

PALOUSE CITY COUNCIL MINUTES

Regular Council Meeting
July 12, 2022 @ 7:00 pm
Palouse City Hall 120 E. Main St

CALL TO ORDER: Mayor Sievers called the Palouse Council Meeting to order at 7:00 pm.

ROLL CALL:

City Administrator Misty La Follett took Roll Call.

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

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

APPROVAL OF MINUTES:

Councilmember Brooks introduced a **MOTION** to approve the minutes from the regular council meeting on June 28, 2022; the **MOTION** was seconded by: Councilmember Bofenkamp, and the **MOTION** passed. All other Council members present approved, and the **MOTION** passed.

PUBLIC WORKS REPORT:

Supt. Wolf presented a proposed clothing policy to the policy committee for approval.

Councilmember Brooks asked about the life expectancy for the new motor for the pool heater, Supt. Wolf said that he didn't know.

*PW report attached to the minutes.

Dean Brown, a wireless water meter company representative, presented his product to the Council.

Mr. Brown stated that these meters are far more accurate and will save the City staff a significant amount of time in reading the meters as well as inputting the data into the software. If the City were to replace all the water meters at once, the cost would be approximately \$130,000 to \$150,000. We can replace them one at a time as the current meter needs to be replaced.

Supt. Wolf stated another significant advantage to these meters is that the City can read the meters year round.

Mr. Brown's company can also install a SCADA system on the well, but they do not have a system for the wastewater treatment plant.

Mayor Sievers asked about the meters' availability; they have an inventory of the meters now.

POLICE REPORT:

Officer Anderson presented his report to the Council. There were nine calls for service and four call-outs.

Mayor Sievers asked for an update on the new police car, and Officer Anderson has not received the delivery date.

*PD Report attached to the minutes.

CITY ADMINISTRATOR REPORT:

CA La Follett stated that Supt. Wolf updated the Council on the status of the road oiling in his report.

CA La Follett presented to Council the special levies resolutions for the roads and the pool due to the County Elections department by the end of July to make it on the November ballot. We need to solicit a for and against statement for both levies from the community. CA La Follett also reached out to the County on the procedure for increasing the general levy as the expenses to the City are growing, and the general levy no longer matches the costs.

CA La Follett asked for a motion to approve the leave requests for Supt. Wolf, Evan Weargraff, and Officer Anderson. Each person requested vacation leave for 40 hours or more, and we need a motion to approve from Council as required in the Palouse Municipal Code.

Councilmember Brink introduced a **MOTION** to approve the vacation leave requests for Supt. Wolf, Evan Weargraff, and Officer Anderson; **MOTION** was seconded by: Councilmember Deerkop. All other Council members present approved, and the **MOTION** passed.

Council discussed the levies and the for and against positions in more detail. The Council also discussed the cost of operating the pool. The pool levy doesn't cover all the costs to run the pool. Some of the money comes out of the general fund.

YOUTH ADVISORY BOARD REPORT:

*No report submitted.

Mayor Sievers stated that the YAB had not been meeting, but they have coordinated games nights at the park for the youth and their families.

Councilmember Barrington asked if they would be giving their reports in person when school starts, and Mayor Sievers said he would ask.

OLD BUSINESS:

The Council discussed the approval of the minutes from June 14, 2022, regarding the cancelation of the City Council meeting. A motion was made to amend the minutes to reflect that the Mayor said he had the authority to cancel the meeting. Councilmember Sena stated that the question was what are the standards for canceling a meeting. Upon reviewing the draft of the minutes, The Mayor noted that he felt the minutes were correct and did not need to be amended.

Mayor Sievers stated that he felt the Mayor had the authority to cancel the meeting, but it is not specifically spelled out in the City code or policy.

The meeting minutes for June 14, 2022, were correct as presented and did not need to be amended.

Michelle Bly, with TD & H Engineering, gave Council a summary of the pre-construction meeting for the looping main construction project. Ms. Bly stated that the residents present gave great feedback about the project, and the starting location for the project was changed due to their feedback about the harvest and harvest traffic on Church Street. Ms. Bly said they are waiting for the revised construction schedule from the contractor.

