

**PALOUSE CITY COUNCIL**  
Regular Council Meeting  
February 28, 2023, @ 7:00 PM  
PALOUSE CITY HALL | 120 E Main St.

**CALL TO ORDER:**

Mayor Tim Sievers called the regular Council Meeting to order at 7:01 pm.

**ROLL CALL:**

Deputy Clerk Kelsey Blair took Roll Call.

Councilmembers present: Sarah Bofenkamp, Leslie Sena, Samuel Brink, Travis Deerkop, Robert Brooks, and Ann Barrington

Councilmembers absent: Bill Slinkard

City staff present: City Administrator (CA) Misty La Follett, Public Works (PW) Superintendent (Supt) Mike Wolf, Police Officer Joel Anderson, and Deputy Clerk (DC) Kelsey Blair

- Councilmember Brooks introduced a **MOTION** to excuse Councilmember Slinkard's absence from the meeting; the **MOTION** was seconded by: Councilmember Bofenkamp. All councilmembers approved, and the **MOTION** passed.

**APPROVAL OF MINUTES:**

Councilmember Barrington introduced a **MOTION** to approve the minutes from the regular council meeting on February 14, 2023, the **MOTION** was seconded by: Councilmember Sena. All councilmembers approved, and the **MOTION** passed.

**PUBLIC WORKS REPORT:**

**Sewer:**

- Walter Fealy is in a 3-day Wastewater certification class.
- Sam Snead from SJ Environmental has been working with Supt Wolf and Walter Fealy 2 days per week per the contract.

**Pool:**

- Since no quote has been submitted from Professional Piping, another company out of the Tri-Cities has toured the pool and will submit a quote for fixing the drain line, but is not certified to work on potable water lines.
- Jason Ray Plumbing has submitted a quote to break the wall and fix the plumbing lines that are associated with the potable water, i.e., the showers, changing rooms, etc. Discussion about whether the quote included fixing the wall after breaking it open. Supt Wolf explained that it is not a weight-bearing so it will most like be patched up with a plate.
- Timeline: The latest that the repairs should start is in April so that the work is done by the middle of May.
- Councilmember Brooks has been in contact with a pool company out of Ellensburg that will be in the area on the 13<sup>th</sup>. They are willing to come look at our pool. It is a pool consulting, sales, and construction company.
- Council asked to have the pool plumbing repairs documented with pictures or blueprints to help with any future plumbing repairs.

**Recycling Bin:**

- Supt Wolf met with Dave Nails. The recycling bin will go on the northeast end of the RV Park between site #5 and the flat house.
- Need to make a pad for it to sit on. That will get done as soon as the weather gets better and the bin should be placed sometime in March.

**Main Street Garbage Cans**

- One left to refurbish; all the rest are done.
- There was discussion about how many garbage cans we have and if we can get a few more. We currently have 5 of the nice cans on Main Street located at the community center, the grocery store, the museum, the post office, and across the street from city hall. Those all get emptied daily by Public Works.
- There was discussion about purchasing a few more for the east end of town. We cannot purchase the same exact ones, because that company has gone out of business but we will look for similar ones. The cost is around \$1000 / can. There was discussion about possibly splitting the cost with the chamber of commerce and/or local businesses.

\*PW report attached to minutes.

## **POLICE REPORT:**

Officer Anderson presented his report to the Council.

16 calls for service and 0 callouts

- There has been a door-to-door salesman peddling home renovations in Palouse, without a City of Palouse Peddler's License. Officer Anderson caught up with the salesman the day after it was reported and let him know that he needs a peddler's permit per city code. The salesman called his boss, who did not want to purchase a peddler's permit, so the salesman left town.
- Report of two loud vehicles with aftermarket exhaust systems speeding on Main Street. Officer Anderson located and told the drivers to watch their speed, and also told them that their exhaust systems are illegal and will need to correct their muffler system. Both drivers were cooperative.
- A second hit and run with minor damage to the same vehicle at the same parked location that was hit 2 weeks ago. The original damage was to the rear right fender and the new damage was white scrap marks and a dent in the passage door. No witnesses or suspects.
- A pick-up taking up two parking spaces on SR27. Officer Anderson ran the plates and they did not match the vehicle. The driver told him he must have put the wrong plates on the wrong rig. Officer Anderson ran the VIN later and found that it is not licensed. The next day Officer Anderson observed the pickup traveling towards Garfield, so Officer Anderson radioed to Marshal Hanley, who stopped the driver and gave him a citation.
- Officer Anderson assisted Marshal Handley in Garfield, with a shed burglary. It was later discovered that nothing was stolen and it was juveniles under 10 that were getting into things.
- Officer Anderson assisted Palouse elementary with a risk assessment.
- Officer Anderson completed mandatory training on the Historical Intersection of Race and Policing and updated case law.

