

**Town of Garfield**  
**TOWN COUNCIL MEETING MINUTES – Final Draft**  
**August 12, 2009**

**CALL TO ORDER:** Mayor Jarrod Pfaff called the meeting to order at 7:00 p.m.

**ROLL CALL:** Jarrod Pfaff, John Kuehner, Tim Southern, and Rob Watkins. Staff - Public Works Superintendent Dave Ulrick, Fire Chief Brian Conklin, Police Chief Jerry Neumann, Clerk/Treasurer Annie Pillers. Absent: Andrew Flodin and Larry Hunt.

**APPROVAL OF MINUTES:** Tim Southern **MOVED** the minutes of July 22, 2009, be approved as written. John Kuehner seconded the motion and the motion carried unanimously.

**PUBLIC WORKS:**

**1. Reservoir Overflow Meter** – Dave reported talking with H2E out of Liberty Lake about the programming of the system. He has been trying to get them down here for about 3 weeks. Larry Parker had quoted \$6,500 to change the system. Dave talked with the manufacturer about a local rep in the area and they said to contact H2E. Dave noted the circuit cannot be interrupted; it has to be programmed to shut off. It has an inverted transducer in it. The ohms readings change and that's how it tells how deep it is. If it gets to 1.5 feet it thinks it is empty and keeps running over. Dave hopes that H2E will be out the last week of August and that it will be fixed in September.

**2. Water Meters / 2" Water Meter – Meat Market:** Dave confirmed the meter was changed the day after the last council meeting. Dave checked the meter since then and there was 70,000 gallons used. He has already talked to Tom and told him that his bill will be a little higher. He noted just cleaning the meter did not solve the problem. He had to put a new chamber in it. The casing doesn't wear out so that didn't need to be changed. Rob Watkins asked about the difference in the meter reading now from before. Dave estimated probably half.

Mayor Pfaff asked how many meters were in the shop. Dave estimated there were 12 ¾ meters at a rough price of \$152 each. He noted they have been changing roughly a dozen meters a year. With 300 meters in town, it would take 10 years to replace them all. Dave said he plans to start recording the older 5/8s meters on the meter read sheet so they can be replaced. The mayor said the whole pile of meters in the shop now should be gone by the end of this year. Dave said he would keep track of the 5/8's and which one gets changed. He estimated it takes about 15 or 20 minutes to change a meter. The mayor said this would be year one in the ten-year replacement plan. Dave said the meters are made to last 10 years. If a meter is 7 years old it doesn't need to be replaced. The serial numbers on the meters indicate how old they are. Dave also noted the newer meters have batteries that are made to last 15 years now. The mayor indicated 10 percent of the meters should be changed every year at a rough cost of \$5,000 a year. Dave noted it's about half price to change the chamber inside rather than the whole meter. However, for the smaller meters, it doesn't pay to just change the chamber. Tim Southern said just to change the whole meters. He doesn't care what it costs. Dave noted the black meters are epoxy coated and because United Pipe couldn't just sell them to anyone, the town got them for cheaper. They were purchased for a specific buyer who then didn't use them. The new rules require low lead alloy in the brass. The new meters purchased should be low lead.

**3. 2010 Budget:** Dave said at least \$3,000 should be budgeted for maintenance and repair at the WWTP. When he retires, he would like to leave it ready for the next 10 years.

**4. Sludge Bugs:** Rob Watkins asked how the sewer sludge bugs worked out. Dave said he did not notice a difference and therefore, has discontinued use of them.

**5. Water Leak Repairs:** Dave announced the water leak was fixed on South Hill today. It was not at the fire hydrant after all. He did not think the new locator was working too well. It said the main was

at 1'4" and that just couldn't be. When they started digging the main was at 1'4". The joint for the pipe was found, the leak was not there. He noted Evergreen had previously come out and listened for the leak, but both times they were wrong. What they found was a 2" line that had not been used for 20 years but it was never capped off. Because of the condition of the very, very wet soil and the clay running, Dave did not do the fix like he would have wanted to do. In another year when the soil is drier they can try to do more. It was noted shoring could be rented when needed. Dave said they will try to track water usage in the next couple of days to see how much water was being used.

Dave noted 2 other leaks were repaired since the last council meeting, including the one near his old house. The mayor asked about the fire hydrant near 2<sup>nd</sup> Street and whether it was vertical. Dave said this would be done when the 2<sup>nd</sup> Street water line was done. He noted the one in his yard was done.

