

PALOUSE CITY COUNCIL AGENDA

Regular Council Meeting
October 25, 2022, @ 7:00 pm
Palouse City Hall | 120 E. Main St

CALL TO ORDER: Mayor Tim Sievers called the Council Meeting to order at 7:02 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, and Ann Barrington.

Councilmember absent: Robert Brooks

Councilmember Slinkard introduced a **MOTION** to excuse Councilmember Brooks; **MOTION** was seconded by: Councilmember Brink. 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.

Mayor Sievers asked to move the new business to next on the agenda as Neil O'Keefe from Kilahona Holdings, LLC, asked to address the Council regarding his SEPA application. Council consented to this change to the agenda.

NEW BUSINESS:

Mr. O'Keefe explained to Council that his SEPA application was to extend the height of the existing exterior retaining wall at the rear of the Palouse Gym, 305 Main Street. The building owners would like to do this to mitigate any damage caused by flooding from the Palouse River. Mr. O'Keefe stated they would not make the wall's footprint any more extensive. They would bring the height of the wall to the bottom of the existing deck at the back of the building.

If the City decides to issue a Determination of Non-significance after the 14-day comment period, they are clear to proceed with the construction of the wall. This is required because the building site is within the Shoreline Management Program with the State of Washington.

The Council and Mr. O'Keefe discussed this project in more detail.

Councilmember Brink introduced a **MOTION** to approve the Determination of Non-significance for the Palouse Gym; the **MOTION** was seconded by: Councilmember Sena. All other council members present approved, and the **MOTION** passed.

APPROVAL OF MINUTES:

Councilmember Slinkard introduced a **MOTION** to approve the minutes from the regular council meeting on October 11, 2022, the **MOTION** was seconded by: Councilmember Brink, and the **MOTION** passed.

PUBLIC WORKS REPORT:

Supt. Wolf presented his report to the Council.

Supt. Wolf informed the Council that after an inspection of the leaking roof at the fire station, he found that it may need to be replaced. CA La Follett had reached out to several contractors for estimates to fix or replace the roof.

JR Massie had finished the looping main project, but the City would have to make some minor repairs next spring, and they would charge them for these repairs.

*PW report attached to the minutes.

POLICE REPORT:

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

Mayor Sievers asked about the impound procedure for vehicles in Palouse. Officer Anderson stated that there was no expense to the City, and once it is impounded, there is nothing further the City needs to do.

*PD report attached to the minutes.

CITY ADMINISTRATOR REPORT:

CA La Follett presented a liquor license application for Palouse Brewing Company, William and Nancy Darnell, William and Andra Edwards, and Joseph and Rachel Handley.

Councilmember Brink introduced a **MOTION** to approve the liquor license applicants and the location for the Palouse Brewing Company; the **MOTION** was seconded by: Councilmember Sena. All other council members present approved, and the **MOTION** passed.

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

CA La Follett presented two engineering services contracts to Council for review. The first contract is for the engineering services from TD & H for the F Street bridge repair. The other contract is from Varela for engineering services relating to sewer plant upgrades. Both contracts have been reviewed and approved by the City's attorney.

CA La Follett also stated that TD & H had asked the Council to vote to allow the Mayor to sign the contract with Lohman Construction for the repairs to the F Street Bridge. This vote would be pending review of the contract by the City's attorney as the City has not yet been provided a copy of this contract. TD & H asked for this vote as Lohman Construction would like to start before the next City Council meeting.

Supt. Wolf stated that he had met with Rich from TD & H, and the decision was made to close the F Street Bridge while the repairs were being made. This will allow the contractor to store the supplies and equipment on the bridge, and the City would save money on traffic control. Repaving the hole in the bridge would not be completed until spring, as the asphalt plants have closed down for the winter. The contractor is estimating that the project should take three weeks to complete.

Councilmember Bofenkamp introduced a **MOTION** to allow the Mayor to sign the contract with TD & H for engineering services relating to the F Street Bridge repair; the **MOTION** was seconded by: Councilmember Barrington. All other council members present approved, and the **MOTION** passed.

Councilmember Slinkard introduced a **MOTION** to allow the Mayor to sign the contract with Varela for engineering services relating to the sewer plant; the **MOTION** was seconded by: Councilmember Sena. All other council members present approved, and the **MOTION** passed.

