

PALOUSE CITY COUNCIL AGENDA
Public Hearing – 2022 Preliminary Budget and Information on 2022 Revenue Sources
Followed by Regular Council Meeting
November 23, 2021 @ 7:00 pm
Palouse Community Center 220 E. Main St

CALL TO ORDER: Mayor Sievers called the 2022 Preliminary Budget Public Hearing and Information on 2022 Revenue Sources and the Palouse Council Meeting to order at 7:06 pm.

ROLL CALL:

Deputy Clerk Misty La Follett took Roll Call.

Council members present Mary Welcome, John Snyder, Jim Fielder, and Libby Akin.

Councilmember absent: Bill Slinkard and Katie Cooper.

Councilmember Akin introduced a **MOTION** to excuse Councilmember Slinkard and Councilmember Copper; **MOTION** was seconded by: Councilmember Fielder. All other council members present approved, and the **MOTION** passed.

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

PUBLIC HEARING: Public Hearing for 2012 Preliminary Budget and Information on 2022 Revenue Sources.

Michael Echanove expressed concerns regarding the tax revenues not being stated correctly on the preliminary budget. No other citizen in attendance addressed the Council regarding the 2022 Budget. Mayor Sievers closed the hearing at 7:11 pm and ordered the regular council meeting.

APPROVAL OF MINUTES:

Officer Anderson and that the Minutes be changed to reflect the correct dates of his report, which should read October 26 to November 5, 2021.

Councilmember Welcome introduced a **MOTION** to approve the minutes from the regular council meeting on November 9, 2021, with the changes requested by Officer Anderson; **MOTION** was seconded by: Councilmember Akin. All other council members present approved, and the **MOTION** passed.

OPEN FORUM:

Patty Rippee asked about the timeline for the Council to appoint a new Councilmember to fill the vacant seat on the Council and how to let the citizens know there is an open position.

Mayor Seivers stated that the vacancy would be advertised on the Palouse listserve and be published in the newspaper to solicit applications. The application process will be open for two weeks, and the applicants will be invited to a Council meeting for an interview. After the interviews, the Council will hold an executive session, and upon returning from this session, there will be a vote. After the vote, the new Councilmember is seated immediately. He expects this process to start before the first meeting in January, and the new Councilmember will be seated at that time.

PUBLIC WORKS REPORT:

Supt. Wolf provided Council with his written report.

Supt. Wolf stated that he and Walter Fealy are taking online classes to maintain their licenses.

Supt. Wolf informed Council that there had been significant issues with the "F" street lift station, one of the pumps failed. This failure caused the rail that the pump slides down on break, two separate pipes burst, and one of the valves broke.

KME is waiting for parts to repair the broken pump, but they will not have this repair made before Thanksgiving.

On the evening of November 19, 2021, Supt. Wolf received a call from the Fire Department regarding a utility problem of water overflowing on the corner of I and Mohr Street. Supt. Wolf turned the well pump off and back on, hoping to fix the issue. Later that evening, Supt. Wolf received another call regarding water running down the street. He turned the pump off again and left it off overnight. This pump malfunction caused double the amount of water pumped over an average day.

Supt. Wolf expressed the urgency to get an alert system in place that would alert PW's phones when there is a malfunction with the pumps to avoid this issue in the future. Supt. Wolf would also like to get the same alert system for the wastewater treatment facility.

Councilmember Fielder asked about the status of the bids for this alert system that the City received earlier this year. Supt. Wolf stated that the bid proposals were given to Kyle Dixon, the former City Clerk, but the project never moved forward after his resignation.

Councilmember Welcome asked for the amount of the prior proposals, and Supt. Wolf stated that for the City's wells, the bid was around \$5,000 and for the wastewater treatment plant between \$10,000 to \$15,000.

Supt. Wolf stated that the PWs department repaired "F" Street, where a sewer line was installed, and the pool winterization was complete. He also noted that the Cove sidewalk project was finished, but some issues need to be addressed before payment to White Diamond can be made.

Mayor Sievers stated that he felt the fencing on the sidewalk project was not long enough, causing a safety issue. Supt. Wolf said that he has several concerns that need to be addressed with the sidewalk engineer and the contractor. The problems are the fencing length, the need for some additional fill, and several catch basins that need to be installed.

Mayor Sievers stated the project needed to be safe for the residents, and we will continue to work with the contractor to address everyone's concerns.

*PW report attached to the minutes.

