

PALOUSE CITY COUNCIL AGENDA

Regular Council Meeting
August 10, 2021 @ 7:00 pm
Via Zoom Teleconferencing

CALL TO ORDER: Mayor Cook called the Council Meeting to order at 7:00 PM.

ROLL CALL:

DeputyClerk (DC) Misty La Follett took Roll Call

Council members present Libby Akin, Tim Sievers, Katie Cooper, Jim Fielder, Mary Welcome, and John Snyder.

Councilmember absent: Bill Slinkard

Councilmember Akin introduced a **MOTION** to excuse Councilmember Slinkard, **MOTION** seconded by: Councilmember Sievers. Council unanimously passed the **MOTION**.

Councilmember Slinkard joined the Zoom meeting at 7:08 PM.

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

APPROVAL OF MINUTES:

Councilmember Sievers introduced a **MOTION** to approve the minutes from the regular council meeting on July 27th, 2021; **MOTION** was seconded by: Councilmember Fielder. Councilmember Snyder abstained from voting because he did not attend the July 27th, 2021, council meeting. All other Councilmembers present approved, and the **MOTION** passed.

CHANGES TO AGENDA:

Mayor Cook requested that under "New Business," the subject of "Council Meeting Format" be added to the agenda moving forward.

PUBLIC WORKS REPORT:

Supt. Wolf presented the Council with his written report pertaining to the City's infrastructure and facilities.

Supt. Wolf stated that the total water usage was 9.8 million gallons for July. PW has started to grade the roads in preparation for BST to apply oil to the gravel roads on Thursday, August 12th, 2021. PW will address a water leak on Mohr Street next week. This water leak is not significant, and it has been repaired twice in the past. PW will need to replace the line when they dig it up. The pool has been operating well, and the last day the pool will be open is Saturday, August 14th, 2021.

Mayor Cook asked how long the leak repair will take, and Supt. Wolf stated that it should take less than a day.

Councilmember Sievers asked if Supt. Wolf would create a spreadsheet to compare water consumption by month over one year.

Councilmember Fielder requested a notice be sent out to residents using the "listserve" regarding the upcoming road oiling.

*PW report attached to the minutes.

POLICE REPORT:

Officer Anderson presented his report to the city council. Officer Anderson followed up regarding a citizen's concern about speeding on SR 272 and SR 27 as vehicles enter Palouse. Since July 27th, 2021, Officer Anderson conducted eight hours of traffic emphasis patrols on these areas.

Officer Anderson responded to a wheat truck rollover on SR 27. Upon arrival, he requested assistance from WA State Patrol, Fire, and EMS.

Officer Anderson has completed 16 of his 24 hours of annual mandatory law enforcement training. Officer Anderson wanted to emphasize that there is no cost to the City for this training.

Councilperson Welcome asked why there was no Spillman report, and he stated that he would include the report moving forward. Officer Anderson did inform Council that there were four calls for service since the last Council meeting.

Councilperson Slinkard asked how the new Policing policies will affect his work here in Palouse. Officer Anderson stated that these changes would have little to no effect on Policing in Palouse.

*Report attached to the minutes.

CITY ADMINISTRATOR/DEPUTY CLERK REPORT:

CA Coughenour would like to capture comments from the lifeguards, public works, and Councilperson Sievers on the operation and the maintenance of the pool for the FY22 budget. Once CA Coughenour has the information, he will meet with Committee Chair Sievers and Supt. Wolf to create budget requests for FY22.

CA Coughenour is working on the Cove Road Sidewalk Project. A pre-construction meeting was scheduled for August 9th, 2021, but was canceled due to a medical emergency. The pre-construction meeting is rescheduled for August 16th, 2021, @ 9 AM. CA Coughenour is waiting for the final approval on the contract from the attorney to proceed with the Cove Road Sidewalk Project.

CA Coughenour is completing the Cove Road Sidewalk Extension grant documents for the Transportation Improvement Board (TIB) Small City Sidewalk grant program. The grant application is requesting \$120,000 for the project, which will provide a sidewalk from Cove Road to the SR 27 bridge. CA Coughenour is missing the "concurrence" document from the Washington Department of Transportation to complete this application.

CA Coughenour asked Council to approve this application so the Mayor can sign the grant application to meet the August 13th, 2021, deadline. The proposed amount for this grant is 120K to complete the sidewalk from Cove Road to the bridge on SR 27.

Mayor asked if the Council would like to take any action on this matter.

Councilmember Welcome introduced a **MOTION** to approve the Palouse Cove Road Sidewalk Extension grant application, **MOTION** seconded by: Councilmember Sievers.

Mayor asked CA Coughenour when the final document would be received to complete the application. CA Coughenour said he should receive the document no later than Thursday.

Council unanimously passed the **MOTION**.

CA Coughenour will be meeting with the bridge inspector and Supt Wolf for the pedestrian bridge inspection on Wednesday, August 11th, 2021. A meeting is scheduled with the regional and state manager from the Department of Ecology on Friday, August 13th, 2021, 8/13/2021, to look at the wastewater treatment plant.

OLD BUSINESS:

FY22 Levies:

All deadlines to the Auditor were met for the Special Street and Pool levies for the November 2nd, 2021 ballot. The Auditor did confirm receipt of the ballot levies. The citizen who volunteered to write the "For" position has submitted their document also.

