

City of Palouse
COUNCIL MEETING MINUTES
Tuesday, April 9, 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 Angie Griner, Leslie Jo Sena, Molly Quigley, Robert Brooks, and Ann Barrington.

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

I. ROLL CALL: DC Gaber took attendance; C. Bofenkamp and C. Anderson were absent.

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

City staff present: City Administrator (CA) Misty La Follett and Deputy Clerk (DC) Jamie Gaber, and Police Officer Joel Anderson.

II. APPROVAL OF MINUTES:

C. Brooks introduced a **MOTION** to approve the minutes from the regular council meeting on March 26, 2024; the **MOTION** was seconded by C. Sena. All council members approved, and the **MOTION** passed.

III. OPEN FORUM:

Jim Morrison: Following up on PD Officer Anderson's status as the official Chief, believes he is currently qualified and requests completing the process as soon as possible.

Barb Hudson: Requests a staff follow up on Walter Fealy's certification process

Cheryl Sanders: Good job having digital access to many city documents; including current and previous budgets, for people on-line

IV. PUBLIC WORKS REPORT: Supt Mike Wolf, no report

V. POLICE REPORT: Submitted a list of calls for service

A. 13 Calls for Service

1. 6 Ordinance related
2. 1 Ordinance Civil Infraction issued
3. Zero call outs

B. Confirmed no other qualifications needed for official appointment to Chief, also noted not a high priority as job and pay will not change

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

A. POOL UPDATE:

1. Interviews for pool manger and lifeguards have started this week, one completed
2. Have received multiple applications from local people and from Indeed
3. Pool Lights

- a) Gordy Hemphill said, as an interim measure, it should be sufficient to cut electricity to lights at the breaker and seal the lights into the pool wall.
- 4. Life Jacket program, will receive free life jackets and education from WA State Parks Boating Program

B. PALOUSE SCENIC BYWAY:

- 1. Video for new website scheduled to be done soon, any requests?
- 2. Will cost us \$250, Pullman Chamber will pay the bulk of the cost

C. DOWNTOWN Wifi CORRIDOR:

- 1. ARPA funds available for corridor, additional funds available to upgrade cameras at RV Park
- 2. Jim Kuzsnir willing to provide Wifi service through his new store downtown.
 - (1) Jim will attend next meeting with proposal and be able to answer questions

D. NEW WEBSITE: Palousewa.gov. Check it out, looks great!

VII. OLD BUSINESS:

A. CITY COUNCIL RULES OF PROCEDURE, RESOLUTION 2024-07

C. Barrington introduced a **MOTION** to adopt Resolution 2024-07, Palouse City Council Rules of Procedure; the **MOTION** was seconded by C. Griner. All council members approved, and the **MOTION** was passed.

B. TD&H; COVE SIDEWALK UPDATE

- 1. Richard passed out color pictures of the sidewalk design
 - a) Will resolve storm water issue on Cove Rd
 - b) 800ft of curb and gutter, with 6 water catches
 - (1) Water piped down to corner, will join existing line
 - c) Will submit plan to WSDOT
 - d) Put out to bid next month via 'Small Works Projects'
- 2. Michelle reviewed funding status
 - a) Finishing this project will open funding via TIB (Transportation Improvement Board)
 - b) ****IMPORTANT **** to compile the 'Six Year Improvement Plan'
****residents can help****
 - (1) Identify any/all projects in town (street, sidewalk, bridge; with details)
 - (a) Workshop in mid-June to talk about projects identified
 - (b) Grant writing in July
 - (c) Grant application due mid-August

VIII. NEW BUSINESS:

A. PRESENTATION BY WHITMAN COUNTY HEALTH PROGRAM MANAGER MEGHAN JOHNS:

1. Offering to pay for swim lessons for children in Whitman County
 - a) Children staying the summer with residents of Whitman County qualify as well
 - b) Kids up to 17 yrs old qualify
 - c) One session of lessons covered
2. Offering to pay for certification of life guards
3. Possibly paying to train lifeguards how to best teach swimming lessons
4. City will be reimbursed for money parents would have paid
5. Will bring promotional materials to educate people about opportunity, including the school
6. Other programs include: free car seats and safety education. Free helmets, free locked medical boxes. Contact info will be coming out on promotional material

IX. COMMITTEES:

Policy and Administration - Chair Barrington:

Emergency Planning underway. Wa State requires city to have a Comprehensive Plan.

