

## PALOUSE CITY COUNCIL MINUTES

Regular Council Meeting  
September 16, 2021 @ 7:00 pm  
Palouse Community Center

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

### **ROLL CALL:**

City Administrator Coughenour took Roll Call.

Councilmembers present Libby Akin, Tim Sievers, Katie Cooper, Jim Fielder, and John Snyder.

Councilmembers absent: Bill Slinkard and Mary Welcome

Councilmember Cooper introduced a **MOTION** to excuse Councilmember Slinkard and Welcome, **MOTION** seconded by: Councilmember Siever. Council unanimously passed the **MOTION**.

City staff present: City Administrator (CA) Coughenour and Police Officer Joel Anderson.

### **APPROVAL OF MINUTES:**

Councilmember Sievers requested two changes to the 08-24-2021 minutes. First to replace "*repave*" with "*reconstruct*" in the Open Forum comments. Secondly, remove the redundant sentence "*Councilmember/Mayor Pro Tem Sievers would encourage everyone to honor the law and respect one another. Officers Anderson's approach to educate and inform is the correct approach*" under "New Business". Councilmember Sievers introduced a **MOTION** to approve the minutes from the regular council meeting on August 24th, 2021, with the changes requested by Councilmember Sievers; **MOTION** was seconded by: Councilmember Synder. Council unanimously passed the **MOTION**.

### **OPEN FORUM:**

No citizens attended.

### **PUBLIC WORKS REPORT:**

CA Coughenour spoke for Supt. Wolf and presented the Council with the public works report.

CA Coughenour followed up with Council on the meeting with Inland Fiber and the requirement to repair the roads where the company sawcut/trenched to install fiber. Inland Fiber agreed to present Council with their proposal to repair the roads at the September 28<sup>th</sup>, 2021, Council meeting.

CA Coughenour informed Council that the one truck that public works uses to plow snow needs to have the transmission repaired or replaced. Cost of work is approximately \$5,000.00.

Councilmember Fielder asked about the repairs for the road grader. CA Coughenour was unsure if the parts and repairs have been found and repairs completed.

\*PW report attached to the minutes.

### **POLICE REPORT:**

Officer Anderson presented his report to the city council. There were 25 calls for service with zero callouts.

\*Report attached to the minutes.

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

CA Coughenour presented the Administrative Report to Council.

CA Coughenour also provided a budget process calendar to Council for planning purposes through May 2022.

CA Coughenour also provided the Council with the Washington State Public Works Board loan approval letter and amortization schedule for the water line project. The \$1,010,000 loan is designed for 20 years at .94%.

CA Coughenour announced his resignation effective September 28<sup>th</sup>, 2021. CA Coughenour told Council that his decision to resign is solely based on family needs.

\*Report attached to the minutes.

## **OLD BUSINESS:**

No old business.

## **NEW BUSINESS:**

No new business.

## **COMMITTEE REPORTS:**

Budget, Finance, & Major Acquisitions, Chair Welcome: No report.

Streets, Properties, & Facilities, Chair Sievers: No report.

Personnel, Chair Snyder: No report.

Water and Sewer, Chair Slinkard: No Report.

Policy & Administration, Chair Cooper:

Chair Cooper said there would need to be further discussion on creating a policy to address feral cats. CA Coughenour said that DC La Follett had contacted the Humane Society to sponsor a spay/neuter clinic. No dates have been proposed for the clinic.

Chair Cooper also is researching the City's Flag Policy, and Labor Day was omitted from the list of days that the flag was to be flown. The policy will be corrected to list Labor Day. The committee is also researching other significant days that the flag should be flown.

Joint Fire Board, Chair Fielder: No report. But further discussion on ongoing concerning the purchase of the firetruck.

**EXECUTIVE SESSION:** Mayor called for an Executive Session at 7:37 PM and adjourned at 8:06 PM.

## **MAYOR'S REPORT:**

Mayor Cook reviewed the Lion's Club beer and liquor renewal application. He asked Officer Anderson for his input. No negative comments or concerns were received. The Mayor approved the license renewal.

The Mayor asked CA Coughenour to send Council the City Administrator job description so Council can review and begin recruiting for the position.

**ALLOW PAYMENT OF BILLS:**

Council did not introduce a **MOTION** to allow the payment of bills. Council members agreed that the payment of bills should be held in a "Regular" meeting, not during a "Special" meeting. The payment of bills will be deferred to the regular Council Meeting on September 28<sup>th</sup>, 2021.

**ADJOURN:** Councilmember Cooper **MOVED** to adjourn; Councilmember Snyder seconded the **MOTION**. The **MOTION** was passed. The council meeting adjourned at 8:11 PM.

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

## **Public Works Superintendent Council Report**

**Date: September 28, 2021**

### **WATER:**

Read meters on Monday and today.

Installed 2 more water meters in Amber Ridge for new services to the cottages.

Had another major leak on a 3/4 inch service line (residential side) on the South Hill.

The valve we replaced for the irrigation system on west main strip needs to be dug up again at some point after a truck drove over the top of the meter box.

Dug up the water leak in the strip next to pool parking lot. We are going to have to replace the two inch line from the main to the meter and ordering parts.

Installed meter riser for one of our meters on the South Hill.

Picked up 10 samples from different residents in town to do our lead and copper samples to be in compliance.

