

***Town of Garfield***  
***TOWN COUNCIL MEETING MINUTES***  
***For***  
***January 9, 2007***

- I. **CALL TO ORDER:** Mayor Jarrod Pfaff called the meeting to order at 7:00 p.m.
- II. **ROLL CALL:** Mayor Jarrod Pfaff, Tim Southern, John Kuehner, Larry Hunt, Clark Johnson and Rob Watkins. Also present were Interim Clerk/Treasurer, Mary DeGon; Town Marshal, Joe Merry; Public Works Superintendent, Dave Ulrich and Public Works Assistant, Perry Brown.
- III. **INTRODUCTION OF GUESTS:** Mayor Pfaff asked each individual their reason for attending the Town Council Meeting. Citizens were informed that the utility tax would not be voted on at tonight's meeting and the current proposal for utility tax percentages are 4% for power, 4% for telephone and 6% for water, sewer and garbage.
- \*Mr. & Mrs. Robinette – Utility tax  
\*Justin Gibbs – Utility tax, community service work  
\*Debbie Brown – Utility tax  
\*LaJeanne Proctor – Utility tax  
\*Greg Bear – Utility tax  
\*Tracy Sanderson – Clerk/Treasurer candidate  
\*LuJane Niese – Boomerang Newspaper
- IV. **APPROVAL OF PREVIOUS MEETING MINUTES:** After council members reviewed the December 12, 2007 minutes, Larry Hunt made the motion to approve the minutes as written. John Kuehner seconded the motion; all council members voted yes, **motion passed.**
- V. **TOWN MARSHAL REPORT:** Joe Merry reported on three new grant opportunities for 2008 consisting of a 100% grant for a computer, AWC public safety grant for security cameras and a 100% grant for night goggles. The low crime rates for 2007 will be posted soon. Joe is assisting City Hall with temporary hours to process utility and Avista payments until a clerk is hired. Joe will purchase the stamps needed for the next utility tax information newsletter that will be mailed next week.
- VI. **PUBLIC WORKS REPORT:** Dave Ulrich and Perry Brown reported they have been busy with snow removal and have a waste burner issue they are handling.
- VII. **OLD BUSINESS:**
- A. **ROADSIDE SIGNS** – Councilman Larry Hunt had no new information for council at this time.

- B. PROGRESSIVE ENGINEERING** – Larry Hunt made a motion to authorize Mayor Pfaff to sign a contract with Progressive Engineering to conduct a feasibility study and water plan. Tim Southern seconded the motion; all council members voted yes, **motion passed.**

**VIII. NEW BUSINESS:**

- A. RESOLUTION NO. 2008-01** – Mayor Pfaff reviewed Resolution No. 2008-01 with council members explaining the Town does not have a need to operate a petty cash fund as first stated in Resolution No. 10-91 for the purpose of providing cash for minor disbursements for the Water/Sewer department and to make change for persons paying for water/sewer service provided by the Town. The Town will continue to have a \$75.00 change fund for such purpose. Larry Hunt made the motion to adopt Resolution No. 2008-01 authorizing the Clerk/Treasurer to close the petty cash account and deposit the remaining funds of \$14.55 to the Town of Garfield's checking account effective immediately. Tim Southern seconded the motion; all council members voted yes, **motion passed.**
- B. RESOLUTION NO. 2008-02** – Mayor Pfaff reviewed Resolution No. 2008-02 with council members which allows the Town of Garfield to set the salaries of certain public officials. Tim Southern made the motion to adopt Resolution No. 2008-02 setting the salaries for the Public Works Superintendent, Public Works Assistant and the Town Marshal for 2008. Larry Hunt seconded the motion; all council members voted yes, **motion passed.**
- C. RESOLUTION NO. 2008-03** – Mayor Pfaff reviewed Resolution No. 2008-03 with council members to designate an official Town newspaper for 2008. Clark Johnson made the motion to adopt Resolution No. 2008-03 to hereby designate the Whitman County Gazette as the official newspaper for the Town of Garfield. John Kuehner seconded the motion; all council members voted yes, **motion passed.**
- D. RESOLUTION NO. 2008-04** – Mayor Pfaff reviewed Resolution No. 2008-04 with council members authorizing an increase payment in business mileage transportation allowance. John Kuehner made the motion to adopt Resolution No. 2008-04 authorizing the transportation mileage allowance shall be forty four and one-half cents (\$.445) per mile. Larry Hunt seconded the motion; all council members voted yes, **motion passed.**
- E. RESOLUTION NO. 2008-05** – Mayor Pfaff reviewed Resolution No. 2008-05 with council members adopting policies for the operation of municipal water supply system. The following service area policies shall apply to the municipal water system operated by the Town of Garfield:
1. Service Area
  2. Water Service Outside of Service Area
  3. Water Service to Newly Annexed Territory
  4. Extensions of Water Service within the Existing Service Areas
  5. New Connections
  6. Meters
  7. Water Charges
  8. Wholesaling

9. Wheeling Water
10. Design and Performance Standards
11. Cross Connection Protection
12. Complaints

Rob Watkins made the motion to adopt Resolution No. 2008-05 as the policies for the operation of the municipal water system. Larry Hunt seconded the motion; all council members voted yes, **motion passed**.

- F. INTERIM CLERK** – Tim Southern made the motion to authorize Mary DeGon, Interim Clerk/Treasurer for the Town of Garfield, to have the ability to sign warrants and to have access to the bank accounts at State Bank NW of Garfield. The Town will be reimbursing Mary for her mileage and paying her a hourly wage of \$14.01. John Kuehner seconded the motion; all council members voted yes, **motion passed**.

- IX. EXECUTIVE SESSION:** Larry Hunt made the motion to enter into Executive Session at 7:25 p.m. for personnel concerns. John Kuehner seconded the motion; all council members voted yes, **motion passed**. Mayor Pfaff asked all employees to attend the Executive Session. Larry hunt made the motion to exit the Executive Session at 7:40 p.m. Rob Watkins seconded the motion; all council members voted yes, **motion passed**. Larry Hunt made the motion to revise the vacation/sick leave policy effective January 1, 2008. Rob Watkins seconded the motion; all council members voted yes, **motion passed**.

- X. ADJOURNMENT:** Larry Hunt made the motion to adjourn the meeting at 7:50 p.m. John Kuehner seconded the motion; all council members voted yes, **motion passed**.

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**Jarrold Pfaff, Mayor**

**ATTEST:**

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**Mary DeGon, Clerk/Treasurer**