Ms. Bly also stated that submittal dates for payment were discussed. The TD & H Engineering on-site inspector for the project was also at the meeting. This inspector will be the eyes in the field for the City to ensure that the project is completed up to code and as agreed to in the contract.

Councilmember Brooks had asked the question at the pre-construction meeting on how the water lines would be sanitized before being used. Ms. Bly said that it was the inspector's responsibility to ensure that the contractor properly did this. Rich Utzman from TD & H Engineering stated that all of the procedures for this are found in the DOT specification book. If the contract fails any of these tests in the DOT book, it must start over until they pass.

Ms. Bly stated that they were supposed to have some costs back from the contract, but they did not receive them before the meeting. They discussed when pay estimates were due so they could be presented to Council for review and approval. Where the equipment would be stored was also addressed, and the contractor will be working four 10-hour days.

The contract did ask for a retainage bond instead of the 5% retainage being withheld from each payment. This would allow the contractor to receive the full amount each time. The Council did approve this request.

Ms. Bly is continuing to work with Public Works Board (PWB) to allow the City to use the additional funds that were awarded to the City to be used to complete the repairs on the F Street Bridge, but she has not yet received a definitive answer. If the PWB denies this request, the City could apply for another PWB loan to make the repairs, but we would not receive the funds until 2023.

Mayor Sievers asked if we were ready to send the F Street Bridge repair project out to bid, and Mr. Utzman stated that it should be ready shortly. Mayor Sievers said that this project needs to be done as soon as possible.

Councilmember Bofenkamp said that there is no money in the budget to make these repairs and asked Ms. Bly what the Council could do to help change PWB decisions. Could they write a letter to PWB? Ms. Bly offered to draft this letter and send it to the Mayor for his approval. Ms. Bly said she would ask PWB if we could do a change order for the looping main contractor and include the repairs bridge in the current project.

Ms. Bly also said TD & H Engineering would be able to help with any applications the City would like to submit to the Transportation Improvement Board for any projects the City would like to complete. These projects are on the Six-Year Transportation Improvement Plan (STIP). They would also be able to engineer the Cove Sidewalk extension project. The Council discussed the possible projects in more detail.

Supt. Wolf asked if the curb and catch basins on the completed Cove Sidewalk would be eligible for a TIB loan, and she said it would be.

CA La Follett stated that we could add this to the new STIP due by the end of the month, and we will need to have a hearing at the next City Council meeting to approve the STIP.

NEW BUSINESS:

None

COMMITTEE REPORTS:

Policy & Administration, Chair Barrington: No Report

Budget, Finance, & Major Acquisitions, Chair Bofenkamp: Chair Bofenkamp reported that we need to get the money from the PWB for the F Street Bridge, as there is no money in the budget. She met with Katie Cooper, a former budget committee member, and she agreed.

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

Personnel, Chair Sam Brink: No report

Water and Sewer, Chair Slinkard: No report

Joint Fire Board, Chair Sena: No report. Councilmember Bofenkamp asked about the repairs to the Fire Station roof, and Supt Wolf said he would take a look.

OPEN FORUM:

Chris Boyd addressed the Council. Mr. Boyd donated some land to the City for the Shady Lane Trail in 2018. When they did this, the legal description in the paperwork gave the City more land than they intended. Mr. Boyd asked that the City's Attorney revise the documents. CA La Follett spoke with Eric Hanson, the City's attorney, and asked for approval from the City to change the documents.

Councilmember Slinkard asked what the approximate cost for the filing fees would be, and Mr. Boyd thought they would be around \$500.

The Council agreed to have Mr. Hanson complete the necessary documents.

Patty Rippee addressed the Council about the City not maintaining the alleys. Ms. Rippee asked how the City notified residents about maintaining the alleys. The Council discussed how to address this matter in more detail.

Ms. Rippee also asked about the Palouse Arms Building and how to address the safety concerns surrounding the building.

MAYOR'S REPORT:

None.

Councilmember Brooks asked if we have a contract with Munir Daud, the engineer for the completed sidewalk project, and Mayor Sievers stated that we have no further obligation to them.