Councilmember Sena introduced a **MOTION** to allow the Mayor to sign the contract with Lohman Construction for the repairs to the F Street Bridge, pending the review and approval of the contract by the City's attorney; the **MOTION** was seconded by: Councilmember Deerkop. All other council members present approved, and the **MOTION** passed.

CA La Follett stated that the Whitman County Humane Society contract expired in April of this year. CA La Follett is working on updating the agreement and presenting it to the Council for review.

*CA report is attached to the minutes.

OLD BUSINESS:

Old business was addressed under the City Administrator's report.

COMMITTEE REPORTS:

Policy & Administration, Chair Barrington: No report

Budget, Finance, & Major Acquisitions Chair Bofenkamp is working on getting the American Rescue Plan Act recommendation finalized to present to Council for approval.

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

Personnel, Chair Brink stated the interviews had been conducted for the Deputy Clerk position. Offers will be extended for the temporary office assistant position as well as the Deputy Clerk position.

Water and Sewer, Chair Slinkard stated that as discussed at the previous Council meeting, an Ordinance increasing the water and sewer rates is being drafted, so the new rates will start on January 1, 2023. Chair Slinkard has contacted Dean Brown, the salesperson for the smart meters, regarding the City's options for purchasing these meters. As previously suggested by Chair Slinkard, he would like to offer the resident the opportunity to acquire these meters. If a resident chooses to buy a smart meter, the cost of the meter will be deducted from their monthly water bill. The benefit of a smart meter is that the resident can monitor their usage in real time.

The Council discussed smart meters in more detail.

Joint Fire Board, Chair Sena the JFB did discuss Councilmember Brooks concerns about bills being paid before the JFB reviewed them. Annie Pillers with the JFB met with CA La Follett, and the decision was made to continue to pay the regular bills for the JFB, but any invoice that is out of the ordinary will require the approval of the JFB.

Chair Slinkard readdressed the water meter discussion regarding the price of the smart meters. The price for the regular smart meter is \$230.00. These meters do not allow the residents to monitor their water usage. The price for the meters that would enable the resident to watch their use is \$360.00. Again the Council discussed this in more detail.

OPEN FORUM:

Cheryl Sanders addressed the Council regarding the smart meters.

MAYOR'S REPORT:

Mayor Sievers attended the Infrastructure Assistance Coordinating Council (IACC) of Washington conference. He had conversations with people regarding smart meters and someone with some ideas for the sewer plant. He learned that there are funds available through the infrastructure bill. Most of the funds are in the form of low-interest loans.

Mayor Sievers, the Personal Committee, and CA La Follett conducted interviews, and we will be moving forward with the job offers.

Mayor Sievers thanked everyone that volunteered at Haunted Palouse and encouraged people to volunteer if they had not. It is difficult to bring an event back after two years off and with new leadership.

ALLOW PAYMENT OF BILLS:

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

The following checks are approved for payment:

Claims Paid	10/25/2022	Ck. #12682-12693	\$29,288.12
Payroll Paid		EFT	\$12,968.39

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

The council meeting adjourned at 8:24 pm.

APPROVED: _____ ATTEST: _____

Public Works Superintendent Council Report

Date: October 21, 2022

(KEEP IN MIND 4 DAYS BEFORE COUNCIL MEETING)

WATER:

We worked on Tidwell road and completed the water line replacement. Then we went out this week and did the restoration. The only thing left is grass seeding.

We installed 2 meters at the cottages.

Massie finished on Tuesday and came today (Friday) to do the final punch that Berlie from TD&H made on Tuesday afternoon.

The F Street Bridge project is supposed to start around the first week of November.

SEWER:

We washed the 3 sewer lines on Park, Church, and Cannon Streets that we power snaked a couple of weeks ago.

STREETS:

We moved barricades for the lines and intersections for Haunted Palouse.

We repaired a driveway on West Church after the construction.

PARKS:

Evan is done mowing for the year. He will start mulching leaves as they fall.

Evan fertilized all of the parks and cemetery.

OTHER:

We repaired the roof leak on the fire station.

SNOW:

We took the plow to Mundy's in Moscow on Friday to repair the turntable.

OTHER:

Mike was gone half of last week and most of this week.

