

**City of Palouse**  
**COUNCIL MEETING MINUTES**  
*Tuesday, November 28, 2023*

*Note to persons reviewing this document: This is not a verbatim transcript. While an attempt has been made to document pertinent points, these minutes contain only a summary of the discussion and voting.*

**CALL TO ORDER:** Mayor Sievers called the meeting to order at 7 PM

Councilmembers\* present at the meeting were Sarah Bofenkamp, Leslie Jo Sena, Travis Deerkop, and Robert Brooks.

\*In the following paragraphs, Councilmember(s) will be abbreviated as: "C."

**I. ROLL CALL:** DC Gaber took attendance; C. Slinkard, C. Brink, and C. Barrington were absent.

C. Brooks introduced a **MOTION** to excuse C. Slinkard, C. Brink, and C. Barrington's absences from the meeting; the **MOTION** was seconded by C. Deerkop. All council members approved, and the **MOTION** passed.

City staff present: City Administrator (CA) Misty La Follett and Deputy Clerk (DC) Jamie Gaber.

City staff absent: Public Works (PW) Superintendent (Supt) Mike Wolf and Police Officer Joel Anderson.

**BUDGET HEARING: PRELIMINARY BUDGET**

CA La Follett Reported: 2024 preliminary budget starts with approved budget of 2023.

**A. GENERAL FUND**

1. Daily operating fund in good shape
  - a) Property taxes up
  - b) Investment Interest up
  - c) RV Park Funds up
  - d) Pool repairs still need to be covered
  - e) 3.4% cost of living increase for salaries

**B. WATER FUND**

1. \$100,000 yearly payments coming due in 2024
  - a) F. St. Bridge Project
  - b) Design and implementation of Looping Main Project
2. 2025 will need funds to cover payments

**C. SEWER FUND**

1. Daily operating fund in good shape
2. Reserve does not have enough funds for a new sewer plant.

**D. FIRE BOARD**

1. Need budget completed by December 12, 2023

Discussion regarding budget questions occurred. Budget hearing closed at 7:24 PM.

The regular council meeting convened at 7:24 PM.

## **II. APPROVAL OF MINUTES:**

C. Sena introduced a **MOTION** to approve the minutes from the regular council meeting on November 14, 2023; the **MOTION** was seconded by C. Deerkop. All council members approved, and the **MOTION** passed.

**III. PUBLIC WORKS REPORT:** Supt Mike Wolf submitted a written report for the Council.

**IV. POLICE REPORT:** Officer Anderson submitted a written report for the Council.

**V. CITY ADMINISTRATOR / DEPUTY CLERK REPORT:** CA La Follett reported:

### **A. CITY WEBSITE:**

1. Federal government has approved the URL of palousewa.gov for our use
2. Will move our website to free up the Chamber to go live with their new website

### **B. CITY INSURANCE:**

1. Cost increased by \$22,000 for 2024

### **C. VERIZON CELL TOWER:**

1. Settled on original site on city property, no easements involved

### **D. ST. ELMO: INFORMATIVE MEETING, NOV 16th**

1. Attended by:
  - a) Haley & Aldrich Engineering Firm
  - b) Dept. of Ecology
  - c) Friends of St. Elmo
  - d) Citizens 40+
2. Short summary of meeting will be available
3. Discussed:
  - a) Funding Opportunities
  - b) How funding from different agencies can be utilized
  - c) Initial assessment of structural integrity will be completed in Q1 of 2024
  - d) Report to council requested

### **E. TIME OFF REQUESTS:**

1. Policy dictates approval from council needed for 40+ hours off
  - a) CA La Follett requesting vacation time off in December

C. Sena introduced a **MOTION** to approve CA La Follett to take requested time off; the **MOTION** was seconded by C. Bofenkamp. All Council members approved, and the **MOTION** passed.

**VI. OLD BUSINESS:** None

## **VII. NEW BUSINESS:**

### **A. PROPOSED RULES OF PROCEDURE:**

C. Sena introduced a **MOTION** to table discussion of Proposed Rules of Procedure until next council meeting; the **MOTION** was seconded by C. Brooks. All council members approved, and the **MOTION** passed.

**B. DEC 26, 2023 COUNCIL MEETING:** Quorum will not be met, as majority of councilmembers and city staff are not available.

C.Sena introduced a **MOTION** to cancel December 26, 2023 meeting.; the **MOTION** was seconded by C. Deerkop. C. Brooks voted Nay, all others voted Yea, and the **MOTION** passed.

## **VIII.COMMITTEES:**

### **Policy and Administration - Chair Barrington:**

No report

### **Budget, Finance, & Major Acquisitions - Chair Bofenkamp:**

No report

### **Streets, Properties, & Facilities - Chair Deerkop:**

No report.

### **Personnel - Chair Brink:**

No report

### **Water and Sewer - Chair Slinkard:**

No report

### **Joint Fire Board - Chair Sena:**

#### **A. New contract with Pullman for transport**

1. Calls are rated based on type of injury/issue.
2. The number of serious calls has remained steady, while less serious calls have increased.
3. The increase in the number of calls has meant increased costs for Pullman to respond.
4. To reduce costs for Pullman and Palouse, new 1-year contract was adopted.
5. Pullman will not automatically be dispatched to all calls.
6. Palouse EMS will respond and call Pullman if needed for additional support and/or transport.
7. Letter will be sent to all residents in 99161 zip code explaining details

## **IX.OPEN FORUM: None**

## **X.MAYORS REPORT:**

### **A. Varela**

1. Letter concerning temp reduction requirements/deadline went to Ecology, waiting for review
2. Next meeting January 2024

### **B. Attended Informative Meeting about St. Elmo**

## **XI. ALLOW PAYMENT OF BILLS:**

C. Sena introduced a **MOTION** to allow the payment of bills; the **MOTION** was seconded by C. Brooks. All council members approved, and the **MOTION** was passed.

The following checks were approved for payment:

Claims paid: Ck# 13522-13564	\$190,366.22
Total:	\$ 190,366.22

**XII. ADJOURN:** C. Bofenkamp introduced a **MOTION** to adjourn; the **MOTION** was seconded by C. Deerkop. All council members approved, and the **MOTION** was passed.

The council meeting Adjourned at 8:10pm

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

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

DATE: \_\_\_\_\_

DRAFT