

**PALOUSE CITY COUNCIL**  
Regular Council Meeting  
January 10, 2023, @ 7:00 PM  
PALOUSE CITY HALL | 120 E Main St.

**CALL TO ORDER:**

Mayor Tim Sievers called the regular Council Meeting to order at 7:01 pm.

**ROLL CALL:**

City Clerk Kelsey Blair, took Roll Call.

Council members present: Sarah Bofenkamp, Bill Slinkard, Leslie Sena, Samuel Brink, Travis Deerkop, Robert Brooks, and Ann Barrington

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

**APPROVAL OF MINUTES:**

Councilmember Slinkard introduced a **MOTION** to approve the minutes from the regular council meeting on December 27, 2022; the **MOTION** was seconded by: Councilmember Deerkop. All council members approved, and the **MOTION** passed.

**PUBLIC WORKS REPORT:**

Superintendent Wolf presented his report to the Council.

- Fire Station Roof:
  - Iron Development has repaired the hole in the fire station roof. When the repair man dropped off the invoice, CA LaFollett reported that he told her that the roof can last a few more years with some repairs. It doesn't necessarily need a total replacement; it's not completely failing at this point. Chair Slinkard asked if they are recommending new screws, like the other repair company did? CA LaFollett said that they told her the 1x4's are not that bad, that the roof has not been leaking for that long, he showed her pictures of it. Chair Slinkard asked if we should replace the screws on the roof with larger screws, Mike said that it was recommended by the Apex company, but wasn't mentioned by the Iron Development that repaired the roof. There was discussion about asking Iron Development if they recommend replacing screws while they are up there with their equipment, and perhaps we can get another 10-15 years out of the roof, Mike agreed.
- Pool
  - Dave from Professional Piping will be here Wednesday to look at the trough drain pipe on the pool and give us an estimate. There was discussion about the pumps as well. Mike has an estimate on rebuilding the pump of about \$15,000. Mike said the pump can make it another year and there is no way the pool can operate without this trough drain. Council asked for an itemized list of things with prices, as they come up.
- Locates
  - In 2022 public works did 115 locates, which is about a normal amount compared to the year before. Mike explained that they have been doing all of these locates without a locator. He said that 'witching' is an old technology and can only get you so far. There's been times when they need a more exact location so they have borrowed a locator from Avista or Inland Fiber. Mike Wolf asked the council if he could purchase a locator. Council asked how much, Mike told them they cost around \$2,000.
- Sump Pump
  - Mike Wolf asked if we could buy a sump pump. He explained that when they are working on water leaks and service line breaks, they only have a 2" pump and that thing is too big for what's needed and

ends up sucking a lot of mud. A sump pump would be very helpful and they sometime borrow one when working on service lines. Council asked how much those cost, Mike told them around \$400-\$500.

- Dead Deer
  - Public Works removed a dead deer from a citizen's yard.
- Sewer plugs
  - Public works was called out on Sunday due to a plugged line. Council asked if it was plugged on our city lines and where? Mike said the plug was on the city line in the 400 block of E Church. In this case, it was a combination of the location being a problem spot, but when snaked the line was full of baby wipes. Mike talked to the owner about what can and can't be flushed and asked if City Hall could send out a reminder to the Listserv reminding people that only toilet paper can be flushed.
  - To prevent more plugs, Public Works has snaked 2 other common problem spots that they know cause issues. Council asked where, Mike told them one is on Illinois Street and the other is on Cannon between J and I. Council asked if it is roots and Mike told them a lot of the time it is. Council asked if those are the only problem spots, Mike told them no, there are others, those are just the 3 highest problem spots.
- Cherry Tree
  - The cherry tree at the community center has been removed. Gravel has been added, and will need more once it settles.

\*PW report attached to minutes.

### **POLICE REPORT:**

Officer Anderson presented his report to the Council.

