

**City of Palouse**  
**COUNCIL MEETING MINUTES**  
*Tuesday, September 10, 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 7:02 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; Council member Rainy Anderson was absent.

C. Barrington 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, Deputy Clerk (DC) Jamie Gaber, Public Works (PW) Superintendent (Supt) Mike Wolf and Police Officer Joel Anderson.

**II. AMENDMENT OF MINUTES:**

C. Griner asked to amend the open forum comments by Mary Estes to read: JUST PUT THE NEW LANGUAGE HERE (PLUS MAKE SURE IT GOT FIXED IN THE OLD MINUTES).

C. Griner introduced a **MOTION** to amend the minutes from the regular council meeting on August 27, 2024; the **MOTION** was seconded by C. Quigley. All council members approved, and the **MOTION** passed.

**III. APPROVAL OF MINUTES:**

C. Bofenkamp introduced a **MOTION** to approve the amended minutes from the regular council meeting on August 27, 2024; the **MOTION** was seconded by C. Sena. All council members approved, and the **MOTION** passed.

#### IV. OPEN FORUM:

**Bruce Pemberton:** Needful Things, learned many out-of-towners come and buy multiple bags on Saturdays. Intends to talk to board about his concern regarding bag prices. Asked if trees on Shady Lane will be dangerous for Haunted Palouse goers.

**Becky Brink:** Expressed concern about the appearance of cemetery and damage to head stones from mowing.

**Mary Estes:** Would like to see more details on agenda and in minutes. Suggests identifying council members by name in the Councilmember Comments section of the minutes.

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

##### A. Repairs to water lines, old infrastructure

1. Dozen in August
  - a) Repaired 2 service lines at the main on I ST., road open, will patch asphalt
  - b) Repaired significant leak downtown
2. 10 in July
3. Many caused by previous crew putting two different types of metals together at junctions

##### B. Flushed sewer lines

##### C. Replaced water meters

##### D. Swept streets for Palouse Days

##### E. Palouse Cove sidewalk update, discussion occurred

1. Quality Contractors LLC have completed the job; well done and under budget
  - a) 6 catch basins installed
  - b) Curb installed
  - c) Brick wall repaired
2. Need 'cost order change' to cover paving the gravel bed in place between previous sidewalk and new curb
3. TIB (Transportation Improvement Board) requirements met without above mentioned paving
  - a) Now Eligible for TIB grants

##### F. Safety Project discussed

1. Fire hydrant replacements, Short-term:
  - a) Replace hydrant at intersection of G. St. and Alder St.
  - b) Replace gate valve at cemetery
2. Fire hydrant replacements, Long-term:
  - a) Make plan to replace/repair all fire hydrants in town
  - b) Have current inventory and have prioritized locations to be addressed

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

##### A. 15 Calls for Service

1. 6 Ordinance related
2. One callout

##### B. **SCAM ALERT: PLEASE TAKE HEED:**

1. **If you receive a call saying you're under investigation, have a warrant out OR a family or friend needs bail....DO NOT RESPOND: HANG UP!!**
  - a) **No law enforcement agency is going to call and ask you:**
    - (1) Pay bail money over the phone
    - (2) For your social security number
    - (3) To buy gift cards
    - (4) Transfer money to bit coin for them
    - (5) Please call me IMMEDIATELY if you encounter any of the above

