

PALOUSE CITY COUNCIL AGENDA

Regular Council Meeting
October 11, 2022 @ 7:00 pm

Palouse City Hall | 120 E. Main St

CALL TO ORDER: Mayor Tim Sievers called the Council Meeting to order at 7:01 pm.

ROLL CALL:

City Administrator Misty La Follett took Roll Call.

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

Councilmembers absent: Sarah Bofenkamp and Travis Deerkop

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

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

APPROVAL OF MINUTES:

Councilmember Sena introduced a **MOTION** to approve the minutes from the regular council meeting on September 27, 2022, the **MOTION** was seconded by: Councilmember Barrington, and the **MOTION** passed.

PUBLIC WORKS REPORT:

Supt. Wolf's PW report is attached to the minutes.

POLICE REPORT:

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

Councilmember Brooks asked Officer Anderson about animal cruelty laws for animals within the City.

*PD report attached to the minutes.

CITY ADMINISTRATOR/DEPUTY CLERK REPORT:

CA La Follett gave Council an update on the City's three-year audit status, which is ongoing.

CA La Follett presented the Council with election information from the County for their review. Council discussed this matter in more detail, including council seat term expiration dates and deadlines to file.

Eric Hanson, the City's attorney, has requested a minor change in the TD & H F Street bridge contract, and CA La Follett said the Council would have the contract by the next Council meeting for a vote.

*CA report is attached to the minutes.

OLD BUSINESS:

CA La Follett presented a letter from Michelle Bly, from TD & H, with an update on the looping main project, the repairs to the F Street bridge, and the revision to the Cove Sidewalk project with funds from the Transportation Improvement Board (TIB).

Andrew Beagle from TIB stated that the City is not eligible for any funds to revise the original Cove Sidewalk project. The City would be responsible for any revisions that are needed. He suggested we use the funds we received this year for a pedestrian signal and crosswalk on SR 27 and apply for another TIB grant to complete the sidewalk in 2023.

*The update from TD & H is attached to the minutes.

CA La Follett spoke with Morgan Lohman, the contractor for the F Street bridge repair, and they should be able to complete the project quickly once all the materials are received.

Ms. Bly requested that the Council vote on the second voucher distribution for JR Massie for \$401,419.28 and \$27,583.50 for TD & H Engineering for a total due of \$429,002.78.

Councilmember Brooks introduced a **MOTION** to approve the voucher distribution for the Public Works Board; the **MOTION** was seconded by: Councilmember Brink. All other council members present approved, and the **MOTION** passed.

Mayor Sievers stated that in the previous Council meeting, the Council voted to create the position of an Office Assistant and approved the job description. Mayor Sievers read Resolution 2022-11, authorizing the Mayor to sign the employment contract for this position.

Councilmember Sena introduced a **MOTION** to approve Resolution 2022-11, allowing the Mayor to sign the Office Assistant employee contract; the **MOTION** was seconded by: Councilmember Barrington. All other council members present approved, and the **MOTION** passed.

NEW BUSINESS:

Mayor Sievers asked Councilmember Slinkard to explain the water and sewer rate increase that the Council had previously discussed. Councilmember Slinkard stated that the water and sewer funds are not keeping pace with the increased costs to provide water and sewer to the residents of Palouse. The last sewer increase was in 2015. There have been increases in the sewer reserve fund in 2018 and 2021. The addition to the reserve fund is necessary as the Washington Department of Ecology has deemed our sewer plant obsolete and needs to be upgraded or replaced by 2030. The cost estimate to make these changes to the sewer plant was estimated to be \$18 million several years ago.

Michelle Bly with TD & H Engineering stated that the City would not qualify for any grants or loans for a new sewer plant without increasing the water and sewer rates to a monthly base rate of \$100.

Councilmember Slinkard has made the following recommended increases. A base water rate increase of \$10 per month and a \$15 per month sewer rate increase. The water rates would be as follows: 0 - 600 cubic feet (CF) - \$1.50 per 100 CF; 601 - 1,200 CF - \$2.00 per 100 CF; 1,201 CF and greater - \$2.25 per 100 CF. Also, any water leak under a house or underground that the City can verify would remain at the \$1.50 per 100 CF rate.

The Council discussed the rate increases in more detail and the possibility of gradually increasing the rates over several years. The Council asked CA La Follett to draft an ordinance reflecting the above changes to take effect in 2023 for Council to approve.

COMMITTEE REPORTS:

Policy & Administration, Chair Barrington asked the Council to vote on Resolution 2022-09, setting the Palouse Pool rates and costs for non-residents. Mayor Sievers read this resolution.

Councilmember Sena introduced a **MOTION** to approve Resolution 2022-09, setting the Palouse Pool rates; the **MOTION** was seconded by: Councilmember Brooks. All other council members present approved, and the **MOTION** passed.

Chair Barrington also asked the Council to review and vote on Resolution 2022-10, setting the rates for the Palouse RV Park. Mayor Sievers read this resolution.

Councilmember Barrington introduced a **MOTION** to approve Resolution 2022-10, setting the Palouse RV Park rates; the **MOTION** was seconded by: Councilmember Slinkard. All other council members present approved, and the **MOTION** passed.

Budget, Finance, & Major Acquisitions Chair Bofenkamp was not present, but she did provide an update email that Mayor Sievers read to Council. Last week, the Budget Committee met to discuss the state of the budget and the many adjustments that will need to be made in order to get our position up to date in time for the season, including but not limited to: miscategorization of funds, repeat line items, unfinished project budgets, etc. Additionally, we discussed a working allotment plan for the remainder of the city's ARPA (American Rescue Plan Act) funding in accordance with our pre-approved outline. This I hope to present to the Council at the next regular meeting.

YAB - Libby Akin has officially stepped down from her role with the Youth Advisory Board, whom I met with recently as well. Due to the work, school, and extracurricular schedules of the members, the YAB is now planning to meet every first and third Thursday of the month at 7:00 PM. I am hoping that the transition is an easy one and look forward to having more updates next meeting.

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

Personnel, Chair Brink: No report

Water and Sewer, Chair Slinkard: No report

Joint Fire Board, Chair Sena: No Report

OPEN FORUM:

No citizens present requested to address the Council.

MAYOR'S REPORT:

Mayor Sievers reported that he talked to Daniel Cowger with Varela, and they are anxious to get started on the engineering projects for the sewer plant. Mr. Cowger informed the Mayor of the upcoming Infrastructure Assistance Coordinating Council (IACC) of Washington conference happening next week. This conference discusses how to get funding for projects within the City. Mayor Sievers is planning on attending this conference.

ALLOW PAYMENT OF BILLS:

Councilmember Brooks had a question regarding the storage of the unused police vehicle, which the Council discussed in more detail.

Councilmember Barrington introduced a **MOTION** to allow the payment of bills. Councilmember Sena seconded the **MOTION**; All other council members present approved, and the **MOTION** passed.

The following checks are approved for payment:

Claims Paid	10/11/2022	Ck. #12659-12678	\$47,046.00
Payroll Paid	09/30/2022	Ck. #12643-12658	\$26,520.83

ADJOURN: Councilmember Sena **MOVED** to adjourn; Councilmember Slinkard seconded the **MOTION**: All other council members present approved, and the **MOTION** passed.

The council meeting adjourned at 8:44 pm.

APPROVED: _____ ATTEST: _____