

**Town of Garfield**  
**TOWN COUNCIL REGULAR MEETING MINUTES Preliminary Draft**  
**Town Hall – March 9, 2016**

**CALL TO ORDER:** Mayor Ray McCown called the meeting to order at 6:59 PM.

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

**GUESTS:** Eric and Lisa Hasenoehrl from Keltic Engineering, Tim Southern and Peggy Ray

Eric and Lisa are here from Keltic Engineering. They just want to talk about safe routes to school, the waste water treatment plant and storm water. Lisa says they are here to be a resource for the town and they like to check in with Garfield on a regular basis to see if anything is needed. One item that Cody and Lisa have been emailing about is a grant funding program that WSDOT rolls out every two years which are opportunities safe routes to school and bicycle or walking paths. These grants are great because there is no match required however it does help you get better points on their rating scale if you do contribute. The grants are pretty easy to fill out and file. Lisa distributes the town's transportation map and in the past Keltic has worked with Cody to get it done and in front of council for approval. This map shows the road projects that towns are required to report to WSDOT and shows possible projects on the map that the town may be interested in undertaking in the future. Projects must be on the map in order to apply for the grant.

Eric says with the safe routes to school the town should be looking for areas where they can improve gutter, curb, ramp and crosswalks, basically anything that makes kids safer going to school where pedestrians might encounter vehicles. The nice thing about both of these they are funding everything from \$10,000 to one million dollars. They want to spread the wealth around and would prefer to fund smaller projects. Eric said the town has a couple months to try and put it together if interested. There are fewer and fewer grants so he would encourage the town to apply for the grants. The town has already done one safe route to school on 2<sup>nd</sup> Street. They will have to rate these projects so if they see some kind of money commitment from the city it is more attractive to them and they don't take in kind contributions at this time. They will do a site visit to evaluate the project and they will determine who wins the grants by June 2017.

Mayor McCown said he thinks 3<sup>rd</sup> street going up across the rail road tracks up to the school could use sidewalks on the eastside of the street. Also many kids use Adams Street to cross the main highway and currently there is no sidewalk surface on Adams Street. Daymon said he lives at the top of Adams Street and a lot of kids use that hill to get to school. Lisa said it would be a stronger application if there is currently nothing there. It could also pay for an electric sign that will flash the speed and caution drivers to slow while school is in session. Chief Neumann said these are nice to have. Mayor McCown said at Adams Street and the highway would be a great spot for that kind of signage, since there are always kids walking there.

Daymon suggested also having painted safety stripes since kids use the highway crossing to access the park. He sees the daycare people taking about 25 kids that way every day. Eric said they could start looking at some costs and the amount of a possible match to get a project submitted for the safe routes to school. David Jones wonders if they can do more than one grant for the safe routes to school. Eric said yes and this is not something they need to decide tonight. Dave Ulrick said he would suggest from Union Street on the eastside of 3<sup>rd</sup> Street to the front of the school. Dave Ulrick and David Jones will go together and take a look at the project. Dave said most of the sidewalks downtown are taken care of and 2<sup>nd</sup> street is done to the school. Daymon agrees about putting the sidewalk on the eastside of the street and slightly raising the surface since it is low right now and to keep in mind there are railroad tracks in there too.

Eric said the last time he was here they were working on the chlorinator and the SO<sub>2</sub> de-chlorination chamber and wonders where those projects are at now. Mayor McCown said they had worked on the chlorination connection and they are ready to put in the SO<sub>2</sub> de-chlorination chamber. Eric said DOE can be kind of lax from time to time but they will eventually stiffen their approach and expect things to be taken care of. Brad Hasenoehrl explained there is something going on with the fecal coliform counts and

currently there are more particulates than allowable in the counts. There was a break in the chlorine line and that has been repaired and the numbers are looking better. Eric suggests taking care of the storm water and manholes that become issues when it rains since the influent numbers go through the roof. The less to treat the better the results will be so he strongly suggests doing whatever is necessary to reduce the in-flow of water.

