

Town of Oakesdale
TOWN COUNCIL MEETING MINUTES
For
March 7, 2016

- I. **CALL TO ORDER:** Mayor Dennis Palmer called the meeting to order at 7:00 p.m.
- II. **ROLL CALL:** Mayor Dennis Palmer, Dolores Haley, Al Evan, Tom Johnson, Tom Crooks and Randy Robinson. Also present were Mary DeGon, Clerk/Treasurer; Keith Cooper, Town Marshal and Bob Hooper, Public Works Director.
- III. **INTRODUCTION OF GUESTS:** Kris Johnson, Reece Johnson, Gary & Tanya Shrope and Cory Doneen

Kris & Reece – There is an issue with his two pigs being in town. Our Town Marshal, Justin Derosier, went to Reece’s residence last week around 8:45 pm informing him pigs are not allowed in city limits and he had a week to remove them or he would receive hefty fines. Pigs are not allowed in any of our zones in town according to our Town Codes. Kris pointed out that the pigs do not bother anybody where they are being raised in their pasture off of McCoy Street. The pigs are being raised for food for the family. They have one pig scheduled to be processed for meat this month. They can not afford to process the second pig at this time. Tom Johnson and Al Evans suggested we look at what surrounding towns are doing for farm animals being allowed in city limits. Reece did not appreciate the visit from the Town Marshal that late into the evening. Council said due to our Town Marshals working two jobs, they did not see an issue with the time of the visit.

Gary & Tanya – They are also here for permission to have two pigs on their property for a FFA project. They are not sure if all their property is within city limits or partially in the county. If they have property in the county they can have the pigs. But, as our Town Codes state now, pigs are not an animal allowed in city limits.

Cory Doneen – He actually needed to talk to Mary about Fire Department stuff and thought he would sit in on the meeting.

- IV. **APPROVAL OF PREVIOUS MEETING MINUTES:** Council members reviewed February 16, 2016 minutes. Tom Johnson made the motion to approve the minutes as written. Al Evans seconded the motion, all members voted yes – **motion passed.**
- V. **TOWN MARSHAL REPORT:** Keith Cooper gave council members the police department’s monthly report for February 2016. There were eight cases ranging from welfare check, thefts, protection order violation, domestic dispute, disorderly and burglary. Whitman County Sheriffs handled six cases for us involving 911 hang-ups, child protective service assists, drugs and driving while license suspended. Keith gave council members a heads up

that Justin Derosier will probably be leaving us to accept a job with Cowlitz County Sheriffs Agency.

VI. PUBLIC WORKS REPORT: Bob Hooper reported the generator at the lagoons has been serviced and is operational again. However, the automatic transfer switch does not work and needs replaced. The switch costs \$1,500 and council consensus was to order the new switch. The flow meter at the lagoon has been calibrated for discharging. The tires on the orange dump truck were replaced. He has found eight shut off valves that were paved over in the past. They have been uncovered and risers put on them. The outdoor yard waste has been hauled away.

VII. OLD BUSINESS:

A. SMALL WATER SYSTEM MANAGEMENT PLAN GRANT – We received notification from the Department of Health thanking us for our preconstruction grant submittal. Unfortunately, they had limited funding for this program this year and they were not able to fund our project. Steve Marsh with TD&H will probably be down at our next council meeting to explain why we did not qualify for the funding.

B. UP RAILROAD – No updates

C. DRUG STORE LIEN – We received payment on the account and our Town Attorney, Stephen Bishop, filed for release of lien today.

D. POLICE POLICY MANUAL – Keith Cooper is still working on the manual updates.

E. 2015 AWC RMSA AUDIT RESULTS – Mary reviewed the results with council members:

- The Mayor needs to complete at least one employment training course per year. This is a free video available on-line thru AWC RMSA. The minimum deductible for failure to comply with this standard is \$10,000
- The Mayor needs to complete personnel evaluations or it needs to be removed from the employee handbook.
- All employees that drive and/or use city equipment needs to complete a defensive/distracted driving course every three years. This is a free video available on-line thru AWC RMSA.
- All employees who operate Town's equipment should have on file a driver's abstract and updated every three years.
- Personnel Policies should be reviewed and updated every five years. We are in the process of updating our policy.
- The sewer system should be video inspected every five years.
- The sidewalks should be inspected and a policy and program should be adopted to include written documentation regarding each inspection.
- The Town does not have a Planning Commission and should consider contracting with an outside hearings examiner to assist with land use issues.

