

PALOUSE CITY COUNCIL AGENDA

Regular Council Meeting
September 28, 2021 @ 7:00 pm
Palouse Community Center

CALL TO ORDER: Mayor Cook called the Council Meeting to order at 7:01 PM.

Deputy Clerk (DC) Misty La Follett took Roll call

Councilmembers present Libby Akin, Tim Sievers, Katie Cooper, Bill Slinkard, Mary Welcome, and John Snyder.

Councilmember absent: Jim Fielder

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

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 September 16, 2021; **MOTION** was seconded by: Councilmember Slinkard. All other Councilmembers present approved, and the **MOTION** passed.

OPEN FORUM:

No citizens addressed Council.

PUBLIC WORKS REPORT:

Supt. Wolf presented the Council with his written report.

Councilmember Sievers asked for further clarification on the issue with the lift pump. Supt. Wolf stated that the lift pump would need to be pulled to diagnose the problem, and he hopes to do that this week.

Supt. Wolf informed the Council of two residents that had significant water leaks that were detected and repaired. Councilmember Slinkard asked if the residents would be responsible for the large water bill due to the leaks, Supt. Wolf stated that the residents would be responsible for the hefty bill.

PW has been addressing a leak at the entrance to the park to the swimming pool. PW will need to order some supplies to complete this repair. There is also a leak at the entrance to the Busch gas station which will need to be repaired.

Councilmember Snyder asked for more information on the water sample testing. Supt. Wolf informed Council that this was something that is required once a year to remain in compliance. If two or more of the samples fail, our water will need to be tested monthly. These water samples must be from older homes with cast iron pipes and not the newer poly pipe.

*PW report attached to the minutes.

POLICE REPORT:

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

Councilmember Slinkard thanked Officer Anderson for a job well done as it relates to the dog attack. The residents were very pleased with his actions.

Councilmember Slinkard also asked if the property damage in Officer Anderson's report was targeted or random. Officer Anderson could not recall the specifics of the property damage, but he will provide it to Council. He did state that he did not believe it was vandalism.

Councilmember Snyder thanked Officer Anderson for the prompt response to the call for the dead deer. He also thanked Walter, with PW, for the removal of the deer.

Councilmember Welcome complimented the cooperation within all of the departments.

*Report attached to the minutes.

CITY ADMINISTRATOR/DEPUTY CLERK REPORT:

CA Coughenour presented the Administrative Report to Council.

CA Coughenour informed the Council that he had been contacted by a resident who wants to install the Ferry Eye, that once was used to pull the ferry across the river, as a historical marker in the city. He would like to place this item as a monument by PD and Palouse Skate Park. The proposed location is the eye's original location. The ferry eye is currently located in the printing museum.

*Report attached to the minutes.

OLD BUSINESS:

No old business.

NEW BUSINESS:

Cities Insurance Association of Washington renewal coverage form needs to be signed and returned by Friday. This form lets them know that we will be continuing coverage. The City will not know their rates until October.

Jim Kuszniir from Inland Fiber Network presented the best practices for the street repairs caused by his company's micro trenching fiber installation under the roads within the City.

Mr. Kuszniir stated when he spoke with the former City Administrator, Kyle Dixon, in February of 2021, the City approved the micro trenching installation and the use of crack sealing to repair the roads. At this time, former CA Dixon stated that the City would prefer that PW complete the repairs to the streets. These repairs would be made by PW when they were repairing all of the other required streets before winter. The City would charge Inland Fiber Networks for the repairs.

After being contacted by the City, Mr. Kuszniir conducted significant research regarding the best method for these repairs. The best options are using a hot patch or crack sealing. After talking to several paving companies in the area, crack sealing was the recommended repair.

After Mr. Kuszniir explained the pros and cons of the road repair options, much discussion ensued by Council.

Mayor asked how long each option would last, and crack sealing was the option that would last the longest. Councilmember Cooper asked if PW had the time to make these repairs before the rains started? Also, if PW did the repairs, would the City be responsible if there was damage to Inland Fiber Network lines?

Mr. Kuszniir said that Inland Fiber Network company is prepared to come in do the work themselves, and these repairs would take approximately one week.

After much discussion, Council decided to allow Inland Fiber Network to repair the roads using the crack sealing option.

Councilmember Akin thanked Mr. Kuszniir and Inland Fiber Network for the information and expressed her appreciation for Inland Fiber Network installing the fiber network in Palouse.

Councilmember Akin introduced a **MOTION** to have Inland Fiber Network fill the micro trenches that Inland Fiber Network created within the City by crack sealing; **MOTION** was seconded by: Councilmember Cooper. All other Councilmembers present approved, and the **MOTION** passed.

