

PALOUSE CITY COUNCIL

Regular Council Meeting
May 23, 2023, @ 7:00 PM
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 Barrington introduced a **MOTION** to excuse Councilmember Sena's absence from the meeting, the **MOTION** was seconded by Councilmember Deerkop. All council members approved, and the **MOTION** passed.

APPROVAL OF MINUTES:

Councilmember Barrington asked to have the word "committee" at the top of page 3 corrected to "Commission". The changes were made.

- Councilmember Brooks introduced a **MOTION** to approve the minutes from the regular council meeting on May 9, 2023, as amended, the **MOTION** was seconded by Councilmember Bofenkamp. All council members approved, and the **MOTION** passed.

PUBLIC WORKS REPORT:

Supt Mike Wolf presented his report to the Council

Water:

- There have been water pressure issues on the north hill, that Public Works needs to fix.

Sewer:

- A lift pump at the main station was having problems. It was running way longer than it should be. KME has fixed it.

Cemetery:

- Evan has been working hard at the cemetery, getting it ready for Memorial Day.

Pool

- A citizen volunteer, Fred Spencer, installed the hatch in the roof of the pool house, for the pump reinstallation scheduled for Wed.
- Jason Ray's Plumbing has fixed the pipe in the wall. Had to jackhammer the floor to do so. Supt. Wolf will patch the floor.
- Shoemaker Excavation is scheduled to be here next Tuesday to work on the 6" drain pipe. It should only be one day's work.
- The pool is drained now. It will be filled after the pipe is fixed next week.

Streets:

- The mirror has been installed at the corner of Jacob Demand Way and Alder. It does not help with visibility very much due to the placement of the only pole in that area that it could go on. CA LaFollett suggested returning the mirror for a refund.

*The full Public Works report is attached to the minutes.

POLICE REPORT:

Officer Anderson presented his report to the Council.

- 18 calls for service, 1 callout, 82 traffic stops, 2 infractions
- 2 citations issued for expired tabs and/or no proof of insurance.

- Officer Anderson assisted Garfield Marshal Handley with a pursuit that was eventually terminated for safety reasons. The vehicle was later found abandoned, but no arrest was made.
 - A combine broke down on West Church Street. It had to sit overnight blocking the westbound lane. It was repaired and moved the next morning
 - Officer Anderson observed what appeared to be a homeless man picking up cigarette butts off the street downtown. He talked to the man and found out he had walked to Palouse from Pullman. With the man's permission, Officer Anderson gave the man a ride to the Community Action Center in Pullman.
 - Hit and run at the corner of Wall and Park Street. A citizen's fence was damaged and a city yield sign was run over. This would have happened between 10:00- 12:30 pm on May 17th. There are no witnesses or suspects.
 - Officer Anderson met with Gar-Pal Principal Jones to discuss Emergency Planning
 - Officer Anderson responded to a domestic violence call, where a no-contact order was violated. Office Anderson pursued the man and caught up with him on Cove Road. The man was arrested.
- *The full Police Department Report is attached to the minutes.

CITY ADMINISTRATOR / DEPUTY CLERK REPORT:

Verizon

- Verizon has now asked to go back to the plan of putting the cell tower on City Land. The Council still needs to see a formal proposal, which will also have to be submitted to the Board of Adjustments for approval.

Statewide Transportation Improvement Program (STIP)

- Met with TD&H to discuss coming up with a realistic STIP. It was determined that there is no point in updating the STIP until the Cove sidewalk is fixed to the standards that it was supposed to be built to. The city is going to have to cover the cost of fixing the Cove sidewalk. Until it is fixed, the city cannot be approved for grants from the Transportation Improvement Board.

Pool

- Still need at least 1-2 more lifeguards. There are at least 5 people that have picked up applications but have not submitted them yet.

Annual Report

- Due on Tuesday, May 30, 2023.

RV Park

- The online booking website is up and running. Customers now have the option to make reservations online.

OLD BUSINESS:

Resolution 2023-14 Sale of City Surplus Property.

- Mayor Sievers read the resolution aloud.
- Councilmember Bofenkamp introduced a **MOTION** to adopt Resolution 2023-14 Sale of City Surplus Property. **MOTION** was seconded by Councilmember Slinkard. All council members approved, and the **MOTION** passed.

NEW BUSINESS:

Road Oiling Bids

- Two bids were submitted, Lyman Dust Control and BST Surfacing. BST Surfacing came in lower. The city has used BST Surfacing and is familiar with their work.
- Councilmember Slinkard introduced a **MOTION** to accept the BST Surfacing bid. **MOTION** was seconded by Councilmember Deerkop. All council members approved, and the **MOTION** passed.

Resolution 2023-15 Authorizing the application for a Community Economic Revitalization Board (CERB) Grant for St. Elmo's Feasibility Study.

- There was a discussion about the minimum requirements of the grant and the due dates.
- Mayor Sievers read the resolution aloud.
- Councilmember Slinkard introduced a **MOTION** to adopt Resolution 2023-15 Authorizing the application for a Community Economic Revitalization Board (CERB) Grant for St. Elmo's Feasibility Study. **MOTION** was seconded by Councilmember Brooks. All council members approved, and the **MOTION** passed.

