

City of Palouse
COUNCIL MEETING MINUTES
Tuesday, May 14, 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 Pro Tem Brooks 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; C. Barrington was absent.

C. Bofenkamp introduced a **MOTION** to excuse C. Quigley and Mayor Sievers' absences from the meeting; the **MOTION** was seconded by C. Griner. 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. Sena introduced a **MOTION** to approve the minutes from the regular council meeting on April 23, 2024; the **MOTION** was seconded by C. Anderson. All council members approved, and the **MOTION** passed.

III. OPEN FORUM:

Patti Rippee: Are vacant houses in Palouse paying for water and sewer?

Bruce Pemberton: Noted Police Chief Anderson is approachable, encouraged people to talk with him about anything on their minds. Also, appreciates him and is glad he enjoys living in Palouse. Shady Lane will be under construction soon; with planned logging, re-graveling, and planting. Prefers old-fashion themed Haunted Palouse.

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

V. POLICE REPORT: Submitted a written report

A. 25 Calls for Service

1. 8 Ordinance related
2. 1 Ordinance violation deadline extended to June 1 due significant progress in yard cleanup
3. 1 Ordinance violation deadline extended to June 1 due significant progress in fencing yard
4. One infraction issued
5. Three call outs

VI. CITY ADMINISTRATOR / DEPUTY CLERK REPORT: CA La Follett reported:

A. **POOL UPDATE:**

1. Pool manager, assistant manager, and 5 life guards have been hired
2. Certifications being administered by Pullman Park and Rec
3. Rates will remain the same
4. Curriculum being developed for swimming lessons

5. QR code will be available for residents for free pool access
6. ROC grant:
 - (1) Michelle Bly from TD&H found grant and has assisted in submitting
 - (2) Will know in 2-3 months if we are awarded grant
 - (3) Would cover repairs for next year with 50% match for \$130,000

B. VERIZON TOWER:

1. Need to apply for a Variance
 - a) Will publish notice 2 weeks before Board of Adjustment hearing
 - b) City council will then approve/disapprove

C. CAPITAL IMPROVEMENT PLAN (CIP):

1. Each city department needs to make one.
 - a) Have REET funds available for projects on CIP
 - b) All departments will aim to have CIP by end of summer

D. SHADY LANE: City Attorney working with DNR Attorney to agree on all language in DNR contract

E. COVE SIDEWALK: New law that goes into effect July 1st mandates projects that will cost \$100,000 upward must go out to bid. Therefore, the Cove sidewalk project will go out to bid

F. ROAD OILING:

1. Received 1 quote
2. Council approved
3. Will go forward with this year's oiling project

G. NEW WEBSITE: Palousewa.gov

VII. OLD BUSINESS:

A. DOWNTOWN Wifi CORRIDOR: Waiting for City Attorney to approve contract

1. ARPA funds available for corridor, additional funds available to upgrade cameras at RV Park
2. Jim Kuzsnir, from Inland Fiber Network, willing to provide Wifi service through his new office downtown.
 - a) Palouse Brewery to museum, also, at Hayton-Greene Park and RV park.
 - b) City would purchase hardware and upgrades; Jim would provide labor and ongoing hosting in exchange for the ability to keep his equipment in City Hall.

VIII. NEW BUSINESS:

A. FIRE/EMS EMERGENCY NOTIFICATION UPDATE: Will be doing public outreach to educate citizens consistently

1. Jim Fielder, Communications Director, gave PowerPoint presentation
 - a) Established risks that Palouse potentially could face
 - (1) Flood
 - (2) Fire
 - b) Established Evacuation levels
 - (1) Ready; hazard in area
 - (2) Set; need to leave in a short time
 - (3) Go; leave immediately

- c) Established Siren Cycles to coordinate with evacuation levels
 - (1) Ready, level one: 1 cycle (8 sec) every 5 min for 15 min, then top of the hr., top of 2nd hr., 4pm, 6pm, and 8pm. Second day: 8am, noon, 8pm
 - (2) Set, level two: 2 cycles, 30 sec apart every 5 min, for 15 min. subsequently following same as above
 - (3) Go, level three: 30 sec apart for 5 min, then every 30 min around the clock
- d) **Advised:**
 - (1) Be Prepared
 - (2) Plan
 - (3) Implement the Plan
 - (4) Have a GO Bag ready
 - (5) Sign up for emergency notifications via Whitman County:
<https://www.whitmancounty.org/145/Sign-Up-For>

B. WHITMAN COUNTY SWIM MEET PROPOSAL:

- 1. Swim Team Coach Andres Sena asked City Council's approval to have Tri-County Swim Team Championship Meet in Palouse
 - a) August 3rd at Hayton Green Park and Pool
 - b) 8 am to 7 pm
 - c) Expecting approximately 150 swimmers
 - d) Tri-County Swim League will cover any additional costs
 - e) Council approved

IX. COMMITTEES:

Policy and Administration – C. Sena reporting:

.** Director of Whitman County Emergency Management will be at June 11th Council Meeting**

Budget, Finance, & Major Acquisitions - Chair Bofenkamp:

Submitted questions to City Attorney regarding applying fees to vacant properties to cover water and sewer infrastructure. Getting reports to sewer committee regarding sewer funds, all sewer funds currently running a positive balance

Streets, Properties, & Facilities - Chair Brooks:

Working on Six Year Transportation Plan

Recommends replacing school fire hydrants immediately, then continue with replacing a few each year

Tennis courts: working on long-term contract with school, submitted a liability release to City Lawyer

Proposed coffee shop, would like some safety concerns addressed

Railroad will do presentation at school regarding RR safety

Personnel - Chair Sena:

Currently working on employee handbook

Water and Sewer - Chair Griner:

Gave property contacts to Mayor

Joint Fire Board – Chair Anderson:

No report

Youth Advisory Board – Chair Bofenkamp:

No report.

