

City of Palouse
COUNCIL MEETING MINUTES
Tuesday, February 11, 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 7:02 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. Brooks introduced a **MOTION** to approve the minutes from the regular council meeting on January 28, 2025; the **MOTION** was seconded by C. Sena. All council members approved, and the **MOTION** passed.

III. OPEN FORUM:

Cheryl Sanders: Asked if there is a deadline established regarding Palouse PD proposals

IV. COUNCIL SEAT 1 CANDIDATES:

A. Candidates were interviewed by council

1. Dana Anderson
2. Mark Bailey
3. Daniel Mullendore
4. John Snyder
5. Scott Storch

Executive Session at 7:39pm, for ten minutes, extended for five more minutes

B. Council voted, John Snyder is the new Seat 1 councilmember, term expires 12-31-2025

C. Mayor Sievers administered John Snyder's oath of office

D. C. Sena thanked all candidates for offering their time to serve the City of Palouse

V. AGENDA ADJUSTMENT:

A. Mayor Sievers asked if there were any objections to moving the PST Report discussion with Sheriff Myers from old business to before the city staff reports

1. No objections

VI. PUBLIC SAFETY TESTING REPORT: Discussion

A. Whitman County Sheriff, Brett Myers, offered options and advice

1. Currently have good relationship with Palouse PD
2. Officer(s) welcome to attend Whitman County trainings and receive certification
3. Advised creating an advisory board:
 - a) Willing to have Sheriff/Deputy Sheriff sit on board
 - b) Citizens could participate
 - c) Council members could participate
4. Policing Options:
 - a) Hybrid between Palouse PD and Whitman County
 - b) Palouse PD remains its own entity with all responsibilities
 - c) Contract with Whitman County
5. Recommended a hybrid option with the following possibilities:
 - a) Two-year contract with Whitman County
 - b) Officer Anderson as primary Officer in charge of Palouse PD with Sheriffs filling in coverage time
 - c) Merge evidence collection and storage, upgrades department integrity for audits
6. Assistance:
 - a) Willing to examine criteria for Chief of Police status
 - b) Willing to assist the Palouse PD, not manage
 - c) Willing to help Mayor evaluate the PD

C. Sena introduced a **MOTION** to take a five-minute break at 8:34 PM; the **MOTION** was seconded by C. Barrington. All council members approved, and the **MOTION** passed.

The meeting resumed at 8:39 PM.

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

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

A. 18 Calls for Service

1. 8 infractions issued
2. Two criminal citations issued
3. One DUI arrest
4. One warrant arrest
5. Zero callouts

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

A. LIQUOR LICENSE RENEWAL

1. Palouse Caboose
 - a) No Objections

X. OLD BUSINESS:

A. ADU Policy: Discussion

1. Policy Committee reviewing Planning Commission's recommendations
 - a) Will create draft to send to city attorney, then to council for action
 - (1) Aiming to have before council in March 2025

B. LEGISLATIVE AGENDA, 2025-26 BIENNIUM

1. Wastewater Treatment Plant
2. Palouse City Pool

3. Economic Development
4. Affordable Housing

C. Anderson introduced a **MOTION** to approve the 2025-26 Biennium Legislative Agenda; the **MOTION** was seconded by C. Sena. C. Snyder abstained, Majority council members approved, and the **MOTION** passed.

C. PURCHASING AND ACQUISITION POLICY

1. Discussion occurred

XI. NEW BUSINESS:

A. PHOENIX CONSERVANCY, Shannon Collins presented:

1. Timeline:
 - a) Spring, remove invasive species in the Native Garden
 - b) Fall initial planting native species in the Native Garden
2. Discussed:
 - a) Design options
 - b) Plant types
 - c) Educational opportunities
 - d) Signage
3. Tree recommendation for downtown planting
 - a) Rocky Mt. Maple
 - b) Mountain Ash

XII. COMMITTEES:

XIII. Budget, Finance, & Major Acquisitions: No Report

Policy and Administration – Chair Barrington: Meeting Thursday, looking at ADU policy, financial policy, and policy and procedures

Streets, Properties, & Facilities– Chair Brooks: Introduced basketball revitalization project, submitted by Sean McCartney to council. Mr. McCartney has project design, budget, and possible grant lined up. Would like permission from council next meeting to authorize city to apply for grant, possibly for the whole project, by March 15, 2025. Recommends purchasing better barricades for St. Elmo. Also, recommends cutting trees at corners and replacing with bushes

Personnel – Chair Sena: No Report

Water and Sewer – Chair Griner: Met with Ecology, discussed the process of getting loans for sewer project. Will be looking for community input once land appraisal has been completed. Will discuss any sewer rate increases with citizens for sewer plant after cost and loans/grants are analyzed. Asked for annual cost of living increase be discussed in budget committee, for percent recommendation.

