

**Town of Garfield**  
**PUBLIC HEARING AND TOWN COUNCIL REGULAR MEETING MINUTES – Preliminary Draft**  
**Town Hall – November 14, 2012**

**CALL TO ORDER:** Mayor Jarrod Pfaff called the meeting to order at 7:05 p.m.

**ROLL CALL:** Jarrod Pfaff, Larry Hunt, Sharon Schnebly, Tim Southern, and Mark Young. Staff – Perry Brown, Public Works Superintendent, Police Chief Jerry Neumann, and Clerk/Treasurer Annie Pillers.  
Absent: Daymon Marple

**GUESTS:** Garth Meyer 7:08 pm. Eric Hasenoehrl 7:09 pm.

**PUBLIC HEARING - 2013 PRELIMINARY BUDGET:** Mayor Pfaff opened the 2013 Preliminary Budget Public Hearing at 7:05 PM. He reviewed the city assistance and liquor profits revenue sources. He noted, depending on what those do, Current Expense could take a significant hit. The town will have to find some way to replace that revenue if both are gone. Together they could be a \$25,000 hit. Tim Southern said he thought the town would still get some of the liquor monies back; it should not all be disappearing. He thought there would still be sales tax profit from it. He said the town would be lucky to get \$7,500 from city assistance. Mayor Pfaff said the Street Fund looks good and is balancing fine. 401 is not too bad with a \$24,000 loss, with garbage a big share. Perry Brown noted according to an email from Judy Gray, the tipping fee was going to go from \$99 to \$105. Mayor Pfaff noted the budget included a 3% raise for the clerk and public works assistant, with nothing for the public works superintendent since he had just got an increase. Council discussed the probationary status of the public works assistant and not considering a raise until past probation. It was noted he was hired at the end of August and probation was 6 months. Sharon Schnebly proposed waiting until he was at the town a year before giving a raise. Tim Southern noted this causes the same problem with then giving a raise in August, just before the New Year. Council asked if this was a cost of living increase (COLA). Larry Hunt noted if it was not given straight across the board it couldn't be a COLA. Mark Young suggested another format for discussing these matters.

Mayor Pfaff noted all the figures weren't perfect yet and the final budget would be adopted at the December 19th meeting. He noted he needed to add in the audit figures again. The 2010 performance audit was already done so there should be a 3 year financial audit and a 2 year performance which should be less than the last go around. The audit last time cost over \$11,000.

The mayor noted one last thing for the budget was a request from David Ulrick and Ray McCown for funding to repair the park shelter. Mayor Pfaff suggested setting aside \$5,000. Dave initially thought \$3,000 but Mayor Pfaff thought it could take more. The posts are rotting and the dividers in between are rotting. Tim Southern asked where the money would come from since the gazebo funds were spent. Mayor Pfaff indicated from reserves. Sharon Schnebly asked if the town needed both the gazebo and shelter. It was agreed the shelter was used quite a bit and was for getting out of the weather. The gazebo would be more for weddings and bands, etc. The repairs would include a new concrete floor. Mayor Pfaff noted he recently learned an old kiddie pool was underneath the concrete, which was causing the problem. Mayor Pfaff would add this into the final budget. Mayor Pfaff closed the public hearing at 7:18 pm and reconvened the regular council meeting.

**ENGINEERING UPDATES:** Eric Hasenoehrl with Keltic Engineer updated council and provided a written report.

1. 3<sup>rd</sup> Street Overlay – The WSDOT specifications for concrete state it cannot be poured on frozen ground and must be protected if less than 35 degrees. He anticipates Winkler coming Thursday or Friday. The ramps are being redone to meet ADA issues, the ¼ inch maximum. Eric said he would be glad to come back and see if they comply. He noted the asphalt work was good. It was just an issue with the elevation of the concrete and asphalt itself. Spokane Rock has a contract extension through November 23, 2012. Eric noted he appreciated the town having faith in Keltic and letting them just handle it.

2. Storm Drain/Soil Remediation – Eric delivered the final report to council. He also had one for Mike Boatsman with DOE. The reports covers why the project was done, what was done and what think now

that it's done. Eric said the project turned out well. It was a difficult task to know where needle is in the haystack. DOE had limited funds. By limiting the scope of work under the contract and then narrowing between the catch basin at the library and the catch basin at the highway the work could be done. Eric said he was comfortable with the soil testing and the diesel was captured in the soil. DOE stepped in and took care of costs. Eric noted they did this because of the initial response of the town and JE Love. He said both are to be commended for this. Eric presented the final invoices, \$2,800 from Keltic which covered the final report and a \$300 invoice for testing from Anatek; and the remaining \$3,162.50 to Western for the asphalt work. The work has been concluded and the asphalt looks good. Eric will still follow up with Jerry Love. The contaminated soils were trucked to Spokane. Perry confirmed they tiled certain spots and tied them into the storm drain. Annie confirmed the second and maybe, final pay request was ready to be submitted to DOE. The hope was that DOE would allow the town to receive the entire balance on the project with the town putting the retainage in a non-interest bearing account until the state contract releases were given. Tim Southern **MOVED** to approve submission of Pay Request No. 2 to DOE. Mark Young seconded the motion and the motion carried unanimously.

**3. Compost Facility** – Eric provided council with the compost facility site plan. He noted whether it was a 300 acre site or a site the size of Garfield, the same standards apply. However, DOE has been working with the town on this to lessen the impact since the level of exposure isn't that high. Eric noted a lot of work had already taken place with the Ecology blocks put up and the material bladed back. He said the site plan should meet the need of DOE and get the thumbs up for approval. All that is left are the No Dumping signs. He discussed the low risk of exposure for this site.

