

City of Palouse
COUNCIL MEETING MINUTES
Tuesday, January 23, 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 PM

Councilmembers* present at the meeting were Sarah Bofenkamp, Angie Griner, Leslie Jo Sena, 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; all were present.

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

II. APPROVAL OF MINUTES:

C. Anderson introduced a **MOTION** to approve the minutes from the regular council meeting on January 9, 2023; the **MOTION** was seconded by C. Sena. All council members approved, and the **MOTION** passed.

III. PUBLIC WORKS REPORT: Supt Mike Wolf

A. SJ Environmental – Sam Snead, submitted written report

1. Assisted in becoming Compliant with Department of Ecology requirements
2. Recommends creating a 5-10 year capital budget for sewer plant
3. Can assist with having a marshland proposal presented to council
4. Next Ecology meeting Feb 26, 2024

B. PW Report:

1. Deep freeze only produced one broken meter
2. Plowed plenty of snow
3. Walter, Evan, and Mike all completed pesticide classes

IV. POLICE REPORT:

A. 16 Calls for Service

1. 7 Ordinance related
2. 2 Criminal citations issued
3. 1 call out
4. Looking for patrol assistance for Brew Fest
 - a) Questions arose about payment source
5. Written report submitted
 - a) Completed suicide training
 - b) Thank you to PW for snow removal, keeping roads safe for drivers

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

A. Verizon Tower:

1. Council approved placement of tower on city property
 - a) Board of Adjustments will need to consider the application

VI. OLD BUSINESS:

A. CITY COUNCIL RULES OF PROCEDURE

1. Discussion occurred
 - a) Will perform regular updates to city code
2. Will continue to discuss in the future

VII. NEW BUSINESS: None

VIII. COMMITTEES:

Policy and Administration - Chair Barrington:

1. Policy on dog Ordinances: would like to add a stair step approach to dealing with problems and add an appeal process for owners. Currently, waiting for Bishop Law's review.
2. Policy on noise Ordinances: Debated exemptions. Currently working with Bishop Law.

Budget, Finance, & Major Acquisitions - Chair Bofenkamp:

Budget meeting Jan 29th, 9 AM, will go over water and sewer funds, look at service increase .

Streets, Properties, & Facilities - Chair Brooks:

Would like to meet once monthly, will set date asap.

Personnel - Chair Sena: no report

Water and Sewer - Chair Griner:

Once monthly meetings, first Monday of the month.

Joint Fire Board - Chair Anderson:

Attended Jan 15th meeting. Approved \$11,000 from Capital Fund for an Extractor.

Youth Advisory Board - Chair Bofenkamp:

3 members at the moment, not meeting quorum.

OPEN FORUM:

Bruce Pemberton: Expressed concern about people illegally using handicap parking, especially during Brew Fest.

Kelsey Blair: Suggested paying for event policing via non-over time salary. Also, asked council to find alternative funding for future loan payments, other than raising water rates.

IX. MAYORS REPORT:

A. HALEY & ALDRICH

1. Will have community meeting soon.
2. Reported an initial concern about structural integrity of the St. Elmo.
3. Final report expected before next council meeting.

B. PLANNING COMMISSION APPOINTMENT

1. Claire Echanove, Seat 4, expires 12/21/2026
2. Currently looking for two more members.

C. APPOINTED COMMITTEES

1. Budget, Finance, Major Acquisitions: Bofenkamp (Chair), Quigley, & Anderson
2. Streets, Property & Facilities: Brooks (Chair), Barrington, & Griner
3. Personnel: Sena (Chair), Barrington, & Brooks

4. Water & Sewer: Griner (Chair), Bofenkamp, & Brooks
5. Policy & Administration: Barrington (Chair), Sena, & Quigley
6. Joint Fire Board: Anderson (Chair), Sena, & Quigley
7. Youth Advisory Board: Bofenkamp (Advisor)

D. PORT OF WHITMAN

1. Attended meeting, good relationship building opportunity.

X. ALLOW PAYMENT OF BILLS:

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

The following checks were approved for payment:

Claims paid	Ck# 13657-13668	\$16,932.78
Payroll paid	Electronic	\$ 5,096.45
Total:		\$ 22,029.23

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

The council meeting Adjourned at 9:31 PM.

