

**Town of Garfield**  
**TOWN COUNCIL REGULAR MEETING MINUTES**  
**Town Hall – December 5, 2012**

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

**ROLL CALL:** Jarrod Pfaff, Larry Hunt, Daymon Marple, Tim Southern and Mark Young. Staff – Public Works Superintendent Perry Brown, Dan Gladwill, Building Inspector, Fire Chief Chris McCully 7:10 pm, and Clerk/Treasurer Annie Pillers. Absent: Sharon Schnebly. **GUESTS:** None.

**BUILDING INSPECTOR REPORT:** Building Inspector Dan Gladwill addressed the council. He talked about structures at the mobile home park and changes put through a couple of years ago at the legislature regarding 5<sup>th</sup> wheels as a legal residence in mobile home parks. He further noted a person could build a 200 foot or less structure and put it anywhere on his property so long as not attached. The existing porch/entry way is not attached and it doesn't appear that it would fall over and hurt anything. There was a question about wiring. Dan Gladwill said that could be a Labor and Industries electrical issue. Dan explained the town does not have any blight codes and if did, would need a code enforcement officer. There was a question about changing the rules on a local level for mobile home parks. Dan confirmed the town could write its own ordinances and should work with Stephen Bishop. Dan was asked about a mobile home that had been red tagged at one time. Dan said it did not have concrete runners. Since that time Dan has inspected the trailer, including smoke alarms and didn't see any life safety issues. He reminded council state law allows 5<sup>th</sup> wheels in mobile home parks and they can be set on their tires.

Dan Gladwill discussed the cell phone he uses for building department purposes. Originally Garfield had agreed to pay towards the phone. Palouse provided the phone and they were going to write up an agreement and bill Garfield but they never did. He noted Palouse is no longer supplying a phone to the building department or police department. He said Palouse has agreed to pay \$30 a month towards his phone and he asked if Garfield would do the same. Council said they thought as part of his contract status he could cover that through the inspection fees. It was noted the current building permit fees are based upon the 1997 schedule. Council agreed to look into the current fee schedule, noting since 1997, there's likely been 10% inflation. The town's base fee is \$35. The county's base fee is \$75. Dan Gladwill left the meeting at 7:25 pm.

**APPROVAL OF MINUTES:** Tim Southern **MOVED** the minutes of the public hearing and regular council meeting of November 28, 2012, be approved as written. Daymon Marple seconded the motion and the motion carried unanimously.

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

1. Vacation. He was on vacation last week. Mayor Pfaff asked that he make arrangements for Robby to attend when he is gone. The council had questions last week.
2. Back-up Camera. The back-up camera is in and running on the garbage truck. It works great and the driver can see the guy on truck. The camera works well enough; Perry would like to build a rack on the truck for the dumpsters.
3. WWTP Operator License. For the next 2 days, Perry will be attending the wastewater treatment operator license class in Spokane.
4. California Street Water Repair. Daymon Marple asked about the sunken area from the water leak repair on California Street. Perry said he had a note on the door for Robby to fill in that hole. He noted it was about 3 feet to the bottom with sand and gravel at the bottom. Because the property owner wants to plant grass the top needs to be dirt.
5. Garbage Truck on Private Drives. Larry Hunt confirmed meeting with the property owner who indicated it wasn't that big of a deal. Her daughter and son-in-law thought it was an issue. Perry Brown noted until the driveway was dug up for the power line and other installations were made there was never a problem, with the driveway solid.

**OLD BUSINESS:**

1. 3<sup>rd</sup> Street Overlay Project: Mayor Pfaff presented Change Order No. 2 removing removal and

replacement of unsuitable material and adding Commercial HMA 37.12 ton for the 3<sup>rd</sup> Street Overlay Project and pay request No. 2 with 5% retainage of 2,983.37. Tim Southern **MOVED** to accept the 3<sup>rd</sup> Street Project, adopt Change Order No 2, authorize the contractor pay request No 2, and authorize the Mayor to sign the documents to close out the project. Larry Hunt seconded the motion and the motion carried unanimously.

