

PALOUSE CITY COUNCIL
Regular Council Meeting
January 24, 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) Superintendent (Supt) Mike Wolf, Police Officer Joel Anderson and Deputy Clerk Kelsey Blair

APPROVAL OF MINUTES:

Councilmember Sena introduced a **MOTION** to approve the minutes from the regular council meeting on January 10, 2023; the **MOTION** was seconded by: Councilmember Bofenkamp. All council members approved, and the **MOTION** passed.

PUBLIC WORKS REPORT:

Superintendent Wolf presented his report to the Council.

- F Street Bridge repair
 - Loman is done as of today, other than paving this spring. The equipment is being moved.
- Water Leak Last Wednesday at the skate park
 - Someone turned on the water at the meter which charged all their irrigation lines. Hopefully they got that fixed.
- Fire Station roof
 - Supt. Wolf talked to Iron Development about getting a quote for a re-roof. Iron Development told him that the roof may last another year or two with maintenance, but it'd probably be best to re-roof it. CA La Follett told the council that the insurance called and said they were under the impression we were replacing the roof. The insurance received a quote from Icon/Apex roofing. CA La Follett told the council that we have paid the deductible by repairing the hole. Supt. Wolf should have a quote from Iron Development in the next few days.
- Pool
 - We have a quote for repairing the pump from Specialty Pumps. Professional Piping has been to the pool and is drafting a quote for fixing the plumbing/drain pipe, Supt. Wolf expects that to be around \$15K-\$20K, depending on parts and supplies and he is supposed to have the quote by Thursday. Councilmember Slinkard asked Supt. Wolf if beyond the pumps and the drain pipe, is there anything else that will prevent the pool from opening? Supt. Wolf told him not this summer, but the pool house needs a new roof within a few years. Supt. Wolf clarified with council that the pump repair and the pipe repair are two separate things and that the two companies are only quoting on the repair that's specific to them.
- Re-Certification Classes
 - Walter and Evan are re-certifying in pesticide use and Supt. Wolf is taking water classes for his re-certification hours.

- Sewer & Water
 - Supt. Wolf is going to Albion to tour their Water and Sewer systems. May look into touring other towns in the area. It will help to build relationships in case we need help or they need help and it is good knowledge.

*PW report attached to minutes.

POLICE REPORT:

Officer Anderson presented his report to the Council.

15 calls for service and 1 call outs

- 1/10/23 Officer Anderson received notice that there was a pickup prowling in Oakesdale, it had Idaho plates and the registered owner works in Palouse. It turned out that this pickup was stolen from Palouse. Officer Anderson took the stolen vehicle report. 2 days later, one of the people responsible for stealing the vehicle was found prowling rural properties in Tekoa. A farmer/property owner reported her because she was acting suspicious and she was stuck in the mud. She was arrested and found with \$20K worth of fentanyl, meth and heroin. The stolen vehicle was found in Spokane a few days later. They are still looking for 2 other people that stole the vehicle.
- Two car accident at Main Street and Hwy 27. Officer Anderson took a collision investigation. The driver on main ran the stop sign and t-boned the driver on Hwy 27. Minor injury to the causing driver. Officer Anderson gave the causing driver two citations, failure to stop at stop sign and no insurance.
- Brew Fest is Feb 4th, Officer Anderson requested extra law enforcement to be in the area. Officer Anderson won't tolerate any drunk driving, but is willing to give a person a ride home (curtesy transport) w/in Palouse.

*PD Report attached to the minutes.

CITY ADMINISTRATOR:

City Administrator LaFollett presented her report to the Council.

- We have ARPA funds that are allocated for RV scheduling software. We have been doing research on different scheduling software. The one that we like the best is called ResNexus, it is \$20 per month, people will be able to see availability and book online. Another that we researched is \$2 per reservation, but that adds to the cost of the RV spot for the customer. Councilmember Bofenkamp said she would like to see it.
- CA La Follett met with someone about upgrading our surveillance cameras. Right now, we have 8 cameras around the RV park and 4 of them work. If we decide to update/upgrade, we could easily put up a repeater so that we could have a camera on the park and pool. We need to consider it because when the recycling comes in, they want it to be monitored. What we currently have, has wires and cables that are duct taped and ran on the ground. Additional cameras in and around the Police Department also should be upgraded, and a camera in city hall has been requested by staff. CA La Follett told council if we decide to do it, it will probably cost \$5K. Mayor asked if that includes the police station and downtown bathrooms, CA La Follett said yes, that right now there is a camera that is on the police station that point down the street to heritage park. CA La Follett said we do get vandalism at the park, Supt. Wolf said that we get more vandalism at heritage park because it's open all year. Councilmember Brooks asked if these will be high resolution cameras, because there is no point if you can't see very well. CA La Follett said that he will submit a quote with different levels of cost. She said that we will be able to zoom in and out and it will record for 30 days. Officer Anderson asked if we would be able to zoom in and out while it's live and after it's recorded, because that would be ideal. CA La Follett said she would ask.

