

TOWN OF OTIS BOARD OF TRUSTEES MEETING  
June 14, 2016

**Present:** Mayor: **Damon Gale**  
Trustees: **Jim Wiebers; Lana Rogers; Sue Stackhouse;**  
**Jesse Stackhouse & Linda Bethel**

**Absent:** Trustee: **Shae Smith**

**Others Present:** **Babette Jamison – Town Clerk/Treasurer; Preston Lemke –**  
**Maintenance & Jon Stivers - WCSO**

Mayor Gale called the meeting to order at 6:21 pm.

**AGENDA** \_\_\_\_\_

Under **NEW BUSINESS:** G Bodkins Building Permit

**GUESTS** \_\_\_\_\_

There was some confusion with sections GUESTS and PUBLIC HEARING. Citizens spoke during both on Ordinance #182 – Establishing the Office of Town Administrator. Under GUESTS the following people addressed the Board: L Payne, L Harms, J Curry, J Blackwell & D Towers.

**PUBLIC HEARING** \_\_\_\_\_

The following people addressed the Board during PUBLIC HEARING regarding Ordinance #182 – Establishing the Office of Town Administrator: J Patterson, J Curry, A Gale, C Thinnes, A Lemke, L Payne, J Blackwell & T Tanoue. The discussion was very vocal, and at times a little heated, with the consensus being against Ordinance #182.

**WCSO** \_\_\_\_\_

Please refer to WCSO report.

Sheriff Stivers introduced Deputy John Hart who just graduated from the Academy. Sheriff Stivers discussed abatement letters with the Board. When an address is received at Town Hall, the Town Clerk will let the Sheriff know, who will then distribute it to a Deputy. From that point, the Deputy will look into it and, if need be, give the property owner an abatement letter. The letter will be mailed if the Deputy is unable to make contact with the property owner. WCSO, not the Board, makes the decision as to whether a property owner receives an abatement letter or not.

**NATIONAL METER & AUTOMATION** \_\_\_\_\_

Frank Fenton explained the cellular read water meters, gave an updated cost quote and answered questions from the Board. The decision on the purchase of the meters is tabled until June Board Meeting.

**MINUTES / BILLS / PAYROLL**

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Trustee Wiebers made a motion to approve the June bills. Trustee Rogers seconded. Voting resulted:

YES: 5  
NO: 0

Mayor Gale declared motion carried.

Trustee J Stackhouse made a motion to approve the minutes of the May 10<sup>th</sup>, May 13<sup>th</sup>, May 18<sup>th</sup>, May 24<sup>th</sup> & May 31<sup>st</sup> meetings. Trustee Wiebers seconded. Voting resulted:

YES: 5  
NO: 0

Mayor Gale declared motion carried.

Trustee J Stackhouse made a motion to approve the May Payroll. Trustee Wiebers seconded. Voting resulted:

YES: 5  
NO: 0

Mayor Gale declared motion carried.

**PARKS & MAINTENANCE**

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Please refer to Preston's report.

Preston reported he worked on the sprayer all day in order to get it running, as he is scheduled to spray mosquitos tonight beginning at 10:00 pm. Cortney and Preston are working on the drainage issue on Gilpin Street. With the 4<sup>th</sup> of July fast approaching, the Board discussed having Cortney work the roads more, so Preston can concentrate more on mowing. Mayor Gale asked the Board to consider hiring part time summer help for the maintenance department as they have in previous years.

After some discussion, Trustee Bethel made a motion to hire part time summer help for the maintenance department, two days a week (up to 16 hours max) at minimum wage. Trustee Rogers seconded. Voting resulted:

YES: 5  
NO: 0

Mayor Gale declared motion carried.

Trustee Wiebers then made a motion to hire Bob Thompson at \$10/hour (up to 16 hours/week) to help through the 4<sup>th</sup> of July, until a permanent part time person is hired. Trustee J Stackhouse seconded. Voting resulted:

YES: 5  
NO: 0

Mayor Gale declared motion carried.

**SUMMER RECREATION**

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Carol Thinnas presented the Board with a couple of craft projects that she is willing to do with children in the community. Trustee Rogers then made a motion to allow Carol Thinnas to do craft projects during the summer reading program. Trustee S Stackhouse seconded. Voting resulted:

YES: 5  
NO: 0

Mayor Gale declared motion carried.

Trustee Rogers reported the Bike Rodeo, sponsored by Washington County Connections, has been rescheduled for Saturday, July 23, 2016.

**FIRE DEPT**

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Fire Chief McCall reported to the Board he has talked with Preston regarding fire hydrants that need repaired. He also spoke of a shaft on the corner of Vine & Spruce that needs capped off. Fire truck 810 is back but still has issues, so the Town's truck is still on standby. The OVFD is also busy preparing for the 4<sup>th</sup> of July.

Preston informed the Board of a quote, in the amount of \$400+, he received from Dana Kepner in order to repair the fire hydrant located on 4<sup>th</sup> & Work. Trustee S Stackhouse then made a motion to order the parts needed to repair the fire hydrant on 4<sup>th</sup> & Work. Trustee Rogers seconded. Voting resulted:

YES: 5  
NO: 0

Mayor Gale declared motion carried.

**UNFINISHED BUSINESS**

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Animal Control Officer – Trustee J Stackhouse made a motion to appoint Preston as the Town's Animal Control Officer. Trustee Wiebers seconded. Voting resulted:

YES: 5  
NO: 0

Mayor Gale declared motion carried.

