

City of Palouse
COUNCIL MEETING MINUTES
Tuesday, October 8, 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, and Robert Brooks

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

I. ROLL CALL: DC Gaber took attendance; Council member Ann Barrington was absent.

C. Sena introduced a **MOTION** to excuse C. Barrington'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. APPROVAL OF MINUTES:

C. Bofenkamp introduced a **MOTION** to postpone approval of the minutes from 9/24/24 until the next regularly scheduled Council meeting on 10/22/24; the **MOTION** was seconded by C. Sena. All council members approved, and the **MOTION** passed.

III. OPEN FORUM:

None

IV. PROCLAMATION:

Mayor Sievers read aloud and presented a proclamation (See attachment), honoring the Palouse Xenodicans and recognizing October 20-26, 2024 as "Friends of Libraries Week" in Palouse.

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

- A. Repaired fire hydrant on Bridge Street
- B. Shut off water on North River Road, dug up line
- C. Fixed multiple water leaks
- D. WWTP Operator
 - 1. Current WWTP, Walter, gave two-week notice
 - 2. Hired replacement while posting job

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

A. 20 Calls for Service

1. 6 Ordinance related; 3 infractions issued
2. Zero callouts

B. Regarding contacting residents about weeds/plants/trees on private property; three factors need to be present before I will approach a citizen: public safety risk, an ordinance, and case law.

C. **Prescription Drug Disposal**

1. Collection container outside Palouse Department.
****PLEASE DO NOT DEPOSIT ANY HYPODERMIC NEEDLES IN BOX****

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

A. PUBLIC SAFETY TESTING:

1. Report coming soon
2. Suppling documents as they request them

B. TEXTMYGOV:

- a) Completed two onboarding meetings
- b) Widget must be on front page of our website

C. LIQUOR LICENSE:

1. Lions Club Renewal
 - a) No objections

D. JFB BILL PAYMENT:

1. In contact with auditor's office regarding paying JFB bills pre/post JFB approval

E. ARPA CODING:

1. Coding errors made in 2020 and 2021, auditor's office is reviewing

F. TREE WORK DOWNTOWN:

1. Wilson's Tree Service trimmed branches hitting buildings. We received an estimate for removing an additional tree near Heritage Park
 - a) Discussion occurred regarding using the small works roster and number of quotes obtained for future work projects

VIII. OLD BUSINESS:

A. PHOENIX CONSERVANCY: Presented by Shannon Collins

1. Proposal to restore native plant landscaping in the Native Garden, south end of town
 - a) Focus will be on Palouse Prairie plants, as only 1% still exists in our area
2. Benefits
 - a) Preserves natural heritage
 - b) Maintenance and water usage low after plants are established
 - c) Native plants bloom from early spring through fall months
 - d) Good for pollinators and birds
 - e) Pest resistant
3. Work to be done
 - a) Many invasive species need to be removed
 - (1) Americorps working for Phoenix will be available in 2025 to assist
 - b) Future work presented to council as a variety of options

B. ARPA FUNDS: Tabled discussion until next meeting

C. FIRE HYDRANTS/WATER SYSTEM VALVES:

C. Brooks introduced a **MOTION** to award Slocum Excavation the contract to replace the fire hydrant and gate valve at the corner of G Street & Alder and the gate valve at the cemetery; the **MOTION** was seconded by C. Anderson. All council members approved, and the **MOTION** passed.

IX. NEW BUSINESS: None

X. COMMITTEES:

Policy and Administration – Chair Barrington: No report

Budget, Finance, & Major Acquisitions – Chair Bofenkamp: No report

Streets, Properties, & Facilities- Chair Brooks: No report

Personnel – No report

Water and Sewer – Chair Griner: Updated everyone with Verela information packet and discussed sewer costs. Also, discussed short and long-term costs of fire hydrant replacement.

Joint Fire Board: Chair Anderson: no report.

