

**Town of Garfield**  
**PUBLIC HEARING AND TOWN COUNCIL MEETING MINUTES – Final Draft**  
**November 17, 2010**

**CALL TO ORDER:** Mayor Jarrod Pfaff called the meeting to order at 7:02 p.m.

**ROLL CALL:** Jarrod Pfaff, Andrew Flodin, Larry Hunt, Daymon Marple (7:04) and Tim Southern. Staff – Public Works Superintendent Bill Bowman, Fire Chief Chris McCully, Police Officer Joe Merry, and Clerk/Treasurer Annie Pillers.

**PUBLIC HEARING – 2011 Final Budget Hearing:** Mayor Jarrod Pfaff opened the public hearing on the 2011 Final Budget Hearing at 7:02 PM. He discussed proposed changes including budgeting funds from the Capital Facilities Fund 104 for the public safety building and the shop, whether the town does them or not, at least budget for them. If the grant comes through for the public safety building, Fund 104 would be used. If expenditures are already budgeted in the reserve funds, then budget amendments are not needed later. Mayor Pfaff talked about the need for shop tools and that he was working with Bill and Perry on items needed. A bare minimum tool box in the Craftsman catalog is \$3,700. The mayor estimated between \$8,000 and \$10,000 for tools, including a welder. He was proposing spending approximately \$4,000 in 2010 and \$5,000 next year. He discussed the Sewer Loan Redemption Fund that was established when the WWTP was built and required the final loan payment of \$51,000 plus be set aside. In the years since establishing that fund, the balance has grown to approximately \$10,000 extra over the final loan amount. Annie checked with the auditor and those extra funds could go back into the 401 Water fund. Tim Southern and Larry Hunt agreed the town crew definitely needed tools. It was thought costs would be cheaper if the crew had their own tools and could do their own work. The crew had been looking for the best prices and had also shopped pawn shops. It was suggested planning on spending about \$9,000. Larry Hunt asked about taking funds out of different reserves funds for the shop. The mayor confirmed this. He talked about transferring \$10,000 in 2011 from the 403 Sewer Loan Redemption Fund into 401 Water Fund operating. He suggested using the operating fund to buy for the shop. Tim Southern asked about transferring \$4,000 now. Council was agreeable to the proposed budgeted transfer of \$10,000 from 403 into 401 in the 2011 budget.

The mayor asked for any other public comment. Bill Bowman asked if council would consider covering the cost of his family's full medical/dental premiums. It was confirmed right now the policy is that the town covers one half the spouse/dependent medical premiums and 75% of the dental premiums. Tim Southern noted if this was done for one employee it would need to be done for all employees. The mayor indicated this request would have to be reviewed and no decision was made.

The mayor briefly discussed, as part of the 2011 budget, the town join the Public Employees Retirement Plan effective January 1, 2011. He noted PERS only had 3 options for any back credits – 1. The town pay the full back credits, the employee pay the full back credits or the town and employee share the cost of the full back credits. He noted partially credit years could not be purchased. He noted, with Perry's years of service and accumulated pension through Ing, the percentage split would be dictated by Perry's account and would be 55/45. This would have the employees transferring their Ing pension to PERS and the town picking up its share. The cost to the town would be \$16,000 with 5 years to pay off or \$3,200 a year. No decision was made on considering any buy back of prior credit years.

Mayor Pfaff closed the public hearing at 7:20 pm and resumed the regular council meeting.

**Purchase of Shop Tools:** Bill Bowman reported that Ray McCown had a used pipe threading machine he was selling for \$500. A new one would be \$4,500. He said this pipe threading machine could be beneficial to the town. Council authorized an expenditure of up to \$9,500 for the purchase of a shop tool box, shop tools and the pipe threading machine, with \$4,500 authorized for expenditure in 2010.

**COUNCIL MEMBER APPOINTMENT/SWEARING IN:** The Mayor presented council with two letters of interest for the council position – Sharon Schnebly and Kathy Westacott. He informed the council that neither candidate was able to attend tonight and that the council could make a selection tonight or wait

until the December meeting. Council preferred to wait until the next meeting and asked that the candidates be invited to attend.

**APPROVAL OF MINUTES:** Larry Hunt **MOVED** the minutes of November 3, 2010, Regular Meeting be approved as written. Andrew Flodin seconded the motion and the motion carried unanimously.

**POLICE REPORT:** Police Officer Joe Merry provided council with the Garfield Activity Log and gave a short update on activities. There have been fewer problems at the trailer park and park. The department continues to work with junk vehicles and abandoned vehicles. It's a slow process with negotiations but the process allows the department to effect change. He noted the park rules ordinance and resolution would give the department some teeth to work on issues. Everything else is going good. Moving the spare car regularly has been working. Officer Merry left the meeting at 7:27 pm.

**PUBLIC WORKS REPORT:** Bill Bowman addressed the following with council.

Tractor – repairs have been made to the tractor and 4-wheel drive works.

Water Leak - A water leak was discovered at Lincoln and either 7<sup>th</sup> or 8<sup>th</sup> street. The daily water loss was estimated at 60,000 to 100,000 a day. There is only one service on this line (not active) so it was isolated and the hydrant off this line shut off. The hydrant was marked as not in service and the fire chief notified. There is another hydrant 300 feet away so it's not an issue right now.

WWTP – With the recent power outage, the generator did not kick on. The water level in the radiator was ½ inch too low. When it came back on, the water level came up in the sump pump. It's up and running again. But the generator needs to be checked. The pressure washer was fixed for \$51. It gets used everyday to clean the screens at the plant. The boiler is not at 100% but in the target zone of 95 degrees. Bill could not yet determine how the sludge bugs were doing. He noted the sludge pump needs to be rebuilt. Mayor Pfaff asked Bill to contact contractors and get bids for the variable frequency drives. Mayor Pfaff also reported that Keltic Engineering had confirmed once the crew was trained, the town could do its own testing currently being done by Anatak. This could save money and occasionally tests could be sent to Anatek for a check.

