

PALOUSE CITY COUNCIL AGENDA
Regular Council Meeting
January 25, 2022 @ 7:00 pm
Palouse Community Center 220 E. Main St

CALL TO ORDER: Mayor Sievers called the Council Meeting to order at 7:00 pm.

ROLL CALL:

Deputy Clerk Misty La Follett took Roll Call.

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

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

APPROVAL OF MINUTES:

Councilmember Slinkard introduced a **MOTION** to approve the minutes from the regular council meeting on January 11, 2022; **MOTION** was seconded by: Councilmember Bofenkamp and the **MOTION** passed.

OPEN FORUM:

No residents present asked to address the Council.

PUBLIC WORKS REPORT:

Supt. Wolf provided Council with his written report.

The PW department stated a chlorine pump at well three had gone out and will need replacing. Also, there was an issue with the flood gate at the sewer plant not opening or closing. This was due to a switch on the gate that PW was not unaware of, but this was corrected so that it would not happen again in the future. The road will need to be repaired on Park street this spring due to someone driving off the side of the road.

Councilmember Brooks asked what type of chlorine the City used, and Supt. Wolf stated that it was liquid sodium chlorine.

Councilmember Slinkard asked Supt. Wolf what the cost would be to replace the chlorine pump and Supt. Wolf stated that it would cost between \$2,000 to \$3,000. Supt. Wolf noted that the City does have a backup for all the pumps the City uses.

Supt. Wolf stated that the tarps covering the pool would need replacing and that he is in the process of getting the cart for the tarps sandblasted to protect it from the chlorine and stop it from rusting. By sandblasting this cart, it will save the City several thousand dollars.

Councilmember Deerkop asked about painting the cart after sandblasting, Supt. Wolf stated that the PWs staff would paint the cart.

Councilmember Barrington asked if this process would help with future corrosion and Supt. Wolf stated it will, and if we keep up with the maintenance, the tarp cart will last for a long time.

*PW report attached to the minutes.

POLICE REPORT:

Officer Anderson presented his report to the Council. There have been seven calls for service and zero call-outs since the last council meeting.

*PD report attached to the minutes.

CITY ADMINISTRATOR/DEPUTY CLERK REPORT:

DC La Follett presented a letter of introduction for the Palouse EMS. DC La Follett asked the Policy Committee to review the policy for flying flags on certain holidays as some significant holidays are not on the original ordinance.

DC La Follett updated the Council on the status of the water rights permit for Well 3. All of the required paperwork was submitted to the State. Still, they will need a survey that sets the maximum usage for that well. The State's recommendation is to wait until the City believes that we are at the maximum capacity before getting this survey. There is no set deadline for the City to complete this survey.

DC La Follett also presented a vendor contract with Community Action Center for a vote from Council to allow the Mayor to sign. This contract will enable the citizens of Palouse to receive government assistance with their past due balance on their sewer and water bills.

Councilmember Bofenkamp introduced a **MOTION** to allow the Mayor to sign the vendor contract with Community Action Center; **MOTION** was seconded by: Councilmember Sena, and the **MOTION** passed.

Councilmember Barrington asked if the City was currently receiving payment from Community Action Center for past due accounts, and DC La Follett stated that we are. We just needed to update the contract for 2022.

YOUTH ADVISORY BOARD REPORT:

Ainsley Sievers presented the report to Council. Ms. Sievers informed Council that the YAB had completed the questions for the survey. They are currently drafting a letter to Principal Jones asking to work with the school to allow the students to take the survey at school, and they have invited Principal Jones to attend a YAB meeting. The YAB also made posters and handed out flyers to the youth of Palouse, letting them know about the YAB and what they do.

OLD BUSINESS: No old business.

NEW BUSINESS:

Mayor Sievers presented to Council Resolution 2022-01 and asked for a motion to approve this resolution. Resolution 2022-01 sets the 2022 salaries for all City employees.

Councilmember Slinkard asked DC La Follett what changes are in the salaries. DC La Follett stated that the Budget Committee recommended a 3% increase for all City employees and a \$2,500 per year increase in salary of Supt. Wolf.