XI. MAYORS REPORT:

A. Met with CERB

1. Will present summary document when it comes out

B. Met with Building Blocks

1. Next Steps memo to EPA for finalization

C. WWTP-Walter resigned

1. Interviewed new employee
2. Currently reviewing and updating job description
 - a) Will put ad out and start interviews
3. SJ Environmental currently preparing a variety of proposals

D. IACC Conference in October

1. Tech Team; at IACC Conference
 - a) Received approval for IACC conference workshop
 - b) Soliciting more info on funding and opportunities

E. Will be producing another Palouse Pulse

XII. COUNCIL MEMBER COMMENTS:

Please use TextMyGov promotional materials to alert people of the new service in town

XIII. PAYMENT OF THE BILLS

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

The following checks were approved for payment:

Payroll paid	Ck# 14128-14136	\$ 35,964.12
Claims paid	Ck# 14137-14164	\$ 47,622.02
Total:		\$ 83,586.14

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

The council meeting Adjourned at 8:23 PM.

APPROVED: _____

ATTEST: _____

DATE: _____

DRAFT

Public Works Superintendent Council Report

Date: October 04, 2024

WATER:

We shut the water off at a residents meter on Wednesday. The curb stop was so old that we didn't have a tool to turn it off. We had to dig down to the line and cut it and put a new curb stop on the line. It took a little time to do that as there were lots of big tree roots.

We fixed the leak on N. River Road also going to the same resident. We put a repair band on the line. We investigated the water leak on W. Church Street that was filling up the meter box. We discovered it was on the resident's side.

A week ago Wednesday night a pickup rolled a block down the hill on Bridge Street and hit the fire hydrant and broke it at the intersection of Alder and Bridge Streets. We hope to finish repairing it today.

We have done a lot of locates in the past month.

We are going to probably be out of compliance on our lead inventory for the DOH for 2 reasons. 1) Mike and Walt are busy repairing the water leaks and other projects before Walter leaves. 2) Mike is training as much as possible at the sewer plant before Walter leaves.

SEWER:

KME came yesterday to check why both lift pumps were running at the same time. It ended up being a bad relay.

STREETS:

The city survived the wind storm pretty well last Wednesday night after the wind storm. There were only a few branches in the road.

SHOP:

Evan's pick up went to Electrical Specialist to get repaired. It ended up being a bad relay and battery cable. Chappel Auto helped also.

OTHER:

Walter gave his 2 week notice last Friday. He is going to work for the public works in Garfield. We are working on getting a replacement for him ASAP. Mike will take over wastewater while we find a replacement.

Palouse Police Department report for Palouse City Council meeting October 8th 2024:

Twenty calls for service with six being ordinance related.

Three infractions issued

ZERO callouts.

240923-01 – I was working uniformed patrol when a citizen requested I respond to their location for suspected drug activity. Reporting party advised they watched on surveillance footage a young female place a film canister under some rocks under a street sign. Film canisters are often used for the packaging and transporting of marijuana and some hard drugs. I located the canister and determined it was a GEOCACHE item for scavenger hunt that contained no illegal items.

240924-01 – I pulled a case number to document the inventory, destruction, and/or return of property from old evidence room below Palouse PD. Total of thirty four items inventoried. Twenty two items were destroyed. Four items are suspected meth/heroin that will be turned over to WCSO evidence tech for incineration in Spokane next month. Four items are ammo and three guns that will be turned over to WCSO Deputy who handles their evidence guns for destruction. Two monetary items totaling \$220 cash transferred into the City of Palouse general fund. Two items to include compound bow/knife and medium size knife returned to owners. All items inventoried were there for six years or more.

240925-01 – While on patrol I was requested to do a welfare check on a residence just outside the city limits. I was familiar with the residence and the occupant as I have conducted welfare checks there in the past. Upon arrival there was no answer at the door. Occupant was not in his normal location in recliner with television on. I opened the unlocked door and found the resident clearly deceased. I advised WCSO deputies and the coroner to respond as it was officially in the county. Provided scene security until relieved.

240925-03 – While conducting traffic enforcement I stopped a Colorado plated vehicle with expired tabs of 04-2024. Driver/owner has lived in Washington for over a year and had failed to get Washington plates as required by law. Driver had no vehicle insurance. Infractions issued for expired tabs over two months and no vehicle insurance.

