

Town of Oakesdale
TOWN COUNCIL MEETING MINUTES
For
February 19, 2013

- I. **CALL TO ORDER:** Mayor Dennis Palmer called the meeting to order at 7:00 p.m.
- II. **ROLL CALL:** Mayor Dennis Palmer, Kelli Meserve, Al Evans, Tom Johnson, Tom Crooks and Randy Robinson. Also present were Mary DeGon, Clerk/Treasurer and Stephen Bishop, Town Attorney.
- III. **INTRODUCTION OF GUESTS:** Jake Dingman and Gail Parsons representing the Oakesdale Historical Society, Dolores Haley, Cap Perry and Fire Chief George Dewan.

Dolores Haley – She has been given permission from the McCoy Valley Museum to put together a welcome letter for new residents to Oakesdale. She has been asking businesses, organizations, churches and schools permission to put their information on the welcome letter. She asked if it was okay to put flyers on cars in town during the weekend of their Soup Social. This request was referred to our Town Marshals even thou council thought it would be okay.

Cap Perry – He is the head track coach for TOR (Tekoa, Oakesdale & Rosalia) and practices are held here in Oakesdale. He was requesting permission to paint temporary lines on the first block of west Bartlett and Second Street (by the park) for track practice. He would like to create 3 to 4 lanes for athletes to use during track practice in the late afternoon. He would also have safety cones on those two streets to block cars from using them during practice. Council consensus granted Cap permission to paint the temporary lines.

Jake Dingman – He was here tonight representing the Oakesdale Historical Society & McCoy Valley Museum to discuss the planning of Old Mill Days on July 13, 2013. The Town will be celebrating 125 years and the museum will celebrate 25 years. They are organizing a town celebration consisting of a parade, fun run and or marathon, kid games, food, entertainment, car show and a beer garden. They are asking permission to use property the town owns to have a beer garden on city property. Mary already gave Jake the requirements from our insurance carrier what will be needed before the Town can give permission to use any of our city property. Council consensus was in support of the idea if all the proper paperwork is produced and our insurance carrier approves.

George Dewan – He made a request for our Public Works Department to test all fire hydrants in Town this year and report back to the fire department on their working

conditions. George produced a map of the locations of all our fire hydrants within city limits. We have a meter that checks the flow and pressure of each fire hydrant. We will try to complete this request in June when we have more staff available to help with this project.

IV. **APPROVAL OF PREVIOUS MEETING MINUTES:** Council members reviewed February 4, 2013 minutes. Tom Johnson made the motion to approve the minutes as written. Kelli Meserve seconded the motion, all council members voted yes – **motion passed.**

V. **OLD BUSINESS:**

A. **FRONT STREET PROJECT** – Whitman County Commissioners were supposed to meet today to discuss our request to quit claim deed the twenty feet right-of-way section to the Town for the Front Street Project. Mayor Palmer will call Whitman County Commissioner, Art Swannack tomorrow to see what was proposed. The design work remains on hold until the right-of-way issue is resolved.

B. **AGREEMENT FROM NOANET** – Stephen Bishop has not heard back from NoaNet since he last discussed the concerns we had with Kristie Kirkpatrick from Whitman County Library. Kristie agreed the Town should not be held responsible for installation or maintenance of the fiber optic high speed cable being put into the Oakesdale Library branch. The agreement was to be changed to Whitman County Library as the responsible party instead of the Town.

C. **BUSINESS INCUBATOR** – Our Town Attorney informed council that reasonable rent must be charged to the Masons if they are to rent the back portion of the incubator temporarily while they repair their building. He agreed that the agreement needs to state the Masons can rent the incubator space until their building is repaired or until the space is rented to another business. Council members' consensus was to rent the back portion of the incubator for \$100 to the Masons if they in fact should decide to use that space. That space had been rented before at that same rate.

D. **SHOP FURNACE** – Mike Shrode re-submitted his proposal on replacing the shop furnace to show his original bid did include labor and the new furnace for \$2,580 plus tax. Randy made a motion to approve the bid from Shrode Heating & Cooling to install a new oil furnace at the city shop for \$2,580 plus tax. Tom Crooks seconded the motion, all council members voted yes – **motion passed.**

VI. **NEW BUSINESS:**

A. **AWC RMSA TRAINING** – Effective January 1, 2013 the AWC RMSA is requiring we start working on meeting the standards of protecting our employees, assets and elected officials. AWC RMSA staff can provide assistance in helping us meet the training standards. Most of the training standards can be completed for free using RMSA-U, the AWC RMSA lending library, webinars or from on-site workshops. Newly elected/appointed mayor and/or council members shall attend an AWC or

AWC RMSA elected officials' training within 6 months of taking office and shall receive a refresher training at least every 4 years. All drivers who operate company owned vehicles shall complete a defensive driving course every 3 years. All law enforcement shall have training every 3 years for specific areas to reduce and/or eliminate potential exposures with PD-1, PD-2 and PD-3 training.

B. MOSQUITO FOGGING – Stephen Bishop presented the amended and restated inter-local mosquito control agreement to council members. There is no harm in signing the agreement now even though we have no qualified operator to fog for us. It was also noted the four original towns who started this agreement have been assigned a day of the week each leaving Friday open for us and Farmington. Randy Robinson made the motion to approve the mayor to sign the inter-local mosquito control agreement. Al Evans seconded the motion, all members voted yes – **motion passed**.

C. STATE AUDIT RESULTS – The audit report contains results of the independent accountability audit of the Town from January 1, 2009 through December 31, 2011. They evaluated internal controls and performed audit procedures on the activities of the Town. They also determined whether the Town complied with state laws and regulations and its own policies and procedures. They do not examine every transaction, activity or area. Instead, the areas examined were those representing the highest risk of noncompliance, misappropriation or misuse. The following areas were examined during this audit period:

- Use of restricted funds – cost allocations
- Billings/receivables – utilities
- Compliance with grant requirements
- Payroll/personnel

In the areas the auditors examined, the Town's internal controls were adequate to safeguard public assets. The Town also complied with state laws and regulations and its own policies and procedures in the areas they examined. There were no issues and only recommendations to adopt a fair and equitable method of distributing shared service costs among Town funds.

VII. COUNCIL MEMBERS' BUSINESS:

RANDY, TOM C., TOM J. AND KELLI – Nothing at this time.

AL – He asked about the agreement we have with Friends for Living Choices when we sold them the lots for establishing an assisted living unit. It was thought that we put in the agreement they had 5 or 6 years to show progress or the lots would be purchased back by the Town for the price they were sold to FFLC. He would like to see those lots belong back to the Town. Al asked if we received notification back from AWC RMSA regarding the

new deadline for replacing street signs in town. We have not been notified yet of the required deadline.

DENNIS – Frank Triplett did give the Mayor the Small Water System Management Program Plan.

VIII. TREASURER’S REPORT/APPROVAL OF CHECKS: Council members reviewed the Treasurer’s Report for February 2013. Tom Johnson made the motion to approve paid checks #23236 - #23250 in the amount of \$4,844.18 for claims and \$6,660.28 for payroll totaling \$11,504.46 from February 7, 2013 through February 14, 2013 AND EFT payment to WA State Department of Revenue in the amount of \$455.10 for excise taxes. Kelli Meserve seconded the motion, all council members voted yes – **motion passed**.

IX. ADJOURNMENT: Al Evans made the motion to adjourn the council meeting at 8:10 p.m. Tom Johnson seconded the motion, all council members voted yes – **motion passed**.

DENNIS PALMER, MAYOR

ATTEST:

Mary DeGon, Clerk/Treasurer