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

### A. NATIVE GARDEN: RECAP & UPDATE, by DC Gaber

1. Garden was established in 2008, replacing run down trailer court
  - a) Riparian zone along river protected, seedlings planted
  - b) Signs made and place throughout garden
2. 2019: work on pathway and seedlings planted;
  - a) Garden cloth was donated and laid under path; new chips spread over pathway
  - b) Grade school kids planted seeds in greenhouse at school, transplanted to garden in newly made beds
  - c) Bat boxes were installed in two locations
3. 2023: Seedlings planted in fall;
  - a) Surrounding plants left to create shade and help maintain moisture
  - b) Native forage plants, such as yarrow, encouraged to grow and bloom
4. Currently, working with Phoenix Conservancy and Palouse Conservation District to establish native plants to promote biodiversity and pollinators in garden
  - a) PHOENIX CONSERVANCY:
    - (1) Promotes and aids in establishing Palouse Prairie Pockets
    - (2) Uses native seeds/plants from our unique prairie ecosystem
    - (3) September 24<sup>th</sup> council meeting, will offer proposal of action
    - (4) January 2025; 15 Americorps members will be joining their organization and will be available to assist with local projects
    - (5) Looking forward to working in Palouse!
  - b) PALOUSE CONSERVATION DISTRICT:
    - (1) Seeking funding for new signage
    - (2) Working with their Education and Outreach department
      - (a) Looking to co-ordinate educational programs with the school

### B. POOL:

1. Pool Pass App used this year
  - a) IT currently extracting information for review

### C. IT UPDATE:

1. New emails available for city staff and council members
  - a) Will meet with everyone to set up accounts
  - b) Old emails will be phased out
  - c) New emails will maintain a continuous record of emails for each position, allowing easy access for research and public records requests in years to come

## VIII. OLD BUSINESS:

### A. SHADY LANE UPDATE:

1. Logging will occur in November after Haunted Palouse
2. Closing lane from western cut-out (path down to river) to east end, until logging is complete. Will send out email notification

C. Griner introduced a **MOTION** to close Shady Lane effective 9/16/24 from ramp on west end to gate on east end, placing 'Road Closed' signage on both ends. Additionally, send out notification on listserv; the **MOTION** was seconded by C. Bofenkamp. All council members approved, and the **MOTION** passed.

### B. HORIZON TOWER:

1. Surveyed and flagged
2. Checking with solar array company, as is closer to solar panels than before
3. BOA closed their last meeting, need another to finalize decision,

- a) Public comment fulfilled at last meeting
- b) Publishing two weeks ahead, will occur in 1<sup>st</sup> or 2<sup>nd</sup> week of October

**IX. NEW BUSINESS:**

**A. WiFIBER ORDINANCE, FRANCHISE AGREEMENT:**

C. Sena introduced a **MOTION** to adopt Ordinance 1030; the **MOTION** was seconded by C. Barrington. All council members approved, and the **MOTION** passed.

**B. TEXT MY GOV PROPOSAL:**

C. Griner introduced a **MOTION** to approve the Text My Gov Proposal and authorize Mayor Sievers to sign the agreement; the **MOTION** was seconded by C. Sena. All council members approved, and the **MOTION** passed.

**C. PALOUSE COVE ROAD, CHANGE OF ORDER:**

C. Barrington introduced a **MOTION** to authorize Mayor Sievers to sign Change of Order for the Cove Street project completion; the **MOTION** was seconded by C. Brooks. All council members approved, and the **MOTION** passed.

**X. COMMITTEES:**

**Policy and Administration** – Chair Barrington: PMCs being updated through state program, will be reflected on website. Looking over initial draft of CIP (Capital Improvement Plan).

**Budget, Finance, & Major Acquisitions** – Chair Bofenkamp: no report

**Streets, Properties, & Facilities**- Chair Brooks: meeting this Thursday

**Personnel** – working on employee manual

**Water and Sewer** – Chair Griner: Ecology meeting Sept. 23th, council members expressed frustration with multiple meeting cancelations via Ecology and subsequent slow progress on sewer project. Met with Wil Edwards and Joe Handley to discuss fire hydrant repair and replacement, 12 hydrants are at the top of priority list. Will present a Six Year Plan for city wide replacement/repair.