240925-04 – While on patrol I was dispatched to report of a one vehicle/hydrant collision on Bridge/Alder St. I arrived to learn owner of an older pickup had parked their car on the Bridge Street hill, did not set emergency brake, walked into house, and looked out window to see pickup coasting backward down Bridge Street. Pickup coasted 1 ½ blocks before deep-trunking into the yellow fire hydrant on the corner of Bridge and W Alder Street. I issued owner infraction for no vehicle insurance. If it is determined there is damage the city must recoup from the collision it will have to file civil action against the vehicle owner due to the owner not having insurance.

240925-05 – While working patrol during the dust storm I responded to a down tree blocking the intersection of W Illinois St and Tamarack. Requested fire department personnel respond with

chainsaws as tree was significant in size. Eventually multiple citizens responded out of their houses with chainsaws and assisted in clearing the roadway.

240927-01 – The City of Palouse was the victim of another swatting incident. While I was out of the city in Spokane for the fitting and purchase of new ballistic vest – a male with an accent phoned in a false report of a teenage male having shot his mother, would shoot anyone who responded and would kill himself. The call came from an anonymous number, the caller stated they did not know their number and would not give their name before hanging up. I requested WCSO respond and advised the location was one block west of the school. School was put in temporary lockdown for approximately one hour until enough deputies could arrive to determine it was indeed a swatting call. Moscow PD had a similar call three days earlier.

On 9-26-24 I completed another Med Project package of approximately 40-45 pounds of expired, unused and turned in prescription medications. I updated the Med Project Disposal binder and had UPS pick up for delivery for incineration at Stericycle in Warren, Ohio. A reminder to the citizens of Palouse: **DO NOT DEPOSIT HYPODERMIC NEEDLES – USED, NEW, CAPPED OR UNCAPPED INTO THE DRUG DEPOSIT BOXES.** Also, please do not place bottles of supplements or vitamins purchased over the counter – those can be disposed of in your regular garbage. By placing those items in the drug box it places undue burden on me to separate and causes the box to fill quicker.

Per the request of the auditor I was fitted for and ordered a new ballistic vest. Ballistic vests have a shelf life of around five years and my old vest is at least 6 ½ years old.

For the fourth consecutive year, Whitman County Sheriff Office leadership has invited me to participate in their annual LETS simulator training next week in Colfax. This continues to be a valuable training tool as officers go through real life scenarios using simulator handguns, rifles, and tasers. The training concentrates on newly passed legislation in Washington that covers what police officers can and cannot do use of force, pursuit, active shooter wise and other miscellaneous situations we encounter in the field.

Anderson

10/03/24
12:00

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					
240919-01	11:37:25	09/19/24	Suspicious	S	INA
240919-02	16:35:51	09/19/24	Animal Problem	S	INA
* 240923-01	14:39:08	09/23/24	Drugs	S	INA
- 240924-01	14:04:37	09/24/24	Administrative	N	INA
240924-02	17:24:23	09/24/24	Fraud	S	INA
* 240925-01	09:16:08	09/25/24	Death Unattend	N	ACT
240925-02	10:33:26	09/25/24	Welfare Check	N	INA
* 240925-03	15:26:52	09/25/24	Traffic Offense	N	INF
* 240925-04	16:53:12	09/25/24	Accident Noninj	N	INF
- 240925-05	17:59:29	09/25/24	Traffic Hazard	N	INA
240926-01	07:38:22	09/26/24	Parking Problem	N	INA
240926-02	18:51:01	09/26/24	Animal Problem	S	INA
- 240927-01	08:38:35	09/27/24	Suspicious	N	INA
240927-02	14:15:34	09/27/24	Animal Problem	S	INA
240927-03	15:54:36	09/27/24	Animal Problem	S	INA
240930-01	13:26:23	09/30/24	Found Property	S	INA
240930-02	14:21:03	09/30/24	Haz Mat	N	INA
241001-01	14:29:02	10/01/24	Fraud	N	INA
241002-01	07:58:07	10/02/24	Welfare Check	N	INA
241002-02	12:36:16	10/02/24	Animal Problem	N	INA
Total Incidents for This Agency:				20	

Total Incidents for This Report: 20

Report Includes:

All dates greater than `00:00:00 09/19/24`
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/rpt7zKYBJ-rplwizr.r3_1 ***