

PALOUSE CITY COUNCIL AGENDA

Regular Council Meeting

August 23, 2022 @ 7:00 pm

Palouse City Hall | 120 E. Main St

CALL TO ORDER: Mayor Tim Sievers called the 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 Works (PW) Supt. Mike Wolf, and Police Officer Joel Anderson.

APPROVAL OF MINUTES:

Councilmember Bofenkamp introduced a **MOTION** to approve the minutes from the regular council meeting on August 9, 2022, the **MOTION** was seconded by: Councilmember Sena, and the **MOTION** passed.

PUBLIC WORKS REPORT:

Supt. Wolf presented his report to the Council.

Supt. Wolf informed the Council of water main leak on K Street, between Alder Street and Mohr Street. Jared from JR Massie, the contractor working on the looping main project, addressed the Council about the possibility of his company replacing 250' of the water main on K street. JR Massie's Bid to the City is \$43,500 to replace this line. Supt. Wolf said that this section of the line has been repaired three times in the last five years and needs to be replaced. JR Massie already has all of the equipment in town, and it would save the City a significant amount of money for them to replace the line while they are currently working in Palouse.

Councilmember Brink asked Supt. Wolf why Whitman County graded the road before the oiling. Supt. Wolf stated that there is an interlocal agreement with the County for road maintenance. Supt. Wolf stated that the City's grader is old and needs to be replaced. The City did supply the water truck for the grading. Councilmember Brink said we should look at surplusing the road grader if it is not functional.

*PW report attached to the minutes.

POLICE REPORT:

Officer Anderson presented his report to the Council. There have been fourteen calls for service and two call-outs.

*PD report attached to the minutes.

CITY ADMINISTRATOR/DEPUTY CLERK REPORT:

CA La Follett has been working on Budget preparation and should have a budget position for the Council soon.

CA La Follett asked Policy Committee Chair if the draft pool resolution needed any revision. The revisions suggested by Chair Barrington will be made and submitted to Eric Hanson for his approval.

CA report is attached to the minutes.

OLD BUSINESS:

Michelle Bly and Rich Utzman with TD & H Engineering presented an update to Council.

Ms. Bly informed Council that the Public Works Board (PWB) approved the emergency loan to replace the water main across the F Street Bridge. She stated that the invitation to bid would be published in the Lewiston Tribune and Whitman County Gazette in August and September. Ms. Bly said that the PWB would not release the funds until the City had signed a contract with the PWB. To take advantage of JR Massie currently working in the City, Ms. Bly would continue to encourage the PWB to get the documents to the City to sign so we can award the bid and get the project completed before winter. Ms. Bly would like the bid opening to occur on September 15, 2022.

Ms. Bly submitted two grant applications to the Transportation Improvement Board (TIB). One grant was to complete and upgrade the Cove Sidewalk, and the other was chip sealing several roads in Palouse. These grants will be awarded in December.

CA La Follett asked if TD & H would help the City complete the Six-Year Transportation in the future to help the City to be more successful when applying for these grants. Ms. Bly said that she would be happy to help and there would be no charge to the City.

Ms. Bly presented change order #1 from JR Massie to the City Council for approval for the looping main replacement. This change order is necessary as the Washington State Department of Transportation (WASDOT) has decided to require the City to bore under the ground instead of the open trenching WASDOT originally approved. The cost to the City for this change order is \$113,444.24. Including this change order, the project will remain under the amount of the PWB loan.

Change order #2 from JR Massie for the K Street line replacement is not included in the looping main project. This would be a separate project, and we could not use the funds from PWB to replace this section of the K Street water main.

Ms. Bly stated that the City would need to enter into a separate contract with JR Massie to replace the K Street water main, as this could not be included in the looping main project.

Mayor Sievers suggested that the City consider partially funding the K Street main project with the funds in the American Rescue Plan Act (ARPA) designated for City infrastructure.

