



City of Palouse
City Council Minutes
May 13, 2025
Palouse City Hall
120 E Main Street
Palouse, WA 99161

CALL TO ORDER AND ROLL CALL

Mayor Tim Sievers called the meeting to order at 7:01 PM

Councilmembers present: John Snyder, Danny Mullendore, Leslie Sena, Molly Quigley, Rainy Anderson, Ann Barrington

City Staff Present: City Administrator (CA) Misty La Follett, Deputy Clerk (DC) Stephanie Welch

APPROVAL OF MINUTES

Councilmember Anderson moved to approve the minutes of the Regular Council Meeting – April 22, 2025. The motion was seconded by Councilmember Sena. The motion passed (Y-6 | N-0 | A-0).

OPEN FORUM

Barb Hodson was glad to see the tree removed that was blocking the stop sign and said thank you!

Michael Echanove addressed the council in regards to the land process for the waste treatment facility purchase with concern for overall cost of the project and it being unsustainable for the City of Palouse. He requests that the City of Palouse not approve the loans and to look for a better solution.

Laura Aichele addressed the council in regards to the ADUs (accessory dwelling units). From the newest information presented at the Planning Commission Meeting, she approves it and requests we move forward with it.

COUNCIL SEAT #6 APPOINTMENT

Mayor Sievers and councilmembers interviewed and appointed council seat 6 position. Three applicants applied (Chris Caylor, Sheri Glaesman, and Jacquelyn Huff). Discussion ensued and questions were asked to all three applicants.

The Council convened in executive session at 7:21 PM for a 10-minute session.

Mayor Sievers and councilmembers returned from executive session at 7:31 PM.

Councilmember Sena moved to appoint Jacquelyn Huff to Seat 6. Councilmember Mullendore seconded the motion. The motion passed (Y-5 | N-0 | A-Snyder).

ADMINISTRATION OF THE OATH OF OFFICE

Mayor Sievers administered the Oath of Office to Jacquelyn Huff for the position of Seat 6 on the Palouse City Council. Councilmember Huff then joined the remainder of the council meeting.

APPOINTMENT OF MAYOR PRO TEMPORE

Councilmember Sena moved to accept the agenda change to appoint a mayor pro tempore. Councilmember Snyder seconded the motion. The motion carried (Y-7 | N-0 | A-0).

Councilmember Sena made a motion to appoint Councilmember Barrington as mayor pro tempore. Councilmember Anderson seconded the motion. Councilmember Barrington asked for clarification of the role of the position. Mayor Sievers explained the role. The motion carried (Y-6 | N-0 | A-Barrington). The appointment terminates 12/31/2025, subject to reapproval.

PUBLIC WORKS REPORT

Public Works Superintendent Wolf submitted a written report (attached).

POLICE REPORT

Officer Anderson submitted a written report (attached).

Mayor Sievers explained to the newest Councilmembers (Mullendore & Huff) in regards to the North and South sides of town on the report so council has an idea if the reports were localized to certain areas.

CITY ADMININSTRATOR REPORT

(CA) La Follett gave an update with the pool regarding staffing, painting, and how we will host the district meet again in August. We are working on solutions to paint the pool before it opens. There has been no more information regarding the pool grant.

(CA) La Follett gave an update about Shady Lane. The remainder of the grant has been used for planting which should be done by the end of the month. The city has submitted our last pay invoice to DNR. Hoping to get the new benches put out on the trail this summer.

(CA) La Follett gave an update that the vandalism at Heritage Park is continuing and that we need to come to a solution (timed locks, cameras, etc.). She also expressed concern for it starting at the bathrooms down across from the RV Park. Discussion and questions followed.

(DC) Welch gave an update with the Native Plant Walk with news that the Phoenix Conservancy would be coming out early to mid-May to clear weeds and start some of the planting. To offset costs, they would be using the help of AmeriCorps. An initial deposit of 33% is due up front, and the remainder is due upon completion of the project. Discussion and questions followed.