POLICE REPORT:

Officer Anderson presented his report to the Council. There were four calls for service and two call-outs from November 5, 2021, and November 19, 2021.

Officer Anderson was called to the store regarding a child stealing. The store's management let the parents know that the child was caught on video stealing, and the parents became hostile to the staff. The store asked Officer Anderson to permanently trespass the parents from the store due to their behavior.

On November 7, 2021, a resident filed a report about a Honda generator being stolen from the bed of a truck.

Officer Anderson followed up with Councilmember Snyder regarding his question at the last City Council meeting regarding body cameras. Officer Anderson researched this question and determined that the State of Washington does not require the use of body cameras.

*PD report attached to the minutes.

CITY ADMINISTRATOR/DEPUTY CLERK REPORT:

DC La Follett presented to Council the results of the pedestrian bridge inspection. This inspection recommends the replacement of several boards, several bolts need to be tightened, and some vegetation needs to be removed.

DC La Follett gave the Council an estimate to upgrade the Springbrook/Bias software from Basic to Advanced Payroll. The software the City currently uses for payroll will no longer be supported after 2021, and we will need to upgrade.

There is a training coming up for the newly elected Councilmembers on December 4, 2021, and DC La Follett was unsure of the process to seat new Councilmembers.

The City received a liquor licenses renewal for the Congress, which is no longer in business. Officer Anderson stated that the license was no longer valid once the business closed.

The renewal documents for the City's insurance policy were presented to Council for their review.

DC La Follett received a response to her email from the Secretary of State inquiring about the procedure to fill the vacant position on the Council. This email was given to Council for them to review.

The Council was given a copy of the Interlocal Shoreline Management Agreement for review. DC La Follett forwarded this agreement and the Criminal Justice contract to the City's attorney for his review.

DC La Follett followed up with Councilmember Snyder regarding the responsibility for the prosecutions of felonies and juvenile crimes within the City of Palouse. Dc La Follett received an email from a Whitman County Commissioner stating that the County will prosecute those offenses.

The City received an invoice from White Diamond Concrete for the Cove Sidewalk Project. There are still some concerns regarding this invoice that will be addressed with White Diamond Concrete by Supt. Wolf and Munir Daud. Once these issues are resolved, we can make this payment.

DC La Follett also presented the Council with the Ordinances for the budget. These Ordinances have been approved by Eric Hanson, the City's attorney, and are ready to be voted on.

Council was presented with an updated check register as well.

Councilmember Welcome asked if there were any other dates available for the new council training; DC La Follett will research that and get back to Councilmember Welcome.

Mayor Sievers asked for a motion to approve the software upgrade.

Councilmember Fielder introduced a **MOTION** to approve the software upgrade purchase; **MOTION** was seconded by: Councilmember Akin.

Councilmember Welcome asked if this was a one-time fee, and DC La Follett confirmed it would be a one-time fee.

All other council members present approved, and the **MOTION** passed.

YOUTH ADVISORY BOARD REPORT:

Ainsely Sievers presented the Youth Advisory Board (YAB) Report to Council.

Ms. Sievers stated that the YAB discussed four main items at their meeting: 1, Drafting a flyer for the community to learn more about who the YAB are and what they do; 2, They discussed the parameters for a survey of the youth; 3, connecting with the school as a possible way for the youth to take the survey; 4, Meeting with Councilmember Welcome to discuss the ways they can use their budget.

Councilmember Welcome asked when the YAB meets, and Ms. Sievers informed her that they meet at 6:00 before the Palouse City Council meeting. Councilmember Welcome offered to meet with the YAB on December 28, 2021.

Mayor Sievers sat in on the YAB meeting, and it is exciting to see where the YAB goes in the future. He also wanted to express his gratitude to the YAB for their hard work.

OLD BUSINESS:

NONE

NEW BUSINESS:

Mayor Sievers stated the only new business was voting on the Budget Ordinances.

Ord. No. 1009 - adopting property tax increase for collection in 2022: The dollar amount of the increase over the actual levy amount for the previous year shall be \$1,985.75, which is an increase of 1%. Councilmember Welcome introduced a **MOTION** to adopt Ord. 1009; **MOTION** was seconded by: Councilmember Snyder. All other council members present approved, and the **MOTION** passed.

Ord. No. 1010 –adopting the property tax increase for EMS services for collection in 2022: Excess levy specifically for EMS services. The dollar amount of the increase over the actual levy amount for the previous year shall be \$312.33, which is an increase of 1%. Councilmember Snyder introduced a **MOTION** to adopt Ord. 1010; **MOTION** was seconded by: Councilmember Fielder. All other council members present approved, and the **MOTION** passed.