11 calls for service and 2 call outs

- On New Year's Day city hall was closed so a citizen called 911 to report a frozen/burst pipe. Officer Anderson got a hold of public works, who came out and turned the water off. Officer Anderson told the council that 85% of 911 calls are non-emergency and a reminder of how important 911 is for all things. C.A. LaFollett reminded everyone that if the citizen would have listened to the answering machine message all the way through, it does provide an after-hours water / sewer emergency line that will call the public works on-call cell phone, because one of the public works guys is always on call.
- Cell phone was turned into the police department. No one has claimed it yet.
- A resident called in because a neighbor was having a party and people were parking on his property. Officer Anderson responded and the people did move their cars. There is a dispute about where the property line is, Officer Anderson told them they have to have it surveyed.
- Dog biting incident on the north hill. It is the 2<sup>nd</sup> time this dog has bitten another dog. Officer Anderson said the dog owners are paying for the vet bill. Officer Anderson has issued them a notice that the dog has to be removed from the city of Palouse, he reported that they have already complied with that and the dog is not in Palouse. There was discussion from the council about when a dog is deemed a 'dangerous' dog. Officer Anderson clarified that if a dog bites a human and causes significant injury then they are deemed a dangerous dog after only one incident. If a dog bites another animal it does get a second chance, if it bites an animal a 2<sup>nd</sup> time, it is deemed a dangerous dog and has to be removed from the city.
- Officer Anderson reviewed security video from the car wash on 12/30/22 that shows an Idaho plated pick-up pull up and intoxicated men get out and urinate and rip a plastic sign off of the sawhorse. In the video you can see a bunch of highway signs and stop signs that were stolen. The plate cannot be read. The video has been sent to other law enforcement agencies in the area.
- Report of a possible financial exploitation of an elderly person. Officer Anderson contacts the elderly person's daughter, who was accused of stealing money for the elderly person. Officer Anderson said the daughter had lots of documentation that showed all the money was being spent to pay for doctor bills and medications and to take care of the elderly person. APS was advised of the findings and are doing a separate investigation
- Officer Anderson completed a 2-hour training on dealing with a suspect with a substance use disorder.

\*PD Report attached to the minutes.

### **CITY ADMINISTRATOR:**

City Administrator LaFollett presented her report to the Council.

- Per state guidelines we have until the 20<sup>th</sup> of this month to pay anything from the previous year's budget, so we are getting close to wrapping up 2022. Once that is closed Chair Bofenkamp and C.A. LaFollett can work on any 2023 budget amendments that are needed.
- C.A. LaFollett proposed to the policy committee that we may need to make a policy for dead animal removal. The committee can decide if it's a service public works should provide or not, or something the city charges for.
- C.A. LaFollett and Clerk Blair reported that we have been in contact with another town who successfully applied for and was granted a large grant for their city pool renovations. We are in the early stages of figuring out how we go about applying for a grant. They let the council know that it is a long process and will require a long and detailed application. Council suggested that we also reach out to the city of Oakesdale to see how they accomplished their pool upgrades
- C.A. LaFollett did include in the council packets information on the councilmember's terms, and filing dates.

### **OLD BUSINESS:**

- F Street Bridge - C.A. LaFollett talked to Rich from TD&H. TD&H reported that the old pipe was in very bad shape and that it had been repaired multiple times and some of the repairs were questionable. This new pipe was well needed. The repair is almost finished but they are 2 feet short on materials. Rich will let C.A. LaFollett know when it will wrap up.