(CA) La Follett addressed the council in regards for needing to purchase more barricades for the events in Palouse (car show, music festival, etc.). She is working on getting a quote for barricades. The St. Elmo building is using the panels due to safety, and we would continue to be able to use all the panels in the future after the St. Elmo is no longer needing them. Discussion and questions followed.

OLD BUSINESS

Councilmember Barrington brought the council up to speed on the St. Elmo project. She addressed the council in regards to applying for a grant through the Dept. of Ecology and explained that the St. Elmo might be classified as a Brownfield site if contamination is found. She explained that the status is that the structure is not salvageable in a reasonable way and that costs would exceed \$10 million dollars, with engineers still unsure if it would survive the ideas proposed. The only red flag has been a notification of an oil tank in the past, and it has been challenging for engineers to inspect with the structure being unstable.

The City is working to complete a hazmat survey and is working on an analysis of what it would look like if the city acquired the structure and potentially did a demo to get it to a safe place, would be able to take the fence down, and visioning what the community would like in its place.

Councilmember Barrington addressed the council regarding the Vision to Action program. The Vision to Action program offers free technical assistance to help communities develop site plans based on local input. Barrington and La Follett were invited to a workshop in Plummer, Idaho, where residents share their ideas for the site, such as building height and historic features. Designers then create several renderings based on this feedback, which are reviewed at a second workshop for further input. The process results in a community-driven vision at no cost, facilitated by skilled and engaging leaders.

Mayor Sievers addressed council regarding the Verizon Tower and whether they want to pursue the new option. A new site proposal includes an access road from Highway 27, with the location now over ¼ mile from the nearest residents. If the city proceeds, the plan must return to the board of adjustment due to the location change. Discussion followed.

Mayor Sievers requested a vote on whether to move forward with the new proposal. (Y-5 | N-Mullendore | A-Snyder).

NEW BUSINESS

None

COMMITTEE REPORTS

Budget, Finance, Major Acquisitions, Chair Anderson – Scheduled a meeting.

Streets, Property, & Facilities – Nothing to report.

Personnel Committee, Chair Leslie Sena – Nothing to report.

Water & Sewer, Chair John Snyder – Trying to get a meeting with the DOE. Working on scheduling one on 6/2/25 which will give us time to get an understanding of the concerns brought up tonight.

Policy & Administration, Chair Ann Barrington – We have a draft of the ADU (Accessory Dwelling Unit) policy to share and want to add this to the agenda at our next meeting for discussion. Requests councilmembers review the draft before the next meeting.

Joint Fire Board, Chair Molly Quigley – Nothing to report.

COUNCILMEMBER COMMENTS

None

MAYOR'S REPORT

Mayor Sievers addressed the council in regards to the Planning Commission having two open seats. The Mayor wants to appoint Scott Anderson to Seat 3 for a term expiring on 12/31/2026. This requires council's affirmation. Councilmember Sena made a motion to approve the mayor's appointment of Scott Anderson for Seat 3 with the term expiring on 12/31/2026. Councilmember Snyder seconded the motion. (Y-6 | N-0 | A-Barrington).

Mayor Sievers addressed the council in regards to Kramer's Funeral Home. Some of the duties will be turned back over to the city, which may include: mapping, sales, grave staking, and opening/closing. A transition plan will be developed with city staff and public works, and everyone will be notified of the change.

Mayor Sievers addressed the council in regards to a memorandum of understanding (MOU) that was recently established with partners for rural Washington, and a press release was distributed to newspapers. The Spokesman Review requested an interview, increasing awareness. The partners are enthusiastic about assisting with upcoming infrastructure projects. It is a promising start.

Mayor Sievers addressed the council regarding an upcoming meeting he will have regarding America's 250th – a nationwide project to celebrate the 250th anniversary of the Declaration of Independence. Washington State has established a commission to help plan events around the state and they are inviting Palouse to be a partner. The Mayor will report back with additional information following the meeting.

