

Town of Garfield
TOWN COUNCIL REGULAR MEETING MINUTES – Preliminary Draft
Town Hall – June 26, 2013

CALL TO ORDER: Mayor Jarrod Pfaff called the meeting to order at 7:03 p.m.

ROLL CALL: Jarrod Pfaff, Daymon Marple, Sharon Schnebly, Tim Southern, and Mark Young. Staff – Attorney Stephen Bishop (7:08 PM) Public Works Superintendent Perry Brown 7:01 Police Officer Joe Merry, and Clerk/Treasurer Annie Pillers. Absent: Larry Hunt.

APPROVAL OF MINUTES: Sharon Schnebly **MOVED** the minutes of the regular council meeting of May 22, 2013, and the public hearing and regular council meeting of June 12, 2013, be approved as written. Daymon Marple seconded the motion and the motion carried unanimously.

POLICE DEPARTMENT REPORT: Police Officer Joe Merry updated council. There are a total of 5 locations where junk vehicle investigations are on going. There are 3 separate locations at the trailer park. Every vehicle issue has been resolved by either being moved, repaired or got licensed and insured. Everything is out that had a code violation. There are still multiple nuisance violations to be remedied. A formal letter will be going out next week. For junk vehicles, the 5 locations are now down to 2 and the 16 vehicles are down to 4 vehicles at 2 separate locations. Some of the problems were addressed within 30 days and others had so much work to do, they had a 2 week extension since showing steady progress getting things improved. There's still quite a bit to be done out on the edge of town; no tickets have been issued yet. There was vandalism at the park with mud being spread all over the place, including on the playground equipment, the park shelter, gazebo and restrooms. The responsible parties have been contacted and will be doing work. Stephen Bishop noted the gazebo cupola was nearly screwed off. It was recommended the cedar tree in that area been taken out as that is how kids climb onto the gazebo. Officer Joe Merry left the meeting at 7:08 PM.

LEGAL COUNSEL – Utility Account Management: Stephen Bishop and Annie Pillers addressed a variety of utility account delinquency issues

1. One month delinquency policy – currently a shut off notice is not sent until an account is a full two months behind. The notice goes out after the 3rd month's bill is sent which can amount to a total bill of \$300 plus dollars with a \$200 plus dollars delinquency. The suggestion was to shorten this to a one-month delinquency with the shut off notice going out with the 2nd month billing cycle.
 2. Utility account in property owner's name – Currently the utility account can be in the tenant's name or the property owner's name. It was recommended this be changed to require the account be in the property owner's name. Stephen said there is state law that makes it clear the town cannot deny water service to a new tenant when a prior tenant had a delinquency. He confirmed the town does have authority to place a lien on properties with delinquencies.
 3. Cancel uncollectable debts – After reviewing the accounts receivable list it has been determined there are some accounts that are uncollectable. Other accounts are being re-contacted for payment with some recent payments made. Stephen suggested canceling the uncollectable debts. Annie Pillers discussed the town's utility deposit fund, noting when a party is delinquent when they move out, their utility deposit, if any, is applied to the balance owed. The older records are harder to determine deposits made and refunded but the new system works well.
 4. Increase the deposit amount required – currently the deposit for a new account is one month's current charges. Suggestions included increasing this to 2 months or 3 months. Council suggested a deposit equal to 2 month's utility charges.
- Council was agreeable to the above suggestions. Stephen Bishop would draft the appropriate documents for council consideration at the next meeting.

PUBLIC WORKS REPORT: Public Works Superintendent Perry Brown reported:

1. **Fire Hydrant Replacement** - The lowest quote for the Waterous fire hydrants came in at \$1,837 from Ferguson. This is the bare-bones price. Valves, pipe, a thrust box and labor will bring them to \$5,000 installed. Replacement requires shutting down the whole main line. Tim Southern noted the Fire Chief was not happy because we've been saying we are going to fix hydrants. Perry noted their list says 3 don't

work but he went and turned them on. Mayor Pfaff said there are still 9 that don't work. Perry said they function but leak out from the operating nut. The one out at 8th and Lincoln and near Tim's will be taken out. Perry noted the hydrants do function. Tim Southern said the chief wants them perfect, not function. Mark Young noted one hydrant is too close to a building to turn a wrench on it. Perry agreed. Council authorized the purchase of 4 Waterous hydrants from Ferguson at \$1,750 plus tax.

2. Sewer Pipe – Council authorized the purchase of a skid of 20 foot sticks of 4 inch sewer pipe at an estimated cost of \$1,300 to \$1,400.

3. Park Maintenance - the pea gravel purchased will be put in the spot for the new piece of exercise equipment and the rest will go under the swing set and merry-go-round.

4. Compost Pile – with the new compost rules going into effect, Perry suggested getting a box from Whitman County and finding out how much they can get in one of those and becoming a collection site instead. The permit for a compost facility if \$1,200 or \$1,300. Perry said he still needed to check with Marni at DOE to determine if this would mean no permit is required. Mayor Pfaff okayed getting some boxes from the county.

5. WWTP – something broke loose in the system awhile back. Perry said the flapper is stuck again and he needs to pull the plate off and clean it out. The sludge pump is still leaking. Mayor Pfaff recommended Perry talk to Eric and order more than one.

