

Town of Oakesdale
TOWN COUNCIL MEETING MINUTES
For
November 1, 2010

- I. **CALL TO ORDER:** Mayor Dennis Palmer called the meeting to order at 7:00 p.m.
- II. **ROLL CALL:** Mayor Dennis Palmer, George Dewan, Al Evans, Tom Johnson and Tom Crooks. Councilman Randy Robinson was not in attendance. Also present were Mary DeGon, Clerk/Treasurer; Dick Brown, Public Works Director; Town Marshal, Keith Cooper and Frank Triplett, Certified Water Operator.
- III. **INTRODUCTION OF GUESTS:** None
- IV. **FRANK TRIPLETT, CERTIFIED WATER OPERATOR:** Frank reviewed the requirements for a small water system plan. Our water system plan was updated in 1975 in the comprehensive plan and again in 1993 for a capital facilities plan. Frank reviewed with council members the examples of a small water system plan he brought to the meeting. Frank uses a private contractor to compile all the data into proper form. The maps will be created in GIS form. Per Department of Health, our water system is approved for 300 connections and we are currently at about 230. The private contractor would cost \$3,000 and Frank estimated his expense to be at least \$2,000 to compile all the data. It will take anywhere from three to six months to complete the project. Mary has added \$5,000 to the 2011 budget for this project. The plan would only need to be updated if we were to have a substantial change to our water system. We will also need to create an emergency response plan. Frank answered many council questions. Council would like an official cost estimate before making the decision to allow Frank to create our small water system plan. Frank will review our records and data before giving us an estimate.
- V. **APPROVAL OF PREVIOUS MEETING MINUTES:** After council members reviewed October 18, 2010 minutes, George Dewan made the motion to approve the minutes as written. Tom Johnson seconded the motion, all council members voted yes – **motion passed**.
- VI. **TOWN MARSHAL REPORT:** Keith Cooper reviewed with council members the Police Department's activity from October 5th thru November 1, 2010. There were twelve cases logged ranging from traffic offense, juvenile problems, structure fire and animal problems. One of the animal problems was a moose and her baby making their rounds in town. Halloween was uneventful with no reports made. The Police Department is handling a collections notice the Town received that referenced a parking ticket issued on 08/07/10 in Issaquah, Washington. The registration shows to be the 1991 International dump truck registered to us and King County has sent the claim to collections. Obviously this is incorrect as they show the license plate comes back to a Honda Civic. It appears the last two digits on the plate were "ZZ" and not "22". Dan Brown has sent a letter to King County with documentation of the truck and

awaiting a response. George Dewan complimented our Town Marshal's office and our Public Works Department for the way they handled the house fire at Felgenhauer's.

VII. PUBLIC WORKS REPORT: Dick Brown reported one of the pumps stopped working at the lagoons last Friday. Sampson's Plumbing came out on Monday to help repair the pump and they did get it up and running again. We had a water leak by the fire hydrant that was used to help fight the house fire. That leak has been repaired. Dick attended the IACC conference in Wenatchee with Mayor Palmer and he found the information to be very helpful and encouraged council members to attend. George Dewan asked Dick if we could create a form to record each water leak when it is found or reported. The form would also include how we fixed the leak. We will check with AWC RMSA for such a form. Dick attended a meeting at Garfield last week concerning the outdoor recycling center and all the yard debris we currently have piled up. The meeting consisted of Garfield, Oakesdale and Barr-Tech from Sprague. Both Towns are having trouble disposing of the chips from shredding the limbs and the mulch from grass clipping and leaves. Barr-Tech is interested in taking our yard debris at a rate of \$35 per ton and we may need to haul our debris to Garfield for pickup. We estimated that we receive about 30 tons per year of yard debris. We should know more by the next council meeting if this will be cost effective for the Town or not.

VIII. OLD BUSINESS:

A. 2011 BUDGET – Mary DeGon presented a balanced budget for 2011 to council members for their review. Some changes were made in the budget since the last council meeting. Dick and Mary's wage increase was lowered from 5% to 3%; our liability insurance costs were expected to increase 11% but only increased by 8%; there will be no state audit next year as we have been moved from a two year audit to a three year audit. Council members discussed the wage increases and after many points of view, council consensus was to keep it at three percent. There will be a resolution for the wage increase at the next council meeting. Council members reviewed an estimate we received from Municipal Code Corporation to update our Town Codes. The first estimate includes incorporating and indexing the ordinances, updating the Code tables and the checklist of up-to-date pages, creating an instruction sheet and printing ten copies of the supplement for insertion in the Code for \$3,240. The second option was complete republication of the code with a base cost of \$5,200. The last time we codified was in 2006. Mary will check with our Town Attorney, Stephen Bishop, about codifying and if he has any preference. We will need to add this expense to the 2011 budget. We will hold the 2011 Preliminary Budget hearing on November 15th before the regular council meeting.

B. WATER SYSTEM PLAN – It was noted that Evergreen Rural Water may also be able to help us put together a small water system plan. This topic was tabled until further information can be obtained.

IX. NEW BUSINESS:

A. NIMS TRAINING – Mayor Palmer received a NIMS compliance letter from Whitman County Emergency Management that we need to be in compliance by the end of this year. Those needing NIMS training include the Mayor, Council Members and Law

Enforcement. Dan and Keith have completed their training on-line. Councilman George Dewan and Public Works Director, Dick Brown, have already received their NIMS training through the fire department. There will be a NIMS compliance meeting on Saturday, November 20th from 9am to 4 pm at the fire station for those who need to complete the training or they have the option of completing it on-line.

X. **COUNCIL MEMBER'S BUSINESS:**

GEORGE – Nothing at this time.

AL – Nothing at this time.

TOM J. – Nothing at this time.

TOM C. – Nothing at this time.

XI. **TREASURER'S REPORT/APPROVAL OF CHECKS:** Council members reviewed the Treasurer's Report, Receipt register and Check Register for October 2010. Tom Johnson made the motion to approve paid checks #22004 - #22026 in the amount of \$5,867.38 for claims and \$5,548.80 for payroll totaling \$11,416.18 from October 19, 2010 through October 29, 2010. Check #22020 was voided due to a printer error. Al Evans seconded the motion, all council members voted yes – **motion passed.**

XII. **ADJOURNMENT:** Tom Johnson made the motion to adjourn the meeting at 8:41 p.m. Al Evans seconded the motion, all council members voted yes – **motion passed.**

ATTEST:

DENNIS PALMER, MAYOR

Mary DeGon, Clerk/Treasurer