Compost Chips: Bill noted he had talked with a Scott Smith and they are no longer using wood chips. They do not have a generating plant. It was confirmed there was confusion between ISU and U of I. Bill would check with the University of Idaho about taking the town's compost chips.

Manhole Risers – the risers were ordered the Friday before from Texas, but they have not arrived yet. Once installed this will plug the leaks where water has been coming in the manholes, and it's been a lot of water. There is almost no limit right now. When it rains, rock, broken asphalt, street debris ends up at the WWTP. The plan is to install 9 of them right off the bat. As other manholes get isolated, they will be replaced too. 20 risers were ordered.

I&I 2<sup>nd</sup> Street – Bill confirmed they were planning to camera the area on 2<sup>nd</sup> Street. They would need to get the camera from Rosalia. During the smoke testing, they never found the end of the line.

Hydrant list – Fire Chief Chris McCully provided Bill the recent hydrant flushing results list.

#### **OLD BUSINESS:**

**1. Ordinance No. 394N – Establishing Procedures for Adopting Park Rules:** Tim Southern **MOVED** to adopt Ordinance 394N establishing procedures for adoption of rules to govern conduct in the park. Larry Hunt seconded the motion and the motion carried unanimously.

**2. Resolution No. 2010-29 – Adopting Park Rules:** Tim Southern **MOVED** to adopt Resolution 2010-29 establishing rules of conduct to be enforced within the park. Andrew Flodin seconded the motion and the motion carried unanimously.

**FIRE DEPARTMENT REPORT:** Fire Chief McCully updated the council:

Turnouts - the turnouts approved back in May or June were never purchased. When the former chief, Brian Conklin left, he handed it to Chris. The plan then was that the company would come up and fit firefighters. It would take 90 days to make them. Chris was recommending looking elsewhere and did not see the need for getting fit for the turnouts. Tim Southern agreed. Chris noted the price at General Fire was within \$50 of the other supplier. They would be similar to the style the department has now. Chris

noted that Jonelle Olsen was fitted and hers are in. One pack is being repaired. At the high end, the price is \$365 for a pack. They likely will be less than that. New boots are \$125 a set. The district bought boots. Chris estimated the turnouts at \$1,500 plus tax plus \$365 for a mask. Council reconfirmed authorization for purchase of the turnouts and mask. Chris said next year he would recommend 2 more per each rural and town.

Maintenance Items - There are a few items to be repaired including broken gauges. Chris said he also planned to plumb air into the station but he was not sure of the town's budget. He said it would take flexible line tubing and fittings. He would run permanent lines up the walls for the compressor. He recommended running air to all 4 stations. He looked at two other districts. He would plumb into the cab and they would have quick couplers for break away.

Truck Replacements – the District is considering getting rid of 3 trucks and replacing them with a pump-tender of sorts to keep the town's classification as a pumper and have 3,000 gallons of water. The department would still have 2 attack trucks. The old attack truck would be updated to a quick response 550 or ton and a half vehicle. Tekoa, Thornton, Rosalia have a similar set up. The upgraded vehicle would have 350 gallons on it. It would be low to the ground and be fast enough to respond quickly to a scene.

Fax Line – Chris asked about cancelling the fax line as the fax doesn't work and the department receives only about 25 faxes a year. Tim Southern said with the new internet, perhaps Whitcom could be contacted about giving the department access to Spillman for incident reports. There is a log in and then can get in to pull up the run card and print it off. Council authorized cancellation of the fax line.

#### **NEW BUSINESS:**

**1. Purchase of HP Laser Jet Printer on Credit Card:** Mayor Pfaff talked about a new color printer/copier/fax for town hall that allows double-sided printing. The existing HP color printer doesn't print red and the cost of toner is more than the printer. The black and white printer/copier/fax is leaking toner. The new HP laser jet printer he was proposing was \$861 plus tax on-line. He suggested purchasing this item through Office Depot which would require use of the credit card. He asked for council authorization to make this purchase on the credit card at an amount greater than the current policy that states a maximum \$800 purchase limit. Council gave authorization to make this HP Laser Jet printer purchase on the credit card.

**2. Purchase of Used Generator:** Mayor Pfaff talked about buying a used generator for pumping water at the well in 2011. He was asked how big of a unit would be needed. He recommended putting the generator at well 3 and that 10 kilowatts would be enough. Tim Southern asked how long the town could last running without one. Mayor Pfaff estimated 1 to 1-1/2 days in the summer and 3 days otherwise. Once done, this purchase could then be taken off the water plan.

**APPROVAL OF CHECKS:** Andrew Flodin **MOVED** to approve the following bills presented to council for payment. Larry Hunt seconded the motion and the motion carried unanimously.  
Check Register #9712- 9719 Payroll: \$6,287.19; #9720-#9728 Claims: \$9,850.80 TOTAL: \$16,137.99

**Town Attorney Conflict of Interest for Police Services Contract:** Mayor Pfaff confirmed when the original contract was drafted for police services with the City of Palouse, Attorney Stephen Bishop acknowledged there would be a conflict of interest if he was to provide any legal advice to the town and if such was needed, the town would need to seek other counsel. This still holds true for all Palouse Police contract renewals. Council was aware of this stipulation and agreeable.

**ADJOURNMENT:** Andrew Flodin **MOVED** to adjourn the meeting at 7:58 PM. Larry Hunt seconded the motion and the motion carried unanimously.

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Jarrod Pfaff, Mayor

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