ALLOW PAYMENT OF BILLS:

Councilmember Slinkard introduced a **MOTION** to allow the payment of bills. Councilmember Sena seconded the **MOTION**; the **MOTION** passed.

The following checks are approved for payment:

| | | | |
|--------------|------------|------------------|-------------|
| Claims Paid | 07/12/2022 | Ck. #12484-12499 | \$11,689.34 |
| Payroll Paid | 07/01/2022 | Ck. #12461-12483 | \$32,533.71 |

ADJOURN: Councilmember Slinkard MOVED to adjourn; Councilmember Brooks seconded the **MOTION:** the **MOTION** passed.

The council meeting adjourned at 9:07 pm.

APPROVED: _____ ATTEST: _____

Public Works Superintendent Council Report

Date: July 10, 2022

(Keep in mind this is 2 days from each council meeting)

WATER:

We read meters last week.

We replaced a curb stop on Bluff Street last week.

We are working on an upgrade from a 1" to a 2" line at the school football field for their new irrigation system. Hopefully it will be done by tomorrow.

We have the stem on the pump control valve leaking on our well pump #1. I will call NW Hydro Tech to come and repair it.

Dean Brown is here tonight to talk about the smart meters and SCADA system.

We will hopefully complete the brewery project this week as we are waiting on a 2" meter.

We have four water projects still to do this summer if everything holds together.

CEMETERY:

We need to repair a sprinkler line to one of our stand pipes.

STREETS:

BST won the bid for road oiling this year. I called Casey last week and told him it would be the first part of August before we had time to do it.

PARKS:

Evan & Kara have been busy mowing, spraying, and string trimming and cleaning the park for the events in the park.

Nick Samuel from Avista restrung the power to the shelters last week.

Hemphill's came down on Friday and repaired the outlets that weren't working as the result of the flood.

We had Ice Cream Social on Sunday and everything went well.

We have the All Class Reunion this coming weekend.

I called Wilson Tree Service to come and take two trees down in the park.

We will remove the tree that came down in the flood this week.

POOL:

The life guards are doing a great job. There has not been no issues with them.

We lost the motor that drives the return pump through the boiler a week ago. It also burned some wiring and a control box. Hemphill's worked on it and put one of their spare motors in to help keep us running until our new one gets here. It is coming from Chicago so it should be here anytime.

OTHER:

Mike & Evan will be on vacation the last week of July.

Palouse PD report for Palouse City Council meeting July 12, 2022:

Nine calls for service and four call outs since last council.

220625-01 – Was off duty when I received a call from Whitcom advising of shattered glass covering both lanes of Bridge St (SR27) between Main St and Whitman St. I called Public Works Supt Wolf who advised he was out of town but that it would be WSDOT who would be responsible for that portion of the roadway. Dispatch advised they had called multiple WSDOT workers prior to calling me and they are disputing it is their jurisdiction. Dispatch also advised the same WSDOT workers are not available to respond. I chose to grab a heavy duty broom from my shed and respond in uniform to handle to traffic hazard. Took about 35-40 minutes to clear the roadway of the large amount of glass.

220627-02 – Responded to a report of a dog left at Hayton Park overnight. Dog was not aggressive but difficult to catch. Called phone number associated on tag with no response. Citizen eventually was able to leash the dog at which point I took custody of the dog. Drove to new Palouse Vet Clinic and had dog scanned for chip. Determined owner lived in Boise. Drove dog to Humane Society and had Palouse Code Enforcement meet me there since Humane Society was closed on Monday afternoons. Followed up three days later and found out owner/dog reunited.

220627-03 – Was off duty when citizen called to report suspicious male on a bicycle going through dumpster at school. I responded and contacted adult male who was looking for rag to wipe his hands after fixing chain on bike. Male was bicycling from Hillsboro, Oregon to Montana. He advised he was trying to get to Potlatch, Idaho before sunset. Gave him directions and an escort out of the city limits.

220706-02 – Responded to Palouse Grocery for report of previously trespassed adult female back in the store. Female in her early 70's with long history of being trespassed from grocery stores around the county due to inappropriate comments and disorderly conduct. Made contact and detained the female who advised she believed it was a one year trespass and not permanent. She was released at the scene but report forwarded to Whitman County Prosecutor Office with recommendation of filing the charge of Trespass 1st Degree.

