



## **CALL TO ORDER AND ROLL CALL**

Mayor Sievers called the meeting to order at 7 PM

Councilmembers present: Danny Mullendore, Leslie Sena, Molly Quigley, Rainy Anderson, Jacquelyn Huff, Ann Barrington

Councilmembers absent: John Snyder

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

Councilmember Barrington made a motion to excuse Councilmember Snyder from the meeting. The motion was seconded by Councilmember Mullendore and unanimously approved. (Y-6 | N-0 | A-0).

## **APPROVAL OF MINUTES**

Councilmember Sena made a motion to approve the minutes of the Regular Council Meeting – July 8, 2025. The motion was seconded by Councilmember Huff and approved (Y-6 | N-0 | A-0).

## **OPEN FORUM**

Carmen Bolyard addressed council in regards to the Open Public Meetings Act (OPMA) training certificates and confirm we are following Washington state requirements. Members must be certified within 30 days to avoid penalties. All actions since 2019 must be reviewed and corrected for compliance, as current findings show non-compliance.

Paula Fealy addressed council to reiterate what Carmen Bolyard spoke about and to ensure that the letter submitted would be read aloud.

Kelsey Blair addressed council in regards to the levies being discussed. She noted that 17% of taxes are regular city taxes and 13% are special levies to Palouse, with over 30% of tax revenues directed to the City of Palouse. Before requesting additional levies, there is a need to demonstrate actual.

Barb Hodson addressed council with concerns that additional housing, including ADUs and annexations, will strain Palouse's water and sewer systems. She urged the council to resolve these issues and conduct studies before approving more housing. She also questioned selling bulk water, emphasizing the need to prioritize local water needs given current high costs and declining water tables.

Cheryl Sanders addressed council and emphasized the need to carefully review levies alongside expenditures and acquisitions to ensure responsible stewardship of public funds. She expressed support for maintaining the pool and suggested pursuing grant opportunities for pool funding.

Mayor Sievers read the submitted letter from Carmen Bolyard and Paula Fealy (attached).

**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 addressed council in regards to the pool. To receive the grant to update the pool, it will require a wheelchair lift installed, which could cost an additional \$10,000-\$15,000. The pool is also fully staffed and we have hired three new guards.

(CA) La Follett reported to council that she and Mayor Sievers attended an Inland Northwest Partners meeting in Malden last week, and has included a booklet for council members in their box.

(CA) La Follett reported that the auditors have been requesting information, has been supplying information when requested, but has not received a date from them yet.

Councilmember Barrington inquired about the wheelchair lift for the pool and if the grant money covered it.

(CA) La Follett reported that the grant money is for grant-specific items only, not the wheelchair lift.

**OLD BUSINESS**

Councilmember Barrington reported that the Planning Commission's recommendations and draft ADU ordinance are in the packet. Key concerns include parking, utility requirements (such as separate meters for ADUs), owner occupancy, rental restrictions, and amnesty/grandfathering for existing owner. Councilmembers are asked to review the draft and share initial feedback, with more discussion and Planning Commission input to follow. Discussion followed from councilmembers which included fee structure, water/sewer rates, electricity hookups, amnesty, penalties, monthly utility impacts, some of the contract language being revised, real estate challenges, and parking constraints.

Resolutions: 2025-03, 04, 05, & 06: Councilmembers had a discussion in regards to speaking in favor or against changing the levy amounts. Some of the key points were: suggestions to keep the levies the same; if the levies are raised too much, they might not pass; do current levies meet the city needs, or is more funding required; requested pool information earlier next year for better review; having the budget committee review the levies and recent spending before making a decision; emphasized the importance of steady funding increases for sewer/water infrastructure to avoid bigger future problems; even with an extra levy, revenue is only about \$0.12 higher per \$1,000 of assessed value than in 2003; effects of inflation on city costs.

Mayor Sievers read the following Resolutions:

Resolution 2025-03 | Excess Property Tax Levy - Infrastructure: Councilmember Sena made a motion to approve Resolution 2025-03. The motion was seconded by Councilmember Anderson. The motion passed (Y-5 | N-Quigley | A-0).

Resolution 2025-04 | Excess Property Tax Levy – Pool: Councilmember Mullendore made a motion to approve Resolution 2025-04. The motion was seconded by Councilmember Sena. The motion passed (Y-5 | N-Quigley | A-0).

Resolution 2025-05 | Excess Property Tax Levy – Streets: Councilmember Anderson made a motion to approve Resolution 2025-05. The motion was seconded by Councilmember Barrington. The motion passed (Y-5 | N-Quigley | A-0).

