

**City of Palouse**  
**COUNCIL MEETING MINUTES**  
*Tuesday, December 12, 2023*

*Note to persons reviewing this document: This is not a verbatim transcript. While an attempt has been made to document pertinent points, these minutes contain only a summary of the discussion and voting.*

**CALL TO ORDER:** Mayor Sievers called the meeting to order at 7 PM

Councilmembers\* present at the meeting were Sarah Bofenkamp, Bill Slinkard, Leslie Jo Sena, Sam Brink, Robert Brooks and Ann Barrington.

\*In the following paragraphs, Councilmember(s) will be abbreviated as: "C."

**I. ROLL CALL:** DC Gaber took attendance; C. Deerkop was absent.

C. Brink introduced a **MOTION** to excuse C. Deerkop's absence from the meeting; the **MOTION** was seconded by C. Sena. All council members approved, and the **MOTION** passed.

City staff present: City Administrator (CA) Misty La Follett and Deputy Clerk (DC) Jamie Gaber, Public Works (PW) Superintendent (Supt) Mike Wolf and Police Officer Joel Anderson.

**BUDGET HEARING: FINAL BUDGET**

CA La Follett Reported: 2024 preliminary budget starts with approved budget of 2023.

**A. GENERAL FUND**

1. Daily operating fund in good shape
  - a) Property taxes up
  - b) Investment Interest up
  - c) RV Park Funds up
  - d) Pool repairs still need to be covered

**B. WATER FUND**

1. \$100,000 yearly payments coming due in 2024
  - a) Will transfer from General Fund to cover initial payment
  - b) F. St. Bridge Project
  - c) Design and implementation of Looping Main Project
2. Fund not self-sustaining; 2025 will need funds to cover payments
  - a) Water system design loan will be paid off by end of 2024

**C. SEWER FUND**

1. Daily operating fund in good shape
2. Fund not self-sustaining due to loans
3. Reserve does not have enough funds for a new sewer plant.

Discussion regarding budget questions occurred. Budget hearing closed at 7:15 PM.

The regular council meeting convened at 7:15 PM.

## **II. APPROVAL OF MINUTES:**

C. Sena introduced a **MOTION** to approve the minutes from the regular council meeting on November 28, 2023; the **MOTION** was seconded by C. Bofenkamp. All council members approved, and the **MOTION** passed.

## **III. PUBLIC WORKS REPORT: Supt Mike Wolf**

- A. Water leaks fixed, all holding
- B. Standing STOP sign at Heritage Park being repaired at welding shop
- C. Roach Construction called to jet out three main sewer plugs,
  - 1. Problems caused by large items being flushed down toilets
- D. Filled Pool, tightened phalange that was leaking first
- E. County delivered two loads of sanding gravel
- F. Asphalt will be purchased to fill potholes in spring

## **IV. POLICE REPORT: Officer Anderson attended meeting, no report as he just returned from vacation**

## **V. CITY ADMINISTRATOR / DEPUTY CLERK REPORT: CA La Follett reported:**

### **A. CITY BUDGET:**

- 1. First Quarter will offer a Budget Workshop to council members
  - a) Describe funds
  - b) Explain terms
- 2. Many thanks to Michael Echanove for work on budget and St. Elmo.
- 3. City annual budget concludes on January 20, 2024

C. Sena introduced a **MOTION** to allow the payment of regularly occurring bills at the end of 2023; the **MOTION** was seconded by C. Slinkard. All council members approved, and the **MOTION** was passed.

### **B. JOINT FIRE BOARD:**

- 1. City mailed out notification of change in response to 911 calls to all 99161 residents
- 2. Ben Barstow asked that city pays JFB end of year bills before next meeting due to their annual budget year ending on Dec. 31, 2023

### **C. ST. ELMO**

- 1. EPA Building Blocks Program
  - a) Provides trainings, workshops, and promotes economic development
  - b) Haley & Aldrich Engineering Firm suggested pursuing
  - c) Dept. of Ecology noted only two applications came in regionally
  - d) Application submitted

### **D. COVE ROAD SIDEWALK PROJECT:**

- 1. Funds currently included in city budget
  - a) Received \$24,651.00 grant to offset costs

### **E. CHRISTMAS TREE UPDATE:**

- 1. DP Gaber: Geist Farm will set up a large Christmas tree in front of the Caboose
  - a) Donated by Nelson Family Farm

## **VI. OLD BUSINESS: AFLAC Supplemental Insurance Resolution 2023-26**

C. Barrington introduced a **MOTION** to approve AFLAC Supplemental Insurance for city employees; the **MOTION** was seconded by C. Slinkard. All Council members approved, and the **MOTION** passed.

## **VII. NEW BUSINESS:**

### **A. PROPOSED RULES OF PROCEDURE:**

1. Discussion occurred regarding Rules of Procedure including:
  - a) Order of future meetings
  - b) Possible change in placement of open forum (4.1)
  - c) Mayor's report and council member concerns (4.4)
    - (1) Must change Palouse Municipal Code if changing order of business
  - d) Request to change meeting language of "Shall" meet twice a month
  - e) Public hearings
    - (1) Have organized approach to opposing sides stating their opinions
  - f) Quarterly building report
  - g) Will continue to review Rules of Procedure into the next year

### **B. COVE SIDEWALK PROJECT:**

1. TD&H submitted
  - a) Itemized list of costs
  - b) Service contract

C. Slinkard introduced a **MOTION** to accept engineering services from TD&H; the **MOTION** was seconded by C. Brooks. All council members approved, and the **MOTION** passed.

