

PALOUSE CITY COUNCIL
Regular Council Meeting
March 28, 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 7:00 pm.

ROLL CALL:

Deputy Clerk Kelsey Blair took Roll Call.

Councilmembers present: Sarah Bofenkamp, Bill Slinkard, Leslie Sena, Samuel Brink, Travis Deerkop, and Robert Brooks

Councilmembers absent: 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 (DC) Kelsey Blair

- Councilmember Bofenkamp introduced a **MOTION** to excuse Councilmember Barrington's absence from the meeting; the **MOTION** was seconded by: Councilmember Brooks. All councilmembers approved, and the **MOTION** passed.

APPROVAL OF MINUTES:

- Councilmember Sena introduced a **MOTION** to approve the minutes from the regular council meeting on March 14th, 2023, the **MOTION** was seconded by: Councilmember Deerkop. All councilmembers approved, and the **MOTION** passed.

PUBLIC WORKS REPORT:

Water:

- Public Works read water meters so the March billing cycle could include winter overages. A few houses were discovered to have very high usage, due to leaks. 7 meters need to be replaced, which will wipe out our stock and we will have to order more. There was discussion about replacing meters with smart meters.

Pool:

- The pump has been pulled and is being re-built at the Specialty Pump shop. It should be re-installed in May. The rails that held the pump will need to be repaired before the pump can be re-installed. Shoemaker excavation is ordering parts for repairing the pipe.

*PW report attached to minutes.

POLICE REPORT:

Officer Anderson presented his report to the Council.

15 calls for service and 1 callout

62 traffic stops, 2 infractions, and 2 criminal citations

- Gross Misdemeanor issued for the improper use of a trip permit.
- Felony Warrant arrest was made on an offender that violated their Residential Drug Offender Sentencing Alternative (DOSA).
- A vehicle was impounded and the driver was cited for driving on a suspended license and no insurance, it was the second time this person was cited for the same charge within 2 months.

*PD Report attached to the minutes.

CITY ADMINISTRATOR / DEPUTY CLERK REPORT:

RV Park Online Scheduling

- Progress is being made. We are entering all the current reservations into the software. The next step will be figuring out the credit card processing and then we should be able to go live.

Website

- A .gov domain has been secured.

Annual Report

- Starting to work on the Annual Report for 2022.

OLD BUSINESS:

Water Main Project, TD&H update:

- Rich Utzman and Michelle Bly reported that they have been in contact with JR Massie and will schedule a time for them to come back to Palouse to finish a few items.

F Street Bridge Water Main Repair Project, TD&H update:

- Michelle Bly summarized that the project had additional costs due to a supply chain issue that slowed the contractor and therefore increased the amount of time the TD&H person spent overseeing the project. This had been presented to the council once before, but there were discussions about who should pay that and if it was part of the loan or out of pocket from the city. Ms. Bly reported that she has contacted the funding agency, the Public Works Board, and made an additional request in the amount of \$9500. The Public Works board approved that request.
- Councilmember Bofenkamp introduced a **MOTION** to apply for the additional \$9500 loan from the Public Works Board to complete the F Street Bridge Water Main Repair Project; the **MOTION** was seconded by Councilmember Sena. 6 in favor and 0 opposed. The **MOTION** passed.
- Mr. Utzman reported that the asphalt will be repaired as soon as the weather warms up for that kind of work.

Wastewater Treatment Plant, Varela Engineering:

- Daniel Cowger provided the council with a Technical Memorandum that outlined the Wastewater Effluent Cooling Evaluation. Mr. Cowger summarized the history of work that has been done, the scope that the engineering company set out to accomplish, and the options that were evaluated. There was a lot of discussion about the upcoming deadlines from the Department of Ecology, (the effluent cooling requirement due by July 2024 and the requirement to not discharge into the river by 2030). There was also a lot of discussion about the effluent cooling options that have been suggested by Varela and the options suggested by SJ Environmental at the last council meeting. Going forward the council and public works will review the report provided by Varela. Varela and the City will work together on a letter to the Department of Ecology, which will be submitted along with the technical memorandum and if that gets approved then we can work on the facility plan amendment. Once there is a response from ecology, the City and Varela can schedule a workshop

NEW BUSINESS:

A Resolution waiving competitive bid process for the purchase of a used truck for the Fire Department under special market conditions - was not considered. This Resolution is voided. It can not be voted on unless a specific vehicle is selected.

Resolution 2023-08 - Travel Policy

- Mayor Sievers read aloud the resolution in its entirety.
- Councilmember Brooks introduced a **MOTION** to adopt Resolution 2023-08 Travel Policy for City Employees and Officials; the **MOTION** was seconded by Councilmember Sena. 6 in favor and 0 opposed. The **MOTION** passed.

Resolution 2023-09 – Petty Cash Policy

- Mayor Sievers read aloud the resolution in its entirety.
- Councilmember Sena introduced a **MOTION** to adopt Resolution 2023-09 Petty Cash Policy; the **MOTION** was seconded by Councilmember Deerkop. 6 in favor and 0 opposed. The **MOTION** passed.

COMMITTEE REPORTS:

Policy & Administration - Chair Barrington:

- No Report

Budget, Finance, & Major Acquisitions - Chair Bofenkamp:

- The committee held a meeting. They mostly went over the Pool funds and the ARPA money.

Streets, Properties, & Facilities - Chair Deerkop:

- No Report

Personnel - Chair Brink:

- No Report

Water and Sewer - Chair Slinkard:

- No Report

Public Works Superintendent Council Report

Date: March 24, 2023

(Keep in mind this is 4 days from each council meeting)

WATER:

We read meters this week. We had a few residences with high usage or leaks. The high leak amounts were 75,418, 40,422, and 34,571. There were some lower than that. We have 7 meters to replace as well that have simply just have worn out.