Mayor McCown said this morning one of the pumps plugged up and seized with items that are not supposed to be in the system. Eric said this is the new nemesis for all operating plants since a lot of the cloth wipes say it is okay to flush them down the toilet, however they are causing mass issues for operating plants. Eric believes they will outlaw these disposable wipes soon. Daymon asked what can be done to avoid or minimize this problem in the meantime. Eric said bigger towns are employing people to do more screening and removing the unwanted items by hand at the headworks. The only other thing that can be done is to notify the community. Daymon said we have already notified the community a couple times in writing. Eric said he would suggest continued education and alert the community of the damage being caused. Dave asked are the new electronics set up on the pump so it tries to restart a couple times and then it shuts down. Mayor McCown said maybe they should pull the pumps a couple times a week and have a look at them, see if there is anything stuck in them. Eric says that is an option, but it is a lot of work. Eric encouraged anyone to call with questions anytime. Eric wrapped up by saying in order to change the map they will need a resolution. Mayor McCown instructed Eric to send over the updated map and they will get it reviewed and approved.

Peggy Ray is here to ask the council/mayor to reconstitute the restaurant committee. Last spring they put in the carpeting and lights and she doesn't like to leave things unfinished. She would like to get the building to the point where they could use it for functions. They still need the plumber to put in the handwashing sink, they have the money from the Garfield community association to finish this project. They can't submit it to the Dept. of Health to have it licensed until this is done. After the approval from the Dept. of Health they then could use the space as a licensed facility and have a community usable space until a business moves in. Peggy Ray said the restaurant group consisted of; Cody, Cher Curtis, Connie Kriebel, David Ulrick and herself. The council has no objections to letting the restaurant committee continue to operate to get the space usable. Mark Young asked about insurance on the space. Mayor McCown said it is currently covered under the town's blanket policy and Cody confirms the insurance rate to the town actually dropped this year even after adding the new space. Daymon asked do you want the same committee and Peggy Ray said that would be great. Daymon Marple **MOVED** to allow the restaurant committee to continue to function and make improvements to the restaurant space. David Jones seconded the motion and the motion carried unanimously.

**APPROVAL OF MINUTES:** Daymon Marple **MOVED** to approve the minutes of the Regular Council Meeting February 24, 2016. Mark Young seconded the motion and the motion carried unanimously.

**POLICE DEPARTMENT REPORT:** Chief Neumann and Joe Handley present for the Police Department.

Officer Handley stopped a mobile counterfeiting operation in Palouse. They were on a state wide spending spree focusing on Washington casinos. Officer Handley determined the driver was high on something and conducted a search. There was also a passenger with an active warrant with priors for counterfeiting out of California. The money they were producing was pretty good quality and made with a standard home printer and they used another practice to defeat one of the security measures. They weren't able to get the holograms in there but they did pretty well on making them look real. The money was found in a hollowed out bible. Secret Service handles these types of issues and they will now begin to interview the subjects. Also the department was called out at 7 this morning for a domestic violence call, the adult children have now moved out of the residence where the complaint originated. The department will be spending some volunteer time at Prom at the Schweitzer Event Center and are expecting several schools to be involved in the event.

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

#### Water

- Brad and Mark dug up what was thought to be a leak on the city side of a meter at Lorna Marples and it turned out it was on the homeowner's side. The hole is still uncovered and waiting for the plumbers to get it fixed.
- There has been a complaint from the Wrides about water pressure issues. The guys will replace the meter to see if that will work. It appears the O-ring on the valve side was sucked into the mechanism and then plugged it up.
- Meters have been replaced at the Victor's residence and also at the Busch pumps.

#### Sewer

- Still waiting for the latest results to come back for updated fecal coliform numbers.
- With the rain and run off they have been experiencing high flows at the plant.
- The fecal coliform numbers range from 17,000 to 450 which is the number on the most recent report that came in last week. Daymon asked is the run off filling things up at the plant and Brad said it just blows through the plant.
- Currently they have a lot of sludge to get rid of. Brad is trying to source a cheaper way to dispose of the sludge. He has been calling BarTech to see if they can bring a trailer- down so they can load more at one time to send to the disposal location. It now takes about 2 weeks before it dewater and is ready for transport. They need to get a bunch of the sludge out of the system so they can continue to waste. There might possibly be some other transporting options beside BarTech and Brad is looking into this.
- ML Albright will be in Garfield tomorrow to fix the check valves for the town. They are going to have to do some other repairs while they are out here.