Resolution 2025-06 | Bulk Water Sales: Councilmember Sena made a motion to approve Resolution 2025-06. The motion was seconded by Councilmember Huff. The motion passed (Y-6 | N-0 | A-0).

## **NEW BUSINESS**

None

## **COMMITTEE REPORTS**

Budget, Finance, Major Acquisitions, Chair Anderson – No report.

Streets, Property, & Facilities, Chair Mullendore – Had a meeting with Jacquely. We are trying to aim for the second Monday of the month going forward.

Personnel Committee, Chair Leslie Sena – No report.

Water & Sewer, Chair John Snyder – Absent, no report.

Policy & Administration, Chair Ann Barrington – No report.

Joint Fire Board, Chair Molly Quigley – We had a quick meeting last night. Larry West turned in his resignation after 13 years. Approved Robby Schoepflin to finish out the term and put his name on the ballot for November. We have not heard anything about the loan yet, and maybe investigating the purchase of a used tanker.

## **COUNCILMEMBER COMMENTS**

Councilmember Quigley brought her OPMA (Open Public Meetings Act) certificate.

Councilmember Sena commented that the OPMA training is free, you do not have to be an elected official, and that anyone can print out a certificate, including that there is not any statewide tracking of it for records.

Councilmember Anderson asked if we do the training for our job, can we bring that certificate in, and the answer was yes.

## **MAYOR'S REPORT**

Mayor Sievers reported attending the Inland Northwest Partners meeting in Malden, WA, last Wednesday, which was helpful and provided valuable resources and case studies for community improvement. Encouraged all to review the resource for practical ideas. Also met with Attorney Eric Hanson to discuss communication strategies.

Mayor Sievers reported meeting last Friday with Christine Gilmore from Rural Development Initiatives and Kelly Keene from Partners for Rural Washington. The meeting focused on opportunities for skill-building workshops and a community visioning process for Palouse and the surrounding region. A follow-up call with Christine is scheduled to continue the conversation. These initiatives offer promising options for long-term, future-oriented planning and improved collaboration between the council and community.

Mayor Sievers reminded the council that the Infrastructure Assistance Coordinating Council (IACC) conference in Wenatchee, and councilmembers are welcome to attend. Noted that during the same week, a PLACES workshop will be held in Gig Harbor, organized by the Washington Department of Archaeology and Historic Preservation (DAHP), focusing on community historic preservation and economic development. The DAP workshop is scheduled for October 8-10, 2025, while the Infrastructure Assistance Coordinating Council (IACC) conference in Wenatchee is October 7-9, 2025, with registration for IACC opening at the end of July. Both workshops offer valuable opportunities for community engagement and development.

#### **PAYMENT OF BILLS**

Councilmember Anderson moved to allow the payment of bills. The motion was seconded by Councilmember Huff and unanimously approved (Y-6 | N-0 | A-0).

Payroll Paid	EFT + Check #14674-14675	\$17,013.60
Claims Paid	EFT + Check # 14676-14689	\$54,807.02
	Total	\$71,820.62

#### **ADJOURNMENT**

Councilmember Sena moved to adjourn the meeting. The motion was seconded by Councilmember Anderson and approved unanimously (Y-6 | N-0 | A-0). The meeting adjourned at 8:43 PM.

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

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

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

Palouse Police Department report for Palouse City Council Meeting July 22<sup>nd</sup>, 2025:

Twenty one calls for service with ten ordinance related.

One callout.

250710-03 – While working patrol I was contacted by a Palouse citizen requesting Palouse PD reach out to the junk vehicle hauler she heard removed inoperable junk vehicles from citizens property at no cost to them. The citizen had recently heard another citizen raving about Dakota's Towing Junk & Auto Removal Service customer service and rapid response time. The citizen determined this was the solution for getting rid of an old vehicle on her property. Dakota's Towing responded the next day and quickly removed the vehicle. I later received a text from the citizen that read "this is great for our town!"

250710-04 – While off duty and on call I received a phone call from a worried citizen advising their elderly father in law with memory issues had not been heard from in twelve hours. I am familiar with the male and the type of vehicle he drives. The father in law was not answering his phone and did not tell anyone where he was headed that morning. Based upon the totality of the circumstances to include the male's age and memory issues, I coordinated with dispatch to get his physical description and vehicle information into the nationwide database ASAP. Luckily, a short time later, the reporting party called to state he had returned safely.

