

*Town of Oakesdale*  
**TOWN COUNCIL MEETING MINUTES**  
*for*  
**March 4, 2024**

- I. **CALL TO ORDER:** Mayor Dennis Palmer called the council meeting to order at 7 p.m. Keith Cooper led us in the Pledge of Allegiance.
- II. **ROLL CALL:** Mayor Dennis Palmer, Bill Auvil, Claudia Louk, Bruce Palmer, and Randy Robinson. Councilman Al Evans was not in attendance. Also present were Mary DeGon, Clerk/Treasurer and Keith Cooper, Town Marshal.
- III. **INTRODUCTION OF GUESTS:** Kris Johnson, Kim Anderson, Shon Eck, Pete Baljo, and Frank Sabo.
- IV. **TOWN MARSHAL REPORT:** Keith Cooper gave council members his department’s report for February 2024. There were eight cases ranging from a domestic dispute, suicidal person, warrant arrest, civil issue, traffic offense (arrest), driving while license suspended (arrest), animal problem and traffic offense (arrest).
- V. **PUBLIC WORKS REPORT:** Mary gave the Public Works Report for February 2024. The backhoe cylinder has been rebuilt and put back on. The backhoe is up and running again! We added a fuel additive to the fuel tank and its running good again. We had to install a new clay valve on Well #5 as the old one was leaking. We continue to monitor and discharge the lagoons. We had to replace the block heater on the generator at the grinders. We had a few days where we plowed snow and sanded streets. The snow plow blade broke and we are waiting for the repairs to be done by Ben Bothman. Pam is going to ask Ben to look at the overhang frame of the little gas station and see what he thinks about repairing it. The new generator at the discharge station at the lagoons has a solenoid that is not working and will be covered under the warranty.
- VI. **APPROVAL OF PREVIOUS MEETING MNUTES:** Council members reviewed February 20, 2024 minutes. Bruce Palmer made the motion to approve the minutes as written. Bill Auvil seconded the motion, all council members voted yes – **motion passed.**
- VII. **OLD BUSINESS:**
  - A. **ANNUAL 3 YEAR ACCOUNTABILITY AUDIT** – Council members were reminded we had one exit recommendation for consideration and it was to classify the debt balances (water loan) as a revenue obligation instead. Mary corrected it on the 2022 Schedule of Liabilities and the auditor was notified. The exit recommendation is not reflected in the audit report. Council members reviewed the Exit Conference results. The areas reviewed based on their risk assessments for 2020, 2021 & 2022 were compliance with debt limitation, accounts payable, payroll, tracking and monitoring of theft sensitive assets, open public meetings, and financial condition. In those selected areas, the Town operations complied in all material aspects with applicable state laws, regulations, and

its own policies, and provided adequate controls over the safeguarding of public resources. In audit highlights, they thanked Mary for her organization and excellent communication throughout the audit. It was instrumental in completing the audit as quickly as possible. On a separate note, with the follow-up on the Federal Audit for the water system update project – we received fully corrective status for the financial preparation to ensue accurate financial reporting. On the inadequate controls for ensuing compliance with federal procurement and suspension and debarment requirements we are partially corrected. We need to update our procurement policies and procedures. We are doing so tonight through Resolution No. 2024-428.

**VIII. NEW BUSINESS:**

- A. WATER SYSTEM IMPROVEMENTS PHASE 1 RELEASES** - We now have the three state releases we needed to pay the retainage to National Native American Construction, Inc. (NNAC) for the contracting services for the Oakesdale Water System Improvements Phase 1; contract number S20-216. Council members were given copies of the releases from WA State Department of Revenue, WA State Employment Security Department and WA Department of Labor and Industries. Mary sent copies of the releases to our engineering firm TD&H Engineering and WA Department of Health.
- B. RESOLUTION NO. 2024-428 PROCUREMENT POLICIES & PROCEDURES** – Mary reviewed the three areas where we were lacking state and/or federal language: Federal Funding guideline was added to the first page, the amount of General Purchases was corrected on page 4 and a description of selecting architectural & engineering services was added on page 5. A checklist was added to the policy for Federal Grants compliance. Randy Robinson made the motion to dispense with the reading of Resolution No. 2024-428 updating our Procurement Policies & Procedures. Bruce Palmer seconded the motion, all council members voted yes – **motion passed**. Bill Auvil made the motion to adopt Resolution No. 2024-428 updating our policy and procedure for procurement of equipment, material, engineering services and entering into contracts. Randy Robinson seconded the motion, all council members voted yes – **motion passed**.
- C. WA MAIN STREET SPRING CONFERENCES** – Council members reviewed a copy of an email from Jonelle Mcoy, Main Street Specialists, listing several conferences this spring. Mary asked council members to let her know if there is any interest as she could register them for the conferences.
- D. SPRING CLEAN UP** - Council members were made aware of Whitman County’s Landfill will offer Spring Clean Up Week starting Friday, April 12<sup>th</sup> and it will end on Saturday, April 20<sup>th</sup>. The rate is \$55 per ton with a \$15 minimum charge. Council members once again discussed other possibilities of offering a way to have a dumpster or private trailer available to our community. After much discussion, it was decided our good intentions could be taken advantage of and we would have a mess. We will leave it for the County offering a cleanup week.
- E. CELL TOWER** – Mary has talked to Chris Ellis from the Cemetery Board and things are moving right along for the installation of a cell tower at the cemetery. Engineers have

had soil samples taken. Mary asked Chris for information for our Town’s newsletter when the project gets closer to inform our community members. Kris Johnson said Horizon is the name of the company installing the cell tower.

**IX. COUNCIL MEMEBR’S BUSINESS:**

**BILL** – None

**CLAUDIA** – Congratulations to our Oakesdale girls’ basketball team placing 4<sup>th</sup> at State.

**BRUCE** – None

**RANDY** – None

**X. TREASURER’S REPORT/APPROVAL OF CHECKS:** Council members reviewed the Treasurer’s Report, Check Register and Receipt Register for February 2024. Randy Robinson made the motion to approve paid checks# 28923 - #28939 in the amount of \$10,193.05 for claims and \$12,567.53 for payroll totaling \$22,760.58 from February 21, 2024 through February 29, 2024. Bruce Palmer seconded the motion, all council members voted yes – **motion passed.**

**XI. ADJOURNMENT:** Claudia Louk made the motion to adjourn the council meeting at 7:24 p.m. Bill Auvil 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**