

**Town of Garfield**  
**TOWN COUNCIL**  
**REGULAR COUNCIL MEETING**  
**March 25, 2026 – 7:00 P.M.**  
**405 W California St.**

**CALL TO ORDER:** Mayor Cody Lord

**ROLL CALL: Council Members:** Jason Bankus, Andrea Mills, Roni Mundell, Connie Schaut.

**Absent:** Jody Opheim

**Clerk-Treasurer:** DonNell Ellsworth **Public Works:** Walt Fealy

**Guest:** Michael Slavish, Larry Hunt, Neal Leon, Logan Pfaff, Nathan Arganbright, Larry Hunt, Shon Clark, Frank Rhuby

**REGULAR TOWN COUNCIL MEETING:** The meeting was called to order at 7:01 P.M.

**INTRODUCTION OF GUESTS:**

**FRANK RHUBY:** Frank Rhuby requested a 30-day extension to stay at Garfield RV Park for a fee of \$600. The Town Council approved his stay through April 26.

**LARRY HUNT:** Larry Hunt, owner of Palouse Hills Lawn & Shrub, presented his chemical applicator bid and service details. A map of the service area will be kept on file at Garfield Town Hall. Mayor Lord also stated that the town requires chemical spraying notices at all locations and asked Mr. Hunt to coordinate with DonNell to create the stakes.

**NATHAN ARGANBRIGHT:** Nathan Arganbright inquired about current residential garbage rates and bin sizes. Mayor Lord clarified that most residents pay \$42.46 plus tax, while Empire Disposal charges \$35.19 plus tax. Mr. Arganbright noted that neighboring towns are satisfied with Empire Disposal's service. Regarding a missed Monday pickup, the Council explained it was due to a garbage truck mechanical failure awaiting parts.

Mayor Lord stated that if no one else wanted to speak about anything else he would close guest comments at 7:12 P.M.

**APPROVAL OF MEETING MINUTES:**

Connie Schaut **MOVED** to approve the minutes for the Regular Town Council meeting on March 11, 2026. Andrea Mills **seconded the motion, and the motion was carried unanimously.**

**POLICE REPORT:**

Police reports will be presented quarterly.

## **PUBLIC WORKS REPORT:**

Walt Fealy was present at the meeting.

Garbage truck leaf spring broke. Chris ordered parts and stated that they should have the parts on Friday or Monday. The parts are \$2,400. Put out extra cans at the recycling and switch out cans.

### **WATER/SEWER**

Walt informed the town council members that KME came out and pulled the well out and the pump motor fell off due to the bolts that were holding it on failing due to the age of it. KME anticipates that everything should be together again no later than April 6<sup>th</sup>.

The Wastewater Treatment Plant is currently flowing at normal levels. A large root ball caused the recent flooding at effluent of the polishing pond; Roach jetted the line clearing the obstruction. Walt recommended annual jetting of that manhole to prevent this from happening again.

Mayor Lord and Walt brought up that the town currently has a smaller portable Jetter that the town may want to consider having repaired. Shon Clark stated that the town's portable Jetter tank is severely rusted. Shon also suggested possibly contacting the City of Colfax to ask if they would consider helping out when jetting is needed and what that may look like.

### **PARK/GARBAGE/STREET:**

There was nothing to report for the park or street departments.

The garbage truck's leaf spring broke while doing the garbage route on Monday, March 23, 2026. McCully's Repair was called immediately. Chris McCully has ordered the parts needed to repair the truck. They will be arriving either this Friday, March 27, or Monday, March 30. The parts were \$2,400 plus tax and labor. Walt currently has extra cans out at the recycling building so that people can leave their full can and take an empty. Messages have been sent out through the app notifying and updating residents and it is up on the website.

## **OLD BUSINESS:**

**CODE ENFORCEMENT OFFICER:** Mayor Lord presented a job description for the Garfield Code Enforcement Officer position. He asked the council if they had time to review and asked if the council members approve of the description. He also stated that the recommendation by AWC/RMSA, our current insurance provider, that the town will need to actually employ the Code Enforcement Officer to have them covered through the town's insurance. This position will be classified as a part-time position, that is an exempt, and the rate will be determined by the person the council selects. Roni Mundell stated that she would like to know if this is really what the position entails and the number of hours needed to complete the job. Mayor Lord stated that the town council will need to set those parameters.

**EMPLOYEE HANDBOOK UPDATES:** Mayor Lord stated that he will pass our employee handbook to AWC for review and approval. Once this is done and the town receives it back, he will then present it to the town council for their review and approval.

**FINANCIAL AND PROCEDURAL POLICIES:** Mayor Lord explained that the Washington State Auditors office asked for a couple more items to be written into our policy based on the state statues. The items that need to be included are a clear credit card use policy, and a travel policy. DonNell will do some research and get that together for the next council meeting on

April 8<sup>th</sup>.

**PULLMAN DISPOSAL:** Mayor Lord explained the Darrell, with Pullman Disposal, reached out to the town and has presented a proposal on their company also providing garbage service to the town. Mayor Lord invited Pullman Disposal to the April 8<sup>th</sup> council meeting to discuss their services alongside Empire Disposal.

Additionally, Pullman Disposal has offered to come to Garfield tomorrow, Thursday, March 26<sup>th</sup>, to pick up garbage due to our truck breaking down. Mayor Lord asked the town council members for their approval. After discussing, Connie stated that she would like to let it ride until next week, and the rest of the majority of the town council agreed to allow Pullman Disposal to handle the pickup on Thursday.

Mayor Lord also asked the town council if they would authorize the town to pay for the tipping fees, payroll, and fuel.