- CA La Follett and Jacob Billington the Building Inspector (BI) meet down at the Palouse Arms building. In 2018 a letter was sent to the owner and the requirements were not met, so CA La Follett and BI Jacob Billington revised the letter and resent it. The owner Mr. Koepke was supposed to meet with BI Billington yesterday, but called and rescheduled the day of meeting. It is sounding like there will be a resolution of at least getting fencing up.

OLD BUSINESS:

- TD&H F Street Bridge Update
 - Rich Utzman reported that the water is flowing and the project is complete other than some paving that will happen in the spring. Council asked if the bridge will stay one lane until the paving is done, Rich told them that it is already two lanes. It is a gravel patch until the paving can be done. Michelle Bly asked for the council to approve pay voucher distribution #3. She told council that it includes a reimbursement for hours and Loman Excavation pay application #2. The total is \$55,822.27. This is payment for work done through Jan 19th, so the city can expect another pay estimate at the next meeting. Council asked how close that is to staying on budget, Ms. Bly said it's very close.
 - Councilmember Barrington introduced a **MOTION** to authorize the mayor to sign pay voucher distribution #3; the **MOTION** was seconded by: Councilmember Slinkard. All council members approved, and the **MOTION** passed.
- TD&H Water Main Replacement Project Update
 - Ms. Bly asked the council to approve the final pay voucher distribution #8 in the amount of \$1,220.80. Ms. Bly reported the project is complete and in the council packet there is a completion report and the final progress report. She also said that the completion report shows the total amount of the loan. Question from council about them coming back in the spring to finish some work and will we be billed for that or will that get included in the loan? Ms. Bly said that work is already included under warranty.
 - Councilmember Bofenkamp introduced a **MOTION** to authorize the mayor to sign pay voucher distribution #8; the **MOTION** was seconded by: Councilmember Sena. All council members approved, and the **MOTION** passed.
 - Ms. Bly asked the mayor to sign the completion report for the water main replacement project. She pointed out that on page 2 she selected option D which is the cheapest option, but can be changed if the council wishes. Councilmember Bofenkamp asked if it was noted anywhere that they would be coming back in the spring to finish, Ms. Bly said it was noted on the 3rd quarterly report.
 - Councilmember Brooks introduced a **MOTION** to authorize the mayor to sign the completion report; the **MOTION** was seconded by: Councilmember Deerkop. All council members approved, and the **MOTION** passed.
- TD&H reported possible chip sealing funds available from Transportation Improvement Board (TIB)
 - Ms. Bly let the council know that TIB is asking for a chip sealing plan from the city, in case there are left over funds that may be available for Palouse. Mr. Utzman explained that they want a detailed map and bids and then TIB would evaluate the plan and possibly fund it. Mr. Utzman is going to work up a proposal for creating those documents and submit it to CA La Follett. CA La Follett explained that the TIB funds will pay for the chip sealing but won't pay for the engineering plans from TD&H. Councilmember Barrington brought up the point that at a previous meeting it was reported that we would not be eligible for TIB funds until the cove side walk met the requirements of the grant and she wanted to know if that was the case? Ms. Bly said that, that is still true, and this chip sealing money is something different and we may only be eligible if TIB has leftover funds. Councilmember Bofenkamp asked if the CURB could fund engineering plans, Ms. Bly said that would fall under pre-construction documents and not planning, but she could look into it. Councilmember Barrington asked if we should not apply for TIB grants until the cove sidewalk is fixed, Ms. Bly said that she could contact Andrew with TIB, who

would probably be willing to have a sit-down and make sure we are on the same page. CA La Follett pointed out that we need to figure out what it's going to take and the cost to fix the cove sidewalk. Ms. Bly is going to contact TIB for a sit-down.

