



2025-2030 Palouse  
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City of Palouse  
City Council Minutes  
May 27, 2025  
Palouse City Hall  
120 E Main Street  
Palouse, WA 99161

## CALL TO ORDER AND ROLL CALL

In the absence of Mayor Sievers, Mayor Pro Tempore Barrington presided over the meeting.

Mayor Pro Tempore Barrington called the meeting to order at 7 PM

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

Councilmembers absent: Danny Mullendore, Rainy Anderson

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

Councilmember Sena made a motion to excuse Councilmembers Mullendore & Anderson from the meeting. The motion was seconded by Councilmember Huff and unanimously approved. (Y-5 | N-0 | A-0).

## APPROVAL OF MINUTES

Councilmember Snyder made a motion to approve the minutes of the Regular Council Meeting – May 13, 2025. The motion was seconded by Councilmember Huff. The motion passed (Y-5 | N-0 | A-0).

## OPEN FORUM

Michael Echanove addressed the council in regards to the wastewater treatment facility and the loans that were approved in 2024 for distribution in 2025 and inquired if the city received the loan applications, and if the city found funds for the loan.

Barb Hodson addressed the council in regards to the ADUs and questions and concerns about them regarding permits, lot lines, surveys, cost, and water and sewer.

Kelsey Blair addressed the council in regards to summer hires and if the listings for summer hires were posted to keep the positions open to everyone to pick the most qualified person.

## NEW BUSINESS

Fire Chief Wil Edwards addressed the council about the urgent need to purchase a new fire truck. He asked the city to submit a loan application to the Washington State Treasurer's Local Program, which provides Washington municipalities with a cost-effective way to finance equipment and/or real estate projects. The consensus on Council was to move forward with the initial loan documents, but final approval to proceed

with the loan will be at an upcoming council meeting. Discussion and questions followed. See the attached report.

## PUBLIC WORKS REPORT

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

## POLICE REPORT

Officer Anderson submitted a written report (attached).

## CITY ADMININSTRATOR REPORT

(CA) La Follett gave an update with the road oiling and informed us that the prior company retired, and that POE Asphalt won the bid for this year in the amount of \$34,560, which is covered by the road levy. Approval by council would be needed to proceed with next steps. Discussion followed.

Councilmember Sena made a motion to approve POE Asphalt. Councilmember Snyder seconded the motion. The motion passed (Y-5 | N-0 | A-0).

(CA) LaFollett addressed council in regards to the pool. Opening day is June 13<sup>th</sup> and we will know more about closing date once we know when school starts up in the fall. The city will charge for swim lessons for non-Whitman County residents and Whitman County Health is paying for our county residents. We are still finalizing how to check people in and out of the pool.

(CA) LaFollett gave a big thank you to the Arndt's for spending over 50 hours of their own time picking up slash on Shady Lane.

(CA) LaFollett will be out of the office on Thursday and Friday and will send out the annual report by May 30<sup>th</sup>.

## OLD BUSINESS

Councilmember Barrington updated council on the ADUs. Some of the topics covered were:

- We are still awaiting legal input from our lawyer, Eric.
- Barb Hodson inquired about setbacks, and Councilmember Barrington clarified that this would be an additional ordinance, with all current setback requirements still applying.
- There is a proposed limit that total structures, including ADUs, cannot exceed 48% of the lot's square footage.
- The policy committee noted everyone should have input, especially regarding parking: each ADU would require its own off-street parking space, to be considered by the owner.
- ADUs must be connected to municipal water. Owners can choose if the ADU has a separate water meter, but water rates would increase similarly to duplexes. If the main unit is connected, so must be the ADU.
- An amnesty provision is being considered: current ADU owners would have one year to apply, pay a fee, and bring their property into compliance.

- (CA) LaFollett included water/sewer hookup fees are \$1,825 if not already connected, \$1,000 if already hooked up.
- Councilmember Quigley asked about inspections; Councilmember Barrington and (CA) LaFollett confirmed properties would be checked by an inspector, but Councilmember Sena favored self-reporting rather than inspecting every garage.
- There was discussion about penalties for not reporting an ADU and questions about the grace period, especially for new buyers unaware of the policy.
- The topic will return to the Planning Commission for clarification, with further discussion scheduled for the next meeting.
- Councilmember Barrington reminded everyone that an ADU is a unit that has a kitchen, bathroom, and sleeping facilities – either attached or detached.
- Councilmember Sena supported the one-year amnesty, giving owners time to comply and pay fees.
- The council agreed to keep the ADU ordinance on the agenda and wait for the City Attorney's response before moving forward.