250711-01/250711-02/250711-03 – Three properties were in violation of the public nuisance ordinance by having old appliances in their driveway or yard. I knew Dakota's Towing Junk & Auto Removal Service was responding to Palouse to assist a citizen by removing a junk vehicle for them. Dakota agreed to remove a refrigerator/stove at one address, a refrigerator/chest freezer at another address, and lastly, two large piles of scrap metal to include old tools, car batteries, fire extinguishers, and car parts from a third address that had requested to be notified when Dakota was available to help them get this junk off their property. This allowed all residences to gain compliance with the public nuisance ordinance at no cost to them. One citizen said it was going to cost them \$50 to have a business remove his appliances. Another stated they had no working pickup and "that would be amazing" to have Dakota remove them at no charge. Dakota's Towing Junk & Removal Service is licensed, bonded, insured and continues to help beautify and improve quality of life in Palouse.

250716-01 – While on patrol I observed a vehicle parked in the angle parking at the intersection of E Main St and Bridge St with a for sale sign in the front window and driver side window. I text the phone number on the for sale sign and advised it is a violation of Palouse Municipal Code 10.32.170 which prohibits the display of a vehicle for sale on the public roadway. The citizen quickly removed the vehicle within hours.

250716-02 – While on patrol I was contacted by a citizen who had used Dakota's Towing Junk & Removal Service two previous times to remove a large amount of scrap metal from his property. The citizen advised his thirty year old vehicle had broken down on him again in the city limits of Palouse and wanted Dakota to remove it at no cost to the citizen. The citizen advised he was also making another large pile of scrap metal for Dakota to remove with the vehicle. The spouse of the citizen called to confirm the request and stated "Dakota provides a wonderful service and I think it is great we can help him like he helps us." Dakota was able to respond and remove the vehicle within thirty six hours as well

as remove another large pile of junk to help the citizen stay in compliance with public nuisance ordinance. This citizen has done a TON of work cleaning up his property thanks to the assistance of Dakota's Towing Service.

250716-03 – While off duty and on call I received a call from a Palouse citizen upset about a near collision involving a possible DUI driver. The citizen advised they were traveling southbound on SR27 near milepost 8 when a vehicle traveling northbound crossed the centerline. At the last second, the possible DUI driver swerved and corrected back into the northbound lane just before the reporting party was about to swerve into the ditch to avoid the collision. The victim advised the suspect vehicle was a white Ford Flex with an older female driver. No license plate number was observed. I signed into service and did an area check trying to intercept the vehicle if it came into Palouse. I was unable to locate any Ford Flex driving through Palouse or near the bars downtown. A similar looking vehicle of different make and model was located near a residence but it is unknown if the actual vehicle turned off before Palouse.

250717-01 – While on patrol I received a call from a citizen advising a vehicle had lost a load of about fifteen to twenty hay bales on the curve where W Church St turns into SR272. I responded and was able to clear all the bales out of the eastbound lane and onto the shoulder of the roadway. I received a call from the hay bale owner who advised they would be in route to load up the hay bales. I stood by upon his arrival, helped him load the hay bales on the flatbed trailer and directed traffic as the eastbound lane was shut down until all bales were loaded.

July 4<sup>th</sup> was one of the quietest I have experienced in the last seven years in Palouse. There was ONE firework complaint at 2230 hours because the citizen believed the noise ordinance was being violated. I explained City of Palouse adopts state law RCW 77.70 in regards to hours allowed for discharging fireworks. The law allows fireworks to be discharged until midnight. The state law therefore trumps the noise ordinance for that day. The good news is, that by all accounts, fireworks city wide were done by 2245 hours.

I had multiple citizens make contact following July 4<sup>th</sup> asking how to dispose of fireworks. Whitman County allows for the disposal of fireworks in regular household garbage/trash after thoroughly soaking them in water, wrapping them in plastic and double bagging them.

On 7-8-25 I attended the every other month meeting among local law enforcement heads that are dispatched by Whitcom.

07/17/25  
13:24

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					
250707-01	19:28:10 07/07/25	Animal Problem	N		INA
250708-01	10:21:08 07/08/25	Animal Problem	S		INA
250708-02	10:22:20 07/08/25	Fireworks	N		INA
250709-01	11:14:06 07/09/25	Animal Problem	S		INA
250709-02	15:22:25 07/09/25	Suspicious	S		INA
250710-01	14:57:34 07/10/25	Juvenile Prob	N		INA
250710-02	14:58:37 07/10/25	Fraud	N		INA
250710-03	15:58:14 07/10/25	Code Violations	S		INA
250710-04	18:37:05 07/10/25	Missing Person	S		INA
250711-01	12:14:19 07/11/25	Code Violations	A		INA
250711-02	12:14:44 07/11/25	Code Violations	N		INA
250711-03	12:15:09 07/11/25	Code Violations	N		INA
250711-04	16:15:58 07/11/25	Found Property	N		INA
250713-01	13:45:42 07/13/25	Traffic Offenses	S		INA
250714-01	10:12:02 07/14/25	Disabled Vehicle	S		INA
250715-01	10:28:34 07/15/25	Animal Problem	N		INA
250715-02	15:48:17 07/15/25	Civil	N		INA
250716-01	10:54:04 07/16/25	Code Violations	S		INA
250716-02	15:01:58 07/16/25	Code Violations	S		INA
250716-03	19:31:48 07/16/25	Traffic Offense	S		ACT
250717-01	09:14:02 07/17/25	Traffic Hazard	N		INA
Total Incidents for This Agency:			21		