Mayor Sievers stated there is also an increase for the swimming pool staff and the entry-level PW assistant to reflect the increase in the minimum wage.

Councilmember Barrington introduced a **MOTION** to approve Resolution 2022-01; **MOTION** was seconded by: Councilmember Deerkop, the **MOTION** passed.

Mayor Sievers presented to Council Resolution 2022-02 an updated fee schedule. DC La Follett stated there was a misunderstanding, and the fee schedule presented to Council was for 2021. DC La Follett thought that

Council was going to review and make changes. This resolution was not voted on, and Council will discuss it at a later council meeting.

Mayor Sievers asked the Council to appoint a Mayor Pro Tempore. He informed Council that this position would stand in for Mayor Sievers if he could not perform his duties, but they would not lose their Council vote. The current Mayor Pro Tempore is Councilmember Slinkard.

Councilmember Brooks introduced a **MOTION** to appoint Councilmember Slinkard as Mayor Pro Tempore; **MOTION** was seconded by: Councilmember Bofenkamp.

Councilmember Bofenkamp asked if Councilmember Slinkard had anything to say regarding his nomination; Councilmember Slinkard said he would accept the appointment.

COMMITTEE REPORTS:

Joint Fire Board (Councilmembers Brooks and Deerkop, Chair Leslie Sena): Chair Sena stated that her and Councilmember Deerkop toured Fire Station and were brought up to speed on the needs and the long-term goals of the FD/EMS.

Policy & Administration (Councilmembers Sena and Deerkop, Chair Ann Barrington): No report

Budget, Finance, & Major Acquisitions (Councilmembers Slinkard and Brink, Chair Sarah Bofenkamp): No report

Streets, Properties, & Facilities (Councilmembers Brooks and Bofenkamp, Chair Travis Deerkop): No report

Personnel (Councilmembers Barrington and Slinkard, Chair Sam Brink): No report

Water and Sewer (Councilmembers Bofenkamp and Brooks, Chair Sam Slinkard): No report

Policy & Administration (Councilmembers Deerkop and Sena, Chair Ann Barrington): No report

Councilmember Bofenkamp stated that she had a citizen express some concerns regarding the City's snow removal policy. Mayor Sievers said it was a subject that would involve the Streets, Properties, & Facilities committee, the Policy & Administration committee, and the police department.

Councilmember Bofenkamp also asked when a new City Administrator would be hired, and Mayor Sievers stated that he would have more information for Council very soon.

EXECUTIVE SESSION: Mayor called for an Executive Session at 7:36 pm to discuss personnel. The regular city council meeting resumed at 9:22 pm.

MAYOR'S REPORT:

Mayor Sievers stated that there are currently three vacancies on the Planning Commission, and he has received 7-8 applications for these vacancies.

The Value Planning Study for the sewer plant is complete, and Council will receive a copy of this report.

Councilmember Brooks asked how the Council would receive this report, and Mayor Sievers stated that Council could choose a paper copy or an electronic copy.

ALLOW PAYMENT OF BILLS:

Councilmember Sena introduced a **MOTION** to allow the payment of bills. Councilmember Barrington seconded the **MOTION**; the **MOTION** passed.

The following checks are approved for payment:

Claims Paid 01/25/2022 Ck. #12173-12188 & EFT \$25,713.20

ADJOURN: Councilmember Slinkard MOVED to adjourn; Councilmember Bofenkamp seconded the **MOTION**; the **MOTION** passed.

The council meeting adjourned at 9:30 pm.

APPROVED: _____ ATTEST: _____

Public Works Superintendent Council Report

Date: January 20, 2022

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

WATER:

Replaced the chlorination pump at well 3 today.

Did more locates

SEWER:

We had an issue with the sludge gate opening. We had KME come check the electrical and ended up being an outside switch shutting off because of the snow hitting it.

Walter and Tim had meetings Monday, Wednesday, and Friday last week with Valued Engineering.

SNOW:

Removed the rest of the snow off of Main Street last week.

STREETS:

A vehicle drove over the edge of the street on Park Street near the Wall Street intersection. It broke up the edge of the street so the street will need to be repaired at some point.

