

City of Palouse
COUNCIL MEETING MINUTES
Tuesday, January 28, 2025

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 7:01 PM

Councilmembers present at the meeting were Angie Griner, Leslie 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 Councilmembers were present.

City staff present: City Administrator (CA), Misty La Follett and Deputy Clerk (DC) Jamie Gaber

II. APPROVAL OF MINUTES:

C. Anderson introduced a **MOTION** to approve the minutes from the regular council meeting on January 14, 2025, with the amendment of C. Quigley voting nay on the payment of the bills; the **MOTION** was seconded by C. Sena. Majority of the council members approved, and the **MOTION** passed.

III. OPEN FORUM:

C. Barrington introduced a **MOTION** to extend the time limit on open forum; the **MOTION** was seconded by C. Anderson. All of council members approved, and the **MOTION** passed.

Bruce Pemberton: Supports Palouse PD, has seen Officer Anderson stop and fix elderly couple's flat tire

Nancy Fealy: Read from her own letter, submitted

Dana Anderson: Requested more details in the minutes, suggested PD rotate shifts and cover more operational hours. Would like to see Officer at High School games.

Cheryl Johnson: Read from her own letter, submitted

Andi Peltier: Supports PD and Officer Anderson, has consistently received assistance when needed. Advocates for PD levy, if necessary

Cheryl Sanders: Encouraged people to do research, be informed when speaking about PD solutions

Marsha Sandall: Canvassed with the 'Sustain the Palouse Police Department and retain Officer Anderson petition' and submitted to Council.

Letters Submitted for the Record: Mayor Sievers read letters requested to be read at council meeting; Shishona Turner, Mindy Greer, Bev Heusser, Tracy Milano, John Glass, and Steve McGehee. Other letters were submitted by Marlen Morrison, and Shelly and Dana Anderson.

IV. PUBLIC WORKS REPORT: Supt Mike Wolf, submitted written report

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

A. 14 Calls for Service

1. 8 Ordinance related
2. Assisted EMS with lift assists at three residences
3. Two callouts

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

A. WELLS

1. When power was down, water in reservoir decreased to 7 ft
2. Supports purchasing a SCADA alert system, alert system used to monitor operating systems and alert operators of issues

B. GENERAL FUND OVERVIEW:

1. Discussed how to read the general fund

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

A. VARELA 2025 Contract for Wastewater Engineering Services; Daniel Cowger

1. Discussion occurred
 - a) High nitrogen levels and high temp of effluent needs to be addressed
 - b) EPA has 2030 deadline to meet
 - c) Considering new site for WW plant
 - (1) Land appraisal next step
 - (2) Would open options for WW treatment
2. Secured \$1 million federal appropriation.
3. Another possible \$1 million from federal appropriations.

C. Brooks introduced a **MOTION** to approve Mayor Sievers to sign Attachment A-2 to Exhibit K Amendment #2 contract with Varela; the **MOTION** was seconded by C. Sena. All of council members approved, and the **MOTION** passed.

B. TENNIS COURTS: Discussion occurred

1. Supt. Mike Jones officially requested to purchase tennis courts from the City for a HS Track and Field Program
2. No objections from council

C. PROCUREMENT & EQUIPMENT ACQUISITION;

1. C. Barrington presented purchasing chart, discussion occurred

D. WATER/SEWER ANNUAL INCREASE

1. Water and Sewer Chair C. Griner supports annual increase in water/sewer rates to cover increasing costs
2. Helps to make Reserve Fund robust to prepare for new sewer project
3. Communication with citizens important, community meetings desired
4. Sewer/water committee asked to pursue details

E. LEGISLATIVE AGENDA:

1. Tool to communicate local needs with elected officials
 - a) Sewer plant
 - b) Pool
 - c) Economic development
 - d) Affordable housing

F. PST Report :

1. C. Griner explained chart comparing Palouse and other local communities; PD, county policing services, and code enforcement configurations
2. Mayor Sievers
 - a) Met with Sheriff Myers
 - (1) Discussed multiple options
 - (2) Will continue to pursue solution that best fits Palouse PD
 - (3) Sheriff Myers willing to come to council and talk about solutions

IX. COMMITTEES:

Policy and Administration – Chair Barrington: Rules of Procedure have been established by our council body, suggested reviewing the conflict-of-interest policy for clarity. Supports having a Parliamentarian to assist in following Robert's Rules of Order. Noted conversations between council members should be in a public space while executive sessions should be kept confidential. Asked all to treat themselves and each other with respect.

Budget, Finance, & Major Acquisitions: No Report

Streets, Properties, & Facilities- Chair Brooks: No Report

Personnel – Chair Sena: No Report

Water and Sewer – Chair Griner: Meetings with Ecology, addressing the new sewer plant, occur on the last Monday of each month at City Hall, 4:30 PM.

Joint Fire Board: C. Quigley has been elected the chair of the JFB. JFB looking for volunteers, EMS takes 127 calls per year.