#### Garbage

- Garbage is running fine.

#### Streets

- Sweeping is pretty much completed but on the next rainy day they will make one more pass to pick up the rest of the remaining rocks from the winter plow truck.

#### Park

- Nothing currently happening with the park.

Wayne Dalton was here to do final measurements for the fire department doors on Monday, they will get it ordered and ready to install. Flags have been changed out and Brad would like to have approval to order 24 replacement flags. Dave asked Brad to check the total poles and see how many standards they have. Mayor McCown said they can talk about it at the next meeting after they have checked some prices. Mayor McCown asked about the cost to take materials up to Bar-Tech and Brad said the average cost with labor, fuel, wear and tear and cost to dispose of the biosolids which is about 3.5 tons each trip costs about \$1,200. It takes about 4 hours to go up there and dump. Mayor McCown said so without the labor it is about \$800. Brad thinks they could transport double that amount if they had a trailer to load which would be nice because they currently can't keep ahead of the full digester. Brad needs to get it down 8 feet in the digester and loading the last 7 containers only dropped it one foot. Neal Leon said he just wants to know the cost comparison between several little loads and one large load.

Mark Phillips said they ordered parts for the meter going to the cemetery and that the speedometer and cable to the meter was broke. They got a new cable and a spare coming in the next week. Mayor McCown said the cemetery district quit paying their monthly rate at the beginning of the year since they are not currently using water but he wants the meter fixed for when the water is reactivated. Mayor McCown said they were going to put a new brass two inch meter in but it was determined to be a 3" meter and the cost to replace the meter would have been about \$1,600 so they were happy to see it is only a faulty cable.

#### **OLD BUSINESS:**

Dave brought up the Employee Manual and asked council if they would like to discuss it. He made notes of the sections that he has issues with and provided that to Cody. Mayor McCown said he read that whole thing and can't believe there was a mayor that adopted it. Dave said when Cody doesn't work 40 hours a

week he is not eligible for vacation time and health care and he doesn't feel that is appropriate. Cody explained he works 8 hours a week outside the office so he gets 40 hours a week total. Mark asked when the employee handbook was written. Daymon believes it was adopted around 8 years ago. Mayor McCown said he doesn't agree with allowing two hours of vacation every week and also thinks the sick leave is over compensated in the current handbook and feels that no vacation time should be allowable in the first year, instead only usable after the first full year of employment with the town. Daymon disagrees with Mayor McCown saying these are the industry standards and taken from resources of other like agencies in the area. Mark said the point is that they need to work out the details and make sure they are reflected in the handbook. Mayor McCown said why not only allow a week vacation each year. Neal said there are companies out there that don't give you vacation in your first year. Mark suggested Cody sending the council the handbook and each of them taking a look at it and coming back to the table to figure it out.

Mayor McCown said the fire station and community building are done with the exception of the window which is coming tomorrow. Cody said he got an email from the library that they would like the town to paint this year and after talking to Mayor McCown responded with an email saying the budget had been exceeded for the library maintenance this year, that possibly the town could look at painting the space next year.

Brad asked Dave if he could read out load the issues he had with the employee handbook so the employees are informed. The list of issues was provided to Cody for everyone's review. Neal said he would like to add that the flags are very important and he feels need to be taken care of.

**NEW BUSINESS:**

**FINANCIAL:**

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

Check Register #12201-12204 PLUS EFT DOR	Payroll: \$7,978.48
Check Register # EFT Dept of Revenue	Claims: \$1,189.91
Check Register #12199-12200	Claims: \$170.98
Check Register #12205-12223	Claims: \$18,698.69 Total:\$28,038.06

**ADJOURNMENT:** Daymon Marple **MOVED** to adjourn the meeting at 7:50 PM. David Jones seconded the motion and the motion carried unanimously.

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**Ray McCown, Mayor**

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

