

DRAFT (Not Adopted by Council)

PALOUSE CITY COUNCIL AGENDA

Regular Council Meeting
March 22, 2022 @ 7:00 pm
Palouse Community Center 220 E. Main St

CALL TO ORDER: Mayor Tim Sievers called the Council Meeting to order at 7:01 pm.

ROLL CALL:

City Administrator Misty La Follett took Roll Call.

Council members present Sarah Bofenkamp, Leslie Jo Sena, Samuel Brink, Travis Deerkop, Robert Brooks, and Ann Barrington.

Councilmember absent: Bill Slinkard.

Councilmember Brink introduced a **MOTION** to excuse Councilmember Slinkard; **MOTION** was seconded by: Councilmember Sena. All other council members present approved, and the **MOTION** passed.

City staff present: City Administrator (CA) Misty La Follett, Public Works (PW) Supt. Mike Wolf, and Police Officer Joel Anderson.

APPROVAL OF MINUTES:

Councilmember Sena introduced a **MOTION** to approve the minutes from the regular council meeting on March 8, 2022; the **MOTION** was seconded by: Councilmember Barrington, and the **MOTION** passed.

PUBLIC WORKS REPORT:

Supt. Wolf presented his report to the Council.

Supt. Wolf stated that a significant water leak in the F Street bridge caused the asphalt to collapse, leaving a large hole in the road. The leak was caused by a failure in one of the joints in the water supply line that runs along the bottom of the bridge. The Fire Department assisted PW by knocking on the doors on the south hill to alert the residents to a possible disruption in the water supply.

Supt. Wolf contacted the PW Superintendent for the City of Garfield and Roach construction, and they both recommended getting an engineering firm involved to assist with repairs.

Since the City's water system is a loop system, PW was able to isolate the damaged water line, and service to the south was only disrupted for a short time.

Mayor Sievers called TD&H, and they will be here on 3/9 for the bid opening for the looping water system upgrade. While in Palouse, Rich from TD&H will also give his opinion on the bridge. He also asked Fire Chief Beeson what impact the bridge closure would have on response times, and Chief Beeson said it would have a minimal impact since the closure would not affect the fire hydrants on the south hill.

Supt. Wolf stated that this would impact the water pressure on the south hill as it has been an ongoing issue for years.

Councilmember Brooks asked about the size of the waterline and Supt. Wolf stated that it is a 6" main insulated in a 12" pipe running under the bridge.

Councilmember Bofenkamp thanked the City Staff for fielding all the calls from residents regarding this matter.

*PW report attached to the minutes.

POLICE REPORT:

Officer Anderson presented his report to the Council. There have been fifteen calls for service and seven call-outs that he combined into three since the last council meeting.

Officer Anderson asked the Council to consider passing an ordinance that outlines the City Park hours, allowing the PD to prevent people who are possibly living out of their vehicles to be removed from the City's property.

Officer Anderson would like Council to approve putting a new police vehicle out to bid, and he would like to get this process started as soon as possible.

The City of Palouse PD will be undergoing an audit, and he has been preparing for this virtual audit.

Councilmember Bofenkamp asked about Palouse Municipal Code 9.90 being used to exclude people from the park, but Officer Anderson stated that an ordinance would give him more authority. A discussion ensued by Council and Mayor Sievers referred this matter to the Policy Committee.

Councilmember Barrington asked about the policy when Officer Anderson encounters unhoused people, and Officer Anderson stated that he refers them to services in Moscow or Pullman.

Councilmember Brooks asked what vehicle the PD currently has, and Officer Anderson stated that there is a 2013 Dodge Journey and a 2008 Dodge Durango. Councilmember Barrington asked if we could surplus these two vehicles once a new one is purchased, and Officer Anderson recommended keeping the 2013 Journey.

*PD report attached to the minutes.

Mayor Sievers informed Council that a replacement police vehicle has been an ongoing issue and has been discussed by Council several times in the past. The Council would need to vote and approve putting this new vehicle out to bid. Once the City has received bids, the City is not obligated to move forward with this purchase, but time is of the essence.

Councilmember Brooks introduced a **MOTION** to put the purchase of a new police car out to bid; **MOTION** was seconded by: Councilmember Brink.