Joint Fire Board: No report

COUNCIL MEMBER COMMENTS:

1. C. Griner asked to about JFB credit card use

XIV. MAYOR'S REPORT

A. NW Rural Strategy Planning; Pilot Program

- a) Meeting with Jody Opheim soon
- b) State, federal, and private funding opportunities for small communities

B. WASTE WATER TREATMENT PLANT JOB OPEN:

1. Taking applications
2. Doing interviews

C. PUBLIC WORKS ASSISTANT JOB OPEN:

1. Taking applications
2. Doing interviews

II. PAYMENT OF THE BILLS:

C. Griner 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# 14357-14365, and 14367-14368	\$ 32,178.47
Claims paid	Ck# 14366 and 14370-14398	\$ 68,464.18
Total:		\$ 100,642.65

ADJOURN: C. Barrington 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 9:47 PM.

APPROVED: _____

ATTEST: _____

DATE: _____

Public Works Superintendent Council Report

Date: February 07, 2025

KEEP IN MIND THIS IS 4 DAYS BEFORE THE COUNCIL MEETING

WATER:

Last Sunday there was a report of a water leak on Union Street. Mike checked on it and confirmed there was a water leak at that location. The repair was made on Monday.

SEWER:

Last Saturday it was discovered that the collector rake had jammed and was stuck. Luke and Mike worked on it and got it working again.

Had a sewer plug on Illinois Street last week and our snake could not reach the plug. Our snake is 100' long and the plug was around 130'. We had Roach come out with their jet trailer and open the line and cut a lot of tree roots out of the line so hopefully we won't have any problems there anytime soon. We also had them do 2 other lines while they were here. We flushed each of them with 1000 gallons when the jetting was done.

STREETS:

We dug out a storm drain on Parks Street that was full of mud and dirt. We Shoveled a lot of material out of it.

SNOW:

We've plowed, sanded, and removed snow off Main Street this week with more expected this weekend.

OTHER:

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. The truck that picks up the dumpsters has been down for transmission repairs for the last 2 weeks and it is unknown when it will be repaired so the dumpster is full and out of service until we get it picked up.

Palouse Police Department report for Palouse City Council meeting February 11, 2025:

Eighteen calls for service with seven calls ordinance related.

Eight infractions issued, two criminal citations issued, one DUI arrest, and one warrant arrest.

Zero callouts.

250124-01 – While on patrol I received a call from a citizen advising they had backed into another Palouse citizen's car on E Main Street and requested I respond for a collision report. I facilitated the exchange of information and completed both a Spillman and SECTOR collision report. No injuries. No tows. No citations.

250126-02 – While off duty I received a call from Hemphill Electric requesting my assistance in locating Public Works Department personnel so they could turn off the water to a residence on the south hill. The basement was flooding and it was unknown where the water shut off was in the house. I called Public Works Supt Mike Wolf and left a message. I called CA Misty Lafollet and requested she advise Public Works employee Luke Kilgore-Brown in case Wolf was unavailable. Mike Wolf eventually responded and was able to assist.

250128-01 – While on patrol I received multiple calls on two Golden Retriever dogs running loose along Main Street. Reports were the dogs were in and out of the road causing a traffic hazard. I was able to locate them as they ran behind the post office. I secured one in my patrol vehicle while continuing to look for the other. I received a call from the dog owner and turned the one over to him. Suggested the dog owner return home in case other dog sniffed his way home. I continued to look until fifteen minutes later when the dog owner advised the other dog did sniff its way home. Dogs Arnold and Palmer safe.

250129-02 – While on patrol I received a call of a citizen requesting assistance as she was locked out of her vehicle at the car wash. Her two year old grandson was asleep in the vehicle. I called Charlie Chappell and requested he respond with his lock out kit. Chappell responded within minutes and successfully unlocked the door.

250130-02 – While on patrol I developed information that a warrant subject was inside a local business. Deputy Handley and I coordinated a plan to contact the male and draw him out of the business. Once outside the subject was arrested for a Hit and Run Unattended Property Damage with a bail of \$2500 out of Whitman County SO. Deputy Handley handled the transport and booking.

250201-02 – While working pro-active traffic enforcement during Brew Fest, I observed a vehicle execute an illegal u turn over the double yellow on Main Street. Vehicle had Oregon plate with expiration of 08-2023. Driver/owner had been in Washington for over two years. Issued two infractions for failure to register vehicle within thirty days of residency and expired tabs over two months.

250201-03 – While working pro-active traffic enforcement during Brew Fest, I observed a vehicle traveling 37 in a 25 MPH zone with expired tabs of 07-2024. Issued two infractions for expired tabs over two months and operating motor vehicle with no vehicle insurance.

250203-02 – While working pro-active traffic enforcement I was advised that a GarPal High School student had driven a vehicle to school with expired tabs of almost three years and no driver license. I had received reports of this student driving illegally all over the county but had never driven to school.