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Total Incidents for This Report: 21  
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Report Includes:

All dates greater than `00:00:00 07/05/25`  
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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\*\*\* End of Report /tmp/rptwoalei-rplwizr.r3\_1 \*\*\*  
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## **Public Works Superintendent Council Report**

**Date: July 17, 2025**

### **WATER:**

We replaced a meter on the south hill on Wednesday. We also replaced all the pieces from the poly line to the meter.

Not many locates this month.

We are going to start flushing hydrants soon.

### **SEWER:**

We hauled out 2 more loads of bio solids last week.

Outside of a couple of minor issues with the press it seems to be running well. We are down to pressing twice a week.

### **POOL:**

Everything seems to be running smoothly so far. Hopefully we can get through the season trouble free.

### **ARTERIAL STREETS:**

Chad is going to back blade a couple of roads that were oiled and now really rough.

### **STREETS:**

Mike sprayed more curbs on the north hill.

Morgan is about done painting parking stripes on Main Street.

Ainsley and Morgan have been doing a little weed eating around town.

### **OTHER:**

Mike will be on vacation in the last week of July.

### **PARK:**

We hauled benches, tables, and garbage cans to the west shelter for the Ice Cream Social. We checked all the outlets also. Dominick and Ainsley have been working on resetting and replacing sprinklers around town.



Addressed to: City Administrator, Mayor and City Council Members

120 East Main Street, Palouse WA 99161

Written Communication addressed to the city council; meeting July 22, 2025 @ 7 pm. Open forum:

Recognition by the Chair,

Name of concerned citizens: Carmen Bolyard and Paula Fealy

Subject: OPMA (Open Public Meeting Act) training requirements, Public Records Officer Training requirements

Respectfully submitted to each Council Member, Mayor, and City Administrator is a comprised six page letter reciting the RCW's regarding

1) OPMA training certificates that must be acquired by all Council members, including the Mayor and City Administrator and

2) Public Records Officer.

RCW 42.56.150

“...2a Officials must complete training no later than ninety (90) days after the date the official either: i) takes the oath of office, if the official is required to take an oath of office to assume his or her duties as a public official or ii) Otherwise assumes his or her duties as a public official; and;

2b Complete refresher training at intervals of no more than four years for as long as he or she holds the office”

RCW 42.30.205 Same requirements as RCW 42.56.150

RCW 42.56.152 Training-Public Records Officers

2a Complete training no later than ninety (90) days after assuming responsibilities as a public records officer or records manager; and

2b Complete a refresher training at intervals of no more than four years as long as they maintain the designation.

RCW 42.56.580 “Each state and local agency shall appoint and publicly identify a public records officer....”

Summary of implications if the City of Palouse does not comply with the Washington Open Public Meetings Act (OPMA)

1. Actions are Null and Void: Any decision or action made at a meeting held in violation of the OPMA is automatically null and void.
2. Personal Liability for each member of the governing body: \$500 for the first violation and \$1000 for each subsequent violation.
3. Potential Lawsuits and Attorney Fees. Any person can file a lawsuit to address violations of the OPMA. If the lawsuit is successful, the City may be required to pay the plaintiff's attorney fees and costs.
4. The OPMA mandates that all members of governing bodies complete training on the act within 90 days of taking office and refresher training every four years. FAILURE TO DO SO WOULD INDICATE A LACK OF COMPLIANCE.
5. Public Records Officer must complete training within 90 days of employment.
6. Public Records Officer need refresher training every four years.

We respectfully request the following:

- 1) Violations must be corrected within 30 days to be in compliance or we will proceed with an Attorney and State Auditor's Office.
- 2) Certification of completion needs to be on record at City Hall for compliance verification.
- 3) The Council must review and revoke on all legislative ordinances and administrative resolutions passed by the Mayor and Council Members from January 1, 2019 through July 22, 2025. All actions up to current date are null and void due to non-compliance.