Roni Mundell **MOVED** to allow Pullman Disposal to handle garbage pick-up for Thursday, March 26, 2026, for the town to pay the tipping fees at the landfill, employee cost, and for the fuel that Pullman Disposal will use on Thursday. Jason Bankus **seconded the motion**; Andrea Mills voted **yea**; Connie Schaut voted **nay**.

**Mayor Lord stated that before DonNell leaves tonight she will send out a message to everyone who is signed up for text alerts.**

**COUNCIL POLICY AND PROCEDURES:** Mayor Lord stated that council member Connie Schaut has asked for a revision to the town council policy to correct the term limit for a mayor pro tem from annually to semi-annually to match the state statute. It has been revised.

#### **NEW BUSINESS:**

**TOWN-OWNED PROPERTIES:** Mayor Lord, Andrea Mills, and Connie Schaut went to the Whitman County Assessors office to review where the actual town owned properties are. After doing some research they have sent us maps with properties outlined. However, there are still some missing. They are continuing to work on this and will get back to us. Mayor Lord also stated that he has spoken to the owners of DEJ Investments about potentially selling the town some group for future use. They stated that they would be willing to part with them for a fair price. Council members asked if they could see the maps. DonNell will email the town council the maps that were sent to the town.

**CHEMICAL SPRAYING BID:** Mayor Lord present the official bid from Palouse Hills Lawn & Shrub for the chemical application throughout town. The bid amount is \$4,841.95. Jason Bankus **MOVED** to approve the bid and proceed with hiring Larry Hunt, owner of Palouse Hills Lawn & Shrub. Roni Mundell **seconded the motion, and the motion was carried unanimously.**

**PARK & RV PARK MOWING:** Mayor Lord notified the council that **Larry Hunt, owner of Palouse Hills Lawn & Shrub** stated that he will **mow for \$130 per mow** and **Craig Mitzimberg will mow and clean the park restrooms for \$150 per mow.** Mayor Lord asked the town council members who they would like to hire. Roni Mundell asked how often we are mowing, Mayor Lord stated in the spring we mow sometimes twice a week and then once a week in the summer. Mayor Lord also reminded everyone that eventually the goal is to have our Public Works

Department to handle the mowing in the future. Mayor Lord polled the town council members, **Roni Mundell voted for Larry Hunt (PHL&S), Jason Bankus, Andrea Mills, and Connie Schaut all voted for Craig Mitzimberg.**

**FINANCIAL:**

Approval of Checks

Andrea Mills **MOVED** to approve payment of the bills. Connie Schaut **seconded the motion, and the motion was carried unanimously.**

**Payroll:**

Checks:17109-17112 **Total = \$4,956.64**

**Claims:**

Checks: EFT DOR, 17113-17123 **Total = \$21,957.98**

**Total Claims and Payroll = \$26,914.62**

**MAYORS' COMMENTS:**

**IT SERVICES UPDATE:** Mayor Lord updated the town council members where we are in the IT Services update process. DonNell's and the Mayor's computers are both done. Next Josh will work on the Public Works office computer and the computer at the plant; this will be an additional \$500. Also, Garfield Town Hall has a new email address: [garfieldtownhall@gmail.com](mailto:garfieldtownhall@gmail.com).

**PUBLIC RECORDS OFFICER:** Mayor Lord let everyone know now that the Town Marshal's office has been dissolved the town needs to make a motion and assign that duty and title to DonNell or the office of the Clerk-Treasurer. Requests to the police department will likely need Joe Handley's assistance in fulfilling in the future.

Connie Schaut **MOVED** to approve and make DonNell Ellsworth, the Clerk-Treasurer the official Public Records Officer. Jason Bankus **seconded the motion, and the motion was carried unanimously.**

**GARFIELD GUN CLUB AGREEMENT:** Mayor Lord stated that the town does not have an updated Garfield Gun Club Lease & Use Agreement. He has some suggestions and language add-ons. He will get them written up and present that to the town council at a near future council meeting. Jason Bankus asked if they had already signed a 20-year agreement. Mayor Lord stated that we cannot find one, but we will reach out to someone with the Garfield Gun Club and ask if they may have an updated copy.

**KME CAMERA WELL 4:** Mayor Lord informed everyone that KME had a company come out and camera Well #4 and they think they can hook the wire from the old motor and pull it out. If not, they have a plan to possibly leave it. However, they will do everything they can within reason to get it out. KME stated that our well and lining looks to be in good shape. They plan on bringing a crane out on April 6<sup>th</sup> to finish this project.

**RESOLUTION 2026-06: SETTING THE 2026 SALARIES:** Roni Mundell **MOVED** to approve and adopt Resolution 2026-06, Setting the 2026 Salaries for employees. Connie Schaut


**seconded the motion, and the motion was carried unanimously.**

The town has hired Matthew Roper; he currently has a Class B CDL. He will start on April 6<sup>th</sup>.

**EXIT INTERVIEW:** 2022-2024 Audit. The auditors are happy with the audit, they thanked DonNell for her timeliness in getting the documents to them. They did make a few recommendations, such as putting in place a cost allocation plan for payroll, updating the credit card policy, adopting a small and attractive assets inventory and policy, and adding language to our future financial and procedural policy. DonNell will begin working on those policies to bring to the town council for approval. Audits results are from time span 2022-2024 and a full report can be found online at Washington State Auditors > Find Audits and type in the Town of Garfield to search for the most recent filings.

**ADJOURN:**

Jason Bankus **MOVED** to adjourn the meeting. Connie Schaut **seconded the motion, and the motion was carried unanimously.** The council meeting was adjourned at **8:07 P.M.**

  
Cody Lord - Mayor

**ATTEST:**

  
DonNell Ellsworth - Clerk-Treasurer