- Resolution No. 2023-01 Changing Water Rates
 - Mayor Sievers read aloud the resolution in its entirety. The council discussed the resolution and edited the resolutions to remove the words “within the city limits” because municipal water is supplied to some residents who are outside of the city limits. CA La Follett edited the Resolution document as requested.
 - Councilmember Sena introduced a **MOTION** to approve the edited/amended Resolution No. 2023-01 Changing Water Rates; the **MOTION** was seconded by: Councilmember Slinkard. All council members approved, and the **MOTION** passed.
- Resolution No. 2023-02 Changing Sewer Rates
 - Mayor Sievers read aloud the resolution.
 - Councilmember Slinkard introduced a **MOTION** to amend Resolution No. 2023-02 Changing Sewer rates to strike the words “within the city limits” in the 1st and 3rd paragraph and words “within the city” in the 4th paragraph; the **MOTION** was seconded by: Councilmember Sena. All council members approved, and the **MOTION** passed.
 - Councilmember Brink introduced a **MOTION** to adopt Resolution No. 2023-02 Changing Sewer rates, as amended; the **MOTION** was seconded by: Councilmember Bofenkamp. All council members approved, and the **MOTION** passed.
- Resolution No. 2023-03 Fee Schedule
 - The council read the resolution to themselves. CA La Follett pointed out the dog fees are the same, the compost permit went up to \$25, as discussed in the last council meeting. Deceased wildlife removal fee was added. Councilmember Barrington told council that the policy committee talked about the deceased wildlife removal fee and the committee recommends that the City of Palouse does not charge for that service. The research that was done since the last meeting, shows that it's not a service that cities normally charge for. Councilmember Barrington explained that there is a public nuisance ordinance. She read the ordinance to the council and explained that the city could charge a fee if a resident let a dead animal become a nuisance. Councilmember Sena pointed out that she would rather have a resident ask to have it removed, rather than become a nuisance. There was also discussion about the building permitting fees and the plan review shipping fee. CA La Follett explained that not all permits require a plan review, but when a review is required, it has to be mailed to the building inspector.
 - Councilmember Barrington introduced a **MOTION** to amend Resolution No. 2023-03 Fee Schedule to strike the “removal of dead wildlife fee”; the **MOTION** was seconded by: Councilmember Slinkard. All council members approved, and the **MOTION** passed.
 - Councilmember Sena introduced a **MOTION** to adopt Resolution No. 2023-03 Fee Schedule as amended; the **MOTION** was seconded by: Councilmember Brooks. All council members approved, and the **MOTION** passed.

NEW BUSINESS:

- Resolution No. 2023-04 Salary Schedule
 - The council read the resolution to themselves. There was discussion as to why there were 3 positions in the PD department and 2 of them we don't have an employee for. It was determined that it is ok to have those positions on the schedule even though they are unfilled positions.

- Councilmember Sena introduced a **MOTION** to adopt Resolution No. 2023-04 Salary Schedule; the **MOTION** was seconded by: Councilmember Deerkop. All council members approved, and the **MOTION** passed.
- Resolution No. 2023-05 Bank Change
 - CA La Follett explained to council that our current bank is Banner Bank, which is no longer in Palouse. During an audit the state said that we should be taking cash to the bank everyday which is impossible without a bank in town. By changing banks to State Bank, we will be able to make daily deposits. We will also no longer need to scan our check payments for deposit, we will be able to just take a daily deposit to the bank. CA La Follett also explained that MRSC sent a list of requirements a bank must meet to be a city bank, she read the requirements to council and none of them disqualify State Bank from being our bank.
 - Mayor Sievers read aloud the resolution in its entirety. There was discussion about whether or not Garfield banks with State Bank, CA La Follett said yes.
 - Councilmember Brink introduced a **MOTION** to amend Resolution No. 2023-05 Bank Change, to change the name in the resolution from State Bank Washington to State Bank Northwest in paragraph 1, 4 & 5; the **MOTION** was seconded by: Councilmember Sena. All council members approved, and the **MOTION** passed.
 - Councilmember Deerkop introduced a **MOTION** to adopt Resolution No. 2023-05 Bank Change, as amended; the **MOTION** was seconded by: Councilmember Barrington. All council members approved, and the **MOTION** passed.