### **NEW BUSINESS:**

**1. 2013 Budget:** Mayor Pfaff discussed the proposed garbage rates, suggesting a lower increase of \$1.50. He said with the \$1.50 additional plus the inflation of \$1.50 he would rather look back in February after they've looked at year end expenses and once in a blue moon expenses to make sure if a higher rate is needed. Tim Southern said when they developed the rate spreadsheet out to 2021 they said they raised the garbage rates \$6.00 but didn't calculate the \$1.80 that when to reserves so it didn't actually raise \$6.00 then. Mayor Pfaff noted the 2012 and 2013 expenditures projected then appear to be on. He noted the former public works assistant retired earlier than expected and the new wages threw the figures off. Mark Young asked about the \$3.00 resolution from the last meeting. Mayor Pfaff confirmed the actual resolutions were here for tonight.

Mayor Pfaff explained Current Expense shows a budgeted \$6,000 loss. This is the same as in the past, but there is a surplus usually. Some will depend on what happens with the state liquor money. Obviously if the town doesn't get it, then it's out \$6,000 or \$7,000. He said he could live with a budgeted loss. The 3% cost of living increase is included and the audit is budgeted. Last time it was \$12,000 but should be less as they did some for this cycle last time. There is an \$8,000 reserve transfer but nothing specific tied to it. It's just in case something is needed. The Street Fund is still holding pretty well. The budget includes the same things as last year – plowing, grading, 30 tons of hot mix patching and grave. There are no TIB projects or money next year. The fund shows a \$4,000 gain. The Street Reserve fund is for Streets and includes a \$1,000 transfer to Streets in case something happens and requires no budget amendment. Capital Facilities is the same and doesn't include a budget for capital expenditures. Fire Equipment is for fire, Police Reserve is for police and Equipment Reserve is for the mower and park stuff. There is \$1,500 budget in case something is needed. The Park Gazebo Fund 113 is closed.

The Water/Sewer/Garbage Fund 401 includes the inflation factor plus the garbage \$1.50 and water \$1.00 increases. The 397 transfers are for the audit. Water is only losing \$1.00. The Sewer loss is about \$5,000. Testing varies and so then do the costs. Recycling is way down with less of it getting into the back of the truck. Perry Brown confirmed things were up again and that Robby was loading recyclables to haul off today. The Mayor noted there are no big capital expenditures for water. Sewer has the project on 4<sup>th</sup> Street near the Quonset hut and will include pipe bursting. New bids will have to be received but estimates are \$20,000. This will come out of reserves. The water loan payment is through 2020. Water, Sewer and Garbage continue to go into the utility reserve accounts. Utility Reserves include \$2,000 expenditures just in case. The Sewer Loan is paid off in 2020 but with the 1 year payment in reserve, technically it's done in 2019. The Water Deposit fund is for when people pay their deposit.

**2. Resolution 2012-17: Firefighter 2012 Salary Schedule.** Tim Southern **MOVED** to adopt Resolution 2012-17 setting the 2012 Firefighter Salary Schedule. Larry Hunt seconded the motion and the motion carried unanimously.

**3. Ordinance 425N: Closing the Park/Gazebo Fund and Garfield Public Development Fund.** Daymon Marple **MOVED** to adopt Ordinance No. 425N closing the Park/Gazebo Fund and Garfield Public Development Fund. Mark Young seconded the motion and the motion carried unanimously.

**4. Ordinance 426N: Reclassifying/Re-establishing Town Funds.** Mayor Pfaff reported some of the 100 funds now have to be 300 funds. This ordinance closes the funds, reopen the funds, and transfers the money. Mark Young **MOVED** to adopt Ordinance 426N reclassifying and re-establishing the town funds. Larry Hunt seconded the motion and the motion carried unanimously.

**5. Ordinance 427N: Adopting 2012 Budget Amendment.** Larry Hunt **MOVED** to adopt Ordinance 427N amending the 2012 Budget. Mark Young seconded the motion and the motion carried unanimously.

