

PALOUSE CITY COUNCIL AGENDA
Regular Council Meeting
September 27, 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, Travis Deerkop, Robert Brooks, and Ann Barrington.

Councilmember absent: Samuel Brink

Councilmember Barrington introduced a **MOTION** to excuse Councilmember Brink; **MOTION** was seconded by: Councilmember Bofenkamp. 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 September 13, 2022, the **MOTION** was seconded by: Councilmember Deerkop, and the **MOTION** passed.

PUBLIC WORKS REPORT:

Supt. Wolf presented his report to the Council.

Supt. Wolf informed the Council that JR Massie hopes to be done with the water main replacement project by the middle of October. JR Massie will also be helping repair a broken water line on Tidwell Road next week.

*PW report attached to the minutes.

POLICE REPORT:

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

Officer Anderson will meet with the school monthly to address any ongoing issues.

Councilmember Bofenkamp asked if Officer Anderson had heard anything about Halloween candy being laced with fentanyl. He said he had not and would not tell people not to take their kids from trick or treating.

*PD report attached to the minutes.

CITY ADMINISTRATOR/DEPUTY CLERK REPORT:

CA La Follett presented the Council with a liquor license request for Rants and Raves in the name of Maxwell Marzolf. Maxwell Marzolf purchased the Palouse Rants and Raves location from Neil Marzolf.

Councilmember Deerkop introduced a **MOTION** to approve the liquor license request for Rants and Raves and of Maxwell Marzolf and allow the Mayor to sign the application; the **MOTION** was seconded by: Councilmember Brooks. All other council members present approved, and the **MOTION** passed.

CA La Follett updated the Council on the status of the three-year audit from the State Auditor.

*CA report is attached to the minutes.

OLD BUSINESS:

Morgan Lohman from Lohman Excavating, LLC, the lowest bidder for the F Street bridge project, was present at the Council meeting to answer any questions the Council may have. Their bid was \$175,896.92.

The Council discussed the project in more detail with Mr. Lohman. The Council was concerned that the Public Works Board (PWB) award was approximately \$25,000 short of the bid amount. CA La Follett stated that Michelle Bly from TD & H had contacted the PWB to request additional funds. Ms. Bly felt comfortable that the PWB would award the City the extra funds.

Councilmember Sena introduced a **MOTION** to award the F Street Bridge repair to Lohman Excavating, LLC; the **MOTION** was seconded by: Councilmember Deerkop. All other council members present approved, and the **MOTION** passed.

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

Mayor Sievers asked Mr. Utzman why some portions of Church Street had been torn up for the replacement of the water line. Mr. Utzman stated that the part that had been torn up was within the City limits.

Supt. Wolf said that JR Massie hoped to be done with all restoration and the project completed by October 19, 2022. CA La Follett asked if there would be another prolonged water shut-off and Supt. Wolf said there would be one more.

NEW BUSINESS:

Mayor Sievers asked the Council to explore the possibility of adding the position of an Office Assistant. CA La Follett drafted a job description for this position which the personnel committee has approved. After discussing the matter with Eric Hanson, the City Attorney, he recommended not having a contract for this position. He suggested that the City approve the new position and offer the position as at-will employment.

The Council reviewed the job description for this position. The Council would need to approve the creation of this position and vote on the resolution at the next Council meeting.

The Council discussed this in more detail.

Councilmember Sena introduced a **MOTION** to create the Office Assistant position for the City of Palouse; the **MOTION** was seconded by: Councilmember Barrington. All other council members present approved, and the **MOTION** passed.

COMMITTEE REPORTS:

Policy & Administration, Chair Barrington stated that the RV Park and Pool fee schedules were ready, and we are waiting for the resolutions to be presented to Council.

