

**Town of Garfield**  
**PUBLIC HEARING AND TOWN COUNCIL MEETING MINUTES**  
**December 15, 2010**

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

**ROLL CALL:** Jarrod Pfaff, Andrew Flodin, Larry Hunt, Sharon Schnebly and Tim Southern (7:08). Staff – Public Works Superintendent Bill Bowman (7:06), Fire Chief Chris McCully, Police Chief Jerry Neumann, and Clerk/Treasurer Annie Pillers. Absent: Daymon Marple.  
Guests - Lisa Hampton and Eric Hasenoehrl, Keltic Engineering

**PUBLIC HEARING – CDBG Grant – Public Safety Building:** Mayor Jarrod Pfaff opened the public hearing on the CDBG Grant – Public Safety Building at 7:00 PM. He reported the town is looking at a Community Development Block Grant (CDBG) – General Purpose Grant for construction of a new public safety building. He had copies of the CDBG handouts for those in attendance and additional copies of the handouts were available at the counter.

Keltic Engineering provided large copies of the building plan and site plan. Mayor Pfaff discussed the project, confirming all items down to storm system with a culvert across the driveway were included. The plans were tailored towards that site with specific items including sewer, a 24" culvert and a 7,000 sf building. Lisa Hampton noted the town is still working with the Department of Archaeology and Historic Preservation (DAHP) for historical review and will be submitting an EZ1 to DAHP. The McCroskey house is near the site. An EZ1 was originally submitted to DAHP during the planning stage but an updated EZ1 will be submitted for construction. DAHP will say what we need to take into consideration with historical significance. The building has been resized to 7,000 sf, the project includes a culvert, relocating the sign, landscaping, lighting, and WSDOT will require a turn lane on highway. This is the planning stage as such and there is time for adjustments to the drawing. Eric Hasenoehrl noted these were constructions costs. Andrew Flodin asked how you would do a turn lane on that corner. Lisa Hampton said for the EZ1 form, we would need to include it and talk with WSDOT. She said the EZ1 includes any possible items, but they may not all be needed. Eric said the building figure was \$422,507.63 without tax. The total budgeted figure was \$550,000 with 20% for contingencies and 10% for A&E.

Mayor Pfaff asked about in-floor heat. Eric noted this was not in the project. He said in talking with the mechanical guy, overhead radiant tube heat is more efficient. It heats the objects and not the air. The exhaust system is built in for code with fans built in. There is a large vent on the wall that sucks air out. The fan runs for 15 minutes when the door opens or closes. Tim Southern indicated these were not as efficient. Eric had looked at exhaust systems that run on tracks but they were too expensive. Eric confirmed an exhaust system is required. Mayor Pfaff asked about the \$87,000 line item for sheetrock, asking if this included sheet rocking the entire building. Eric indicated yes. Mayor Pfaff asked about using wafer board (OSB) on the shop side. Eric said that would be possible, OSB or sheetrock, or OSB up to some height. The cost could be more or less. Mayor Pfaff also asked for the power bill costs to run the building. Eric would get those figures. Eric confirmed this design is for a wood frame building. It is still viable to look at steel, finish with Tyvek or a vapor barrier.

Lisa Hampton reviewed the grant process, noting the public hearing process seeking verbal or written comments on the project. She confirmed the project is through the Washington State Department of Commerce - Block Grant. The town qualifies by being at or above the 51% low to moderate income. New income surveys have been sent to the outlying areas. Mayor Pfaff noted there is no match for this grant. The application is due January 20, 2011.

There being no further public comment or questions, Mayor Pfaff closed the public hearing at 7:15 pm and resumed the regular council meeting.

**APPROVAL OF MINUTES:** Larry Hunt **MOVED** the minutes of November 17, 2010 Regular Meeting, November 23, 2010 Special Meeting and December 9, 2010 Special Meeting be approved as written.

Tim Southern seconded the motion and the motion carried unanimously.

**POLICE REPORT:** Police Chief Jerry Neumann provided council with the November 2010 activity log and November through mid-December time log. He was asked about the 11/27 snowmobile violation. It was confirmed it is legal to go from point A to point B, i.e. leave your residence and head directly straight out of town using the most direct route, etc. They are not meant for recreational cruising around town. There is no specific ATV rule.

**PUBLIC WORKS REPORT:**

Appreciation – Mayor Pfaff expressed his appreciation to staff, noting all 3 of the employees did a damn good job. Annie got the TIB grants. Bill and Perry did a great job with the snow plowing done early and right. He did not get any calls.

