

PALOUSE CITY COUNCIL AGENDA

Regular Council Meeting
October 11, 2022 @ 7:00 pm
Palouse City Hall | 120 E. Main St

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

ROLL CALL:

City Administrator Misty La Follett took Roll Call.

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

Councilmembers absent: Sarah Bofenkamp and Travis Deerkop

Councilmember Brink introduced a **MOTION** to excuse Councilmembers Bofenkamp and Deerkop; **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 and Police Officer Joel Anderson.

APPROVAL OF MINUTES:

Councilmember Sena introduced a **MOTION** to approve the minutes from the regular council meeting on September 27, 2022, the **MOTION** was seconded by: Councilmember Barrington, and the **MOTION** passed.

PUBLIC WORKS REPORT:

Supt. Wolf's PW report is attached to the minutes.

POLICE REPORT:

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

Councilmember Brooks asked Officer Anderson about animal cruelty laws for animals within the City.

*PD report attached to the minutes.

CITY ADMINISTRATOR/DEPUTY CLERK REPORT:

CA La Follett gave Council an update on the City's three-year audit status, which is ongoing.

CA La Follett presented the Council with election information from the County for their review. Council discussed this matter in more detail, including council seat term expiration dates and deadlines to file.

Eric Hanson, the City's attorney, has requested a minor change in the TD & H F Street bridge contract, and CA La Follett said the Council would have the contract by the next Council meeting for a vote.

*CA report is attached to the minutes.

OLD BUSINESS:

CA La Follett presented a letter from Michelle Bly, from TD & H, with an update on the looping main project, the repairs to the F Street bridge, and the revision to the Cove Sidewalk project with funds from the Transportation Improvement Board (TIB).

Andrew Beagle from TIB stated that the City is not eligible for any funds to revise the original Cove Sidewalk project. The City would be responsible for any revisions that are needed. He suggested we use the funds we received this year for a pedestrian signal and crosswalk on SR 27 and apply for another TIB grant to complete the sidewalk in 2023.

*The update from TD & H is attached to the minutes.

CA La Follett spoke with Morgan Lohman, the contractor for the F Street bridge repair, and they should be able to complete the project quickly once all the materials are received.

Ms. Bly requested that the Council vote on the second voucher distribution for JR Massie for \$401,419.28 and \$27,583.50 for TD & H Engineering for a total due of \$429,002.78.

Councilmember Brooks introduced a **MOTION** to approve the voucher distribution for the Public Works Board; the **MOTION** was seconded by: Councilmember Brink. All other council members present approved, and the **MOTION** passed.

Mayor Sievers stated that in the previous Council meeting, the Council voted to create the position of an Office Assistant and approved the job description. Mayor Sievers read Resolution 2022-11, authorizing the Mayor to sign the employment contract for this position.

Councilmember Sena introduced a **MOTION** to approve Resolution 2022-11, allowing the Mayor to sign the Office Assistant employee contract; the **MOTION** was seconded by: Councilmember Barrington. All other council members present approved, and the **MOTION** passed.

NEW BUSINESS:

Mayor Sievers asked Councilmember Slinkard to explain the water and sewer rate increase that the Council had previously discussed. Councilmember Slinkard stated that the water and sewer funds are not keeping pace with the increased costs to provide water and sewer to the residents of Palouse. The last sewer increase was in 2015. There have been increases in the sewer reserve fund in 2018 and 2021. The addition to the reserve fund is necessary as the Washington Department of Ecology has deemed our sewer plant obsolete and needs to be upgraded or replaced by 2030. The cost estimate to make these changes to the sewer plant was estimated to be \$18 million several years ago.

Michelle Bly with TD & H Engineering stated that the City would not qualify for any grants or loans for a new sewer plant without increasing the water and sewer rates to a monthly base rate of \$100.

Councilmember Slinkard has made the following recommended increases. A base water rate increase of \$10 per month and a \$15 per month sewer rate increase. The water rates would be as follows: 0 - 600 cubic feet (CF) - \$1.50 per 100 CF; 601 - 1,200 CF - \$2.00 per 100 CF; 1,201 CF and greater - \$2.25 per 100 CF. Also, any water leak under a house or underground that the City can verify would remain at the \$1.50 per 100 CF rate.