Phone calls received after hours regarding animal issues were then discussed by the Board. Trustee Rogers made a motion to pay \$15 per call. Tickets will be issued as warranted. Trustee Bethel seconded. Voting resulted:

YES: 5  
NO: 0

Mayor Gale declared motion carried.

Building Permits – Tabled for a work session on Monday, June 27, 2016, 5:00 pm @ Town Hall

**NEW BUSINESS**

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Street Committee – The Street Committee met with Cortney to discuss streets, develop a plan and work toward a goal. The group discussed drainage, particularly spots needing immediate attention, and which areas are in need of gravel. The Board is in agreement to let Cortney put in extra hours working the streets before the 4<sup>th</sup> of July.

Trustee Wiebers made a motion to contact Cortney Wagner to see if he would be interested in extra hours working the streets between now and the 4<sup>th</sup> of July to get them in shape. Trustee J Stackhouse seconded. Voting resulted:

YES:	5
NO:	0

Mayor Gale declared motion carried.

Town Hall Planter – Tabled until planter is looked at

Water Meters – Tabled for the work session scheduled for Monday, June 27, 2016

Abatement Letters – As stated above during WCSO Report, complaints will be given to Town Hall with the Town Clerk contacting the WCSO

Alleys – The Town's Maintenance Department is responsible for maintaining the alleys per the maintenance job description. Citizens will need to remove any items located in the alleys for mowing to be completed. Jerry Patterson will put an article in the Otis Telegraph asking people to help improve the appearance of the Town for the 4<sup>th</sup> of July by maintaining their properties.

Town Manager – Town Clerk Jamison stated it would help simplify things if the day to day operations of the Town could be handled through Town Hall. Trustee S Stackhouse made a motion to send Ordinance #182 to the Town Attorney for suggestions. Trustee Bethel seconded. Voting resulted:

YES:	5
NO:	0

Mayor Gale declared motion carried.

Tree Pile – There are some concerns with rats being seen at the tree pile. As of now the OVFD is looking at burning the pile sometime in the fall. Fire Chief McCall requested to have the tree pile pushed back more often.

Movies in the Park – Mayor Gale reported approximate attendance for the movie Good Dinosaur was 56 and Goosebumps 66. The reason the movies cost as much as they do is because the Town is paying a licensing fee, which is actually the lowest price based on 0-150 people in attendance. Donations to date are \$22.25. Mayor Gale will be going around seeking donations to help defray the cost.

Executive Session – Personnel – Preston chose to have this session discussed during the open meeting. Concerns regarding the Town Shop not being cleaned up, Preston's attire during some of his work tasks and the purchase of the electric weed eater were discussed. Trustee S Stackhouse made a motion to purchase a gas weed eater. Trustee Bethel seconded. Voting resulted:

YES:	5
NO:	0

Mayor Gale declared motion carried.

Trustee Bethel then made a motion to purchase mulch for the play area at City Park. Trustee Rogers seconded. Voting resulted:

YES: 5  
NO: 0

Mayor Gale declared motion carried.

Shared Water Tap – The Board requested a letter be sent to the party in question with an invite to the work session on Monday, June 27, 2016.

SIPA – State Internet Portal Authority – SIPA and Town Clerk Jamison are still working together to get the Town of Otis' website up and running

MD-1 Windshield – Trustee J Stackhouse made a motion to have Novus come down from Sterling and install a new windshield in the 2013 Chev for the price of \$300. Trustee Rogers seconded. Voting resulted:

YES: 5  
NO: 0

Mayor Gale declared motion carried.

G Bodkins Building Permit – Trustee Rogers made a motion to approve George Bodkins' building permit. Trustee S Stackhouse seconded. Voting resulted:

YES: 5  
NO: 0

Mayor Gale declared motion carried.

## **MAYOR REPORT**

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Mayor Gale informed the Board Town Attorney Matt Richardson will be attending the July Board meeting. He also reported that he passed his water certification and Preston had passed his wastewater certification on May 14, 2016.

## **TOWN CLERK**

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Town Clerk Jamison reported the Consumer Confidence Report needed to be printed, posted and mailed by the end of June to stay in compliance with the State. Although this is not on the Clerk's job description it will be taken care of. Town Hall will be open during the week of June 20-24, from 9:00-3:00 while the Clerk attends the CML Conference. Jamison also informed the Board the Town will be filling Sharon Lebowsky's gas can for the use of her mower (for the last three weeks) to mow the patch of grass between Town Hall and the Library Building. Town Clerk Jamison also asked the new Board if she was still fully in charge of the water accounts, with which they agreed. In regards to the porta toilet pad, Norman Concrete will be squaring it up. Jamison will also check with them about concrete for the ramp and wash station. Trustee S Stackhouse made a motion to get a bid on the concrete for the completion of the porta toilet and also for the backstop wall at the tennis court. Trustee Bethel seconded. Voting resulted:

YES: 5  
NO: 0

Mayor Gale declared motion carried.

**MISCELLANEOUS**

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Next regular Council meeting will be Tuesday, July 12, 2016, 6:00 pm @ Town Hall

**EXECUTIVE SESSION**

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Moved under New Business, after Movies in the Park. Preston needed to leave.

**ADJOURNMENT**

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There being no further business to come before the Board, Trustee Rogers made a motion to adjourn the meeting. Trustee S Stackhouse seconded. The vote of the Board was unanimously in favor. Mayor Gale declared the motion carried and the meeting adjourned at 9:23 p.m.

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Babette Jamison  
Town Clerk

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Damon Gale  
Mayor

