



City of Palouse
City Council Minutes
August 12, 2025
Palouse City Hall
120 E Main Street
Palouse, WA 99161

CALL TO ORDER AND ROLL CALL

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

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

Councilmembers absent: Rainy Anderson

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

Councilmember Snyder made a motion to excuse Councilmember Anderson from the meeting. The motion was seconded by Councilmember Sena 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 22, 2025. The motion was seconded by Councilmember Huff and approved (Y-5 | N-0 | A-Snyder).

OPEN FORUM

Paula Fealy requested that Mayor Sievers read the letter submitted to council aloud from herself and Carmen Bolyard. Mayor Sievers read the letter aloud (attached).

Carmen Bolyard addressed council to reiterate some of the topics in the letter read aloud by Mayor Sievers from Paula Fealy, including rate increases, a raise mid-term, and compliance with OPMA.

Patty Rippee inquired about the status of identifying the vandal responsible for damages in Palouse, and expressed concern over lack of improvements at the Native Plant Walk Park. Additionally, she asked when it became prohibited to park in the downtown area with a "For Sale" sign displayed in the vehicle.

Barb Hodson addressed council in regard to the water in Palouse, noting that no planned development should be approved outside the city's existing system. She expressed concern over additional housing units being added to residential yards and the strain this may place on existing systems. She requested that questions from concerned citizens be addressed under "Old Business" at each meeting.

Jamie Gaber updated council on Haunted Palouse 2025, noting that planning is underway with commitments from major groups, school groups, the police station, and downtown businesses. She plans to meet with the Chamber of Commerce tomorrow (August 13th) and will keep the community updated. She also reported significant progress at the Native Garden, with volunteer efforts including path restoration, weeding, watering, and plant maintenance, in coordination with the Phoenix Conservancy. Plans include labeling plants following Kamiak's model and following Conservancy recommendations for future plantings.

Katrina Shelton addressed council to represent the elderly core of Palouse, urging the council to reconsider the proposed water and sewer bill increases. She emphasized that the elderly, who built the town, may face difficult choices between medical needs and paying increased utility bills. She urged the council to protect the elderly in their decisions.

Michael Echanove addressed the council regarding the upcoming vote on an \$8+ million loan for ecology-related projects, including \$1.9 million for engineering work and \$6.3 million for sewer infrastructure and plant improvements. He expressed concern about the lack of public meetings and transparency on the project, highlighting that the council will be authorizing a \$23 million project without sufficient community input. He urged the council to delay approval until after proper workshops and public discussions, and thanks them for their time.

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 reported that she, Councilmember Mullendore, and Mike Wolf met with TD&H regarding project submissions. TD&H recommended combining all chip-sealing into one larger project to improve funding chances. Sidewalk extension plans include connecting Palouse-Cove Road to the Native Plant Walk, continuing along the city easement by the car wash to the bridge, and creating a continuous sidewalk from Harvest Loop and Amber Ridge into downtown to connect South Hill and North Hill. Another project would extend the sidewalk from F Street to the school, add catch basins to address drainage issues, and potentially install flashing crosswalk lights at Highway 27. Estimated cost is \$744,000. (CA) La Follett requested council consent to proceed with the Transportation Improvement Board (TIB) application; formal resolution not yet required, including that these are part of the projects on our Six-Year Transportation Improvement Plan (STIP). Discussion and questions/answers followed.

Councilmember Sena made a motion to submit these projects on the application for TIB funding. The motion was seconded by Councilmember Huff and unanimously approved (Y-6 | N-0 | A-0).

(CA) La Follett reported that minor equipment malfunctions at the pool were identified and repaired. The pool is scheduled to close for the season on August 22nd, the Friday before school starts, with sufficient lifeguards available to operate until that date.

(DC) Welch informed council of two quotes for a damaged headstone replacement. Costs would be between \$1,100 - \$2,100. Discussion followed regarding cemetery maintenance costs, which are over budget by more than \$10,000 this year, the extent of the damage, and whether the city has a contract outlining coverage. Concerns were raised about whether the type of mower used may be contributing to damage. (CA) La Follett noted the option of contracting mowing for liability purposes was considered, but found too costly and will consult the city attorney to clarify responsibilities before proceeding. Council will wait before making a decision.