**Joint Fire Board:** Chair Anderson: no report.

**XI. MAYORS REPORT:**

- A. Attended CERB and Building Blocks meetings
- B. Helping to streamline reimbursement policy
- C. Talked with Dan Cowger from Varela; funding declined from Public Works Board, due to low ranking on list of projects
- D. TechTeam, soliciting more info on opportunities
- E. Spoke with Eastern Region Department of Transportation
  - 1. Discussed Main St, bridge on Bridge St, wall behind RV park, and striping on Highway 27 and Highway 272
- F. Public Safety Testing next week, will give a report
- G. Met with Mike Jones about tennis courts

**XII. COUNCIL MEMBER COMMENTS:**

- A. C. Griner would like to discuss hiring consultant to assist Supt Wolf

**XIII. PAYMENT OF THE BILLS**

C. Brooks 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# 14063-14082 and 14084,85,87, and 88	\$61,992.72
Claims paid	Ck# 14089-14110 and 14083, 14086	\$ 18,873.95
Total:		\$ 80,866.67

**XIV. ADJOURN:** C. Barrington 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 9:35 PM.

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

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

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

## Public Works Superintendent Council Report

Date: September 05, 2024

### WATER:

We finished repairing the 2 service line connections at the main on I Street. The road is open and we will come back at a later date to patch the asphalt.

Mike & Walter repaired a leak under the sidewalk in front of the store on Monday. We put a repair band on a 1" line.

We set a new meter in Amber Ridge last week.

We replaced a 1" meter Division Street on Tuesday.

There is an existing leak on the North River Road and we will repair it when we are back at full staff.

We read meters last week.

The telemetry went down on the wells this morning and is now running normal again.

A valve on the chlorine pump at well #3 broke. It is repaired.

### SEWER:

We flushed 5 sewer lines yesterday. They are problem lines we have flush out every 3-4 months.

### STREETS:

We have been selling and hauling gravel.

### COVE ROAD SIDEWALK PROJECT:

TD&H, Misty, and Mike did the final walk through last Friday. Quality Contractors are signed off 100% on the project. They did a great job and came in under budget. We are doing a work order change to pave from the curb to the existing sidewalk. Poe Asphalt would be the quickest company to be here which is 2-3 weeks.

### OTHER:

Public works is short staffed at the moment. Evan was out for nearly 2 weeks and is back now. That was a combination of vacation and being sick. Walter is here 1-2 days per week for the next 3 weeks. **(With the short staffing please be patient with us. If anyone has questions feel free to have them call Mike.)**

We will sweep on Monday morning for Palouse Days. We will get the rest of the things done for Palouse Days next week.

Palouse Police Department report for Palouse City Council meeting September 10, 2024:

Fifteen calls for service with six ordinance calls related since last council:

One callout.

240903-03 – Received a report of an adult male walking on the north hill being chased by two dogs owned by the same person. Dogs inflicted bites to the front right shin and back right calf. Dog owner ran out while hearing the incident and secured dogs. I made contact with dog owner and implemented newly approved Palouse Municipal Code 6.08.062 in which a potentially dangerous dog incident requires the dog owner to provide a proper enclosure, post two signs in conspicuous locations on property that a “potentially dangerous dog” resides there, and, upon completion of steps one and two within twenty days, obtain a “City of Palouse Potentially Dangerous Dog Certificate of Registration” from City Hall. I advised the dog owner to immediately get updated rabies shots and then license the dogs with the city. I documented the incident and gave the dog owner a copy of the report so there is no ambiguity about what they must do in order to keep the dogs in the city. I advised the dog owner that any future incident that rises to the level of potentially dangerous dog activity will result in her dog being removed from the city and monetary fines.

