

DRAFT (Not Adopted by Council)

PALOUSE CITY COUNCIL AGENDA
Public Hearing – 2022 Preliminary Budget
Followed by Regular Council Meeting
November 22, 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 Sarah Bofenkamp, Bill Slinkard, Leslie Jo Sena, Samuel Brink, Robert Brooks, and Ann Barrington.

Councilmember absent: Travis Deerkop

Councilmember Brink introduced a **MOTION** to excuse Councilmember Deerkop; the **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, Public Works (PW) Supt. Mike Wolf, and Police Officer Joel Anderson.

PUBLIC HEARING – 2022 PRELIMINARY BUDGET:

There was no comment from the public, and the hearing was closed at 7:10.

APPROVAL OF MINUTES:

Councilmember Bofenkamp introduced a **MOTION** to approve the minutes from the regular council meeting on November 8, 2022; the **MOTION** was seconded by: Councilmember Slinkard. All other council members present approved, and the **MOTION** passed.

PUBLIC WORKS REPORT:

Supt. Wolf presented his report to the Council.

Supt. Wolf wanted to thank Palouse resident Nick Samuels for helping the PW staff repair the water main break on 8th Street.

We are still waiting for the quote to repair the Fire Department roof leak. The insurance company will pay for the repairs once we find someone to repair the roof.

Supt. Wolf updated Council on the estimated costs to repair the pump, the leak in the wall, and the drain pipe that needs to be replaced. At this point, he estimates the repairs to be approximately \$40,000 - \$45,000. Councilmember Bofenkamp asked for a more detailed estimate for the pool repairs at the next Council meeting.

*PW report attached to the minutes

POLICE REPORT:

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

Councilmember Brink asked Officer Anderson to note which items were call-outs on his report.

*PD Report attached to the minutes.

CITY ADMINISTRATOR REPORT:

CA La Follett stated that the City's three-year audit was complete, and the exit interview is scheduled for December 2, 2022. The Council should receive an email from the State Auditor's office with that information.

CA La Follett presented the following ordinances regarding the 2023 Budget and the levy certifications.

The insurance renewal documents were also included in the Council packet. CA La Follett stated that the City and the fire department insurance premiums increased by 20%.

Mayor Sievers read the Budget Ordinances:

Ord. No. 1015 - adopting property tax increase for collection in 2023: The dollar amount of the increase over the actual levy amount for the previous year shall be \$2,005.60, which is an increase of 1%.

Councilmember Brooks introduced a **MOTION** to adopt Ord. 1015; **MOTION** was seconded by: Councilmember Barrington. All other council members present approved, and the **MOTION** passed.

Ord. No. 1016 – adopting the property tax increase for EMS services for collection in 2023: Excess levy specifically for EMS services. The dollar amount of the increase over the actual levy amount for the previous year shall be \$315.45, which is an increase of 1%.

Councilmember Barrington introduced a **MOTION** to adopt Ord. 1016; **MOTION** was seconded by: Councilmember Brink. All other council members present approved, and the **MOTION** passed.

Ord. No. 1017 – setting the regular and special levy amounts for the Budget Year 2023: the regular and special levy amounts are as follows:

Special Street Levy:	\$50,000
Special Pool Levy:	\$47,000
Special Infrastructure Levy:	\$55,000
Voted Regular EMS Levy:	\$31,861.11
General Levy:	\$202,566.16

Councilmember Sena introduced a **MOTION** to adopt Ord. 1017; **MOTION** was seconded by: Councilmember Slinkard. All other council members present approved, and the **MOTION** passed.

*CA report is attached to the minutes.

NEW BUSINESS:

NONE

OLD BUSINESS:

Mayor Sievers stated that the representative from the Whitman County Shoreline Master Program Periodic Update from the SCJ Alliance was not able to attend the meeting due to the weather and would not provide an update to Council at this time.

CA La Follett stated that the F street bridge repair had been delayed due to supply chain issues, and they hope to start by mid-December.

COMMITTEE REPORTS:

Policy & Administration, Chair Barrington: No report

Budget, Finance, & Major Acquisitions Chair Bofenkamp is working on scheduling a Budget meeting with Michael Echanove. Chair Bofenkamp asked for the Council to consider where the infrastructure funds would be best utilized.

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

Personnel, Chair Brink: The personnel meeting met and would like to meet with Chair Barrington to move forward with drafting an employee handbook.

Water and Sewer, Chair Slinkard: Councilmember Barrington asked for more information on the rate study grant that Michelle Bly from TD & H suggested the City could apply for. The Council discussed this matter in more detail and made the decision to allow Ms. Bly to apply for this grant on the City's behalf.

Joint Fire Board, Chair Sena: Annie Pillers will be stepping down as JFB financial manager at the end of the year, and Susan Lopez will be taking her place. Chair Sena also stated that the air packs had been ordered and had arrived. The air compressor will also be delivered soon. The JFB also discussed the fire department roof that will need to be replaced next year.

OPEN FORUM:

Kristi Inouye addressed the Council regarding the City's utility easement and the placement of her retaining wall.

MAYOR'S REPORT:

Mayor Sievers informed Council that the employee reviews are complete and will forward the information to the Personnel Committee for further discussion.

ALLOW PAYMENT OF BILLS:

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

The following checks are approved for payment:

Claims Paid 11/22/22 Ck. #12748-127774 \$258,695.08

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

The council meeting adjourned at 9:08 pm.

APPROVED: _____ ATTEST: _____