### **C. WHITMAN COUNTY HUMANE SOCIETY:**

1. Discussion occurred regarding the necessity of having an updated contract with WC Humane Society
  - a) Deemed important for ease of reuniting families and pets; also, willing to take any dog regardless of behavior.

C. Sena introduced a **MOTION** to approve contract with the Whitman County Humane Society, with the correction of 'Palouse' to replace 'Pullman' in text.; the **MOTION** was seconded by C. Barrington. C. Brooks voted Nay, all others voted Yea, and the **MOTION** passed.

### **D. ORDINANCE No. 1026**

1. Amended Annual Budget

C. Bofenkamp introduced a **MOTION** to adopt amending the 2023 Annual Budget; the **MOTION** was seconded by C. Sena. All council members approved, and the **MOTION** passed.

### **E. ORDINANCE No. 1027**

1. Adopt 2024 Annual Budget

C. Sena introduced a **MOTION** to adopt 2024 Annual Budget ending December 31, 2024; the **MOTION** was seconded by C. Brooks. All council members approved, and the **MOTION** passed.

## VIII.COMMITTEES:

### Policy and Administration - Chair Barrington:

No report. C. Deerkop's input has been appreciated. He will be missed.

### Budget, Finance, & Major Acquisitions - Chair Bofenkamp:

No report. CA Follett's hard work on budget is much appreciated, as well as assistance from all others. Will be happy to educate anyone on budget matters in the new year.

### Streets, Properties, & Facilities - Chair Deerkop:

No report.

### Personnel - Chair Brink:

No report. Thank you to everyone

### Water and Sewer - Chair Slinkard:

Confident all is well going forward; there has been consistent progress regardless of challenges. Thanks to all.

### Joint Fire Board - Chair Sena:

No report

## IX.OPEN FORUM:

Cheryl Sanders: Asked what would happen if Ordinances and RCW's don't line up

Barb Hudson: Asked: 1. What is the deadline for cutting trees on Shady Lane. 2. What will the City do with old cop car. 3. For more police presence on Main St. downtown; nights and weekends

Angie Griner: Would like to celebrate volunteerism on a monthly and yearly basis. Approached by citizens concerned about committee appointments and conflict of interest. Asked if City would consider doing live recordings of council meetings.

Dana Anderson: suggested adding a QR code for accessing council minutes. Asked to have police schedule include evening hours, nights, and weekends.

## X.MAYORS REPORT:

### **A. SPIRIT OF PALOUSE AWARDS: Newly Established**

1. Recognizing Volunteers
2. TD&H and Varela both funding first year celebration
3. Date and time TBA

### **B. Thank you's to outgoing council members**

1. Bill Slinkard: "showed me the ropes and has been a good mentor to both myself and many others on City Council through the years - many thanks for your eight years of service."
2. Sam Brink: Thank you for your service
3. Travis Deerkop: Thank you for your service

### **C. Deadline for new council member application Friday Jan 5, 2024**

## XI. ALLOW PAYMENT OF BILLS:

C. Sena introduced a **MOTION** to allow the payment of bills, including JFB 2023 bills; the **MOTION** was seconded by C. Brooks. All council members approved, and the **MOTION** was passed.

The following checks were approved for payment:

Claims paid	Ck# 13584-13585; 13591-13621	\$50,187.28
Payroll paid	Ck# 13566-13583; 13586-13590	\$53,979.08
Total:		\$ 104,166.36

**XII. ADJOURN:** C. Slinkard introduced a **MOTION** to adjourn; the **MOTION** was seconded by C. Brink. All council members approved, and the **MOTION** was passed.

The council meeting Adjourned at 9:10 PM.

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

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

DATE: \_\_\_\_\_

DRAFT

## **Public Works Superintendent Council Report**

**Date: December 7, 2023,**

### **WATER:**

All of water repairs are complete and filled in with gravel until next summer when the asphalt plants open.

### **STREETS:**

The STOP sign at Heritage Park has been taken down and we are in the process of getting it repaired. A temporary sign has been put in place. The sign post is at the welding shop getting repaired. We had Willy Woltering come and look at the sidewalk and he said it was ok and nothing needed to be done to it.

### **SEWER:**

We had a sewer backup at J and Church Street.

We had a sewer backup at Beach and Church Street. The J and Church main is not conned to this main. We had Roach come and jet these 2 lines out. Beach and Church backed up the second time yesterday so Roach came out and jetted again and ran their camera down the main. The first 30' need to be replaced as there are roots growing in the joints and also the pipes are misaligned from SDR to clay. We will need to replace that section this spring/summer.

We went door to door notifying the 5 residents on the line what and what not to flush.

### **SNOW:**

The county delivered 2 loads of sanding gravel to us last Thursday.

We plowed snow last Friday and everything works as it should. Mike plowed early Saturday morning also.

### **POOL:**

We are filling the pool this week and will winterize tomorrow or Monday.

### **OTHER:**

Walt has been sick all week.

Evan has had 2 webinars this week for his credits on his pesticide license.