

**PALOUSE CITY COUNCIL AGENDA**  
Regular Council Meeting  
August 23, 2022 @ 7:00 pm  
Palouse City Hall | 120 E. Main St

**CALL TO ORDER:** Mayor Tim Sievers called the 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 (PW) Supt. Mike Wolf, and Police Officer Joel Anderson.

**APPROVAL OF MINUTES:**

Councilmember Bofenkamp introduced a **MOTION** to approve the minutes from the regular council meeting on August 9, 2022, the **MOTION** was seconded by: Councilmember Sena, and the **MOTION** passed.

**PUBLIC WORKS REPORT:**

Supt. Wolf presented his report to the Council.

Supt. Wolf informed the Council of water main leak on K Street, between Alder Street and Mohr Street. Jared from JR Massie, the contractor working on the looping main project, addressed the Council about the possibility of his company replacing 250' of the water main on K street. JR Massie's Bid to the City is \$43,500 to replace this line. Supt. Wolf said that this section of the line has been repaired three times in the last five years and needs to be replaced. JR Massie already has all of the equipment in town, and it would save the City a significant amount of money for them to replace the line while they are currently working in Palouse.

Councilmember Brink asked Supt. Wolf why Whitman County graded the road before the oiling. Supt. Wolf stated that there is an interlocal agreement with the County for road maintenance. Supt. Wolf stated that the City's grader is old and needs to be replaced. The City did supply the water truck for the grading. Councilmember Brink said we should look at surplusing the road grader if it is not functional.

\*PW report attached to the minutes.

**POLICE REPORT:**

Officer Anderson presented his report to the Council. There have been fourteen calls for service and two call-outs.

\*PD report attached to the minutes.

### CITY ADMINISTRATOR/DEPUTY CLERK REPORT:

CA La Follett has been working on Budget preparation and should have a budget position for the Council soon.

CA La Follett asked Policy Committee Chair if the draft pool resolution needed any revision. The revisions suggested by Chair Barrington will be made and submitted to Eric Hanson for his approval.

CA report is attached to the minutes.

### OLD BUSINESS:

Michelle Bly and Rich Utzman with TD & H Engineering presented an update to Council.

Ms. Bly informed Council that the Public Works Board (PWB) approved the emergency loan to replace the water main across the F Street Bridge. She stated that the invitation to bid would be published in the Lewiston Tribune and Whitman County Gazette in August and September. Ms. Bly said that the PWB would not release the funds until the City had signed a contract with the PWB. To take advantage of JR Massie currently working in the City, Ms. Bly would continue to encourage the PWB to get the documents to the City to sign so we can award the bid and get the project completed before winter. Ms. Bly would like the bid opening to occur on September 15, 2022.

Ms. Bly submitted two grant applications to the Transportation Improvement Board (TIB). One grant was to complete and upgrade the Cove Sidewalk, and the other was chip sealing several roads in Palouse. These grants will be awarded in December.

CA La Follett asked if TD & H would help the City complete the Six-Year Transportation in the future to help the City to be more successful when applying for these grants. Ms. Bly said that she would be happy to help and there would be no charge to the City.

Ms. Bly presented change order #1 from JR Massie to the City Council for approval for the looping main replacement. This change order is necessary as the Washington State Department of Transportation (WASDOT) has decided to require the City to bore under the ground instead of the open trenching WASDOT originally approved. The cost to the City for this change order is \$113,444.24. Including this change order, the project will remain under the amount of the PWB loan.

Change order #2 from JR Massie for the K Street line replacement is not included in the looping main project. This would be a separate project, and we could not use the funds from PWB to replace this section of the K Street water main.

Ms. Bly stated that the City would need to enter into a separate contract with JR Massie to replace the K Street water main, as this could not be included in the looping main project.

Mayor Sievers suggested that the City consider partially funding the K Street main project with the funds in the American Rescue Plan Act (ARPA) designated for City infrastructure.

Councilmember Slinkard introduced a **MOTION** to allow the Mayor to accept the bid from JR Massie to replace the K Street and Alder Street section of the water main, including replacing two water valves; the **MOTION** was seconded by: Councilmember Brooks.

Councilmember Bofenkamp would like to evaluate the usage of the ARPA funds for this project as the pool also needs significant repairs.

Councilmember Brooks asked about the possibility of the valves that go to the fire hydrant on K street failing and the costs of replacing this valve. He also wanted to ensure that there were funds to replace the valve if needed.

After this discussion, the **MOTION** passed.

Councilmember Sena introduced a **MOTION** to allow the Mayor to sign change order #1 from JR Massie to bore under Church Street; the **MOTION** was seconded by: Councilmember Bofenkamp, and the **MOTION** passed.

