

**Town of Garfield**  
**PUBLIC HEARING AND TOWN COUNCIL MEETING MINUTES**  
**June 25, 2008**

**CALL TO ORDER:** Mayor Jarrod Pfaff called the meeting to order at 6:58 p.m.

**ROLL CALL:** Jarrod Pfaff, Larry Hunt, John Kuehner, Tim Southern and Rob Watkins.  
Also present: Assistant Public Works Director, Perry Brown; Clerk/Treasurer Annie Pillers;  
Police Chief, Jerry Neumann

**GUESTS:** Michelle Bly-Progressive Engineering, Brian Conklin, Kristie Kirkpatrick-Whitman County Library, Kevin Pickron, Michell Radamaker-Bott & Associates Architects, Becky Sprague-Whitman County Library, Mike Van Stone-Progressive Engineering. Allen Wall, Marc Watson-Split Rock Fencing, Inc,

**APPROVAL OF MINUTES:** Tim Southern **MOVED** the minutes of June 11, 2008, be approved as written. John Kuehner seconded the motion and the motion carried unanimously.

**PROGRESSIVE ENGINEERING:**

**A. Public Safety Building Feasibility Study:** Michelle reported meeting with the Mayor, the Fire Chief and Michell Radamaker with Bott & Associates Architect prior to the council meeting. Another possible site has been identified. Michelle will hear from the Mayor by next week on the alternate location.

**b. 2<sup>nd</sup> Street Improvement Project:** Michelle had a variety of documents to be signed – Contract Agreement, Change Order Number 1 and Notice to Proceed. She also had the performance and payment bonds from Poe. Michelle explained until the contract agreement was signed, change order number one could not be submitted. Tim Southern **MOVED** the mayor be authorized to sign the Agreement with Poe Asphalt for the 2<sup>nd</sup> Street Improvement Project. Rob Watkins seconded the motion and the motion carried unanimously. John Kuehner **MOVED** the mayor be authorized to sign change order number one for the 2<sup>nd</sup> Street Improvement Project. Larry Hunt seconded the motion and the motion carried unanimously. Michelle noted that Poe was asking for a start date of July 30<sup>th</sup> and that the Notice to Proceed was ready for the mayor's signature. Michelle noted the current contract does not take into consideration the deletions in change order number one. It is anticipated once the change order is processed the town's share will be \$66,000 = \$14,470 in-kind, \$30,000 cash and \$5,000 from the school. Michelle requested that the mayor be given authorization to sign the Notice to Proceed once the change order has been processed and that she be given approval to contact POE about the July 30<sup>th</sup> start date. Tim Southern **MOVED** the mayor be authorized to sign the Notice to Proceed with Poe Asphalt and that Michelle be given approval to contact Poe about the anticipated July 30<sup>th</sup> start date. Larry Hunt seconded the motion and the motion carried unanimously.

**c. Water System Plan:** Michelle reported receipt of the Department of Health's (DOH) comments back. She noted there were a variety of items that needed response, both from Progressive Engineering and the town. She noted the Emergency Plan needed to be updated as it was more than 2 years old, noting the more then town could do the less expensive. The revised water plan is due by 9/11/08. Mike Van Stone relayed a conversation he had with Mike Wilson at DOH about what was needed to proceed. Mike said the town need to contact Terry Nab at Progressive and further, that the project could not proceed with construction of

waterline without the water system plan approval. Mike also mentioned a letter from the Department of Ecology (DOE) regarding the decommissioning of well #1. DOE records do not show it was decommissioned properly. Council discussed this and noted when well #4 was done this should have been done. Michelle, Mike and Michell left the meeting at 7:15 pm.

#### **NEW BUSINESS:**

**A. Construction of Fence Across Alley – 901 W Adams:** Mike Watson with Split Rail Fencing addressed the council regarding construction of a 6 foot fence across the alley behind 901 W Adams. He noted it would be very similar to what council approved for Don Brown a couple years ago. He confirmed the fence will cross the alley along both sides of Mr. Wall's property and that Mr. Wall had requested a gate be installed. The council gave permission for the fence to be built, noting the gate would make access across the alley, if needed. Mike Watson and Allen Wall left the meeting at 7:20 pm.

