

**City of Palouse**  
**COUNCIL MEETING MINUTES**  
*Tuesday, June 25, 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 6 Year Transportation Improvement Plan Public Hearing to order at 7:00 PM

Councilmembers\* present at the meeting were Sarah Bofenkamp, Angie Griner, Leslie Sena, Molly Quigley, Robert Brooks, and Ann Barrington.

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

**I. ROLL CALL:** DC Gaber took attendance; C. Anderson was absent.

C. Brooks introduced a **MOTION** to excuse C. Anderson's absence 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. 6 Year Transportation Improvement Plan (STIP) Public Hearing:**

Discussion occurred regarding projects that have been published for the community to review. It was noted that having sidewalks on the STIP fit well with the Safer Streets to Schools program, and would most likely help to score high on future grant applications. Mayor Sievers also noted that TD&H is looking into an alternative sealant, Otta Seal, to be used on the street projects.

Public Comment: Chuck Stemke advocated for sidewalks to be on the STIP, including the route from F St. bridge to downtown and from Cove Rd, along the native garden, to downtown.

The Public Hearing adjourned at 7:06 PM.

The regular Council Meeting began at 7:06 PM.

**III. APPROVAL OF MINUTES:**

C. Barrington introduced a **MOTION** to approve the minutes from the regular council meeting on June 25, 2024; the **MOTION** was seconded by C. Griner. All council members approved, and the **MOTION** passed.

#### IV. OPEN FORUM:

**Diane Main:** Many people have been backing out and crossing the double yellow downtown. I've almost been hit quite a few times. Also, the native garden looks terrible and is a bad representation of Palouse. When you drive into Palouse you don't want to see weeds. (sent via email, read by CA La Follett).

**Bren Fire Hawk:** Discussed a public safety concern at Palouse Cove Apts. Outdoor faucets and sprinklers are not working. Asked if city could help in order to keep grass green and reduce fire hazard.

**Bruce Pemberton:** Noted Shady Lane thistles were killed with herbicides via the city crew. Also, stated Needful Things is the finest thrift store in the area, would like to see bag sale price reduced.

**Michael Echanove:** Addressed Palouse being on Ecology's Final Project List, potentially giving the city two separate loans. He recommends not authorizing the loans as each will have a substantial impact on residents' monthly bills to pay back the loans.

**Barb Hodson:** Asked for details regarding the Wastewater Treatment Plant Operator's contract

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

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

**A. 20 Calls for Service**

1. 11 Ordinance related
2. 1 Infraction issued
3. 1 Criminal citation issued
4. One call out

**B. Reported on two types of fraud in the area:**

**BE AWARE OF FRAUD! Never give bank info to anyone on the phone**

1. Person gave citizen a check, asked them to cash it, keep some, and give majority back
2. Employees were told the auto paycheck system was hacked; to get their paychecks they were instructed to buy \$500 gift cards, then their paychecks would be released

**C. Conflict Biologist will be at next council meeting, July 23<sup>rd</sup>,** to address the cougar sightings. There will be a Q and A session

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

**A. COVE SIDEWALK UPDATE:**

1. Public Works Board accepted application, should be finalized on July 12<sup>th</sup>
2. Quality Contractors are ready to proceed

**B. VERIZON TOWER:**

1. Hearing with Board of Adjustments scheduled for Tuesday, August 6<sup>th</sup> at 6 PM, at City Hall

**C. IT UPDATE:**

1. Work accomplished:
  - a) On and off-site file and email back up
  - b) Tighter security
  - c) Upgraded memory on City Hall computer
  - d) New email domain set up
  - e) Looking into camera set up for the City

**D. SHADY LANE:**

1. Pheromone packets have been distributed throughout, placed on trees, about five feet up

**E. SIX YEAR TRANSPORTATION IMPROVEMENT PLAN:**

1. Detailed list of projects included in packet

**VIII. OLD BUSINESS:**

**A. PUBLIC SAFETY TESTING:**

**B.** Griner introduced a **MOTION** to approve the Public Safety Testing Proposal; the **MOTION** was seconded by C. Sena. All council members approved, and the **MOTION** passed.