### **NEW BUSINESS:**

#### 2023 Salary Discussion

- Mayor Sievers let the council know that they have in their packets the proposed salaries for 2023 and the previously adopted Staff Compensation & Benefits Model, along with a powerpoint presentation that explains the Staff Compensation & Benefits Model. Mayor Sievers opened it up to questions and comments on salaries and/or the model. The question was asked, when was the last time that our employees had a raise, Mayor answered, last year. It was discussed that most employees received a 2.9% cost-of-living raise and the Superintendent of Public Works base salary was increased to overcome a deficit. There was discussion about the "direct job experience adjustment scale" that is part of the Staff Compensation & Benefits Model. It was determined that the experience portion would give an employee a 2% increase at each marker point in the model, until they hit 10 years experience (maximum). If an employee comes into the job with 10 years of experience, then they could get that experience adjustment to their salary all at the start of their employment and would not be eligible for any more increases based on the experience category of the model. There was clarification that the council would need to be looking at salaries every year, but not all employees will get the same increase every year. It will depend on where they entered the model at and what marker point they are at, for example some employees may get an experience increase one year and a longevity increase the next year, where other employees may get both in one year and nothing in the following year. There was discussion about the timeline for the model. The timeline starts in June each year with staff evaluations and by Nov-Dec the council will make final approvals and it's an ongoing/annual process. Mayor Sievers and Chair Slinkard pointed out that this Staff Compensation & Benefits Model will keep salary increases to a planned and scheduled process that falls in-line with budgeting deadlines, instead of random unscheduled, unbudgeted increases. Chair Bofenkamp pointed out that in our current budget that the Police Officer In-Charge is listed under a line item as Interim-head of department and asked the question if those titles need to match up, C.A. LaFollett is going to reach out to the state auditor's office to find out how to clean that up so that we are paying from the correct line item in the budget. Mayor Sievers asked if the council had any other questions or objections to the Staff Compensation & Benefits Model, the council all seemed to be onboard and in agreement that it should be followed. Mayor Sievers said that the proposed salary increases will need to be voted on and if approved, there will need to be a budget amendment done. C.A. LaFollett also pointed out that the lifeguard wages will need be

adjusted because minimum wage increased. She will print the council a copy of what the wages were for last year for discussion at a later date.

- Councilmember Slinkard introduced a **MOTION** to approve the proposed salaries for 2023; the **MOTION** was seconded by Councilmember Brink. All council members approved, and the **MOTION** passed.
- Resolution 2023-01 Water Rates.
  - Mayor Sievers read the resolution in its entirety. The council discussed the wording and the rates listed in the resolutions. The council determined that the resolution doesn't read very well and that the rates are unclear. The council wants the rates to be \$34.00 for the first 600 cubic feet, then \$2.00 per 100 cubic feet between 601-1200 cubic feet of water metered, then \$2.25 per 100 cubic feet for anything over 1201 cubic feet. C.A. LaFollett will send this resolution back to the lawyer for revising and rewording for clarification.
  - Resolution 2023-01 is tabled until it is revised with a clearer description.
  - C.A. LaFollett asked Mayor Sievers to write a letter to public explaining the water and sewer rate increases.
- Resolution 2023-02 Sewer Rates
  - Also tabled until next meeting for a more clearly written description.
- Resolution 2023-03 – Fee Schedules
  - Mayor Sievers read the resolution in its entirety
  - Discussion about several of the fees.
  - Fee suggestions from Council, Public Works and C.A. LaFollett:
    - Raising the compost permit fee to \$25 per year will make that program break even, right now it operates at a deficit.
    - Dog licensing fee should stay at \$5.00. Council doesn't want to prevent anyone from licensing their dog.
    - Police Report/Accident Report fees should be raised to \$45
    - Remove Paper Service, Fingerprinting and Concealed Pistol Licenses from the city services list.
    - Urn burial fee should be raised to \$350. Mayor Sievers will research going rates at other cemeteries.
    - Casket burial fee should be raised to \$850. Mayor Sievers will research going rates at other cemeteries.
    - Sale of a cemetery plot should stay the same, it was raised in 2017 to the current price.
    - Discussion on the language regarding building permits. That will need to be updated before the resolution can move forward. That paragraph needs to be researched and rewritten
    - All other fees will either stay the same or be discussed at the next council meeting.
  - Resolution 2023-03 Fee Schedules is tabled until the next council meeting and/or reviewed by the lawyer.

