

**PALOUSE CITY COUNCIL AGENDA**

Public Hearing – 2022 Preliminary Budget and Information on 2022 Revenue Sources  
Followed by Regular Council Meeting  
November 23, 2021 @ 7:00 pm

**Palouse Community Center 230 E. Main St**

**CALL TO ORDER:** Mayor Sievers called the 2022 Preliminary Budget Public Hearing and Information on 2022 Revenue Sources and the Palouse Council Meeting to order at 7:06 pm.

**ROLL CALL:**

Deputy Clerk Misty La Follett took Roll Call.

Council members present Mary Welcome, John Snyder, Jim Fielder, and Libby Akin.

Councilmember absent: Bill Slinkard and Katie Cooper.

Councilmember Akin introduced a **MOTION** to excuse Councilmember Slinkard and Councilmember Copper; **MOTION** was seconded by: Councilmember Fielder. All other council members present approved, and the **MOTION** passed.

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

**PUBLIC HEARING:** Public Hearing for 2012 Preliminary Budget and Information on 2022 Revenue Sources.

Michael Echanove expressed concerns regarding the tax revenues not being stated correctly on the preliminary budget. No other citizen in attendance addressed the Council regarding the 2022 Budget. Mayor Sievers closed the hearing at 7:11 pm and ordered the regular council meeting.

**APPROVAL OF MINUTES:**

Officer Anderson and that the Minutes be changed to reflect the correct dates of his report, which should read October 26 to November 5, 2021.

Councilmember Welcome introduced a **MOTION** to approve the minutes from the regular council meeting on November 9, 2021, with the changes requested by Officer Anderson; **MOTION** was seconded by: Councilmember Akin. All other council members present approved, and the **MOTION** passed.

**OPEN FORUM:**

Patty Rippee asked out the timeline for the Council to appoint a new Councilmember to fill the vacant seat on the Council and how to let the citizens know there is an open position.

Mayor Sivers stated that the vacancy would be advertised on the Palouse listserve and be published in the newspaper to solicit applications. The application process will be open for two weeks, and the applicants will be invited to a Council meeting for an interview. After the interviews, the Council will hold an executive session, and upon returning from this session, there will be a vote. After the vote, the new Councilmember is seated immediately. He expects this process to start before the first meeting in January, and the new Councilmember will be seated at that time.

**PUBLIC WORKS REPORT:**

Supt. Wolf provided Council with his written report.

Supt. Wolf stated that he and Walter Fealy are taking online classes to maintain their licenses.

Supt. Wolf informed Council that there had been significant issues with the "F" street lift station, one of the pumps failed. This failure caused the rail that the pump slides down on break, two separate pipes burst, and one of the valves broke.

KME is waiting for parts to repair the broken pump, but they will not have this repair made before Thanksgiving.

On the evening of November 19, 2021, Supt. Wolf received a call from the Fire Department regarding a utility problem of water overflowing on the corner of I and Mohr Street. Supt. Wolf turned the well pump off and back on, hoping to fix the issue. Later that evening, Supt. Wolf received another call regarding water running down the street. He turned the pump off again and left it off overnight. This pump malfunction caused double the amount of water pumped over an average day.

Supt. Wolf expressed the urgency to get an alert system in place that would alert PW's phones when there is a malfunction with the pumps to avoid this issue in the future. Supt. Wolf would also like to get the same alert system for the wastewater treatment facility.

Councilmember Fielder asked about the status of the bids for this alert system that the City received earlier this year. Supt. Wolf stated that the bid proposals were given to Kyle Dixon, the former City Clerk, but the project never moved forward after his resignation.

Councilmember Welcome asked for the amount of the prior proposals, and Supt. Wolf stated that for the City's wells, the bid was around \$5,000 and for the wastewater treatment plant between \$10,000 to \$15,000.

Supt. Wolf stated that the PWs department repaired "F" Street, where a sewer line was installed, and the pool winterization was complete. He also noted that the Cove sidewalk project was finished, but some issues need to be addressed before payment to White Diamond can be made.