X. MAYORS REPORT: No report

XI. COUNCIL MEMBER COMMENTS:

1. C. Griner: Asked:
 - a) Why doesn't the city use land lines for phone service.
 - b) For estimate to get all city computers upgraded
 - c) If Mike and Walter have a wish list of items needed for city
 - d) What Evergreen was paid to do
2. C. Sena: Haunted Palouse is looking for Volunteers
 - a) Please go to meetings
 - b) Keep the legacy alive!

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# 13818-13826, 13828-13829	\$ 32,357.26
Claims paid	Ck# 13813827, 13830-13853	\$ 182,486.37
Total:		\$ 214,843.63

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

The council meeting Adjourned at 8:56 PM.

APPROVED: _____

ATTEST: _____

DATE: _____

Palouse Police Department report for Palouse City Council May 14, 2024:

Twenty five calls for service since last council with eight being ordinance related.

One infraction issued.

One public nuisance case extended deadline to June 1 due to significant cleanup of residential yard.

One public nuisance case extended deadline to June 1 due to significant progress in fencing yard to gain compliance via ordinance.

Three callouts since last council.

Received confirmation from Criminal Justice Training Center that Palouse PD has been recognized for third year in a row for meeting compliance of In-Service Training Mandate.

4-30-24 completed annual firearm qualification with handgun and AR-15 rifle.

Ammunition inventory:

.223 rifle ammo is stocked and no new rifle ammo needed for now.

9mm target and duty ammo reordered. 10 boxes target and 5 boxes duty ammo = \$393.00

Anderson

05/09/24
13:58

Palouse Police Department
Law Incident Summary Report, by Incident Number

1100
Page: 1

Number	Time	Date	Nature	

Agency: Palouse Police Department				
240420-01	08:25:28	04/20/24	Suspicious	S
240420-02	15:51:16	04/20/24	Animal Problem	S
240422-01	11:50:34	04/22/24	Juvenile Prob	N
240422-02	12:13:00	04/22/24	Civil	N
240422-03	12:59:52	04/22/24	Trespassing	S
240422-04	13:00:06	04/22/24	Found Property	N
240422-05	14:08:44	04/22/24	Suspicious	S
240423-01	12:17:17	04/23/24	Animal Problem	S
240423-02	15:28:38	04/23/24	Juvenile Prob	N
240424-01	13:43:03	04/24/24	Civil	S
240424-02	13:47:58	04/24/24	Welfare Check	S
240424-04	16:21:07	04/24/24	Traffic Offense	N
240426-01	20:51:53	04/26/24	Animal Problem	N
240429-01	07:35:10	04/29/24	Seizure	N
240430-01	12:58:28	04/30/24	Welfare Check	N
240505-01	20:55:31	05/05/24	Suspicious	N
240506-01	09:09:22	05/06/24	Traffic Offense	N
240506-02	14:43:40	05/06/24	Parking Problem	N
240507-01	12:16:13	05/07/24	Found Property	S
240507-02	12:16:50	05/07/24	Animal Problem	N
240508-01	13:45:17	05/08/24	Suspicious	N
240508-02	15:10:09	05/08/24	Animal Problem	N
240508-03	17:32:23	05/08/24	Animal Problem	N
240508-04	20:58:25	05/08/24	Traffic Offenses	S
240508-05	20:59:03	05/08/24	Civil	N
Total Incidents for This Agency:				25

Total Incidents for This Report: 25

Report Includes:

- All dates greater than `00:00:00 04/19/24`
- 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/rpt

CSI REV 060718

JHACHIK1

Public Works Superintendent Council Report

Date: May 07, 2024

WATER:

We read meters 2 weeks ago.

We need to replace 3 meters and will hopefully get to a couple of them tomorrow.

SEWER:

We installed a new polymer pump was installed for the belt press 2 weeks ago.

We flushed out a sewer line on F Street last week. The resident said their sewer was backing up.

Our line was clean so the backup was on the resident's side.

STREETS:

Legacy Paving will be here in the next month to patch Main Street.

Mike is working on getting the STOP done at Main Street & Bridge Street. He has been calling around to see what the best applications are for the project.

SHOP:

We had to replace the batteries on the backhoe yesterday.

We serviced the backhoe yesterday.

New front tires will be replaced in the next week on the backhoe.

We replaced broken mirrors on the water truck.

CEMETERY:

Evan has been working hard to get the cemetery looking good for Memorial Day.

Evan & Walt have been mowing and string trimming.

PARKS:

We opened the restrooms last Thursday.

The drive belt on Evan's mower 2 weeks ago and Evan & Mike replaced it after they read water meters. The belt broke in a bad location of the cemetery and had to tow it out of the area to level ground and push it on to a trailer to take to Evan's shop.

Evan has started to water a little in the park. He has turned on all of the water to the sprinklers downtown.

Mike has been helping mow in the park with this bad weather Evan can't keep up between the cemetery and all of downtown.

Mike and Walt opened the restrooms last week.

Mike painted the power box at the west shelter of the park as someone had written graffiti with a permanent marker.

POOL:

We are going to start cleaning the pool in the next couple of weeks.

ARTERIAL STREETS:

Mike has back bladed the roads that had big potholes in them.

SNOW:

All of the snow removal equipment is put away for the summer.