## **COMMITTEE REPORTS:**

### **Policy & Administration - Chair Barrington reported:**

- Waiting to hear back from the county about a harvest loop address regarding the right-of-way easement in the title
- Working on a policy for the utility adjustment review policy. Should have that next time.
- Looking at making a policy regarding Petty Cash, because that was something that was brought up by the auditor
- Mayor Sievers asked if a dead animal policy is in the works. Chair Barrington and Chair Bofenkamp discussed that it was talked at one point. Sup. Wolf said that he recommends either making it the resident's responsibility or we should charge for it because it does take time from public works and they use the front-end loader and they have to find a spot to dispose of the carcass. After some discussion the mayor and the council were in agreement that it should be a service that the city provides for a fee. The Policy Committee will work on a policy.

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

- The committee will get to work on the salary adjustments and the budget amendments.

- Chair Bofenkamp pointed out again, that they can't make adjustments or find money for the pool until an amount is submitted. Sup. Wolf stated that we will know much more after the meeting with Professional Piping.
- Chair Barrington suggested that throughout the year it would be really great to have documents that would show the council where everything is at in the budget. Chair Bofenkamp said that her and C.A. LaFollett could pull the numbers in to a report

**Streets, Properties, & Facilities - Chair Deerkop reported:**

- At the last committee meeting snow removal was discussed. They are working on an idea to make it easy to remove snow on main street.
- A large recycling bin is in the works for the town of Palouse. It is paid through a Whitman County grant. Discussion on where to put the recycling bin. It needs to be placed somewhere where it can have surveillance, because if it gets filled with the wrong stuff it will get removed. Also, it needs to be placed somewhere large enough for a new one to be set down and the full one to be taken away. It was suggested to place it down by the sewer plant by the fence. There was discussion about whether or not the current surveillance camera would catch that area. There was discussion about the size, they are approx. 8'x24'. Council asked Sup. Wolf if he thought that would be a good spot, he said that a spot would need to be leveled off and would need to make sure that the gate doesn't get blocked. Sup. Wolf also said there is a vacant, level space by the flat house, may have to alternate between two spots. Another suggested spot would be up near the school, but that was not ideal because this is for the residents.

**Personnel - Chair Brink**

- No report

**Water and Sewer - Chair Slinkard**

- No report

**Joint Fire Board - Chair Sena**

- No report

**OPEN FORUM:**

No one in open forum

**EXECUTIVE SESSION:**

N/A

**MAYOR'S REPORT:**

- No report

**ALLOW PAYMENT OF BILLS:**

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

The following checks are approved for payment:


Claims paid Ck# 12875-12876, 12888-12914 & EFT \$111,289.00

Payroll paid EFT \$4,079.47

**ADJOURN:**

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

The council meeting Adjourned at 8:51pm

APPROVED: 

ATTEST: 

1/10/23 Meeting

Palouse PD report for Palouse City Council Meeting January 10, 2022:

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

221226-01 - City Hall closed for holiday. Citizen called 911 to report their pipes froze/burst and were requesting help in getting water turned off. I got ahold of public works personnel who quickly made that happen. An example of how 911/first responders are relied on to assist with what may seem like non criminal emergencies to some but are of vital importance to a particular citizen at a particular time.

221227-01 - Citizen turned in cell phone to City Hall. I took custody and secured it into found property at PD. Unable to locate owner and no one has come forward to claim.

221230-01 - Received call from a citizen in regards to neighbor visitors parking their vehicle on reporting party private property. Reporting party contacted the neighbor but they declined to move it. I contacted the neighbor and requested they move it. Neighbor complied. Advised if there was a question as to whose property it was they would have to pursue that civilly.

