

PALOUSE CITY COUNCIL
Regular Council Meeting
April 11, 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: Bill Slinkard, Leslie Sena, Samuel Brink, Travis Deerkop, Robert Brooks, and Ann Barrington

Councilmembers absent: Sarah Bofenkamp

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

APPROVAL OF MINUTES:

- Councilmember Sena introduced a **MOTION** to approve the minutes from the regular council meeting on March 28, 2023, the **MOTION** was seconded by: Councilmember Brink. All councilmembers approved, and the **MOTION** passed.

PUBLIC WORKS REPORT:

Water:

- Looking into the cost of smart meters. We have quotes for two different types. There are 7 meters in town right now that need to be replaced. We have mechanical meters in stock, but when those run out, we will need to purchase more meters. It may be beneficial to start installing smart meters as old ones go down. Supt. Wolf wants council to know that the cost of smart meters is not that much more than the cost of the mechanical meters. The smart meters can be read by driving by with the correct software or they can be read manually until the time comes that the software could also be purchased. There was discussion about the different types of smart meters, 1", 3/4", leak detection, etc.

Parks:

- Plan on opening the bathrooms probably this week.

Streets:

- The streets were swept last week and today.

Pool:

- Spokane pump still has the pump in their shop for repairs. When it is finished, we will need to install a hatch in the roof to lower the pump back into place. This would be safer and there would be less risk of damaging the pump when reinstalling.
- The rails that hold the pump need to be replaced.
- Shoemakers Excavation is ordering the parts to replace/repair the 6" drain pipe.
- The council let Supt. Wolf know, that they would like all the repairs and changes documented into some kind of project binder, either digital or hard copy. This can be useful in the future to know exactly what has been done.

Other:

- The recycling bin is going well, we are on the 5th bin.
- Ella Cuellar has been hired to work full-time for the summer.
- The F-Street Bridge will be closed Wednesday, Thursday & Friday for paving.
- A lot of locates have been coming in due to the Avista replacing poles.

*PW report attached to minutes.

POLICE REPORT:

Officer Anderson presented his report to the Council.

12 calls for service and 0 callouts

65 traffic stops, 4 citations.

- A person reported that she found a wireless tracker in the trunk of her vehicle. The reporting person is a Pullman resident, working in Palouse when the tracker was found and reported. She had only bought the vehicle 10 days prior. She thinks it might have been her ex-husband that placed it in the truck but does not have proof.
- A Palouse citizen reported that 2 adult males, whom the citizen knows, entered her home uninvited, two nights before making the report. The males were intoxicated and woke up the citizen's mother and daughter. The citizen did not want to pursue any criminal charges. The males left when they were told to do so. They were trespassed from the property. One male is on federal probation and the incident was reported to the probation officer.
- 2 citations issued for expired tabs and no insurance.
- 1 citation for No Valid Operator License (NVOL) & no insurance
- Officer Anderson will be speaking at an event for High School students called "Dream It Do It"
- The new City of Palouse Police vehicle has arrived. The lettering is finished and the radio from the Durango has been installed in the new vehicle. Waiting on the title and registration.

*PD Report attached to the minutes.

CITY ADMINISTRATOR / DEPUTY CLERK REPORT:

Pool

- We are hiring lifeguards and it is looking like we will have enough for swim lessons. Tentatively the pool will open on June 12th, if all repairs go well. Tentatively there will be two, 2-week sessions of swim lessons starting mid-July. We are hiring several lifeguards that are over 18 and will need to do background checks

RV Park Online Scheduling

- All the current reservations have been entered into the software. We need a motion from the council to allow the mayor to sign the paperwork to allow credit card processing through the website.
- Councilmember Brink introduced a **MOTION** to authorize Mayor Sievers to sign the credit card processing merchant application; the **MOTION** was seconded by Councilmember Deerkop. All councilmembers approved, and the **MOTION** passed.

Website

- We are collecting quotes. There is a wide range of websites, from expensive with lots of bells and whistles to less expensive and more simplified. Seeking direction from council on which way to go.

Downtown WIFI Corridor

- Collected a quote from Inland Fiber and will also collect quotes from First Step and Zply.
- Decisions will need to be made on encryptions, speed, websites that can or cannot be accessed, etc.