OLD BUSINESS

Approval of Ecology Funding Offer:

Mayor Sievers and Councilmember Snyder reviewed the history and status of the city's long-running wastewater treatment compliance issues and funding options. The Department of Ecology has offered low-interest loans (1.2% and 1.6%) totaling over \$8 million, with no obligation to spend unless funds are drawn. Mayor Sievers outlined regulatory challenges from the EPA and Ecology related to river discharge temperature and upcoming nitrogen limits, past studies of alternative solutions, and rising costs now estimated at \$23+ million. Funding commitments could improve eligibility for additional grants. Council discussed project history, public communication, potential alternative treatment methods, rate impacts, and timing of expenditures. Concerns were raised about moving forward before a public workshop, but it was noted that missing the end-of-month deadline could jeopardize funding and require restarting the application process.

Councilmember Mullendore made a motion to move forward with the signing of the letter and accepting funding from the Department of Ecology, with no obligation to use funds. The motion was seconded by Councilmember Sena and approved (Y-5, N-Quigley, A-0).

Accessory Dwelling Unit (ADU) Discussion:

Councilmember Barrington continued discussion on the ADU policy, reviewing Planning Commission questions on the draft. Topics included potential conflicts between water/sewer and electrical requirements, with water/sewer connections left to owner discretion due to cost concerns, and electrical service requiring a separate meter for safety and accessibility. Chuck Stemke noted ADUs typically expand existing structures, creating less infrastructure strain than new developments. Parking was identified as the primary public concern, particularly on narrow North Hill streets during snow removal; existing variance options through the Board of Adjustment (BoA) could apply. The draft also includes an owner-occupancy requirement to help maintain community character and limit short-term rentals. The item was tabled and will return to the agenda at the next meeting.

NEW BUSINESS

None.

COMMITTEE REPORTS

Budget, Finance, Major Acquisitions, Chair Anderson – Absent. Mayor Sievers informed council that they did have a budget meeting. Councilmembers Barrington & Quigley included that they did start talking about moving forward with the 2026 budget. (CA) La Follett had printed spreadsheets for the budget committee.

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

Personnel Committee, Chair Leslie Sena – No report.

Water & Sewer, Chair John Snyder – No additional information to report.

Policy & Administration, Chair Ann Barrington – No report.

Joint Fire Board, Chair Molly Quigley – We will be having a meeting next week.

COUNCILMEMBER COMMENTS

None.

MAYOR'S REPORT

Mayor Sievers encouraged council and those in the audience to thank state representatives for their assistance securing funding in the state's Capital Budget (\$773,000) to help with the wastewater project.

Mayor Sievers reported meeting with the budget committee on July 30th, as well as attending a Port of Whitman Brownfields Advisory Committee meeting, and the Port of Whitman Economic Development Information meeting, also on July 30.

Mayor Sievers reported on the visit to the cell tower site with representatives from Horizon/Verizon, the landowner, and the leaseholder to discuss a proposed lease swap; further discussion and possible action will occur at the next meeting.

Mayor Sievers attended the National Brownfields Conference in Chicago; sessions were productive, with valuable community stories and connections made.

Mayor Sievers spoke with the city attorney regarding resident concerns from Fealy and Bolyard; awaiting information to respond within the next few days.

Mayor Sievers met with WSDOT representatives regarding the Whitman Street / Highway 27 rail crossing to address safety issues, particularly in winter. Discussed the possibility of additional signage and coordinating with the Port of Whitman and WSDOT Eastern Region staff.

Mayor Sievers met with Port of Whitman staff regarding the proposed easement swap for the cell tower and its effect on bringing fiber to the tower location.

Mayor Sievers met with residents to discuss city code concerns and is working with the city attorney on related issues. Provided information to council members about tracking training through the AWC website and encouraged members to complete any outstanding trainings, particularly for OPMA & Public Records, and submit certificates, and maintain updated records.

PAYMENT OF BILLS

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

| | | |
|--------------|---------------------------|--------------|
| Payroll Paid | EFT + Check #14690-14711 | \$58,558.06 |
| Claims Paid | EFT + Check # 14712-14747 | \$79,195.33 |
| | Total | \$137,753.39 |

ADJOURNMENT

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

APPROVED: _____

ATTEST: _____

DATE: _____

DRAFT

Addressed to: Mayor, City Council Members, City Administrator

120 East Main Street, Palouse WA 99161

Written communication addressed to the city council; meeting August 12, 2025 @ 7pm.

Open forum

Name of concerned citizens: Carmen Bolyard and Paula Fealy

Subject: Palouse Municipal Code violations and

Increase compensation to the Mayor, Feb 25, 2025

Reference July 25, 2025 letter addressed to Council Members, Mayor, and City Administrator

RCW 35.23.535

Utilities—Maintenance and operation—Rates.