The Council discussed the rate increases in more detail and the possibility of gradually increasing the rates over several years. The Council asked CA La Follett to draft an ordinance reflecting the above changes to take effect in 2023 for Council to approve.

COMMITTEE REPORTS:

Policy & Administration, Chair Barrington asked the Council to vote on Resolution 2022-09, setting the Palouse Pool rates and costs for non-residents. Mayor Sievers read this resolution.

Councilmember Sena introduced a **MOTION** to approve Resolution 2022-09, setting the Palouse Pool rates; the **MOTION** was seconded by: Councilmember Brooks. All other council members present approved, and the **MOTION** passed.

Chair Barrington also asked the Council to review and vote on Resolution 2022-10, setting the rates for the Palouse RV Park. Mayor Sievers read this resolution.

Councilmember Barrington introduced a **MOTION** to approve Resolution 2022-10, setting the Palouse RV Park rates; the **MOTION** was seconded by: Councilmember Slinkard. All other council members present approved, and the **MOTION** passed.

Budget, Finance, & Major Acquisitions Chair Bofenkamp was not present, but she did provide an update email that Mayor Sievers read to Council. Last week, the Budget Committee met to discuss the state of the budget and the many adjustments that will need to be made in order to get our position up to date in time for the season, including but not limited to: miscategorization of funds, repeat line items, unfinished project budgets, etc. Additionally, we discussed a working allotment plan for the remainder of the city's ARPA (American Rescue Plan Act) funding in accordance with our pre-approved outline. This I hope to present to the Council at the next regular meeting.

YAB - Libby Akin has officially stepped down from her role with the Youth Advisory Board, whom I met with recently as well. Due to the work, school, and extracurricular schedules of the members, the YAB is now planning to meet every first and third Thursday of the month at 7:00 PM. I am hoping that the transition is an easy one and look forward to having more updates next meeting.

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

Personnel, Chair Brink: No report

Water and Sewer, Chair Slinkard: No report

Joint Fire Board, Chair Sena: No Report

OPEN FORUM:

No citizens present requested to address the Council.

MAYOR'S REPORT:

Mayor Sievers reported that he talked to Daniel Cowger with Varela, and they are anxious to get started on the engineering projects for the sewer plant. Mr. Cowger informed the Mayor of the upcoming Infrastructure Assistance Coordinating Council (IACC) of Washington conference happening next week. This conference discusses how to get funding for projects within the City. Mayor Sievers is planning on attending this conference.

ALLOW PAYMENT OF BILLS:

Councilmember Brooks had a question regarding the storage of the unused police vehicle, which the Council discussed in more detail.

Councilmember Barrington introduced a **MOTION** to allow the payment of bills. Councilmember Sena seconded the **MOTION**; All other council members present approved, and the **MOTION** passed.

The following checks are approved for payment:

Claims Paid	10/11/2022	Ck. #12659-12678	\$47,046.00
Payroll Paid	09/30/2022	Ck. #12643-12658	\$26,520.83

ADJOURN: Councilmember Sena **MOVED** to adjourn; Councilmember Slinkard seconded the **MOTION**: All other council members present approved, and the **MOTION** passed.

The council meeting adjourned at 8:44 pm.

APPROVED: _____ ATTEST: _____

Public Works Superintendent Council Report

Date: October 07, 2022

(KEEP IN MIND 4 DAYS BEFORE COUNCIL MEETING)

WATER:

We've been working closely with JR Massie on the looping main project. West Church connections are done and restoration is almost complete. Paving will be done either Wednesday or Thursday depending on Poe's schedule and hydro seeding to follow that. The service line going to Snyder's pasture has to be trenched until they find it which will happen on Monday possibly.

Walter and I walked through the complete looping main project with Jared (Massie foreman) to make a list or suggestions of what else needed to be done.

We read meters at the end of September.

We had another water leak at the end of the new cottages in Harvest Loop. The valve body cracked so we put a new valve in.

We delivered water shutoff notices.

We have had a lot more locates this month.

Did two water shutoffs.

We are going to start on the Tidwell water line replacement on Monday.

SEWER:

We power snaked 3 sewer line. Park, Church, and Cannon Streets.

STREETS:

We sent Evan to Garfield to help do their street patching.