230101-01 - New Years Day was met with a dog biting another dog on the north hill. This was the suspect dog second dog biting incident in 18 months. Took pictures of victim dog and scene of attack. Contacted suspect dog owner, presented her with copies of ordinance highlighting definition of PMC "dangerous dog," explained her dog needed to be removed from city limits or city would begin dog impound/removal procedure. Victim dog has been seen by vet, given copies of suspect dog up to date rabies documentation and of police report. Advised suspect dog owner if dog not removed in timely fashion multiple citations will be issued. Suspect dog owner cooperative.

230101-02 - Received call from owner of Palouse Car Wash advising he had video of unknown adult males taking a plastic "sorry closed" sign and ripping it in two around 0300 hours on 12-30-22. Video showed green Washington State highway "State Route 27" signs and red "STOP" sign in bed of truck indicating they had been stolen off the roadway somewhere in Whitman County. Video is not clear enough to get make/model or license plate but appears to be an Idaho plate. Circulated video to local law enforcement in hopes of someone positively identifying suspects.

230104-01 - Received APS referral in regards to possible financial exploitation of elderly female. Investigated and determined this was an allegation put forth by an adult sister against another adult sister unsatisfied with the care their mother was receiving while living with the Palouse sister. I found the care and effort taken in regards to doctor/meds for the mother was actually above and beyond. Appears to be a family disagreement/dispute.

Completed mandatory recurrent online Crisis Intervention Training required by CJTC. Subject matter concentrated on police response to Substance Use Disorder scenarios.

MPO Joel Anderson #603

Palouse PD 509-999-6016=

01/07/23  
13:08

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

Number	Time and Date	Nature	Address	Loctn Dsp
221223-01	14:19:08 12/23/22	Parking Problem		INA
221225-01	11:52:08 12/25/22	Fire Structure		INA
221226-01	13:10:53 12/26/22	Utility Problem		INA
221227-01	11:36:38 12/27/22	Found Property		INA
221227-02	20:37:42 12/27/22	Communications		INA
221230-01	11:22:25 12/30/22	Parking Problem		INA
230101-01	14:09:42 01/01/23	Animal Bites		INA
230101-02	16:42:15 01/01/23	Mal Mischief		INA
230103-01	11:18:43 01/03/23	Parking Problem		ACT
230104-01	21:56:27 01/03/23	Aps Referral		INA
230104-02	16:13:11 01/04/23	Civil		INA

~~230107-02 09:51:28~~  
Total Incidents for This Agency: 11

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Total Incidents for This Report: 11  
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Report Includes:

- All dates greater than `00:00:00 12/23/22`
- 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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\*\*\* End of Report /tmp/rptGLAr7j-rplwisr.r3\_1 \*\*\*

1/10/23 Meeting

## Public Works Superintendent Council Report

Date: January 05, 2023

*(Keep in mind this is 5 days from each council meeting)*

### **WATER:**

We had a total of 115 locates for 2022. A locator would be nice to have and purchase. We have to witch for water lines as it is now and not as accurate as a locator. We're in the 21<sup>st</sup> Century now and we're still using technology from decades and centuries ago.

Purchasing a sump pump to repair water lines would also be nice. We have a 2" pump that is too big for some of our leaks. Using the bucket method is centuries old as well. Some updated equipment is essential in what we are doing.

Yesterday we were notified of low water pressure on West Church Street. We are still investigating but we think it is on the residence side.

Evan has been building wood meter lids to replace the rotted ones around town.

We had to do a few water shutoffs due to frozen pipes.

### **FIRE STATION:**

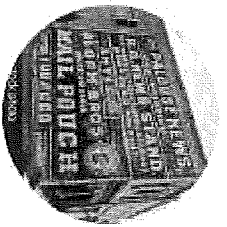
Iron Development came down on Friday to look at the roof. His estimate was \$1500.00 for replacing 2 sheets of metal on the roof. \$1500.00 to repair the dry wall in the ceiling. I told him that we were just trying to get the metal down for now and worry about the ceiling when the roof is replaced this summer.