PAYMENT OF BILLS

Councilmember Anderson moved to allow the payment of bills. The motion was seconded by Councilmember Barrington and unanimously approved (Y-7 | N-0 | A-0).

Payroll Paid	EFT + Check # 14504-14512, 14514	\$31,393.77
Claims Paid	EFT + Check #14516-14555, 14557	\$110,032.27
	Total	\$141,426.04

ADJOURNMENT

Councilmember Barrington moved to adjourn the meeting. The motion was seconded by Councilmember Snyder and approved unanimously (Y-7 | N-0 | A-0). The meeting adjourned at 8:36 PM.

APPROVED: _____

ATTEST: _____

DATE: _____

Palouse Police Department report for Palouse City Council meeting May 13 2025:

Nineteen calls for service with five being ordinance related.

ZERO callouts.

250419-01 – Citizen called to report neighbor was smoking marijuana on their own private property but within eyesight of his children next door. Citizen was advised the law prevents smoking marijuana on public property or in public. Smoking marijuana on private property is not illegal and no law prevents the smoking of marijuana even if minors are present or can view it from another property. This call is related to an on-going years long neighbor dispute.

250421-01- Worked with a citizen to remove a twenty foot long travel trailer from her property. Put her in contact with Dakota's Towing Junk & Auto Removal Service. Palouse PD has used this business to respond and remove junk vehicles and old appliances from citizen's property for the last six years. Dakota responded and earned rave reviews from the citizen who sent video of the trailer being hooked up and removed allowing her to come into compliance with the public nuisance ordinance.

250423-02 – While on patrol I received a call from a citizen working downtown reporting a suspicious vehicle where it appeared the occupants were panhandling grocery store customers for gas money. I responded to the area and observed the driver of the vehicle commit traffic infraction. While stopping the vehicle I observed the front seat passenger throw a small piece of aluminum foil out the window. This allowed me to identify the passenger who I learned had a long history of drug violations and arrests in Whitman County related to methamphetamine and fentanyl. I located the aluminum foil in the roadway but it did not have any indicators of having been used to smoke illicit drugs. I made it clear to both occupants that Palouse PD has ZERO tolerance for panhandling AND/OR drug related activity. Upon releasing them from the traffic stop I observed the vehicle leave the city on SR27.

250423-03 – While on patrol I received a call from the adult son of an elderly male requesting I conduct a welfare check on his father. The adult son said the father did not show up at a medical appointment scheduled for earlier in the day, had not answered his phone in three days and the phone appears to be dead. I drove to the location and entered the unlocked door under the Community Caretaking Doctrine, announcing my presence. The father answered and met me in the living room. The father stated he was feeling better and decided not to go to the doctor's appointment and turned his phone off so as not to be bothered by any phone calls. I told the father to call his son. I called the adult son and advised all was fine.

250423-04 – While off duty and on call I received a call from Whitcom advising an adult male citizen was reporting a suspicious vehicle driving around his neighborhood block multiple times, stopping, going in reverse, and appearing to look towards the windows of his house. The male said he was not at home and his wife was scared hiding in their bedroom. The male said he is a process server and often times has confrontations with people he serves who have threatened him in the past and was concerned one of the people he had served had tracked down his home address. I was able to get a license plate of the vehicle from the caller. I ran the plate and knew the owner of the vehicle was a Palouse resident with a high school aged child. I presumed the owner may be giving his driving permit aged child some driving lessons as it was after school and work hours. I located a phone number for the owner and learned that

is exactly what they were doing. I called the reporting party back and gave him the news. He thanked me for thoroughly investigating and determining there was no threat to his family.