**6. Resolution 2012-18: Setting the 2013 Garbage Rates.** Tim Southern **MOVED** to adopt Resolution 2012-18 setting the 2013 Garbage Rates. Daymon Marple seconded the motion and the motion carried unanimously.

**7. Ordinance 428N: Adopting the 2013 Budget.** Larry Hunt **MOVED** to adopt Ordinance 428N adopting the 2013 Budget. Tim Southern seconded the motion and the motion carried unanimously.

**8. Resolution 2012-19: Adopting 2013 Salary Schedule.** Mark Young **MOVED** to adopt Resolution 2012-19 setting the 2013 Salary Schedule. Larry Hunt seconded the motion and the motion carried unanimously.

**9. Resolution 2012-20: Adopting an Updated Capital Facilities Plan/Capital Improvements Plan.** Tim Southern **MOVED** to adopt Resolution 2012-20 adopting the Updated Capital Facilities Plan/Capital Improvements Plan. Larry Hunt seconded the motion and the motion carried unanimously.

**10. Resolution 2012-21: Canceling/Reissue Lost Check #10709.** Tim Southern **MOVED** to adopt Resolution 2012-21 canceling/reissuing lost check #10709. Larry Hunt seconded the motion and the motion carried unanimously.

**11. Resolution 2012-22: Setting the 2013 Water Rates.** Larry Hunt **MOVED** to adopt Resolution 2012-22 setting the 2013 Water Rates. Tim Southern Seconded the motion and the motion carried unanimously.

**12. PDA Restaurant Building:** Daymon Marple discussed the use of the restaurant building and the interest by restaurant operators over the last year, but no solid plan provided when asked to provide a business plan. Daymon Marple said to work, either one party would have to work elsewhere or they would have to be retired. Start up requires money to stock and live off, so young people would need reserves to do so. Daymon updated council on the natural snack foods distributor and the difficulty he encountered trying to get a USDA Rural Development loan. He reapplied many times and kept getting turned down.

Daymon addressed the idea of using the building as a community center and putting the library in the back. He noted this would give more room for the fire department to expand in the existing building, move the restrooms and allow for a bigger truck or whatever. Tim Southern said he liked the idea of a community center but hated to do it right now. If the economy turns around we don't have a restaurant option then. Daymon noted the thing with the community center is that it needs tables and chairs and a kitchen. If moved to a restaurant then it's easy to take out the community center but where would the community center be put then. Mark Young asked about the PDA funds being low. Daymon confirmed that was true. They still have the expense of an audit. Last time it was \$2,200 phone audit and there's no income coming in. Larry Hunt asked if there would still be an audit if the building was turned into a community center/library. Daymon said the PDA would get out of it and those costs would only go away of the PDA disbanded. He talked about getting a loan against the assessed value of the building to buy a house and rent it out. He noted the PDA is not just a restaurant but public development. He talked about something like Lacrosse did with the grocery store/convenience store. Mayor Pfaff said the PDA could use a management company to take care of things of they did rental housing.

**13. Utility Taxes:** Mayor Pfaff noted in reviewing the budget spreadsheets he noticed the utility tax on the phone got set lower than promised when discussing this at the community meetings. It was suppose to be 6% on phone but it is 4%. Electricity is 4% and that is correct. This telephone utility tax also includes cell phones and is based upon where the bill comes from, the residence address.

#### **FINANCIAL:**

**1. Approval of Checks:** Larry Hunt **MOVED** to approve the following bills presented to council for payment. Daymon Marple seconded the motion and the motion carried unanimously.

Check Register #10716-10721	Payroll: \$7,225.63	
Check Register #10722-10735	Claims: \$10,811.09	
Check Register #10736-10748 FF Salary	Payroll: \$730.00	TOTAL: \$18,766.72

**ADJOURNMENT:** Tim Southern **MOVED** to adjourn the meeting at 8:08 pm. Mark Young seconded the motion and the motion carried unanimously.

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**Jarrod Pfaff, Mayor**

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