

City of Palouse
COUNCIL MEETING MINUTES
Tuesday, August 27, 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 Sena, Molly Quigley, Rainy Anderson, Robert Brooks, and Ann Barrington.

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

I. ROLL CALL: DC Gaber took attendance; All council members were present.

City staff present: City Administrator (CA) Misty La Follett, 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 July 23, 2024; the **MOTION** was seconded by C. Griner. All council members approved, and the **MOTION** passed.

III. OPEN FORUM:

Bruce Pemberton: At Needful things, thinks bag sale price should be reduced to \$4/bag, at present \$7/bag it is the difference of food on table for elderly or fixed income residents. Asked if trees on Shady Lane will be dangerous for Haunted Palouse goers. Recognized that the last day of the pool was Pooch Day, lightly advertised and lightly attended.

Diane Main: Noted that the native garden is weedy and is not the aesthetic she would prefer when entering town. Also, observed people crossing double yellow line downtown when backing out of parking spaces.

Barb Hodson: Would like to know if the city is getting a STOP sign with lights around it, as discussed earlier in the year. Also, wants to know why two city employees are needed to read meters in the same vehicle.

Paul Edwards: Addressed the dead trees on Shady Lane; asked why they did not come down in August as stated earlier and would like the current plan available to the public.

Mary Estes: Noted that Title 13, 47213 (1972) needs to be updated in order to sell water to private citizens. Would like to see communication from the city increase; for example, when the water outage occurred and fire dept needed to be notified, change of office hours, or Shady Lane updates. Suggested notifying council members first.

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

A. Discussion occurred regarding status of Palouse Cove Project

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

A. 31 Calls for Service

1. 11 Ordinance related; 2 infractions issued

2. One callout

B. Will be at Palouse Days

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

A. SHADY LANE: RECAP & UPDATE

1. Community members volunteered to apply for grant from the Washington DNR in December 2023
2. Grant was awarded in Spring of 2024
3. Reviewed by lawyer
4. Solicited logger
5. All landowners contacted
6. Budget needed to be revised to more general terms X3
7. All landowners consulted
8. Permits acquired from the county
9. Logger jobs booked out past Haunted Palouse
10. Logger will take trees down, hopefully before the snow flies
11. Adjacent landowners can potentially have their trees logged at the same time, for a fee to the logger
12. Mill set to take logs
13. Some live trees will be logged to thin out dense patches to reduce competition
14. Slash could be burned in middle of winter, Fire Dept potentially using as training opportunity
15. After logging is complete; trail will be graded and re-graveled, benches and fences replaced
16. Replanting will occur in the spring

B. TREES ON MAIN STREET:

1. Mike solicited quote for dead tree removal
2. Company came the next day, due to change in their schedule
3. Cut dead plum trees on Main St and trees overhanging on Spokane Ave.
4. DNR has sent tree replacement suggestions
5. Streets and Properties Committee debating best options for trees in downtown

C. TEXT MY GOV PROPOSAL:

1. New App available to help with communication to residents
 - a) Can text from field
 - b) Easily fits in current budget
 - c) Would take 45 days to implement
 - d) Would continue to use Listserv as well

D. HORIZON TOWER UPDATE:

1. Board of Adjustments met and tabled the decision
 - a) Visited site
 - b) Survey was completed, flags placed for visual
 - c) BOA wants to move site closer to solar array, out of sight of closest home owner
 - d) New hearing needed, will pick date, and publish two weeks ahead

VII. OLD BUSINESS:

A. ST. ELMO UPDATE:

1. Last meeting in July, none in August
2. Making time to discuss report with engineers

B. BUILDING BLOCKS:

1. Had final call with consultants, including people whom were not at workshop, and EPA
2. DOT discussed pedestrian walkway grants
3. Next Steps Memo; included who will champion certain tasks, within the proposal
4. Will share when draft is final

5. Intend to have community wide meeting

VIII. NEW BUSINESS:

A. WIFIBER ORDINANCE, FRANCHISE AGREEMENT:

1. Shane Monroy from WiFiber was present to answer any questions
 - a) Working within current utility pathways
 - b) Franchise in most small towns
 - c) Will get approval from city for any work done
 - d) Contract available to C. members to review

B. TEXT MY GOV PROPOSAL:

1. Councilmembers asked for time to review

IX. COMMITTEES:

Policy and Administration – Chair Barrington:

Working on cost allocation process. Looking at how to most efficiently record indirect costs. Capital Improvement Plan being reviewed

Budget, Finance, & Major Acquisitions – Chair Bofenkamp: Budget season is starting, beginning process for 2025 budget. Will go over terminology before discussions start.