240905-01 – I was contacted by a citizen who alerted me of yet another type of scam. The citizen advised she was called by a 617 area code and an East Indian accented male identified himself as an agent with the United States Immigration and Customs Department. The male stated the citizen was under investigation for drug trafficking in Texas and her assets were about to be seized via federal warrant. The male advised he was giving a courtesy heads up to allow the citizen to withdraw all her funds save \$1000 in her checking and savings account but she would have to transfer it into bit coin at a Bit Coin Depot in Moscow. The male stayed on the phone with the citizen as she drove from Palouse to Pullman to withdraw the funds (\$12,000) then to Moscow to the Bit Coin Depot (which was inside a gas station). Luckily, the citizen became frustrated with the process of transferring the money to bitcoin and told the male she was done trying to complete his directions, hung up and turned off her phone. Upon turning her phone back on hours later she saw the male had attempted to call her twenty two more times as well as a second number with a 915 area code attempted to call her four times. I called both numbers and determined they were both Text to Talk numbers which are indicative of a scam as fraudsters use these untraceable numbers to commit fraud – much like the active shooter threat we had last year at the school which was also a Text to Talk number to hide identity. PLEASE PLEASE PLEASE TAKE HEED – IF SOMEONE CALLS YOU AND TELLS YOU THAT YOU ARE UNDER INVESTIGATION OR HAVE A WARRANT OR NEED TO SEND BAIL MONEY FOR A FRIEND/FAMILY MEMBER – DO NOT DO IT!! No reputable law enforcement agency is going to:

- 1) Ask you to buy \$500 gift cards from Walmart, Target, Safeway etc, and ask you to read them the gift card serial numbers.
- 2) Ask you to withdraw money from your bank account and transfer it into bit coin.
- 3) Ask you to pay bail money over the phone for a friend/family member.
- 4) Ask you for your SSN.

Due your due diligence, trust your instinct and call me IMMEDIATELY. I can usually flush out a scammer within minutes based upon what they say, the number they call from and their inability to provide confirmation as to their identity.

On 8-28-24 I attended the first day of school at GarPal High School. I requested to speak to both the junior and senior classes individually as they met with their counselors. I reminded them that it was imperative they obey all rules of the road and speed limits when they drive on Palouse city streets and arterials. I advised this will be the first school year with no warnings for any kind of speed violations. I reiterated that speeding and other moving violations will lead to more expensive insurance and unhappy parents. I acknowledged that the vast majority of drivers drive safely but that anyone thinking about "peeling out" on wet roadways or doing "donuts" during snowstorms will only result in Reckless Driving citations that are criminal in nature and can be devastating to future employment or college applications. This type of driving is also dangerous to those in the vicinity and will be met with no tolerance up to and including the impound of vehicle.

On 8-28 -24 and 8-29-24 I completed ten hours of online recurrent training via CJTC website. This training is cost free and goes toward my twenty four hour CJTC requirement. I am almost there.

I will be meeting with Public Safety Testing September 17-19 for the police department audit.

Palouse Days will have two officers working the event from 0800-1600. Thank you to Palouse Chamber of Commerce for covering the second officer pay.

Anderson



09/05/24  
15:32

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					
240827-01	13:33:58	08/27/24	Parking Problem		INA
240827-02	13:35:19	08/27/24	Animal Problem		INA
240828-01	11:23:50	08/28/24	Suspicious		INA
240828-02	13:29:55	08/28/24	Suspicious		INA
240828-03	15:41:54	08/28/24	Traffic Hazard		INA
240829-01	12:14:31	08/29/24	Found Property		INA
240829-02	15:50:52	08/29/24	Parking Problem		INA
240830-01	19:51:44	08/30/24	Animal Problem		INA
240901-01	10:20:04	09/01/24	Fraud		INA
240903-01	11:41:53	09/03/24	Fraud		INA
240903-02	13:36:25	09/03/24	Parking Problem		ACT
240903-03	16:16:24	09/03/24	Animal Bites		INA
240904-01	08:01:06	09/04/24	Traffic Hazard		INA
240905-01	09:43:12	09/05/24	Fraud		INA
240905-02	14:52:32	09/05/24	Traffic Hazard		ACT
Total Incidents for This Agency:				15	

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Total Incidents for This Report: 15  
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Report Includes:

- All dates greater than `00:00:00 08/22/24`
- 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/rpt1CJUGy-rplwizr.r3\_1 \*\*\*  
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