

City of Palouse
COUNCIL MEETING MINUTES
Tuesday, September 24, 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 7:01 PM

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

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

I. ROLL CALL: DC Gaber took attendance; Council members Robert Brooks and Rainy Anderson were absent.

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

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

II. APPROVAL OF MINUTES:

Tabled for later consideration

III. OPEN FORUM:

Bruce Pemberton: Talked with the 12 Community Center Board members, learned they are independent of the city. Barricades up on Shady Lane, closing east end for walking. Palouse Paint Ballers have started to build for Haunted Palouse on the west end. Expressed concern about city staff's safety while driving ATV.

Barb Hodson: Expressed concern about enforcing PMC 8.04.010 and 8.04.020 regarding weed control and property owners' responsibility in dried vegetation removal.

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

A. Washington Dept of Health:

1. Will be doing survey of homes throughout Palouse
 - a) What kind of plumbing materials used in each home
 - (1) Plastic, lead, copper, galvanized pipes?

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

A. 23 Calls for Service

1. 7 Ordinance related
2. Zero callouts

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

A. POOL:

1. Ben extracted data from Pool Pass App
 - a) Graphs created to show daily numbers
 - b) Hourly count available on hard copies
 - c) Final pool budget will be complete by end of year

B. TEXTMYGOV:

- a) Completed the initial training
- b) Widget must be on front page of our website

C. JOINT FIREBOARD:

1. Attended meeting
 - a) Discussed improving communication between the JFB and City Hall
 - b) Introduced using the BARS worksheet for paying bills
 - c) Both departments are on the same team, supporting Palouse residents

VII. OLD BUSINESS:

A. TD&H: No update as Reps could not make it

B. HORIZON TOWER:

1. Board of Adjustments need to meet and vote
2. Scheduling difficulties, may occur in November

C. ST. ELMO UPDATE:

1. CERB report will be presented September 26th at the Community Center

D. CAPITAL IMPROVEMENT PLAN:

1. Discuss next meeting

E. ARPA FUNDS: Discussion occurred

1. Funds need to be spent by end of 2025

F. FIRE HYDRANTS/WATER SYSTEM VALVES:

1. 4 contractors contacted for quotes for fire hydrant and valve replacement
 - a) Approval at next meeting would be in time to accomplish the short-term plan before winter
2. Fire hydrant replacements, Short-term:
 - a) Replace hydrant at intersection of G. St. and Alder St.
 - b) Replace gate valve at cemetery
3. Fire hydrant replacements, Long-term:
 - a) Make plan to replace/repair all deficient fire hydrants in town
 - b) Have current inventory and have prioritized locations to be addressed

VIII. NEW BUSINESS:

A. NATIVE GARDEN: UPDATE by DC Gaber

1. Currently, working with Phoenix Conservancy and Palouse Conservation District to establish native plants to promote biodiversity and pollinators in garden

a) PHOENIX CONSERVANCY:

- (1) Promotes and aids in establishing Palouse Prairie Pockets
- (2) Uses native seeds/plants from our unique prairie ecosystem
- (3) *October 8th council meeting*
 - (a) Offering proposal of action
 - (b) Bringing educational material
- (4) January 2025; 15 Americorps members will be joining their organization and will be available to assist with local projects
- (5) Looking forward to working in Palouse!

b) PALOUSE CONSERVATION DISTRICT:

- (1) Seeking funding for new signage

- (2) Working with their Education and Outreach department

B. HAUNTED PALOUSE UPDATE: UPDATE by DC Gaber

1. ****LOOKING FOR PEOPLE TO HELP WITH PRODUCTION NIGHTS****
 - a) OCT 18th, 19th, 25th, and 26th, go to: Hauntedpalouse.com
2. Tickets for sale online, September 27th
 - a) \$40 covers 3 venues (PD, old health clinic, and Shady Lane)
3. KIDS HALLOWEEN ACTIVITIES
 - a) Saturdays, Oct. 19th and 26th, 2-6 pm
 - b) Heritage Park
 - c) *Free* for all kids and families!
 - (1) Bouncy house, Magician, Fan Dancer, Fortune Teller, Games and Prizes!

C. CONSULTANT for PUBLIC WORKS:

1. Pay past PW SUPT.'s for consultant work; answering questions about water and sewer systems
2. Evergreen Rural Water of Washington
 - a) Scholarships available for training courses
 - b) Little/no cost to make GIS map
3. Create proposal with details
4. Compile questions and aim for spring implementation

IX. COMMITTEES:

Policy and Administration – Chair Barrington: Bill invoicing and BARS code form presented next meeting

Budget, Finance, & Major Acquisitions – Chair Bofenkamp: ARPA report printed out

Streets, Properties, & Facilities- Chair Brooks: Downtown trees; discussed wanting a broad plan for all trees, possibly replacing trees at intersections with bushes for better visibility, more research needed to identify best trees to complement existing trees. Cemetery mowing; suggested using smaller mowers, can include in equipment survey. Also, consider outsourcing big areas to be mowed, more cost effective?