COMMITTEE REPORTS:

Policy & Administration - Chair Barrington:

- Chair Barrington passed out a response from the Municipal Research and Service Center of WA (MRSC), regarding a question she had asked about the relationship should be between the Planning Commission and the City Council.
- EMS coordinator Joe Handley has asked for an ordinance to limit excessive and/or non-emergency 911 calls per person. The policy committee is researching that topic and needs more information.

Budget, Finance, & Major Acquisitions - Chair Bofenkamp:

- No Report.

Streets, Properties, & Facilities - Chair Deerkop:

- There was discussion about approving the STIP that CA LaFollett presented in the City Admin Report.

Personnel - Chair Brink:

- No Report

Water and Sewer - Chair Slinkard:

- 10 of the AMR drive-by read meters have been ordered.

Joint Fire Board - Chair Sena:

- No Report

OPEN FORUM:

- Kelly Reiber-Nascimento, the owner of the Gilded Comb plead her case before the council, asking to keep her business sign, which hangs over the public sidewalk, below the 10-foot minimum, that is stated in the Palouse Municipal Code. There was discussion about the code and the sign. Council let Mrs. Reiber-Nascimento know that she has the option to apply for a variance from the code and the decision will be made by the Board of Adjustment.

EXECUTIVE SESSION:

At 8:17 pm, Council entered into an executive session to discuss Personnel matters. The executive session adjourned at 8:27 pm

MAYOR'S REPORT:

- Mayor Sievers attended an AWC Small City Connectors event in Spokane
- Mayor Sievers has discussed with Varela, moving forward with the letter to the Department of Ecology.
- Mayor Sievers and Councilmember Barrington attended a meeting with Representative Joe Schmick. He was supportive of Palouse, offered insight on finding funding sources.

ALLOW PAYMENT OF BILLS:

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

The following checks are approved for payment:

Claims paid	Ck# 13128-13157 & 1 EFT	\$180,433.32
Payroll paid	Ck# 1 EFT	\$ 826.00

ADJOURN:

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

The council meeting Adjourned at 8:36 pm

APPROVED: 

DATE: 6/13/23

ATTEST: _____

meeting
5/23/22

Public Works Superintendent Council Report

Date: May 18, 2023

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

WATER:

We will read meters next week.

We have had a couple of complaints about low water pressure this week and we will investigate today if they are on our side or the residents side.

Mike had to reset the telemetry last Saturday.

We have had a couple water leaks discovered at residents by overages on meter reads. One was about 30 gallons an hour and the other one about 100 gallons per day.

WCI:

Mike will meet with Jared and Rich for the warranty work on the water main project.

Mike hauled a scoop of gravel and leveled out a driveway that had sunk a little due to the water main project on Culton Street.

SEWER:

This last Sunday one of our lift pumps had run about 16 hours compared to normal of 2 hours per day. We turned that pump off and turned the other one that had also had problems. Mike checked the pump Sunday night and it had ran almost 12 hours that 13 hour period so almost the whole time. Mike called KME Sunday morning and KME came Monday morning. What was determined was that one of the check valves was broke and also a bad float.

We helped a contractor with a broken sewer line that they hit while digging.

CEMETERY:

Evan has been working hard to get the cemetery looking good for Memorial Day. Mike and Walter will help finish it up next week. It may require a little OT.

Meeting
5/23/23

FIRE STATION:

Iron Development should finish the roof by tomorrow.

POOL:

Fred Spencer did all of the work on the work making and putting the roof hatch in. A big thank you to Fred for saving the city about \$14,500.

Jason Ray with Rays Plumbing fixed the pipe in the wall. We will have a little floor patching to do.

Dustin Kemper with Palouse Welding replaced the bad railing that the pump sits on.

Cameron Shoemaker will be here Monday to work on the 6" drain pipe replacement.

Derek Socci will be here in a couple of weeks to install the pump.

STREETS:

Nick Samuel with Avista will hang the traffic mirror at the school when he gets time.

We had to replace a sign that was knocked down by an accident by the cemetery.

5/23/23

Palouse Police Department report for Palouse City Council meeting May 23, 2023:

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

82 traffic stops since last council resulting in two infractions issued.

230508-01 – While working pro-active traffic enforcement I stopped a vehicle for expired tabs of 08-2022. Further investigation revealed the driver did not have vehicle insurance. Citation issued for expired tabs over two months and no vehicle insurance.

230508-02 – While working pro-active traffic enforcement I stopped a vehicle with no plates and an expired temp tag. Driver has an international driver license but did not have vehicle insurance. Citation issued for expired tabs and no vehicle insurance.