APPROVED: _____

ATTEST: _____

DATE: _____

Palouse Police Department report for Palouse City Council meeting January 23, 2024:

Sixteen calls for service with seven calls related to ordinance violations. One callout.

One criminal citation and two infractions issued.

240104-02 – While on patrol Marshal Handley advised he was stopping a vehicle in Palouse and requested backup. I arrived and it was determined the driver had a felony warrant for his arrest for drug violations out of Benewah County, Idaho. Subject was arrested and booked into Whitman County Jail. Vehicle released to licensed driver.

240104-03 – While conducting pro-active traffic enforcement, I observed an adult male who I knew to have a suspended driver license driving his pickup on the public roadway. I had received multiple reports from his neighbors and other citizens that he was continuing to drive despite his revoked 2nd status from a previous DUI arrest in the summer. The driver was arrested, searched incident to arrest and his vehicle impounded. Two weeks later the driver called me to thank me for being fair and advise he has since gotten his license reinstated.

240105-02 – While off duty and on call I received a phone call from dispatch advising a citizen was requesting a phone call in regards to being threatened by an old acquaintance. I called the citizen and learned the ex-husband of a woman the reporting party had dated twenty years ago and had not seen in ten years called him to demand he give back shared property the woman had allegedly given the reporting party. When the reporting party advised the ex-husband he did not have any of his old property the ex-husband stated he should have killed the reporting party years ago. The ex-husband then hung up on the reporting party. The reporting party advised he just wanted the incident documented and did not want me to make contact or further investigate as he did not feel the threats were credible or capable of being carried out – a requirement for charging a suspect.

240108-01 – While conducting pro-active traffic enforcement I stopped a vehicle with an Idaho plate that was suspended for no insurance and expired in 2022. I recognized the driver to be a Palouse resident for the past three years who had previously been pulled over for expired tabs a year earlier who was trying to license that vehicle in Idaho despite living in Washington. This time the driver advised he bought this vehicle two years ago but had not transferred it into his name within 45 days as required by RCW. He did have current insurance but had not gotten current Washington plates and/or tabs. Criminal citation issued for Failure to Transfer Title within 45 Days and infraction issued for expired tabs over two months. I suggested he get his current Washington plate for the vehicle prior to seeing the judge as the criminal citation requires a mandatory court appearance.

240109-01 – While on patrol I heard dispatch send out a page for Palouse Fire Department in regards to an outside fire. I advised dispatch to hold off on the page as I would respond and determine if FD was needed. Upon arrival I learned that Christmas lights combined with multiple extension cords had started an electrical fire in a residents bush outside his home about an hour earlier which he extinguished. The citizen decided to do his due diligence and report the fire. There was no smoke or smoldering ashes as the fire was clearly out and not a danger to the community. Fire Department not needed.

240112-01 – While off duty and on call I received a call from a business owner on W Main St who wanted to report a vehicle parked in front of his business for the last month that had not been moved. The business owner wanted the parking spaces available for customers. I responded and further investigation revealed the vehicle belonged to a resident who lived on E Main Street. I located a phone number for the resident and learned he was wintering in California and moved the vehicle to W Main St prior to leaving to open up parking in the main area of downtown. I agreed with his intent but explained the problem. The vehicle owner was cooperative and advised he had someone housesitting who would move the vehicle back in front of his residence. I re-contacted the business owner and advised of the resolution to the problem.

240112-02 – While off duty and on call I received a phone call from dispatch advising an adult female wanted a phone call in regards to the service of divorce papers in the city. I called the female and learned she wanted Palouse PD to serve divorce papers for her boyfriend on his current wife. I advised Palouse PD would not get involved in a civil matter like that as it could be inferred I was taking one side over the other and must remain neutral. I advised WCSO has a civil unit that serves civil papers on citizens throughout the county and they may agree to serve the papers as they are not vested in one town like a small police department.