Streets, Properties, & Facilities- Chair Brooks: Discussed how to improve pool parking lot. Intend to talk with Policy and Budget Committees to address weeds on city property. Looking at easement access to city properties.

Personnel – No report

Water and Sewer – Chair Griner: Met with Mike and Walter about our long-term needs for water dept. Discussed future water shut offs, water line repairs and replacing current meters with smart meters. Also, reviewed hydrants to be refurbished. Confirmed no water violations have occurred and water is safe and clean. Any water questions: Mike is happy to answer, can call or email, please call City Hall for contact info.

Joint Fire Board: Chair Anderson: Working on budget, will submit in September. Discussed how to handle water outages in future. Also, generator to use in case of power outage.

X. MAYORS REPORT:

- A. Out of town last two weeks
- B. Supports the TEXT MY GOV
- C. Working to improve record keeping and communication in all areas of the City

XI. COUNCIL MEMBER COMMENTS:

- A. City Staff is appreciated for work they do and being the front line with the public
 1. Communication is difficult, much can be learned from mistakes made
 - a) Informed council members can help with communication with citizens
 - b) Would like a chain of command followed for future water shut offs
 - c) Council members open to concerns from citizens, please contact
 2. Want all to be in good work environment

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# 13998-14018 and 14022-14023	\$83,094.14
Claims paid	Ck# 14024-14062 and 14019, 14021	\$ 58,398.32

Total: \$ 141,492.46

XIII. ADJOURN: C. Sena 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 8:43 PM.

APPROVED: _____

ATTEST: _____

DATE: _____

DRAFT

Public Works Superintendent Council Report

Date: August 24, 2024

WATER:

We will read meters next week.

We have been working on the I Street water main project as time allows. We made good progress yesterday. We should have the street fully open by the first of next week before school starts.

Well # 1 the chlorine injector/check valve going into the water supply failed. We replaced the part and it is running great.

Well # 3 an elbow at the injector/check valve cracked with a minor leak. The elbow was replaced and is also running great.

We had to investigate a water leak on Alder Street yesterday and found the leak was under the house. The water service had not been turned on for 5 years.

We pumped nearly 11 million gallons for the month of July which is typical for the month. July, August, & September are the largest months every year for water pumped.

We replaced a broken meter at the post office the Friday before last.

We repaired a service line going to our meter last week.

WATER VIOLATION NOTICE:

The water violation notice sent out in the mail is to keep our water system in compliance. That being said three samples for the 2022 year were not submitted on time. The Department of Health sent a violation email to me in August of 2023. The DOH gave a year to send out the violation notice to the residents. Obviously the DOH was not concerned about any harm to humans or animals etc... I sent in 2 samples of each that were in violation. Both times all of the sample results came back within compliance specifications. The city water system is required to submit 2 coliform samples per month and have never failed a test. Different samples are required through the years and even up to 9 years for some tests/samples. **THE WATER IS NOT CONTAMINATED AND IS SAFE! It is no fault of city hall so all questions or concerns can be directed to my email pwsupt@palouse.com and I will respond. Please leave your phone number attached to the email if you would like to have a conversation with me.**

Thank you

Mike Wolf City of Palouse Superintendent

POOL:

The pool season is over and ran great all summer long without any problems.

Paint is ordered to paint the pool. It takes a couple of weeks for the paint to get here. Monte Nearing has volunteered to paint.

COVE ROAD SIDEWALK PROJECT:

The curb and gutter was poured last week and will be done with the catch basins this week and hopefully do the asphalt work next week on Tuesday.

OTHER:

Any one that wants free dirt and free delivery within the city limits can call or email me. We have a lot to get rid of. We have between 15 and 20 loads spoken for already. Delivery is by the dump truck load only.

We installed 5 smoke detectors in the legion above city hall last week.

Palouse Police Department report for Palouse City Council meeting August 27, 2024:

Thirty one calls for service with eleven ordinance related since last council.

Two infractions issued.

One callout.