Hayton Green Park

- Avista has completed a SEPA application for rerouting a gas line under Hayton Green Park, under the river, and under the Lions Club Park.
- There is a plan, to hold a public hearing about this at the first city council meeting in May, if the Avista people can make that work.
- There was discussion from council. It was said that the work is scheduled for late summer/early fall, when the river is lowest. Topics that were brought up by the Council were: the gas line should be as far from the pool as possible, in case of future expansion; the work zone and equipment should be secured in some way, so there is less danger to folks in the park; the work should not interfere with any of the events scheduled in the park.

OLD BUSINESS:

F Street Bridge Water Main Repair Project:

- The Public Works board approved the request to increase the amount of the loan by \$9500. A motion is needed from the council to allow the mayor to sign the Owner-Engineer Agreement Amendment No. 1 from TD&H.
- Councilmember Brink introduced a **MOTION** to allow Mayor Sievers to sign the "Amendment to Owner-Engineer Agreement Amendment No. 1"; the **MOTION** was seconded by Councilmember Sena. All councilmembers approved, and the **MOTION** passed.

NEW BUSINESS:

No New Business

COMMITTEE REPORTS:

Policy & Administration - Chair Barrington:

- No Report

Budget, Finance, & Major Acquisitions - Chair Bofenkamp:

- No Report.

Streets, Properties, & Facilities - Chair Deerkop:

- The committee met and discussed the topic of trees blocking the view at the corner of Jacob Demand Way (H Street) and Alder Street. The committee assessed the area and determined that there are too many trees to cut and that a convex traffic mirror would help the situation. The city will get that purchased and installed.

Personnel - Chair Brink:

- No Report

Water and Sewer - Chair Slinkard:

- No Report
- Councilmember Slinkard did remind the council that there are 4 council positions with terms ending and that the filing deadline is in May.

Joint Fire Board - Chair Sena:

- No Report

OPEN FORUM:

- Chuck Stemke addressed the council about the planning commission. The planning commission is down to 3 members. His goal was to build a bridge between the planning commission and the city council. He thinks it would be great if the city council could provide some direction or an agenda to the planning commission. Having a direction might help recruit new members and will help the commission know what the priorities are.

EXECUTIVE SESSION:

- No Topics

MAYOR'S REPORT:

- Signed the paperwork, closing out the looping main project

ALLOW PAYMENT OF BILLS:

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

The following checks are approved for payment:

Claims paid Ck# 13048 – 13050, 13053 – 13054, 13056 – 13072 & EFT \$55,697.40

Payroll paid Ck# 13039 – 13047, 13051 – 13052, 13055 & EFT

\$42,026.22

ADJOURN:

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

The council meeting Adjourned at 8:20 pm

APPROVED: 

ATTEST: 

DATE: 4/25/2023

4/11/23

Public Works Superintendent Council Report

Date: April 06, 2023

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

WATER:

Dean Brown from correct equipment came last week to go over pricing of the smart meters again. I looked at pricing for new meters mechanical vs. smart meters and there is about a \$70 difference in cost for the basic meters. AMI meters are the basic smart meters and AMR is smart meters with leak detection which are about \$100 more than the basic meter.

We had a fail light on the pump at well 3 Sunday morning.

Mike talked to Jared from Massie last week and will meet with him next month about the punch list.

Mike spread 3 loads of gravel on the driveway going to well 3.

We're doing quite a few locates for the new poles going in.

SEWER:

Sewer plant numbers are looking good. SJ will be here tomorrow to go over spread sheets that they created.

STREETS:

We swept streets last week. We will continue to sweep when time allows us to.

SHOP:

We serviced both engines on the street sweeper this week. We have more vehicles to service when time allows.

RV PARK:

We hauled 3 loads of gravel and spread it at the RV park last week and another one today.

4/11/23

PARKS:

We are planning on opening the bathrooms up this afternoon.

We are planning on hauling the brush on the bank away today.

OTHER:

Misty and Mike had an interview with Ella Cuellar on Tuesday and she will work every Wednesday afternoon for 1 ¼ hours then full time this summer after school gets out.

ILB is replacing poles for Avista around the city and surrounding area for the next few months.

We hauled more gravel to the parking lot of the fire station today.

SNOW:

We put the sander and plows away for the summer last week.

Palouse Police Department report for Palouse City Council meeting April 11, 2023.

Twelve calls for service and zero callouts since last council.

