

City of Palouse
COUNCIL MEETING MINUTES

Tuesday, March 12, 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 Pro Tempore Brooks called the meeting to order at 7 PM

Councilmembers* present at the meeting were Sarah Bofenkamp, Angie Griner, Leslie Jo Sena, Molly Quigley, and Ann Barrington.

*In the following paragraphs, Councilmember(s) will be abbreviated as: "C."

I. ROLL CALL: DC Gaber took attendance; C. Anderson was absent.

C. Barrington introduced a **MOTION** to excuse C. Anderson and Mayor Siever's absences from the meeting; the **MOTION** was seconded by C. Bofenkamp. All council members approved, and the **MOTION** passed.

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

II. APPROVAL OF MINUTES: Amended to reflect C. Griner being present in the roll call and corrected a resident's inquiry about the water increase letter sent out.

C. Sena introduced a **MOTION** to approve the minutes from the regular council meeting on February 27, 2024; the **MOTION** was seconded by C. Griner. C. Barrington abstained, all other council members approved, and the **MOTION** passed.

III. PUBLIC WORKS REPORT: Supt Mike Wolf, Submitted a written report

- A. Blockage on F St. cleared out, and area cleaned up for residents
- B. Currently Bridge St. lights on constantly, working to correct it
- C. Recycling dumpster needed to be emptied twice in one week
- D. Lift pump by the Beeson residence has a problem with the float, we are taking turns monitoring it until KME comes out later in the week
- E. Two days were spent on cleaning out sewer lines
- F. C. Griner asked PW Supt Wolf to contact Ag teacher at GarPal HS to possibly cut and expand metal rings on trees downtown to allow for growth

IV. POLICE REPORT: Written Report Submitted

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

A. SHADY LANE GRANT:

- a) DNR Urban and Community Forestry grant Application successful!
 - (1) Kayla Johnston reported; next steps:
 - (a) Finalize contract with DNR
 - (b) Remove hazardous trees via logging

- (c) Regrade and gravel trail
- (d) Plant seedlings
- (e) Thin overly dense areas
- (f) Multi-year replanting

B. LIQUOR LICENSE RENEWAL:

- 1. Palouse Family Foods
 - a) None opposed to renewal

C. UTILITY ADJUSTMENTS:

- 1. Adjustment to water high due to resident in a new construction has not been billed since install in November.
- 2. C. Barrington suggested residents pay in installments with no late fees.

VI. OLD BUSINESS:

A. CITY COUNCIL RULES OF PROCEDURE

- 1. Discussion occurred
 - a) Agenda vs order of business
 - b) Possibly add a council member(s) comment section
 - c) Open forum at beginning of meeting
 - d) Steps to appoint Mayor, if new mayor is needed mid-term
- 2. Suggested vote be taken on document next meeting

B. ST. ELMO, C. Barrington presented report

- 1. Haily&Aldrich presented at Community Center on March 7th
 - a) Grants can still be applied, with a change in focus, (are available for two years)
 - (1) Community input important
 - (a) People encouraged to go to all meetings
 - (i) Approx. 25 attended March 7th meeting, thank you!
 - (b) Comment form will be set up on new website asap
 - (2) Feasibility study is still applicable
 - (a) Many facts discovered can be applied to property for future use
 - (3) Working on an Engagement plan on how space can be used in the future
 - (a) City Hall
 - (b) Library
 - (c) Retail space
 - (d) Boutique Hotel
 - (e) Residential space
 - (4) The more community options identified for use, the more grant opportunities may be available
 - (5) Identifying possible public/private partnerships for future development
 - (a) Port of Whitman
 - (b) Library
 - (c) City

C. WATER RATE INCREASE:

1. C. Bofenkamp identified the importance of passing the water increase in order for it to go into effect by May 1st, allowing enough time to accrue the funds needed for 2025 loan payments
 - a) Budget committee recommended increasing the base Water Fund rate by \$2.00 and the Water System Reserve Fund by \$10.
 - b) Will put increase notice on next water bill
 - c) Will put a link to new website on water bill so everyone has access to the letter to residents explaining why the increase is necessary

C. Bofenkamp introduced a **MOTION** to increase the base water rate by \$2.00 and the Water System Reserve Fund by \$10.00; Effective May 1, 2024; the **MOTION** was seconded by C. Sena. All council members approved, and the **MOTION** passed.