Budget, Finance, & Major Acquisitions, Chair Bofenkamp stated that she is in the process of scheduling a meeting for this committee. Chair Bofenkamp met with CA La Follett, and there are some significant discrepancies with the budget that need to be corrected before we start budgeting for 2023. Chair Bofenkamp requested that any spending requests be submitted to the budget committee for review before any Council meeting.

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

Personnel, Chair Brink: No report

Water and Sewer, Chair Slinkard would like to address the charge increases to the water and sewer rates that his committee recommended. Chair Slinkard recommended a \$10 per month increase to the water service and a \$15 per month sewer rate increase. Chair Slinkard's committee also recommended revising the rates for water service overages. He suggested we stay at \$1.50 per 100 cubic feet for the first 600 cubic feet. After that, the increase would be \$2.00 per additional 100 cubic feet up to 1200 cubic feet. Anything about 1200 cubic feet would be \$2.25 per 100 cubic feet. Based on his personal usage, his monthly overages would increase from \$12.50 to \$15.00.

Chair Slinkard suggests that any water leak under a house or underground that the City can verify would remain at the \$1.50 per 100 cubic feet rate.

The Council discussed these possible rate increases in more detail. The decision was made to discuss further these potential rate increases to be implemented in 2023.

Joint Fire Board, Chair Sena reported that the fire department was awarded a grant for self-contained breathing apparatus. The JFB decided to purchase additional tanks immediately as they were on sale. The City's portion will be less than \$8,000. These self-contained breathing apparatuses will bring the fire department into compliance.

OPEN FORUM:

No citizens requested to address the Council.

MAYOR'S REPORT:

Mayor Sievers reported that he signed the PWB construction loan extension. He also signed the contract with PWB for \$156k for the F Street Bridge repair, and we are working with PWB to secure the remaining funds for this repair.

Councilmember Barrington asked about the status of the employee reviews, and he said the reviews were complete and he needed to meet with the individuals.

ALLOW PAYMENT OF BILLS:

Councilmember Brooks asked why the City Council approved the bills for the JFB before them being approved by the JFB. CA La Follett stated that the City pays the bills before the JFB approves them. The Council discussed this matter in more detail and how to resolve this issue. Councilmember Brooks stated that he didn't feel comfortable approving these bills.

Councilmember Bofenkamp introduced a **MOTION** to allow the payment of bills. Councilmember Sena seconded the **MOTION**; Councilmember Brooks voted not to approve the payment of the bills; All other council members present approved, and the **MOTION** passed.

The following checks are approved for payment:

Claims Paid 09/27/2022 Ck. #12630-12642 \$20,645.14

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

The council meeting adjourned at 8:55 pm.

APPROVED: _____ ATTEST: _____

Public Works Superintendent Council Report

Date: September 22, 2022

(KEEP IN MIND 5 DAYS BEFORE COUNCIL MEETING)

WATER:

We've been working closely with JR Massie on the looping main project. K Street is tied in and now they have started on West Church Street. The boring company was here last Friday and bored about 30' under 272 at the 90 degree corner. JR Massie is making good progress and may be done at the end of next week with the piping process. Restoration to follow.

We will read meters next week.

Working on line replacement on Tidwell Road and got the price from \$60/foot down to \$2250 for an excavator and operator from JR Massie for one day. Owner supplied materials which will cut the cost over half of Roach Contruction's bid.

We've had about 15 locates this month.

We have two more meter installs at the cottages in Amber Ridge.

SEWER:

We had a sewer plug at 8:30 Monday night on Park Street.

The EPA and Dept. of Ecology did an inspection on Wednesday with a report to follow.

Western States Equipment from Spokane came down last week and did the yearly electrical check on our generator.

STREETS:

We swept Main Street last Friday morning for Palouse Days.

We hauled barricades and set out garbage cans on Main Street for Palouse Days.

We are going to sweep streets today if the weather allows us.

PARKS:

Evan prepared the park last Friday by marking the sprinkler heads and setting garbage cans out for Palouse Days.

Still waiting for part for zero turn.