- The Building Inspector should become a Certified Building Official or a Washington Association of Building Officials Accredited Building Official.
- The Town should adopt special event rules which include a written application that contains the AWC RMSA's suggested minimum insurance and indemnification language.
- The job application form should be updated to include the applicant's permission to conduct a motor vehicle record check.
- We should adopt procedures to issue a "hot work permit" and work standards anytime a contractor is conducting "hot work" such as cutting, welding, brazing, soldering or torch applied roofing outside a designated shop area.

F. 2016-2017 ENGINEER'S SOQ'S – Randy Robinson and Tom Crooks reviewed TD&H, JUB and Century West Engineering statements of qualifications. Their recommendation to council was to select TD&H as our primary engineer. Al Evans made the motion to select TD&H Engineering as our primary engineers for 2016-2017. Dolores Haley seconded the motion, all council members voted yes – **motion passed.**

VIII. NEW BUSINESS:

A. FARM ANIMALS – As our Town Codes state now, a horse, cattle, goat and/or sheep are allowed in the Rural Residential Zone where Johnson's reside as long as the animal has a minimum of half an acre per animal and provided that year-round vegetation is maintained. Rabbits and poultry can be raised at a density of ten animals per lot. Kris Johnson stated they have about five acres. We will look at a few other Town Codes to see what is being allowed. We will also take into consideration all variables such as zones, locations and nuisances of such animal before deciding to adjust our Town Codes or leave them the same. Randy Robinson said we should allow Johnsons to keep the pigs until both could be processed for meat. They can not add any more pigs to their property as our Town Code does not allow for pigs within city limits. Council members agreed with Randy to give the Johnson's more time to process the pigs for meat for their family.

B. WESTERN STATES SERVICE AGREEMENT – Bob Hooper presented to council a customer service agreement with Western States to perform annual maintenance on the generator at the lagoons for a service fee of \$450.50. Some council members disagreed the generator needed to be serviced each year. Mayor Palmer asked each council member should they consider approving this service agreement. All members said no except Al Evans.

C. WESTERN STATES GENERATOR BIDS FOR WELL – Western States submitted three quotes for installing a generator to one of our wells. The prices were more than twice as much as we budgeted for the year.

1. A 100kw generator, 200 amp transfer switch and installation \$52,125.00

2. A 60kw generator, 200 amp transfer switch, variable frequency drive, and installation \$53,645.00
3. A 60kw generator, 200 amp automatic transfer switch, soft start and installation \$50,115.00

Mary informed council they will need to go to bid for anything costing more than \$15,000. This was tabled until the next meeting.

IX. COUNCIL MEMBER'S BUSINESS:

DOLORES - Nothing at this time.

AL - Nothing at this time.

TOM J. - He wanted to thank our volunteer fire department for coming to his aid when he needed them last month.

TOM C. - Nothing at this time.

RANDY - He has had a few of his neighbors approach him about all the police activity on McCoy Street. The rental house across the street has had police at the residence many times and it is scaring some of his neighbors.

- X. TREASURER'S REPORT/APPROVAL OF CHECKS:** Council members reviewed the Treasurer's Report, Receipt Register and Check Register for February 2016. Randy Robinson made the motion to approve paid checks #24771 - #24797 in the amount of \$28,946.15 for claims and \$10,310.85 for payroll totaling \$39,257.00 from February 16, 2016 through March 03, 2016. Al Evans seconded the motion, all council members voted yes - **motion passed.**

- XI. ADJOURNMENT:** Dolores Haley made the motion to adjourn the council meeting at 8:32 p.m. Tom Johnson seconded the motion, all council members voted yes - **motion passed.**

DENNIS PALMER, MAYOR

ATTEST:

Mary DeGon, Clerk/Treasurer