

PALOUSE CITY COUNCIL
Regular Council Meeting
March 14, 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 7:00 pm.

ROLL CALL:

Deputy Clerk Kelsey Blair took Roll Call.

Councilmembers present: Sarah Bofenkamp, Bill Slinkard, Samuel Brink, Travis Deerkop, Robert Brooks, and Ann Barrington

Councilmembers absent: Leslie Sena

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 Slinkard introduced a **MOTION** to excuse Councilmember Sena'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 28, 2023, the **MOTION** was seconded by: Councilmember Deerkop. All councilmembers approved, and the **MOTION** passed.

PUBLIC WORKS REPORT:

Recycling:

- The recycling bin is in. It is between the Flat House and the RV park.

Sewer:

- Training and improvements at the plant are going well with SJ Environmental

Pool:

- Moving forward with quotes that have been submitted by Shoemaker Excavation & Jason Ray Plumbing. Repairing the pump is the final piece that will need to be fixed. There was discussion about the pump being fixed. Supt. Wolf is going to follow up with Specialty Pumps.

*PW report attached to minutes.

POLICE REPORT:

Officer Anderson was not present. A written report was submitted.

*PD Report attached to the minutes.

CITY ADMINISTRATOR / DEPUTY CLERK REPORT:

RV Park Online Scheduling

- We have not moved forward with the RV Park Online Scheduling due to the ResNexus terms of use agreement. DC Blair provided to the council for their review, the ResNexus terms of use agreement and comments from Attorney Eric Hanson. Mayor Sievers asked the council if they had any objections to the ResNexus terms of use agreement, as is, there were no objections.

Website

- The city has requested a government domain.

Budget

- CA LaFollett worked with Cheryl Loeffler over the weekend and finalized the 2022 ending balances. Plans to meet with Councilmember Bofenkamp to go over the 2023 budget.

Liquor License

- Notice of Liquor License Application for additional privileges for the Palouse Brewing Company and a Notice of renewal for the Palouse Family Foods. Mayor Sievers asked the council if they had any objections to either of those notices. There were no objections.

Palouse Arms Building

- The building has been sold and new owners are moving forward with repairs/rebuilding to apartments. Council asked about the off-street parking. CA LaFollett reported that Attorney Eric Hanson reviewed the code and since the building is not changing use, the off-street parking requirement does not pertain.

OLD BUSINESS:

NEW BUSINESS:

SJ Environmental Update about the Wastewater Treatment Plant (WWTP)

- Sam Snead reported that they are narrowing in on the correct biology (food/microorganisms) for the plant and getting close to balancing the levels. He has finished reviewing the Operations & Maintenance (O&M) Manual. He plans to start working on the aesthetics of the facility because that is important to the permit manager for the Dept. of Ecology. He explained that the WWTP is designed to have a timer set up to create an anoxic zone, which will help reduce the nitrogen levels. Mr. Snead also let the council know that cooling towers may be something to look into before going with the geothermal cooling system. Mr. Snead offered to look into it further. Mr. Snead also talked to the council about Class A reclaimed water system, which might be an option for the future. There were a lot of questions and discussion about the details of cooling towers and the operations of the WWTP.

COMMITTEE REPORTS:

Policy & Administration - Chair Barrington:

Travel and Other Expenses Policy

- A draft policy was submitted for the council to review

Petty Cash Policy

- A draft policy was submitted for the council to review.

Budget, Finance, & Major Acquisitions - Chair Bofenkamp:

- Excited to see quotes coming in for some of the ARPA funds.

Streets, Properties, & Facilities - Chair Deerkop:

- No Report

Personnel - Chair Brink:

- No Report

Water and Sewer - Chair Slinkard:

- Chair Slinkard asked CA LaFollett to get ahold of Varela, the WWTP Engineering company, to ask them about the information that Mr. Snead provided.

Joint Fire Board - Chair Sena:

- Moving forward with the roof repair. The contract has been sent to Attorney Eric Hanson for review.

OPEN FORUM:

- No topics

EXECUTIVE SESSION:

- Topic: Personnel. Council was in executive session from 8:25 pm-8:35 pm

MAYOR'S REPORT:

Utility Rate Increases

- Mayor Sievers asked the council if there were any objections to delaying the utility rate increase another month so that water meters can be read and winter overages can be billed at the previous rates. There were no objections from the council.

Legislative Agenda

- Mayor Sievers and Councilmember Barrington have put together key issues and a letter that can be sent to legislators and/or county commissioners. The letter was provided to the council for review and for them to use to reach out to higher government officials. There was discussion about the legislative agenda and an appropriations request.

Committee Change

- Councilmember Bofenkamp is stepping down from the Streets, Properties, & Facilities committee and Councilmember Barrington will fill the spot.

Police Department Task Force

- Mayor Sievers is appointing a temporary Police Department Task Force for the purpose of investigating various options that we might engage for policing services. The appointed members are Councilmember Bofenkamp, Councilmember Brink, and Councilmember Brooks. The charge is to report back a recommendation by the 2nd meeting in May.

ALLOW PAYMENT OF BILLS:

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

The following checks are approved for payment:

Payroll paid	Ck# 12978 – 12985, 12990-12993 & EFT	\$38,597.01
Claims paid	Ck# 13001 – 13020, 13022 & EFT	\$34,278.72

ADJOURN:

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

The council meeting Adjourned at 8:44 pm

APPROVED:

Timothy Alan Lewis

ATTEST:

Kelley Brink

DATE:

3/28/23

Public Works Superintendent Council Report

Date: March 09, 2023

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

WATER:

We did 3 locates.

