

Town of Garfield
TOWN COUNCIL REGULAR MEETING MINUTES – Preliminary Draft
Town Hall – October 9, 2013

CALL TO ORDER: Mayor Pfaff called the meeting to order at 6:59 PM

ROLL CALL: Mayor Pfaff, Larry Hunt, Sharon Schnebly, Daymon Marple and Mark Young. Staff – Public Works Assistant Robby Johnson, Police Chief Jerry Neumann and Clerk/Treasurer Annie Pillers and Clerk Trainee Cody Lord. Absent: Tim Southern.

GUESTS: David Jones.

APPROVAL OF MINUTES: Larry Hunt **MOVED** the minutes of the regular council meeting of September 25, 2013, be approved as written. Sharon Schnebly seconded the motion and the motion carried unanimously.

POLICE DEPARTMENT REPORT: Police Chief Jerry Neumann said not much to update on ongoing issues. He is checking with Officer Merry with new items tomorrow since has been gone for a couple days. Everything has been pretty quiet. Mark Young asked about Oct. 1st deadline on the excessive cats and junk on the property, Chief Neumann will have to talk with Officer Merry to get the update on the situation. Chief Neumann was unsure what has been served as notice of clean-up.

PUBLIC WORKS REPORT: Robby Johnson in attendance for Public Works.

- L&I checklist was completed and sent off.
- Meter reads were done. All town garbage clean-up completed tires to be dumped in the morning.
- Did some repairs to the garbage truck, there were some holes in the box.
- Water line at the Hedlund property is completed.
- Recycling will pay \$30.00 processing fee per ton. Robby is working with waste management in Spokane so we can possibly get money back from recycling services instead of having to pay. Another benefit is we can take it up there un-sorted.
- The council discussed if it was about time to replace the old dump truck? Robby has been hunting for some and found trucks in OH and VI, looking for trucks that will accommodate our carts. Spokane has access with front load trucks willing to let us use it to see where it will and won't fit and how it would work for Town of Garfield. We may have to possibly re-work the garbage routes and possibly have to retrain customers where to put carts for collection. There are a lot of trucks to choose from. Want to really research and figure out what we need, need to find what works best for us and will fit inside the recycle center.
- Robby asked about surplus, grader, backhoe, and white tractor. Grader could be repaired to function but it is going to be a constant money pit. The Government Surplus website has good equipment for cheap often times just the cost for shipping. The council agreed that there are multiple pieces of equipment that are not being used and could be replaced with equipment better suited for our needs. This would also free up some funds to get some attachments for other equipment. The council moved to surplus the white tractor and everyone unanimously agreed. Council discussed whether we want to get rid of the grader, and that the goal is to find a new to us grader which would be in better condition. Larry **MOVED** to surplus grader. Sharon Schnebly seconded and the motion carried unanimously.
- Council addressed the backhoe; the piece of equipment doesn't make sense to have. Currently the backhoe isn't being used, better to get attachments for other equipment. Robby has used it twice in a year for breaking asphalt and pulling pipe. Sharon asked do you see any reason why it would be a benefit. Robby said the only thing is speed of travel, water service leaks, loading scrape, and moving tree branches at collection site. Council suggested that if we needed in the future we could always schedule and rent a backhoe for much less cost. Council suggested that we should set a minimum price for purchase. Robbie will contact Rowan or John Deere to come down and assess the value. Public works will clean before assessment to get best possible price. Council agreed Robby will get appraisal set-up. The council agreed to value and surplus the

- backhoe.
- Friday Robby goes to re-test for water test.

OLD BUSINESS:

No old business to discuss.

NEW BUSINESS:

1. Resolution 2013-20 Adopting the 2014-2017 Police Services Contract

The new police contract will allow for a 2% increase for first year, 4% second year, 2% third year, and then 0% on the fourth year. This will be the first 4 year contract we have exercised with the Palouse Police Department. Nothing else has changed from the previous contract, just the cost to the contract. The council had no further questions of concerns about the contract. Larry Hunt **MOVED** to adopt the 2014-17 police contract. Mark Young Seconded the motion and the council carried unanimously.

2. Resolution 2013-21 Updated Salary Schedule for Public Works Assistant

Council talked about employee Robby Johnson and how he has done a great job working hard while the Public Works Supervisor was out. Council discussed increasing Robby's salary by \$2000.00 year starting Oct. 16th. Daymon Marple **MOVED** to adopt Resolution 2013-21, raising the Public Works Assistants salary by \$2000.00 a year effective 10/16/2013. The motion was seconded by Larry Hunt and passed unanimously.

