

**PALOUSE CITY COUNCIL Draft Minutes**  
Public Hearing – 2022 Second Preliminary Budget  
Followed by Regular Council Meeting  
December 13, 2022, @ 7:00 PM  
**PALOUSE CITY HALL | 120 E Main St.**

**CALL TO ORDER:**

Mayor Tim Sievers called the Second Preliminary Budget Meeting to order at 7:01 pm.

**ROLL CALL:**

City Administrator Misty La Follett took Roll Call.

Council members present Sarah Bofenkamp, Bill Slinkard, Leslie Sena, Samuel Brink, Travis Deerkop, Robert Brooks, and Ann Barrington

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

**2022 BUDGET HEARING:**

CA La Follett reported that the budget is not final yet and that salaries will determine the final numbers of the budget, which will be finalized at the next meeting.

There was no public comment.

7:05 Hearing closed.

**CALL TO ORDER:**

Mayor Tim Sievers called the regular Council Meeting to order at 7:05 pm.

**APPROVAL OF MINUTES:**

Councilmember Sena introduced a **MOTION** to approve the minutes from the regular council meeting on November 22, 2022; the **MOTION** was seconded by: Councilmember Brooks. All council members approved, and the **MOTION** passed.

**PUBLIC WORKS REPORT:**

Superintendent Wolf presented his report to the Council.

- Received new Chlorine transfer pump, but they got the old one working so they will continue to use it until it quits
- Water Service break on E Church – repaired on Tues 12/13/22
- Another water leak near the railroad tracks on Hwy 272. They will be looking into it next week.
- They have 6 new street signs posts to replace the ones lost in the windstorm
- Mike and Councilmember Brooks toured the Pool to assess and see what needs fixed.
  - Councilmember Brooks reported that the plumbing for pool is in very bad shape. Repairs are 30 years overdue. Some of the piping is dangerously close to bursting. Major repairs need to be done if the pool is going to open this season. Funding is needed and being looked into.
- A portion of the Fire Station ceiling collapsed on 12/1/22. This was due to the wind folding a piece of the tin roof over and rain and snow melted on the sheet rock.
  - Apex Roofing was scheduled to fix it but then couldn't due to snow and ice.

- Mike got another quote from a contractor out of Coeur d'Alene for the repair and a quote for a total re-roof in the spring/summer.
- Marv Pillers and a few others have put up a leak diverter to temporarily catch the water and prevent some heat loss.
- Councilmember Bofenkamp asked if this is a new leak or the same one as before, Mike said it is a new leak.
- Mike showed pictures to the council of the ceiling hole and pictures of the leak diverter
- Snow plowing during the last snow event was shorthanded due to 2 of the 3 public works guys were out due to illness.

\*PW report attached to minutes.

### **POLICE REPORT:**

Officer Anderson presented his report to the Council.

- One car, non-injury slide-off at Cove Rd and Almota Rd. The car hit the boulders near the Lions club park. Car has front end damage. Officer was unable to locate contact information for the owner. Vehicle was impounded.
- Officer responded to a report of trespassing and possible poaching. Four people on two four-wheelers were seen dragging an elk. Turned out that the elk was shot lawfully the night before and the hunter was just retrieving it.
- Officer responded to a call about a loose dog on the south hill. Never did locate the dog, but is pretty sure he knows whose dog it is and has talked to the potential owners, and there have been no more reports.
- Officer assisted Pullman PD with in a missing teen case, that had some leads to addresses in Palouse. Every address checked in Palouse did not lead to the missing teenager. The missing teenager ended up returning to home on their own.
- Officer reported that the new police vehicle is on a train to Montana, doesn't expect to receive it until March.

\*PD Report attached to the minutes.

### **CITY ADMINISTRATOR:**

City Administrator La-Follett presented her report to the Council.

- The 3-year audit results are in. There was one finding due to no current policy for reviewing and approving adjustments (when needed) to utility accounts. The policy committee is working on creating a policy.
- Palouse Cabin Fever Brew Fest has asked permission and assistance from the city.
  - The request is to:
    - Close Whitman Street from Beach to Hall Streets from 10 a.m. Friday Feb. 3 thru 3 p.m. Sunday Feb. 5
    - Permission to use the city's barricades for street closures and to fence off the area being used.

