

# TOWN OF PITKIN WORK SESSION

## Newcomb Community Center

January 16<sup>th</sup> 2025 at 6:30pm

Remote participation was available via ZOOM

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### WORK SESSION MINUTES

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**1. Call to Order:** Mayor pro tem Tom Gibb called the work session to order at 6:33 pm. Trustee Jerra Garetson was present. Trustee Ramon Reed was present via Zoom. Minutes taken by Clerk Sara Gibb.

**2. For Council Discussion:**

- Town of Pitkin purchasing guidelines

Pete Olson was present to discuss the development of the spending policy, which he drafted for the Town. The Town needs and appreciates its volunteers. However, there are some basic guidelines that need to be followed. The guidelines should not be so cumbersome that a special meeting is required every time funds need to be expended. The spending policy was reviewed and discussed by the Board.

There was discussion about the definition of “public improvement projects” and the need for attorney input with regard to this category of expenditures.

Sole-source provider may need to be defined.

Treasurer Sara Gibb stated that certain expenditures may need to be considered as one project (such as ditch work) rather than multiple, smaller projects in order to comply with spending guidelines.

Trustee Jerra Garetson wants tractor reimbursement to be a separate entity. It’s not a volunteer thing. Treasurer Sara Gibb stated that regardless of where the money is going, it’s still Town money being spent and should therefore be considered as part of project expenses.

**3. Adjourn: Meeting adjourned at 7:17pm.**