Ms. Bly said she would have a pay estimate from JR Massie at the next City Council meeting for their review and approval.

### **NEW BUSINESS:**

Emily Akin, with the Haunted Palouse Committee, asked the Council for permission to decorate the downtown street lamps on Main Street for October. They would be decorated with corn, hay, and pumpkins. The Haunted Palouse Committee would be entirely responsible for everything related to the decorating.

Councilmember Bofenkamp introduced a **MOTION** to allow the Haunted Palouse Committee to decorate the lamp posts for October; the **MOTION** was seconded by: Councilmember Sena.

Council discussed the ownership of the planters on Main Street and the possibility of decorating those as well.

After this discussion, the **MOTION** passed.

Councilmember Sena suggested that the Youth Advisory Board might be willing to help decorate. It was also discussed that the Distinguished Young Women were in charge of the lamp post lights.

### **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 Brink: No report

Water and Sewer, Chair Slinkard stated that his committee met to discuss the current water and sewer rates. The current total base water rate is \$27.38, and the total sewer is \$49.80. The Town of Garfield's total water base rate is \$33.86, and the total sewer is \$65.40. The water and sewer committee recommends increasing the water rates by \$10 per month and increasing the sewer rate by \$15 per month. It was also suggested that the overage rates also need to be increased. The Council discussed the possibility of implementing a tiered system based on water usage and the proposed rate increases.

Joint Fire Board, Chair Sena reported that the board discussed the possibility of Wil Edwards taking over as Fire Chief and Joe Handley as Assistant Fire Chief when they vote later this year. The fire department has surplus some of their equipment to Farmington, and if a mutual aid call comes in, they will be able to respond with this equipment.

### **OPEN FORUM:**

Steve Brink addressed the Council as he would like to see the road oiling happen earlier in the year.

Tony Wright addressed the Council regarding the water rates for Accessory Dwelling Units.

**EXECUTIVE SESSION:** Mayor called for an Executive Session at 8:31 pm to discuss personnel. The regular city council meeting resumed at 8:51 pm.

**MAYOR'S REPORT:**

Mayor Sievers reported that he and CA La Follett met with representatives from the Cities Insurance Association of Washington, the City's insurance carrier, about some resources available to the City. These resources include helping draft policies, including employee handbooks.

Mayor Sievers said he attended the Community Development meeting that the Palouse Chamber sponsored. During this meeting, he gave the community an update on the City. Mayor Sievers stated that everyone loves the pool despite the cost of maintaining the pool. He said they also discussed possibly hiring a community grant writer and funding this position.

Councilmember Bofenkamp stated that the Haunted Palouse might be willing to donate a large amount of money to the pool. Haunted Palouse has funded several projects in the City, but this would not be possible without volunteers. She encouraged everyone to volunteer where they could.

**ALLOW PAYMENT OF BILLS:**

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

The following checks are approved for payment:

Claims Paid    08/25/2022    Ck. #12575-12582    \$61,608.39

**ADJOURN:** Councilmember Brink MOVED to adjourn; Councilmember Deerkop seconded the **MOTION**; the **MOTION** passed.

The council meeting adjourned at 9:03 pm.

APPROVED: \_\_\_\_\_ ATTEST: \_\_\_\_\_

**Public Works Superintendent Council Report**  
**Date: August 18, 2022**  
**(KEEP IN MIND 5 DAYS BEFORE COUNCIL MEETING)**

**WATER:**

I got a quote back from Roach Construction for the Tidwell line replacement. The quote is \$60 a foot which includes parts and labor. I'm not sure on the length but I'm guessing around 150-200 feet.

We've been working closely with JR Massie on the looping main project. We are having weekly meetings every Tuesday at 1:00. There have been a few little problems along the way but have been handled when something occurs.

This morning the chlorinator pump stayed on after the well pump ran. We are going to work on it later this morning so more to come on this.

**STREETS:**

I replaced some street signs on Friday.

Evan's crew have been painting parking stripes downtown and our striping at the school. Almost out of paint and I ordered more but it won't be here for about three weeks.

**SEWER:**

We got the pipe repaired that feeds air to the digester.

**POOL:**

We started to drain the pool yesterday and will be empty by tomorrow.

We did some cleaning and picking up the outdoor equipment on Monday.

**PARKS:**

The zero turn is still in Spokane and they are waiting on parts that are on back order but said they may be in by the end of this week so hopefully we may get it back next week.

We lost the deck belt on the John Deere mower so Evan went to Lewiston to get one.