Councilmember Bofenkamp introduced a **MOTION** to approve the Brew Fest's request; the **MOTION** was seconded by Councilmember Brink. All council members approved, and the **MOTION** passed.

### **OLD BUSINESS:**

Rachel Granrath with SCJ Alliance gave a Periodic Update about the Whitman County Shoreline Master Program. New maps will be available. \*Attached is a presentation about the Shoreline Master Program.

Michelle Bly with TD&H Engineering gave an update on a several topics:

- Two projects were unfortunately not selected for grant funding through the Transportation Improvement Board.
  - Discussion about applying for grants earlier next year. Best time to start will be in May
- Water Main Replacement – final payment for the close-out report. There will be a walk through in the 1<sup>st</sup> part of May.
  - There was discussion about whether or not the new leak that was talked about by Superintendent Wolf was caused by Massie and discussion about who will pay to fix it. Michelle Bly said that the city can fix it and bill Massie or can wait until Massie can come back and fix it.
  - Councilmember Barrington introduced a **MOTION** to pay the final invoice; the **MOTION** was seconded by Councilmember Deerkop. All council members approved, and the **MOTION** passed.
- F Street Bridge Project update – The carrier pipe has been completed, the water pipe is ready to install but the insulation and metal cover is not here yet. They are on hold until it gets here.
  - Requested payment of \$80,245.87 to Loman and \$4,210.70 to TD&H Engineering.

Councilmember Bofenkamp introduced a **MOTION** to pay the invoice; the **MOTION** was seconded by Councilmember Sena. All council members approved, and the **MOTION** passed.

- Mrs. Bly informed the council that according to CERB, rate studies alone are not eligible for grant money. The study would have to be included as a component in an eligible project. She has checked on a few other grants and is waiting to hear back.

#### **NEW BUSINESS:**

#### **COMMITTEE REPORTS:**

##### **Policy & Administration - Chair Barrington**

- Policy & Administration committee has been researching and reviewing codes and RCW on easements and utility easements. Before making a final decision about a Harvest Loop address, more research is needed. No action at this time.
- A policy is in the works for reviewing / approving Utility adjustments
- Chair Sena, Chair Barrington & CA LaFollett attended a webinar on Accessory Dwelling Units. Gave them ideas on how to charge for water/sewer, parking regulations etc. Lots of good information from other towns and cities around the state.

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

- Remaining ARPA funds from 2022 will be allocated in 2023. Funds could go to pool upgrades, an improved website, WIFI downtown and water fountain replacement downtown.

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

- There have been several complaints about snow removal. A business owner was worried about customer parking.
- Pool – repairs are 30 years overdue. Need to act soon. Need to find funding and make repairs otherwise the pool may not be usable. Grants are being looked for. Need to budget in money for on-going pool maintenance.
- A resident has requested that a mirror be put up on the sharp corner by the school. That is being looked into.

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

- Committee met last week. An employee handbook is in the works and draft is coming in the near future.

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

- No report

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

- No report

**OPEN FORUM:** No comments from the public.

**EXECUTIVE SESSION:**

Topic: Personnel, 8:52 – 9:30 pm

**MAYOR'S REPORT:**

- Attended a Mayor's Round Table event with other local Mayors. The topic for the event was Housing.
- Met with the Palouse Basin Aquifer Committee. May consider looking for ways to use reclaimed water for watering city lawns in the future.

**ALLOW PAYMENT OF BILLS:**

Councilmember Deerkop introduced a **MOTION** to allow the payment of bills; the **MOTION** was seconded by Councilmember Slinkard. All council members approved, and the **MOTION** passed.

The following checks are approved for payment:

Claims paid	Ck# 12803-12850	\$33,008.32
Payroll paid	Ck# 12785-12809	\$42,527.48

**ADJOURN:**

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

The council meeting Adjourned at 9:44pm