#### OTHER NEW BUSINESS

Mayor Sievers submitted updated committee appointments to reflect the addition of our newest councilmember:

Budget, Finance & Major Acquisitions: Chair Rainy Anderson, Ann Barrington, Molly Quigley

Streets, Property & Facilities: Chair Danny Mullendore, Rainy Anderson, Jacquelyn Huff

Personnel Committee: Chair Leslie Sena, Jacquelyn Huff, John Snyder

Water & Sewer: Chair John Snyder, Jacquelyn Huff, Danny Mullendore

Policy & Administration: Chair Ann Barrington, Rainy Anderson, Leslie Sena

Joint Fire Board: Chair Molly Quigley, Danny Mullendore, Leslie Sena

#### COMMITTEE REPORTS

Budget, Finance, Major Acquisitions, Chair Anderson – Councilmember Barrington gave the update for the committee, which was that they did have meeting, they had some questions sent to (CA) LaFollett, who answered them, and they are working to have another meeting with her.

Streets, Property, & Facilities, Chair Mullendore – No report.

Personnel Committee, Chair Leslie Sena – No report.

Water & Sewer, Chair John Snyder – There is a funding deadline of July 1, 2025. We have reviewed over 300 pages of documents, with little change from five years ago. Issues include a requirement for non-organic nitrogen to fix a technology that does not currently exist, and ongoing problems with water temperature (the main current complaint). Costs continue to rise. The situation has been problematic for more than 20 years. The Committee has significant work ahead.

Policy & Administration, Chair Ann Barrington – The ADU addition and the draft CIP (Capital Improvement Plan) are both under review by the City Attorney, with hopes to pass the CIP soon. A 2004 resolution on bulk water policy was found, which sets rates for water sold to non-residents. The policy committee noted tracking issues with one part of the old policy. A new resolution is being reviewed by the City Attorney requiring payment for hydrant hookups, all of which are approved and managed by city staff.

Joint Fire Board, Chair Molly Quigley – Community Action Center Executive Director Jeff Guyett reported a high volume of non-emergency calls at Palouse Cove, such as requests to turn over in bed or change soiled bedding—tasks more appropriate for adult care, not EMS. The fire chief and EMS coordinator are concerned about crew burnout due to the frequent non-emergency calls. Since Palouse Cove is an NGO and doesn’t pay taxes, and because Pullman responds if the local EMS doesn’t, costs for the city and its transport contract with Pullman have increased—partly due to call volumes being twice what was planned. Suggestions included involving adult services or care, but options are limited; self-reporting and not inspecting every facility were discussed. Palouse Cove is independent living, not assisted living, so residents must qualify as independent, and there’s limited support from the Community Action Center. The issue has led to higher expenses and is prompting efforts to find solutions and raise community awareness.

COUNCILMEMBER COMMENTS

Councilmember Barrington reported on attending the Washington Brownfield Conference with Michael Echanove, where he was a keynote speaker alongside Doug Wilcox. They highlighted the City of Palouse’s successful brownfield project, which received significant positive attention and was frequently referenced throughout the event. Whitman County, including the Port of Whitman County, had strong representation at the conference, fostering a sense of community pride and connection. Councilmember Barrington brought the 2023 Phoenix Award to the conference, showcasing Palouse’s achievements.

Councilmember Barrington noted the availability of valuable resources and potential ideas for projects like the wastewater treatment plant, although some were considered long shots. She encouraged fellow council members to take advantage of the budget allocated for travel and conferences, emphasizing the benefits of networking and resource sharing at such events. The next infrastructure conference is scheduled for the first week of October 2025.

MAYOR’S REPORT

None.

PAYMENT OF BILLS

Councilmember Sena moved to allow the payment of bills. The motion was seconded by Councilmember Huff and unanimously approved (Y-5 | N-0 | A-0).

Payroll Paid		\$
Claims Paid	EFT + Check # 14558-14564	\$44,588.35
Total		\$44,588.35

ADJOURNMENT

Councilmember Snyder moved to adjourn the meeting. The motion was seconded by Councilmember Sena and approved unanimously (Y-5 | N-0 | A-0). The meeting adjourned at 8:03 PM.

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

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

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

DRAFT