The mayor asked that by September 1<sup>st</sup>, Dave provide a water/sewer line To-Do List for the budget. He suggested changing some section of line each year and asked Dave to put the 3" meter change and the south hill line on for the list next year.

6. Smoke Test/Camera Work: Dave stated that next week they would try to get the camera and clean out lines they had talked about from the smoke test. He noted he had already done some repairs. He reviewed the smoke testing results provided by Evergreen. He also noted there was likely a new one to add to the list from the Christian Church. A person in town saw smoke coming up through the roof vents on the south side of the church. Mayor Pfaff said he wanted the culvert under the highway and the storm drain near Neal's fixed by the end of the year. He suggested using the camera for the culvert. Rob Watkins asked about the plan for following up with people. Dave recommended sending a letter giving them 60 days to do the repairs with the town following up on this. He said it would be a good idea for the town to be present when they do the repair. Brian Conklin suggested a note indicating they should coordinate the repairs with the town, be included in the letter. The clerk was asked to draft the letter.

7. Compost Pile: John Kuehner asked about the compost pile. After trimming trees last week and taken them down there, he found the pile was huge. Dave indicated Perry had spoken with the county chipper operator but he was not available. Just recently the pile grew after a wind storm, and to make room, the trimmings were pushed off to the side. The council was very clear the chipper operator needed to be on an every-2-week-schedule so the pile does not get unmanageable. The mayor noted burning the pile was not acceptable.

8. Tree Trimming: Brian Conklin asked when the town trim trees. Dave said the town doesn't, except generally within alleys. Brian noted when driving the school bus he was hitting tree limbs all over the place. Dave said he wrote a letter 2 or 3 years ago to folks that needed to trim their trees and it was effective. Tim Southern felt this should be done annually. It was suggested the limbs be trimmed back a minimum of 4 feet. Dave said most cities have an ordinance that the property owner is responsible for their trees out to the edge of the roadway. He noted Garfield has never done that, but just expected people to do what is by there house. John Kuehner said most homeowners will have to pay to have someone trim their trees as they can't do it themselves. Tim Southern noted power companies take care of those trees that touch the power lines. The clerk was asked to draft a letter regarding tree trimming.

## **POLICE DEPARTMENT**

Police Chief Jerry Neumann provided council with the July 2009 Activity Report and the Garfield Activity Log. He reported that Officer Merry was recently involved in altercation in Palouse, and injured in the line of duty. He is recovering and will likely not report back to work until Monday after he gets clearance. Chief Neumann noted July was busy in Palouse and Garfield. He asked if the council had anything. Rob Watkins suggested keeping an eye on the grain trucks as they get started in harvest. Jerry noted the radar trailer is being used more frequently in town.

Mayor Pfaff reported that Tammy Jones has asked about a yield or stop sign at the corner of 5<sup>th</sup> coming onto Main Street as there were kids who play in the area. There is no sign there right now and vehicles come out onto Main Street without stopping. The mayor noted his approach that it is not up to the town to baby sit people's kids, but asked for the council's input. Rob Watkins noted the town had just recently put a sign up at the park. Chief Neumann talked about an uncontrolled intersection being a liability and that people should stop any time. It was noted coming North on 5<sup>th</sup> Street to Main Street, it doesn't look like a road. Tim Southern asked if the town had any stop signs. Dave indicated the town had both stop signs and posts. Rob Watkins asked about street name signs. The mayor noted the town does not have sufficient funds to purchase the installation hardware for the street signs. John Kuehner said if the town has the signs and somebody requests one, the town should go ahead and put it up. Rob Watkins had no problem with either a stop sign or yield sign. The mayor reconfirmed she asked for either a stop sign or a yield sign. Council talked about whether a sign was needed on both sides of the intersection. Chief Neumann noted it's common to put a stop sign on one side of an intersection and a yield sign on the other side. It was recommended, if a sign is installed, to put a flag on it to alert people since it would be new. Rob Watkins noted if a ticket is issued for running the sign, it will reduce the number of cars just driving through. John Kuehner relayed it's nothing to put a sign up if a citizen requests one. He recommended putting up whatever sign she wants. Consensus was that Dave would contact Tammy and confirm which sign she would prefer.

Chief Neumann reported some maintenance work (battery cables and a new battery) was recently done on the old Crown Victoria. He's not sure if they are still obligated to do so, but he's glad to make sure it's still running. He said technically it could be the 4<sup>th</sup> car for back up.

