

PALOUSE CITY COUNCIL AGENDA

Regular Council Meeting

September 27, 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, Travis Deerkop, Robert Brooks, and Ann Barrington.

Councilmember absent: Samuel Brink

Councilmember Barrington introduced a **MOTION** to excuse Councilmember Brink; **MOTION** was seconded by: Councilmember Bofenkamp. All other council members present approved, and the **MOTION** passed.

City staff present: City Administrator (CA) Misty La Follett, Public Works (PW) Supt. Mike Wolf, and Police Officer Joel Anderson.

APPROVAL OF MINUTES:

Councilmember Sena introduced a **MOTION** to approve the minutes from the regular council meeting on September 13, 2022, the **MOTION** was seconded by: Councilmember Deerkop, and the **MOTION** passed.

PUBLIC WORKS REPORT:

Supt. Wolf presented his report to the Council.

Supt. Wolf informed the Council that JR Massie hopes to be done with the water main replacement project by the middle of October. JR Massie will also be helping repair a broken water line on Tidwell Road next week.

*PW report attached to the minutes.

POLICE REPORT:

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

Officer Anderson will meet with the school monthly to address any ongoing issues.

Councilmember Bofenkamp asked if Officer Anderson had heard anything about Halloween candy being laced with fentanyl. He said he had not and would not tell people not to take their kids from trick or treating.

*PD report attached to the minutes.

CITY ADMINISTRATOR/DEPUTY CLERK REPORT:

CA La Follett presented the Council with a liquor license request for Rants and Raves in the name of Maxwell Marzolf. Maxwell Marzolf purchased the Palouse Rants and Raves location from Neil Marzolf.

Councilmember Deerkop introduced a **MOTION** to approve the liquor license request for Rants and Raves and of Maxwell Marzolf and allow the Mayor to sign the application; the **MOTION** was seconded by: Councilmember Brooks. All other council members present approved, and the **MOTION** passed.

CA La Follett updated the Council on the status of the three-year audit from the State Auditor.

*CA report is attached to the minutes.

OLD BUSINESS:

Morgan Lohman from Lohman Excavating, LLC, the lowest bidder for the F Street bridge project, was present at the Council meeting to answer any questions the Council may have. Their bid was \$175,896.92.

The Council discussed the project in more detail with Mr. Lohman. The Council was concerned that the Public Works Board (PWB) award was approximately \$25,000 short of the bid amount. CA La Follett stated that Michelle Bly from TD & H had contacted the PWB to request additional funds. Ms. Bly felt comfortable that the PWB would award the City the extra funds.

Councilmember Sena introduced a **MOTION** to award the F Street Bridge repair to Lohman Excavating, LLC; the **MOTION** was seconded by: Councilmember Deerkop. All other council members present approved, and the **MOTION** passed.

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

Mayor Sievers asked Mr. Utzman why some portions of Church Street had been torn up for the replacement of the water line. Mr. Utzman stated that the part that had been torn up was within the City limits.

Supt. Wolf said that JR Massie hoped to be done with all restoration and the project completed by October 19, 2022. CA La Follett asked if there would be another prolonged water shut-off and Supt. Wolf said there would be one more.

NEW BUSINESS:

Mayor Sievers asked the Council to explore the possibility of adding the position of an Office Assistant. Ca La Follett drafted a job description for this position which the personnel committee has approved. After discussing the matter with Eric Hanson, the City Attorney, he recommended not having a contract for this position. He suggested that the City approve the new position and offer the position as at-will employment.

The Council reviewed the job description for this position. The Council would need to approve the creation of this position and vote on the resolution at the next Council meeting.

The Council discussed this in more detail.

Councilmember Sena introduced a **MOTION** to create the Office Assistant position for the City of Palouse; the **MOTION** was seconded by: Councilmember Barrington. All other council members present approved, and the **MOTION** passed.

COMMITTEE REPORTS:

Policy & Administration, Chair Barrington stated that the RV Park and Pool fee schedules were ready, and we are waiting for the resolutions to be presented to Council.

Budget, Finance, & Major Acquisitions, Chair Bofenkamp stated that she is in the process of scheduling a meeting for this committee. Chair Bofenkamp met with CA La Follett, and there are some significant discrepancies with the budget that need to be corrected before we start budgeting for 2023. Chair Bofenkamp requested that any spending requests be submitted to the budget committee for review before any Council meeting.

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

Personnel, Chair Brink: No report

Water and Sewer, Chair Slinkard would like to address the charge increases to the water and sewer rates that his committee recommended. Chair Slinkard recommended a \$10 per month increase to the water service and a \$15 per month sewer rate increase. Chair Slinkard's committee also recommended revising the rates for water service overages. He suggested we stay at \$1.50 per 100 cubic feet for the first 600 cubic feet. After that, the increase would be \$2.00 per additional 100 cubic feet up to 1200 cubic feet. Anything about 1200 cubic feet would be \$2.25 per 100 cubic feet. Based on his personal usage, his monthly overages would increase from \$12.50 to \$15.00.

Chair Slinkard suggests that any water leak under a house or underground that the City can verify would remain at the \$1.50 per 100 cubic feet rate.

The Council discussed these possible rate increases in more detail. The decision was made to discuss further these potential rate increases to be implemented in 2023.

Joint Fire Board, Chair Sena reported that the fire department was awarded a grant for self-contained breathing apparatus. The JFB decided to purchase additional tanks immediately as they were on sale. The City's portion will be less than \$8,000. These self-contained breathing apparatuses will bring the fire department into compliance.

OPEN FORUM:

No citizens requested to address the Council.

MAYOR'S REPORT:

Mayor Sievers reported that he signed the PWB construction loan extension. He also signed the contract with PWB for \$156k for the F Street Bridge repair, and we are working with PWB to secure the remaining funds for this repair.

Councilmember Barrington asked about the status of the employee reviews, and he said the reviews were complete and he needed to meet with the individuals.

ALLOW PAYMENT OF BILLS:

Councilmember Brooks asked why the City Council approved the bills for the JFB before them being approved by the JFB. CA La Follett stated that the City pays the bills before the JFB approves them. The Council discussed this matter in more detail and how to resolve this issue. Councilmember Brooks stated that he didn't feel comfortable approving these bills.

Councilmember Bofenkamp introduced a **MOTION** to allow the payment of bills. Councilmember Sena seconded the **MOTION**; Councilmember Brooks voted not to approve the payment of the bills; All other council members present approved, and the **MOTION** passed.

The following checks are approved for payment:

Claims Paid 09/27/2022 Ck. #12630-12642 \$20,645.14

ADJOURN: Councilmember Slinkard MOVED to adjourn; Councilmember Barrington seconded the **MOTION**; the **MOTION** passed.

The council meeting adjourned at 8:55 pm.

APPROVED: _____ ATTEST: _____