

**Town of Garfield**  
**TOWN COUNCIL**  
**REGULAR MEETING MINUTES Preliminary Draft**  
**Town Hall – September 28, 2016**

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

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

**GUESTS:** Sandra Cavallo, Rebecca Strange, Scott Bowman

Rebecca Strange would like to discuss the public records request that she filed with the town on July 22<sup>nd</sup>, 2016, she is wondering when the request will be filled. Mayor McCown suggested she pay for the records that were already provided and ready for pick-up. Rebecca said she will not be paying for them until her request is filled completely and said that RCW does not say she has to do otherwise. She said she has not received any updates to the request other than what has been provided through town hall. Mayor McCown said his portion is filled in its entirety and asks the other council members when their emails will be made available. Mark Young and Dave Ulrick stated theirs are also completed. Daymon Marple, Neal Leon and David Jones are the council members with emails that still need to be collected. Rebecca said the request is for all incoming and outgoing emails for the mayors and council members. Daymon explains his emails are stored with Google in the cloud and he will likely have to print each one out and he hasn't had time to do so yet.

**APPROVAL OF MINUTES:** Daymon Marple **MOVED** to approve the minutes of the Regular Council Meeting Sept. 14<sup>th</sup>, 2016. Neal Leon seconded the motion and the motion carried unanimously.

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

Chief Neumann said that Bishop's Law Office has a copy of the ordinance that was proposed in Palouse and they should have a suggested version soon. The copy is word for word what Palouse signed and it is also close to what several other towns already have in place. Chief Neumann said to set a good example he went through the licensing process and made changes to his ORV to make it street legal and received a metal plate for his ORV. Mayor McCown asked if Cody could get a copy of the ordinance to all the council members. Daymon wonders about these vehicles towing trailers and Chief Neumann said that is possible as long as they have a rigid town bar. Daymon asked if Palouse had passed their ordinance yet and Chief Neumann said theirs was passed about a year and a half ago. Chief Neumann said they are continuing to work on junk vehicles and also still trying to figure out a fix for the nuisance property on South Hill. Mayor McCown said there are also some issues around town with recreational trailers being used for residential purposes. There is a trailer on 3<sup>rd</sup> street that is now skirted and possibly a temporary or permanent residence.

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

**Water**

- They have completely replaced the water line and meter at the Busch pumps. They downsized the meter since that water is used very infrequently. They were successful in pulling the line under the pavement which had 4 repairs on it.
- There is a new leak on 10<sup>th</sup> and Spokane.

**Sewer**

- The sludge pump has been completely rebuilt, it was tore apart and completely restored. It should work great for several years to come. It took about a week to repair.
- They will start moving sludge now.
- They are also trying to get rid of the solids in the contact chamber.
- One clarifier is cleaned and they will move fluids into the other one and then clean the second empty tank.

### Garbage

- All-town cleanup was lighter than usual, about half of this spring and it went quick.
- There were a few larger appliances that exceeded the weight limit that Mark left, they must be taken to the scrape pile by the residents.

### Streets

- Mark said they will patch some of the holes in the streets in the coming weeks. There are a few on 2nd he would like to get to before the weather turns bad.

### Park

- The sprinklers at the park seem to be working fine now.
- The lights are back on in the park and everything looks good.

Mayor McCown said there is a light out up by Douglas and 7<sup>th</sup>. The police will look for burnt out street lights while they are out traveling around and they will make notes of lights that are out. Cody said they can pass those along to the public works department as they are the ones that need to be in contact with Avista to have them replaced.

Daymon questioned about the large pile of garbage up by the trailer park and Mark said because it was not by the location where they usually have their garbage picked up, it was not collected.

Mark Young asked has there been any contact with DOE lately. Daymon informs the council that Ellie Key is moving to Olympia with DOE and the town will be receiving a new permit manager. Dave said the samples coming back are now in compliance so he is hoping they will slack up on the town. Mark Phillips said the town now has a plant operator like they wanted and he is working on the accreditation so they should be much happier with Garfield. They also got caught up on some testing that was previously missed. Mark Young asked are you getting the tests in on time and with the appropriate records they were requesting and Mark Phillips responded they are and they are keeping better track of what they are doing out there.