X. COUNCIL MEMBER COMMENTS:

1. C. Sena suggested the City's insurance company do another training for council
2. C. Griner asked to have copy of letters of interest for council seat 1

XI. MAYOR'S REPORT

A. PLANNING COMMISSION APPOINTMENTS:

1. Chuck Stemke, seat 5, expires 12/31/27
2. Taylor Weech, seat 6, expires 12/31/27
3. Bob Barry, seat 7, expires 12/31/27

C. Sena introduced a **MOTION** to approve Planning Commission appointments; the **MOTION** was seconded by C. Brooks. All council members approved, and the **MOTION** was passed.

B. WASTEWATER TREATMENT PLANT FUTURE FACILITY:

1. Noble Ag Land Valuation Co available to appraise potential site for new sewer plant

C. Griner introduced a **MOTION** to allow Mayor Sievers to sign contract with Noble Ag Land Valuation; the **MOTION** was seconded by C. Brooks. All council members approved, and the **MOTION** was passed.

C. CAMERAS IN PD:

1. Covered after termination of former Police Chief, as he had sole access.
2. Cameras need to be replaced, original funds were reallocated to different project
3. Will get quotes this year

D. HORIZON/VERIZON TOWER:

1. Reached out to Renee Fontaine, Horizon rep, and the Bofenkamps
2. Horizon/Verizon will present at March 11, 2025 council meeting

XII. PAYMENT OF THE BILLS: Invoices available 15 minutes before meeting to review

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

The following checks were approved for payment:

Claims paid	Ck# 14346-14356	\$21,907.04
Total:		\$21,907.04

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

The council meeting Adjourned at 9:56 PM.

APPROVED: _____

ATTEST: _____

DATE: _____

Public Works Superintendent Council Report

Date: January 23, 2025

KEEP IN MIND THIS IS 5 DAYS BEFORE THE COUNCIL MEETING

WATER:

On Sunday January 12th Mike was called out to water flowing out of a meter box at Coleman Oil. Mike shut it off at the curb stop and the water stopped flowing. The cause of the water leak wasn't determined at the time whether it was on their side or the meter itself.

The next day on Monday we pumped the box out and found where the leak was. The meter had broken, and we needed to replace it. It took all day to replace the meter where the location was in a difficult location. The meter was 4-meter boxes down in the middle of a paved street. After numerous attempts with Luke going halfway down in the box, we couldn't get it in. We recruited office staff that were smaller than we are Jamie was able to get the meter connected. The only other alternative was to dig the street up to get the meter in. Thank you, Jamie!

The telemetry stopped communicating between Sunday morning after Mike did his morning checks and Monday morning preventing the wells from starting. Monday morning is when it was discovered, and the reservoir was quite a ways down from the starting point. The reservoir was 7.7 feet, and the starting point when the wells start pumping is 12.5 feet. That being said we were 150,000 gallons lower than the starting point. If this were to happen in July or August when we are using 3 times the volume the reservoir would have emptied with the city being out of water. We have no communication system to tell us when the telemetry malfunctions. **This is why a SCADA system is very important. A SCADA system is very cheap compared to the consequences of the city running out of water.**

We have had a few locates this month.

SEWER:

Luke has the sewer plant running great with no issues.

STREETS:

We put up flags for MLK Day.

We did a little patch on one of the risers in Main Street.

We picked up a dead racoon from the highway this morning that Officer Anderson had dispatched the night before.

We have delivered a few scoops of gravel in the week.

OTHER:

Mike is taking a few pesticides and water classes in January and February.

Replacement recycle dumpster is called in at the beginning of each week and they deliver when they can. They will not do an auto pickup.

Palouse Police Department report for Palouse City Council meeting January 28, 2025:

Fourteen calls for service since last council with eight being ordinance related.

Responded for three lift assists of elderly males.

Two call outs.

250113-02 – Contacted by citizen wanting to report suspicious death of one of their cows. Their property is mostly in the county but does have some land within the boundary of the city limits. The citizen believes the cow died around October 25th as the cow was discovered and pictures taken on October 27th. There were no reports of any shots fired calls in or around the city limits all of October. Consultation has been made with USDA APHIS Nuisance Animal Control Personnel as well as Fish and Wildlife Biologist. Tentative conclusion based upon the USDA APHIS expert based on pictures provided is possible bullet induced mortality. Waiting for any input from Fish and Wildlife Biologist. Investigation remains open. No suspects or witnesses.

250116-01 – While working traffic/speed enforcement on south hill I stopped a vehicle for speeding violation. During the course of the conversation the Palouse resident requested I follow him to his residence to report the loss of four chickens in the last few weeks. Resident reported neighbor seeing fox running between houses with chicken in mouth in last couple days. Took pictures of residents large enclosure and fence was estimated to be five feet high. Sent pictures to Fish and Wildlife Biologist who stated she has evidence from past incidents in Garfield in which fox was observed jumping fence six feet high. Followed up with resident who said Biologist called him per my request and gave him helpful advice.