\*PD Report attached to the minutes.

## **CITY ADMINISTRATOR:**

City Administrator LaFollett presented her report to the Council.

### **RV Park Online Scheduling**

- City staff has completed training and is in the process of setting it up. We are on hold until the lawyer and council approve the User Agreement.
- Will need the council to decide if the rates should include tax or if we should charge tax to the customer. That will come up in new business.

### **Safety Committee**

- Have not had meetings in a couple of years. Need to get that going on a monthly basis again.

### **Travel Policy**

- The city does not have a travel policy but needs one. Recently the city sent an employee out of town for training but it was unclear what the standards are for hotel expenses, meals, etc.
- CA LaFollett sent a draft policy to the policy committee for review.

### **ARPA Funds**

- There are ARPA funds earmarked for a new improved website, downtown WIFI & a new water fountain.

### **Budget**

- The 2022 bank reconciliation is complete
- The budget committee will meet and have more information by the next meeting.

## **OLD BUSINESS:**

### **TD&H – F Street Bridge Waterline project overages**

- TD&H submitted a letter stating that they have asked the Public Works Board for additional funding to pay for the additional cost due to the F Street Bridge Waterline replacement taking longer than budgeted.
- CA LaFollett read a portion of the contract to the council.

### **TD&H – Transportation Improvement Board (TIB) - Chip Sealing Project**

- TD&H submitted a letter that summarized the chip sealing proposal, including the streets selected, a timeline for submitting quotes to TIB, and the engineering fees that would not be covered by the TIB funds (whether awarded or not).
- There was a lot of discussion about whether it was worth the risk to spend the money and possibly not be awarded the TIB money. Some councilmembers felt that it is too risky to spend what little bit of spare money there is in the streets fund so early in the year, when something may come up later in the year. There was no motion to move forward.

### **NEW BUSINESS:**

#### **Resolution 2023-06 – Amending the RV Park Fees**

- CA LaFollett proposed amending the RV Park Fees to charge tax to the customer instead of tax being included in the fee. Mayor Sievers read aloud the proposed amended resolution in its entirety.
- Councilmember Brink introduced a **MOTION** to approve Resolution 2023-06, Amending RV Park Fees; the **MOTION** was seconded by Councilmember Deerkop. 6 in favor and 0 opposed. The **MOTION** passed.

#### **Resolution 2023-07 – Amending the Fee Schedule for City Services**

- CA LaFollett proposed amending the fee schedule for city services to add State Environmental Policy Act (SEPA) & SHORELINE DEVELOPMENT PERMIT FEES. CA LaFollett explained that building permits in the flood plain require additional permits and they are a lot of work to process. CA LaFollett explained that the fees are in line with what Whitman County, the City of Pullman, and the City of Colfax charge for the same permits. Mayor Sievers read aloud the SEPA & SHORELINE DEVELOPMENT FEES portion of the proposed resolution.
- Councilmember Sena introduced a **MOTION** to approve Resolution 2023-07, Amending Fee Schedule for City Services; the **MOTION** was seconded by Councilmember Brooks. 6 in favor and 0 opposed. The **MOTION** passed.

### **COMMITTEE REPORTS:**

#### **Policy & Administration - Chair Barrington:**

- The committee will be meeting soon to go over the Petty Cash Policy and the Travel Policy.

#### **Budget, Finance, & Major Acquisitions - Chair Bofenkamp:**

- No Report

#### **Streets, Properties, & Facilities - Chair Deerkop:**

##### **Recycling Bin**

- Councilmember Bofenkamp has made a public announcement to inform the community about the recycling bin. There was discussion about the announcement and whether or not businesses are allowed to use the recycling bin. It was determined that businesses would not be prohibited from using the recycling bin.

#### **Personnel - Chair Brink:**

- No Report

#### **Water and Sewer - Chair Slinkard:**

- Chair Slinkard submitted a letter for the council to review and sign if they wish. The letter is in response to a complaint letter received and signed by several residents.

#### **Joint Fire Board - Chair Sena:**

- The department is heavily recruiting and accepting applications for Firefighters and EMTs
- Excited about the new roof that is planned.

### **OPEN FORUM:**

- No topics

### **MAYOR'S REPORT:**

- Working with Varela, the WWTP Engineering company, on more feasible options, other than the geothermal option. Varela is putting together a technical report on other effluent cooling options. Varela is also looking for possible funding options that may be available.

