

**PALOUSE CITY COUNCIL AGENDA**  
Public Hearing – SEPA Application for Palouse Gym  
Followed by Regular Council Meeting  
November 8, 2022, @ 7:00 pm  
Palouse City Hall | 120 E. Main St

**CALL TO ORDER:** Mayor Tim Sievers called the Council Meeting to order at 7:01 pm.

**ROLL CALL:**

City Administrator Misty La Follett took Roll Call.

Council members present Sarah Bofenkamp, Bill Slinkard, Samuel Brink, Travis Deerkop, and Robert Brooks.

Councilmembers absent: Leslie Jo Sena and Ann Barrington

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

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

**PUBLIC HEARING:** SEPA Application for Palouse Gym.

There was no comment from the public, and the hearing was closed at 7:04.

**APPROVAL OF MINUTES:**

Councilmember Deerkop introduced a **MOTION** to approve the minutes from the regular council meeting on October 25, 2022; the **MOTION** was seconded by: Councilmember Brink. All other council members present approved, and the **MOTION** passed.

**PUBLIC WORKS REPORT:**

Supt. Wolf presented his report to the Council.

Supt. Wolf stated that the Fire Department roof leak was repaired, but another leak had developed in the ambulance bay. Several roofing companies will provide the City with quotes to repair or replace the roof.

CA La Follett advised Council that she and Supt. Wolf had met with a salesman from a water meter company that could convert our current meters into smart meters. Once we have a quote, CA La Follett will provide it to Council.

\*PW report attached to the minutes

**POLICE REPORT:**

Officer Anderson presented his report to the Council. There were seven calls for service and zero call-outs.

\*PD Report attached to the minutes.

**CITY ADMINISTRATOR REPORT:**

CA La Follett stated that the City's three-year audit was complete, and we are waiting for our exit interview to be scheduled. The Council should receive an email from the State Auditor's office with that information.

CA La Follett has been working on the Budget with the help of Cheryl Loffler, the City Clerk in Fairfield.

The temporary office assistant started working part-time and picked things up quickly, and she greatly appreciated the help.

A vacation request for Officer Anderson was presented to Council for their approval.

Councilmember Brink introduced a **MOTION** to approve the vacation request for Officer Anderson; the **MOTION** was seconded by: Councilmember Deerkop. All other council members present approved, and the **MOTION** passed.

\*CA report is attached to the minutes.

**NEW BUSINESS:**

NONE

**OLD BUSINESS:**

Michelle Bly and Rich Utzman from TD & H Engineering updated the Council regarding the Looping Main and F Street Bridge projects.

Mayor Sievers thanked Ms. Bly and Mr. Utzman for all the help that they have provided to the City.

Ms. Bly stated that JR Massie, the looping main contractor, has provided them with the information to complete pay estimate #6. This pay estimate includes two invoices from TD & H and one from JR Massie. The final invoice from JR Massie will be presented at the first council meeting in December.

Ms. Bly asked for a vote from the Council to allow the Mayor to sign the pay estimate #6 and the Certificate of Substantial Completion from the looping main project for JR Massie.

Councilmember Bofenkamp introduced a **MOTION** to allow the Mayor to sign the Voucher Distribution payment in the amount of \$129,740.54; the **MOTION** was seconded by: Councilmember Deerkop. All other council members present approved, and the **MOTION** passed.

Councilmember Slinkard introduced a **MOTION** to allow the Mayor to sign the Certificate of Substantial Completion on the looping main project by JR Massie; the **MOTION** was seconded by: Councilmember Brink. All other council members present approved, and the **MOTION** passed.

Councilmember Brooks asked Supt. Wolf, if he was satisfied with JR Massie's work. Supt. Wolf stated that he was. There are some minor things for JR Massie to complete next spring. Ms. Bly further noted that there is a one-year warranty on the work performed by the contractor.

CA La Follett asked if the patching on Church Street was acceptable, and Mr. Utzman stated that it was within the standard.

Councilmember Bofenkamp asked about the erosion at the 90-degree corner on West Church Street. Mr. Utzman stated that the erosion would need to be repaired in the spring. Mayor Sievers asked if it was a safety concern, and Mr. Utzman said it was not.

Supt. Wolf said that a meter box needs to be replaced and some other minor repairs that the City staff can make. These repairs will be billed back to JR Massie.

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

CA La Follett stated that the City has formally withdrawn its application for the Cove Sidewalk Revisions grant from the Transportation Improvement Board as it did not meet their criteria.

Mr. Utzman stated that Lohman had yet to return the contract, but Potholing will start next week. Mr. Utzman has all of the submittals needed to proceed once we have the signed contract.

Ms. Bly stated that there might be a pre-construction meeting with Lohman Construction this week. She also presented to Council with pay estimate #1 for the F Street Bridge in the amount of \$536.05.

Councilmember Slinkard introduced a **MOTION** to allow the Mayor to sign the Voucher Distribution payment in the amount of \$536.05 for the F Street Bridge; the **MOTION** was seconded by: Councilmember Bofenkamp. All other council members present approved, and the **MOTION** passed.

Ms. Bly stated that she attended the Infrastructure Assistance Coordinating Council (IACC) of Washington conference. At this conference, Ms. Bly learned that she could apply for a Planning Grant to conduct a water/sewer rate study for the City of Palouse. This study would be helpful when the City applies for grants and loans in the future.

#### **COMMITTEE REPORTS:**

Policy & Administration, Chair Barrington: No report

Budget, Finance, & Major Acquisitions Chair Bofenkamp is working on scheduling a Budget meeting and will be working with CA La Follett on fixing the ongoing issues with our current Budget.