65 traffic stops resulting in four traffic infraction citations.

230325-01 – While off duty I was called by dispatch advising an adult female wanted a phone call reference harassment. I called the reporting party. She advised she was conducting some in home health care to a resident in Palouse while her boyfriend waited in her vehicle. Upon coming out to her vehicle her boyfriend advised he was going through the trunk and found a wireless tracker in the spare wheel well. The reporting party advised she just bought the vehicle ten days earlier and had left it unlocked outside her residence in Pullman. She believed her soon to be ex-husband planted the tracker although she had no proof. Since the incident did not take place in Palouse nor do the parties involved live in Palouse no follow up will be done by Palouse PD. I did document the incident for the female.

230328-01 – While off duty I was called by a citizen who wanted to report two adult males she knew had entered her house uninvited two nights earlier. The RP advised she had been at a local restaurant with both males up until a few hours before the incident. She advised the males entered her house through the unlocked front door at 0230 hours in the morning. While the RP did not hear or see the males, her daughter and mother confronted the males as they wandered the house looking for her. Both the daughter and mother of the RP advised the males were clearly intoxicated. The males apologized to the daughter and mother before leaving. The RP did not want to pursue any type of criminal charges as one was a co-worker and the other a former co-worker. RP asked I trespass both males from her house. Further investigation revealed one of the males was on federal probation for drug crimes. As per the conditions of his probation, I was required to contact his PO and advise of the incident. The subject was violated back to jail due to violating conditions of his release surrounding the incident.

230329-01/230329-02 – Spoke with some citizens who requested I work a traffic emphasis in the morning commute hours on W Church St. While conducting the emphasis I made two traffic stops back to back in which brothers were driving different vehicles headed to the same location. Both vehicles were stopped for expired tabs over half a year (one was a year and half) and neither brother had vehicle insurance. Both subjects cited for their violations.

230403-02 – While conducting downtown traffic enforcement, stopped a vehicle with expired tabs and contacted the driver. Driver advised he has never bothered to get a license and therefore did not have insurance as well. Subject was driving his boss's pickup. I called the boss and advised of the situation. I allowed the owner of the vehicle to come to the scene to remove it. Driver cited for NVOL with ID and no vehicle insurance.

230403-03 – I received an APS referral in regards to an elderly female possibly being the victim of financial exploitation by her son. Investigation determined neither the victim nor the suspect (mother/son) lived or had ever lived in Palouse. An adult daughter of the victim does live in Palouse. I called and spoke with her. She advised she has moved her mother from Oregon to Pullman to get away from her brother who has bilked over 100K from her mother. I had dispatch forward the referral to Pullman PD since the mother now lives in Pullman. In all probability this will be an Oregon case as the exploitation took place while they lived in Oregon.

I have been invited back to University of Idaho "Dream It Do It" 2023 event. Last year I gave multiple presentations to high school juniors as they prepare to apply for college acceptance in the coming year. Hundreds of students from Idaho and Washington attend the event.

I was asked to write a letter of recommendation for a local Palouse student trying to achieve the rank of Eagle Scout. This is the third letter of recommendation I have been asked to pen by local students either trying to get into college or who are aspiring to accomplish lofty goals. This is an excellent example of the youth-police relationship I try to foster via community oriented policing.

Thanks,

MPO Joel Anderson #603

4/11/23

04/06/23
18:48

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					
230325-01	20:12:14	03/25/23 Harassment			INA
230327-01	12:03:13	03/27/23 Parking Problem			INA
230328-01	08:07:28	03/28/23 Trespassing			INA
230328-02	16:31:54	03/28/23 Traffic Offenses			INA
230329-01	07:35:11	03/29/23 Traffic Offense			INF
230329-02	07:57:08	03/29/23 Traffic Offense			INF
230329-03	14:26:12	03/29/23 Other Calls			INA
230403-01	08:31:29	04/03/23 Disabled Vehicle			INA
230403-02	11:26:58	04/03/23 Traffic Offenses			ACT
230403-03	17:19:05	04/03/23 Aps Referral			INA
230404-01	14:05:19	04/04/23 Traffic Offense			INA
230406-01	18:38:26	04/06/23 Animal Problem			ACT
Total Incidents for This Agency:				12	

Total Incidents for This Report: 12

Report Includes:

- All dates greater than `00:00:00 03/24/23`
- 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

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