there but being on the safe side would be good. Mark agrees that if something happens there it could be bad; it would be good to have something to go off of. Cody will work with Marcus to get this scheduled.

Peggy Ray, Rebecca Strange and Sonja Hall are here to talk about the restaurant. Rebecca was asked to come down tonight and talk about what her ideal scenario would be in opening the restaurant space. She starts by saying she expects to be there between 15 to 16 hours a day and she is fully aware from her past experiences with her family's restaurant what it takes to run a space. She feels she is capable of wearing many hats. Her ideal scenario would be to own the business solely and lease the space from the town that way she is fully responsible for the success or the failure of the space. Rebecca feels it needs to be a

place to bridge the gap in the community. She would provide a menu for both the younger and older clientele.

Rebecca explains she has a passion for food. Sharon asks what kind of food she is talking about. She would run the staples needed in a small town but then would also like to try some Thai dishes, or Asian cuisine, and then offer things like tacos and burgers something less expensive and main stream. Little menu changes would be utilized. Mayor McCown said they are not going to do any good talking about this type of thing until there is money raised to get the things fixed at the restaurant. Rebecca has found some lighting that is relatively inexpensive. Each unit is approximately \$60.00 and she would like to have them put on a dimmer switch. Tim questions where Rebecca thinks that the money is coming from for the lighting. Peggy Ray says the community association has about \$750.00. Mayor McCown explains the wiring that is there is for florescent lighting. Conduit would have to be run and other changes so the price will be more expensive if a different type of lighting is used. Tim suggested looking into LED options.

Concerning flooring the best option would be the free floating linoleum tile; all of the options are under \$2.00 a square foot. Rebecca explains if you do linoleum the subfloor needs to be nearly perfect. The free floating flooring has a 25 year warranty and they have lots of different patterns. Peggy Ray said Phil and his church are still a go especially at this price. Mayor McCown said it will be up to Rebecca to come up with the money to make this work. The town doesn't have the resources at this time to put towards the space. Rebecca is questioned about rent on the space. Rebecca said that comes down to what the town is willing to rent it for. Sharon said the council definitely wants to encourage business. Mayor McCown clarified the town is not looking to make money off the space, no rent for a short period of time may be reviewed in order to help a business get started there.

Rebecca talks about the flooring for the walk in cooler and she thinks 12x12 tiles at a \$1.00 square foot would be the best option. Marcus Munn also said his company will provide a free Wi-Fi hot spot to the space. The shelves need repaired in the walk in and it needs to be tested to make sure it operates okay. Peggy Ray explains when Avista comes out to do the energy audit; they will test the freezers to make sure they hold temp and Rebecca and Sonja will check every two hours to see how they rate. Rebecca understands that once the restaurant is opened the equipment is 100% her responsibility to keep it operating. She was told by the last operators that there was a cost of about \$300 to \$500 every couple months for repairs to the walk-in. Daymon explained there have been repairs done to the unit and that is no longer the case.

Rebecca also has a concern about how to get around the handicap requirement from the state. Daymon explains last time it was not required since it was an established business and building. Mayor McCown said the only thing that could be a hindrance will be the Health Department, if they approve the space then there should be no problem. Rebecca will reach out to the Health Department and get the keys from Cody to go in for their inspection. Daymon said they will want sealed shelves, and a 4 sink system which can be fiberglass or stainless. They want a non-draw back water spot for a mop and there is a perfect spot over by the bar. Daymon says other than that it met just about every other requirement. Peggy Ray said the representative for the Dept. of Health started charging for her services at the first of the year, but because they contacted her before the first of the year they don't have to pay.

**APPROVAL OF MINUTES:** Tim Southern **MOVED** to approve the minutes of the Regular Council Meeting Jan. 28th, 2015. Daymon Marple seconded the motion and the motion carried unanimously.

Mayor McCown would like to address the 4 yard dumpsters that were approved while he was away on vacation. Mayor McCown asked how are the women in the kitchen at the school going to be able to use them; the lids sloop, and are going to be too heavy for workers to hold while loading the containers. Mayor McCown explains he has looked at several of them and researched them. He believes the garbage truck we have for Garfield is also too big. Tim said the council looked at it financially and it makes sense to share the expense for the new dumpsters with the school and get their old dumpsters back to circulate for town customers since we are currently in need of 6 for the town. Mayor McCown said we have four that have been waiting to be fixed. Mayor McCown also said 2 of the school dumpsters are not in good shape.

Tim explains to Mayor McCown that the council discussed it and they were all alright with it so they voted

to approve the purchase. Mayor McCown asked how much research has the council done concerning this purchase. Tim says he trusts that the customer knows what they are getting. Daymon says they would take up less space, plus the thing we don't want is we don't want employees moving these around. Robby explains the dumpsters will be set in one place and not moved. Robby explained the dumpsters have been purchased and the transaction is complete. There was some disagreement about the purchasing of the dumpsters and Robby exited the meeting.

Mayor McCown explained his concern about the working relationship with the public works department. He is very concerned about the plant and how the proper training is not taking place. Tim explained to Mayor McCown that David Tysz is going to be coming down and spending more time with him. The public works department also has Andy with DOE and Chad with Evergreen that they can rely on for support. Tim explains they just need time down there at the plant. Mayor McCown questions what time is going to do if the proper training is not occurring. Tim questions Mayor McCown what DOE said on their visit here about the hours needed at the plant and explains he recalls them stating it was a full time position for one guy until the plant is running absolutely perfect. Mayor McCown said without someone there to train them while they are there it becomes wasted time. Sharon explains that it is important that they move forward and not backwards with staffing matters.