### **OLD BUSINESS:**

1. Cascade Computing Conditional Use Permit

Daymon explains to the council that the conditional use application passed unanimously through the planning and zoning committee. The main concern the public had was wondering if it would lower property values for surrounding properties and the issue of having to look at the facility. The planning and zoning also did a follow up "Finding of Fact" meeting and everything passed fine. Sandra Cavallo asked if the transmission will interfere with her television antenna and it is stated it will run on a different frequency so it will not affect it. Daymon Marple **MOVED** to accept the planning and zoning findings and suggestion of moving forward with the proposed fiber option building just North of 4<sup>th</sup> and Adams Street which would house a utility building and antenna no more than 30 feet tall. Mark Young seconded the motion and the motion carried unanimously.

### **NEW BUSINESS:**

1. Computer Software Upgrade to Store Information in the Cloud

Cody explained to the council that day two into the audit the town's computer system fully crashed and was taken to VGH in Moscow to be repaired. VGH is hopeful they will be able to retrieve all the information that was stored on the computer. Cody has made some inquiries into backing up the system in the future to make sure the town doesn't have the same scare. BIAS, the town's accounting system has sent a quote of \$1,200 a year to back up the town's financial information to the cloud. This price seems high so Cody will look into other options to backing up the financial information and also other documents kept on the town's computer. Mark said he has a system that automatically backs up to the cloud two or three times a day and it seems to work pretty well. Cody told the council that anyone that did not attend the entrance review with the State Auditor's has a packet in front of them that explains the process and what to expect. Cody

informed the council that the audit is over until they come back for their exit with the town but everything went very well.

2. Movie being Filmed at the Restaurant

Cody explains to the council that Paul Hendrickson has located a company that is interested in filming a movie in town and would like to use the restaurant space for some of their scenes. They are a legitimate company that have provided us with their insurance and have listed the Town of Garfield as a certificate holder on their policy. They have a set designer coming in that would like to improve the space for shooting the movie. The town also has someone interested in leasing the restaurant space in the future. They will be at the next council meeting to make a presentation and after they confirm their interest Cody will put the movie set designer in contact with the future restaurant person to see if they can come up with enhancements to the property that will benefit them both. The film company has committed to using the space in December and January and will make a donation to the town that will cover the utilities and use of the space. Mayor McCown said he will need to go down and blow out the water lines before then and re-charge the lines once they are ready to use the space.

Dave Ulrick asked if anyone went and looked at the light that was installed by Avista. Daymon said he did and thought it was nice and bright and he liked the light spectrum that it looks different than the other lights. Steve from Avista installed a 100 watt LED bulb but they can go up to 150 watts if that is what the town wanted.

Mark Young asked if they could go back to old business for a moment and follow-up on what Rebecca was talking about. He would like a definite date on when all emails should be furnished at town hall that were requested in the public record request. Daymon asked does it need to be printed or can it be provided on a thumb drive. Cody said either one is acceptable. Mark said he had to print each email because his system wouldn't allow it to go onto a thumb drive. He suggested that the rest of the council members also print their materials so that it could be charged to the recipient. Dave said he has created a file and prints all emails out for future use. The council stated they will have all emails available for the public records request by the next council meeting on Oct. 12<sup>th</sup>.

**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 #12445-12447 Plus EFTPS	Payroll: \$6,963.74
Check Register #12448-12451	Claims: \$26,174.47
	Total: \$33,138.21

Rebecca thanked Mark for following up on the public record request timeline and asks if that can also be passed along to David Jones and Cody said he will call and notify him of the deadline.

**ADJOURNMENT:** Dave Ulrick **MOVED** to adjourn the meeting at 7:32 PM. Daymon Marple seconded the motion and the motion carried unanimously.

\_\_\_\_\_  
**Ray McCown, Mayor**

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