On 7-27-24 I worked the Palouse Music Festival. Dealt with parking issues and roamed the event answering questions and concerns.

On 8-3-24 I worked the Palouse Yard Sale Event which coincided with the massive youth swim meet at Palouse Pool. With the help of Misty and Public Works, signs and barriers were placed along the north side of W Main Street to prevent parking as concerns were raised from farmers about their single and double trailers being able to safely pass through. This was a designated tow away zone. I arrived at 0730 hours and took a position in the RV Parking lot as the southern half of the lot was going to be used for event parking. I personally directed traffic and parking. Despite the numerous tow away zone signs some people tried to park in between the signs or in front of them. Because I positioned myself in the lot before the swim meet warmup I was able to tell those drivers to remove the vehicles immediately and no impounds were necessary. I cleared the swim meet parking issue around 1030 after making sure the parking situation had calmed as the meet was well underway.

I was able to make contact at thirty seven of the thirty nine yard sales that signed up via City Hall. I also located and contacted four garage sales that were not on the list. I supported the youth labor movement by partaking in four lemonade stands.

Continue to work and get resolution to approximately fifteen license fraud cases opened in Palouse. Since last council I have had three more cases closed as in compliance. I have extended deadlines in three other cases to middle of September due to title paperwork issues from other states.

On 8-21-24 I participated in the GarPal School Back to School Bash from 1800-2000 hours. I roamed the event answering questions and handing out stickers to the younger elementary aged kids. Excellent opportunity to reengage with students and community oriented policing. I continue to place a high priority on being visible at and around the school – especially during school hours.

On 8-21-24 I impounded a vehicle with out of state plates and a front flat tire that had been left parked on the public roadway for months. I contacted the owner in Oregon five days earlier who told me he had no plans to remove it.

Joel Anderson

08/21/24
12:14

Palouse Police Department
Law Incident Summary Report, by Responsible Officer

1100
Page: 1

Number Time and Date Nature Address Loctn Dsp

Agency: Palouse Police Department

Officer: Joel Anderson

240722-01	09:53:06	07/22/24	Citizen Dispute		INA
240722-02	10:08:10	07/22/24	Animal Problem		INA
240723-01	07:36:50	07/23/24	Accident Noninj		INA
240723-02	12:29:44	07/23/24	Fraud		INA
240724-01	15:46:06	07/24/24	Fraud		INA
240724-02	16:58:41	07/24/24	Fraud		ACT
240728-01	17:14:41	07/28/24	Communications		INA
240729-01	11:32:09	07/29/24	Civil		INA
240729-02	12:07:27	07/29/24	Parking Problem		INA
240729-03	12:15:23	07/29/24	Civil		INA
240729-04	12:21:21	07/29/24	Animal Problem		INA
240731-01	11:12:11	07/31/24	Traffic Offense		INF
240801-01	10:36:36	08/01/24	Parking Problem		INA
240801-02	11:06:15	08/01/24	Medical		INA
240803-01	09:35:39	08/03/24	Fall		INA
240803-02	14:39:16	08/03/24	Parking Problem		INA
240803-03	16:29:59	08/03/24	Traffic Offense		INF
240804-01	15:02:47	08/04/24	Parking Problem		INA
240804-02	15:35:32	08/04/24	Fraud		INA
240805-01	15:53:02	08/05/24	Fall		INA
240808-01	14:39:22	08/08/24	Found Property		INA
240809-01	11:03:37	08/09/24	Animal Problem		INA
240811-01	09:51:41	08/11/24	Death Unattend		INA
240816-01	09:30:33	08/16/24	Suspicious		INA
240816-02	10:51:31	08/16/24	Other Calls		INA
240816-03	11:27:09	08/16/24	Parking Problem		INA
240816-04	11:52:43	08/16/24	Other Calls		INA
240816-05	11:53:45	08/16/24	Other Calls		INA
240818-01	20:46:02	08/18/24	Suspicious		INA
240818-02	21:34:15	08/18/24	Animal Problem		INA
240819-01	07:29:01	08/19/24	Animal Problem		INA

Total Incidents for This Officer: 31

Total Incidents for This Agency: 31

Total Incidents for This Report: 31

Report Includes:

All dates greater than `00:00:00 07/19/24`
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/rpt3Sogk7-rplwizr.rl_1 ***