VII. NEW BUSINESS:

A. RESOLUTION NO. 2024-05

Sena introduced a **MOTION** to approve the City's portion, \$31,000.00 of the costs to retrofit and upgrade the 1994 Freightliner Pumping Engine Fire Truck with funds from the Fire Equipment Reserve Fund.; the **MOTION** was seconded by C. Quigley. All council members approved, and the **MOTION** was passed

VIII. COMMITTEES:

Policy and Administration - Chair Barrington:

No report.

Budget, Finance, & Major Acquisitions - Chair Bofenkamp:

Exploring all options for additional funding for city

Streets, Properties, & Facilities - Chair Brooks:

Maddie Farnsworth from WIM Railroad returned our emailed answering questions in regards to the City drafting a letter of support for WIM RR. Will reach out to City Attorney about a possible Safety Ordinance and WSDOT about lights, arm on Hwy 27.

Discussed Capital Improvement Plan, needs updating. Sam offered to do one for the sewer plant.

Personnel - Chair Sena:

No report

Water and Sewer - Chair Griner:

Met with former Mayor Echanove for history and perspective on sewer plant. Will meet with Mayor Sievers and CA Misty next.

Meeting with Ecology next month

Joint Fire Board - Chair Anderson:

No report

Youth Advisory Board - Chair Bofenkamp:

No Report.

X.OPEN FORUM:

Roger Sandberg: Introduced himself as the current District Court Judge. Plans to run for Superior Court Judge in next election. Interested in meeting people of Palouse and is a solid Coug fan. Attended Whitworth and the UWa.

Cheryl Sanders: Asked which newspaper we publish with. Asked for cost of publishing future articles to broaden communication with residents.

Bruce Pemberton: Asked how feral cats are dealt with in town. Suggested that open forum be expanded to 5 minutes. Also noted that some speakers should be recognized as an emeritus and have more time allotted to speak.

Kelsey Blair: Suggested adding more detail to agenda to alert citizens of topics to be discussed at council meetings. Opposed to time limit of 15 total minutes for open forum. Sent out FFA flyers for \$200. Congratulations on Shady Lane Grant success!

IX.MAYORS REPORT: No Report

X. PAYMENT OF BILLS: C. Brooks asked for new check report to be printed excluding checks # 370-377 for JFB, as they were listed on last check report.

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

The following checks were approved for payment:

Payroll paid	Ck# 13723-13733	\$ 36,874.93
Claims paid	Ck# 13734-13756 and 13722	\$ 17,868.61
Total:		\$ 54,743.54

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

The council meeting Adjourned at 9:07 PM.

APPROVED: _____

ATTEST: _____

DATE: _____

Public Works Superintendent Council Report

Date: March 07, 2024

WATER:

Palouse Welding is making 4 water meter lids for the sidewalks on Main Street.

SEWER:

We had a plugged sewer main on F Street a couple of weeks ago that our power snake could not get so Palouse River Septic came with their truck and jetted the line and got it open.

ARTERIAL STREETS:

Mike is continuing to fill in pot holes where needed.

STREETS:

We installed the handicap ramp yesterday in front of the library.

We are going to install the LED sensor, clean light sockets, and LED bulbs on the state bridge today.

RECYCLE DUMPSTER:

The dumpster is starting to get used more since the nicer weather is coming around. We got an empty dumpster on Monday and it was full yesterday.

SNOW:

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

CITY TOUR:

Mike gave a community member a City/PW tour this week.

Palouse Police Department report for Palouse City Council meeting March 12, 2024:

Twelve calls for service with one call related to ordinance violations since last council.

ZERO callouts.

Two criminal citations issued. Five infraction citations issued.

240226-01 – While on pro-active traffic enforcement I stopped a vehicle for no visible rear plate. The Idaho plate was obscured by the flatbed bumper. Upon inspection of the plate it was determined to be expired from 2012. The driver had purchased the vehicle three months earlier and failed to put it in his name within forty five days as required by law. The driver admitted he had no plans to get tabs or insurance for the vehicle unless he was pulled over. Criminal citation issued for Failure to Transfer Title Within 45 Days and two infractions issued for Expired Tabs Over 2 Months and No Vehicle Insurance.

