

**Town of Garfield**  
**TOWN COUNCIL SPECIAL MEETING MINUTES**  
**December 09, 2010**

**CALL TO ORDER:** Mayor Jarrod Pfaff called the meeting to order at 6:02 p.m.

**ROLL CALL:** Jarrod Pfaff, Andrew Flodin, Larry Hunt, Daymon Marple (6:06) and Tim Southern. Staff –, and Clerk/Treasurer Annie Pillers.

**INTRODUCTION OF GUESTS:** Sharon Schnebly, council candidate.

**COUNCILMEMBER VACANCY APPOINTMENT:** Mayor Pfaff updated council that due to personal reasons, Kathy Westacott had withdrawn her letter of interest for council and would not be attending. Larry Hunt **MOVED** to appoint Sharon Schnebly to the fill the vacancy left after the resignation of Rob Watkins. Tim Southern seconded the motion and the motion carried unanimously.

**SWEARING-IN NEW COUNCIL MEMBER:** Mayor Pfaff sworn in the new council member Sharon Schnebly to Position One. Sharon then joined the council at the council table.

**2011 BUDGET:** Mayor Pfaff addressed the proposed Final 2011 Budget with council.

Personnel - Council reviewed the personnel spreadsheet noting it included raises and reflected the breakout by departments. He noted the proposed raised for the clerk-treasurer was 9% and brought that position closer to state comparables. He said the difference between 3% and 9% was \$2,000 and the impact per fund (current expense, water, sewer, garbage) is minimal. The mayor said he was content with the budget numbers and the funds were in the red but not alarmingly in the red. Larry Hunt asked if the Public Works Assistance salary was raised and the mayor confirmed it was raised to \$34,000 in 2010 and he was told it would go to \$36,000 in 2011. The mayor confirmed that was in this spreadsheet and budget. The extra garbage salary was for the relief position. He noted the retired Public Works Superintendent's medical insurance was in the budget too.

Current Expense – Mayor Pfaff said current expense looks pretty darn good. Tim Southern agreed and said it was surprising. It was noted working on the Current Expense Fund goes back to when the mayor and Tim Southern started in 2007. For this fund, property taxes are known but everything else fluctuates. The fund is projected to finish on the plus side with a little extra \$15,000 or \$20,000. It was budgeted at \$3,000 on the plus side. Larry Hunt said he was looking forward to 2011, the first real year to be able to look back on and have some history. The mayor noted the audit is in for 2011, as it was not completed in 2010. The total audit figure is \$14,000 to \$15,000 with approximately \$3,675 from each fund. The town saves for it every year, setting aside \$2,000 a year from each one.

Streets – This fund is getting tight. The town was selected for Transportation Improvement Board (TIB) grants for 2011, including an overlay of 2<sup>nd</sup> Street. Mayor Pfaff suggested only oiling half streets this coming year at a projected cost of \$2,500. He didn't notice that big of difference in last year when there was no oiling. Larry Hunt agreed with doing half this coming year and selecting the streets with the most traffic, i.e. truck traffic, etc. He said this year street repairs were \$2,200. He did not recommend buying \$5,000 in gravel every 3 years, but put it into reserves. This fund was estimated to be about \$7,700 in the red with transferring \$10,000 into reserves.

Water – Water, sewer and garbage fees go up based upon the inflation factor. Mayor Pfaff said he used 2009 figures in here, project one inflation factor behind because you just never know. The garbage revenue figure includes the garbage can household purchase \$15 (\$5.00 x 3 months). This will add to the gross that garbage brings in. Larry Hunt said he was surprised how inexpensive the new cans were. Mayor Pfaff agreed, saying they were \$44 and change. Mayor Pfaff said the council will notice under interfund transfers, they are quite high. This is due to \$6,000 for meters, garbage cans, etc. The budget also includes money to be saved for the next audit. The interfund transfer from Fund 412 is for the truck retrofit.

Sewer - This fund is the same as mentioned for water. The raises are included, diesel for the WWTP. The sewer loss is estimated at \$14,000 and has lots of repairs. He anticipates lab costs could go way down if the staff gets trained on taking the tests. He also thought with the installation of VMDs the electrical cost should go down.

Garbage – This fund is more of the same. The budget includes standard operating costs, raises.

The mayor said these utility funds look bad on paper but there is a cushion, \$90,000 in the account. He recommended watching the funds this year. He projected \$35,000 in the hole next year.

Reserves – The rest of the budget is the same – loan payments, reserves, etc. The mayor noted the reserves are actually working. Even with taking out and putting in each year, they are still growing. There is enough money to replace the Public Works pickup. He said they got the financial planning right on the reserves. It might be a little iffy for a couple of years, but rates are projected to 2021 and it will pick up again in 2017 if the town can ride it out.

**RESOLUTION NO. 2010-30 – PERS 2011 MEMBERSHIP:** Mayor Pfaff talked about participation in PERS and the buy back of prior service year credit options. He estimated the town's share at \$20,000 and the option to pay back for 5 years. Both the town and the employee would participate in the buyback. He asked what the council would like to do. Tim Southern asked if the town could wait on this. The mayor said no, the council would need to decide now when joining PERS and he estimated the cost at \$4,000 per year. Larry Hunt was agreeable to this if it was \$4,000 for 5 years, noting in long run it was quite a benefit to employees. He saw this as important to keep employees as it's harder and harder to find and keep quality. Annie Pillers asked council to give her time to get the actual town/employee buy back percentage split for the next council meeting. She would check with PERS on the buyback figure and the current balance in the employee's long retirement accounts. Council was agreeable and postponed adoption of the resolution until that time.

**ADJOURNMENT:** Larry Hunt **MOVED** to adjourn the meeting at 6:34 PM. Andrew Flodin seconded the motion and the motion carried unanimously.

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Jarrold Pfaff, Mayor

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