"...Rates shall be fixed by ordinance for supplying water,..."

13.16.020 Required – Accuracy.

"No water shall be used or consumed unless through use of a water meter that is in good operating condition and correctly measures the water." Water meter was broken and billed on broken meter for 14 months

13.20.030 Water rates within city limits.

Twenty-three dollars per month per meter for the first 600 cubic feet of water metered, and thereafter \$1.50 per each additional 100 cubic feet or increment thereof metered.

13.20.060 Water rates outside city limits.

Twenty-nine dollars and forty cents per month per meter for the first 600 cubic feet of water metered, and thereafter \$1.50 per each additional 100 cubic feet or increment thereof metered.

13.20.065 Funding for water system reserve fund.

In addition to the monthly rates established for water service under PMC 13.20.030 and 13.20.060, the following sums shall be paid by water system customers to fund the **water system reserve fund: \$3.00 per month per meter**

13.40.010 Sewer service rates and charges.

C. Thirty dollars per month for all others.

Public Works Superintendent Council Report
Date: August 10, 2025

WATER:

Andy from DOH came here on Thursday to do an inspection of the water system. The inspection happens every 5 years. We had no errors in the paperwork and the sampling schedule looked good and the samples met on time. We then inspected the wells, reservoir, and booster pump. Everything looked good and Andy was happy with everything. Our telemetry system has stopped working 4 times in the last month. Two weeks ago, on a Sunday morning, the telemetry system stopped and overflowed our reservoir. It is becoming more of a problem now than in the past.

We've investigated a couple of low water pressures at residents and in both cases the problem was on the residents' side.

We read meters at the end of July.

We pumped 11,009,600 gallons for the month of July.

We've done a few locates for the month.

We replaced a meter and all the fittings on our side for a resident on the south hill.

SEWER:

Our lift station off Cove Road has had a few problems. The weekend before last the pump was jammed up with rags. This problem occurred during that week. There were a lot of rags that residents were flushing and kept jamming the pump up. Not is it only costly when this happens but the lift station is not designed for that many houses. Palouse septic came and sucked the lift station out as Roach Construction did 3 weeks ago.

The Cove Road lift station has alternating pumps and one of the discharge pipes is broken and needs to be repaired ASAP. We are only working with one pump there and not two. KME is working on a quote to do the repair.

POOL:

The ring that holds the lid on the chlorinator broke overnight last night. The water was spraying throughout the chlorine room this morning when it was discovered. The repair is done. There were no issues during the swim meet.

OTHER:

Ainsley's last day was August 1st.

PARK:

An irrigation pipe broke by the pool house. It was repaired when Mike came back from vacation.

Palouse Police Department report for City of Palouse Council meeting August 12, 2025:

Thirty three calls for service since last council. Eleven of the calls were ordinance related.

Four infraction citations issued.

One callout.

250720-01 – While off duty and on call I received a call from a citizen reporting illegal burning of yard waste down the street. I knew the resident of the house in question and called him advising Palouse Outdoor Burning Ordinance 8.32 does not allow for the burning of yard waste/clippings and is in effect year round. The Palouse burning ordinance is often more restrictive than any county/state burning ban so be sure to be familiar with it as it can lead to high monetary penalties for infractions issued.

250723-03 – While on patrol I was contacted by a citizen that wanted to report a week old theft from her vehicle. The citizen advised they had just bought a six pack of bottled beer and placed it on the front passenger floorboard of their convertible vehicle while parked in front of the grocery store. The citizen then went across the street to run an errand. Upon return the citizen discovered that someone had removed two bottles of beer from the six pack. No witnesses and no video.

250723-04 – While working uniformed traffic enforcement I observed a vehicle with no tabs on the rear plate. A check of the plate revealed the tabs expired four months earlier even though they weren't being displayed. The driver had no vehicle insurance. Two infractions issued for expired tabs over two months and no proof of vehicle insurance.