Mayor Sievers stated that he felt the fencing on the sidewalk project was not long enough, causing a safety issue. Supt. Wolf said that he has several concerns that need to be addressed with the sidewalk engineer and the contractor. The problems are the fencing length, the need for some additional fill, and several catch basins that need to be installed.

Mayor Sievers stated the project needed to be safe for the residents, and we will continue to work with the contractor to address everyone's concerns.

\*PW report attached to the minutes.

#### **POLICE REPORT:**

Officer Anderson presented his report to the Council. There were four calls for service and two call-outs from November 5, 2021, and November 19, 2021.

Officer Anderson was called to the store regarding a child stealing. The store's management let the parents know that the child was caught on video stealing, and the parents became hostile to the staff. The store asked Officer Anderson to permanently trespass the parents from the store due to their behavior.

On November 7, 2021, a resident filed a report about a Honda generator being stolen from the bed of a truck.

Officer Anderson followed up with Councilmember Snyder regarding his question at the last City Council meeting regarding body cameras. Officer Anderson researched this question and determined that the State of Washington does not require the use of body cameras.

\*PD report attached to the minutes.

#### **CITY ADMINISTRATOR/DEPUTY CLERK REPORT:**

DC La Follett presented to Council the results of the pedestrian bridge inspection. This inspection recommends the replacement of several boards, several bolts need to be tightened, and some vegetation needs to be removed.

DC La Follett gave the Council an estimate to upgrade the Springbrook/Bias software from Basic to Advanced Payroll. The software the City currently uses for payroll will no longer be supported after 2021, and we will need to upgrade.

There is a training coming up for the newly elected Councilmembers on December 4, 2021, and DC La Follett was unsure of the process to seat new Councilmembers.

The City received a liquor licenses renewal for the Congress, which is no longer in business. Officer Anderson stated that the license was no longer valid once the business closed.

The renewal documents for the City's insurance policy were presented to Council for their review.

DC La Follett received a response to her email from the Secretary of State inquiring about the procedure to fill the vacant position on the Council. This email was given to Council for them to review.

The Council was given a copy of the Interlocal Shoreline Management Agreement for review. DC La Follett forwarded this agreement and the Criminal Justice contract to the City's attorney for his review.

DC La Follett followed up with Councilmember Snyder regarding the responsibility for the prosecutions of felonies and juvenile crimes within the City of Palouse. Dc La Follett received an email from a Whitman County Commissioner stating that the County will prosecute those offenses.

The City received an invoice from White Diamond Concrete for the Cove Sidewalk Project. There are still some concerns regarding this invoice that will be addressed with White Diamond Concrete by Supt. Wolf and Munir Daud. Once these issues are resolved, we can make this payment.

DC La Follett also presented the Council with the Ordinances for the budget. These Ordinances have been approved by Eric Hanson, the City's attorney, and are ready to be voted on.

Council was presented with an updated check register as well.

Councilmember Welcome asked if there were any other dates available for the new council training; DC La Follett will research that and get back to Councilmember Welcome.

Mayor Sievers asked for a motion to approve the software upgrade.

Councilmember Fielder introduced a **MOTION** to approve the software upgrade purchase; **MOTION** was seconded by: Councilmember Akin.

Councilmember Welcome asked if this was a one-time fee, and DC La Follett confirmed it would be a one-time fee.

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

### **YOUTH ADVISORY BOARD REPORT:**

Ainsely Sievers presented the Youth Advisory Board (YAB) Report to Council.

Ms. Sievers stated that the YAB discussed four main items at their meeting: 1, Drafting a flyer for the community to learn more about who the YAB are and what they do; 2, They discussed the parameters for a survey of the youth; 3, connecting with the school as a possible way for the youth to take the survey; 4, Meeting with Councilmember Welcome to discuss the ways they can use their budget.

Councilmember Welcome asked when the YAB meets, and Ms. Sievers informed her that they meet at 6:00 before the Palouse City Council meeting. Councilmember Welcome offered to meet with the YAB on December 28, 2021.

Mayor Sievers sat in on the YAB meeting, and it is exciting to see where the YAB goes in the future. He also wanted to express his gratitude to the YAB for their hard work.

### **OLD BUSINESS:**

NONE

### **NEW BUSINESS:**

Mayor Sievers stated the only new business was voting on the Budget Ordinances.