Manhole Inserts – the manhole inserts recently ordered and received were the wrong size. Bill convinced the company to take them back but the town has to pay to ship them back. JE Love's is a UPS shipping site and they are helping.

WWTP Maintenance – Bill said they have been dealing with maintenance issues with the influx of rain water pushing the plant to its limits. They've been spending a lot of time at the plant with the pumps not keeping up. They have large inflow, going from 60,000 to 80,000 to 292,000 gallons yesterday and 232,000 the day before. One pump is missing but they are remedying that. Perry picked up the pump from Strom Electric and they have some parts they need for the brand new one sitting on the floor. There are 2 inflow pumps, but only running 1 at time because of flapper valve issues. The influent pump can't keep up with the lift station pump capacity. Bill talked about the struggle getting access to the flappers and manually shutting down the valves. If they could just get in there they could pull the plate and do the work themselves. They have a pump that could be a good spare pump. Love's can machine it. There is a brand new pump on the floor but it had no bracket to install it. They now have it. There are questions about the wiring though. Bill has been talking with electricians. Eric met at the WWTP with Joe at Harrison Electric today. He had recommendations on the pump wiring.

Variable Frequency Drives (VFD) – Bill had contacted a couple of electricians. One guy said the VFDs may not be as effective and had talked about a soft start. Eric noted soft starts were in vogue at one time but are not as reliable. The VFD is better because there is more wear with a soft start. He said the VFDs will save enough wear on the motor to pay for themselves in a short time, in less than 7 years, which is a good deal. The VFDs would also save power. Mayor Pfaff said there was still money left for 2010 and the same amount was budgeted for 2011. He talked about at least getting the VFDs and that would relieve the town for next year. Tim Southern **MOVED** to approve an expenditure of up to \$9,300 for electrical repairs at the WWTP. Larry Hunt seconded the motion and the motion carried unanimously.

Christmas Lights – Perry confirmed they intended to put up the Christmas Light tomorrow.

Backhoe Repairs – Larry Hunt noted he had talked with Bill last week about the backhoe and they thought there was probably a problem with the hydraulics. It was agreed the tractor was working harder than it should. It may need a flow rate test to determine the issue. It was noted the technician for Rowand lives in Tekoa and can come through on his way to work some time. Bill confirmed the backhoe has plenty of power, problems start when trying to do a 2<sup>nd</sup> function. Eric agreed it was probably a flow issue/pressure issue. Larry Hunt noted it could cost more to fix if wait.

Tools – Perry Brown asked if there were more tools coming. The mayor said they would still need to order standard wrenches and a tap and die. Bill noted they appreciated the real tool box and real tools. He also noted they had to buy a spare brake for the truck. The other one has a leak too. Mayor Pfaff said to buy 2 brakes to have one on hand.

**OLD BUSINESS:**

**1. PERS 2011 MEMBERSHIP – Resolution 2010-30:** Mayor Pfaff updated council that \$13,000 to \$14,000 was the estimated previous service credit at approximately \$2,500 to \$3,000 a year. Larry Hunt **MOVED** to adopt Resolution 2010-30 joining PERS effective January 1, 2011, with a purchase of previous service credit at a 59% employee and 41% town shared cost. Andrew Flodin seconded the motion and the motion carried unanimously. Lisa Hampton and Eric Hasenoehrl left the meeting at 7:43 PM.

**2. Ordinance No. 395N – Adopting 2011 Final Budget:** Mayor Pfaff presented the final budget, noting

Annie had corrected some accounting errors, matching reserves with transfers out. There were no additional questions. Andrew Flodin **MOVED** to adopt Ordinance 395N adopted the 2011 Final Budget. Tim Southern seconded the motion and the motion carried unanimously.

**3. Resolution No. 2010-31 – Setting 2011 Salaries:** Mayor Pfaff read the salary schedule. Tim Southern **MOVED** to adopt Resolution 2010-31 setting the 2011 salary schedule. Andrew Flodin seconded the motion and the motion carried unanimously.

**NEW BUSINESS:**

**1. Resolution 2010-32 – Small and Attractive Assets:** Mayor Pfaff explained Resolution 2010-32 establishes a dollar value for putting items on inventory. He thought this had been previously established. Larry Hunt **MOVED** to adopt Resolution 2010-32 establish a \$500 value for small and attractive assets. Andrew Flodin seconded the motion and the motion carried unanimously.

