

**City of Palouse**  
**COUNCIL MEETING MINUTES**  
*Tuesday, June 11, 2024*

*Note to persons reviewing this document: This is not a verbatim transcript. While an attempt has been made to document pertinent points, these minutes contain only a summary of the discussion and voting.*

**CALL TO ORDER:** Mayor Sievers called the meeting to order at 7:00 PM

Councilmembers\* present at the meeting were Sarah Bofenkamp, Angie Griner, Leslie Jo Sena, Molly Quigley, and Rainy Anderson.

\*In the following paragraphs, Councilmember(s) will be abbreviated as: "C."

**I. ROLL CALL:** DC Gaber took attendance; Robert Brooks and Ann Barrington were absent.

C. Sena introduced a **MOTION** to excuse C. Brooks and C. Barrington's absences from the meeting; the **MOTION** was seconded by C. Bofenkamp. All council members approved, and the **MOTION** passed.

City staff present: City Administrator (CA) Misty La Follett and Deputy Clerk (DC) Jamie Gaber, and Police Officer Joel Anderson.

**II. APPROVAL OF MINUTES:**

C. Anderson introduced a **MOTION** to approve the minutes from the regular council meeting on May 28, 2024; the **MOTION** was seconded by C. Griner. All council members approved, and the **MOTION** passed.

**III. OPEN FORUM:**

**Bruce Pemberton:** Has attended Haunted Palouse meetings, Will Perry is the director of the executive board. Councilmember Sena was in attendance. It is looking well organized and the event is good to go for 2024.

**IV. PUBLIC WORKS REPORT:** Supt Mike Wolf, submitted a written report

**V. POLICE REPORT:** Submitted a list of calls for service and written report

**A.** 15 Calls for Service

- 1.** 5 Ordinance related
- 2.** One call out

**B.** Cougar in area; sheep kill confirmed by Fish and Wildlife, potential sighting on Shady Lane. Please call PD if cougar is sighted within City limits.

**C.** Attended:

- 1.** GarPal High School graduation
- 2.** Whitman County Emergency Management School Safety Protocol meeting
- 3.** GarPal Elementary Talent show

**VI. CITY ADMINISTRATOR / DEPUTY CLERK REPORT:** DP Gaber reported:

**A. POOL UPDATE:**

1. Pool manager working on scheduling and safety protocol
2. 8 lifeguards are in place
3. Planned opening: June 14th

**VII. OLD BUSINESS:**

**A. INFORMATION TECHNOLOGY (IT) SERVICES CONTRACT:**

1. Palouse Software and Support, LLC Contract

C. Griner introduced a **MOTION** to approve the contract with Palouse Software and Support, LLC to provide IT support to the City; the **MOTION** was seconded by C. Anderson. All council members approved, and the **MOTION** passed.

**B. SHADY LANE:** Al Pancoast reported on the DNR contract to remove beetle-damaged trees on Shady Lane:

1. After approval from council, will finish work plan and budget
2. Meeting with land owners:
  - a) Next week
  - b) Project boundary to be discussed
  - c) Permits with DNR to be completed
3. Logging will occur asap
4. Pheromone packets can be purchased to help protect currently healthy trees

C. Anderson introduced a **MOTION** to approve the contract with Department of Natural Resources to provide services for Shady Lane; the **MOTION** was seconded by C. Sena. All council members approved, and the **MOTION** passed.

**VIII. NEW BUSINESS:**

**A. WHITMAN COUNTY EMERGENCY MANAGEMENT:**

1. Bill Tensfeld and Annie Pillers talked with council
  - a) County emergency notification, cell tower-based system utilizing Everbridge
    - (1) Joint comprehensive plan with WSU
    - (2) Community Fire Protection Plan established
  - b) Major Plans rewritten every 5 years, next due in 2025
    - (1) Open to stakeholders
  - c) LPC Meetings:
    - (1) Emergency Planning including Red Cross, Airguard, hospitals, etc.
    - (2) Every other month, 3<sup>rd</sup> Thursday; informal, welcoming atmosphere.

**B. PUBLIC SAFETY TESTING CONTRACT:**

1. Proposal to conduct a Police Department Assessment
  - a) Current meeting, set before council for consideration
    - (1) Next council meeting, set for discussion
    - (2) Third council meeting, potentially take action

**IX. COMMITTEES:**

Policy and Administration -No report

Budget, Finance, & Major Acquisitions – Thank you to C. Anderson, who volunteered time to update ARPA transactions. Will submit in future report. All ARPA funds need to be spent by 2026.

Streets, Properties, & Facilities- No report

Personnel – No report

Water and Sewer:

Good conversations occurring about possible land acquisition for future sewer plant

Joint Fire Board: Payment coding for JFB bills has a new system, should be easier for all involved.

**X. MAYORS REPORT:**

**A. RECENT MEETINGS:**

1. Haley & Aldrich
2. Property owners for potential future sewer site
  - a) Investigating multiple funding sources

**B. CERB REPORT:**

1. Close to being finished
  - a) Will present to council and community meeting in July, will include:
    - (1) Executive
    - (2) Economic
    - (3) Structural Engineering

**XI. COUNCIL MEMBER COMMENTS:**

- a) None

**XII. PAYMENT OF THE BILLS**

C. Anderson introduced a **MOTION** to allow the payment of bills; the **MOTION** was seconded by C. Sena. All council members approved, and the **MOTION** was passed.

The following checks were approved for payment:

Payroll paid	Ck# 13863-13873	\$29,966.23
Claims paid	Ck# 13874-13903	\$ 43,675.97
Total:		\$ 73,642.20

**XII. ADJOURN:** C. Bofenkamp introduced a **MOTION** to adjourn; the **MOTION** was seconded by C. Griner. All council members approved, and the **MOTION** was passed.

The council meeting Adjourned at 8:28 PM.

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

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

DATE: \_\_\_\_\_