### **SEWER:**

One of our lift pumps at the F street lift station needs to be pulled and looked at to determine what is wrong with it.

### **STREETS:**

Swept Main Street for Palouse Days.

Hauled barricades for PD for Palouse Days.

Picked up dead deer on North Hill.

### **SHOP:**

Have a filter housing sitting in Potlatch that needs to be picked up for grader. Not sure if it will work until it gets it here.

Taking the Ford one ton to the transmission shop on Friday.

**OTHER:**

Mike was assigned as the contact for the sidewalk and water system upgrade projects until a new CA is hired.

Mike attended WA Public Works Board Public Loan Handbook Webinar on Monday.

Police report for City of Palouse City Council meeting September 28, 2021:

Seven calls for service and two call outs.

WCSO Deputy Cory Alcantar and Garfield Marshal Joe Handley were instrumental in assisting with the closure of downtown streets for, albeit, a significantly reduced Palouse Days. Chamber of Commerce requested the normal closures take place from 9-11 in case an impromptu or unofficial parade took place. That did not happen. We kept Main St closed from H Street to Division per the Chamber as the Barley Bar Relay still took place. Streets were reopened at 4PM.

Due to Palouse days seeing multiple events canceled to include city block party and beer garden, extra patrol officer shifts were canceled in order to assist in keeping Chamber of Commerce budget under control in lieu of lack of income being generated. Again, a thank you to Alcantar and Handley for setting aside time to work the shifts that night AND for understanding when they were not needed. A great example of inter-agency cooperation and assistance.

I did participate in the GPAC bake sale during Palouse Days. With the permission of Mayor Cook I was allowed to help at the stand pulling double duty as police officer and VP of GPAC. We struggled to get volunteers (except for Heidi Evans and Annie Riedinger who stepped up big time) so I appreciate the flexibility. With Haunted Palouse canceled GPAC had to get creative with raising funds. Even despite reduced foot/vehicle traffic because of canceled Palouse Days events we were able to raise close to \$750 for the kids. Thank you goes out to the community for coming together and gobbling up the baked goods. Many people gave more than the price they were buying to include a generous donation from Mayor Cook. Be on the lookout for another GPAC bake sale with a Halloween theme Oct 30 or 31 and possibly a craft sale in December.

Had a call of a dead deer on a citizen's property. With some community concern about deer dying in the masses from Epizootic Hemorrhagic Disease and Blue Tongue Disease there is hesitation for humans to handle the deer. I have confirmed with our Public Works Department that when we are advised of a dead deer at a residence in the city limits of Palouse our PW Dept will respond with the backhoe to pick up and dispose. Big thank you to Walter Fealy for responding on a call out to assist an elderly resident. Great to have that inter-departmental cooperation.

I will be gone Oct 7-15 on a family vacation. I am happy to handle non-emergency calls via my cell phone but in progress emergency calls requiring police response will be handled by WCSO.

I will also be miss the first council meeting of October because of this vacation. However, I will submit a written report as usual.

Anderson

09/27/21  
13:41

Palouse Police Department  
Law Incident Summary Report, by Incident Number

1100  
Page: 1

Number	Time and Date	Nature	Address	Loctn	Dsp
Agency: Palouse Police Department					
210914-01	12:38:48 09/14/21	Property Damage	[REDACTED]	PAPDA	INA
210914-02	13:14:43 09/14/21	Welfare Check	[REDACTED]	PAPDA	INA
210917-01	15:31:23 09/17/21	Animal Stray	[REDACTED]	PAPDA	INA
210917-02	17:51:30 09/17/21	Wildlife Call	[REDACTED]	PAPDA	INA
210918-01	12:00:26 09/18/21	Fall	[REDACTED]	PAPDA	INA
210922-01	09:29:24 09/22/21	Animal Problem	[REDACTED]	PAPDA	INA
210925-01	10:37:44 09/25/21	Welfare Check	[REDACTED]	PAPDA	INA
Total Incidents for This Agency:				7	

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Total Incidents for This Report: 7  
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Report Includes:

- All dates greater than `00:00:00 09/14/21`
- All agencies matching `PAPD`
- All officers
- All dispositions
- All natures
- All locations
- All cities matching `PALOUSE`
- All clearance codes
- All observed offenses
- All reported offenses
- All offense codes
- All circumstance codes

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## **City Administrator and Deputy Clerk Report**

**September 14<sup>th</sup>-27<sup>th</sup>, 2021**

DeputyClerk (DC) LaFollett attended online training with Jurassic Parliament. The training parallels the information that MRSC recommends on the conduct of public meetings. This training could be beneficial to new council members.

DC La Follett is also waiting for the Whitman County Humane Society to establish a spay/neuter clinic.

The FY2022 budget workbook is prepared with a preliminary 2022 budget. The workbook contains the timelines and ordinances that need to be filed, and advertised. Friday, October 1<sup>st</sup>, 2021, the county assessor should be sending out the tax information.

The City is still waiting for the Department of Commerce (DOC)/Public Works Board contract documents. Public Works Superintendent Mike Wold will be the POC, as well as Michelle Bly from TD&H Engineering.

The Value Engineering Study RFP closes on October 7<sup>th</sup>, 2021. Numerous firms have inquired about the study, but none has submitted proposals/qualifications.

The City Administrator, Deputy Clerk, and Public Works Superintendent attended the Public Works project management training.