- Meeting with the Palouse Regional Transportation Planning Commission. Council was invited to attend future meetings if they are interested.
- Sam Snead, SJ Environmental Update – a two-page report was submitted and each councilmember has a copy to review.
  - The operations and maintenance manual has been reviewed.
  - Tracking microbiology to make sure that the bacteria is working properly
  - They are looking at safety aspects and maintenance programs.
  - Council asked to hear an update at each meeting.

**ALLOW PAYMENT OF BILLS:**

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

The following checks are approved for payment:

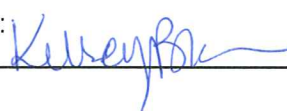
Claims paid      Ck# 12969 - 12977 & EFT                      \$13,095.43

**ADJOURN:**

Councilmember Brink **MOVED** to adjourn; Councilmember Deerkop seconded the **MOTION**: All other council members present approved, and the **MOTION** passed.

The council meeting Adjourned at 8:44 pm

APPROVED: 

ATTEST: 

DATE: 3/14/23

Meeting date 2-28-23

## Public Works Superintendent Council Report

Date: February 23, 2023

*(Keep in mind this is 5 days from each council meeting)*

### **WATER:**

No report

### **SEWER:**

Sam Snead from SJ Environmental started last Wednesday and Friday to start getting the sewer plant on track again. Sam was here this week on Wednesday and Friday as well. Sam will come to the plant twice a week for a couple of months and then it will be once a week after that unless we need him for emergencies.

Walt is in Toppenish this week for a WW class. It is three full days Tuesday, Wednesday, and Thursday.

Mike has been working and training as well.

### **POOL:**

I'm still waiting for a quote from Pro Piping.

Cameron Shoemaker from the Tri-Cities came here on Tuesday to look at the piping at the pool. He is licensed to do the drain pipe work and is not licensed to do potable water meaning he will give us a quote for the drain pipe. He said he would have a quote to us next week.

Jason Ray looked at the potable water side (the broken water pipe in the wall) and hopefully will have a quote in a couple of days.

Gordy Hemphill is going to come look at the valve going into the boiler that needs to be replaced.

**STREETS:**

Evan is still working on refurbishing garbage can receptacles and benches.

**SNOW:**

The last couple of snow falls Mike had to go sand some streets.

**RECYCLE DUMPSTER:**

Walt and Mike met with David Nails for placement of dumpster.

Palouse Police Report for City Council meeting February 28, 2023:

Sixteen calls for service and one callout since last council.

230215-02/230217-01 – Received a report of an aggressive door to door salesman trying to peddle home renovations. Reporting party gave a physical description of the adult male as well as a description of his associated vehicle. I was unable to locate the subject that day. Two days later I was on pro-active patrol when I observed a male with a clipboard leaving the front door step of a house on Wall Street. I contacted the male and determined he was the same vendor from two days before. He did not have the required City of Palouse peddler's license. I explained how to obtain one. I escorted him back to his vehicle where he called his boss. His boss advised him to cease operations in Palouse.

230216-01 – Received a report from a citizen complaining of two vehicles with after-market exhaust systems speeding and causing excessive noise driving up and down W Main Street/Spokane Street area. I located the vehicles/owners at their place of work. I explained their exhaust systems were illegal as well as the complaint on speed I had received. Suggested they monitor their noise until they could correct the muffler system as well as be cognizant of their speed in these 25 MPH zones. Both drivers were cooperative and receptive to the contact.

230218-01 – Received a report of a hit and run with minor damage to same victim vehicle that experienced a hit and run two weeks earlier on the same street in Palouse. Original damage was to the right rear fender and new damage was white scrape marks and small dents to passenger side doors. Damage from previous hit and run had not been fixed so owner was able to combine the damage into one repair job. No witness or suspect info. Suggested to get cameras and place on residence towards street. Owner is now parking in their private driveway.

230219-02/230220-02 – While on pro-active patrol I observed a white 2018 GMC Sierra Pickup parked on E Main Street just before SR27 taking up two parking spots. I also observed the 2023 tab was a farm vehicle tab not allowed on non-farm equipment. I ran the plate and received a return indicating the plate belonged on a 1969 green Chevrolet flatbed pickup. The VIN was difficult to read and I initially received no return on the VIN. Based upon my 22 years of training and experience as a police officer I know that switched plates are indicative of the crime of stolen vehicle. The driver of the vehicle walked up to the vehicle while I was conducting my investigation. The driver stated he must have put on the wrong plate because he "owns lots of GMC pickups." I asked for the registration to clarify he was the owner – he said he didn't have it in the truck. I asked for his ID to verify he was the owner – he said he had to go back into the business to get it. After ten minutes of waiting for the owner to return, I located him having a beer at the counter of the business. I asked for his ID again. He said he didn't have his ID. I told him he was in a bar and best have ID. He then provided his ID. At this time an adult female with him at the bar became belligerent and disorderly. I deescalated the situation by giving my business card to the male and told him to email a copy of the registration to me.