250724-01 – While working patrol I received a text from a citizen advising they had just observed a four foot long iguana in a yard on the north hill. I responded to the area and observed the home owner out with the iguana. Using my resources within the community I contacted a reptile owner who was familiar with catching exotic animals. After a few failed attempts the citizen brought a cat carrier and placed it on the ground which the iguana quickly scurried into and was secured with the door shut. I called Pullman Humane Society, WSU Vet Clinic, TLC Vet and Pullman PD Animal Control in an attempt to find a location to place the iguana. I was alerted of an organization called Pint Sized Rescue out of Pullman. The Director of the organization quickly agreed to come out and take custody of the iguana until we could find the owner. Pint Sized Rescue immediately arranged for a full health exam via WSU Vet Clinic on the iguana and learned the animal was in dire health. The animal had a body score of two out of nine, had not eaten in weeks and had virtually no hydration in its blood. The iguana had to be slowly hydrated intravenously over the course of a week. The owner's mother saw the City of Palouse email/posting about the iguana and contacted me. She advised the iguana had escaped a week prior after her daughter was forced to take an extended absence from the area. The owner's mother said she wanted to sign over ownership to Pint Sized Rescue so the iguana could be rehomed and get the care it needed. I am awaiting the full WSU Vet Clinic health exam report on the iguana in order to meet the filing standards for Animal Cruelty First Degree charges.

250728-03 – While working patrol I received a call from Palouse Grocery advising they had a teenager from out of the area detained for attempted shoplift. I responded to the area and made contact with the female juvenile with her father present. Store employees witnessed the juvenile put two large size

Mike's Hard Lemonade cans in her backpack. Store employees had been tipped off this juvenile had stolen the same items from the store on two previous occasions. Juvenile approached the counter to pay for other items and was confronted about the alcohol cans. Juvenile admitted they were in her backpack and did not resist their commands to wait for police. The juvenile was visiting her father for three weeks during summer vacation and was from the west side of the state. Store wanted the juvenile trespassed permanently from the store. Due to the fact the juvenile was stopped at the register and did not pass all points of purchase she could not be charged with theft. I could have charged the juvenile with Minor in Possession of Alcohol but the store requested that charge be held in abeyance to make sure the teenager adheres to the trespass order.

250729-01 – While on patrol I heard dispatch advise WCSO and WSP of a large grain spill a mile south of Palouse on SR27 south of B Beeson RD. Knowing I would be able to respond in seconds compared to 15-20 minutes for the other agencies I advised Whitcom I would handle the traffic hazard that was blocking the southbound lane. Upon arrival I began clearing the grain until some farmers associated with the spill arrived with backhoe and shovels. I provided traffic control until both lanes were safe to travel.

250792-03 – While working patrol I worked with a citizen on the north hill who wanted assistance removing a junk vehicle from her property. I contacted Dakota's Towing Junk & Auto Removal Service LLC. Dakota has consistently showed up to help citizens gain compliance with Palouse junk vehicle and public nuisances ordinances by removing junk inoperable vehicles, old appliances, broken down riding lawn mowers, push mowers, snow blowers, commercial size water barrels, and large piles of scrap metal at no cost to our residents. Dakota responded within 24 hours and allowed the citizen to quickly gain compliance. The citizen text me "I appreciate the offer of help. It's a task I've putting off for a long time."

250804-03 – While working patrol I made contact with a property in Palouse that had removed three junk vehicles earlier this year in an effort to please neighbors and gain junk vehicle ordinance compliance. The owner and her daughter requested I contact the junk vehicle hauler and remove two more vehicles, a broken down riding lawnmower, a snow blower, commercial size water barrels, and large pile of scrap metal. Dakota's Towing Junk & Auto Removal Service LLC responded within days and cleaned up the property at no cost to the owner. I completed all necessary Department of Licensing Junk Vehicle Affidavit Forms for both vehicles and gave copies to the property owner and junk hauler.

250805-02 – While working uniformed traffic enforcement I observed an Idaho plated vehicle with tabs expired over two months. I stopped the vehicle and contacted the driver who told me she did not have to have vehicle insurance since it was not her vehicle and she doesn't own a car. I made clear that anyone operating a motor vehicle must be insured to drive on the public roadway in Washington State AND provide proof of it to law enforcement if stopped for a violation. – RCW 46.30.020. Two infraction citations issued for expired tabs over two months and no proof of vehicle insurance.

On 7-26-25 worked the Palouse Music Festival. One warning given for attempting to bring in and consume outside alcohol. Beer garden participants did an outstanding job of staying in the beer garden to consume their drinks. I requested a deputy work traffic emphasis in the city to ensure no one was driving under the influence after leaving the event. Thank you to those that attended for responsibly consuming within the beer garden boundaries and not driving after consuming. No infractions issued or DUI's located during the emphasis. I also want to thank/compliment City Administrator Misty Lafollett

for organizing the "No Parking Tow Away Zone" signs. Misty took the time to follow me down W Main Street as I pointed to areas I would like to have a sign on the north side of W Main Street and both sides of the bridge. Misty then took the time to physically show public works personnel where to place the signs prior to the event. The spacing was spot on and resulted in not having to tell one person to move their vehicle because it was in between no parking signs.