**B. 6 YEAR TRANSPORTATION IMPROVEMENT PLAN:**

**RESOLUTION 2024-08**

C. Bofenkamp introduced a **MOTION** to approve Resolution 2024-08, 6 Year Transportation Improvement Plan from 2025 to 2030; the **MOTION** was seconded by C. Brooks. All council members approved, and the **MOTION** passed.

**IX. NEW BUSINESS:**

**A. Haunted Palouse, Will Perry, Director:**

1. Asking Permission to have Haunted Palouse 2024
  - a) October 18<sup>th</sup> & 19<sup>th</sup>, 25<sup>th</sup> & 26<sup>th</sup>
  - b) Venues: Currently, lower PD building, Library, Main St., and Shady Lane

**B. EXCISE LEVY**

1. Discussion occurred regarding what council wants to submit for fall ballot
2. Will vote next council meeting, July 23<sup>rd</sup>
3. Looking for volunteers to write a Pro or Con statement for voter's pamphlet

**X. COMMITTEES:**

Policy and Administration – Chair Barrington: No report

Budget, Finance, & Major Acquisitions – Chair Bofenkamp: Meeting this morning, discussion regarding Cove Rd. loan payments. Also, working on a financial guide book, including policies

Streets, Properties, & Facilities- Chair Brooks: Next meeting July 24th

Personnel – Had meeting with Mayor, working on employee manuals. Mayor working on employee evaluations

Water and Sewer – Exploring additional options for sewer plant, waiting to complete a couple of meetings to answer questions on the table. July 22<sup>nd</sup> meeting with Ecology

Joint Fire Board: No report

Youth Advisory Board – No report

**XI. MAYORS REPORT:**

**A. CERB Meeting:** Initial report on St. Elmo out first of August

**B. SJ Environmental Meeting:** Sam Snead, sewer plant

**C. Personnel Committee Meeting**

**D. BUILDING BLOCKS:** Community Project

1. Looking for broad range of viewpoints to enhance the city in multiple ways
  - a) \*\*\*JULY 15<sup>TH</sup> and 16<sup>TH</sup> WORKSHOP, ALL WELCOME\*\*\*
  - b) Community Center, July 15<sup>th</sup> evening, 16<sup>th</sup>, all day
2. Creating solutions to:
  - a) Affordable Housing
  - b) Downtown Revitalization
  - c) Infrastructure
  - d) Preserving Historic and Cultural Resources

**XII. COUNCIL MEMBER COMMENTS:** C. Griner, would like consistent recording of voting with names

**XIII. PAYMENT OF THE BILLS:**

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

The following checks were approved for payment:

Payroll paid	Ck# 13926-13947 and 13950	\$ 43,799.41
Claims paid	Ck# 13948-13949 and 13951-13977	\$ 26,958.08

Total:

\$ 70,757.49

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

The council meeting Adjourned at 8:15 PM.

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

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

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

DRAFT

## **Public Works Superintendent Council Report**

**Date: July 02, 2024**

### **WATER:**

We read meters last week.

We had one broken meter that we replaced.

We had 2 water leaks. The leak on Church Street got repaired and the other leak on N. River Road did not.

We had to replace the chlorine pump at well #1.

The telemetry needed a reboot. The chlorine pump and the telemetry both failed on the Sunday before last which is why everything needs to be checked 365 days of the year.

We are still monitoring the leak on Main Street and Hall Street. Nothing has surfaced yet.

We pumped a little north of 7.7 million gallons for the month of June.

### **SEWER:**

The polymer pump stopped working on the belt press. When Sam is here next Monday he will work on it.

The samples were done today because of the fourth of July.

### **POOL:**

Everything seems to be running smoothly.

### **STREETS:**

Legacy Paving did the patch on Main Street and a driveway on I Street that we dug up last fall. The patches look and feel great.

The STOP letters were painted on Main Street at the same time the patch was being done since the entire block was blocked off.

### **SHOP:**

We replaced the batteries for the ford dump truck.

The service truck got serviced last week.

### **OTHER:**

Mike will be on vacation the last week of July.

Evan will be on vacation for a week starting the middle of next week.

Palouse Police Department report for Palouse City Council meeting July 9, 2024:

Twenty calls for service with eleven ordinance related.

One criminal citation issued and one infraction issued.

