

**Town of Garfield**  
**PUBLIC HEARING AND TOWN COUNCIL MEETING MINUTES – Preliminary Draft**  
**November 9, 2009**

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

**ROLL CALL:** Jarrod Pfaff, Andrew Flodin, Larry Hunt, John Kuehner, Tim Southern and Rob Watkins. Staff – Public Works Superintendent David Ulrick, Public Works Assistant Perry Brown, Police Chief Jerry Neumann (7:06), Clerk/Treasurer Annie Pillers.

**2010 PRELIMINARY BUDGET HEARING:** Mayor Pfaff opened the Public Hearing for the 2010 Preliminary Budget at 7:00 pm. There was no public comment. Mayor Pfaff asked for any questions. Tim Southern asked about the utility reserve funds. Mayor Pfaff clarified there was a water, sewer, garbage (utilities) reserve fund and a separate utilities equipment reserve fund. Mayor Pfaff closed the Public Hearing at 7:01 pm. Rob Watkins **MOVED** to accept the 2010 Preliminary Budget as presented. Andrew Flodin seconded the motion and the motion carried unanimously.

**APPROVAL OF MINUTES:** Larry Hunt **MOVED** the minutes of October 28, 2009, be approved as written. John Kuehner seconded the motion and the motion carried unanimously.

**PUBLIC WORKS:** Perry Brown updated the council.

1. Truck Batteries – Both batteries have been installed.

2. New Chlorine Pump – The new chlorine pump was bought, received and installed.

3. Meat Market Meter – The new meter was installed and 12,000 gallons was used since installed.

Perry said this meter read would be for 5 days of service. Due to Tom's workload he was unable to install the meter the Friday he had expected to do so. It was not installed until last Wednesday. He noted it was not a simple install as the wall made it very tight. David Ulrick noted Tom's water usage includes his water-cooled compressors. Mayor Pfaff asked that this meter been read throughout winter. Perry confirmed it is on the winter meter read sheet.

4. Park Restrooms – the park restrooms have been winterized and shut down for the season.

5. Tire Chains – the additional tire chains were quoted at \$403.60 plus \$60 shipping. Council gave approval to make this purchase.

6. Annual Meter Replacements – Perry noted council had requested 12 meters be replaced by years' end. So far he had installed 8 which left 2 of the short meters and 2 of the long meters. He said he would like to keep those in stock in case there was an issue later and they were needed. Mayor Pfaff was agreeable to this. Perry showed council the spreadsheet he was using to record the installation date and serial number. The serial numbers would be put into the BIAS system.

7. Hatter Creek Recycling – will be in town tomorrow or Wednesday to clean up the existing scrap pile. Once the area is cleaned up, they will leave a box to be used to store metal until they come again. Rob Watkins asked if they will be picking everything up down there now and leave a box. Perry confirmed this was the plan. He said the town could then fill the box up and when full call them and they will come empty it. Mayor Pfaff said he noticed since the area was paved, people were dumping outside the fence. Perry thought this would change once the area was cleaned up and people could drive into it. He noted, before it was paved, when there was glass and nails people didn't want to drive in it. Now it can be cleaned up easier. Andrew Flodin asked if the box would be put right beside the fence. Dave and Perry noted it would depend how they pick up and put down the box. They want to be careful the asphalt doesn't get torn up.

8. Waste Oil Burner – the unit is bigger than expected. It was thought it was be big enough to heat the part of the recycling center without insulation. David Ulrick will look at it.

**POLICE DEPARTMENT:**

Police Chief Jerry Neumann provided council with the monthly Garfield October 2009 Activity Log. Mayor Pfaff asked about the junk cars. Chief Neumann thought there was progress and that notices were sent out. Mayor Pfaff asked how many separate owners were tagged. Chief Neumann did not

have that information, but thought maybe 4 or 5. He noted Officer Merry was on vacation and he would get a list from him. Mayor Pfaff asked if Chief Neumann had contacted Donna Poire. Chief Neumann thought that Officer Merry had made contact with her. He said he would talk with Officer Merry this week. He thought Officer Merry was going to contact her Wednesday or Thursday of last week. Mayor Pfaff noted there were lots of loose dogs. Chief Neumann reported contacting an individual whose dog got out of a fenced area. He did not issue a fine, but rather suggested the person fix the fence instead. Chief Neumann asked the clerk if there was any word back on the other quotes for the Justice Assistance Grant (JAG) items. She said no, there were some quotes still pending. She updated council that the interlocal agreement to start using the county's small works rosters has not been sent in, waiting for the police department grant items to be purchased. When this option became available this summer the town was anticipating the purchase of the JAG police department items quickly, but instead it has been painfully slow getting some of the vendors to respond. As soon as the final items are purchased the interlocal agreement will be sent to the county for their approval and signature. Chief Neumann confirmed the Garfield police car will be brought back to Garfield when Officer Merry returns. It was in Palouse for Haunted Palouse. Chief Neumann briefed council on the history of the Traffic Safety Grant radar trailers. The police department rotates trailer between Garfield and Palouse on a regular basis.

### **NEW BUSINESS:**

**1. November 2009 Personnel Manual Resolution 2009-18: Update Personnel Manual Holiday Schedule and Correct Typographical Errors:** Mayor Pfaff informed council the crew had asked about using Veterans Day other than on the day after Christmas, since Christmas can fall on a Friday or Saturday. The proposed revision to the personnel manual would allow Veterans Day as a floating holiday to be used in the same year. The revisions also corrected some typographical errors and provided consistency in language. Tim Southern **MOVED** to pass Resolution 2009-18 adopting the November 2009 Personnel Manual. Andrew Flodin seconded the motion and the motion carried unanimously.

**2. Red Flag Identity Theft Prevent Program Resolution 2009-19: Adopt Identity Theft Prevention Program:** Jarrod Pfaff explained this was a requirement of the Federal Trade Commission to prevent identity theft and that it had been sent over by Stephen Bishop. It was noted this policy sets up procedures to protect utility customers and watches for things like suspicious payments. John Kuehner **MOVED** to pass Resolution 2009-19 adopting the Identity Theft Prevention Program. Larry Hunt seconded the motion and the motion carried unanimously.

**3. AWC Risk Management Service Trainings:** Jarrod Pfaff announced that Garfield has been asked to host two AWC Risk Management Service Trainings in 2010 – Thursday, July 22<sup>nd</sup> and Tuesday, August 24<sup>th</sup> from 9 am to noon. He confirmed council was not expected to attend. Council had no objection to hosting these trainings in Garfield.

**APPROVAL OF CHECKS:** Andrew Flodin **MOVED** to approve the following bills presented to council for payment. Tim Southern seconded the motion and the motion carried unanimously. Larry Hunt abstained from voting as he was being paid the retainage release for his maintenance contract. Check Register #9232-#9252. Claims: \$15,043.93 Payroll: \$5,146.97 TOTAL: \$20,190.90.

**ADJOURNMENT:** Larry Hunt **MOVED** to adjourn the meeting at 7:25 p.m. Tim Southern seconded the motion and the motion carried unanimously.

---

Jarrod Pfaff, Mayor

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