Councilmember Fielder asked what the newspaper of record was for the City, and DC La Follett stated the Moscow/Pullman Daily News.

Ord. No. 1011 – setting the regular and special levy amounts for the Budget Year 2021: the regular and special levy amounts are as follows:

- Special Street Levy: \$50,000
- Special Pool Levy: \$44,000
- Voted Regular EMS Levy: \$31,545.68
- General Levy: \$200,560.66

Councilmember Fielder introduced a **MOTION** to adopt Ord. 1011; **MOTION** was seconded by: Councilmember Akin. All other council members present approved, and the **MOTION** passed.

COMMITTEE REPORTS:

Budget, Finance, & Major Acquisitions, Chair Welcome: Chair Welcome stated that the Final Budget Hearing would be on December 6, 2021.

Councilmember Snyder thanked Chair Welcome and Councilmember Cooper for their continued hard work on the budget.

Streets, Properties, & Facilities, No Chair at this time: No report.

Personnel, Chair Snyder: Chair Snyder stated that there are two possible candidates for the CA position, and they will be setting up those interviews soon.

Water and Sewer, Chair Slinkard: No report.

Policy & Administration, Chair Cooper: No report.

Joint Fire Board, Chair Fielder: Chair Fielder stated that JFB met on Monday. In October, there were three fire training nights and three call-outs. In October, EMS had ten call-outs. There have been 118 call-outs to date for 2021, and there were only 118 for the entire year of 2020.

EMS has received the defibrillator that was purchased from the ARPA funds.

EXECUTIVE SESSION: Mayor called for an Executive Session at 7:56 pm and adjourned at 8:14 pm.

MAYOR'S REPORT:

The City has been working with the Department of Ecology to select an engineering firm to conduct the Value Planning Study to upgrade the sewer plant. The panel met and conducted interviews and decided on an engineering firm. We are working on getting a contract in place to come before the Council for their review, which will take a couple of meetings.

The Mayor has received some questions regarding the contract for \$1,000,000 to improve the water system on Coulton and Sgt. Jacob Demand Way. There was no incorrect date in the correct; that was when the Public Works Board approved the loan to the City. It meant that any expense that the City incurred after that date was reimbursable; it was not a repayment date.

Mayor Sievers met a senior government class and received some great engagement. Some students had questions regarding the pedestrian bridge, and Mayor Sievers can now report back to them with the answers to their questions and forward to them the inspection report.

At the YAB meeting, there was a discussion regarding tree limbs obstructing views at intersections. It was encouraging for young drivers to bring this to the Mayor's attention. They talked about working together with their neighbors and the City to resolve this matter.

Mayor Sievers encouraged everyone to talk to the youth about what we do at City Council. He hoped to be invited back to hear more from the students, as it was one of the top things he has done since becoming the Mayor of Palouse.

He thanked all of the City staff for their hard work and wanted everyone to know that it was appreciated.

ALLOW PAYMENT OF BILLS:

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

ADJOURN: Councilmember Fielder **MOVED** to adjourn; Councilmember Akin seconded the **MOTION**. The **MOTION** passed. The council meeting adjourned at 8:20 pm.

APPROVED: _____ ATTEST: _____

Public Works Superintendent Council Report

Date: November 23, 2021

(Keep in mind this is 5 days from each council meeting)

WATER:

I am signed up for a water license class on November 29th for credits towards my water license.

Locates are down.

I ordered a new transfer pump for the chlorine as the old has failed.

SEWER:

Walter is signed up for 21 hours of pre exam classes for the WWTP operator 1 certificate. He will be doing all of the training over 6 days on zoom.

We've been having some major problems at our F Street and our main lift stations. KME has been here three days this week. Another reason for alarms to our phones when there is a failure at any location. Both the wet wells were pretty full causing the high alarms to go off.

I contacted Roach construction to pump out all of the solids in the bottom of the wet wells at all three of our lift pump sights.

We will probably start washing sewer lines in the next week.

STREETS:

I talked to Slocum Excavation about patching F Street where they dug and put a sewer line in and hopefully it will be completed by the end of this week.

Evan has been sucking out storm drains and is about done. When we get the sweeper in working order again then he will complete the project.

Walter has been sweeping when it has been wet. He is about caught up with sweeping.

I back bladed some of the non-paved streets.