Streets, Properties, & Facilities, Chair Deerkop: No report

Personnel, Chair Brink: No Report

Water and Sewer, Chair Slinkard: No report

Joint Fire Board, Chair Sena: No report

#### **OPEN FORUM:**

Cheryl Johnson addressed the Council regarding Officer Anderson's towing of vehicles.

#### **MAYOR'S REPORT:**

Mayor Sievers informed Council that Jamie Gaber had filled the temporary office assistant position. Kelsey Blair had accepted the position of Deputy Clerk and would start in three weeks.

#### **ALLOW PAYMENT OF BILLS:**

Councilmember Bofenkamp introduced a **MOTION** to allow the payment of bills. Councilmember Brooks seconded the **MOTION**;

Councilmember Brink asked that the road grading costs from the County be included in the cost of the road oiling and that the City receive a quote from the County before they grade the roads.

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

The following checks are approved for payment:

|              |          |                  |              |
|--------------|----------|------------------|--------------|
| Claims Paid  | 11/08/22 | Ck. #12710-12740 | \$474,374.55 |
| Payroll Paid |          | Ck. and EFT      | \$35,264.47  |

**ADJOURN:** Councilmember Deerkop **MOVED** to adjourn; Councilmember Brink seconded the **MOTION:** All other council members present approved, and the **MOTION** passed.

The council meeting adjourned at 8:17 pm.

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

## **Public Works Superintendent Council Report**

**Date: November 04, 2022**

**(KEEP IN MIND 4 DAYS BEFORE COUNCIL MEETING)**

### **WATER:**

We read meters the week of October.

There are a handful of meters that need to be replaced.

Rich from TD&H and Mike went through the water main project for the final inspection and found a couple of more things that needs to be addressed.

We did 2 garden meter shutoffs.

### **STREETS:**

Evan switched the Palouse Days banners on Main Street to the Holiday Banners.

We moved the barricades back to the flat house from Haunted Palouse.

Walter is sweeping streets today.

### **PARKS:**

Evan has started mulching leaves as they fall.

We winterized the restrooms at the park on Monday and Tuesday.

### **POOL:**

We winterized the pool on Monday and Tuesday.

**SNOW:**

We got the plow back from Mundy's last week.

We had to buy a motor for the 2<sup>nd</sup> plow. It is ready to go.

We put the sander and plow on the little dump truck and it is ready to go for the season.

**RV PARK:**

We had an electrical issue that was caused from another motorhome in space 8.

We repaired a frost free hydrant.

In space 5 someone cross threaded their sewer hose into the sewer hookup and it will be repaired next week.

Palouse Police Department report for Palouse City Council meeting November 8, 2022:

Seven calls for service and ZERO call outs.

221025-01 – Responded to a report of a juvenile getting bit by a loose dog running in the streets on the north hill. Bite appeared to be more of a nip not drawing blood or piercing the clothes but did leave red marks. I located dog owner and explained the dog was now considered a “potentially dangerous dog’ via the PMC. After discussion with victim and parents the dog owner was given a last chance agreement in regards to the dog. Any further violations of the dog ordinance will result in dog being removed from the city.

221028-01 – During Haunted Palouse responded to a report of an adult male preventing two subjects from removing their vehicles from private property by blocking them in with his vehicle. Male was upset he is charged \$100 a month to park in said parking lot by owner and was mad two drivers made the mistake of parking in the same lot. Male was intoxicated, belligerent and argumentative. After much back and forth was able to resolve the situation and vehicle was moved.

221029-01 – During Haunted Palouse responded to report of adult male walking on W Church St screaming obscenities and that he wanted to hurt himself. Male was located in downtown Palouse. Heo admitted to yelling but was only doing so while on the phone with girlfriend. The male reiterated he was only trying to get the girlfriend to reveal where she went after leaving their house during argument and had no intent on truly hurting himself. I was familiar with the male from prior contacts and determined he was not a danger to himself. Transported him back to his residence to sleep it off.

10-26-22 participated in scenario based law enforcement training held at Colfax PD. Training provided by retired Washington State Patrol Trooper now working for Clear Risk Insurance. Training was interactive use of force based on common and uncommon real life situations police officers can encounter. Use of force ranged from verbal de-escalation to deadly force.

On 10-26-22 conducted second parent/officer discussion at GarPal High School. Topics included underage drinking, teenage driving laws and social media concerns.

Haunted Palouse successfully raised over 100K for city based organizations.

Patrol vehicle oil change and fitted with studs for impending winter weather patrol.

Conducted Halloween foot patrol on north hill and downtown. Incident free night.

11/03/22  
12:35

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

| Number                           | Time and Date     | Nature         | Address    | Loctn Dsp |
|----------------------------------|-------------------|----------------|------------|-----------|
| 221021-01                        | 12:43:01 10/21/22 | Animal Vicious | [REDACTED] | INA       |
| 221024-01                        | 08:28:43 10/24/22 | Found Property | [REDACTED] | INA       |
| 221025-01                        | 17:29:46 10/25/22 | Animal Problem | [REDACTED] | INA       |
| 221028-01                        | 22:33:06 10/28/22 | Threatening    | [REDACTED] | INA       |
| 221029-01                        | 19:36:56 10/29/22 | Suspicious     | [REDACTED] | INA       |
| 221030-01                        | 10:47:57 10/30/22 | Civil          | [REDACTED] | ACT       |
| 221102-01                        | 14:16:08 11/02/22 | Animal Problem | [REDACTED] | 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 10/21/22`  
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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\*\*\* End of Report /tmp/rpt6BwbIB-rplwizr.r3\_1 \*\*\*



City Administrator Report  
November 8, 2022

- 3-Year Audit Update
- Budget Update