

**Town of Garfield
TOWN COUNCIL
PUBLIC HEARING PRELIMINARY BUDGET
REGULAR MEETING MINUTES Preliminary Draft
Town Hall – October 26, 2016**

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

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

PUBLIC HEARING:

Mayor McCown opened the public hearing at 7:02 to discuss revenue sources for collection in 2017 and to discuss the preliminary budget details.

1. 2016 Revenue Sources Public Hearing

- Ordinance 456-N Property Tax Levy for Collection in 2017

Mayor McCown said they need to pass a couple ordinances pertaining the levies that the town will collect in 2017. Cody explains that a 1% increase is allowable from the actual taxes collected in 2016, this is the tax levy collected from assessed property values in 2016. Daymon Marple **MOVED** to approve the increase of 1% regular levy tax collection in 2017 by adopting Ordinance 456-N. Mark Young seconded the motion and the motion carried unanimously.

- Ordinance 457-N Setting Regular Levy and Special Levy Amount for Collection in 2017

This ordinance identifies the amount of levies the town is seeking to collect in 2017. This covers the regular levy, the special levy to repair and maintain streets within Garfield and a special levy to help fund the repair of Spokane Street between 8th and 10th Streets. The county must receive a copy of this ordinance before Nov. 30th. Daymon Marple **MOVED** to adopt Ordinance 457-N identifying the levy amounts Garfield is seeking to collect in 2017. Neal Leon seconded the motion and the motion carried unanimously.

2. Preliminary Budget Hearing.

Cody said he would like to have budget workshop after the regular council meeting on Nov. 9th so they are prepared to have a final budget by November 16th. He encourages any comments or concerns for the budget workshop can be brought to him prior to that date. Daymon said so far this year the town is looking pretty good on its budget. Fund 401 water, sewer and garbage is over in some of its line items. Cody said there is money that can be transferred from the reserve funds to cover extra-ordinary expenses and he will probably make those recommendations at the next council meeting. David Jones said he would like a one page summary of the budget. Daymon said he will come to town hall and would work to get it reduced. Cody said he can make a one page summary but it will provide no detail other than total revenues and total expenditures for each fund.

Mayor McCown closed the Public Hearing for Revenue Sources and Preliminary Budget at 7:12 PM, and the regular council meeting reconvened.

GUESTS: Mike Nodine, Sonja Hall and Jeff Rathbun

1. Becky Pfaff Posting of Signage on 3rd Street

Becky Pfaff was not in attendance so Cody said Becky is looking to get some signage outside her coffee establishment to limit the parking time there but Cody was not certain on the details of the signage she was

looking for. Neal Leon said if she wants to stick this on Main Street she needed to contact the state and Cody confirmed this would be on 3rd Street. Council decides they will wait for Becky Pfaff to make a presentation before they take any action.

2. Sonja Hall, Street Barricade for Halloween Trunk or Treat

Sonja Hall organized a trunk or treat downtown for the kids and she is wondering if she can barricade California Street to make it safer for them. The library and Ladow Court will be helping to guide kids around the event and helping at cross walks. The event starts at 4:30 pm and ends at 7:30 pm. Mark Young asked where at on California Street and Sonja said it would be between the 200 and 300 block. Chief Neumann said he has some flashing cones that he could bring over to be used. Mayor McCown said they let Randy Carlson do a similar type of thing but he got his own barricades and returned them when he was done and he would expect the same from Sonja and she replied that would not be an issue. Chief Neumann confirms he will have Officer Merry bring over the cones and flashing lights from Palouse.

APPROVAL OF MINUTES: Daymon Marple **MOVED** to approve the minutes of the Regular Council Meeting Oct. 12th, 2016. Neal Leon seconded the motion and the motion carried unanimously.

POLICE DEPARTMENT REPORT: Chief Neumann present for the police department.

All is well in the town. Officer Handley was supposed to be at the meeting tonight but was in a pursuit going towards Elberton at about 5 pm. There has been another vehicle tagged by the department at the trailer court. The department has responded a couple times to a neighbor property dispute on 3rd Street and they will have to get surveyors out to solve their issues.