240227-01 – While on patrol I received a call from a school employee advising he had just witnessed a GarPal student doing “donuts” in the student parking lot and on the public roadway during snowy/icy conditions. I responded to the location and took pictures of the vehicle involved as well as the evidence of the spinouts that were still in the roadway. I took a written witness statement from the reporting party. I made contact with the student at school who admitted to doing “a couple donuts” in his truck because it was snowy. I advised the student that losing traction with the roadway creates a dangerous environment for people and property in the area, especially the other vehicles parked in the student parking lot. Student cited for a criminal citation of Reckless Driving.

240228-01- While on patrol I received a call from Moscow, Idaho CPS. CPS case worker advised a mother was concerned because her ex-husband had removed on of their children from Garpal Elementary after alleging abuse against the mother. The mother alleges mental health issues with the father. I advised CPS that until there is a court order or court ordered parenting plan in place preventing either parent from having the children at certain times there is no enforcement action possible by law enforcement. Further investigation revealed both parents lived in different cities in Idaho and that any abuse allegations would need to be investigated by the corresponding police agency.

240303-01 – While on pro-active traffic enforcement I observed an Idaho plated vehicle with expired tabs from 10-2023. I know the driver and owner of the vehicle to have lived in Palouse the last five years. I stopped the vehicle and confirmed he had been using his parents address in Idaho to fraudulently license his vehicles there to avoid Washington fees. The driver told me he was broke and knew he was violating the law. I told the driver I would be looking into submitting his name and vehicle plates to the Washington State Patrol fraud division for investigation of license fraud – a felony. I issued infraction citation for Expired Tabs Over 2 Months. I suggested he get his vehicle legally licensed with Washington plates prior to his court date.

240304-03 – While on pro-active traffic enforcement I stopped a vehicle for expired tabs from 02-2022. Further investigation revealed the driver did not have vehicle insurance as well. I issued the driver two infractions for Expired Tabs Over 2 Months and No Vehicle Insurance.

240306-01 – While on patrol I received a call from a Nashville, Georgia Detective advising he had entered a 52 foot Gooseneck Enclosed Cargo Trailer into NCIC as stolen. The Detective advised the

suspect was believed to be a Palouse resident. Upon hearing the name and description of the trailer I knew immediately where the trailer was located in Palouse as well as the suspect. I coordinated with Whitcom to get a Class C Tow truck from Spokane to seize and impound the trailer. I ran the suspect's name and received the hit which indicated a Nationwide Extradition No Bail Felony Warrant for Theft by Conversion on the suspect. The suspect had developed a scheme in which he drove to the manufacturer in Georgia, wrote a \$32800 check, took possession of the trailer, then a day later canceled the check while moving the trailer cross country to Palouse. I requested Whitcom call the Nashville Georgia jail and confirm the warrant. Due to jail over population and the fact it was not a violent crime the jail denied confirmation at this time. I called the suspect to inform him he would not be arrested due to the lack of confirmation on the warrant but that the warrant would stay active in the system. I further advised he could/would be detained during any future law enforcement contact while the warrant is checked for and could be booked and extradited if jail population improves. Excellent example of two different agencies – separated by thousands of miles – working together to retrieve tens of thousands of dollars in stolen property.

MPO Joel Anderson

03/07/24
08:56

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					
240223-01	10:49:29 02/23/24	Juvenile Prob			INA
240225-01	14:19:17 02/25/24	Theft Other			INA
240226-01	16:26:40 02/26/24	Traffic Offense			CAA
240227-01	08:42:06 02/27/24	Traffic Offense			CJA
240228-01	07:56:45 02/28/24	Custodial Int.			INA
240303-01	13:45:27 03/03/24	Traffic Offense			INF
240303-02	15:30:40 03/03/24	Disabled Vehicle			INA
240304-01	08:43:45 03/04/24	Disabled Vehicle			INA
240304-02	14:45:17 03/04/24	Parking Problem			INA
240304-03	15:59:44 03/04/24	Traffic Offense			INF
240305-01	13:41:38 03/05/24	Agency Assist			INA
240306-01	09:16:09 03/06/24	Recovered Veh			INA
Total Incidents for This Agency:				12	

Total Incidents for This Report: 12

Report Includes:

- All dates greater than `00:00:00 02/23/24`
- 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/rptN2Ajzm-rplwizr.r3_1 ***