6. Personnel Manual Change for Compensatory Time Allowance - Currently the personnel manual allows up to 24 hours of compensatory time. Robby was asking to have this raised to 40 hours, from 24. Tim Southern agreed with this proposal. Sharon Schnebly asked Perry if they would be able to use the hours. He said between family commitments and hunting trips, they would be able to use the hours. Daymon Marple **MOVED** Resolution 2013-13 to amend the personnel manual to allow up to 40 hours of compensatory time.

7. Surplus old picnic tables – council agreed the old picnic tables should be surplus.

8. Library/Community Center Building Maintenance – due to problems with food and drink in the library building causing stains on the carpeting and ants, council was agreeable to having the carpets professionally cleaned this summer when the library was closed for maintenance. Perry would also get prices on the repairs needed to the building using the insurance settlement.

9. Sewer Maintenance – Mayor Pfaff asked Perry to get prices on the sewer line repair at the Quonset hut. Perry noted he needed to camera a few sewer lines so he would be getting the sewer camera from Rosalia.

10. Road Grader Problem – The cost to rent a road grader per week is \$2,400. Robby has been in contact with Duane from Palouse about renting theirs for a couple days.

OLD BUSINESS:

1. Zoning Ordinance 430-N: Tim Southern **MOVED** to adopt Ordinance No.430-N amending the zoning code. Sharon Schnebly seconded the motion and the motion carried unanimously. Annie Pillers thanked Stephen Bishop for his work on the zoning code and suggestion that the format be changed allowing the zoning code to be more easily amended in the future.

2. Resolution 2013-11 – adopting Six-Year Street Plan: Tim Southern **MOVED** to approve Resolution 2013-11 adopting the 2014-2019 Six-Year Street Plan. Daymon Marple seconded the motion and the motion carried unanimously.

3. 2013 Garfield Public Development Authority Appointments: Daymon Marple confirmed Joe Keller was interested in the serving on the Garfield Public Development Authority (PDA). Sharon Schnebly **MOVED** to appoint Joe Keller to the open position on the Garfield PDA with a term through 3/7/2016. Tim Southern seconded the motion and the motion carried unanimously. Daymon was awaiting word from John Love about his continued service on the PDA.

NEW BUSINESS:

1. 2013 Street Oiling Quotes: The following 2013 street oiling quotes were presented to council: BST Surfacing \$0.059 per square foot; Lyman's \$0.069 per square foot; Mort's \$0.070 square foot plus \$200 MOB, Morgan Industries \$.090 per square foot plus \$1,250 MOB. Sharon Schnebly **MOVED** to accept the quote of Tak for \$0.059 per square foot. Tim Southern seconded the motion and the motion carried unanimously.

2. Scenic Byways Video: Council was agreeable to the Scenic Byway video proposal by Dan Walker

Productions to develop a short video promoting Garfield at a cost of \$500.

3. Park Shelter Painting Quote: Council accepted the proposal from SJ Painting to paint the recently repaired park shelter at a cost not to exceed \$1,850 plus tax.

4. Resolution 2013-12 Clerk-Treasurer Trainee Salary Schedule: Mayor Pfaff announced Annie Pillers would be leaving by October 31, 2013. 3 candidates were interviewed. Cody Lord was interested. Mayor Pfaff said he was articulate, smart, and impressed him. Tim Southern agreed that he was very impressed with him too. He has several degrees including accounting. He has a goal to start a business in Garfield and is vested in the community. Daymon Marple **MOVED** to approve Resolution 2013-12 setting the salary schedule for the clerk-treasurer trainee at \$14.00 an hour. Sharon Schnebly seconded the motion and the motion carried unanimously.

FINANCIAL:

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

Check Register #10933-10937	Payroll: \$ 7,798.44	
Check Register #10938-10964	Claims: \$22,493.29	
Check Register #10965-10970 plus EFTPS	Payroll: \$ 8,880.74	
Check Register #10971-10973 plus DOR EFT	Claims: \$ 3,616.27	Total: \$42,788.74

Fire Department – Mark Young and Tim Southern reported on the Joint Fire Board Meeting. The board has scheduled 2 2-hour meetings on July 8th and again July 10th to establish a budget, a strategic plan for where the district is headed, and how to get there. Tim Southern said the fire chief is looking at a quick attack rig that can roll out on car accidents and brush fires. He wants a price. A \$36,000 rig would be \$14,000 for the town’s part. The current fire reserves are at \$32,000. Each year the town tries to put in \$3,000. Mark confirmed they are still talking about a new station. Mayor Pfaff asked that homework be done to find out what the insurance ratings mean, since no one as answered what the ratings actually cost. The town’s tanker is over 20 years old so it won’t count and will likely drop again. If the insurance increase is \$20 a year, then they should go for a rescue rig. Sharon Schnebly said the National Fire Institute has the criteria for the rating and the town could likely get a ballpark figure. Tim Southern noted that Tammy Howard is going to write a line item budget.

Personnel – Tim Southern proposed the council adopt a policy that requires the firing of employees be a council decision, after a verbal and then written warning. Mayor Pfaff said this would take the personality part out of it. Sharon Schnebly recommended the policy be broadened to any type of employee action – hiring, firing and discipline.

ADJOURNMENT: Daymon Marple **MOVED** to adjourn the meeting at 8:15 pm. Sharon Schnebly seconded the motion and the motion carried unanimously.

Jarrod Pfaff, Mayor

ATTEST: _____
Annie Pillers, Clerk/Treasurer