

*Town of Oakesdale*

**TOWN COUNCIL MEETING MINUTES**

*June 15, 2020*

- I. **CALL TO ORDER:** Mayor Dennis Palmer called the council meeting to order at 7:00 p.m. Council member Dolores Haley led us into the Pledge of Allegiance.
- II. **ROLL CALL:** Mayor Dennis Palmer, Dolores Haley, Al Evans, Tom Crooks and Randy Robinson. Councilman Tom Johnson was not in attendance. Also present was Mary DeGon, Clerk/Treasurer.
- III. **INTRODUCTION OF GUESTS:** None
- IV. **APPROVAL OF PREVIOUS MEETING MINUTES:** Council members reviewed March 16, 2020 minutes. There were no minutes to review for April 6, April 20<sup>th</sup>, May 4<sup>th</sup>, May 18<sup>th</sup> or June 1<sup>st</sup> due to the COVID-19 pandemic we did not meet in person or virtual as a council. Al Evans made the motion to approve the minutes as written. Tom Crooks seconded the motion, all council members voted yes – **motion passed.**
- V. **OLD BUSINESS:**
  - A. **COVID-19** - Employees have been given protective face masks to use when not working alone. Per our Governor’s proclamation, late fees were refunded from March 23<sup>rd</sup> through May 4<sup>th</sup> on water services. There were no water shut off notices served during that time as well. Whitman County is now in Phase III of the Safe Start Washington phased approach to recovery. Whitman County COVID-19 updates have been put in the monthly Town’s newsletter.
  - B. **.09 FUNDING – BLUE RIBBON PRESENTATION 07/21/20 @ 7 P.M.** – The .09 funding presentation scheduled for June 16, 2020 has been rescheduled for July 21<sup>st</sup> at 7 p.m. Our project that will be presented to the Blue Ribbon Committee will be to update the front entrance of the Library to make it accessible for people with disabilities. We did receive the \$5,000 match from the library for this project.
  - C. **DOH APPLICATION – WATER RATES** – Our last council meeting in March we had discussed raising the base rate of water by \$15.00 per month. It was thought to raise the water rate by \$7.50 per month in 2020 and another \$7.50 per month in 2021. Council members chose to table this discussion as we have many items on the agenda tonight to review.
  - D. **COUNCIL MEETINGS – MAY, JUNE, JULY, AUGUST CHANGE TO 1 MEETING** – Council members have been considering changing our council meetings from two per month to one per month during the summer months. Council members were asked which meeting do they want to drop – the first Monday of the month or the third Monday of the month. Council consensus was the third Monday of the month. This will require an ordinance to

change the meetings from two to one during the summer months since it will affect Town Codes.

VI. **NEW BUSINESS:**

- A. **WATER LEAK PETITIONS – BAPTIST CHURCH, KEITH & KRISTINA COOPER** – We received two water leak petitions from the Baptist Church and Keith & Kristina Cooper regarding water leaks that went undetected during the six months we did not read water meters. In both cases, the water leak was caused by frost free water hydrants stand pipes broken at the base. Both water leaks have been repaired. The extra water consumption for the Baptist Church was \$90.00 and for Keith & Kristina Cooper it was \$108.00. Al Evans made the motion to approve one hundred percent forgiveness for both parties. Randy Robinson seconded the motion, all council members voted yes – **motion passed**.
- B. **DOH ENVIRONMENTAL REVIEW** – Council members reviewed an email from our engineer, Steve Marsh with TD&H Engineering regarding doing the environmental review for the entire Town as opposed to certain sections for the water main replacement. The thought process is in the event we get really good bids on our water project in 2021 and we have money left over, we can add more water mains to be replaced to the project until all the funding has been spent. Dennis Hewitt from DOH told Steve to do the review is would cost the Town around \$30,000 and that cost could be taken from the \$2.666 million dollars funding we are receiving from DOH. Steve feels that would be reasonable and it would give us the flexibility we need to spend all the funding. If the bids should come in at cost then we will not be able to replace additional water mains. Getting the environmental review done for the entire town would elevate the score on the next funding application. Council members need more information from Steve on what exactly is an environmental review and how this will work. This was tabled until we can get more information from our engineers.
- C. **2017, 2018, 2019 STATE AUDIT RESULTS** – Mary received a call from the WA State Auditor’s office asking if they could perform our 3 year audit earlier than scheduled. We were not scheduled until late fall of 2020. Mary was already prepared for the audit so it was no problem granting their request. Do to COVID-19 the audit could not take place on the premises. Jeremy Loe was the Audit Lead and he came down to City Hall to take the three years’ worth of records for the audit on April 6, 2020. The audit was completed in a timely matter and the exit conference was held on June 10, 2020. The results in brief were the Town operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources. They examined the following areas:
- Financial condition and fiscal sustainability
  - Accounts receivables – utility billing
  - Cash receipting – timeliness and completeness of deposits
  - Accounts payable – credit cards and store accounts
  - Procurement – public works and professional services
  - Cost allocation plan – equitable distribution of indirect costs