PARKS:

Evan is winterizing irrigation lines and mowing.

We got the zero turn back last week.

ARTERIAL STREETS:

Mike back bladed some roads.

COMPOST:

I had Massie haul 3 loads of dirt off of W. Church Street down next to the compost pile for anyone that would like fill dirt.

OTHER:

We will cut the cherry tree down at the community center. We will see how deep we can cut the stump down before we consider stump grinding.

Palouse Police Department report for City Council meeting October 11, 2022:

19 calls for service and four callouts.

220927-01 - Problem Vehicle from Lions Park incident tagged in preparation for impound but owners removed it from city. Has not been seen since.

220927-02 - Responded for noise complaint of music at cemetery. Drove to cemetery and determined music from loud amplification system actually coming from property in unincorporated Palouse off South River Rd carrying sound into Palouse. Drove to that location by which time music stopped but does raise concerns about future incidents as property is not governed by Palouse ordinances.

220928-01 - Assisted WCSO Deputies with one car rollover collision w injury on Beeson Cut Off Rd. Ear Estes Rd.

220930-02/03 - Called out for two separate dog incidents within an hour of each other. One was for vicious dog that killed a neighbor cat. Dog owner given last chance agreement per request of cat owner & advised future dog ordinance violation of ANY kind will result in dog being removed from city. Owner also ordered to license dog with city.

Other call was loose pitbull that I have gotten 4-5 calls about loose and running the streets/yards of Palouse in the last month. With help of citizen whose yard it was in was able to leash it. Attempted to chip scan it at TLC but business was closed at that time. Took dog to Pullman Humane Society where owner eventually showed up later that day to retrieve. Dog IS licensed with the city but was not wearing a collar so unable to identify where it lived.

221001-01 - Provided civil standby for adult male retrieving property from former house of residence while other party was present. Arbitrated verbal dispute and explained civil law over disagreement on certain pieces of property both said was theirs. Took approximately forty minutes to complete extrication of property and settle dispute.

9-28-22 - Met with parents and Mike Jones for 90 minutes at Garpal School to discuss and answer questions in regards to drug trends for teenagers. Approximately 10 parents showed up who were very engaged and had many questions. Thank you to Garfield Marshal Handley who provided examples of certain types of drugs and drug paraphernalia to be on the lookout for.

10-2-22 - Met with Haunted Palouse committee and discussed safety aspects to this years HP festivities. Myself and two other officers/deputies will be providing law enforcement & security for the event each night.

Thank you.

MPO Joel Anderson #603
Palouse PD 509-999-6016

10/07/22
10:17

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					
220923-01	08:20:50 09/23/22	Suspicious	N		INA
220923-02	15:45:01 09/23/22	Parking Problem	N		INA
220925-01	14:58:52 09/25/22	Animal Problem	S		INA
220927-01	13:33:06 09/27/22	Abandoned Vehicle	S		INA
220927-02	21:22:55 09/27/22	Noise Complaint	S		INA
220928-01	09:15:41 09/28/22	Accident Unkinj	S		INA
220928-02	14:40:10 09/28/22	Abandoned Vehicle	N		INA
220929-01	11:47:50 09/29/22	Abandoned Vehicle	N		INA
220929-02	15:09:31 09/29/22	Lockout	N		INA
220930-01	08:22:15 09/30/22	Suspicious	N		INA
220930-02	09:28:14 09/30/22	Animal Vicious	N		INA
220930-03	12:34:38 09/30/22	Animal Stray	N		INA
220930-04	15:49:40 09/30/22	Abnormal Behav	S		INA
221001-01	13:28:07 10/01/22	Civil	N		INA
221001-02	22:21:41 10/01/22	Lost Property	N		INA
221003-01	11:47:23 10/03/22	Abandoned Vehicle	S		INA
221003-02	12:30:46 10/03/22	Parking Problem	N		INA
221005-01	13:38:47 10/05/22	Traffic Offense	N		INA
221006-01	13:56:22 10/06/22	Traffic Offense	N		INA
Total Incidents for This Agency:				19	

Total Incidents for This Report: 19

Report Includes:

All dates greater than `00:00:00 09/23/22`
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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City Administrator Report
October 11, 2022

- 3-Year Audit Update
- Elections Information
- TD &H F Street Bridge contract