Councilmember Bofenkamp would like to see a proposal for this purchase, complete with details and what police equipment would need to be installed sooner than later. She also asked how much was in the fund, and CA La Follett stated that there was just enough for this vehicle.

Councilmember Brooks asked if these funds were allocated for this purpose, and DC La Follett confirmed.

All other council members present approved, and the **MOTION** passed.

CITY ADMINISTRATOR/DEPUTY CLERK REPORT:

CA La Follett presented the Liquor License renewal for the Palouse Market, and there were no objections.

CA La Follett has been taking classes all week in preparation for the Annual Report due on May 30, 2022. Also, she reminded the Streets, Property, and Facility committee that she and Supt. Wolf would like to meet with them soon.

YOUTH ADVISORY BOARD REPORT:

Brandon Hallan presented the report to Council. The YAB has the survey results, and they would like to find a way to share these results with the students. They also discussed planning some new events and what possible improvements could be made based on the results.

They are also planning a block event with other youth organizations in Palouse. A game night is scheduled for April 15, 2022, at the Palouse Library with the help of Councilmember Bofenkamp.

The YAB would like to change to submitting written reports to Council, which Mayor Sievers approved.

OLD BUSINESS: No old business.

NEW BUSINESS:

Mayor Sievers stated the only new business was voting on an amending the "Flag Ordinance."

Ord. No. 1014 - Amending the Days on which the flags are to be flown in Palouse: Adding "Third Monday in January" (Martin Luther King Day), "Third Monday in February" (President's Day), June 19 (Juneteenth), "First Monday of September" (Labor Day), "Tuesday following the first Monday in November" (Election Day) to the existing list of designated dates for flying the flags.

Councilmember Brooks introduced a **MOTION** to adopt Ord. 1014; **MOTION** was seconded by: Councilmember Bofenkamp. All other council members present approved, and the **MOTION** passed.

COMMITTEE REPORTS:

Policy & Administration, Chair Barrington: No report

Budget, Finance, & Major Acquisitions, Chair Bofenkamp: No report

Streets, Properties, & Facilities, Chair Deerkop: No report

Personnel, Chair Sam Brink: The committee has received the Deputy Clerk position applications and is reviewing these applicants and will be setting up interviews.

Water and Sewer, Chair Slinkard: No report

Joint Fire Board, Chair Sena: No report.

OPEN FORUM:

Councilmember Brooks asked Fire Chief Scott Beeson and Fire Captain Marv Pillers to address the Council regarding the urgent need to purchase a new fire engine. The City would be responsible for 50% of the price for any new fire vehicle purchase. The current fleet of vehicles is all over 20 years old. Councilmember Brooks asked if the funds in the budget were allocated for this vehicle purchase, and Chief Beeson confirmed that they were earmarked for fire equipment purchases only. Councilmember Brooks asked if the fund was for all fire equipment purchases, and Chief Beeson stated that the last time this fund money was used, the Fire Department purchased air packs. These packs cost approximately \$10,000 each.

Mayor Sievers asked if there was an outstanding grant application for more air packs, and Fire Captain Pillers confirmed that the FD had submitted a grant application. The FD is waiting to see if they were awarded this grant and should hear back in May or June.

Councilmember Bofenkamp asked if the Joint Fire Board could apply for a grant for a fire truck, but the City will need to be the entity to apply for a grant.

MAYOR'S REPORT:

No report.

ALLOW PAYMENT OF BILLS:

Councilmember Barrington introduced a **MOTION** to allow the payment of bills. Councilmember Brooks seconded the **MOTION**; the **MOTION** passed.

The following checks are approved for payment:

Claims Paid	03/08/2022	Ck. #12292-12307	\$28,908.85
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ADJOURN: Councilmember Bofenkamp MOVED to adjourn; Councilmember Sena seconded the **MOTION**; the **MOTION** passed.

The council meeting adjourned at 8:07 pm.

APPROVED: _____ ATTEST: _____

Public Works Superintendent Council Report

Date: March 17, 2022

(Keep in mind this is 5 days from each council meeting)

WATER:

We replaced a meter on Tidwell road last week. It froze during the cold snap due to inactivity. The meter is in a field and the house is getting remodeled so there was no water movement though it.

