

## PALOUSE CITY COUNCIL AGENDA

Regular Council Meeting  
October 25, 2022, @ 7:00 pm

Palouse City Hall | 120 E. Main St

**CALL TO ORDER:** Mayor Tim Sievers called the Council Meeting to order at 7:02 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, and Ann Barrington.

Councilmember absent: Robert Brooks

Councilmember Slinkard introduced a **MOTION** to excuse Councilmember Brooks; **MOTION** was seconded by: Councilmember Brink. 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.

Mayor Sievers asked to move the new business to next on the agenda as Neil O'Keefe from Kilahona Holdings, LLC, asked to address the Council regarding his SEPA application. Council consented to this change to the agenda.

### **NEW BUSINESS:**

Mr. O'Keefe explained to Council that his SEPA application was to extend the height of the existing exterior retaining wall at the rear of the Palouse Gym, 305 Main Street. The building owners would like to do this to mitigate any damage caused by flooding from the Palouse River. Mr. O'Keefe stated they would not make the wall's footprint any more extensive. They would bring the height of the wall to the bottom of the existing deck at the back of the building.

If the City decides to issue a Determination of Non-significance after the 14-day comment period, they are clear to proceed with the construction of the wall. This is required because the building site is within the Shoreline Management Program with the State of Washington.

The Council and Mr. O'Keefe discussed this project in more detail.

Councilmember Brink introduced a **MOTION** to approve the Determination of Non-significance for the Palouse Gym; the **MOTION** was seconded by: Councilmember Sena. All other council members present approved, and the **MOTION** passed.

### **APPROVAL OF MINUTES:**

Councilmember Slinkard introduced a **MOTION** to approve the minutes from the regular council meeting on October 11, 2022, the **MOTION** was seconded by: Councilmember Brink, and the **MOTION** passed.

### **PUBLIC WORKS REPORT:**

Supt. Wolf presented his report to the Council.

Supt. Wolf informed the Council that after an inspection of the leaking roof at the fire station, he found that it may need to be replaced. CA La Follett had reached out to several contractors for estimates to fix or replace the roof.

JR Massie had finished the looping main project, but the City would have to make some minor repairs next spring, and they would charge them for these repairs.

\*PW report attached to the minutes.

### **POLICE REPORT:**

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

Mayor Sievers asked about the impound procedure for vehicles in Palouse. Officer Anderson stated that there was no expense to the City, and once it is impounded, there is nothing further the City needs to do.

\*PD report attached to the minutes.

### **CITY ADMINISTRATOR REPORT:**

CA La Follett presented a liquor license application for Palouse Brewing Company, William and Nancy Darnell, William and Andra Edwards, and Joseph and Rachel Handley.

Councilmember Brink introduced a **MOTION** to approve the liquor license applicants and the location for the Palouse Brewing Company; the **MOTION** was seconded by: Councilmember Sena. All other council members present approved, and the **MOTION** passed.

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

CA La Follett presented two engineering services contracts to Council for review. The first contract is for the engineering services from TD & H for the F Street bridge repair. The other contract is from Varela for engineering services relating to sewer plant upgrades. Both contracts have been reviewed and approved by the City's attorney.

CA La Follett also stated that TD & H had asked the Council to vote to allow the Mayor to sign the contract with Lohman Construction for the repairs to the F Street Bridge. This vote would be pending review of the contract by the City's attorney as the City has not yet been provided a copy of this contract. TD & H asked for this vote as Lohman Construction would like to start before the next City Council meeting.

Supt. Wolf stated that he had met with Rich from TD & H, and the decision was made to close the F Street Bridge while the repairs were being made. This will allow the contractor to store the supplies and equipment on the bridge, and the City would save money on traffic control. Repaving the hole in the bridge would not be completed until spring, as the asphalt plants have closed down for the winter. The contractor is estimating that the project should take three weeks to complete.

Councilmember Bofenkamp introduced a **MOTION** to allow the Mayor to sign the contract with TD & H for engineering services relating to the F Street Bridge repair; the **MOTION** was seconded by: Councilmember Barrington. All other council members present approved, and the **MOTION** passed.

Councilmember Slinkard introduced a **MOTION** to allow the Mayor to sign the contract with Varela for engineering services relating to the sewer plant; the **MOTION** was seconded by: Councilmember Sena. All other council members present approved, and the **MOTION** passed.

Councilmember Sena introduced a **MOTION** to allow the Mayor to sign the contract with Lohman Construction for the repairs to the F Street Bridge, pending the review and approval of the contract by the City's attorney; the **MOTION** was seconded by: Councilmember Deerkop. All other council members present approved, and the **MOTION** passed.

CA La Follett stated that the Whitman County Humane Society contract expired in April of this year. CA La Follett is working on updating the agreement and presenting it to the Council for review.

\*CA report is attached to the minutes.

### **OLD BUSINESS:**

Old business was addressed under the City Administrator's report.

### **COMMITTEE REPORTS:**

Policy & Administration, Chair Barrington: No report

Budget, Finance, & Major Acquisitions Chair Bofenkamp is working on getting the American Rescue Plan Act recommendation finalized to present to Council for approval.

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

Personnel, Chair Brink stated the interviews had been conducted for the Deputy Clerk position. Offers will be extended for the temporary office assistant position as well as the Deputy Clerk position.

Water and Sewer, Chair Slinkard stated that as discussed at the previous Council meeting, an Ordinance increasing the water and sewer rates is being drafted, so the new rates will start on January 1, 2023. Chair Slinkard has contacted Dean Brown, the salesperson for the smart meters, regarding the City's options for purchasing these meters. As previously suggested by Chair Slinkard, he would like to offer the resident the opportunity to acquire these meters. If a resident chooses to buy a smart meter, the cost of the meter will be deducted from their monthly water bill. The benefit of a smart meter is that the resident can monitor their usage in real time.

The Council discussed smart meters in more detail.

Joint Fire Board, Chair Sena the JFB did discuss Councilmember Brooks concerns about bills being paid before the JFB reviewed them. Annie Pillers with the JFB met with CA La Follett, and the decision was made to continue to pay the regular bills for the JFB, but any invoice that is out of the ordinary will require the approval of the JFB.

Chair Slinkard readdressed the water meter discussion regarding the price of the smart meters. The price for the regular smart meter is \$230.00. These meters do not allow the residents to monitor their water usage. The price for the meters that would enable the resident to watch their use is \$360.00. Again the Council discussed this in more detail.

### **OPEN FORUM:**

Cheryl Sanders addressed the Council regarding the smart meters.

**MAYOR'S REPORT:**

Mayor Sievers attended the Infrastructure Assistance Coordinating Council (IACC) of Washington conference. He had conversations with people regarding smart meters and someone with some ideas for the sewer plant. He learned that there are funds available through the infrastructure bill. Most of the funds are in the form of low-interest loans.

Mayor Sievers, the Personal Committee, and CA La Follett conducted interviews, and we will be moving forward with the job offers.

Mayor Sievers thanked everyone that volunteered at Haunted Palouse and encouraged people to volunteer if they had not. It is difficult to bring an event back after two years off and with new leadership.

**ALLOW PAYMENT OF BILLS:**

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

The following checks are approved for payment:

Claims Paid	10/25/2022	Ck. #12682-12693	\$29,288.12
Payroll Paid		EFT	\$12,968.39

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

The council meeting adjourned at 8:24 pm.

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