**2. Resolution 2010-33 – Updating Solid Waste Plan:** Mayor Pfaff reported the Solid Waste Plan needed to be updated and the town could either adopt the county's plan, as previously done, or write its own. Tim Southern **MOVED** to adopt Resolution 2010-33 adopting an Interlocal Agreement with Whitman County to update the Solid Waste Plan. Larry Hunt seconded the motion and the motion carried unanimously.

**3. Transportation Improvement Board (T(B) – Overlay and Seal Coat Grant Agreements:** Council was presented with the Transportation Improvement Board Grant Agreements for overlay and sealing. Andrew Flodin **MOVED** to approve the town entering into the grant agreements with TIB and that the Mayor be authorized to sign the agreements. Larry Hunt seconded the motion and the motion carried unanimously.

**4. Resolution 2010-34 – Capital Facilities Plan / Capital Improvements Plan:** Council was presented with the draft Capital Facilities Plan / Capital Improvements Plan. Mayor Pfaff talked about the importance of planning for projects and establishing a Capital Facilities Plan / Capital Improvements Plan. These plans can be used for grant purposes. He noted the Daycare project is also included. Larry Hunt **MOVED** to adopt Resolution 2010-34 adopting the Capital Facilities Plan / Capital Improvements Plan. Tim Southern seconded the motion and the motion carried unanimously.

**5. Delinquent Utility Account Policies:** Annie Pillers reviewed with council two recent situations with delinquent utility accounts. In one case, a social service agency had authorized payment for a utility account, but because of their check issuance timeframe, the check would arrive after the shut off day. Annie Pillers asked for council's authorization to establish a policy wherein when a social service agency authorizes payment, the shut off can be postponed. In another case, a check was received for a past due account, but was unredeemable when submitted to the bank and cash was requested to bring the delinquency current. She asked council to establish a policy that when a utility payment is received in the form of a check for a delinquent account and then it is unredeemable, only cash or a money order will be accepted for payment on the account. By consensus, council agreed to the policies recommended by the clerk treasurer.

**6. Environmental Review Officer / CDBG Grant – Public Safety Building:** Council reaffirmed Annie Pillers as the Environmental Review Officer for the town. She would be following up on the CDBG Grant environmental review requirements for the public safety building.

**FIRE DEPARTMENT REPORT:** Fire Chief McCully updated the council that he had two new members on the department. One started last night and another guy that wants to start soon. He noted this will mean 2 new sets of turnouts. Chief McCully confirmed everyone else on the department has stayed. He noted he is starting background checks. He is working on a draft to get it where the captains approve of it and then he will bring it to the town and commissioners for their approval. Then he will start using it. Chief McCully confirmed the Christmas Parade went well and they didn't freeze anything up.

**APPROVAL OF CHECKS:** Larry Hunt **MOVED** to approve the following bills presented to council for payment. Andrew Flodin seconded the motion and the motion carried unanimously.

Check Register #9729- 9733 Payroll: \$5,961.64; #9734-#9749 Firefighter Payroll: \$1,375.00  
#9750-#9756 Payroll: \$6,563.76; DOR EFT 12/15/10 and #9757-#9783 Claims: \$23,407.80  
TOTAL: \$37,308.20.

**INVESTMENT OPTIONS:** Annie Pillers updated council on the recent changes in interest earnings this year for TAG accounts. Current funds are held at State Bank Northwest (SBNW). TAG accounts used to earn .49% but in May went down to .27% and then .25%. The State Local Government Investment Pool (LGIP) is another option with similar earnings. Annie reported contacting American West Bank and US Bank about other investment options. Neither bank's CDs could match the current interest rate at SBNW. However, due to FDIC rule changes, the town will no longer earn interest on its TAG checking account. She suggested exploring other options, noting the first priority would be keeping the funds whole and second would be earnings. Council gave authorization for Annie to explore options for increased earnings while maintaining security of funds.

**ADJOURNMENT:** Larry Hunt **MOVED** to adjourn the meeting at 8:00 PM. Andrew Flodin seconded the motion and the motion carried unanimously. Council agreed if a special meeting was needed between now and the next regularly scheduled meeting on January 12<sup>th</sup> they would hold a special meeting January 5<sup>th</sup> at 7:00 PM.

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**Jarrold Pfaff, Mayor**

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