ARTERIAL STREETS:

Mike might back blade some of the gravel roads that were oiled and graveled today if I can get to it.

OTHER:

We hauled 5 small dump truck loads and one of the loads with a trailer of garbage out of the police station bays and old jail to the landfill to prep for Haunted Palouse.

SHOP:

Skid steer positive battery cable went bad and have temporary fix on it.

POOL:

Drained the rest of the pool yesterday.

COMPOST:

Mike pushed all of the compost back to make more room in the future at well #3.

Palouse Police report for City of Palouse council meeting September 27, 2022:

Eleven calls for service and two call outs since last council.

220913-01 – Responded to a report of a suspicious vehicle called in by a citizen who could see a vehicle parked directly in front of her residence (via her Ring doorbell) that she has never seen before. Responded to the location and found it to be unoccupied, parked illegally and a traffic hazard. I was able to locate the owner who was part of a construction crew a few blocks away and had them park it legally further east on Church St thereby fixing the parking violation and easing the mind of the homeowner who was concerned someone may be checking out her residence for possible burglary attempt.

220914-02 – Called out by a citizen who reported observing an adult male and female in a vehicle blocking the 200 block of E Union St. Citizen advised they watched the female leave the vehicle and walk three houses away to the corner of Sumner and Union while the male remained in the driver seat. Vehicle had all the lights turned out while blocking the roadway. I arrived and contacted the driver. I identified the driver and determined he had a warrant out of Spokane for DWLS. Detained the male for the warrant and located methamphetamine on him after conducting a frisk of his person while waiting for the warrant to be confirmed. Then contacted the female and, after interviewing the male at the house she was at, determined she and the male with the warrant may have been in the middle of attempting to commit a home invasion robbery. Spokane would not confirm the warrant but both male and female had no driver licenses AND concerning criminal histories. Vehicle impounded for blocking the roadway and no licensed driver. Both male and female escorted out of the city via foot. Excellent example of citizens being the eyes and ears in partnership with the police department. If it looks odd or suspicious report it.

220923-01 – Contacted an adult male and female who had managed to park four vehicles at Lyon's Park while not paying any of the camping fees. The vehicles included an unlicensed motorhome filled with garbage and another vehicle with a suspended registration. I determined both subjects had history of theft and drug use in Whitman County. I worked with Lyons Park President and received authorization to trespass the subjects and ordered them to remove the vehicles and garbage from the park. Successfully remedied this quality of life issue in conjunction with Lyons personnel.

Palouse Days went off without any issues. Street closures encountered no problems. City had dedicated police presence from 0700 through 2300 hours. Palouse Caboose last call at 2230 hours and crowd dispersed quickly.

Thank you - Joel

09/23/22
10:58

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					
220909-01	06:47:04 09/09/22	Animal Problem		PAPDA	INA
220909-02	09:23:11 09/09/22	Suspicious		PAPD	INA
220909-03	13:48:46 09/09/22	Other Calls		PAPDA	INA
220912-01	14:08:11 09/12/22	Abandoned Vehicle		PAPDA	INA
220913-01	14:18:41 09/13/22	Suspicious	PALOUSE,	PAPDA	INA
220913-02	16:08:17 09/13/22	Animal Problem	block, PA	PAPDA	INA
220913-03	18:01:44 09/13/22	Trespassing	PALOUSE, W	PAPDA	INA
220914-01	10:12:39 09/14/22	Fall	PALOUSE, W	PAPDA	INA
220914-02	20:44:09 09/14/22	Traffic Offense		PAPDA	INA
220916-01	12:11:29 09/16/22	Suspicious		PAPDA	INA
220923-01	08:20:50 09/23/22	Suspicious		PAPDA	INA
Total Incidents for This Agency:				11	

Total Incidents for This Report: 11

Report Includes:

All dates greater than `00:00:00 09/09/22`
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/rptaLibkr-rplwisr.r3_1 ***