



CALL TO ORDER AND ROLL CALL

Mayor Sievers called the meeting to order at 7:00 PM

Councilmembers present: John Snyder, Bill Slinkard, Michael Echanove, Jacquelyn Huff, Megan Cuellar

Councilmember Huff moved to excuse Councilmember Anderson from the meeting. The motion was seconded by Councilmember Cuellar and unanimously approved (Y-5 | N-0 | A-0).

APPROVAL OF MINUTES:

Councilmember Echanove moved to approve the minutes of the Regular Council Meeting – May 26, 2026. The motion was seconded by Councilmember Slinkard and unanimously approved (Y-5 | N-0 | A-0).

OPEN FORUM

Carmen Bolyard – Discussed procedural concerns regarding recent fire truck purchase, and Police Department overtime expenses that appear to be posted to the wrong accounts.

Joe Ferlito – Glad to see progress on Shady Lane, including recent bench installations.

PUBLIC WORKS REPORT

PW Superintendent Wolf submitted a written report (attached). No questions from Council.

POLICE REPORT

Officer Anderson submitted a written report (attached). No questions from Council.

CITY ADMINSTRATOR REPORT

CA La Follett was absent, attending a family member's graduation. Left a message for Council thanking the Saunders Family for their volunteer work cutting weeds on Shady Lane.

Councilmember Echanove asked that the grading of transitions along Shady Lane, and the condition of fencing both be re-evaluated to ensure visitor safety. Message will be passed on to Public Works.

OLD BUSINESS

Varela Contract Amendment and Scope

Dan Cowger from Varela attended to address any questions from Council regarding the agreement for water and sewer system modernization presented at the May 26 Council meeting. Following discussion,

Councilmember Snyder moved to authorize Mayor Sievers to sign the agreement with Varela and begin the project. Second by Councilmember Cuellar. Motion was unanimously approved (Y-5 | N-0 | A-0)

Road Oiling Bid Approval

Council continued its previous discussion about duplication of effort in oiling streets that are likely to be permanently sealed in upcoming improvement projects. Looking at the best use of funds. Concern was expressed that some citizens living on oiled streets may not actually want their street oiled. Council requested a survey of Palouse residents to more accurately gauge the desire and need for street oiling at this time. Staff will conduct a citizen survey as soon as possible. No vote on bids was taken.

NEW BUSINESS

Memorandum of Understanding (MOU) with Whitman County for Swim Lesson Funding

Council reviewed the MOU for Whitman County to provide funding for 2026 swimming lessons. Councilmember Slinkard moved to approve the MOU and authorize Mayor's signature. Second by Councilmember Huff. Motion was unanimously approved (Y-5 | N-0 | A-0).

COMMITTEE REPORTS

- Budget, Finance, Major Acquisitions, Chair Michael Echanove – Making progress on Request for Proposals (RFP) for audit firm to conduct full financial audit of the City. Frequency of full audits by comparable cities varies widely and reasons are not clear. Audit cost should fall below the City's discretionary spending limit, allowing Council to directly interview and contract with a local audit firm. Asked staff to verify City's discretionary spending limits. Will have draft RFP for discussion at the next Council meeting.
- Streets, Property, & Facilities, Chair Vacant - No report
- Personnel Committee, Chair Megan Cuellar - No report
- Water & Sewer, Chair John Snyder – Approval of Varela agreement is a major step forward for the City. It also shows regulators a good faith effort toward timely improvements in our systems. Need to keep up the momentum after this vital first step.
- Policy & Administration, Chair Rainy Anderson – No report
- Joint Fire Board, Chair Bill Slinkard – Working with Fire Board on how to handle unneeded vehicles that have received no purchase offers. Looking at turning the vehicles over to a broker. Will get a broker contract for Council and legal review soon.

COUNCILMEMBER COMMENTS

Councilmember Echanove – Noticed some accounting errors going through the bills. The bills themselves are legitimate but need to be recorded differently in City accounts. Need clear guidelines on where different types of expenses should be posted in City accounts. City Hall staff overtime expense is a budget concern and needs further discussion.

Councilmember Cuellar – Policy Committee and Personnel Committee need to work together to determine the latest Labor and Industries rules for staff overtime, and draft clear policies for all departments. Also include these updates in the new City Policy Handbook as they are approved by Council. Different policies and resolutions regarding staff overtime have accumulated over the years. Can they be consolidated and digitized somehow for easier access?