Misty ordered pedestrian flags for the cross walk at the intersection of Main and Bridge. Evan put 4 in each corner.

SHOP:

Street sweeper needs repair as half of the screen deck collapsed while sucking out storm drains.

SNOW:

We got three loads of sanding gravel from the county last week so hopefully that will last us for the winter.

PARKS:

Evan is done mulching.

POOL:

We raked the leaves out of the pool prior to filling it up.

The pool is filled and set for the winter months.

The sump pump and barrels are also put in the pool for circulation during the real cold temperatures.

COVE ROAD PROJECT:

The contractors completed the sidewalk job on November 17th.

The fence was installed this week.

I am going to spread a couple of loads of gravel this week on the loop where the mailboxes are.

We are going to need a lot of fill dirt in the lower section on the bank below the fence to prevent a disaster. I will work on this as fill is a hard thing to by.

Public Works Superintendent Council Report

Date: November 23, 2021

****UPDATED 11/23/21****

(Keep in mind this is 5 days from each council meeting)

WATER:

On Friday evening 11/19/21 at around 6:50 the fire department received a call about a utility problem. Short story is well #1 pump didn't turn off. I went down and shut the pump off and reset the pump. At 10:45 the same evening I got another report of the same problem. I went down to well # and shut the pump off and reset the telemetry and left the pump overnight and turned it back on Saturday morning. In short we pumped 357,000 gallons that day over double of what we normally pump. Normal is 170,000. If not for the citizens of Palouse we could have pumped a lot more water overnight. This is one of many situations where we need alarms sent to our phones.

SEWER:

On the F Street lift station we've had nothing but trouble putting it back together. Guide rails, pumps, pipes, and valves have had to be replaced and we're still not done. KME has to order more parts and unknown when they'll get here. We're running on one pump over Thanksgiving so hopefully we have no major problems. This lift station needs to be upgraded as we are using residential pumps and not commercial grade pumps. We also need an alarm alerts to our phones for all three lift stations.

STREETS:

Slocum Excavation patched F Street yesterday where they had put in a sewer line this summer.

Palouse PD police report for City Council meeting November 23, 2021.

Time period November 5 through November 19, 2021:

Four calls for service and two call outs.

211109-01: Palouse Grocery requested an adult male and adult female be trespassed from the store after one of the couple's children stole on two separate occasions from the business. When store personnel advised the parents of the thefts (captured on store video) they became confrontational, belligerent, and argumentative. Store ownership requested the trespass be indefinite based upon the concern they had for their employee's safety. Upon serving the trespass order on the couple I was met with anger and had the front door slammed shut on me. Copies of the trespass order were left at the couple's residence, at the grocery store and at the PD.

211110-01: Around midnight on 11-7-21, a citizen had a Honda generator stolen from the back of their pickup which was parked in their driveway. The victim had very grainy security camera footage that was able to make out what appeared to be a slender adult male wearing a gray hoodie sweatshirt and jeans commit the theft. No associated vehicles are seen in the video. I am attempting to find out from local pawn shops in Pullman/Moscow if any red EU2200 Honda Generators have been pawned in the last ten days. Hopefully I will get lucky as the victim had a good serial number for the generator.

In regards to Council member Snyder's inquiry if body cameras had been enacted as a requirement for police departments in Washington State the answer is NO. The state legislature did not act in regards to requiring police departments to implement them.

In fact, KING 5 News surveyed 213 law enforcement agencies in the last year and found 160 do not use body worn cameras for a number of reasons. The reason most cited by the agencies not deploying body cams was the financial burden involved with body cam programs. Purchasing is one cost but a department is also required to store and maintain data. This includes "responding to public records requests for body camera video AND technology of blurring portions of the video, like license plates and other private details that are exempt from release." Data storage fees and other software upgrade costs must also be considered long term. The issue of timely answering and completing public records requests is also an extra burden on city employees.

I am not against body cameras. To the contrary, I believe they have great advantages in terms of documenting evidence and interactions with the public. They are also an excellent deterrent for frivolous complaints against police officers. However, I see body cameras as more beneficial to medium to large size departments versus a 1-3 officer operation.