Personnel – working on employee manual

Water and Sewer – Chair Griner: Ecology meeting Sept. 23th; Daniel Cowger presented packet regarding funding projection with varying grant vs. loan amounts (See attachment: “Palouse Wastewater Project: Project Loan vs. Grant vs. Estimated Sewer Rates Range,” dated 9/23/24). Discussed importance of continued engagement with legislators at the state and federal levels to increase the grants for sewer project. Ecology working hard with us. Taking initial steps on land acquisition procedures. Attached is chart outlining Project loan vs. Grant vs. Estimated sewer rates range

Joint Fire Board: Chair Anderson: no report.

X. MAYORS REPORT:

- A. Met with Public Safety Testing Representative
 - 1. PD audit report will be complete in one month
- B. Met with Ecology, sewer project
- C. IACC Conference in October
 - 1. Tech Team; at IACC Conference
 - a) Received approval for IACC conference workshop
 - b) Soliciting more info on funding and opportunities

XI. COUNCIL MEMBER COMMENTS:

- C. Bofenkamp reminded minutes from Sept 10, 2024 needed to be approved

XII. APPROVAL OF MINUTES

C. Barrington introduced a **MOTION** to approve the minutes from the regular council meeting on September 10, 2024; the **MOTION** was seconded by C. Sena. All council members approved, and the **MOTION** passed.

XIII. PAYMENT OF THE BILLS

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

The following checks were approved for payment:

Claims paid	Ck# 14111-14122	\$ 21,172.21
Total:		\$ 21,172.21

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

The council meeting Adjourned at 9:26 PM.

APPROVED: _____

ATTEST: _____

DATE: _____

September 23, 2024

Palouse Wastewater Project

PROJECT LOAN VS. GRANT VS. ESTIMATED SEWER RATES RANGE

The following table approximates potential sewer rate range versus grant and loan amounts. The estimate is hypothetical for the purpose of illustration and discussion of possible funding requirements and scenarios for the City of Palouse.

Basis and assumptions:

- Overall sewer project budget = \$23 million
- Number of connections (rate based equivalent residential users – ERUs)
- Existing sewer rate for Palouse of \$65/month/residential connection
- Loan funding and resulting sewer rate range estimated based on loan funding via WA Public Works Board (PWB), WA Ecology (ECY), and USDA Rural Development sources
- Interest rates are based on the those in effect as of 9/19/24

Amount (\$ million)		Distribution (%)		Est. Sewer Rate Range (\$/month/ERU)	
Loan	Grant	Loan	Grant		
\$23.0	\$0	100%	0%	\$263 - \$300	198-235
\$17.3	\$5.7	75%	25%	\$191 - \$228	126-163
\$11.5	\$11.5	50%	50%	\$151 - \$179	86-114
\$5.7	\$17.3	25%	75%	\$113 - \$128	48-63
\$2.3	\$21.7	10%	90%	\$87 - \$94	22-29
\$0	\$23.0	0%	100%	\$71	6

Increase

Base \$ 65

Public Works Superintendent Council Report

Date: September 18, 2024

(KEEP IN MIND 6 DAYS BEFORE COUNCIL MEETING)

WATER:

We will read meters on Tuesday – Thursday next week.

We replaced 3 meters a week ago Tuesday.

I reached out to 4 different contractors for the fire hydrant and gate valve replacement. I have only had 1 come and look at it so far. Hopefully I'll have some numbers for the council meeting.

With a short crew there is not much else on water at this time.

Mike did 2 compliance samples and a coliform sample yesterday. We still have lead and copper samples to do this month.

SEWER:

Western States will be here Friday to do the annual service on the generator.

CEMETERY:

Evan dug and urn burial last Thursday for a service that was held on Monday.

PALOUSE DAYS:

We swept streets a week ago Monday.

We hauled up barricades from the flat house to Main Street. We also hauled and placed extra garbage cans on Main Street.

Evan marked the sprinkler heads in the park for the car show.

Mike and Evan hauled all of the garbage from all of the events and filled up the dumpster.

Yesterday Evan and Mike put away all of the barricades and moved the snow fence back out on to the street in front of the St Elmo building.

Mike locked the park restrooms Friday and Saturday night to prevent vandalism. They were opened by 6am both Saturday and Sunday morning. The pool restrooms were also open all day Saturday for the car show.

OTHER:

Walter is gone the remainder of the week. We should be back to full staff starting next week.

COVE ROAD:

Poe asphalt paved the sidewalk yesterday. The project should be complete now.

SHOP:

Pape' came last week and yesterday to replace the exhaust throttle valve, turbo, fuel filters, belt, and inspect hoses.

COMPOST:

We've been clearing out the compost pile downtown and hauling it to well 3 to prepare for leaf season. We should have it all out of there by today.

Palouse Police Department report for Palouse City Council meeting September 24, 2024:

Twenty three calls for service with seven ordinance related calls.

ZERO callouts.

240909-02 – Assisted WCSO with the service of an anti-harassment order as well as a forfeiture of firearms order on a Palouse citizen. The order was temporary until a permanent hearing was held nine days later. Upon completion of final hearing the judge ordered the anti-harassment order and forfeiture of firearms stay in effect for a minimum of five years based upon the totality of the circumstances and facts presented by the petitioner to include multiple Palouse PD reports from the last couple of years. Firearm and concealed license permit were seized by WCSO and entered into their property/evidence for safekeeping.