Palouse Police report for Palouse City Council meeting October 25, 2022:

Fourteen calls for service and one call out.

221012-01 – Responded to witness complaint of two vehicles violating traffic laws while yelling and gesturing at each other (road rage) on Main Street in area of Palouse Grocery.. Witness was able to get good picture of one vehicle and its occupants. I drove the city and located the vehicle. Driver and passenger were part of an out of town road work crew doing work in Palouse. I got their information and explained the perils of attempting to get another vehicle to pull over despite being upset about how they are driving.

221013-01 – While on pro-active patrol initiated a traffic stop resulting in the arrest of an adult female for DWLS and Violation of Ignition Interlock Device. Subject previously arrested for DWLS twice in the past year driving same vehicle by various surrounding Whitcom law enforcement agencies. Vehicle impounded per RCW 46.55.113.

221017-02 – Received complaints from three separate citizens in regards to violation of Palouse dog ordinances at one residence on south hill. On 9-25-22 I warned that resident he was in violation of the number of dogs allowed (PMC 6.08.015), failure to license dogs with city (PMC 6.08.031) and failure to keep dog restrained (PMC 6.08.045). Gave the resident two weeks to get in compliance but failed to do so. Third complaint was on 10-17-22 in which the residents dog, barking, baring teeth, hackles up, charged a neighbor trying to put two young children in car seat on their property. Called resident and advised of this third complaint and that I had observed his five chickens loose and running in the road. Resident was argumentative and defiant. Issued first dog offense ticket to resident. Resident has since licensed three dogs with City Hall and purchased a new chicken coup to house the chickens.

221018-02 – Received a call from GarPal High School Principal Jones advising three students reported being approached by a suspicious male in an older silver Cadillac sedan in the student parking lot inquiring if they sold “weed.” Time delay was 10-15 minutes. Relayed to Marshal Handley and both attempted to locate the male described as early twenties, blonde, patchy facial hair. Unable to locate.

221019-02 – Tagged a vehicle in the 300 block of St Elmo St with expired tabs/registration over two years. Contacted the owner and was advised they had no plans to buy tabs or remove it. Vehicle subject to immediate impound but gave them 48 hours to come into compliance. Failed to do so. Vehicle impounded for violation of RCW 46.55.113.J.

221020-01 – Was off duty and on call when advised by Whitcom of a welfare check on south hill. The resident had not been seen or heard from for at least 1-2 days. I responded and gained entry via a unlocked back slider and found the victim on the floor conscious, breathing, alert but incapable of verbal communication. Requested aid to expedite and established communication via questions answered by blinking once or twice. Aid transported subject to Pullman. Followed up with grandson next day.

Worked with Community Action Network management personnel and secured a master key for all residences at the assisted living community on Palouse Cove Rd. This solves the problem of having to hope a resident left their doors unlocked to check on them when there is no answer at the door or phone. This will save precious time in case resident is in need of immediate medical care.

Finalized prep and staffing for Haunted Palouse.

Joel

10/21/22
10:48

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

221011-01	13:39:28	10/11/22	Found Property N	INA
221011-02	13:39:44	10/11/22	Found Property N	INA
221011-03	14:13:20	10/11/22	Cps Referral S	INA
221012-01	07:57:38	10/12/22	Road Rage S	INA
221013-01	08:54:24	10/13/22	Dwls S	CAA
221017-01	13:11:27	10/17/22	Found Property N	INA
221017-02	14:09:43	10/17/22	Animal Problem N	INF
221017-03	17:17:25	10/17/22	Death Unattend N	INA
221018-01	11:12:47	10/18/22	Animal Problem N	INA
221018-02	11:18:24	10/18/22	Suspicious S	INA
221018-03	12:16:55	10/18/22	Animal Stray S	INA
221019-01	12:58:24	10/19/22	Parking Problems S	INA
221019-02	13:08:55	10/19/22	Abandoned Vehicle S	INA
221020-01	11:48:27	10/20/22	Welfare Check S	ACT

Total Incidents for This Agency: 14

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Report Includes:

All dates greater than `00:00:00 10/07/22`
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 25, 2022

- Liquor License for Palouse Brewing Company
- 3-Year Audit Update
- TD &H F Street Bridge contract