230510-01 – While working patrol Marshal Handley requested I respond to Garfield to back him on a suspicious vehicle called in by a citizen. While enroute to assist I heard Marshal Handley advise the vehicle was taking off on him via Walter Siding Rd. I activated my lights and sirens to expedite my arrival as Marshal Handley was now in pursuit of an eluding vehicle. I joined the pursuit as the secondary unit as the vehicle exited Garfield Farmington RD and drove northbound on SR27 through Garfield. WCSO unit was set up in the Belmont area with spike strips however the vehicle turned east on the northern Garfield Farmington Rd about five miles north of Garfield thus avoiding the spikes. Due to pursuit legislation that does not go into effect until July 1, 2023, Marshal Handley terminated the pursuit in an abundance of caution in order to be in compliance with the law. The vehicle was located a couple hours later abandoned a few minutes up the road from where the pursuit terminated. Vehicle impounded.

230516-01 – Attended the Dream It Do IT Conference at University of Idaho Student Union Center. I gave two presentations to high school sophomores and juniors trying to decide what vocation they want to explore for a career. I hosted question and answer sessions at the end of each presentation. There were no other police departments represented at the conference.

230516-03 – While on patrol I was dispatched to W Church Street just west of Division St for a broken down combine blocking the westbound lane. I arrived and contacted the driver who advised a hose broke while traveling up Echanove Rd causing significant fluid leakage onto the roadway and making it inoperable. The driver used granular absorbents to soak up as much of the leaked fluids and placed fluorescent orange traffic hazard triangles in front of the combine to alert drivers. The combine was eventually fitted with a new hose the next morning and removed from the roadway.

5/23/23

230516-04 – While on patrol I observed a transient downtown picking up cigarette butts and pocketing them. I made contact with the subject who advised he had walked to Palouse from Pullman. I was concerned about the safety and welfare of the male as it was getting dark and he advised he did not know anyone in Palouse. I advised I could give him a ride to a larger city with more resources for those in need and he accepted. I contacted a Pullman PD Sergeant who advised Community Action Center in Pullman offers food assistance and housing options for the indigent. I dropped the male off at that location.

230517-02 – While on patrol I was contacted by a resident who advised the southeast corner of his fence had been struck and damaged by an unknown vehicle sometime between 1000 and 1230 hours. A city traffic yield sign had also been run over and broken in the hit and run collision. This occurred on the corner of Wall and Park St near the cemetery. Public Works is aware the sign needs to be replaced. There is no witness or suspect information at this time. If anyone saw this occur please call my cell.

On 5-15-23 I met with GarPal Principal Mike Jones and discussed main topics of two recent Whitman County Community Emergency Planning Meetings. Ideas discussed so far include Keys or Access Cards for first responders to all schools, implementation of KNOX Boxes at each school that contains necessary keys/maps of school outside main entrances, consistent numbering of exterior windows to match up with maps given to first responders, and reunification locations for students/parents in case of an intruder event. Walked the school again with Principal Jones and briefed on six new cameras installed since my last tour of the grounds months earlier. These include four exterior cameras strategically placed to observe the student parking lot, elementary classes outside lane, fire lanes, and secondary entrance to school. Two interior cameras have been placed in the annex and weight room. More to be installed in the future. Mr. Jones has purchased double door latches on interior doors to make entry into the school more difficult and time consuming for an intruder. Mr. Jones is exploring other ideas to secure access to west entrance to elementary. Mr. Jones is also holding local Garfield-Palouse safety meetings that include board members, first responders, and other staff.

The next meeting of the County Wide Emergency Planning Meeting will be June 22. The next local GarPal meeting will be June 20

MPO Joel Anderson

5/23/23

05/18/23
16:58

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					
230504-01	14:57:45 05/04/23	Harassment	S 7	PAPDA	INA
230506-01	15:49:25 05/06/23	Suspicious	S W	PAPDA	INA
230507-01	12:11:07 05/07/23	Welfare Check	N 5	PAPDA	INA
230508-01	08:29:06 05/08/23	Traffic Offense	NW	PAPDA	INF
230508-02	14:09:26 05/08/23	Traffic Offense	NT	PAPDA	INF
230508-03	20:03:34 05/08/23	Suspicious	S 2	PAPDA	INA
230509-01	13:38:51 05/09/23	Communications	N 2	PAPDA	INA
230510-01	08:08:46 05/10/23	Eluding	- 2	PAPD	INA
230510-02	16:29:59 05/10/23	Communications	S 1	PAPDA	INA
230515-01	08:22:52 05/15/23	Animal Problem	NS	PAPD	INA
230516-01	11:46:20 05/16/23	Public Program	- 1	PAPD	INA
230516-02	18:11:23 05/16/23	Parking Problem	N 4	PAPDA	INA
230516-03	18:11:14 05/16/23	Traffic Hazard	N 4	PAPDA	INA
230516-04	20:12:00 05/16/23	Citizen Assist	S P	PAPDA	INA
230517-01	15:13:30 05/17/23	Harassment	S 7	PAPDA	INA
230517-02	15:49:36 05/17/23	Accident Hitrun	S 5		INA
230517-03	16:43:43 05/17/23	Traffic Offense	SS	WCSOA	INA
230518-01	09:13:17 05/18/23	Traffic Offense	NW	PAPDA	ACT
Total Incidents for This Agency:				18	

Total Incidents for This Report: 18

- Report Includes:
- All dates greater than `00:00:00 05/04/23`
 - 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/rptbmUvJA-rplwisr.r3_1 ***