Andrew Klempel from Whitney Equipment Company is coming to the next council meeting to give a short presentation on the SCADA systems.

Walter & Mike went to Colfax and Potlatch to look at their SCADA system and leak detect meters.

I'll have Dean Brown from Correct Equipment come at a later date to discuss the electronic read meters. They are replacing all of Garfield's meters with the electronic red meters this week.

I met with Rich Utzman from TD&H yesterday about the water main replacements. He brought a couple of contractors that are going to bid on the job to ask me some questions. Rich told me there were nine contractors bidding on the project so far.

SEWER:

We had Lynn Stuart come over from Evergreen Rural water of Washington to look at our sewer plant and water system. He toured everything and will write a report and email it back to me when he gets it done. The report will include how we can our systems run more efficient.

STREETS:

I graveled the loop by Scott Beeson's where the mailboxes were set from the Cove Road project.

I hauled some gravel out to our section of Tidwell road and the fire station and back bladed both areas.

I will start grading some roads when I have time.

SHOP:

We are going to get the sweeper repaired on March 28th at Mundy's welding in Moscow. When we get it back we will start sweeping streets.

A battery got installed in Dodge Journey.

STORM DRAINS:

Since the storm drain got jetted out we are having a flooding problem in a residence yard. I called Roach construction to come look at it and give us ideas how to divert the water from flooding their yard.

PARKS:

We got the fertilizer spreader rebuilt and all of the parks, cemetery, and other little grass strips are fertilized.

We replaced the bench above the police station.

Evan is aerating the park and part of the cemetery.

RV PARK:

The water has been turned on and we have resumed service to our dumpster.

We put some gravel at the entrance to smooth it out.

SUMMER HELP/WORK STUDY:

We have hired Kara Blomgren as our summer help. She is a junior in high school and will be released from the last period of the day to help us. It is part of the schools work release and will help us out for the cemetery before Memorial Day. She will then work fulltime during the summer when school is on summer break.

03/17/22
13:21

Palouse Police Department
Law Incident Summary Report, by Incident Number

1100
Page: 1

Number	Time and Date	Nature	Address	Loctn	Dsp
Agency: Palouse Police Department					
220304-01	13:56:15 03/04/22	Accident Noninj			INA
220304-02	14:05:00 03/04/22	Traffic Offense			INA
220307-01	15:33:01 03/07/22	Lost Property			INA
220307-02	16:26:26 03/07/22	Found Property			INA
220308-01	14:51:43 03/08/22	Animal Stray			INA
220308-02	19:48:12 03/08/22	Suspicious			INA
220309-01	16:25:00 03/09/22	Found Property			INA
220311-01	09:41:54 03/11/22	Animal Stray			INA
220311-02	12:07:20 03/11/22	Lockout			INA
220311-03	13:59:45 03/11/22	Disabled Vehicl			INA
220313-01	17:26:30 03/13/22	Animal Problem			INA
220314-01	10:58:55 03/14/22	Animal Vicious			INA
220316-01	17:37:00 03/16/22	Suspicious			INA
220317-01	08:36:48 03/17/22	Accident Hitrun			ACT
220317-02	12:56:58 03/17/22	Found Property			INA
Total Incidents for This Agency:					15

Total Incidents for This Report: 15

Report Includes:

All dates greater than `00:00:00 03/04/22`
All agencies matching `PAPD`
All officers
All dispositions
All natures
All locations
All cities matching `PALOUSE`
All clearance codes
All observed offenses
All reported offenses
All offense codes
All circumstance codes

*** End of Report /tmp/rptgPktzl-rplwlsr.r3_1 ***

City Administrator Report
March 22, 2022

- Liquor License – Palouse Market –
- Police Car Purchase –
- Annual Report Training -

Pool-

Sales Quote

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	433485
Customer No.	DUVALF

Bill To
DUVAL FORD RICHARD.TACKETT@DUVALFORD.COM

Ship To
DUVAL FORD 5203 WATERSIDE DRIVE JACKSONVILLE, FL 32210

Contact: RICHARD TACKETT
Telephone: 904-388-2144
E-mail: RICHARD.TACKETT@DUVALFORD.COM