One callout.

Investigated attempted fraud in which citizen was called by suspect wanting to hire him for wedding at an address in Palouse but insisted on having the citizen cash a \$2000 check, keep his fee for being hired and give the remaining \$1900 to him. Told citizen to rip up check and not participate. I text the number in an attempt to ruse & identify suspect but no response. I called owner of property where alleged wedding was taking place and they confirmed no wedding was going to be held at their house.

Made aware of a different fraud in which employees of WSU are called to say automatic deposit system was hacked and they won't get their paycheck unless they go to different retailers (Target, Safeway, Walmart, etc) and buy gift cards. Victims are instructed to buy \$500 gift cards, give the gift card account numbers to the suspect, and the suspect will then be able to release those funds into their bank accounts. Victim was Palouse citizen/WSU employee but crime itself took place in Moscow. **DO NOT EVER BUY GIFT CARDS OR GIVE YOUR BANK INFO TO ANYONE ON THE PHONE.** Legit banks and employers will not operate this way. These scammers are often based in foreign countries and untraceable.

Investigated four properties/residences in Palouse reported to have overgrown trees/grass that may be causing public safety issue. I was able to locate phone numbers for owners of three properties. Two of properties were determined not to rise to the level of public safety issue. I still contacted the owners and requested they landscape/mow their property for aesthetic purposes. Both said they would mow/weedeat the properties. The third property with low lying branches from a tree does appear to block line of sight for drivers of vehicles traveling in certain direction. Requested the homeowner prune those branches to improve line of sight. Fourth area was an alley with a low hanging tree. The alley requires vehicle to slow for sidewalk/pedestrian traffic prior to entering roadway. All these areas are not required by ordinance to landscape but take on the usual liability that goes with property ownership.

Continue to receive reports of cougar sightings. On 6-28-24 received complaint of adult cougar jumping fences of backyards in 700 block of E Church Street. I reported to Fish and Wildlife office but staffing for that agency is usually relegated to one officer for entire county and a weekday work schedule. I have left a message with that officer asking for guidance on what, if any, callout procedure there is for Fish and Wildlife and what circumstances give rise to it.

Received report of individual living in a motorhome on a property with homeowner permission for last two years. This is a violation of our zoning ordinance enforced by building inspector. I did preliminary investigation making contact with homeowner, motorhome owner/occupant, took pictures and forwarded all the information to building inspector and city administrator. I gave copy of the city ordinance to both homeowner and motorhome owner for reference.

07/03/24  
10:53

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					
240620-01	12:37:11	06/20/24 Traffic Offense	S		INF
240623-01	12:51:56	06/23/24 Animal Problem	N		INA
240625-01	12:38:29	06/25/24 Traffic Offense	N		INA
240626-01	16:10:41	06/26/24 Animal Problem	S		INA
240627-01	05:49:37	06/27/24 Traffic Offense	S		INA
240627-02	12:44:44	06/27/24 Civil	N		INA
240627-03	12:49:31	06/27/24 Civil	N		INA
240627-04	12:49:54	06/27/24 Civil	N		INA
240627-05	13:59:40	06/27/24 Domestic Disput	N		INA
240627-06	16:01:54	06/27/24 Welfare Check	N		INA
240627-07	16:03:29	06/27/24 Welfare Check	N		INA
240628-01	13:31:58	06/28/24 Fraud	S		INA
240628-02	18:51:46	06/28/24 Civil	N		INA
240628-03	21:29:09	06/28/24 Animal Problem	N		INA
240629-01	14:00:34	06/29/24 Animal Problem	S		INA
240629-02	14:50:47	06/29/24 Found Property	S		INA
240630-01	12:37:26	06/30/24 Animal Problem	S		INA
240630-02	12:38:34	06/30/24 Found Property	S		INA
240701-01	18:52:17	07/01/24 Parking Problem	N		INA
240701-02	19:10:14	07/01/24 Parking Problem	N		INA
Total Incidents for This Agency:				20	

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Total Incidents for This Report: 20  
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Report Includes:

All dates greater than `12:00:00 06/20/24`  
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

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\*\*\* End of Report /tmp/rpttSq9K3-rplwisr.r3\_1 \*\*\*