

## **PALOUSE CITY COUNCIL AGENDA**

Public Hearing – SEPA Application for Palouse Gym  
Followed by Regular Council Meeting  
November 8, 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 Sarah Bofenkamp, Bill Slinkard, Samuel Brink, Travis Deerkop, and Robert Brooks.

Councilmembers absent: Leslie Jo Sena and Ann Barrington

Councilmember Slinkard introduced a **MOTION** to excuse Councilmember Sena and Barrington; the **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.

**PUBLIC HEARING:** SEPA Application for Palouse Gym.

There was no comment from the public, and the hearing was closed at 7:04.

### **APPROVAL OF MINUTES:**

Councilmember Deerkop introduced a **MOTION** to approve the minutes from the regular council meeting on October 25, 2022; the **MOTION** was seconded by: Councilmember Brink. All other council members present approved, and the **MOTION** passed.

### **PUBLIC WORKS REPORT:**

Supt. Wolf presented his report to the Council.

Supt. Wolf stated that the Fire Department roof leak was repaired, but another leak had developed in the ambulance bay. Several roofing companies will provide the City with quotes to repair or replace the roof.

CA La Follett advised Council that she and Supt. Wolf had met with a salesman from a water meter company that could convert our current meters into smart meters. Once we have a quote, CA La Follett will provide it to Council.

\*PW report attached to the minutes

### **POLICE REPORT:**

Officer Anderson presented his report to the Council. There were seven calls for service and zero call-outs.

\*PD Report attached to the minutes.

### **CITY ADMINISTRATOR REPORT:**

CA La Follett stated that the City's three-year audit was complete, and we are waiting for our exit interview to be scheduled. The Council should receive an email from the State Auditor's office with that information.

CA La Follett has been working on the Budget with the help of Cheryl Loffler, the City Clerk in Fairfield.

The temporary office assistant started working part-time and picked things up quickly, and she greatly appreciated the help.

A vacation request for Officer Anderson was presented to Council for their approval.

Councilmember Brink introduced a **MOTION** to approve the vacation request for Officer Anderson; the **MOTION** was seconded by: Councilmember Deerkop. All other council members present approved, and the **MOTION** passed.

\*CA report is attached to the minutes.

### **NEW BUSINESS:**

NONE

### **OLD BUSINESS:**

Michelle Bly and Rich Utzman from TD & H Engineering updated the Council regarding the Looping Main and F Street Bridge projects.

Mayor Sievers thanked Ms. Bly and Mr. Utzman for all the help that they have provided to the City.

Ms. Bly stated that JR Massie, the looping main contractor, has provided them with the information to complete pay estimate #6. This pay estimate includes two invoices from TD & H and one from JR Massie. The final invoice from JR Massie will be presented at the first council meeting in December.

Ms. Bly asked for a vote from the Council to allow the Mayor to sign the pay estimate #6 and the Certificate of Substantial Completion from the looping main project for JR Massie.

Councilmember Bofenkamp introduced a **MOTION** to allow the Mayor to sign the Voucher Distribution payment in the amount of \$129,740.54; the **MOTION** was seconded by: Councilmember Deerkop. All other council members present approved, and the **MOTION** passed.

Councilmember Slinkard introduced a **MOTION** to allow the Mayor to sign the Certificate of Substantial Completion on the looping main project by JR Massie; the **MOTION** was seconded by: Councilmember Brink. All other council members present approved, and the **MOTION** passed.

Councilmember Brooks asked Supt. Wolf, if he was satisfied with JR Massie's work. Supt. Wolf stated that he was. There are some minor things for JR Massie to complete next spring. Ms. Bly further noted that there is a one-year warranty on the work performed by the contractor.

CA La Follett asked if the patching on Church Street was acceptable, and Mr. Utzman stated that it was within the standard.

Councilmember Bofenkamp asked about the erosion at the 90-degree corner on West Church Street. Mr. Utzman stated that the erosion would need to be repaired in the spring. Mayor Sievers asked if it was a safety concern, and Mr. Utzman said it was not.

Supt. Wolf said that a meter box needs to be replaced and some other minor repairs that the City staff can make. These repairs will be billed back to JR Massie.

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

CA La Follett stated that the City has formally withdrawn its application for the Cove Sidewalk Revisions grant from the Transportation Improvement Board as it did not meet their criteria.

Mr. Utzman stated that Lohman had yet to return the contract, but Potholing will start next week. Mr. Utzman has all of the submittals needed to proceed once we have the signed contract.

Ms. Bly stated that there might be a pre-construction meeting with Lohman Construction this week. She also presented to Council with pay estimate #1 for the F Street Bridge in the amount of \$536.05.

Councilmember Slinkard introduced a **MOTION** to allow the Mayor to sign the Voucher Distribution payment in the amount of \$536.05 for the F Street Bridge; the **MOTION** was seconded by: Councilmember Bofenkamp. All other council members present approved, and the **MOTION** passed.

Ms. Bly stated that she attended the Infrastructure Assistance Coordinating Council (IACC) of Washington conference. At this conference, Ms. Bly learned that she could apply for a Planning Grant to conduct a water/sewer rate study for the City of Palouse. This study would be helpful when the City applies for grants and loans in the future.

### **COMMITTEE REPORTS:**

Policy & Administration, Chair Barrington: No report

Budget, Finance, & Major Acquisitions Chair Bofenkamp is working on scheduling a Budget meeting and will be working with CA La Follett on fixing the ongoing issues with our current Budget.

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:**

Cheryl Johnson addressed the Council regarding Officer Anderson's towing of vehicles.

### **MAYOR'S REPORT:**

Mayor Sievers informed Council that Jamie Gaber had filled the temporary office assistant position. Kelsey Blair had accepted the position of Deputy Clerk and would start in three weeks.

### **ALLOW PAYMENT OF BILLS:**

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

Councilmember Brink asked that the road grading costs from the County be included in the cost of the road oiling and that the City receive a quote from the County before they grade the roads.

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

The following checks are approved for payment:

Claims Paid	11/08/22	Ck. #12710-12740	\$474,374.55
Payroll Paid		Ck. and EFT	\$35,264.47

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

The council meeting adjourned at 8:17 pm.

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