

City of Palouse
COUNCIL MEETING MINUTES
Tuesday, November 26, 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, 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 members Ann Barrington and Leslie Sena were absent.

C. Brooks introduced a **MOTION** to excuse C. Barrington and C. Sena's absence 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, Deputy Clerk (DC) Jamie Gaber, and Police Officer Joel Anderson.

BUDGET HEARING, REVENUE SOURCES:

CA La Follett Reported: 2025 preliminary budget starts with approved budget of 2024; discussion occurred

1. **REVENUE:**
 - a. State generated revenue
2. **LEVIES; General**
 - a. Property taxes increased by 1%
 - b. Approved by voters
3. **SPECIAL LEVIES:**
 - a. EMS increased by 1%
 - b. Pool
 - c. Infrastructure
 - d. Streets
 - e. Approved by voters

4. Budget Hearing closed at 7:26 pm

II. APPROVAL OF MINUTES:

C. Griner introduced a **MOTION** to approve the minutes from the regular council meeting on November 12, 2024; the **MOTION** was seconded by C. Brooks. Majority of council members approved, C. Anderson abstained, and the **MOTION** passed.

III. OPEN FORUM:

Bruce Pemberton: Supports Officer Anderson's discretion on when/where to drive citizens to a needed destination, cited EMS driving people to hospital for mental health help. Asked that guidelines established to keep council meetings professional be followed. Also, concerned about city employees driving side-by-side without wearing a helmet.

John Bofenkamp: Concerned about Horizon/Verizon tower location causing his family's quality of life to decrease, and property devaluation to his property. He wanted to know if the lease identifies how many feet it is from his property, which is the nearest property, as a minimum of 1320 feet is recommended. Currently, stakes identifying tower location, have been removed due to garbanzo harvest. Also, asked if council is satisfied with income from the tower, noting that additional income will not be coming to city as additional carriers are added to the tower.

Andree Marcus-Rader: Thanked Officer Anderson for responding to a citizen in need and driving the citizen to a safe location, showing the care and compassion of our community. Asked member(s) of city council to reconsider their objection to such action.

Three-minute recess requested, granted by Mayor Sievers
Meeting resumed at 7:52pm

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

A. WATER:

1. Lines broke by a couple different contractors; we supplied the parts and they made the repairs

B. SAMPLES SUBMITTED

1. Mike-multiple, including PFAS
2. Luke-samples out of bio solid pile

C. STREETS

1. Final sweeping finished
2. Cleaned some corners and storm drains
3. Patched some streets with cold mix
4. Hauled gravel and back bladed S. River and W. Whitman

D. PARK

1. Evan finished fertilizing and mulching

E. SNOW

1. County hauled 3 loads of sanding gravel
2. Sander and plow ready to go

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

A. 14 Calls for Service

1. 5 Ordinance related
2. No callouts

VI. CITY ADMINISTRATOR / DEPUTY CLERK REPORT: DP Gaber reported:

A. IT UPDATE:

1. Ben is assisting council members setting up new emails with palousewa.gov addresses
2. Current gmails will be migrated to cloud for future reference

B. SHADY LANE:

1. All logs have been removed
2. Trail will be graded and re-graveled
3. Slash piles will need to dry out over the next year, will burn next winter
4. Reforestation will occur in the spring

VII. OLD BUSINESS:

A. HORIZON/VERIZON TOWER LEASE

1. Discussion occurred; no action taken.
2. Council would like a larger map to review that is more readable than what was provided.
3. The property description text on Page 13 is difficult to read and needs to be more clear.
4. Suggests discussing option for added revenue if other carriers locate on the tower.

VIII. NEW BUSINESS:

A. PLANNING COMMISSION ADU RECOMMENDATION

1. Packet submitted to council for review
2. Planning Commission will be at next council meeting, Dec 10th, to answer questions

B. ORDINANCE No. 1031: Setting the regular and special levy amounts for the Budget Year 2025

a) Special Street Levy	\$ 50,000.00
b) Special Pool Levy	\$ 50,000.00
c) Special Infrastructure Levy	\$ 55,000.00
d) Voted Regular EMS Levy	\$ 32,501.52
e) General Levy	\$206,637.73
f) <i>Total amount to be raised by taxation</i>	<i>\$394,139.25</i>

C. Brooks introduced a **MOTION** to approve Ordinance No. 1031; the **MOTION** was seconded by C. Anderson. All Council members approved, and the **MOTION** passed.