**B. Library Annexation:** Kristie Kirkpatrick and Becky Sprague with the Whitman County Library provided the council with a variety of information on library annexation. Kristie noted the Friends of the Library could do an informational mailer to the community like they did in Tekoa and Palouse. She noted both those communities overwhelming passed the annexation measure which requires at least 60% approval to pass. Council reviewed the handouts provided and offered input. Kristie would update the handout to reflect the community accordingly. Kristie noted 6 communities within Whitman County annexed into the library district and are much happier with the arrangement. Under annexation the town would be responsible for maintaining the building, library district taxes would be paid by the residents. Kristie discussed the timeframe for the election, mail-outs and when the change takes affect for tax collection. Annie Pillers would follow up with the assessor on tax collection/payment. Council agreed to hold an informational community library annexation meeting in September.

**C. Ordinance No. 351 and Resolution 2008-15 – Library Annexation:** Larry Hunt **MOVED** to adopt Ordinance No. 351 stating the intent of the Town of Garfield to be included as part of the Whitman County Library District and to adopt Resolution 2008-15 requesting the Whitman County Auditor place the library annexation on the November 4, 2008, ballot. Rob Watkins seconded the motion and the motion carried unanimously. Kristie and Becky left at 7:25 pm.

**PUBLIC HEARING-Six Year Street Plan:** The mayor opened the public hear at 7:26 pm. He presented the Six-Year Street Plan (2009- 2014) noting the re-prioritized scheduled of projects. There was no public comment. The mayor closed the public hearing at 7:27 pm.

**RESOLUTION 2008-14 Adopting Six Year Street Plan:** Tim Southern **MOVED** to adopt Resolution 2008-14, adopting the Six-Year Street Plan (2009-2014). Larry Hunt seconded the motion and the motion carried unanimously.

#### **PUBLIC WORKS REPORT:** Perry Brown reported:

**1. Water line extension:** Council discussed further the water line extension project. The mayor noted that previously Terry Nab with Progressive indicated the pipe could be laid but no water turned on. The council agreed further discussions with Mike Wilson at DOH and Terry Nab were needed to confirm if the project could proceed now with the pipe being laid or if the town would have to wait until September.

**2. Water leaks:** There is one water leak left to be fixed. One leak was repaired temporarily until the sidewalk project gets underway.

3. Water meters on town facilities: The meter in the park has been installed. It was read during the meter reads yesterday. There is a problem with a buried sprinkler line solenoid that has to be addressed.

4. Community Service Projects: The community service juveniles have been working on Wednesdays. Last week they swept intersections and this week they worked in the recycling center. Next week they will start painting the gazebo. Larry Hunt noted receiving positive comments from the community about having the students here. The mayor reminded Perry to have the sidewalk in front of fire station painted.

5. Culvert: The culvert installation is complete, but the area is not yet seeded and no concrete has been poured. There is a gap at the corner. Once there is a little extra concrete in town from another project, the concrete work will be done. Dave will talk with Mr. Styer about watering the grass seed once planted. It was noted Mr. Styer might want to change the angle of his driveway, providing more radius. He will be bringing in rock to do that. Larry Hunt offered to donate the first weed control application once the grass was up.

6. Sidewalk Project: Perry confirmed they would be able to remove the sidewalks by the end of July. He noted a hydrant at Dave's house would have to be moved at the same time. There is a 2-inch line underneath that has to be fixed.

7. Street Sign Posts: – Council asked if the street signs and posts had been ordered. Perry noted Dave has the list and price quotes, but they were not yet ordered. The quotes come out to about \$4,000 for the posts and necessary hardware. The posts are \$34 apiece and 60 are needed. They would be 10' posts 2" square 12 gauge.

#### **POLICE DEPARTMENT:**

Chief Neumann provided council with the bi-monthly activity log. He updated the council on the new hire Brian Dentler. He is currently doing field training with Jerry and is in the process of getting fully equipped. Jerry has been introducing him to people in the community and getting him acclimated to small town policing. Brian will start solo on Monday and the 3-man rotation schedule will begin. Jerry updated council that all the keys from the vehicle prowls of last month were located and returned to the owners. The cell phones have not been recovered and there has been no activity on the phones. The use of metal detector helped greatly in recovering the keys.