3. Resolution 2013-22 Special Market Conditions for Purchased of Used Trash Truck

Council was presented dump truck printout copies of equipment that might work for Garfield. Western, from Spokane, is letting us have the front load for a day. Robby stated for the approximately 15 dumpsters we unload in any given day we would drop the can attachment and add a skid to load the dumpsters. It's not that big of deal to switch out the arms. Front load gets us the most capacity for the money. Almost all rear loads need to be retrofitted for the cart tipper. Tipper conversion is \$7k. We are one of the few towns which facilitate all collection services with cans and dumpsters. Council discussed that 98 to 02' is the ideal age for a used trash truck with an automatic transmission. Mayor Pfaff said it looks like there are 2 big dealers, Alliance and Prince that we can look to. The funds estimated to purchase the truck would be \$60,000.00 out the utility reserve and if needed \$10,000.00 out of utility equipment account. The council would like to get it to Garfield for no more than \$70,000.00. Robby stated we are about due for a clutch in our truck and the box is worn out. The council discussed if we wait too much longer and something happens to the truck then we are not in a good spot. Daymon asked is it worth anything to surplus? It was decided that it is probably not worth much but would check with Western to see if we can trade it in. Larry Hunt **MOVED** to adopt Resolution 2013-22 authorizing the purchase of a used garbage truck under special market conditions for the amount of \$60,000.00. Sharon Schnebly seconded the motion and it passed unanimously.

4. Resolution 2013-23 Special Market Conditions for Purchase of Used Road Grader

Mayor Pfaff explained that he found 4 used road graders on the GSA (Government Surplus Site). Larry questioned, whether we have rented Palouse's grader in the past and found out it was cheap to rent, do we actually need a replacement one. Mayor Pfaff told the council if we find one on GSA that

works for us it is free but we pay for shipping. The council agreed for just shipping costs getting a new grader would be of benefit to the Town of Garfield. Daymon Marple **MOVED** to adopt the resolution 2013-23 authorizing the purchase of a used road grader under special market conditions for no more than \$5,000.00. Mark Young seconded the motion and it passed unanimously.

5. Ordinance No. 435-N Budget Amendment –equipment purchases, public work relief hours

Annie Pillers discussed taking on relief people. She explained that if you take part time relief workers then you take on a portion of their unemployment. Mark Young **MOVED** to adopt Ordinance 435-N amending the 2013 budget. Sharon Schnebly seconded and the motion carried unanimously. Council consensus was to raise the expenditure limit on a company credit card above the purchase limit of \$800.00 for the travel costs associated with looking at used equipment, this being a one time authorization.

Budget Item #1 Employee Health Benefits. Mayor Pfaff stated he and Annie have been working on budget. Health insurance with current employees \$519.00 month, spouse \$512. Mayor Pfaff suggested moving to the \$20 co-pay health program which will save us \$16,000.00 a year. Council was concerned about cost changes to employees, as co-pay and prescriptions costs will go up, but the same per year max out of pocket. The council was content with changing the health plan.

Budget Item # 2CPI, Colas, Performance Review Raises. Council reviewed a spreadsheet prepared by Mayor Pfaff for cost of living raises. The council discussed the different between steps and cola adjustments and the benefits to each. (Chief Neumann left at 7:50 pm.) Cost of living index in Washington is based on Seattle cost of living indexes. Larry Hunt stated he prefers to look at colas separate from the CPI index since they are so volatile. Sharon suggested having something standard so employees know what changes to expect each year. Larry Hunt asked, would be tied to evaluations. Mayor Pfaff said raises can be tied to performance review raises and that steps are increased on anniversary dates. Special circumstances for raises would still be able to be executed and instances where we do follow steps we would still be able to grant raises for performance on special circumstances. Mayor Pfaff suggested that we don't have to agree or move on this tonight, but would like to know if we are interested in steps or what would we like to do to move forward? The council decided they are all in agreement we should do steps possibly six steps. Mayor Pfaff would like to do steps and colas at the same time and would like to have a cap on the cola. It was determined that the council liked the \$800 program with a cola not increasing more than 3%. Historically we have 3% colas, then it is not far off from raises you would normally do. Sharon stated that CPI was negative in the past so she doesn't think we will go over the 3%. Council was in agreement that this was the best method to move forward.

Mark Young talked about the fire meeting and said that Chuck Petras attended a public works records request meeting. They suggested that town and agency adopt a resolution for the amount of time the town clerk would have to respond and research public information. Sharon suggested having our attorney review and recommend language that would help clarify this matter, she would also like Attorney Stephen Bishop to come in and brief the council on this matter. Mark Young said that Mr. Petras has forwarded us some information, we ought to take a look at it and put a policy in place before any issue arises. It was also discussed that the archive offices in Spokane will back up and take our emails so that we can have a uncorrupted original file and a second back-up for crashes. It was discussed that the town can't use anyone else's servers since we don't have control over them. It has to be custodial within the system.

Annie Pillers said the council would need to formally adopt the 2014 Joint Fire Board budget. Officially this board has to ratify anything the Joint Fire Board approves. The Joint Fire Board will email final 2014 budget after their Oct. 9th, 2013 meeting. Last month the Town of Garfield paid it's portion of the Joint Fire Board insurance but after reviewing with Stephen Bishop, it was decided that the Town of Garfield and Joint Fire Board will keep the insurance policy payments separate until they have the same carrier after the first of the year.

FINANCIAL:

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

Check Register #11094-#11104

Payroll: \$8,718.94

Check Register #11105-#11128 Plus DOR EFT

Claims: \$19,620.86 Total: \$28,339.80

ADJOURNMENT: Mark Young **MOVED** to adjourn the meeting at 8:10 PM. Larry Hunt seconded the motion and the motion carried unanimously.

Jarrod Pfaff, Mayor

ATTEST: _____

Annie Pillers, Clerk/Treasurer