250424-01 – While on patrol I received a call from a GarPal High School student wanting to report an assault that occurred on school grounds after hours. The student said he was unsure if he wanted to assist in prosecution but was told by a family member he should report it in case he wanted to get a no contact order. I made contact with the mother of the other male student involved and then the student himself. Both male students told the same story as did a witness. I documented the incident but later learned the reporting party did not want to press charges as both involved parties are seniors at the school, long time classmates and teammates on multiple school sports teams and only had another five weeks before graduating and going their separate ways. I also learned the other party attempted to set up a meeting with school personnel to apologize to the reporting party but that the reporting party chose not to show up.

250425-01 – While off duty and on call I received a call from a citizen who was upset about repeated incidents involving an adult male on a Segway scooter. The adult female stated she was walking on the sidewalk when an adult male on Segway was traveling towards her. The male stared her down and caused the female to move out of the way. The female relayed that a year ago she came out of the grocery store when the same male on the Segway refused to yield to her as a pedestrian and forced her to jump out of the way in order to not be struck. The female did research and learned RCW 46.61.710.11 requires operators of EPAMDs – Electric Personal Assistive Mobility Device – must yield to pedestrians on the sidewalk. I explained she was correct but in order for an infraction to be issued it must be witnessed by a law enforcement officer. I told the female I would document the incidents so as to establish a paper trail if there were further complaints.

250428-01 – While off duty and on vacation I received a call from a citizen very upset about an interaction her husband and she had on the phone with a suspected fraudster/scammer. A few moments before the call I had observed an adult female with a worried face on my Ring Camera security system trying to contact me at home. This was the same citizen. The citizen advised earlier in the day her husband had received an alert on his computer advising he had been hacked and needed to call the number provided in the alert. The number connected her husband with a “Microsoft IT person Michael” who gave a badge number that could not be confirmed. “Michael” advised her husband’s identity had been stolen, hackers had gained access to their account and were in the process of withdrawing \$5600 in a Chinese money laundering scheme before “Michael” caught them. “Michael” then allegedly transferred her husband to a “secured line” for customer service for his bank. A man named “Walter Anderson” gave an ID number that could not be confirmed and stated her husband needed to withdraw all their money so an FBI agent could pick it up the next day to “wash it” then assist them with establishing new accounts to deposit the money back in. Her husband was told not to use phone or the internet or talk to his bank tellers because they were possibly involved in the scam that had victimized others in the area. The reporting party said they were told the money would be electronically deposited into their new accounts by the FBI agents that would take custody of the money. “Walter Anderson” said the FBI agents would provide ID’s and paperwork.

The reporting party said that “Microsoft IT person Michael” had convinced her husband to take pictures of himself and download Ultaview which allows for remote access to his laptop computer. Ultaview is

commonly used by scammers and fraudsters to access online bank accounts and drain them. The reporting party quickly uninstalled the software and they froze their accounts.

The reporting party was concerned they were now possibly being set up for a home invasion robbery after withdrawing a large sum of money from the bank and bringing it home.

I contacted the WCSO Deputy that would be working the next day and requested he be in the area during the hours the "FBI Agents" were to come by to pick up the money.

I advised the reporting party to not answer any phone calls or the door should someone show up. I advised her to call 911 immediately if someone she did not know showed up at her door.

I followed up the next day and learned phone calls started at 0730 hours and continued every twenty minutes for a couple hours before ceasing. No one came to her door and WCSO had attempted to contact her to discuss the situation after I alerted them the day before.

The citizen thanked me for my assistance and guidance, stating "this is why I've always supported having a police officer locally to assist with person to person issues." She said she was sure WCSO was very capable and helpful but "I've never met him so I'm not sure how comfortable I would have been about reaching out for help."

This is an excellent example of feeling comfortable with a familiar officer who knows a community and the people in it. This is exactly why I give my cell phone number out – so even if I am not home I can problem solve any type of dilemma or issue citizens may be concerned about. It is also why I continue to foster and facilitate a positive working relationship with neighboring law enforcement agencies like the always helpful Whitman County Sheriff Office.