Anderson

11/18/21
17:20

Palouse Police Department
Law Incident Summary Report, by Incident Number

1100
Page: 1

Number	Time and Date	Nature

Agency: Palouse Police Department		
211108-01	10:52:58 11/08/21	Unconsciousness
211109-01	11:16:25 11/09/21	Trespassing
211110-01	12:32:44 11/10/21	Theft Other
211111-01	19:16:39 11/11/21	Communications
Total Incidents for This Agency:		4

Total Incidents for This Report: 4

Report Includes:

All dates greater than `00:00:00 11/05/21`
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/rptu9TFkN-rplwisr.r3_1 ***

Deputy Clerk Report

11/23/2021

- Pedestrian Bridge Inspection – It appears that only minor repairs are needed. Some bolts need to be tightened, replacing several boards, and the vegetation on the north end needs to be trimmed.
- Springbrook/Bias Upgrade – As of January 1, 2022, our Bias software will no longer support the basic payroll we currently use. Attached is an order form from Springbrook showing a \$3,850.00 one-time fee to upgrade to advanced payroll.
- New Council AWC Training – Saturday, December 4, 2021
- Congress Liquor License – Do we need to do anything?
- Response from Secretary of State – Attached email with the response from the Secretary of State regarding Mayor Sievers's position on the council.
- CIAW Renewal Invoice and Renewal Information –
- Inter Local Agreement regarding the Shoreline Master Program – I forwarded this agreement to Eric to review.
- Criminal Justice Contract – No contract needed for felonies or juvenile cases.
- Payment to White Diamond/Cove Side Walk Project

ORDINANCE NO. 1009

AN ORDINANCE OF THE CITY OF PALOUSE, WASHINGTON, adopting the property tax increase for collection in 2022.

WHEREAS, the City Council for the City of Palouse has met and considered its budget for the calendar year 2022: and,

WHEREAS, the city's actual regular levy amount for the previous year was \$198,574.91; and,

WHEREAS, the population of the city is less than 10,000; and now, therefore,

BE IT ORDAINED by the City Council of the City of Palouse that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2022 tax year.

SECTION 1. The dollar amount of the increase over the actual levy amount for the previous year shall be \$1,985.75 which is an increase of 1%. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

SECTION 2. This ordinance shall take full force and effect five days after it or a summary thereof is published in the official newspaper of the City of Palouse.

PASSED by the City Council of the City of Palouse on this _____ day of November 2021.

APPROVED: _____

Timothy Sievers, Mayor

ATTEST: _____

Misty Lafollett, Deputy Clerk

Approved as to form:

Eric Hanson, City Attorney

Passed:

Published:

Effective Date:

ORDINANCE NO. 1010

AN ORDINANCE OF THE CITY OF PALOUSE, WASHINGTON, adopting the property tax increase for Emergency Medical Services for collection in 2022

WHEREAS, the City Council for the City of Palouse has met and considered its budget for the calendar year 2022: and,

WHEREAS, the city's actual EMS levy amount for the previous year was \$31,233.35; and,

WHEREAS, the population of the city is less than 10,000; and now, therefore,

BE IT ORDAINED by the City Council of the City of Palouse that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2022 tax year.

SECTION 1. The dollar amount of the increase over the actual levy amount for the previous year shall be \$312.33, which is an increase of 1%. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

SECTION 2. This ordinance shall take full force and effect five days after it or a summary thereof is published in the official newspaper of the City of Palouse.

PASSED by the City Council of the City of Palouse on this _____ day of November 2021.

APPROVED: _____

Timothy Sievers, Mayor

ATTEST: _____

Misty LaFollett, Deputy Clerk

Approved as to form:

Eric Hanson, City Attorney

Passed:

Published:

Effective Date:

Ordinance No. 984

ORDINANCE NO. 1011

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PALOUSE, WASHINGTON, setting the regular and special levy amounts for the Budget Year 2022 as follows:

BE IT HEREBY ORDAINED by the City Council of the City of Palouse:

SECTION 1:

SPECIAL STREET LEVY	\$ 50,000
SPECIAL POOL LEVY	\$ 44,000
VOTED REGULAR EMS LEVY	\$ 31,545.68
GENERAL LEVY	\$200,560.66
TOTAL AMOUNT TO BE RAISED BY TAXATION	\$326,106.34

SECTION 2: This ordinance shall take full force and effect five days after it or a summary thereof is published in the official newspaper of the City of Palouse.

PASSED by the City Council of the City of Palouse on this _____ day of November 2021.

APPROVED: _____

Timothy Sievers, Mayor

ATTEST: _____

Misty LaFollett, Deputy Clerk

Approved as to form:

Eric Hanson, City Attorney

Passed:

Published:

Effective Date:

Ord. No. 985