

PALOUSE CITY COUNCIL MINUTES

Public Hearing – Amending the Six-Year Transportation Improvement Plan
Followed by Regular Council Meeting
July 26, 2022 @ 7:00 pm
Palouse City Hall 120 E. Main St

CALL TO ORDER: Mayor Sievers called the Public Hearing to Approve the Six-Year Transportation Improvement Plan and Palouse Council Meeting to order at 7:00 pm.

ROLL CALL:

City Administrator Misty La Follett took Roll Call.

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

City staff present: City Administrator (CA) Misty La Follett

PUBLIC HEARING: To approve the Six-Year Transportation Improvement Plan.

There was no comment from the public, and the hearing was closed at 7:06.

APPROVAL OF MINUTES:

Mayor Sievers asked for an adjustment to the Agenda to allow Michelle Bly, from TD & H, to address the Council earlier on the Agenda. He asked that the old business be moved after the approval of the minutes, and the Council agreed to this adjustment to the Agenda.

Councilmember Slinkard introduced a **MOTION** to approve the minutes from the regular council meeting on July 12, 2022, with the correction of adding Councilmember Slinkard as present at the meeting. Councilmember Bofenkamp asked that the minutes be amended to say that Katie Cooper was a former member of the Budget Committee and not the Chair; the **MOTION** was seconded by: Councilmember Bofenkamp. All other council members present approved, and the **MOTION** passed.

OLD BUSINESS:

Michelle Bly, from TD & H Engineering, addressed the Council with an update on the current projects. Ms. Bly stated that after the Public Works Board (PWB) received the letter from the Mayor asking them to reconsider the scope of work for the looping main project to include the repairs to the F Street Bridge, the PWB strongly encouraged the City to again apply for an emergency loan.

When the City was denied an emergency loan from the PWB, the PWB felt that it was a maintenance issue and not an emergency. After receiving the letter from the Mayor, PWB determined that it was an emergency and instructed Ms. Bly to apply again for an emergency loan.

Ms. Bly said that to complete the emergency loan application, she would need one additional document signed by the Mayor and submit the loan application tonight. Ms. Bly noted that she hoped to have an answer from PWB by September 1. Ms. Bly updated the loan documents to show the PWB that this repair is an emergency as it supplies the water to 1/3 of the residents and is not a maintenance issue. Ms. Bly would like the consent of the Council to allow the Mayor to sign the Applicant Certification to complete the loan application. This Applicant

Certification document states that the City is applying for this loan from the PWB, and this project is eligible for a low-interest loan. Each Councilmember reviewed this document.

Ms. Bly did increase the amount of the construction cost for the PWB emergency loan as the contractor working on the loop main may not be able to complete the project if the loan is delayed. She also included design costs in this loan application. Mayor Sievers asked what the new estimate for this project was, and she stated it was \$156k.

Ms. Bly will ask the PWB for approval for the City to put the project out to bid while the PWB is reviewing the loan application package. If the loan is approved, we will be done with the bidding process and ready to proceed with awarding the project and the construction. Ms. Bly said we should be done with the bidding process by the end of August.

As to the looping main project, Ms. Bly updated the Council that the Washington Department of Transportation had delayed the project for additional review. Due to this delay, Ms. Bly needs approval from Council to submit an extension to complete the project by 10/31/22. Council discussed this delay and extension in more detail, and the decision was made to change the extension date to 11/18/22.

Ms. Bly also asked which projects on the Six-Year Transportation Plan the Council would like TD & H to apply for grants from the Transportation Improvement Board. After a discussion between the Council and Ms. Bly, they decided to apply for the grant for the Cove Sidewalk Revisions and combine all road reconstructing projects.

Councilmember Slinkard introduced a **MOTION** to allow the Mayor to sign the applicant certification for the emergency loan from the PWB for the F Street Bridge; the **MOTION** was seconded by: Councilmember Sena. All other council members present approved, and the **MOTION** passed.

PUBLIC WORKS REPORT:

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

Mayor Sievers stated that Supt. Wolf attended a demonstration of the smart water meters in Garfield. He did receive a quote for 20 meters and the support software, and the total is \$ \$11,451. CA La Follett will review the budget to see if any funds can be used for this purchase.

*PW report attached to the minutes.

POLICE REPORT:

Officer Anderson could not attend the meeting and provided Council with his written report.