Eric asked for any critiquing to please let them know. Mayor Pfaff said on all 3 projects, Keltic pretty much proved the point with the asphalt, with the ramps. There was very little over budget, not a lot of infield changes, and Keltic stood with the town on budget issues. Both Tim Southern and Sharon Schnebly expressed their appreciation that Eric comes out in person to talk with the council.

**APPROVAL OF MINUTES:** Larry Hunt **MOVED** the minutes of the regular council meeting of October 24, 2012, be approved as written. Sharon Schnebly seconded the motion and the motion carried unanimously.

**POLICE REPORT:** Chief Jerry Neumann updated council on the Palouse City Council the night before. 3 weeks ago Councilmember Floyd proposed cutting the department. Mayor Echanove did a presentation last night and there were 25 members from the public with over 30 people in attendance with staff. The proposal was to go to a one officer department and disband the contract with Garfield. After long discussions and more presentations given, on a 4 against 2 for vote, the motion failed. The department will see a 25% reduction in staff. Other cuts include changes to the cell phone service and a few employees are switching insurance to their spouse's plan. The over all cost savings is estimated at \$18,000. The short fall, before the cost savings, is estimated at \$25,000. There will be no raises this year, the 4<sup>th</sup> year in a row. Last year there was a 3% cut in pay. The Garfield police services contract remains whole with no reduction in hours. Chief Neumann thanked Mayor Pfaff and Councilmember Southern for attending the Palouse meeting. Chief Neumann also reported, using the new chronic nuisance ordinance, an eviction occurred at the trailer park that went very smoothly.

**PUBLIC WORKS REPORT:** Public Works Superintendent Perry Brown reported –

**1. Water Leaks** – The Roger Roper line was replaced as well as the Cathie May line which was a big project. There are no water leaks right now.

**2. WWTP** – The DO PH meter is in and working well. Mayor Pfaff asked if the flow through the plant was lower than last year. Perry confirmed yes. He said he still wanted to do calk some on 4<sup>th</sup> Street. It was agreed the I&I behind the Quonset hut and Hollis Jamison duplex was still flowing a lot of water. It was estimated that project would be \$20,000 as it has pipes coming in from several places. Perry estimated plugging 2<sup>nd</sup> street helped reduce the flow by 25,000 a day.

**3. Garbage** – the new back up camera arrived, has been tested and wired. It just needs to be put on the truck.

**4. Park Maintenance** – the leaves in the park were vacuumed twice.

**5. Snow Plowing** – the plow frame had some seams cracking and Robby did some welding repairs. It's ready to go.

6. Sewer – The sewer problem at Helen Eggleston’s has been fixed.

7. Water – The telemetry is up and running and everything back on line. The unit does have two surge protectors. One is a USB battery back. H2E suggested tying in another battery to the system. Mayor Pfaff noted a gen set was still needed to back up the pumps any way. Perry explained the telemetry is only one model number different. The only difference in this new one is that it has an external radio and the old had internal radio. Mayor Pfaff asked if the company would be keeping track of how this works. Perry noted they had before. If the parts had been correct it would have been a 1-1/2 hour install. Perry said he was working with Sarah Myers on a drastic price reduction because of the error in how the equipment had been wired. He estimates the entire project will be under \$5,000. Perry noted the equipment was both updated and replaced with a new external radio

8. Compost Pile – Mayor Pfaff told Perry to order the compost site “no dumping beyond this point” signs and suggested he contact Marni Solheim at DOE for the measurements. Eric noted sign posts would be needed. Perry indicated he had sign posts already.

**NEW BUSINESS:**

**1. RESOLUTION 2012-14 – Setting 2012 Firefighter Salary Schedule:** Mayor Pfaff noted this resolution sets the point system for the firefighter’s 2012 salary. It is the same as last year. Larry Hunt **MOVED** to adopt Resolution 2012-14 setting the 2012 Firefighter Salary Schedule at \$10 an hour/point. Mark Young seconded the motion and the motion carried unanimously.

**2. RESOLUTION 2012-15 – Amending the Water Rate Schedule \$1.00 Increase:** Mayor Pfaff noted this resolution reflects the decision previously of council to increase the base water rate by \$1.00. Sharon Schnebly **MOVED** to adopt Resolution 2012-15 amending the water rate schedule with a \$1.00 increase in the base rate. Tim Southern seconded the motion and the motion carried unanimously.

**3. RESOLUTION 2012-16 – Amending the Existing Scheduled Rate Increase:** Mayor Pfaff explained the rate structure currently would apply the inflation factor to all garbage rates including the \$6 extra cart, etc. This resolution would apply the inflation factor just to the basic rate, none of the extra add on fees. Larry Hunt **MOVED** to adopt Resolution 2012-16 amending the scheduled biannual rate increase to only apply to the monthly rates. Mark Young seconded the motion and the motion carried unanimously.

**4. Waiver of Late Fee:** Mayor Pfaff briefly noted two of the churches were assisting an individual with their utility bill and missed their payment with a late fee being charged. The request was if the late fee could be waived. Council consensus was to not waive the late fee.

**FINANCIAL:**

**1. Approval of Checks:** Sharon Schnebly **MOVED** to approve the following bills presented to council for payment. Tim Southern seconded the motion and the carried. Abstention: Larry Hunt

Check Register #10679	Claims \$150.00	
Check Register #10680-#10685	Payroll \$7,136.29	
Check Register #10686-#10705 plus DOR EFT	Claims \$23,664.29	TOTAL: \$30,950.58

**ADJOURNMENT:** Larry Hunt **MOVED** to adjourn the meeting at 8:02 pm. Tim Southern seconded the motion and the motion carried unanimously.

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**Jarrod Pfaff, Mayor**

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