On 8-2-25, for the second year in a row, the county wide swim meet and Palouse City Wide Yard Sale were held on the same day. I began conducting traffic/parking control for the swim meet at 0700 hours by directing them to the RV Park for parking. We learned from last year that shutting down the RV Park would be a good way to make sure the north side of W Main Street stayed clear of parked vehicles so large grain trucks/semi could make it through safely. Swim meet parking was situated by 0930 hours which allowed me to attend 34 of the 35 listed yard sales and another four that were not on the yard sale list provided by City Hall. Spoke to a number of people from Montana, Yakima, Boise, to name a few, that said they come to Palouse each year specifically for the yard sale. The Palouse City Wide Yard Sale is beginning to get quite the reputation in the region.

08/11/25
11:15

Palouse Police Dep
Law Incident Summary Report,

| Number | Time and Date | Nature | |
|--|-------------------|-------------------|----|
| ----- | | | |
| Agency: Palouse Police Department | | | |
| 250719-01 | 07:28:55 07/19/25 | Animal Stray | S4 |
| 250719-02 | 07:54:43 07/19/25 | Civil | N4 |
| 250719-03 | 10:34:20 07/19/25 | Fraud | N1 |
| 250720-01 | 09:49:51 07/20/25 | Illegal Burning | N1 |
| 250721-01 | 07:52:51 07/21/25 | Traffic Offenses | S1 |
| 250722-01 | 12:20:31 07/22/25 | Abandoned Vehicle | S1 |
| 250722-02 | 16:07:30 07/22/25 | Fraud | N1 |
| 250723-01 | 10:27:15 07/23/25 | Citizen Assist | N1 |
| 250723-02 | 10:28:30 07/23/25 | Citizen Assist | N1 |
| 250723-03 | 13:07:29 07/23/25 | Theft Other | S2 |
| 250723-04 | 16:16:19 07/23/25 | Traffic Offense | N1 |
| 250724-01 | 12:25:16 07/24/25 | Animal Problem | N1 |
| 250726-01 | 12:13:43 07/26/25 | Agency Assist | S1 |
| 250726-02 | 13:28:17 07/26/25 | Parking Problem | S1 |
| 250728-01 | 12:37:27 07/28/25 | Utility Problem | N1 |
| 250728-02 | 12:40:40 07/28/25 | Animal Problem | N3 |
| 250728-03 | 12:51:08 07/28/25 | Theft In-Progre | 2 |
| 250729-01 | 10:41:20 07/29/25 | Traffic Hazard | S1 |
| 250729-02 | 11:07:59 07/29/25 | Found Property | N1 |
| 250729-03 | 13:13:42 07/29/25 | Code Violations | N4 |
| 250730-01 | 18:43:04 07/30/25 | Found Property | S1 |
| 250731-01 | 11:55:52 07/31/25 | Fraud | N5 |
| 250731-02 | 13:38:14 07/31/25 | Fraud | N7 |
| 250802-01 | 09:48:23 08/02/25 | Suspicious | S4 |
| 250802-02 | 09:48:54 08/02/25 | Animal Problem | S3 |
| 250802-03 | 10:39:43 08/02/25 | Found Property | N4 |
| 250803-01 | 08:55:01 08/03/25 | Animal Problem | N1 |
| 250804-01 | 11:51:01 08/04/25 | Animal Problem | N6 |
| 250804-02 | 11:51:27 08/04/25 | Welfare Check | N1 |
| 250804-03 | 12:23:22 08/04/25 | Code Violations | S3 |
| 250805-01 | 11:24:38 08/05/25 | Accident Unkin | S1 |
| 250805-02 | 13:10:33 08/05/25 | Traffic Offense | N1 |
| 250807-01 | 12:21:30 08/07/25 | Fraud | S4 |
| 250811-01 03:26:47 08/11/25 Mail M... | | | |
| 250811-02 05:08:28 08/11/25 Mail M... | | | |
| 250811-03 05:11:47 08/11/25 Mail M... | | | |

Total Incidents for This Agency: 36

Total Incidents for This Report: 33

Report Includes:

All dates greater than `00:00:00 07/18/25`
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