On Tuesday the roof peeled over again so Walter got on the roof and screwed it down the best he could. He said it should last for a while but there are 4 big tears in the metal.

### **POOL:**

I contacted Dave from Professional Piping to come look at the drain pipe. He said he will be in contact with me in the next couple of days.



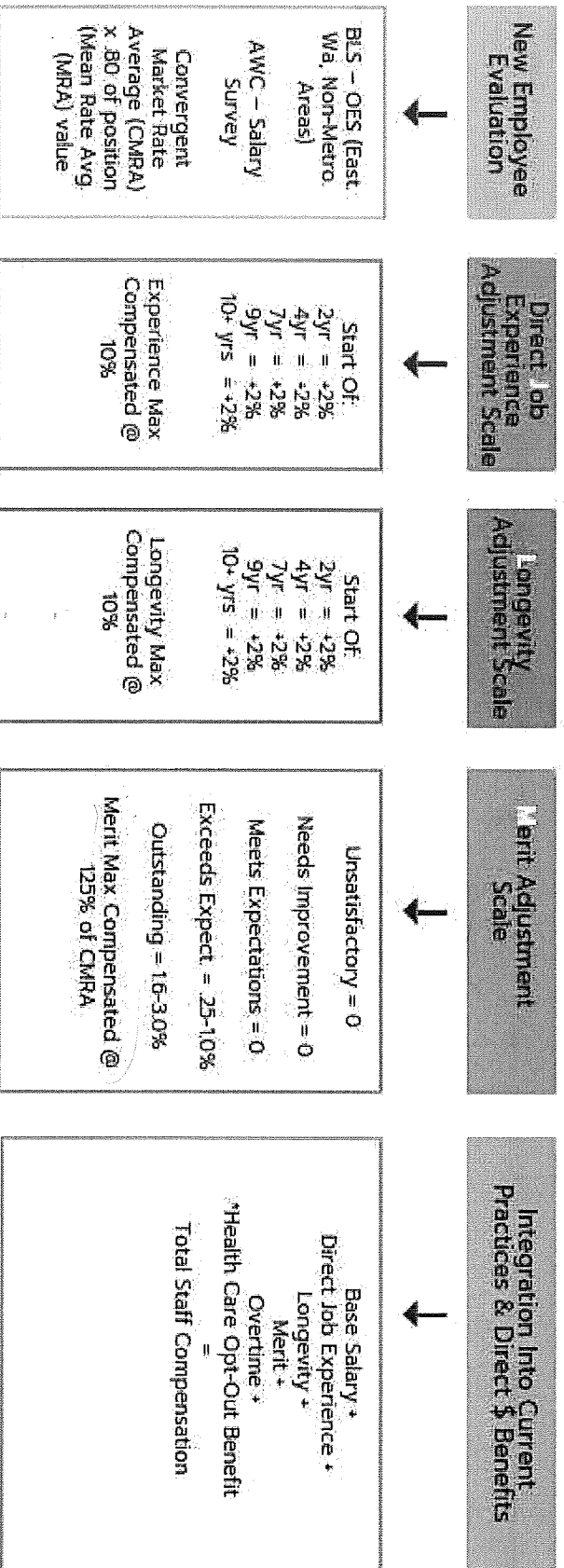


# Staff Compensation Detailed Model Breakdown

JLM Staff Compensation Formula:

- \*Convergent Market Rate Avg. (CMRA) X .80 Market Mean (MM) + (J + L + M) = Salary
- City of Palouse Salary Range: Min. = 80% (MM) - Max. = 125% (MM)

## Proposed JLM Model Adjustment Scales



## Evaluation & Approval Process Timeline



Note A: Implementation of JLM Staff Compensation & Benefits Model to begin FY22

Note B: \*Health Care opt-out program will be extended to current staff, but not future hires. Program will begin sunset process.