Tim Southern asked Jerry if there was a record of how many wrecks on the corner near his house on the state highway. Tim noted there were 2 since he moved there. Chief Neumann agreed to look into the record of accidents, researching the matter through WSP. He said, unfortunately, it often takes people getting killed before engineering is done.

Council asked Jerry about progress on the junk cars in town. Chief Neumann confirmed the town is where they were before, notices were up, and the timelines to remove them given. Council wanted to take advantage of the county's free car crushing option. Jerry agreed to get the county free car crushing notices out. He asked council if they could now tag and tow the cars previously notified. Council felt this would be okay once the last 24 hour notice was delivered.

#### **NEW BUSINESS (Continued):**

D. Resolution 2008-16 – establishing water rates for farm hydrant use: Mayor Pfaff presented resolution 2008-16 establishing a \$50 annual fee plus \$1.00 per 1000 gallons (or fraction

thereof) fee for farm hydrant use. Tim Southern **MOVED** to adopt Resolution 2008-16, establishing water rates fro farm hydrant use John Kuehner seconded the motion and the motion carried unanimously.

**E. Mobile home Ordinance - Upgrades:** Stephen Bishop explained the proposal to change the mobile home maximum age to 15 years or newer for upgrades only was on hold. He noted the current 5-year requirement was based upon safety but changing to 15 years would require a rationale. It was noted the initial request for this change has been withdrawn. The current 5-year maximum age for any mobile home coming into town is still in effect.

**F. Fire Department Training:** Tim Southern addressed the council about purchase of the Essentials of Fire Fighting 5<sup>th</sup> Edition Instructor Resource Kit and 17 manuals and workbooks. Tim noted the 4<sup>th</sup> edition was still available and might be less expensive but recommended the 5<sup>th</sup> edition as everything would be changing to that. He noted the manual and study guides are \$68.35 a piece. The instructor kit is \$180.45. Council asked about talking to the fire commissioners to see if they will pay half. Chief Perry Brown noted truck repairs were needed and the commissioners would be picking up those truck repairs. Consensus of council was to purchase the Essentials of Fire Fighting 5<sup>th</sup> edition instructor guide and 17 manuals and study guides. Chief Brown announced he would be resigning by 12/31/07. He also announced that Richard Bridge, Gerry Victor and Victor Cottrill had resigned.

**APPROVAL OF WARRANTS/TREASURER'S REPORT:** Larry Hunt **MOVED** to approve the following bills presented to council for payment. John Kuehner seconded the motion and the motion carried unanimously.

Warrant Register: #8526-8541 Claims: \$9,865.63, Payroll: \$5,779.87 TOTAL: \$15,645.50

**EXECUTIVE SESSION:** Larry Hunt **MOVED** to go into executive session for personnel matters for approximately 5 minutes to discuss council member qualifications and then reopen to regular session. Tim Southern seconded the motion and the motion carried unanimously. Council went into executive session at 8:05 pm.

**OPEN SESSION:** The council resumed open session at 8:10 PM, no public members were present.

**APPOINTMENTS TO TOWN COUNCIL AND PLANNING COMMISSION:**

Mayor Pfaff presented the 2 letters of interest for the council vacancy – Andrew Flodin and Kevin Pickron. Council noted Andrew was a current member of the planning commission. Larry Hunt **MOVED** to appoint Andrew Flodin to fill the council vacancy left after the resignation of Clark Johnson. John Kuehner seconded the motion and the motion carried unanimously.

Kevin Pickron joined the council meeting at 8:15 pm. Council discussed the final planning commission opening with Kevin. Kevin confirmed his interest in this position. Tim Southern **MOVED** to approve the appointment of Kevin Pickron to the planning commission. Larry Hunt seconded the motion and the motion carried unanimously.

**ADJOURNMENT:** Larry Hunt **MOVED** to adjourn the meeting at 8:19 p.m. Rob Watkins seconded the motion and the motion carried unanimously.

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

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Jarrod Pfaff, Mayor