SEWER:

Walter completed the 3 day class in Toppenish last week.

Sam from SJ Environmental has been coming twice a week and improvements to the plant is going well.

STREETS:

Evan is finished with the garbage cans on Main Street.

POOL:

We got a quote back from Shoemaker Construction and we are going to move forward with the quote.

RECYCLE BIN:

The pad is made for the dumpster just waiting for the county to bring it. It might be here before council meeting.

SNOW:

Mike has done more sanding than plowing in the last couple of weeks.

Palouse Police Department report for Palouse City Council meeting March 14, 2023:

Fourteen calls for service and one call out since last council.

230225-01 – While off duty and on call I received a phone call from Rants and Raves management advising a suspicious vehicle was parking across from the establishment with all its lights out and a male inside. The reporting party advised the driver would sit there for ten minutes then move the vehicle to another area, sometimes parking perpendicular to the parking spots taking up multiple spots at a time. The caller advised his employees were uneasy with the odd behavior. I put on my uniform and drove to the area. Upon arriving at Main and Beach St I observed the vehicle driving towards me with its lights off. I initiated a traffic stop and identified the driver. A records check revealed the driver as flagged for officer safety issues having told police on previous contacts he carried a gun with him for protection against hallucinations. Driver was NOT a felon. Driver told me he had been in a road rage confrontation with a white pickup and was trying to hide out from them hence the no lights. Driver lived in Moscow. I decided to escort the driver from Palouse to Moscow to make sure he was no longer active in the city. Followed the driver deep into Moscow before returning to Palouse.

230301-01 – While on patrol I was contacted by a upset citizen who was frustrated a package UPS delivered was sent to the wrong address. Citizen only had a picture of the package sitting in front of a garage door with no address on it as UPS believed they had delivered it to his address. I drove the area and located his package two blocks south of his house. Stood by until citizen claimed package.

230302-02 – While on patrol I was advised my USPS driver that two mailboxes had been struck in 200 block of Sgt Jacob Demand Way. I drove to the area and located both mailboxes still upright but with some visible damage. While taking pictures of damage, citizen came out to advise she witnessed a semi fail to make it up the hill due to icy/snowy conditions and back down the hill. Citizen observed driver get out and put something in mailboxes but did not notice damage until after semi was gone. I was able to determine the semi driver put \$20 bill in one box with very minor damage and \$40 in second mailbox with a little more damage. Unable to read plate on semi from picture. Mailbox with very little damage belonged to school. I contacted the owner of the other mailbox and advised her of the \$40 placed in box to pay for damage. Both mailboxes still upright and functional.

230302-03 – While on patrol I was called by a citizen on the north hill advising of an aggressive dog two doors down from her that had a history of escaping its house and chasing neighbors on their own property. Dog would bark and growl. Caller had just witnessed the dog chase an eleven year old student returning from school to her house. Caller advised this has occurred at least a dozen times. I made contact at the dog house. Babysitter answered door and dog escaped, circling me, barking, acting aggressive and roaming the street. I called the dog owner who was out of town and advised the dog was now defined as “potentially dangerous” and as such would need to be removed from the city. Dog

owner very cooperative and requested one week to find a farm for the dog to be rehomed. I agreed to hold any civil infractions violated via PMC 6.08 as long as dog was out of city within one week. Follow up with dog owner two days later and was advised dog rehomed in Sandpoint, Idaho. I followed up with reporting party and other neighbor whose child was chased and informed them of enforcement action taken.

230308-01 – Notified of what turned out to be a Toulouse Goose Loose in Palouse near City Hall. Goose was domesticated and seen in the roadway. Responded to the area and learned a citizen had scooped up the goose and placed it in a cage at a residence on the north hill thinking it lived there. I called that residence owner and was advised it was not her goose but she was more than happy to let it stay secured in the kennel until goose owner called in. Later that day I met goose owner who advised goose had escaped two days prior from outskirts of the city. Goose reunited with owner.

3-9-23 – Met with GarPal High School Superintendent Mike Jones and ESD Spokane School District Safety Coordinators for ninety minutes to go over layout of school in preparation for any possible emergency situation. Provided input and feedback on suggestions set forth.

Thank You,

Joel

03/09/23
11:33

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					
230224-01	13:59:45	02/24/23	Animal Problem	5 30	NA
230225-01	20:13:38	02/25/23	Traffic Offense	N	NA
230226-01	10:33:04	02/26/23	Suspicious	N Ma	NA
230227-01	14:44:52	02/27/23	Parking Problem	N 10	NA
230301-01	13:48:08	03/01/23	Citizen Assist	N N	NA
230302-01	11:57:21	03/02/23	Traffic Offense	N 3:	NA
230302-02	12:28:16	03/02/23	Accident Hitrun	N 20	NA
230302-03	17:26:27	03/02/23	Animal Problem	N 2:	NA
230305-01	12:39:51	03/05/23	Found Property	N S1	NA
230305-02	14:19:35	03/05/23	Parking Problem	N 3:	NA
230306-01	11:24:48	03/06/23	Parking Problem	N 2:	NA
230306-02	11:38:40	03/06/23	Parking Problem	N 2:	NA
230307-01	10:54:39	03/07/23	Traffic Offense	S S1	NA
230308-01	08:45:01	03/08/23	Animal Stray	N 2:	NA
Total Incidents for This Agency:				14	

Total Incidents for This Report: 14

Report Includes:

All dates greater than `00:00:00 02/24/23`
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/rptGSForZ-rplwizr.r3_1 ***