PUBLIC WORKS REPORT: Reuel Klempel and Mark Phillips present for the Public Works Department

Water

- 10th and Spokane is finally completed which has been a 3 week project since there was stuff in ground they didn't know about. The new lines are all brass, poly and iron so it should be good for a long time. There were 6 band aids on this line and it had several shut off valves that were not even accessible. All of that has been fixed as well.

Sewer

- Cleaned the chlorine contact basin and pressure washed it.
- DOE will be here next Tuesday to do an inspection of the plant. Diana Washington will be the permit manager until they fill this position that Ellie Key left.
- There is a permit requirement that calls for chlorine to be measured in micro-grams which is not feasible so DOE is considering changing those requirements on the next NPDES permit.
- Spent the last week getting the screen system automated. Reuel fabricated an auto spray system that cleans it and there was an existing timer he was able to program. They will find out tomorrow how it works. This will make it so there is no need for anyone to come in on weekends and holidays anymore to clean the screens.
- They currently have to do a PH and DO reading every day and that is one of the violations on the current permit. Hach makes equipment for approximately \$4,000 that is automatic and can be set for 15 minute intervals to automatically take the readings at the effluent of the pond and store the data for 6 months on a chip. Reuel would like to get approval to get that piece of equipment installed so those violations can be taken care of.
- Other things that can be done in the future is getting an auto dial out system so that if anything goes wrong at the plant it will call someone in. The fees are \$350 a year.

Mark Young questioned on this equipment, if you had approval, how soon could you have it in place. Reuel thinks he could have it up and running within a month. Daymon said so then they wouldn't have any more violations and Reuel responded just the occasional I & I violation during high flow months. David Jones asked how they have been doing with all the rain in November. Effluent numbers look really good and numbers coming back from Anatek are good, flow was up to 58,000 gallons on one Sunday and then it dropped to 11,000, which normally the plant runs about 25,000 gallons a day. Mayor McCown said they

would need action to authorize this expenditure. Reuel said it should be in an enclosure that is weather proof and can be battery powered or solar panel powered.

David Jones **MOVED** to purchase a piece of machine that automatically reads the PH & DO readings at the plant. Neal Leon seconded the motion and the motion carried unanimously. Reuel said he did order the rebuild kits for the chlorination injectors and they were only \$150 a piece. Mayor McCown said the other thing they need out there really bad is a printer that can scan to PDF. That computer out there is an old computer and runs on an Avista system. Daymon said for the price just get a printer out there. They can discuss a computer at a later date.

Garbage

- Everything is running fine.

Streets

- Mark repaired a couple pot holes on California Street.

Parks

- Sprinklers are off at the park and will continue to leave the bathroom open until the temperatures continue to drop. Mayor McCown there said there is no heat in those restrooms now. Chief Neumann said heating the bathrooms in Palouse during the winter is very expensive.

Neal asked what the update on the leaky fire hydrant was. Reuel said they will have to go back up and check it again. He thought the valve was leaking and opened it up and tightened it up more and the water went down inside. They are not sure if the water is coming from some other place further up the road. Mayor McCown said Cody checked the Anderson meter reads and it is not reading high so it is not coming from their line. Neal asked if is on the uphill side; possibly it could be their service leaking and working its way down there. Neal's concern is if the line is as shallow as they say, once the town gets a hard freeze it will end up breaking that line. Mayor McCown said they have one other leak at McCully's place to repair before too long. Mayor McCown said dig it out and put a new hydrant in there. Reuel said he will be busy the rest of this week anticipating ecology.

OLD BUSINESS:

1. Review Special Market Conditions Resolution for Future Use

Mayor McCown said this is an example of what the auditor would like to see if we are going to be purchasing a used backhoe. Daymon said we can just use this resolution for purchase under special market conditions to list what it is we are looking for and maybe having a purchase price of \$35,000 so there is some wiggle room on getting the unit they want. They will have to allocate the money in the 2017 budget so it is earmarked for the purchase. The resolution needs to be as specific as possible to work under special market conditions. Mark Young asked Mark Phillips to put together a list of specifics to list in the resolution.