**ARTERIAL STREETS:**

The County Road Department graded our streets last Wednesday. We hauled a lot of gravel to those streets that badly needed some.

TAK petroleum oiled the roads on Thursday.

**OTHER:**

We've added another employee until school starts. Ella Cuellar was a life guard at the pool but since it closed early she is finishing her summer out with us.

**COMPOST:**

We've been moving compost from the compost site to well three to make more room there.

Palouse Police Department report for Palouse City Council meeting August 23, 2022:

Fourteen calls for service and two call outs.

220805-01/220806-04 – Handled a neighbor dispute involving citizens who disagreed over an area of property that one believed was private property and the other believed was public right of way. One of the parties was continually parking in front of the house of the other party. I was able to verify and determine the area in dispute was indeed public right of way and open to anyone to park. I called both parties and explained how the public right of way worked. In an effort to keep the peace the subject who was parking their vehicle graciously agreed to park elsewhere even though he was legally allowed to park in front of his neighbor's house. Problem solved amicably.

220808-01 – Successfully worked with the owner of the broken down large food truck parked on Beach St for the last three years to get that removed out of Palouse.

220810-01 – Received a report of a large aluminum ladder stolen from the side of a house. The ladder had been against the house for five years and the owner was getting ready to take it to the dump. No suspects.

220810-02 – Tagged three vehicles parked in front of one residence that were unlicensed vehicles/vehicle frames in violation of the law. All subject to immediate impound but I gave the owner five days to remove. He removed two but left a pickup frame on the public right of way. I impounded it.

220815-01/220815-02 – Tagged three vehicles in the alley on E Cannon St that, while not blocking, qualify as abandoned vehicles in violation of state law. It is clear they have not been moved in months and were owned by two separate residences living next to each other. One was removed and the other two have until 8-24-22 to remove them otherwise they will be impounded.

Total of ten vehicles tagged. Five removed by owners. Four to be followed up on next week. One impounded.

220818-01 – Was off duty and in Moscow when I received a call about a grain truck losing its driver side rear wheels while driving on Main St. Wheels struck two parked cars causing damage. I was advised they were not blocking and no injuries. I requested WCSO Deputy respond as my eta would be about thirty minutes. WCSO advised fifteen minutes later they could not respond before I would get there. I arrived about 25 minutes after initial call. Determined cause of collision was not unsafe driving but mechanical issue with the rear axle/tires. Gathered all property owner/driver information. Gave all parties involved my business card, cell number and case number.

Palouse Police Department staffing for Palouse Days September 17, 2022:

Anderson will work 0700-1700 for day time event presence.

Extra off duty officer (Joe Handley) will work swing shift 1400-2200 for evening presence.

Palouse Police Department staffing for Haunted Palouse October 21<sup>st</sup>/22<sup>nd</sup> and 28<sup>th</sup>/29<sup>th</sup>:

Anderson will work all four nights.

Extra off duty Officer Handley and Deputy Alcantar will work all four nights – five hour shifts for both.

Thank you,

MPO Joel Anderson

08/18/22  
11:41

Palouse Police Department  
Law Incident Summary Report, by Incident Number

1100  
Page: 1

Number	Time and Date	Nature	Address	Loctn	Dsp
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Agency: Palouse Police Department					
220805-01	11:24:00	08/05/22 Mal Mischief	S		INA
220806-01	09:32:14	08/06/22 Found Property	N		INA
220806-03	15:36:31	08/06/22 Disorderly	N		INA
220806-04	18:54:43	08/06/22 Harassment	S		INA
220808-01	14:23:44	08/08/22 Abandoned Vehicle	N		INA
220809-01	16:13:11	08/09/22 Abandoned Vehicle	N		INA
220810-01	11:01:45	08/10/22 Theft Other	N		INA
220810-02	13:12:08	08/10/22 Abandoned Vehicle	N		INA
220815-01	12:05:56	08/15/22 Abandoned Vehicle	N		INA
220815-02	12:06:29	08/15/22 Abandoned Vehicle	N		INA
220815-03	15:04:38	08/15/22 Abandoned Vehicle	N		INA
220817-01	12:45:15	08/17/22 Abandoned Vehicle	N		INA
220817-02	22:06:38	08/17/22 Suspicious	S		INA
220818-01	10:01:39	08/18/22 Accident Noninj	N		INA
Total Incidents for This Agency:					14

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Total Incidents for This Report: 14  
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Report Includes:

All dates greater than `00:00:00 08/05/22`  
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

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\*\*\* End of Report /tmp/rptzqzjdJ-rplwisr.r3\_1 \*\*\*