**City of Palouse**

**City Council Minutes**

**March 25, 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 7:03 PM.

Councilmembers present: John Snyder, Leslie Sena, Molly Quigley, Ann Barrington

Councilmembers absent: Rainy Anderson, Robert Brooks

City Staff Present: City Administrator Misty La Follett

Councilmember Barrington moved to excuse Councilmembers Anderson and Brooks from the meeting. The motion was seconded by Councilmember Sena and unanimously approved.

**APPROVAL OF MINUTES**

Regular Council Meeting - March 11, 2025: Council discussed corrections. Councilmember Sena moved to amend the minutes with the proposed corrections. Councilmembers Snyder, Sena and Quigley voted to approve. Councilmember Barrington abstained since she was not present for the meeting. Motion carried.

Councilmember Snyder moved to approve the March 11, 2025 minutes as amended. The motion was seconded by Councilmember Sena. Councilmembers Snyder, Sena and Quigley voted to approve. Councilmember Barrington abstained since she was not present for the meeting. Motion carried.

**OPEN FORUM**

Barb Hodson addressed the Council about her concerns with employee and Council member turnover.

Cheryl Sanders addressed the Council wondering when there will be closure on decisions regarding the Police Department.

Laura Aichele requested updates on the status of Auxiliary Dwelling Unit ordinance.

**PUBLIC WORKS REPORT**

Public Works Superintendent Wolf submitted a written report (attached)

**POLICE REPORT**

Officer Anderson submitted a written report (attached)

**CITY ADMINISTRATOR REPORT**

Whitman County Health Department will continue funding swim lessons this Summer.

Working with the Pool Manager to develop a Polices and Procedures Manual for the pool, to ensure year-to-year continuity and knowledge transfer.

Palouse Market has applied to renew their liquor license. Council expressed no objections.

State Recreation and Conservation office maintenance grant for the pool has been delayed by State financial challenges. Will not impact opening of the pool this Summer.

10 boxes of life jackets were given to the pool by Washington State Parks Boating Program . Will be distributed at a water safety event this Summer.

**OLD BUSINESS**

None

**NEW BUSINESS**

Council reviewed a Memorandum of Understanding with Partners for Rural Washington to assist Palouse with locating funding for City priorities. No cost to the City. Councilmember Quigley moved to authorize the Mayor to sign the MOU. Councilmember Barrington seconded. Motion was unanimously approved.

**COMMITTEE REPORTS**

Personnel Committee, Chair Leslie Sena – Stephanie Welch has been hired as Deputy Clerk and will begin her duties soon. Continuing interviews for Public Works position. During her report, Councilmember Sena addressed concerns about personnel expressed during Open Forum. Much of the work performed by the Personnel Committee involves sensitive and confidential personnel matters that legally cannot be shared with the public. Working as quickly as possible to address the staff shortage in the City. A shortage of staffing impacts all areas of City operations and everyone is doing their best.

Policy Committee, Chair Ann Barrington – Auxiliary Dwelling Unit ordinances are in progress, it is a very long process. Received recommendations from the Planning Committee on December 24, 2024. The recommendations are now in legal review to be worded into an ordinance that will then be discussed by the Council. Policy development is a complex legal process, and the time required can be frustrating for both citizens and Council.

Joint Fire Board, Chair Rainy Anderson – Leslie Sena spoke in Councilmember Anderson’s absence. Setting up an email address for the Joint Fire Board secretary soon. Upgrading Information Technology at the Fire Station with a new printer and the addition of WiFi ability.

**COUNCILMEMBER COMMENTS**

Councilmember Quigley asked when vacant committee assignments will be filled. Mayor Sievers noted he is waiting to fill committee assignments until the vacant Council position #2 is filled.

**MAYOR’S REPORT**

Angie Griner resigned from City Council effective March 18, 2025. Applications are now being accepted for City Council Seat #2. Applications are due by April 4. Selection interviews and a vote by the City Council will be held at the April 8 Council meeting.

Met with a landowner about a potential new location for the cellular tower. The individual was reticent but open to additional conversations. Continuing work to site the new tower on City property.

Met with Palouse Basin Aquifer Committee about education and conservation trainings this Summer. Possibly have some City staff or elected official help on the Committee.

Attended the Thriving Community Conference. Trainer challenged us all to keep working hard to keep our cities strong.

Hired Stephanie Welch as new Deputy Clerk. Working on start date, etc.

**PAYMENT OF BILLS**

Councilmember Barrington moved to allow the payment of bills. The motion was seconded by Councilmember Sena and unanimously approved.

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| --- | --- | --- |
| Payroll Paid | EFT | $1,339.36 |
| Claims Paid | Check #14441 to 14459 | $32,518.51 |
|  | Total | $45,356.00 |
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**ADJOURNMENT**

Councilmember Barrington moved to adjourn the meeting. The motion was seconded by Councilmember Snyder and unanimously approved.

The meeting adjourned at 7:43 PM

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_