240116-01 – While on patrol I was dispatched to a theft of a laptop on the South Hill. Upon arrival I learned the reporting party believed a known homeless drug user from Idaho who had visited her house on three occasions during November/December with her brother was the suspect in the theft of her laptop computer. I gathered her information and began to look up a way to contact the possible suspect when I received a call from the reporting party an hour later saying she had located the laptop in the living room in an area she did not recall placing it.

240117-01 – While on patrol in the snowstorm Garfield Marshal Handley advised he had received a court order to take a suicidal person into protective custody and requested backup. I drove to the Garfield and met Marshal Handley at the location. It was determined the subject was not at home. The subject was located the next day and taken in for a mental health evaluation.

Completed the yearly Criminal Justice Training Center Crisis Intervention Training. This two hour online training is mandatory each year. The training was titled "Asking is Caring Suicide Prevention Training for Law Enforcement." It centered on how to approach and speak with individuals in crisis in a law enforcement capacity to include de-escalation techniques.

01/19/24
08:55

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					
240104-01	08:08:01 01/04/24	Abandoned Vehicle			INA
240104-02	13:49:31 01/04/24	Warrant Arrest			CAA
240104-03	16:18:11 01/04/24	Dwls			CAA
240105-01	07:33:08 01/05/24	Parking Problem			INA
240105-02	11:41:17 01/05/24	Threatening			INA
240108-01	14:41:24 01/08/24	Traffic Offense			CAA
240109-01	09:03:55 01/09/24	Outside Fire			INA
240109-02	09:45:06 01/09/24	Traffic Offense			ACT
240110-01	08:04:09 01/10/24	Parking Problem			INA
240110-02	08:24:55 01/10/24	Parking Problem			INA
240110-03	13:55:13 01/10/24	Parking Problem			INA
240112-01	13:28:20 01/12/24	Parking Problem			INA
240112-02	16:03:45 01/12/24	Civil			INA
240116-01	08:46:07 01/16/24	Theft Other			ACT
240117-01	12:20:35 01/17/24	Abnormal Behavior			INA
240117-02	14:26:34 01/17/24	Disabled Vehicle			INA
Total Incidents for This Agency:					16

Total Incidents for This Report: 16

Report Includes:

All dates greater than `00:00:00 01/04/24`
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

*** End of Report /tmp/rpt10yyRp-rplwisr.r3_1 ***

Public Works Superintendent Council Report

Date: January 21, 2024

WATER:

We had to do a locate after the windstorm 2 weeks ago for a natural gas line got pulled up when a tree uprooted and landed on a house on K Street.

On Saturday over the cold snap we had a call for frozen pipes on Church Street. -10 degrees was the temp and was determined to be on the residence side of the meter.

On MLK Day morning we had a call about frozen pipes at TLC. The meter was froze as well as the building.

On Tuesday we had a call from a resident on Tidwell Road that they did not have water. We went out and investigated the meter was froze and after we thawed it the meter had broken. We replaced the meter.

City Hall hot water side froze during the cold snap. Ray's Plumbing came and shocked the pipes and they had water going again.

Fire Station inside plumbing froze but we still had water to the hydrant. Same thing happened a year ago in the deep freeze we had.

Today we got called out twice to turn water off at the meters as the resident's pipes broke and were discovered today.

SEWER:

We had a break down at the sewer plant on Friday. The sludge gate would not open and the cause was blown fuses and other electrical issues. KME came and repaired it.

SNOW:

The Friday before last we plowed snow.

We have been plowing and removing snow from Main Street since Wednesday, Thursday, Friday, and a little bit on Saturday. We will check streets and clean up as needed tomorrow.

One of the plows broke down on Thursday morning as the mounting bracket for the electric motor came loose. The mounting bracket where the plow bolts attach are broke as well.

We put down 4 loads of sanding gravel over last week.

PESTICIDE CLASS:

Mike and Walt attended webinar classes last Tuesday morning and will be doing the same this Tuesday morning with Evan included. These classes are for recertification credits for our pesticide licenses.