On 4-21-25 I received confirmation that the Washington State Criminal Justice Training Commission recognized Palouse PD as in compliance with 2024 In-Service Training Mandate for the fourth consecutive year as a one person department.

For the past two months I have been in contact with multiple WSP ACCESS Auditors as we prepare for Palouse Police Department Triennial ACCESS audit on May 20th. During that time I have devised and written a Palouse PD ACCESS Fingerprint Policy, revised the Palouse PD ACCESS Re-Background Policy for employees to meet the new standards, and revised the Palouse PD ACCESS Physical Protection Policy to meet the new standards. This process continues to prove to be an exhaustive process but I am confident Palouse PD will successfully pass our audit. More to come.

On 4-24-25 attended yet another Whitman County Emergency Management meeting of law enforcement, fire department and Whitman County School district Superintendents as we prepare for our live active shooter simulation/event in Colfax on June 18. Next meeting will be 5-22-25.

05/08/25
11:55

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					
250418-01	09:24:43 04/18/25	Civil	N		INA
250419-01	18:33:31 04/19/25	Drugs	N		INA
250421-01	15:57:47 04/21/25	Code Violations	S		INA
250422-01	11:06:52 04/22/25	Parking Problem	U		INA
250423-01	08:13:07 04/23/25	Harassment	N		INA
250423-02	09:57:53 04/23/25	Drugs	N		INA
250423-03	12:22:34 04/23/25	Welfare Check	N		INA
250423-04	18:09:52 04/23/25	Suspicious	N		INA
250423-05	19:24:49 04/23/25	Traffic Hazard	N		INA
250424-01	12:54:38 04/24/25	Assault	N		INA
250425-01	10:46:11 04/25/25	Safety Hazard	S		INA
250425-02	10:47:33 04/25/25	Parking Problem	S		INA
250425-03	13:19:07 04/25/25	Found Property	S		INA
250428-01	17:25:56 04/28/25	Fraud	S		INA
250501-01	17:17:56 05/01/25	Found Property	S		INA
250501-02	17:18:19 05/01/25	Disabled Vehicle	S		INA
250506-01	14:21:43 05/06/25	Parking Problem	U		INA
250506-02	14:27:29 05/06/25	Parking Problem	U		INA
250507-01	10:16:29 05/07/25	Found Property	N		INA
Total Incidents for This Agency:					19

Total Incidents for This Report: 19

Report Includes:

All dates greater than `00:12:00 04/18/25`
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

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Public Works Superintendent Council Report

Date: May 11, 2025

(Keep in mind this is 1 day from the council meeting)

WATER:

We have turned a few meters back on for people returning from the south and garden meters. We replaced a broken meter 2 weeks ago in front of the old Green Frog. The freeze plate broke on the bottom.

We have done a few more locates.

We read meters the last week of April.

Mike met with more SEL personnel last Friday about making a SCADA system for the water and sewer systems.

SEWER:

Chad is doing great and still learning lots.

We are having problems with our press again. KME was here on Friday to work on it and they need to call a company in Spokane that can properly diagnose the fault in the computer system. Once we have it running, we will be pressing 4 days a week for a little while.

I have a truck scheduled to pick up a load of bio solids this Tuesday and the following Monday and Tuesday.

We are still wasting 2 hours a day.

STREETS:

We installed the new globes on the bridge.

Mike has hauled a few scoops of gravel to various residents.

Mike has hauled a few loads of dirt from the pile of the Cove Road sidewalk project.

We painted the S T O P at the main intersection last week.

POOL:

Mike and Chad started cleaning the pool and is about three quarters done.

PARKS:

We will start watering everything downtown this week.

CEMETERY:

We will be putting in a little overtime this week and next week to get the cemetery ready for Memorial Day. It is a little behind because of training and inexperienced employees.

OTHER:

Mike has been training the new employees so that has been taking a little time away from his job so that is why this report is late.