240912-01 – Responded to a collision involving a juvenile male driver who struck a parked vehicle. Driver was illegally transporting a non family member in violation of the restrictions set forth via his intermediate driver license. I took pictures of the scene and facilitated exchange of information for insurance purposes. Both vehicles towed from the scene. No injuries. No impounds. Infraction citations of violation of intermediate license and failure to control vehicle speed to avoid a collision held in abeyance until driver turns eighteen. Infractions will be issued if future violations committed before driver turns eighteen.

240918-01 – Responded to citizen report of possible drug activity taking place in a vehicle parked to the west of the grocery store by Heritage Park. Upon arrival I observed the vehicle with no vehicle tabs on the rear plate. Both occupants did not have identification nor valid driver licenses. I confirmed their identity via DOL pictures. Male had two outstanding misdemeanor warrants for his arrest. One was non extraditable out of Chehalis PD for Possession of Controlled Substances with a \$2600 bail. Second warrant was extraditable out of Asotin County SO for Theft 3rd Degree with a \$550 bail. I detained the male and used a ruse to get him to admit where his stored his drug paraphernalia to include hypodermic needles and empty fentanyl baggie. A DOL check of the plate and VIN revealed they did not match. The ignition was punched and a screwdriver used to start the vehicle indicating an unsigned stolen. I attempted to determine if the vehicle was a confirmed stolen but we could not find a number for the registered owner. The vehicle was impounded due to the totality of the circumstances to include the punched ignition, unable to contact registered owner, no occupant having licenses and community caretaking issue of leaving a vehicle with doors that do not lock to be stolen again by someone with a screwdriver. Asotin County SO jail would NOT confirm the warrant due to jail population being too full. Male and female released at the scene and ordered to walk northbound to meet their ride coming from Spokane area.

240919-01 – Responded to a request for assistance from an adult female who had not heard from her adult granddaughter for two days after leaving with younger adult male she had just met online. Phone went immediately to voicemail. Based upon the mental illness history of the granddaughter and fact she has been off meds for three months I designated her endangered, thereby, allowing me to enter her into state/national database as a missing person. Granddaughter called grandma later same day advising she was fine. Granddaughter removed from WACIC/NCIC as missing.

9-14-24 worked Palouse Days in which I coordinated traffic control for intersection of Main Street and Bridge Street with off duty deputy during parade. Participated in a very cold "Dunk The Cop" dunk tank activity in an attempt to raise money for Vikotics. Barley race ran with no issues. Road opened back up around 1600 hours. Big thanks to WCSO Deputy Petersen for leading the parade and handling the traffic control for thirty to forty minutes while I opened up Sgt. Jacob Demand Way at Main Street and closed it off again at Hall and Main Streets. Big thanks to public works for hauling out all the white barriers for road closures. Next up – Haunted Palouse.

Spent ten to twelve hours with Mitch Lackey from Public Safety Testing and completed Palouse Police Department audit over three days. Report to be issued within thirty days.

Anderson

09/19/24
15:58

Palouse Police Department
Law Incident Summary Report, by Responsible Officer

1100
Page: 1

Number Time and Date Nature Address Locn Dsp

Agency: Palouse Police Department

Officer: Joel Anderson

240905-01	09:43:12	09/05/24	Fraud	S
240905-02	14:52:32	09/05/24	Traffic Hazard	S
240906-01	11:26:53	09/06/24	Suspicious	N
240906-02	11:48:36	09/06/24	Unconsciousness	S
240908-01	09:36:55	09/08/24	Alarm Burglary	S
240909-01	10:55:45	09/09/24	Fraud	S
240909-02	11:13:23	09/09/24	Agency Assist	N
240909-03	11:36:15	09/09/24	Animal Stray	N
240910-01	12:47:45	09/10/24	Juvenile Prob	N
240911-01	11:50:13	09/11/24	Animal Problem	N
240911-02	13:05:26	09/11/24	Parking Problem	N
240912-01	12:33:25	09/12/24	Accident Noninj	S
240912-02	14:03:36	09/12/24	Traffic Offense	N
240913-01	15:48:33	09/13/24	Juvenile Prob	N
240913-02	16:07:40	09/13/24	Juvenile Prob	N
240914-01	14:48:37	09/14/24	Traffic Offenses	S
240916-01	11:04:47	09/16/24	Abandoned Vehicle	S
240917-01	11:49:50	09/17/24	Custodial Int.	N
240917-02	14:53:34	09/17/24	Medical	S
240917-03	15:14:51	09/17/24	Animal Problem	N
240918-01	08:41:39	09/18/24	Suspicious	S
240918-02	15:02:00	09/18/24	Found Property	S
240919-01	11:37:25	09/19/24	Suspicious	S

Total Incidents for This Officer: 23

Total Incidents for This Agency: 23

Total Incidents for This Report: 23

Report Includes:

All dates greater than `00:00:00 09/05/24`
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/rpt02262q-rplwlsr.r1_2 ***