C. ORDINANCE No. 1032: Adopting the property tax increase of 1% for collection in 2025.

C. Anderson introduced a **MOTION** to approve Ordinance No. 1032; the **MOTION** was seconded by C. Quigley. All council members approved, and the **MOTION** passed.

D. ORDINANCE No. 1033: Adopting the property tax increase of 1% for Emergency Medical Services for collection in 2025.

C. Griner introduced a **MOTION** to approve Ordinance No. 1033; the **MOTION** was seconded by C. Brooks. All Council members approved, and the **MOTION** passed.

E. RESOLUTION 2024-13

1. ARPA RECOMMENDATION OF ALLOCATION OF REMAINING FUNDS:

- a) Cove Road Project
- b) Well Pump Replacement
- c) Want funds zeroed out by end of 2024.
- d) Would like to pass Resolution 2024-13 at next council meeting

IX. COMMITTEES:

Policy and Administration – Chair Barrington: No report

Budget, Finance, & Major Acquisitions – Chair Bofenkamp: Final Budget Hearing at Dec. 10, 2024 meeting; will review ARPA fund allocation. Would like to pass Resolution 2024-13 in regular meeting.

Streets, Properties, & Facilities- Chair Brooks: Trying to schedule a meeting for 12/9.

Personnel – Chair Sena: No report

Water and Sewer – Chair Griner: Ecology meeting, Dec. 9 or 16, 2024, 4:30pm.

Joint Fire Board: Chair Anderson: no report.

X. COUNCIL MEMBER COMMENTS:

1. Councilmember Bofenkamp expressed appreciation for Mr. Pemberton’s comments about applying our public comment policies to maintain professionalism throughout the meetings.
2. Councilmember Anderson expressed concern that recent interactions between staff and council members is creating a hostile work environment; lacking respect, and undermining the spirit of collaboration. It is the mayor’s job to discuss and take action with staff, not city council members. As leaders of the community, council members primary job is to serve the public. Finding ways to foster dignity and respect is the best way to move forward.

XI. PAYMENT OF THE BILLS

C. Brooks 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# 14225-14226	\$ 1,922.03
Claims paid	Ck# 14215 and 14227-14242	\$ 331,152.79
Total:		\$ 333,074.82

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

The council meeting Adjourned at 8:38 PM.

APPROVED: _____

ATTEST: _____

DATE: _____

Public Works Superintendent Council Report

Date: December 05, 2024

WATER:

Slocum Excavation might start today with the fire hydrant replacement and gate valve replacement at the cemetery.

STREETS:

Evan and Luke sucked all the storm drains out with the sweeper. They are built up with dirt, gravel, and leaves over the year.

We repaired, wired, and reinstalled the streetlight that was backed over this summer in front of the Post Office.

PARKS:

Evan is repairing and painting park benches and tables. He does this every winter as part of the maintenance.

SHOP:

Evan has been doing his annual maintenance on all his vehicles.

We have been cleaning up and organizing the shop as we have time.

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

Thirteen calls for service with five ordinance related since last council.

One criminal citation issued.

One callout.

241120-01 – While working traffic enforcement I stopped a vehicle for backing across the double yellow line in front of grocery store and proceeding in opposite direction of allowed travel. Driver had a non-extraditable NO BAIL FELONY warrant out of California for Possession of Dangerous Drugs. California would only confirm on the warrant if the male was in California for transport.

241128-02 – Thanksgiving night I was out of the city when I received a report of a vehicle with two adult males had driven into the river near the car wash. I requested WCSO respond to assist. Palouse EMS along with other mutual aid fire/ems departments used a rope and life jackets to safely escort the males to shore. Tow truck removed vehicle. Driver advised he got confused on the turn but had no signs of impairment. EMS checked out both males and no injuries. I followed up and spoke with the driver the next day as he was a Palouse resident.

241202-01 – Received a call from Fish and Wildlife Biologist Reagan Harris advising she received a report of an injured bull moose on Palouse Cove Road near Mckenzie RD, just outside the city limits. Harris advised there were no fish and wildlife officers in the area to check. I advised I would be back in the city in a couple hours and could check. Harris text me back to say a citizen was with the moose and made it clear it needed to be euthanized due to massive injuries. Fish and Wildlife advised me they authorized the citizen to dispatch the deer and harvest the meat. I called Whitcom and advised of the situation so as not to be alarmed if they received a shots fired call in the same area. Upon arriving back in the city I responded to the citizen's residence as they were butchering the moose. I took pictures of the injuries and moose and forwarded to Biologist Harris for documentation purposes.