Councilmember Slinkard introduced a **MOTION** to allow the Mayor to accept the bid from JR Massie to replace the K Street and Alder Street section of the water main, including replacing two water valves; the **MOTION** was seconded by: Councilmember Brooks.

Councilmember Bofenkamp would like to evaluate the usage of the ARPA funds for this project as the pool also needs significant repairs.

Councilmember Brooks asked about the possibility of the valves that go to the fire hydrant on K street failing and the costs of replacing this valve. He also wanted to ensure that there were funds to replace the valve if needed.

After this discussion, the **MOTION** passed.

Councilmember Sena introduced a **MOTION** to allow the Mayor to sign change order #1 from JR Massie to bore under Church Street; the **MOTION** was seconded by: Councilmember Bofenkamp, and the **MOTION** passed.

Ms. Bly said she would have a pay estimate from JR Massie at the next City Council meeting for their review and approval.

NEW BUSINESS:

Emily Akin, with the Haunted Palouse Committee, asked the Council for permission to decorate the downtown street lamps on Main Street for October. They would be decorated with corn, hay, and pumpkins. The Haunted Palouse Committee would be entirely responsible for everything related to the decorating.

Councilmember Bofenkamp introduced a **MOTION** to allow the Haunted Palouse Committee to decorate the lamp posts for October; the **MOTION** was seconded by: Councilmember Sena.

Council discussed the ownership of the planters on Main Street and the possibility of decorating those as well.

After this discussion, the **MOTION** passed.

Councilmember Sena suggested that the Youth Advisory Board might be willing to help decorate. It was also discussed that the Distinguished Young Women were in charge of the lamp post lights.

COMMITTEE REPORTS:

Policy & Administration, Chair Barrington No report

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

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

Personnel, Chair Brink: No report

Water and Sewer, Chair Slinkard stated that his committee met to discuss the current water and sewer rates. The current total base water rate is \$27.38, and the total sewer is \$49.80. The Town of Garfield's total water base rate is \$33.86, and the total sewer is \$65.40. The water and sewer committee recommends increasing the water rates by \$10 per month and increasing the sewer rate by \$15 per month. It was also suggested that the overage rates also need to be increased. The Council discussed the possibility of implementing a tiered system based on water usage and the proposed rate increases.

Joint Fire Board, Chair Sena reported that the board discussed the possibility of Wil Edwards taking over as Fire Chief and Joe Handley as Assistant Fire Chief when they vote later this year. The fire department has surplus some of their equipment to Farmington, and if a mutual aid call comes in, they will be able to respond with this equipment.

OPEN FORUM:

Steve Brink addressed the Council as he would like to see the road oiling happen earlier in the year.

Tony Wright addressed the Council regarding the water rates for Accessory Dwelling Units.

EXECUTIVE SESSION: Mayor called for an Executive Session at 8:31 pm to discuss personnel. The regular city council meeting resumed at 8:51 pm.

MAYOR'S REPORT:

Mayor Sievers reported that he and CA La Follett met with representatives from the Cities Insurance Association of Washington, the City's insurance carrier, about some resources available to the City. These resources include helping draft policies, including employee handbooks.

Mayor Sievers said he attended the Community Development meeting that the Palouse Chamber sponsored. During this meeting, he gave the community an update on the City. Mayor Sievers stated that everyone loves the pool despite the cost of maintaining the pool. He said they also discussed possibly hiring a community grant writer and funding this position.

Councilmember Bofenkamp stated that the Haunted Palouse might be willing to donate a large amount of money to the pool. Haunted Palouse has funded several projects in the City, but this would not be possible without volunteers. She encouraged everyone to volunteer where they could.

ALLOW PAYMENT OF BILLS:

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

The following checks are approved for payment:

Claims Paid 08/25/2022 Ck. #12575-12582 \$61,608.39

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

The council meeting adjourned at 9:03 pm.

APPROVED: _____ ATTEST: _____