Investigating services provided by county, discussing events to sign people up for Emergency notifications.

****LIFE FLIGHT at senior lunch MAY 1st for sign up****

Also, working on reviewing code, Title #2

Budget, Finance, & Major Acquisitions - Chair Bofenkamp:

No report

Streets, Properties, & Facilities - Chair Brooks:

STOP lettering painted on Main St., still to cold.

Consulting Eric about safety ordinance regarding RR request

Tennis courts, partnership with school may be in both party's best interest. School considering multiple options, would like to invite Superintendent Jones to a council meeting

Looked at most recent STIP

Personnel - Chair Sena:

No report

Water and Sewer - Chair Griner:

Meeting with CA La Follett and Mayor Sievers

Joint Fire Board - Chair Anderson:

No report

Youth Advisory Board – Chair Bofenkamp:

No Report.

X. MAYORS REPORT:

A. BUILDING BLOCKS

- 1. Reviewing processes
 - a) Involving City Staff
 - b) Will do community workshops
- 2. Downtown Vision
 - a) Community input, targeting a meeting in June, stay tuned
 - b) Will come away with actionable items
 - (1) Track progress of goals at 6 months, 1 yr, etc.
- 3. City Steering committee
- 4. Tech assist program

XI. COUNCIL MEMBER COMMENTS:

- C. Griner: 1. Will we need extra help in summer to cover vacation time taken by staff?
 2. Packets out on Thursday?
 3. Any info regarding windmills coming into the area?

Mayor Sievers: Yes, we all need to be aware and investigate potential effect of windmills on our region. SUPT Jones doing research currently.

XII. PAYMENT OF THE BILLS

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# 13768-13778	\$ 37,255.36
Claims paid	Ck# 13779-13799	\$ 87,629.42
Total:		\$ 124,884.78

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

The council meeting Adjourned at 8:46 PM.

APPROVED: _____

ATTEST: _____

DATE: _____

Palouse Police Department report for Palouse City Council meeting April 9, 2024:

Thirteen calls for service with six being ordinance related since last council.

One ordinance civil infraction issued.

ZERO callouts.

See attached list of calls for service.

Anderson

04/04/24
10:50

Palouse Police Department
Law Incident Summary Report, by Incident Number

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Number	Time and Date	Nature	Address	Loctn Dsp
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Agency: Palouse Police Department				
240324-01	12:57:21	03/24/24	Code Violations	N
240324-02	13:50:11	03/24/24	Suspicious	N
240324-03	14:52:17	03/24/24	Code Violations	N
240325-01	09:45:34	03/25/24	Mal Mischief	N
240325-02	14:01:37	03/25/24	Animal Problem	S
240325-03	16:02:12	03/25/24	Disabled Vehicle	S
240325-04	16:54:23	03/25/24	Animal Problem	N
240326-01	14:30:35	03/26/24	Mal Mischief	N
240328-01	15:47:30	03/28/24	Animal Problem	S
240328-02	17:50:44	03/28/24	Found Property	N
240328-03	18:03:56	03/28/24	Theft Other	N
240401-01	15:23:56	04/01/24	Fraud	S
240401-02	15:24:35	04/01/24	Animal Problem	N
Total Incidents for This Agency:			13	

Total Incidents for This Report: 13

Report Includes:

All dates greater than `00:00:00 03/22/24`
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/rpt