241203-02 – Received request for welfare check for couple living in trailer on property on north hill. I contacted property owner who had given permission for couple to live there a month or two until since they just sold their house and had not purchased another. Property owner stated he now wanted them to be on their way. I advised property owner that allowing a temporary residence on their property without first obtaining a permit to build a permanent residence was a violation of the zoning code 17.04 which is enforced by the building inspector. I advised the monetary penalty for this violation is up to \$300 a day. I advised the city may be reaching out in regards to this violation if the property owner did not move the occupants of the trailer along. I spoke with one of the occupants of trailer and she advised they planned to go south "after first of the year if roads not too icy." I advised property owner if occupants of trailer do not leave voluntarily he would have to petition the court for eviction paperwork that would eventually be served on the occupants by law enforcement. To assist the property owner I printed out the zoning ordinance and highlighted the permit requirement and penalty areas to give to the trailer occupants.

241203-03 – While working pro-active traffic enforcement I stopped a vehicle for traveling 39 MPH in a 25 MPH zone and no visible rear plate. A DOL check of the driver revealed her driving status was

revoked 2nd due to financial responsibility. I asked the driver what caused her to go into financial responsibility requirement on her license. The driver stated she got four speeding tickets within a year. Due to the fact the driver had two small dogs and two small children in the vehicle with her, the freezing weather and that she was a first time offender of DWLS, I allowed her to follow me to the gas station to park the vehicle and make arrangements for a licensed driver to come get the vehicle. Criminal citation issued for DWLS 2nd degree.

Received email from Whitman County Emergency Management Deputy Director Matt Floyd advising our group of law enforcement heads, fire department heads, and school superintendents would be starting up monthly meeting again to prepare for the Mass Active Shooter Exercise we will be conducting in June of 2025 in Colfax. Floyd advised we will be having a four hour table top exercise involving an active shooter in February 9th in prep for the June event. We will be discussing role and responsibilities, review decision making process involved, as well as reunification of parents and children following an active shooter/mass casualty incident.

Reached out to Undersheriff Chapman about taking part in their next Taser refresher course. Undersheriff Chapman said I was welcome and there would be no charge to Palouse PD budget. Undersheriff Chapman will be advising next week of the date of the next course.

On 11-19-24, I transported all three guns in downstairs evidence room to WCSO armorer Deputy Olin for disposal and parting. All three guns were either illegal or no owner name listed could be located. Once the drug evidence in the lower evidence room is taken by WCSO evidence tech Sierra Motley for an incineration run to Spokane, all evidence will have been removed from that room. Over the last two months all evidence in that room was either returned to the owner, disposed of, sent for destruction (guns/drugs) or submitted into the public fund (cash). All items in the lower evidence room were well over the ninety day time period for found property to be claimed and/or the cases had been adjudicated. All evidence disposition from the lower evidence room was documented via Palouse PD admin case number 240924-01.

Completed annual requirement of ACCESS recertification level 2 (highest level) as required for all agency Terminal Agency Coordinators (TAC).

Palouse PD Use of Force policy written, implemented and integrated into Palouse PD Procedure and Operations Manual to mirror Washington State Attorney General Model Use of Force Policy. Re-written policy submitted to Mayor Sievers and CA Lafollett for posting on city website. Email sent to AG office advising of correction.

12/05/24
11:00

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

241122-01	15:48:28	11/22/24	Civil	S
241125-01	12:06:55	11/25/24	Cps Referral	N
241126-01	12:57:47	11/26/24	Fall	N
241126-02	13:38:43	11/26/24	Parking Problem	S
241127-01	15:47:32	11/27/24	Parking Problem	N
241128-01	17:12:44	11/28/24	Animal Stray	N
241128-02	19:18:13	11/28/24	Sinking Vehicle	S
241128-03	20:20:14	11/28/24	Animal Stray	N
241202-01	12:23:25	12/02/24	Animal Problem	S
241202-02	15:40:01	12/02/24	Theft Other	S
241203-01	10:35:35	12/03/24	Fraud	N
241203-02	12:32:52	12/03/24	Welfare Check	N
241203-03	16:13:11	12/03/24	Dwls	S

Total Incidents for This Officer: 13

Total Incidents for This Agency: 13

Total Incidents for This Report: 13

Report Includes:

All dates greater than `13:00:00 11/21/24`
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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