Councilmember Huff – Palouse may be able to apply for a State of Washington Archives Digitalization Grant to help with the automation of records. Applications open around February, and they provide assistance on grant prep. Will get more information for the Council.

Councilmember Echanove – Web site needs updating with Council ordinance and resolutions. Is the City current with getting older items sent to the State Archives?

Councilmember Slinkard – Inquired why former Building Inspector Dan Gladwill is still being paid now that Jacob Billington is the official City Building Inspector. Mayor responded that Mr. Gladwill is still handling construction plan review for the City until Mr. Billington receives his certification to review building plans. Mr. Billington is handling all other City inspection matters.

MAYOR'S REPORT

- Met with Ecology recently. They are very pleased with the agreement with Varela for water and sewer improvements.
- Citizens have concerns with traffic and speeding on Union Street. May refer to Streets Committee for additional actions.
- Working with Springbrook Software to improve City accounting system. Need to correct system issues causing some expenses to post incorrectly in City records. The desktop-based version of the software currently in use is no longer supported. The City must move to the cloud-based version as soon as possible. Operating cost of the software will increase from \$8K annually to approximately \$15K annually for the cloud-based version.
- As part of software improvements, working to correct a calculation issue in some water bills and issue refunds by the end of June.

PAYMENT OF BILLS

Councilmember Huff moved to allow the payment of bills. Second by Councilmember Cuellar. Discussion followed. Councilmembers Slinkard and Huff re-emphasized need to review procedures and make sure all bills are posted to the correct accounts.

Motion to pay bills was approved (Y-4 | N-1 Echanove | A-0)

ADJOURNMENT

Councilmember Huff moved to adjourn the meeting. The motion was seconded by Councilmember Slinkard and unanimously approved (Y-5 | N-0 | A-0). The meeting adjourned at 8:29 PM.

APPROVED: _____

ATTEST: _____

DATE: _____

DRAFT

Public Works Superintendent Council Report

Date: May 22, 2026

WATER:

We will read meters starting the day after Memorial Day.

SEWER:

The air was increased by using 2 blowers in the basin to get the dissolved oxygen numbers up. As a result, we developed a bigger air leak in one of the aeration tubes. We will repair it next week when Sam is here. As a result of more air our bar screen collecting more sludge and garbage plugged and overflowed.

On Monday Chad got to the sewer plant and discovered our collector rake had jammed sometime between Sunday morning after the checks and Monday morning. It created a lot of mess inside and outside of the building. Chad spent a couple of hours cleaning it up. There was a piece of plastic that got through the lift pumps and jammed the chain.

One of our lift pump discharge valves isn't working correctly so we're watching the hour to see how much the pumps run.

This is why a SCADA system is a must for breakdowns like the rake or a leaking valve. I talked to Sam 2 weeks ago and asked him how many of his clients' past and present had SCADA systems. He thought for a minute and said all his clients had SCADA except for us.

Roach Construction came yesterday and sucked all 3 lift stations out as a little preventative maintenance.

SHADY LANE:

The benches and garbage can retainers were installed and anchored down last week in the landings. We fixed the approach going down the trail and weed eaten the trail and landing. We will do the trail next when time allows us to do so.

STREETS:

We had 2 rock deliveries last week and this week.

Some of the banners on Main Street got changed to the Art Walk banners last Monday.

Janet Barstow and rat rod personnel are going to clean up the curbs on Main Street since there is no sweeper.

PARK:

There was vandalism in the men's restrooms last weekend in both Heritage Park and park restrooms.

CEMETERY:

Between all the PW crew we got the cemetery ready for Memorial Day this weekend. We've had compliments on how good it looks.

All the water is turned on.

RECYCLING BIN:

Mike talked to the landfill yesterday about the bin and they have no ETA for a replacement bin. I asked what happened and they said the engine blew so they were looking for another truck.

POOL:

Dani and Nick cleaned the pool this week and is ready to be painted when weather permits. We only have 2 weeks to get it painted.

Chad is going to patch the floor of the pool today.

RV PARK:

A new sprinkler timer was installed this week to replace the broken timer from last fall.

Palouse Police Department report for Palouse City Council meeting June 9, 2026:

Twenty-five calls for service with six being ordinance related since last council report.

ZERO callouts.

260511-01 – While working patrol I received a call from an elderly woman who lives in Oregon and could not get ahold of her adult daughter who lives just outside the city limits of Palouse. The reporting party advised she spoke to her adult daughter every morning at 0500 hours but the phone was going to immediate voicemail. I drove to the location and made contact with the adult daughter. She explained she was having issues with her cell phone and would contact her mom right away. I called the reporting party and relayed that her daughter should be calling shortly. The woman was emotional and very grateful for the service she received from Palouse PD as she knew technically it was a WCSO call and the response would have taken longer.