2. Ordinance 455-N Setting the Regular Council Meeting Schedule for Nov. & Dec

Daymon Marple **MOVED** to adopt Ordinance 455-N setting the holiday council meeting schedules for November and December in 2016. The dates of the meetings will be November 9th and 16th and December 7th and 14th. Mark Young seconded the motion and the motion carried unanimously.

3. Review Volunteer Service Agreement

Mayor McCown said they need to take up the volunteer agreement even though he doesn't agree with it. Daymon reads the specifics of the volunteer agreement and says he believes it doesn't need to have a background check included in it. Mark Young said in those specifics circumstances only would a background check be needed and that he would leave the language and that there needs to be a comma added between childhood and developmentally. Daymon Marple **MOVED** to adopt the volunteer service agreement. Neal Leon seconded the motion and the motion carried unanimously. Cody asked will they be including L&I coverage to volunteers or electing not to. Mayor McCown said when they built the gazebo in the park the volunteers turned in their time and they submitted those to L&I. The way the agreement currently reads, the town covers the L&I so council elects to keep the agreement as written.

4. Review of Council Rules of Procedure

Mayor McCown asked if everyone had a chance to look over the policy. Daymon questioned is this in place of the Robert's Rules of Order and Cody explained this is what Palouse uses as their council meeting policy, which are not necessarily what the town needs to follow but it will be a path to setting a policy that is easier to follow then the lengthy Robert's Rules of Order. Mark suggests all council members do some more studying on it and they can go over it at the next meeting.

Mike Nodine talked about the alley in front of Mark's mom's place and his place on 8th and wonders what can be done to keep people from turning up the hill and causing ruts. Mike said he has asked the town to fix the holes twice and it has been done but it needs fixed again. He thinks possibly putting up a sign that says no turns up the hill would help. Mayor McCown clarifies it is a 66 foot street but it looks like an alley. Mike says it is not him or Mark that are causing the rut issues but others that continually to turn the wrong way up the hill and then peel out. Mike put a steel post and rocks before his driveway to keep people from driving through the grass. Mayor McCown said he hates to tell him this but it is probably a street and the town owns 66 feet of the road. Mike said that is fine, then widen the road and move the sign back and maintain that part. Mayor McCown said next spring he would like to grade it and shape it so it will be more likely to stay in good condition. He also has no objection of putting up a sign that says no left turn. Mark Phillips says they might have a sign that would work. Mayor McCown said in the spring they will try to reshape it and in the meantime Mark will check on signs to see if the town has something that will work.

Jeff Rathbun said he just wanted to drop off a rough proposal for the restaurant downtown. This is only phase one that he dropped off and is still under a fictitious name until he gets further along. The council thanks him for dropping the plan off and encourages him to keep working towards moving forward.

NEW BUSINESS:

1. Resolution 2016-09 Inter-local Agreement with AWC RMSA Insurance 2017

Daymon reads the basics of the agreement which is the agreement between AWC RMSA and the Town of Garfield for Insurance coverage in 2017. David Jones **MOVED** to adopt Resolution 2016-09 approving the Inter-local Agreement with the Association of Washington Cities, Risk Management Service Agency for insurance coverage in 2017. Neal Leon seconded the motion and the motion carried unanimously.

2. Resolution 2016-10 Cancelation of Destroyed Check

Mayor McCown explained the guy they interviewed from Colorado returned home and ran his check through the washing machine which was a reimbursement for his Dept. of Ecology application. This resolution is to acknowledge the destroyed check should be canceled and another one issued. Daymon Marple **MOVED** to approve Resolution 2016-10 canceling check # 12427. David Jones seconded the motion and the motion carried unanimously.

FINANCIAL:

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 unanimously.

Check Register #12486-12488 PLUS EFTPS	Payroll: \$7,603.62
Check Register #12489-12490	Payroll: \$1,779.80
Check Register #EFT Dept. of Revenue	Claims: \$1,429.43
Check Register #12491-12501	Claims: \$34,957.45
	Total: \$45,770.30

ADJOURNMENT: Daymon Marple **MOVED** to adjourn the meeting at 8:04 PM. Neal Leon seconded the motion and the motion carried unanimously.

Ray McCown, Mayor

ATTEST: _____
Cody Lord, Clerk/Treasurer