*PD Report attached to the minutes.

CITY ADMINISTRATOR REPORT:

CA La Follett presented the award letter for the Cove Sidewalk extension from TIB to Council. She also gave to Council a letter from the City's attorney regarding the Palouse Arms Building, and she will have the building inspector address the issue the next time he is in town.

The City did receive a \$1,000 anonymous donation for the swimming pool.

YOUTH ADVISORY BOARD REPORT:

The YAB is hosting a midnight swim at the pool on August 2, 2022.

NEW BUSINESS:

Jill McKinney, from the Palouse Planning Commission, addressed the Council regarding the Accessory Dwelling Units (ADU) that currently exist within the City limits of Palouse. These ADU violate the Palouse City Code, and she would like to know why the city code is not being enforced. Why would the Planning Commission create new city codes if the current codes are not being enforced?

The Council was unaware of any complaints at this time, and the Council and Ms. McKinney discussed this matter in more detail. The Council asked that the complaints the Planning Commission received be forwarded to CA La Follett.

Ms. McKinney asked for a commitment from the City to work with City staff, building inspector, and law enforcement to address the code enforcement issue.

Mayor Sievers stated that the code enforcement issue had been a topic of conversation at previous meetings and will be addressed. The City Council has discussed the possibility of hiring a code enforcement officer.

Mayor Sievers and the Council are engaged in ongoing conversations regarding code enforcement.

NEW BUSINESS:

Mayor Sievers introduced the following resolutions:

Resolution 2022-05 - Palouse Proposition No. 1 Excess Property Tax Levy:

For the purpose of funding street improvements and street oiling, the City Council of the City of Palouse proposes, pursuant to RCW 84.52.052, to impose an excess property tax levy upon all taxable property within the City in the amount of \$50,000.00, an estimated \$0.7000 per \$1,000.00 of assessed value in the year 2022 for collection in 2023, as provided in Resolution 2022-05.

Councilmember Bofenkamp introduced a **MOTION** to approve Resolution 2022-05; **MOTION** was seconded by: Councilmember Barrington. All other council members present approved, and the **MOTION** passed.

Resolution 2022-06 – Palouse Proposition No. 2 Excess Property Tax Levy:

For the purpose of funding the operation and maintenance of the swimming pool, the City Council of the City of Palouse proposes, pursuant to RCW 84.52.052, to impose an excess property tax levy upon all taxable property within the City in the amount of \$44,000.00, an estimated \$0.6200 per \$1,000.00 of assessed value in the year 2022 for collection in 2023, as provided in Resolution 2022-06.

Councilmember Sena introduced a **MOTION** to approve Resolution 2022-06; **MOTION** was seconded by: Councilmember Deerkop.

Councilmember Barrington asked if the Council should increase the levy amount for the pool. The Council and Mayor Sievers discussed this matter in more detail. After the discussion, Council decided to increase the levy from \$44,000 to \$47,000.

All council members present voted nay, and the **MOTION** failed.

Councilmember Barrington introduced a **MOTION** to approve the amending of the amount from \$44,000 to \$47,000 for Resolution 2022-06; **MOTION** was seconded by: Councilmember Bofenkamp. All other council members present approved, and the **MOTION** passed.

Resolution 2022-07 – Palouse Proposition No. 3 Excess Property Tax Levy:

For the purpose of funding the operation and maintenance of the infrastructure, the City Council of the City of Palouse proposes, pursuant to RCW 84.52.052, to impose an excess property tax levy upon all taxable property within the City in the amount of \$55,000.00, an estimated \$0.74 per \$1,000.00 of assessed value in the year 2022 for collection in 2023, as provided in Resolution 2022-07.

Councilmember Brooks introduced a **MOTION** to approve Resolution 2022-07; **MOTION** was seconded by: Councilmember Barrington. All other council members present approved, and the **MOTION** passed.

Resolution 2022-08 – Adopting the Six-Year Transportation Improvement Plan for 2023 – 2028: The City shall Adopt the Six-Year Transportation Improvement Plan for 2023 – 2028.

Councilmember Bofenkamp introduced a **MOTION** to approve Resolution 2022-08 with the amended dates; **MOTION** was seconded by: Councilmember Sena.