OTHER:

Evan and Mike took pesticide recertification classes the last two Wednesdays.

This was a short week because of the holiday.

Palouse PD police report for City Council meeting January 25, 2022:

7 calls for service and zero callouts.

220117-01 - received a call about a suspicious vehicle parked at Main St/SR27 with three dogs tied to it that had been barking non stop for two hours. Located the owner and explained dog ordinance in the city. Subject was argumentative & defiant. Determined he was on Active DOC for burglary and flagged by law enforcement as ARMED and DANGEROUS w violent tendencies and known to abuse drugs. I explained he could move on or I could issue citations & make a call to his DOC Officer. He chose the former and departed the city.

220117-02 - trespassed two neighbors from each other's property in an attempt to manage an ongoing neighbor dispute/civil issue between two citizens.

220121-01 - while out of town I received a call from Principal Jones at the school who advised he had learned of a student pulling a knife on another student while on the bus near Garfield sometime before Christmas break. Both suspect and victim are Garfield residents.

Called Garfield Marshal Handley as I knew he was familiar with the suspect and asked if he was available and willing to investigate based on the totality of the circumstances and he agreed.

Suspect was suspended from school. Investigation to include interview w suspect/victim revealed no crime had occurred. School notified of findings. Suspect probation officer notified of police contact.

Excellent example of inter agency cooperation and community stakeholders working together to problem solve.

Completed 8 hour online class for Terminal ACCESS Coordinator certification. It is required for each agency to have a TAC in good standing in order to regulate, monitor and authorize access to WACIC, WASIS and NCIC criminal justice information system. This allows police officers to run names, vehicles, firearms, etc for law enforcement purposes. This training is critically necessary in order for police agencies to function.

Thank you,

Office Anderson

Deputy Clerk Report

January 25, 2022

- Letter of Introduction for Palouse EMS –
- Flying of Flags in Downton Palouse - Some significant holidays are not on Ordinance 995, and the Policy Committee may need to revise this ordinance.
- Well Water Permit Update –
- Community Action Center Vendor Contract – We need a vote to allow the Mayor to sign this contract after the revisions requested by the City's attorney.

RESOLUTION NO. 2022-01
2022 AMENDED SALARY SCHEDULE

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOUSE, WASHINGTON, adopting the amended 2022 Salary/Reimbursement Schedule for the City of Palouse.

BE IT RESOLVED by the City Council of the City of Palouse that the following 2022 Salary/Reimbursement Schedule is adopted for the City of Palouse:

Salary

Mayor	\$ 250.00	Month
Council	\$ 60.00	Month
City Administrator	\$4,600.00	Month
Deputy Clerk	\$3,520.00	Month
Police Chief	\$5,383.00	Month
Police Officer in Charge	\$4,805.00	Month
Police Officer	\$4,429.00	Month
Reserve Officer	\$ 25.00	Hourly
Public Works Superintendent	\$4,549.00	Month
Wastewater Treatment Operator	\$4,031.00	Month
Public Works Assistant	\$3,296.00	Month
Entry Level Public Works Assistant	\$ 16.80	Hourly
Fire Chief	\$ 125.00	Month
Assistant Fire Chief	\$ 30.00	Month
Fire Training Officer	\$ 30.00	Month
EMS Coordinator	\$ 125.00	Month
Joint Fire Board Administrative Secretary	\$ 30.00	Month
Pool Manager	\$16.30 - \$17.80	Hourly
Lifeguards	\$15.20 - \$16.30	Hourly
Extra Labor	\$14.59	Hourly

Supply/Travel Reimbursement

Personal Vehicle Mileage Reimbursement	\$.585	Per Mile
Personal Cell Phone Reimbursement- PD	\$30.00	Month
Volunteer Firefighters - Supply/Travel	\$ 9.75	Per Call
	\$ 5.00	Per Meeting

PASSED BY THE CITY COUNCIL OF THE CITY OF PALOUSE, WASHINGTON, this _____ day of _____, 2021.

COUNCIL MEMBERS:

APPROVED:

 MAYOR

ATTEST:

 CITY ADMINISTRATOR