#### **NEW BUSINESS:**

**1. Park Shelter/Gazebo Reservations:** Mayor Pfaff relayed a request from Mary Ann Storms for a reservation system for the park shelter. Council discussed the pros and cons of a reservation system, whether there should be a fee or not, and if a cleaning deposit should be required. Tim Southern suggested a reservation fee, thus eliminating any argument over who has the right to use the shelter since that person would have paid for it. Rob Watkins didn't think a reservation fee was needed but rather a deposit to pay for cleaning. If it doesn't get left clean, the deposit is used to pay for the cost of Dave and Perry's time to clean it. Dave did not know of a time when that's been a problem. Brian Conklin talked about issuing a permit, like they do at Reaney Park in Pullman, posting one at the shelter and giving the shelter user a copy. This lets people know ahead of time that the shelter has been reserved and alleviates the argument of who has the right to use it. Brian said if the town was going to charge a fee they needed to have more garbage collection facilities. John Kuehner stated he was not in favor of a fee, noting the taxpayers had already paid for the shelter. Rob thought one issue would be that if a person doesn't reserve it, they can use it for free while a person who does reserve it has to pay. He said he agreed with John. Chief Neumann left the meeting at 8:00 PM.

Rob Watkins talked further about a refundable damage deposit that provided incentive to clean up, such as putting down a \$100 deposit versus a \$25 up front. John Kuehner stated he was totally against a fee. Tim Southern **MOVED** to adopt a \$10 or \$15 fee. Motion failed for lack of second. There was discussion of consistency, such as the fee charged for the community center that covers heating costs. A shelter fee could cover the electricity used.

The mayor suggested the matter be tabled to a later time when the full council was present. Council agreed to table the matter.

Brian Conklin was asked how the bandstand was coming and he said slowly at this time as some folks have been on vacation.

**2. Resolution 2009-14 – Establishing \$800 credit card limit:** Mayor Pfaff clarified the current policy was \$200 but with the price of items, just toner for the copier, purchases are higher than \$200. John Kuehner **MOVED** to adopt Resolution 2009-14 establishing an \$800 credit card purchase limit without council approval. Rob Watkins seconded the motion and the motion carried unanimously.

**3. Ordinance No. 373N – Budget Amendment for Current Expense and Water:** Rob Watkins **MOVED** to adopt Ordinance No. 373N amending the Current Expense and Water Funds. Tim Southern seconded the motion and the motion carried unanimously.

**4. 2009 AWC RMSA Loss Control Grant:** Council briefly talked about this year’s AWC RMSA loss control grant application. The mayor noted the grant’s purpose is to reduce liability. Last year the town got the WWTP security camera. Suggestions for this year included traffic signs and posts, and reflective gear. Rob Watkins **MOVED** that the town apply for the 2009 AWC RMSA Loss Control Grant. Tom Southern seconded the motion and the motion carried unanimously.

**5. 2009-2011 Local Records Grant:** Annie Pillers talked about the upcoming grant cycle for preserving local government essential records such as minutes, ordinances and resolutions. There is no match for the town. If awarded, once the records are transferred, they would stay with the Washington State Archives Office in Cheney permanently. This ensures the historic documents are stored and preserved correctly. The older, handwritten documents would be scanned while the typed written documents would be digitized. The town would have full access to all of the electronic files and the digitized documents would allow for searching of topics. Tim Southern **MOVED** that the town apply for the 2009-2011 Local Records Grant through the Washington State Archives office. Rob Watkins seconded the motion and the motion carried unanimously.

**6. Skate Park:** Tim Southern briefly discussed the idea of a skate park for town. He didn’t think it would take a lot of money and that the town had land available. Donations of time, materials, and dollars could be solicited.

**APPROVAL OF CHECKS:**

Rob Watkins **MOVED** to approve the following bills presented to council for payment. John Kuehner seconded the motion and the motion carried unanimously.

Check Register #9116-#9141. Claims: \$13,603.66, Payroll: \$5,137.01. TOTAL: \$18,740.67  
Spoiled Check #9142

Following up from Rob Watkins question about delinquencies at the last meeting, Annie confirmed there are no current active accounts more than 1 month delinquent and only a few inactive accounts in the last year with a total delinquency of about \$770. These are generally due to tenants moving out prior to a shut off, but without payment.

**ADJOURNMENT:** Rob Watkins **MOVED** to adjourn the meeting at 8:16 p.m. Tim Southern seconded the motion and the motion carried unanimously.

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**Jarrod Pfaff, Mayor**

**ATTEST:** \_\_\_\_\_  
**Annie Pillers, Clerk/Treasurer**