COMMITTEE REPORTS:

Policy & Administration - Chair Barrington reported:

- On the topic of the Harvest Loop house with the Eco blocks in the easement. Chair Barrington explained that there was no new information in the title and the county referred them back to the plat map. There is a fiber optics company that has a utility in that easement. Councilmember Sena pointed out that the first five feet is also the city's right-of-way as well. Chair Barrington said the committee recommends that the Eco blocks either be moved off of the easement or removed.
- The committee is working on a Petty Cash policy, that should be ready next meeting.
- The committee has a draft of the Utility Adjustment policy for the council to review. The council read the policy to themselves. Chair Barrington explained that a report of adjustments will be provided to council for their review. There was discussion about the wording and CA La Follett edited the policy for the council. CA La Follett read the edited policy to the council
 - Councilmember Bofenkamp introduced a **MOTION** to adopt Utility Adjustment Policy, as edited; the **MOTION** was seconded by: Councilmember Sena. All council members approved, and the **MOTION** passed.

Budget, Finance, & Major Acquisitions - Chair Bofenkamp:

- No Report

Streets, Properties, & Facilities - Chair Deerkop reported:

- No Report

Personnel - Chair Brink reported:

- No Report

Water and Sewer - Chair Slinkard reported:

- The Water and Sewer committee is scheduled to meet with Daniel Cowger from Varela on Tuesday at 5:30. The topics will include, reviewing the past history attempts to satisfy the dept of ecology, updates on the geothermal feasibility study, the 'pullman option', reviewing the correspondence with the Dept. of Ecology, funding options and action options.

Joint Fire Board - Chair Sena reported:

- Fire board has a planned meeting with the Pullman Fire Chief because we contract with Pullman for ambulance services and we have had about a 20% increase per year for 5 years. The fire board hopes to renegotiate that contract and find ways to manage cost.

OPEN FORUM:

Kristi Inouye addressed the council about her property on Harvest Loop. She showed the council pictures of where the internet lines go into her house. She told council that Avista has gas lines across the street. She said that she should be able to keep the Eco block wall on the easement because it is not a permanent structure and can be moved.

EXECUTIVE SESSION:

- Councilmember Brooks requested an executive session to discuss personal issues and confidentiality.
 - Council and CA La Follett entered into Executive Session from 8:50pm to 9:10pm

MAYOR'S REPORT:

- Mayor Sievers reported that he met a company at the IACC conference called SJ Environmental, which is a company that provides contract supervisors for wastewater treatment plants. Mayor Sievers explained that Palouse is required to have a Level 2 certified operator for the wastewater plant, which we no longer have because we no longer have an agreement with the Town of Garfield. Mayor Sievers, Supt. Wolf and Walter met with SJ Environmental and did a walk through of the sewer plant. SJ Environmental can be our contracted certified Level 2 operator, but there is a cost associated at approximately \$4200/month. Mayor Sievers explained that we have received a letter from the Department of Ecology that outlined violations and we have to reply with a correction plan within 30 days. The #1 violation being that we don't have a certified level 2 operator. Mayor Sievers explained to the council the level of service that SJ Environmental would provide and strongly suggests that it is something that the council should consider. Councilmember Sena asked how long the contract would be and Mayor Sievers explained it would be a 3-year contract with a 90-day escape clause.

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.

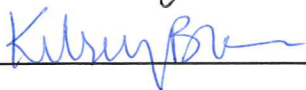
The following checks are approved for payment:
 Claims paid Ck# 12915 -12926 & EFT \$12,868.80

ADJOURN:

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

The council meeting Adjourned at 8:51pm

APPROVED:  DATE: 2/14/2023

ATTEST: 

1/24/23
meeting

Public Works Superintendent Council Report

Date: January 19, 2023

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

WATER:

We were called to a water leak last evening at the skate park. It was on the property owners side.

Evan went around town and replaced old wooden meter lids with new lids.

SEWER:

Tim, Walt, and Mike met with a consultant last Friday and did a tour of the sewer plant. More to come in the council meeting.

We snaked and flushed 3 problem sewer lines last week.

COMMUNITY CENTER:

We cut down the cherry tree and filled the parking space in with gravel.

STREETS:

We replaced night/daylight sensor and light bulbs on the Bridge Street bridge.

We shoveled out a blocked culvert off at Dave Tharp's driveway.

We need to get some cold mix and patch some potholes.

Recovered a dead deer out of a yard on the south hill.

ARTERIAL STREETS:

We hauled gravel to some pothole and back bladed some of the roads. We have more to do as time goes on.

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FIRE STATION:

Mike from Iron Development came down last week and repaired the roof for the winter.

POOL:

Dave from Professional Piping came down and looked at the piping that needs to be replaced and will give us a written quote hopefully by the council meeting. His verbal estimate was between \$15,000 to \$20,000. This quote will consist of the 6" drain pipe, (2) 6" gate valves, the broken pipe that broke in the cinder wall, and a valve at the boiler.