Mayor Sievers asked about adding the curbs for the Cove Sidewalk Revision on the STIP as it was not included on the STIP. CA La Follett stated that since we had already conducted the hearing on the STIP, if it is required for the grant application, we would need to amend the STIP.

All other council members present approved, and the **MOTION** passed.

COMMITTEE REPORTS:

Policy & Administration, Chair Barrington: The Policy committee approved the clothing policy presented to Council by Supt. Wolf. Chair Barrington presented to the Council a draft of the proposed policy for the rates for non-residents of Palouse that use the pool. Chair Barrington also presented a draft of changes to the RV park policy. The Council and Mayor discussed these policies in more detail.

Budget, Finance, & Major Acquisitions, Chair Bofenkamp met with CA La Follet and Committee Member Brink for a budget overview. She asked CA La Follett for a 5-year budget position. Chair Bofenkamp also wanted to express the importance of employee reviews as we move into the budget preparations.

Streets, Properties, & Facilities, Chair Deerkop: No report

Personnel, Chair Sam Brink asked CA La Follett about the status of temporary help, and she stated that she would be forwarding the documents to the personnel committee for their review.

Water and Sewer, Chair Slinkard: No report

Joint Fire Board, Chair Sena reported that Fire Chief Scott Beeson and Assitanr Fire Chief and Training Officer Marv Pillers are stepping down from their current roles but will remain with the fire department. They also discussed the possibility of impassible alleys and asked for a map of vacated alleys. Councilmember Brink asked if the fire department received a grant for the entire purchase of the fire truck, would the City still be required to match those funds? Chair Sena said she would ask as she didn't know the answer.

OPEN FORUM:

Chris Boyd addressed the Council regarding the correction of the deed for the Shady Lane trail. Mr. Boyd met with the City's attorney, and Mr. Hanson stated the Council had some concerns. Councilmember Bofenkamp had some concerns about relinquishing City property, but after some research, she felt there was no issue for the Mayor to sign a correction deed. CA La Follett spoke with Mr. Hanson, and he said we would need a Council vote to allow the Mayor to sign a correction deed.

Councilmember Barrington introduced a **MOTION** to allow the Mayor to sign a correction deed; **MOTION** was seconded by: Councilmember Bofenkamp. All other council members present approved, and the **MOTION** passed.

MAYOR'S REPORT:

Mayor Sievers has been working on a letter to the residents about their nuisance violations. Mayor Sievers did some research, and we can mail this letter to all residents using the Every Door Direct Mail, which will be a minimal cost to the City of \$134, plus the printing cost, and it would be delivered to all Palouse post office boxes and those on the rural route. He asked for input on this letter from the Council before we send this letter out.

Mayor Sievers did ask for clarification from the Policy Committee that anyone with a 99161 zip code would be able to use the pool for no cost. This would include students in the Gar-Pal school district as well.

CA La Follett and Mayor Seivers had a preliminary meeting with Avista about relocating a gas main from the Bridge Street Bridge to under the Palouse River. We should expect a presentation to Council soon.

CA La Follett drafted a job description for an office assistant, and it will be forwarded to the Personnel Committee for review. Councilmember Barrington drafted a temporary employee contract, and after the committee reviews this document, the contract will be sent to the attorney for review. Also, employee evaluation forms are being finalized and should be completed by the end of August.

Mayor Sievers ask Chair Slinkard to start the conversation regarding the water and sewer rates for 2023, and to get them set before the budget season. He asked CA La Follett to check with Mr. Hanson about including the Pool fee schedule with the water and sewer rates effective January 1, 2023. We will need to increase water and sewer rates to cover the cost of the ongoing projects.

Councilmember Bofenkamp asked if the posting for the deputy clerk position would remain open while we had a temporary employee. CA La Follett stated that the listing had been removed, but it would be reposted in September.

ALLOW PAYMENT OF BILLS:

Councilmember Bofenkamp introduced a **MOTION** to allow the payment of bills. Councilmember Slinkard seconded the **MOTION**; the **MOTION** passed.

The following checks are approved for payment:

Payroll		EFT	\$18,125.90
Claims Paid	07/26/2022	Ck. #12508-12519	\$21,701.08

ADJOURN: Councilmember Deerkop MOVED to adjourn; Councilmember Brink seconded the **MOTION**; the **MOTION** passed.

The council meeting adjourned at 9:46 pm.

APPROVED: _____

ATTEST: _____