During afternoon school patrol I observed the vehicle traveling eastbound on E Mohr Street and stopped the vehicle. Driver had no identification and was arrested for No Valid Operator License without ID. Driver had bought the vehicle in September 2024 and has failed to put the vehicle in his name within 45 days as required by law. Two criminal citations issued for NVOL w/out ID and Failure to Register Vehicle within 45 Days. Two infractions issued for Expired Tabs over Two Months and Operate Motor Vehicle Without Vehicle Insurance. Vehicle released to licensed driver with caveat that if student caught driving again with no license vehicle would be impounded.

Researched and reviewed Lexipol smaller agency Taser policies as well as local agency Taser policies. Determined most appropriate Taser policy for a small agency like Palouse PD that includes assistance from local agencies. Policy will require Pullman PD or WCSO respond to investigate anytime a Palouse PD Officer discharges Taser to ensure total transparency and within Washington State AG Use of Force Model and Palouse PD Taser policy. Palouse PD Policy and Procedure Manual updated and Taser policy implemented.

1-22-25 – Submitted Palouse PD Declaration of Compliance for mandatory twenty four hour recurrent training to Criminal Justice Training Center. This is the fourth year in a row we have been a one person department and have met the requirement.

1-27-25 – Huge thank you to Barb Elder for an amazing deep clean she did for the police department. Barb and Casey Elder have also volunteered their time at a reduced rate to repaint the inside of the PD, refurbish the couch in the lobby and some other miscellaneous interior fixes. Their generosity will allow this much needed upgrade to be completed well within the PD budget.

1-30-25 – Completed a three hour block of Use of Force/Firearm/Building Search Training put on by Whitman County Sheriff Office Firearm Instructors Deputy Chris Olin and Deputy Jim Pelissier. Both Deputies clearly put in an excruciating amount of time and effort to organize, facilitate and execute this training at Colfax Hospital. Live actors were used and simunition ammo were used to create real life scenarios that law enforcement may come across.

2-1-25 – For Brew Fest 2025 I requested and was approved for one off duty officer to assist me with traffic and DUI enforcement. Twenty five traffic stops were conducted. Five citations issued. One DUI arrest. Of the twenty five traffic stops it was determined that about twenty percent of them had designated drivers.

2-6-25 – Completed four hour active school shooter table top exercise sponsored by Whitman County Emergency Management Deputy Director Matthew Floyd. This exercise focused on prevention, protection, mitigation, response and recovery coordinated efforts with law enforcement, fire department personnel and school superintendents. This effort is a preparatory exercise before the same core group runs a simulated real life active shooter exercise with actors in June 2025. The overwhelming concern mentioned by many smaller cities/town like Colton, Tekoa, Uniontown, Lamont etc is the length of response time for law enforcement to arrive. These school administrators mentioned they understood even a code response could take 45—60 minutes if WCSO deputies were in the opposite end of the county. In fact, Tekoa inquired if Spokane County SO could be notified to respond in case they

were closer than WCSO deputies. The City of Palouse was well represented with GarPal School Superintendent, GarPal School leadership admin, and Palouse School Board leadership joining me to discuss how this table top exercise would play out in Palouse compared to other locations throughout the county.

02/06/25
14:09

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					INA
250124-01	12:18:36	01/24/25 Accident Noninj	S		INA
250124-02	12:34:18	01/24/25 Suspicious	S		INA
250126-01	11:06:08	01/26/25 Animal Problem	S		INA
250126-02	15:53:26	01/26/25 Utility Problem	S		INA
250127-01	12:01:26	01/27/25 Animal Problem	N		INA
250127-02	14:40:32	01/27/25 Parking Problem	N		INA
250128-01	16:44:30	01/28/25 Animal Problem	S		INA
250129-01	11:26:21	01/29/25 Abandoned Vehicle	N		INA
250129-02	14:24:35	01/29/25 Lockout	S		ACT
250130-01	14:29:53	01/30/25 Parking Problem	N		INA
250130-02	16:07:58	01/30/25 Warrant Arrest	S		INA
250201-01	16:14:52	02/01/25 Traffic Offense	N		INF
250201-02	17:17:37	02/01/25 Traffic Offense	S		INF
250201-03	20:32:10	02/01/25 Traffic Offense	S		INA
250202-01	09:07:34	02/02/25 Electrical Haz	N		INA
250203-01	14:48:35	02/03/25 Traffic Offense	N		CJA
250203-02	15:28:42	02/03/25 Traffic Offense	N		INA
250203-03	18:49:38	02/03/25 Unsecure Premiss	S		INA
250205-01	10:36:51	02/05/25 Welfare Check	N		INA
250205-02	11:20:08	02/05/25 Fall	N		INA
250205-03	15:08:44	02/05/25 Code Violations	S		INA
Total Incidents for This Agency: 21					

Total Incidents for This Report: 21

Report Includes:
All dates greater than `00:00:00 01/24/25`
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/rpt729R46-rplwisr.r3_1 ***