Derek from Specialty Pump Service is going to give us a written quote on the pump and motor hopefully by the council meeting.

PESTICIDE LICENSE:

Evan has attend two webinars for credits towards his license.

1/24/23
meeting

Palouse Police Department report for Palouse City Council meeting January 24, 2023:

Fifteen calls for service and one call out.

230110-02 – Received a call from Deputy Nebe with WCSO advising he was investigating a series of vehicle prowls in Oakesdale where witnesses reported a license plate of the suspect vehicle. He called the registered owner of the vehicle and learned it had been stolen the previous night from Palouse. I responded and took the stolen vehicle report. Two days later one of three suspects responsible for the stolen vehicle theft was caught in Tekoa prowling properties down rural gravel roads. Suspect was searched incident to arrest and found to be in possession of 1500 fentanyl pills (blue mexi's), 20-25 "skittle" fentanyl pills, half pound of methamphetamine and 40 grams of heroin. Vehicle recovered in City of Spokane day the next day. Registered owner called and left a nice message on PD answering machine thanking law enforcement for our efforts and advising he was enroute to get his vehicle as it had no damage.

230112-01 – I was off duty and on call when I received multiple calls from citizens advising of a two car injury unknown blocking collision at intersection of Main St and SR27. I responded, collected witness accounts and completed a collision investigation. It was determined through witness statements the vehicle traveling westbound on Main St failed to stop at stop sign and t-boned the passenger side of the vehicle traveling northbound on SR27. Minor injury to causing driver. No injury reported by victim driver. I ordered two tows to remove the vehicles as neither were drivable. Causing driver issued two infraction citations for RCW 46.61.190.2 – Failure to Stop at Stop Sign/Intersection and RCW 46.30.020 – Operating Motor Vehicle w/out Insurance.

230118-01 – Conducted traffic stop on vehicle after recognizing driver who I knew did not have a valid license or vehicle insurance to operate a motor vehicle on a public roadway. This individual has a criminal history of burglary, assault, probation violations, possession of drugs (heroin and meth), possession drug paraphernalia, and DWLS. His girlfriend has recently gained employment in Palouse hence his migration from the Lewiston/Moscow areas. He was issued a criminal citation for RCW 46.20.005 – No Valid Operator License w out ID. Both he and the registered owner of the vehicle (girlfriend) advised if I determine either are operating the vehicle unlawfully in the future (no insurance in both their cases, no driver license in his) I will be impounding the vehicle.

February 4th is 10th annual Brew Fest. I have requested extra law enforcement personnel be in the area to ensure all enjoy the event responsibly and safely. No drunk driving will be tolerated. I will be working that night. If any citizen of Palouse feels they should not drive they can text or call my cell phone and I will provide a citizen assist ride home. I would rather give someone a courtesy transport than unnecessarily put the public in danger.

Thank you - Joel

1/24/23
meeting

01/19/23
12:01

Palouse Police Department
Law Incident Summary Report, by Incident Number

1100
Page: 1

Number	Time and Date	Nature	Address	Locn	Dsp
Agency: Palouse Police Department					
230107-01	09:19:03 01/07/23	Parking Problems	S		NA
230107-02	09:31:28 01/07/23	Parking Problems	S		NA
230107-03	16:12:03 01/07/23	Found Property	S		NA
230108-01	11:53:02 01/08/23	Parking Problem	N		NA
230110-01	12:37:19 01/10/23	Aps Referral	N		NA
230110-02	12:50:32 01/10/23	Theft Automobile	N		NA
230111-01	11:04:47 01/11/23	Illegal Burnings	S		NA
230111-02	13:36:54 01/11/23	Animal Problem	S		NA
230111-03	13:52:44 01/11/23	Parking Problem	S		NA
230112-01	17:02:27 01/12/23	Accident Unkinj	N		NA
230116-01	11:06:39 01/16/23	Animal Problem	S		NA
230116-02	13:33:05 01/16/23	Theft Other	N		NA
230117-01	13:37:59 01/17/23	Animal Problem	N		NA
230118-01	08:26:46 01/17/23	Traffic Offense	N		NA
230119-01	11:30:43 01/19/23	Disabled Vehicle	N		CT
Total Incidents for This Agency:					15

10

Total Incidents for This Report: 15

Report Includes:

- All dates greater than `00:00:00 01/06/23`
- 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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