

**City of Palouse**  
**COUNCIL MEETING MINUTES**  
*Tuesday, December 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 7:09 PM

Councilmembers present at the meeting were Sarah Bofenkamp, Angie Griner, 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; Council member Leslie Sena was absent.

C. Brooks introduced a **MOTION** to excuse C. Sena'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

**BUDGET HEARING, 2025 PROPOSED BUDGET: Discussion occurred**

1. **2025 BUDGET:**
  - a. January 20, 2025 final day of 2024 budget
  - b. 2025 preliminary budget; 2024 budget with a 5% increase
  - c. Proposed 2.5% increase to water and sewer rates
  - d. Proposed \$5.00 fee to Water Reserve Fund to replace water meters with smart meters
  - e. Tabled for discussion in 2025; proposed 2.5% increase to water and sewer rates
  - f. Tabled for discussion in 2025; proposed \$5.00 fee to Water Reserve Fund to replace water meters with smart meters
2. Budget Hearing closed at 7:55 PM

**II. AGENDA AMENDMENT:**

C. Griner introduced a **MOTION** to add an item to New Business, to discuss a special meeting; the **MOTION** was seconded by C. Bofenkamp. All council members approved, and the **MOTION** passed.

**III. APPROVAL OF MINUTES:**

C. Griner introduced a **MOTION** to approve the minutes from the regular council meeting on November 26, 2024; the **MOTION** was seconded by C. Brooks. Majority of council members approved, C. Barrington abstained, and the **MOTION** passed.

#### **IV. OPEN FORUM:**

**Ed Griner:** Asked about the status of the trees on Shady Lane. Also, noted that dead trees are appearing on South River Road and asked if the City could look into the dying trees.

**Cheryl Sanders:** Would like website updated. Noted a Public Works wish list; including smart meters, sewer line replacements, and fire hydrant replacements. Also, asked about job listing responses.

**Jerry Neumann:** Noted a dilapidated truck on North Bridge St, recommended it be removed. Suggested that Officer Anderson be placed on administrative leave. Supports City of Palouse contracting with Whitman County for policing services. Also, asked if amount of water allocated for base rate had decreased.

**Nancy Griffin:** Expressed concern about Officer Anderson not being qualified to use a weapon. Supports City of Palouse contracting with Whitman County for policing services. Asked for break down of salaries and staff time cards. Also, would like to know how much work the Public Works Dept is contracting out.

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

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

- A. 13 Calls for Service
  - 1. 5 Ordinance related
  - 2. One callout

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

**A. PALOUSE CABIN FEVER BREWFEST:** 12<sup>th</sup> annual Fund Raiser

- 1. Saturday, Feb. 1, 2025, 2-8 PM, at Palouse Community Center and skate park
- 2. Asking to close Whitman St from Beach St to Hall St; from noon on Friday through Saturday
- 3. Asking permission to use orange fencing from flat house
- 4. Joe Handley contact person
- 5. Officer Anderson handling security
- 6. No objections from council

**B. SHADY LANE:**

- 1. Slash piles will dry throughout the summer and be burned next winter

**C. PERMISSION TO PAY STANDARD BILLS:**

C. Barrington introduced a **MOTION** to allow CA La Follett to pay monthly bills in December of 2024; the **MOTION** was seconded by C. Anderson. All council members approved, and the **MOTION** passed.

#### **VIII. OLD BUSINESS:**

**A. PLANNING COMMISSION ADU RECOMMENDATION** - Chuck Stemke, Planning Commission Chair presented a recommendation from the commission regarding an Accessory Dwelling Unit (ADU) policy for the City of Palouse and to answer questions.

- 1. Discussion occurred; no action taken.

**B. RESOLUTION 2024-13 - ARPA RECOMMENDATION FOR ALLOCATION OF REMAINING FUNDS** - Discussion occurred

C. Anderson introduced a **MOTION** to adopt Resolution 2024-13; the **MOTION** was seconded by C. Barrington; All council members approved, and the **MOTION** passed.

**IX. NEW BUSINESS:**

**A. SPECIAL MEETING:**

C. Griner introduced a **MOTION** to schedule a special meeting on December 17 at 7 PM; with an agenda covering the budget and the Public Safety Testing report.; the **MOTION** was seconded by C. Quigley. All council members approved, and the **MOTION** passed.

**B. RESOLUTION 2024-14; 2025 Salary Schedule:**

1. Discussion occurred; no action taken

**C. RESOLUTION 2024-15; 2025 Fee Schedule:**

1. Discussion occurred; no action taken

**D. RESOLUTION 2024-16; 2025 Water Rate Increase**

1. Discussion occurred; no action taken

**E. RESOLUTION 2024-17; 2025 Sewer Rate Increase**

1. Discussion occurred; no action taken

**F. Ordinance 1034- 2024 Budget Amendment**

1. Discussion occurred; no action taken

**G. Ordinance 1035- 2025 Budget Approval**

1. Discussion occurred; no action taken

**X. COMMITTEES:**

Policy and Administration – Chair Barrington: Recent meeting; discussed Financial Policies, have goal of presenting a draft to council in March

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

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

Personnel – Chair Sena: No report

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

Joint Fire Board: Chair Anderson: No report.

**XI. COUNCIL MEMBER COMMENTS:**

1. Councilmember Griner suggested that the Horizon Cell Tower be camouflaged as a tree

**XII. PAYMENT OF THE BILLS**

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

The following checks were approved for payment:

Payroll paid	Ck# 14216-14224	\$ 32,681.89
Claims paid	Ck# 14243 -14270	\$ 71,568.36
Total:		\$ 104,250.25

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

The council meeting Adjourned at 9:32 PM.

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

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

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

DRAFT

## **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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 9<sup>th</sup> 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
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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

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Total Incidents for This Report: 13  
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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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\*\*\* End of Report /tmp/rptsYftTSF-rplwisr.r1\_1 \*\*\*