260515-01 – While off duty and on call I received a picture text of vehicle parked in the clearly marked handicap parking spot in the 200 block of E Main St. The vehicle did not have a handicap placard or license plate. I text the registered owner asking if they had one and had just failed to display it. I received no response. I issued the registered owner a \$450 handicap parking spot violation citation. This was the second handicap parking violation report I received from the same concerned citizen within a ten day period. I thanked the citizen for being part of the large contingent of folks who act as the eyes and ears for Palouse PD.

260518-05 – While off duty and on call I received a call from an employee of the railroad/train company that owns the cabooses parked near Spokane St/W Main St area. The employee said he observed three juvenile females on top of the caboose, told them they were trespassing, and that they needed to climb down off the caboose. The juveniles ignored his request. I was just leaving Pullman headed back to Palouse and advised I would make contact with the females if they were still there. Upon my arrival I observed the females still sitting on top of the caboose. I exited my POV and identified myself as the off-duty Palouse PD Officer. The females acknowledged they recognized who I was even though I was out of uniform. I ordered them off the caboose and stated what they were doing was at the least a criminal trespass second degree (misdemeanor) and at the worst a criminal trespass first degree as they had to enter the enclosed caboose structure to climb up to the top (gross misdemeanor). I explained the caboose is privately owned restricted piece of railroad property just like a house. The females immediately complied. I made

contact with all their parents so they were aware of the police contact with their juvenile daughters.

260520-01 – While attending senior lunch I was contacted by a postal employee who requested I do a welfare check on an elderly woman whose mailbox had not been emptied in a few weeks and had medications inside. I drove to the location and was able to locate the female who said she recently had back surgery and could not walk to the mailbox. The female said her adult daughter had been out of town for a week and that is who normally retrieved her mail. I offered to remove all her mail and deliver to her to which she gladly accepted. I recontacted the post office and updated them on the female.

260522-01 – While off duty and on call I received a call from Whitcom advising an adult male who lived in Pullman wanted to report his vehicle stolen from Palouse. The reporting party stated he had given permission to an adult female to use his vehicle while she was at a house in Palouse a few days ago but she had not returned it. I tried to call the reporting party but no voicemail was set up. I was able to locate a phone number for the “suspect” he had loaned the vehicle to and spoke with her. She advised the male had told her to go to the house in unincorporated Palouse (not inside city limits) and pick up his vehicle to use since her vehicle was not working. She said she drove it for a day before it stopped running as well. She parked it at her house and tried to get ahold of the vehicle owner but had the same problem I did as the male did not answer his phone. She stated she was trying to get ahold of the male through third parties that knew him to say he could remove the vehicle from her property but that it would not run. I determined this was not a stolen vehicle but a civil issue.

260529-01 – Adult female reports a neighbor owns roosters that have been crowing in the middle of the night for the past ten days waking her up. I called the rooster owner who admitted to owning the roosters. The male stated he asked neighbors if it was ok for him to get a rooster in order to allow for a sustainable organic flock. The male stated he emailed city hall and was given verbal permission (could not provide email confirmation). I advised the male the only person who authorizes any exceptions to city ordinances would be the Chief of Police. I advised all citizens are held to the same standard/ordinances and making any exceptions leads to confusion and chaos. I advised the male I would give him ten days to have all roosters removed from his property – consistent with past practice. Follow up will be conducted after June 8th.

5-20-26 – Attended the fifth-grade class DARE graduation at Palouse Elementary. WCSO SRO Deputy Alcantar conducted the one hour class each week for ten weeks. Deputy Alcantar graciously asked me to join him each week and assist. DARE continues to be a

vital teaching tool/resource emphasizing the need to make smart choices regarding drugs/alcohol for our local youth.

5-21-26 - I was honored to lead a law enforcement escort through town for the GarPal High School Baseball team that qualified for the state tournament. I text WCSO Sheriff Myers and WCSO SRO Deputy Alcantar and asked if they were available to participate. Both Sheriff Myers and Deputy Alcantar gladly agreed to bring up the rear for maximum lights and sirens.