COMMITTEE REPORTS:

Budget, Finance, & Major Acquisitions, Chair Welcome: Chair Welcome spoke with CA Coughenour, and she should have a preliminary budget to review by October 4, 2021.

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

Personnel, Chair Snyder: No report.

Water and Sewer, Chair Slinkard: No Report.

Policy & Administration, Chair Cooper: No Report.

Joint Fire Board, Chair Fielder: Chair Fielder was absent, Councilmember Akin gave the report. Councilmember Akin expressed the urgency to find a funding solution for the City's portion of a used firetruck, as we have missed several opportunities to purchase a used firetruck. It will be more challenging to find one in the future. The firetruck purchase has been on ongoing discussion for several months, and it is becoming more urgent. The JFB would like a timeline from the City when the City would be prepared to make this purchase. The JFB will continue working with Councilmember Welcome and the budget committee to help find funding solutions.

Councilmember Welcome recognizes the urgency of this matter, but it was just recently brought to her attention. She will continue to work with the JFB during this budget season to develop possible funding options.

The Mayor stated that we need to manage expectations because there are several other equally important priorities the City will need to address. Also, it is not just the purchase of the firetruck; it is also the additional cost to retrofit the truck to meet our specific needs. Councilmember Cooper stated that there would be no need to retrofit the new firetruck. Discussion ensued.

Councilmember Akin would like clear communication from the City regarding the timeline to purchase the firetruck.

EXECUTIVE SESSION: Mayor called for an Executive Session at 8:01 PM and adjourned at 8:09 PM.

MAYOR'S REPORT:

Mayor Cook stated that the Youth Advisory Board had their first meeting, and he was excited for what they would bring to the table.

Councilmember Akin noted that they were getting started, and they were allowing Youth Advisory Board to lead regarding how they will move forward. The only stipulation is that they need to report to Council, and Council should expect their first report shortly.

Councilmember Sievers was also excited for the way it was unfolding, as it was led by the Board and not the Council Committee.

Mayor Cook presented Council with his letter of resignation. His last day as Mayor of Palouse will be September 29, 2021.

Mayor Cook's letter of resignation is attached.

ALLOW PAYMENT OF BILLS:

Councilmember Cooper asked that any credit on the credit card bill be noted in the memo line.

Councilmember Welcome asked that any America Resecure Plan Act funds also be noted in the memo line.

Councilmember Cooper also asked about the need for signatures from Councilmembers on City documents, and DC La Follett will reach out to Councilmembers for missing signatures.

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

ADJOURN: Councilmember Welcome **MOVED** to adjourn; Councilmember Slinkard 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	PAPDA	INA
210914-02	13:14:43	09/14/21	Welfare Check	PAPDA	INA
210917-01	15:31:23	09/17/21	Animal Stray	PAPDA	INA
210917-02	17:51:30	09/17/21	Wildlife Call	PAPDA	INA
210918-01	12:00:26	09/18/21	Fall	PAPDA	INA
210922-01	09:29:24	09/22/21	Animal Problem	PAPDA	INA
210925-01	10:37:44	09/25/21	Welfare Check	PAPDA	INA
Total Incidents for This Agency:				7	

Total Incidents for This Report: 7

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

*** End of Report /tmp/rptn0uEan-rplwisr.r3_1 ***

City Administrator and Deputy Clerk Report

September 14th-27th, 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 1st, 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 7th, 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.

memo

To: City Council, Staff, and Citizens of Palouse

From: Christopher Cook, Mayor

CC: Brad Coughenour, City Administrator, and Eric Hanson, City Attorney

Date: September 28, 2021

RE: Resignation of Christopher Cook, Mayor of Palouse

Palouse Council, staff, and community,

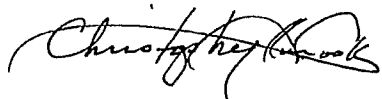
I would like to inform you that I am resigning from my position as Mayor of Palouse, effective tomorrow, September 29, 2021.

The past year and a half has been a challenging time for our City, riled in political division, a global pandemic, and staff turnover and performance issues. It was my desire and intent to serve the community of Palouse for my full term, however, unexpected professional advancement opportunities have made it exceptionally difficult to effectively manage the competing priorities in my life.

The reality of the matter is that Palouse needs more than I can give it at this point in time, and because of my great affection for this city and community, I have reluctantly come to accept that someone else with greater bandwidth, can, and should, serve Palouse.

I have confidence that the current council and active city staff will continue to serve Palouse with integrity and thoughtful stewardship. I know that they will continue to make sound decisions for our community, and I will continue to support those decisions to the best of my ability.

Respectfully,

A handwritten signature in black ink that reads "Christopher Cook". The signature is written in a cursive, flowing style.

Christopher Cook, PhD