Ord. No. 1009 - adopting property tax increase for collection in 2022: The dollar amount of the increase over the actual levy amount for the previous year shall be \$1,985.75, which is an increase of 1%. Councilmember Welcome introduced a **MOTION** to adopt Ord. 1009; **MOTION** was seconded by: Councilmember Snyder. All other council members present approved, and the **MOTION** passed.

Ord. No. 1010 –adopting the property tax increase for EMS services for collection in 2022: Excess levy specifically for EMS services. The dollar amount of the increase over the actual levy amount for the previous year shall be \$312.33, which is an increase of 1%. Councilmember Snyder introduced a **MOTION** to adopt Ord. 1010; **MOTION** was seconded by: Councilmember Fielder. All other council members present approved, and the **MOTION** passed.

Councilmember Fielder asked what the newspaper of record was for the City, and DC La Follett stated the Moscow/Pullman Daily News.

Ord. No. 1011 – setting the regular and special levy amounts for the Budget Year 2021: the regular and special levy amounts are as follows:

- Special Street Levy: \$50,000
- Special Pool Levy: \$44,000
- Voted Regular EMS Levy: \$31,545.68
- General Levy: \$200,560.66

Councilmember Fielder introduced a **MOTION** to adopt Ord. 1011; **MOTION** was seconded by: Councilmember Akin. All other council members present approved, and the **MOTION** passed.

### **COMMITTEE REPORTS:**

Budget, Finance, & Major Acquisitions, Chair Welcome: Chair Welcome stated that the Final Budget Hearing would be on December 6, 2021.

Councilmember Snyder thanked Chair Welcome and Councilmember Cooper for their continued hard work on the budget.

Streets, Properties, & Facilities, No Chair at this time: No report.

Personnel, Chair Snyder: Chair Snyder stated that there are two possible candidates for the CA position, and they will be setting up those interviews soon.

Water and Sewer, Chair Slinkard: No report.

Policy & Administration, Chair Cooper: No report.

Joint Fire Board, Chair Fielder: Chair Fielder stated that JFB met on Monday. In October, there were three fire training nights and three call-outs.

In October, EMS had ten call-outs. There have been 118 call-outs to date for 2021, and there were only 118 for the entire year of 2020.

EMS has received the defibrillator that was purchased from the ARPA funds.

**EXECUTIVE SESSION:** Mayor called for an Executive Session at 7:56 pm and adjourned at 8:14 pm.

**MAYOR'S REPORT:**

The City has been working with the Department of Ecology to select an engineering firm to conduct the Value Planning Study to upgrade the sewer plant. The panel met and conducted interviews and decided on an engineering firm. We are working on getting a contract in place to come before the Council for their review, which will take a couple of meetings.

The Mayor has received some questions regarding the contract for \$1,000,000 to improve the water system on Coulton and Sgt. Jacob Demand Way. There was no incorrect date in the contract; that was when the Public Works Board approved the loan to the City. It meant that any expense that the City incurred after that date was reimbursable; it was not a repayment date.

Mayor Sievers met a senior government class and received some great engagement. Some students had questions regarding the pedestrian bridge, and Mayor Sievers can now report back to them with the answers to their questions and forward to them the inspection report.

At the YAB meeting, there was a discussion regarding tree limbs obstructing views at intersections. It was encouraging for young drivers to bring this to the Mayor's attention. They talked about working together with their neighbors and the City to resolve this matter.

Mayor Sievers encouraged everyone to talk to the youth about what we do at City Council. He hoped to be invited back to hear more from the students, as it was one of the top things he has done since becoming the Mayor of Palouse.

He thanked all of the City staff for their hard work and wanted everyone to know that it was appreciated.

**ALLOW PAYMENT OF BILLS:**

Councilmember Welcome introduced a **MOTION** to allow the payment of bills. Councilmember Snyder seconded the **MOTION**; **MOTION** unanimously passed.

**ADJOURN:** Councilmember Fielder MOVED to adjourn; Councilmember Akin seconded the **MOTION**. The **MOTION** passed. The council meeting adjourned at 8:20 pm.

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