Supt. Wolf has been working with the contractor on the road oiling contract and will be completing the project on Thursday, 8/12/2021.

A citizen asked the Mayor when she would be able to address the Council. Mayor Cook informed the person when Council meetings are on Zoom, there is not an "Open Forum." Mayor Cook offered to speak with the citizen after the meeting and pass her concern onto Council. The citizen asked that the Mayor call her after the meeting.

Councilmember Welcome stated that "Open Forum" was listed on the agenda and asked if the agenda should be amended. Mayor Cook asked for a motion to amend the "Agenda" regarding the "Open Forum."

Councilmember Akin asked why when the Council was meeting via Zoom, there is no "Open Forum," The Mayor stated that it is hard to manage on Zoom and the City's attorney advised against it.

Councilmember Akin introduced a **MOTION** to strike the "Open Forum" from the agenda when using Zoom format, **MOTION** seconded by: Councilmember Fielder. Councilmember Sievers asked if this motion was just for today, and the Mayor stated that he would address this later in the meeting.

Council unanimously passed the **MOTION**.

NEW BUSINESS:

Mayor asked how the Council would like to proceed with Council Meetings in the future regarding the health concerns that have been raised. Council was concerned that Zoom meetings do not allow community interaction with the Council, and citizens need their voices to be heard. Mayor Cook asked for the Council's input on ways to get community input and for them to be able to interact with Council safely. After a lengthy discussion among Council, the decision was made to pursue holding the meetings in the Palouse Community Center and also requiring all attendees to wear a mask. Council will provide input to the Mayor on future Council meetings.

COMMITTEE REPORTS:

Budget, Finance, & Major Acquisitions, Chair Welcome: Councilmember Welcome met with Marv Pillers, the JFB, and Councilmember Fielder regarding their request to acquire a new firetruck. They are waiting on the City to develop funding options for the City's portion of the firetruck. Councilmember Welcome is working with all parties to develop a funding proposal to vote on at the next Council meeting scheduled for August 27th, 2021.

Councilmember Fielder commented on the request from Council last meeting to come up with a 30-year plan regarding the fleet for Fire and EMS vehicles. The JFB felt with all the continuing changes regarding how to fight fires. The JFB believes a 5-year plan is more realistic. The City would need to have all of the available funding options within the next two meetings so the JFB can move forward with this purchase.

Councilmember Welcome asked CA Coughenour about the distribution of the ARPA funds. And why the funds had not been disbursed to the stakeholders. CA Coughenour said a stakeholder had approached him, and CA Coughenour did not know the protocols for disbursing these funds or how they had been dispersed last year. Councilmember Welcome stated that in the past, the former City Administrator had reviewed the funding

proposals based on the Department of Commerce (DOC) guidelines. If the proposals met the DOC guidelines, the CA dispersed the funds to the stakeholders. CA Coughenour will confirm the funding guidelines and move forward with distributing the funds.

Streets, Properties, & Facilities, Chair Sievers: No Report

Personnel, Chair Snyder: No Report

Water and Sewer, Chair Slinkard: Chair Slinkard notified the Council of a meeting scheduled for Thursday, August 12th, 2021, at 4:00 PM with TD&H to go over the details and direction for the water improvement plan. He will have a report for Council at the next meeting.

Policy & Administration, Chair Cooper: No Report

Joint Fire Board, Chair Fielder: Chair Fielder stated the Radios have been ordered with ARPA funds and are on the way. Members of the Joint Fire Board (JFB) passed out Emergency Alert brochures at National Night Out. These alerts will allow citizens to receive Emergency Alerts on their cell phones and home phones. He would like to provide a link to this information on the City's website.

Chair Fielder shared a letter from the Mayor of Malden regarding recommendations for Cities to be more prepared for a fire. Councilmember Akin further stated that she has further information on this matter and will reach out to Council to possibly come up with some action items for the Council moving forward to help Palouse be more prepared in case of a catastrophic event.

MAYOR'S REPORT:

After the meeting with the Department of Ecology (DOE) on Friday, Mayor Cook hopes to have more information to report to Council. DOE will be taking pictures of our facility and gathering information on the wastewater treatment plant to be used during the Value Engineering Process.

ALLOW PAYMENT OF BILLS:

CA provided the check ledger in two parts, one with the payroll and one with the claims, and asked Council if they would prefer the registers be separated in the future. Council agreed that this is a good format. The Council also requested that the council packet be sent as one large PDF and not as separate attachments.

Councilmember Cooper asked about one of the lines items on the payroll register. There is a line item at the bottom of the report with a fund number of 000 for the amount of \$45.79. CA Coughenour will look into this issue and report back to Council.

Councilmember Sievers introduced a **MOTION** to allow the payment of bills and ask the City staff to come back with an explanation of the \$45.79 for clarification at the next meeting. Councilmember Cooper seconded the **MOTION, MOTION** unanimously passed.

ADJOURN: Councilmember Sievers MOVED to adjourn; Councilmember Slinkard seconded the **MOTION**. The **MOTION** was passed. The council meeting adjourned at 7:55 PM.

APPROVED: _____ ATTEST: _____