5-21-26 – Successfully completed training at the Port of Lewiston Emergency Vehicle Operation Course conducted by CJTC/WSP certified EVOC instructors from WSU PD, Pullman PD, Clarkston PD, and Whitman County SO. The training covered lawful requirements for engaging in pursuits, continuing a pursuit as well as scenario based pursuits through a coned course with tight cornering and decision making turns. The training also required successfully showing the ability to parallel park in tight spaces, garage backing, and backing through an obstacle course. In order to pass the course each operator must complete the course with ZERO cones struck under a designated time limit.

5-27-26 – Successfully sent off another Med Project 40-45 pound box of expired and no longer used medications. Citizens continue to utilize the medication/drug drop off bins at the base of the stairs to the PD and the disposal bin inside the PD. This program continues to be popular way of ensuring the safe disposal of medications. Huge shoutout to the local UPS driver Brett who always answers his cell phone when I call for a pickup. This allows for quick documentation and prompt removal of the meds from the PD.

5-27-26 – Mrs. Oleson, Palouse Elementary Librarian, contacted me earlier in the month and asked if I would be willing to conduct some summer safety presentations/discussions for the elementary students. I met with the Pre-K and fifth graders on 5-27-26. We discussed importance of listening to lifeguards at the pool, knowing your swimming abilities/limitations, staying in the shallow end if not a strong swimmer, and wearing life jacket when appropriate. Also discussed wearing helmets on bicycles as well as local rules that do not allow anyone under sixteen to ride electric scooters in Palouse. Next discussion will take place 6-5-26 with second/third graders.

5-28-26 – I was honored to, again, lead a law enforcement state send off – this time – for the state qualified GarPal High School Track Team. Deputy Alcantar helped out again as he brought up the rear of the escort. Huge contingent of raucous cheering supporters lined E Main Street with signs as the team bus made its way out of town.

5-28-26 – Successfully completed the two hour firearm handgun training that CJTC certified WCSO firearm instructors Olin and Pelissier conducted. Multiple drills incorporated to include shoot/no shoot scenarios, speed/accuracy drills, and shooting while moving. Successfully completed and passed the handgun qualification course twice.

603

06/04/26
11:44

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 | | | | |
| 260508-01 | 08:18:18 05/08/26 | Abandoned Vehicle | N J | |
| 260509-01 | 07:49:23 05/09/26 | Code Violations | S 505 | |
| 260509-02 | 07:49:40 05/09/26 | Code Violations | N 305 | |
| 260509-03 | 09:10:57 05/09/26 | Alarm Other | S 609 | |
| 260511-01 | 07:01:47 05/11/26 | Welfare Check | S 505 | |
| 260511-02 | 14:52:21 05/11/26 | Aps Referral | N 200 | |
| 260513-01 | 08:27:53 05/13/26 | Parking Problem | N 200 | |
| 260514-01 | 09:01:38 05/14/26 | Parking Problem | N 200 | |
| 260515-01 | 13:01:08 05/15/26 | Parking Problem | S 200 | |
| 260518-01 | 08:06:53 05/18/26 | Animal Problem | N 200 | |
| 260518-02 | 09:20:33 05/18/26 | Lost Property | S 400 | |
| 260518-03 | 15:20:45 05/18/26 | Traffic Offense | N 600 | |
| 260518-04 | 17:44:29 05/18/26 | Trespassing | N 220 | |
| 260518-05 | 17:45:12 05/18/26 | Juvenile Prob | S 525 | |
| 260519-01 | 07:17:14 05/19/26 | Escort Other | N 600 | |
| 260519-02 | 08:17:23 05/19/26 | Juvenile Prob | N 600 | |
| 260519-03 | 16:31:46 05/19/26 | Parking Problem | N 810 | |
| 260520-01 | 12:45:16 05/20/26 | Welfare Check | S 210 | |
| 260521-01 | 15:40:40 05/21/26 | Welfare Check | S 420 | |
| 260522-01 | 09:14:38 05/22/26 | Taking Mv Wo Pes | S PALO | |
| 260526-01 | 13:01:43 05/26/26 | Civil | S 430 | |
| 260527-01 | 13:28:20 05/27/26 | Public Program | N 600 | |
| 260528-01 | 07:06:38 05/28/26 | Escort Other | N 600 | |
| 260529-01 | 11:04:26 05/29/26 | Animal Problem | S 555 | |
| 260603-01 | 13:47:53 06/03/26 | Suspicious | N BR | |
| Total Incidents for This Agency: | | | 25 | |

Total Incidents for This Report: 25

Report Includes:

- All dates greater than `00:00:00 05/08/26`
- 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/rptGwdnil-rplwisr.r3_1 ***