250120-01 – While off duty and on call I received a phone call from female resident requesting help after her husband had fallen and could not get up. I responded with EMS and we successfully completed a lift assist.

250121-01 – While on patrol received another call from same female resident advising needing help with lift assist again. I called Whitcom and asked them to page out EMS. I responded with EMS and convinced male to be transported to hospital to be evaluated. Spoke with reporting party about getting her assistance and help from outside resources. Followed up with female and learned male was approved for rehab in Pullman to improve situation.

250121-03/04 – While on patrol I initiated a code enforcement investigation based upon the amount of junk vehicles and appliances on a property on the northeast side of town. Two separate case number pulled as junk vehicle and public nuisance ordinances were in violation. Worked with property owner to remove two vehicles, two non-functioning riding lawn mowers, stove, washer and refrigerator. More work to be done in order to gain complete compliance.

250122-01 – I was off duty and on call when I received a call from a citizen reporting a raccoon that had been struck by a vehicle on E Main Street between N River RD and S River RD. Citizen advised raccoon was large and clearly suffering. I put on my uniform and drove to the area. I located the raccoon and could tell it needed to be humanely dispatched. I activated by spotlight, emergency lights, and shut down the roadway by positioning by patrol vehicle at an angle in the middle of the road. I followed

Palouse Police Department Policy and Procedure section 1.06.03 – Discharge of Firearms, Animal Euthanasia. I dispatched the animal and reported the discharge of the firearm to the Mayor. I re-contacted the reporting party and advised of the action taken.

250123-01 – While working patrol I received a call from an elderly male advising he had fallen onto his bedroom floor while attempting to pick an item off the floor and could not get up. I requested Whitcom dispatch EMS. I responded to the location and made contact with the male who had also suffered a cut to his arm during the fall. Lift assist successful and male was able to walk under his own power with aid of walker.

Followed up to code violation case 250106-01. Citizen made arrangements for junk vehicle/scrap hauler to remove trailer with piles of metal debris, non-functioning motorcycle, inoperable Chevrolet Blazer, and ten plastic bags of trash. Residence now in compliance.

On 1-21-25 I was requested to sit in on a threat assessment at GarPal High School. This was in regards to the student that was arrested in November 2024 for swatting calls across the nation. The student's case was adjudicated via the court system and he is now eligible to return to classes. I wrote a memo to be included on the assessment that it is the position of Palouse Police Department that the student should NOT be allowed to attend classes in person on campus based upon the totality of the circumstances. These circumstances include concern over what in person presence will do to the learning environment as well as the security and safety of students and staff. Despite my stated concerns, the student will be attending classes in person. I have spoken with his Washington Juvenile Probation Officer as well as school admin staff. I have been apprised of the many restrictions and requirements the student must follow in order to continue to attend in person. I will be monitoring and working with school admin staff closely to ensure there is no threat to students or staff. I will report any deviation from probation conditions immediately to Juvenile Probation and continue to document any violations.

Whitman County SO firearm instructors have invited me to take part in their scenario based firearm training next week. This will be a three hour block of instruction.

I am scheduled to take a three hour block of NIBRS training via ZOOM next week. The training will be an overview of mandatory and optional data elements to report to the state and FBI UCR programs. The training will also cover common errors the system notes and how to correct them.

Received order of ten new Taser cartridges to replace soon to be expired cartridges. Expired Cartridges will be kept and used for yearly re-certification testing. New non expired cartridges will be used on duty and affixed to all three Tasers in Palouse PD inventory.

01/24/25
08:40

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					
250113-01	06:59:40	01/13/25	Traffic Hazard	N	INA
250113-02	12:10:59	01/13/25	Animal Problem	N	INA
250114-01	08:40:00	01/14/25	Animal Problem	N	INA
250114-02	08:40:53	01/14/25	Animal Problem	N	INA
250114-03	15:41:47	01/14/25	Animal Problem	N	INA
250116-01	15:54:29	01/16/25	Animal Problem	N	INA
250116-02	17:35:02	01/16/25	Accident Noninj	N	INA
250120-01	09:05:51	01/20/25	Fall	N	INA
250121-01	09:16:56	01/21/25	Medical	N	INA
250121-02	13:55:26	01/21/25	Public Program	N	INA
250121-03	15:25:22	01/21/25	Code Violations	S	INA
250121-04	15:28:14	01/21/25	Code Violations	S	INA
250122-01	19:25:11	01/22/25	Animal Sick	S	INA
250123-01	09:59:48	01/23/25	Fall	N	INA
Total Incidents for This Agency:				14	

Total Incidents for This Report: 14

Report Includes:

All dates greater than `00:00:00 01/10/25`
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/rptAHJzAl-rplwisr.r3_1 ***