They appreciated the Clerk/Treasurer's timely response to audit requests and questions, especially during the unique situation caused by the COVID-19 pandemic. They gave compliments to Mary for having the Town's records well organized and ready for transport. Council members reviewed the four exit recommendations for adopting a procurement policy, adopting a cash receipting policy, review the water/sewer fund making sure it continues to sustain itself and review the cost allocation policy yearly with time studies from all employees.

- D. **RESOLUTION NO. 2020-391 POLICY FOR CASH RECEIPTING** – Randy Robinson made the motion to dispense with the reading of Resolution No. 2020-391 creating a cash receipting policy. Tom Crooks seconded the motion, all council members voted yes – **motion passed**. Randy Robinson made the motion to adopt Resolution No. 2020-391 creating rules and procedures for cash receipting and depositing. Tom Crooks seconded the motion, all council members voted yes – **motion passed**.
- E. **RESOLUTION NO. 2020-392 WHITMAN COUNTY HAZARD MITIGATION PLAN** – Randy Robinson made the motion to dispense with the reading of Resolution No. 2020-392 authorizing adoption of the Whitman County Multi-Jurisdiction Hazard Mitigation Plan. Al Evans seconded the motion, all council members voted yes – **motion passed**. Randy Robinson made the motion to adopt Resolution No. 2020-392 the Whitman County Multi-Jurisdiction Hazard Mitigation Plan in its entirety including the Town of Oakesdale Jurisdictional Annex, which represents each planning partner's commitment to reduce risks from natural and man-made hazards. Al Evans seconded the motion, all council members voted yes – **motion passed**.

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

**RANDY** – He would like to see this council pass a proclamation showing our support for our local and county law enforcement.

**TOM C.** – He looked into replacing the tattered flags on the light poles located on Steptoe Avenue. There are various prices for a 3 X 5 US flag. We need the next size down from that as the flags are getting caught on the top of the light pole a ripping. Mary will check with the American Legion website to see what they have to offer.

**AL** – The welcome sign at the south end of Town has not been repaired yet. The new logo of the flour mill that needs to be placed on the welcome sign has arrived and was actually in the council chamber. We are waiting on Bob Hooper to repair the sign he originally made for the Town.

**DOLORES** – She is anxious for some real spring-like weather for a change!

**MARY, CLERK/TREASURER** – She asked council members if they will be able to attend the first council meeting of the month for July which falls on July 6<sup>th</sup> right after the holiday. Many members were still going to be camping or not available for that meeting therefore, we would have no quorum. Mary will post a sign on City Hall's door showing there will not be a council meeting on Monday, July 6<sup>th</sup> due to a lack of a quorum. Mary will be having knee surgery on July 9<sup>th</sup> and hopes to be back to work sometime the following week. Claudia will be working for Mary

on her days of recovery. City Hall will operate from 8 a.m. to 1:00 p.m. for the month of July as Mary heals from her knee operation.

VIII. **TREASURER'S REPORT/APPROVAL OF CHECKS:** Council members reviewed the Treasurer's Reports, Receipt Registers and Check Registers for March, April & May 2020. Al Evans made the motion to approve paid checks #26888 - #26912 in the amount of \$7,342.43 for claims and \$11,310.72 for payroll totaling \$18,653.15 from March 19, 2020 through March 31, 2020 **AND**;

Approved paid checks #26913 - #26952 in the amount of \$18,762.81 for claims and \$15,355.57 for payroll totaling \$34,118.38 from April 2, 2020 through April 30, 2020 **AND**;

Approved paid checks #26954 - #26986 in the amount of \$19,865.62 for claims and \$15,590.92 for payroll totaling \$35,456.54 from May 7, 2020 through May 29, 2020 **AND**;

Approved paid checks #26987 - #27006 in the amount of \$3,870.44 for claims and \$7,220.10 for payroll totaling \$11,090.54 from June 3, 2020 through June 15, 2020. Randy Robinson seconded the motion, all council members voted yes – **motion passed**.

IX. **ADJOURNMENT:** Al Evans made the motion to adjourn the council meeting at 7:45 p.m. Randy Robinson seconded the motion, all council members voted yes – **motion passed**.

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DENNIS PALMER, MAYOR

ATTEST:

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Mary DeGon, Clerk/Treasurer