

## **PALOUSE CITY COUNCIL MINUTES**

Regular Council Meeting  
June 28, 2022 @ 7:00 pm

**Palouse City Hall 120 E. Main St**

**CALL TO ORDER:** Mayor Pro Tempore Slinkard called the Palouse Council Meeting to order at 7:00 pm.

### **ROLL CALL:**

City Administrator Misty La Follett took Roll Call.

Council members present Sarah Bofenkamp, Leslie Jo Sena, Samuel Brink, Travis Deerkop, Robert Brooks, and Ann Barrington.

City staff present: City Administrator (CA) Misty La Follett and Police Officer Joel Anderson.

### **APPROVAL OF MINUTES:**

Councilmember Brooks asked that the minutes be amended to state that the Mayor said he did have the authority to cancel a City Council meeting as per the Palouse municipal code.

The Council discussed this matter in more detail, and the decision was made to amend the minutes as Councilmember Brooks requested and for Mayor Sievers to clarify what was said when he returned from vacation.

Councilmember Bofenkamp introduced a **MOTION** to approve the minutes from the regular council meeting on June 14, 2022, that the minutes be approved with a question for Mayor Sievers regarding the Mayor's authorization to cancel a City Council meeting; the **MOTION** was seconded by: Councilmember Sena. All other council members present approved, and the **MOTION** passed.

Mayor Pro Tempore Slinkard asked that this topic be added to the agenda under old business at the next City Council meeting.

### **PUBLIC WORKS REPORT:**

Supt. Wolf could not attend the meeting and provided Council with his written report.

Councilmember Bofenkamp updated the Council on the Hayton Green Park clean-up work day after the flood. She stated that the few people that showed up to work were herself, John Bofemnkamp, Monte and Beverley Nearing, and PW Supt. Wolf on his day off. She appreciated the residents that showed up to work as it was a very wet and cold day.

CA La Follett stated that Mr. Nearing had been working all week replacing the wood chips that had washed away during the flood.

\*PW report attached to the minutes.

### **POLICE REPORT:**

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

Mayor Pro Tempore Slinkard asked what a "communication" call was, and Officer Anderson stated that this generally was a 911 hang-up call. He stated that this typically occurs when a landline has an issue during inclement weather.

\*PD Report attached to the minutes.

### **CITY ADMINISTRATOR REPORT:**

CA La Follett presented to Council the two bids for the road oiling. The first bid was from BST Surfacing for \$20,770.75, and the second was from Lyman Dust Control for \$26,250.00.

Councilmember Brink introduced a **MOTION** to approve the bid from BST Surfacing for the road oiling for \$20,770.75; the **MOTION** was seconded by: Councilmember Bofenkamp. All other council members present approved, and the **MOTION** passed.

Michelle Bly from TD & H Engineering presented the invoices from TD & H to the Council for approval. The total amount for the current invoice is \$2,976.30. Ms. Bly explained the payment process for the new City Council.

Ms. Bly stated that the contractor replacing the looping main water system will be ready to start on July 18, 22, one week earlier than expected. After a discussion between the Council, Ms. Bly, and Rich Utzman, the project engineer from TD & H, the decision was made to hold the pre-construction meeting on July 11, 2022. At 11:00am at Palouse City Hall.

Ms. Bly stated that if the City was ready to move forward with July 18, 2022, start date for this project, Mayor Pro Tempore Slinkard would need to sign the Notice to Proceed, which would need to be voted on by Council.

Councilmember Barrington introduced a **MOTION** to approve Mayor Pro Tempore Slinkard to sign invoice #3 from TD & H in the amount of \$2,976.30; **MOTION** was seconded by: Councilmember Brooks. All other Council members present approved, and the **MOTION** passed.

Mr. Utzman presented the Notice to Proceed to Council for approval to allow Mayor Pro Tempore Slinkard to sign the document. This document states that the project's start date will be July 18, and the substantial completion date will be September 26, 2022.

Councilmember Deerkop introduced a **MOTION** to allow Mayor Pro Tempore Slinkard to sign the Notice to Proceed with Construction; **MOTION** was seconded by: Councilmember Sena. All other Council members present approved, and the **MOTION** passed.

CA La Follett presented the liquor license for the Palouse Music Festival to Council.

Councilmember Bofenkamp asked why we used the Whitman County Gazette for the publishing notices. Ms. Bly stated that we use this newspaper as it is the official newspaper of record for the City.

### **YOUTH ADVISORY BOARD REPORT:**

\*No report submitted.

Ms. Bly updated the Council on the status of the F Street Bridge. The City was awarded more money by the Public Works Board (PWB) than required to replace the looping main water lines. She hoped the PWB would allow the City to use the excess funds to repair the F Street Bridge. Unfortunately, this was denied by the PWB.

If the City would like to apply for a Public Works Board loan to complete these repairs, the money would not be awarded until 2023, and it is possible that the City would not be awarded any money at that time.

CA La Follett asked what TD & H estimated the cost for these repairs, and Mr. Utzman stated it would be around \$120K. CA La Follett asked for some input from Councilmember Bofenkamp as she is the Chair of the Budget and Finance Committee, and she stated that she has some significant concerns. She would need more time to meet with the Budget and Finance Committee before any recommendations can be made to Council.

Ms. Bly stated that the construction company that will be in town working on the looping main system might be able to provide the City with a bid to repair the F Street bridge. Since they will be working in town, that would save the City some money on mobilization costs. Mr. Utzman said that the company is aware of the project and would be interested in bidding on the project.

CA La Follett asked about an Emergency Repair loan through the PWB, and Ms. Bly said that the PWB denied it as they deemed the project as not an emergency.

Ms. Bly asked for guidance from the Council on how they wish to proceed. She stated that she could be more persistent with the PWB regarding allowing the City to use the remaining funds in the current loan to repair the bridge.

Ms. Bly stated that if we would like the construction company for the looping main system to start the bridge project after their finished the looping main project, it would need to go out to bid in August.

Ms. Bly stated that TD & H would be happy to help the City engineer the Cove sidewalk extension and assist the City with any other projects the City may have funded by the Transportation Improvement Board. She stated that the more projects the City has on its Six-Year Transportation Improvement Plan, the better. CA La Follett stated the STIP needs to be updated in July.

### **OLD BUSINESS:**

None

### **NEW BUSINESS:**

None

### **COMMITTEE REPORTS:**

Policy & Administration, Chair Barrington: No Report

Budget, Finance, & Major Acquisitions, Chair Bofenkamp: No report

Streets, Properties, & Facilities, Chair Deerkop: Chair Deerkop wanted to let the Council know there is a leak in the roof at the fire station and PW Supt. Wolf has been made aware of this issue.

Personnel, Chair Sam Brink: No report

Water and Sewer, Chair Slinkard: No report

Joint Fire Board, Chair Sena: No report

**OPEN FORUM:**

No residents present addressed the Council.

**MAYOR'S REPORT:**

None

**EXECUTIVE SESSION:** Mayor Pro Tempore Slinkard called for an Executive Session at 7:55 pm to discuss a personnel matter. The regular city council meeting resumed at 8:20 pm.

**ALLOW PAYMENT OF BILLS:**

Councilmember Deerkop introduced a **MOTION** to allow the payment of bills. Councilmember Brink seconded the **MOTION**; the **MOTION** passed.

The following checks are approved for payment:

Claims Paid 06/28/2022 Ck. #12448-12457 \$7,347.88

**ADJOURN:** Councilmember Sena MOVED to adjourn; Councilmember Bofenkamp seconded the **MOTION**; the **MOTION** passed.

The council meeting adjourned at 8:20 pm.

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