Tim questions the working relationship between the public works department and the Mayor stating he has heard that it is not very productive. Mayor McCown explains these guys are young and had very little experience coming into the position and were not given good training to follow. Mark Young interjected by stating normally these kinds of conversations happen in executive session and thinks the council should try to move forward without deteriorating the situation worse. The council feels that contacting Robby and having him come back to the office for an executive session meeting would be best at this time.

Tim revisits the possibility that there should be a committee made to deal with the public works. Tim asks would the council like a committee made. Sharon doesn't feel it will help with the animosity between the Mayor and the public works department. The council agrees to contact Robby and see if he is willing to come back for a meeting with the council.

**Executive Session:** Mark Young **MOVED** the council to go into Executive Session for personnel matters {RCW 42.30.110 (g)} reconvening at 8:20 pm. Daymon Marple seconded the motion and the motion carried unanimously. Council entered into the Executive Session at 8:10 pm. The clerk-treasurer left the meeting.

The council reconvened into regular session at 8:20 pm.

Tim said the council needs to all sit down and talk with David Tysz and get on the same page with him about the WWTP. We need him to come and talk with us, and his plans going forward with helping the guys learn at the plant. Mayor McCown told Robby today that he would talk with Dave Ulrick to help them figure out the tests. Daymon and Tim questioned this approach stating that many of the tests have changed drastically since his time spent at the plant.

#### **POLICE DEPARTMENT REPORT:** Jerry Neumann

The police department has been dealing with some family issues and domestic violence; 3 in the last week in Garfield. Things are going alright other than that. The department got the new car and got the new decals and divider put in it. Officer Merry has been using it as of last week. The police department will be getting a second vehicle in the next month or so. Chief Neumann said the new vehicle gets about 17 miles a gallon in town and 27 on the highway and that a lot of law enforcement departments are going with all wheel drive vehicles for future patrol vehicles.

#### **PUBLIC WORKS REPORT:** Robby here for the Public Works Department

##### Water

- Everything is fine. Ray has given them a list of items that need completed.
- Mark talks about how there is an audit coming up in the next few weeks to rate the district for insurance and the public works department will have to provide some information regarding the water system.

- Mark questions the fire hydrants that have been purchased and when they will be installed. Robby explains the time of year is not the best for replacing that equipment at this time and it will have to wait until the spring. Sharon asks does anyone know how much the fire rating will have to go down before homeowners rates will go up. Tim believes it would have to decline another point in order to impact insurance rates and he thinks the town should work at just maintaining the current rate.

#### Sewer

- Nothing to report.

#### Garbage

- Garbage truck in Spokane with the electrical getting worked on.
- The transmission will be between \$8,500 and \$9,300 to be repaired.
- We are keeping the four yard dumpsters.

#### Streets

- Batteries are out of the street sweeper and Mayor McCown will take them to Spokane on Friday to be replaced.
- The guys will fill a few of the worst holes to get by for the remainder of the winter; this summer they will check into getting a chip surplus built up. Tim suggested calling Cochran and seeing if he would allow them to use his trailer to haul a good heavy load to Garfield.
- The bridge has been inspected; Whitman County came out and completed it on time.

#### **OLD BUSINESS:**

1. Surveillance Camera Installation (Previously talked about in the guest section.)
2. Restaurant Business (Previously talked about in the guest section.)

#### **NEW BUSINESS:**

1. Bishop's Law Office Retainer Letter Changes. Tim Southern **MOVED** to approve the Mayor to sign the revised Retainer Agreement with Bishop Law Office. Sharon Schnebly seconded the motion and the motion carried unanimously.
2. 4<sup>th</sup> Quarter 2014 Void/Adjustment Register. Council reviewed and the Finance Committee signed the register.
3. Resolution 2015-01 Adopting the Palouse RTPO and Authorizing Membership. Sharon Schnebly **MOVED** to approve the membership between the Town of Garfield and the Palouse RTPO. Tim Southern seconded the motion and the motion carried unanimously.
4. Gravel is needed on some roads because we have had a mild winter and lots of rains; the busses and garbage truck are tearing the roads up bad. If you go in front of Pickron's house it is really soft. There are 4 to 5 other roads in town that are really bad. At the end of Union there are some big holes full of water. Tim said you may want to grade them and then fill them other wise it won't hold. Sharon questioned do we need to bring in some gravel some  $\frac{3}{4}$  minus and put down. Mayor McCown confirms we have about 30 to 40 tons of  $\frac{3}{4}$  minus. The fine gravel is the winter sand used to cover the roads when it snows; currently there is only one load of it.

Daymon explains the school is using these roads more so it may be something we have to plan more for in the future. The last time we bought chips it was about 100 to 150 ton. Mayor McCown explains they usually do that when there is a rock crusher close by Garfield. Mark asks is it something later this spring we can talk about. Mayor McCown said yes but until then the guys can fill the chuck holes with a scoop of gravel and they will hold for a bit. Mayor McCown also adds that 3 women on South Hill complain about the garbage truck ripping their tree limbs down. Daymon says this could be due to a lot of limbs hanging out across the street and if this is the case

it is the owner's responsibility to keep them trimmed.

**FINANCIAL:**

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

Check Register # 11718-11722

Payroll: \$8,208.19

Check Register # 11723-11753

Claims: \$25,146.16 Total \$33,354.35

**ADJOURNMENT:** Tim Southern **MOVED** to adjourn the meeting at 8:28 PM. Daymon Marple seconded the motion and the motion carried unanimously.

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**Ray McCown, Mayor**

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