I returned to the PD and was able to finally get a return on the VIN – it indicated the vehicle belonged to the male I had contacted but it was title only – meaning no license was issued to the vehicle and therefore illegal to travel on a public roadway.

The next day, while returning from backing Garfield Marshal Handley on a burglary investigation, I observed the same vehicle traveling northbound on SR27 with the same male driving. I radioed to Handley my observations as I had relayed the previous day's investigation to him to include the switched plate digits. Handley observed the same illegal switched plate on the rear of the pickup and stopped the vehicle. Driver was issued \$1200 citation per RCW 46.16A.200.7A for switched plates. Further follow up investigation revealed the driver/owner used the farm plates of his employer to avoid having to pay for registration/tabs of his own vehicle. Excellent example of two small police departments sharing information in order to bring someone cheating the system to account.

230220-01 – Responded to a vehicle prowling in progress in Garfield per request of Marshal Handley. Marshal Handley had received a report of a shed burglarized the day before with no suspect information. Marshal Handley received report of two juveniles prowling a vehicle in the same area as the burglary the day before. Handley was in the area and observed juvenile running southbound from scene. I provided backup and suspects were located at their residence. Suspects were both under the age of ten and therefore not chargeable per Washington law. Released to parents. Follow up with vehicle and shed victims revealed nothing stolen but items moved around.

On 2-9-23 I assisted GarPal High School administrative staff and counselors with risk assessment on an elementary student who had been removed from school the prior day for concerning behavior.

Completed mandatory three hour online training – Introduction to the Historical Intersection of Race and Policing. This is required to be completed for all incumbent police officers by 1-1-28 per CJTC. Also completed additional two hours of updated case law online training.

Thank you,

Joel



02/24/23  
08:28

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 |               |                            |         |       |     |
| 230213-01                         | 11:07:09      | 02/13/23 Civil             | 557     |       | NA  |
| 230214-01                         | 08:03:00      | 02/14/23 Disabled Vehicle  | N       |       | NA  |
| 230215-01                         | 12:19:35      | 02/15/23 Fraud             | 54      |       | NA  |
| 230215-02                         | 16:08:26      | 02/15/23 Suspicious        | NW      |       | NA  |
| 230216-01                         | 15:20:53      | 02/16/23 Traffic Offense   | NW      |       | NA  |
| 230217-01                         | 12:13:13      | 02/17/23 Suspicious        | SE      |       | NA  |
| 230217-02                         | 12:17:40      | 02/17/23 Abandoned Vehicle | S3      |       | NA  |
| 230217-03                         | 16:17:17      | 02/17/23 Parking Problem   | NW      |       | NA  |
| 230217-04                         | 16:28:08      | 02/17/23 Parking Problem   | N1      |       | NA  |
| 230218-01                         | 12:32:38      | 02/18/23 Accident Hitrun   | N2      |       | CT  |
| 230219-01                         | 14:18:00      | 02/19/23 Parking Problem   | N1      |       | NA  |
| 230219-02                         | 15:15:58      | 02/19/23 Suspicious        | N       |       | NA  |
| 230220-01                         | 12:01:06      | 02/20/23 Agency Assist     | E       |       | NA  |
| 230220-02                         | 13:25:57      | 02/20/23 Agency Assist     | G       |       | NA  |
| 230220-03                         | 15:03:54      | 02/20/23 Parking Problem   | N4      |       | NA  |
| 230220-04                         | 15:23:16      | 02/20/23 Civil             | N3      |       | NA  |
| Total Incidents for This Agency:  |               |                            |         | 16    |     |

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Total Incidents for This Report: 16  
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Report Includes:

All dates greater than `00:00:00 02/10/23`  
All agencies matching `PAPD`  
All officers  
All dispositions  
All natures  
All locations  
All cities  
All clearance codes  
All observed offenses  
All reported offenses  
All offense codes  
All circumstance codes

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\*\*\* End of Report /tmp/rpt7wkgt9-rplwlsr.r3\_1 \*\*\*