Met with Principal Jones in regards to updating active shooter protocol at the school. Adopting a RUN, HIDE, FIGHT Plan that is being incorporated throughout the county. Principal Jones also shared an app made for easier communication to all staff and first responders that provides better security than having a pre-planned reunification spot. I will be on foot inside school during drop off 2-3 times a week as well as patrolling during afternoon pickup.

Received no firework complaints during the long holiday weekend.

Began placing Durango in strategic spots around the city to help deter any speeding.

Thank you,

Joel

07/06/22
12:20

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 | | | | | |
| 220624-01 | 13:03:19 06/24/22 | Drugs | | | CAA |
| 220625-01 | 18:53:56 06/25/22 | Traffic Hazard | | | INA |
| 220627-01 | 02:08:25 06/27/22 | Overdose | | | INA |
| 220627-02 | 06:08:15 06/27/22 | Animal Problem | | | INA |
| 220627-03 | 20:47:12 06/27/22 | Suspicious | | | INA |
| 220701-01 | 10:12:51 07/01/22 | Animal Noise | | | INA |
| 220705-01 | 13:16:05 07/05/22 | Fraud | | | INA |
| 220706-01 | 09:30:46 07/06/22 | Unconsciousness | | | INA |
| 220706-02 | 10:54:02 07/06/22 | Trespassing | | | CAA |
| Total Incidents for This Agency: | | | | | 9 |

Total Incidents for This Report: 9

Report Includes:

All dates greater than `00:00:00 06/24/22`
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/rptEguQCO-rplwisr.r3_1 ***

City Administrator Report
July 12, 2022

- Road Oiling Update –
- Levies –

RESOLUTION NO. 2022-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOUSE setting a one-year excess property tax levy which will be used for street improvements and street oiling.

WHEREAS, the City Council of Palouse, after duly considering the City's budget and seeing a great need for providing street improvements and street oiling, has determined that this requires a special levy.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF PALOUSE, WASHINGTON, that the Whitman County Auditor is requested to place the following proposition on November 8, 2022, General Election Ballot, to be voted upon by the voters of the City of Palouse:

PALOUSE PROPOSITION NO. 1 EXCESS PROPERTY TAX LEVY

For the purpose of funding street improvements and street oiling, the City Council of the City of Palouse proposes, pursuant to RCW 84.52.052, to impose an excess property tax levy upon all taxable property within the City in the amount of \$50,000.00, an estimated \$0.7000 per \$1,000.00 of assessed value in the year 2022 for collection in 2023, as provided in Resolution 2022-05.

Should this proposition be approved?

YES (☐)

NO (☐)

PASSED BY THE CITY COUNCIL OF PALOUSE, WASHINGTON, this _____ day of July 2022.

COUNCIL MEMBERS:

APPROVED:

MAYOR

ATTEST:

CITY ADMINISTRATOR

RESOLUTION NO. 2022-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOUSE setting a one-year excess property tax levy which will be used for the operation and maintenance of the swimming pool.

WHEREAS, the City Council of Palouse, after duly considering the City's budget and seeing a great need for maintaining its swimming pool and related services, has determined that this requires a special levy.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF PALOUSE, WASHINGTON, that the Whitman County Auditor is requested to place the following proposition on November 8, 2022, General Election Ballot, to be voted upon by the voters of the City of Palouse:

**PALOUSE PROPOSITION NO. 2
EXCESS PROPERTY TAX LEVY**

For the purpose of funding the operation and maintenance of the swimming pool, the City Council of the City of Palouse proposes, pursuant to RCW 84.52.052, to impose an excess property tax levy upon all taxable property within the City in the amount of \$44,000.00, an estimated \$0.6200 per \$1,000.00 of assessed value in the year 2022 for collection in 2023, as provided in Resolution 2022-06.

Should this proposition be approved?

YES (☐) NO (☐)

PASSED BY THE CITY COUNCIL OF PALOUSE, WASHINGTON, this _____ day of July 2022

COUNCIL MEMBERS:

APPROVED:

MAYOR

ATTEST:

CITY ADMINISTRATOR