We did a few locates for Avista as they are replacing poles on West Church Street and Highway 272.

Mike turned in compliance water samples.

We've replaced a few wood meter box lids.

SEWER:

We have received our 2" submersible water pump for decanting. We just need to outfit it now.

The sewer plant numbers are improving and are looking great.

We ran the press and the VFD needed to be adjusted so we had KME come out and adjust the drive.

POOL:

Mike got a hold of Derek about the pump and he said to use the original quote that the price should still cover everything so we gave him the go ahead to start when he can.

Mike got a hold of Ray's Plumbing and gave them the go ahead on the project.

Hemphill's came and looked at the valve on the boiler and he will be looking to see if there are parts still available for the boiler.

3-28-23

RECYCLE BIN:

The first bin filled up in about 2 weeks so Whitman County came and picked it up and brought a replacement. People are treating it good so far with no garbage thrown in.

PARKS:

Evan mulched the leaves in the park last week.

Evan has been trimming limbs and wild rose bushes.

GRAVEL:

Gary Anderson still has 5 or 6 loads of gravel to deliver and then he'll be done.

We've gone through quite a bit of gravel in the last couple of weeks with people buying and city projects and roads.

SUMMER HELP:

Ella Cuellar will be our summer help this year.

3-28-23

Palouse Police Department report for Palouse City Council March 28, 2023:

Fifteen calls for service and one call out since last council:

62 traffic stop resulting in two infractions and two criminal citations issued.

230317-01 – While on pro-active patrol stopped a vehicle with expired tabs and suspended registration out of Idaho. Recently the Whitman County Prosecutor's Office handed down an interpretation of Washington RCW 46.29.605 regarding suspended vehicle registrations. They have determined that the intent of the law was to apply only to Washington registrations and, therefore, will not be prosecuting drivers for Idaho suspended registrations. Prior to this decision, this stop would have resulted in an arrest and criminal citation issued.

230318-01 – While on pro-active patrol I stopped a vehicle with no plates and an improperly displayed/filled out trip permit in the back window. The Washington three day trip permit is good for three consecutive days of travel, must have the month and days colored/shaded in, must have the expiration date three days from the beginning of use written in large black lettering at the top and must have the back completely filled out to include an operators signature. The driver failed to meet any of these requirements, instead listing an expiration date of 4-25-23. The driver advised he was given the trip permit instead of a customary temp license from the used car sales lot in Spokane he bought it from in February. Cited for gross misdemeanor improper use of trip permit.

230320-03 – While on pro-active patrol I observed an adult male on the north hill who I knew had a NO BAIL Residential DOSA felony warrant for his arrest out of Whitman County. DOSA is a sentencing option for those arrested for illegal drug offenses (Residential Drug Offender Sentencing Alternative) allowing them to complete treatment in lieu of prison. If an offender fails to complete treatment or is found to be using drugs again during their sentence – a warrant like this is issued. Upon turning around to contact the male outside his residence he had disappeared. I made contact with family who lied and said he was not there. Within minutes I found him inside his garage. He was transported to Whitman County Jail for booking.

230320-03 – While on pro-active patrol I stopped a vehicle with no plates and a temp tag that was obscured from view by a large amount of unsecured garage in the truck bed. Stopped the vehicle and learned the adult female's driving status was suspended. Female was just cited for suspended two months ago but continues to drive placing liability on the motoring public were she to cause a collision as she has no vehicle insurance. Law enforcement throughout the county very familiar with this subject in terms of drugs, warrants and driving offenses. Vehicle impounded and driver cited DWLS.

3-28-23

230322-02 – Received a call from a resident on Anderson road just west of the cemetery. She reported a suspicious vehicle that has been parking in the southern most portion of the cemetery with a male driver sitting in the vehicle facing her property. Reporting party advised this has happened 4-5 times in the last two months. She confronted the male and took a picture of his license plate. I ran the plate and was familiar with the registered owner as he is a Palouse resident. I contacted the male who advised he goes to the cemetery to watch the sunset periodically. I re-contacted the reporting party and advised I was confident the male was not a threat or attempting some kind of nefarious criminal activity. The reporting party thanked me for contacting the male as she was the victim of a stalker/harassment situation four years earlier that involved a different male subject watching her from the cemetery.

Joel

3-28-23

03/23/23
17:19

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				
230312-01	07:51:50 03/12/23	Agency Assist		INA
230317-01	08:51:57 03/17/23	Traffic Offense		INA
230317-02	14:20:01 03/17/23	Traffic Offense		INA
230317-03	14:53:17 03/17/23	Found Property		INA
230318-01	15:35:08 03/18/23	Traffic Offense		CAA
230318-02	18:32:35 03/18/23	Traffic Offense		INA
230320-01	09:23:42 03/20/23	Traffic Stop		INA
230320-02	11:21:32 03/20/23	Warrant Arrest		CAA
230320-03	15:35:16 03/20/23	Traffic Offense		CAA
230321-01	13:21:02 03/21/23	Parking Problem		INA
230321-02	15:30:41 03/21/23	Animal Problem		INA
230321-03	15:52:48 03/21/23	Animal Problem		INA
230322-01	07:59:36 03/22/23	Traffic Offense		INF
230322-02	15:23:09 03/22/23	Suspicious		INA
230323-01	16:57:14 03/23/23	Traffic Offense		INA
Total Incidents for This Agency:				15

Total Incidents for This Report: 15

Report Includes:

- All dates greater than `00:00:00 03/10/23`
- 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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