Contact: RICHARD TACKETT
Telephone: 904-388-2144
E-mail: RICHARD.TACKETT@DUVALFORD.COM;rr

Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
03/17/22	GROUND SHIPMENT		PPAY & ADD TO INVOICE	PALOUSE PD	2/10 NET30	
Entered By			Salesperson	Ordered By	Project Name	
Kirk Fried			Kirk Fried	RICHARD TACKETT		
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
1	1	Y	INSTALL KIT MISC INSTALLATION SUPPLIES I.E. Warehouse: MT Vin #: LOOM, WIRE, HARDWARE, CONNECTORS, ETC *****		225.0000	225.00
1	1	N	INSTALL DSS INSTALLATION OF EQUIPMENT Warehouse: MT Vin #: INCLUDES INSTALLATION OF ALL DSS SUPPLIED EQUIPMENT LISTED ABOVE ****		2,850.0000	2,850.00
1	1	Y	TRANSPORT VEHICLE TRANSPORTATION BY HIRED DRIVERS Warehouse: MT Vin #: TRANSPORTATION FROM MEMPHIS, TN TO LIVINGSTON, MT AND LIVINGSTON, MT TO PALOUSE, WA		2,200.0000	2,200.00
Approved By: _____ <input type="checkbox"/> Approve All Items & Quantities Quote Good for 30 Days						

Print Date	03/17/22
Print Time	02:28:59 PM
Page No.	4

Subtotal	9,725.00
Freight	455.00
Order Total	10,180.00

Printed By: Kirk Fried

Prepared for: Joel Anderson

Palouse Police Department

Prepared by: Kirk Fried

03/17/2022

Duval Ford | 1616 Cassat Ave Jacksonville Florida | 322101600

**2022 Police Interceptor Utility AWD Base (K8A)**

Price Level: 220

Pricing Summary - Single Vehicle

	MSRP
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$41,110.00
Options	-\$1,815.00
Colors	\$0.00
Upfitting	\$0.00
Fleet Discount	\$0.00
Fuel Charge	\$0.00
Destination Charge	\$1,245.00
Subtotal	\$40,540.00

Pre-Tax Adjustments

Code	Description	MSRP
Govt	Government Pricing Discount	-\$6,038.60
Total		\$34,501.40

Customer Signature_____
Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

ORDINANCE NO. 1014

AN ORDINANCE OF THE CITY OF PALOUSE, WASHINGTON, amending Ordinance No. 993, codified as Palouse Municipal Code §17.04.120 B.

BE IT HEREBY ORDAINED BY THE COUNCIL OF THE CITY OF PALOUSE, WASHINGTON AS FOLLOWS:

Section 2. Palouse Municipal Code §17.04.120, B, 1 is hereby amended to add "Third Monday in January" (Martin Luther King Day), "Third Monday in February" (President's Day), June 19, (Juneteenth), "First Monday of September" (Labor Day), "Tuesday following the first Monday in November" (Election Day) to the existing list of designated dates for flying the flags.

- Third Monday in January (Martin Luther King Day)
- Third Monday in February (President's Day)
- March 30 (Welcome Home Vietnam Veterans Day)
- April 9 (Former Prisoner of War Day)
- Third Saturday in May (Armed Forces Day)
- Last Monday in May (Memorial Day)
- June 14 (Flag Day)
- June 19 (Juneteenth)
- July 4 (Independence Day)
- July 27 (Korean War Veterans Armistice Day)
- First Monday of September (Labor Day)
- September 11 (Patriot Day)
- Second Saturday after Labor Day (Palouse Days)
- Third Friday in September (POW/MIA Recognition Day)
- Tuesday following the first Monday in November (Election Day)
- November 11 (Veterans' Day)
- December 7 (Pearl Harbor Remembrance Day)

Section 3. This ordinance shall be in full force and effect five days after it or a summary thereof, is published in the official newspaper of the City of Palouse as required by law.

PASSED by the City Council of the City of Palouse on this ____ day of _____, 2022.

APPROVED: _____
Tim Sievers, Mayor

ATTEST: _____
Misty La Follett, City Administrator

Approved as to form: _____
Eric Hanson, City Attorney

Passed:
Published:
Effective Date: