

**City of Palouse**  
**COUNCIL MEETING MINUTES**

*Tuesday, October 10, 2023*

*Note to persons reviewing this document: This is not a verbatim transcript. While an attempt has been made to document pertinent points, these minutes contain only a summary of the discussion and voting.*

**CALL TO ORDER:** Mayor Sievers called the meeting to order at 7:00 p.m., Councilmembers\* present at the meeting were Sarah Bofenkamp, Bill Slinkard, Leslie Jo Sena, Sam Brink, Robert Brooks, and Ann Barrington. Also in attendance were Rick Reams, Val Fisher, Barb Hodson, Angie Griner, Dana Anderson, Cheryl Sanders, and Cheryl Johnson.

\*In the following paragraphs, Councilmember(s) will be abbreviated as: "C."

**I. ROLL CALL:** Acting DC Gaber took attendance; C. Travis Deerkop was absent. C. Brink introduced a **MOTION** to excuse C. Deerkop's absence from the meeting; the **MOTION** was seconded by C. Sena. All council members approved, and the **MOTION** passed.

City staff present: City Administrator (CA) Misty La Follett, Police Officer Joel Anderson, and Acting Deputy Clerk (DC) Jamie Gaber. City staff absent: Public Works (PW) Superintendent (Supt) Mike Wolf.

**II. APPROVAL OF MINUTES:**

C. Sena introduced a **MOTION** to approve the minutes from the regular council meeting on September 26, 2023; the **MOTION** was seconded by C. Brooks All council members approved, and the **MOTION** passed.

**III. PUBLIC WORKS REPORT:** Supt Mike Wolf submitted a written report for the Council.

Discussion occurred:

**A. Regarding the tree on the corner of Main St and Bridge St**

1. Tree has been pruned back to allow visual of stop sign and flashing stop light
2. Checking with WSDOT if we can paint STOP on the ground in front of the intersection
3. A STOP sign with blinking lights around it was suggested
4. C. Brink recommends removing the entire tree
5. A sign stating traffic does NOT stop on Bridge Street at the same intersection was suggested

**B. South River potholes,** after the bridge, need to be filled before winter, the use of a cold patch is suggested

**IV. POLICE REPORT:** Officer Anderson presented his report to the Council.

**A. 18 calls for service since the last Council Meeting.**

1. five of those calls related to city ordinance violations.
2. 25 Traffic Stops; one criminal citation
3. two call-outs

**V. CITY ADMINISTRATOR / DEPUTY CLERK REPORT:** CA La Follett reported:

**A. CITY WEBSITE:**

1. Chamber is waiting for our website to be up to launch their newly completed website.
2. First Step can build our site, middle of the cost scale of companies researched
3. City has ARPA funds allocated for a website

C. Sena introduced a **MOTION** to approve accepting the First Step proposal; the **MOTION** was seconded by C. Barrington. C. Bofenkamp voted Nay, all other Council members approved, and the **MOTION** passed.

**B. WATER CONFIDENCE REPORT:** Link sent out on water bill, all info on website

**VI. OLD BUSINESS:** None

**VII. NEW BUSINESS:**

**A. OPEN BIDS FOR FIRE TRUCK:**

1. Joint Fire Department asking to approve bid
  - a). City's portion of \$24,000 currently have \$80,000 in reserve fund
  - b). Fire Department needs two trucks,
  - c). Many regional communities committed to assisting each other
  - d). Allows dept to assist in regional communities and still have a fire truck in town

C. Brooks introduced a **MOTION** to approve the \$24,000 portion of the fire truck bid; the **MOTION** was seconded by C. Barrington. All council members approved, and the **MOTION** passed.

**B. VARELA:** Motion from September 26, 2023 council meeting will replace a resolution regarding Varela proceeding with funding applications.

**C. IPG GRANT RESOLUTION 2023-23: ST. ELMOS FEASIBILITY STUDY**

1. \$200,000 grant awarded, no matching funds
  - a) 50% of funds for environmental issues
  - b) 50% of funds for planning ect.

C. Sena introduced a **MOTION** to authorize the Mayor to execute the Intergrated Planning Grant for the St. Elmos building. the **MOTION** was seconded by C. Barrington. All Council members approved, and the **MOTION** passed.

**D. ORDINANCE NO. 1022:** No U turn signs via WSDOT, will send current municipal code, tabling until next meeting

**E. CERB RFP COMMITTEE:**

1. Interviewed three engineering consultants and recommended: Haley & Aldrich

C. Sena introduced a **MOTION** to authorize engineering firm Haley & Aldrich to fulfill the St. Elmos Feasibility study; the **MOTION** was seconded by C. Barrington. There were two abstentions from C. Brink and C. Brooks, all other Council members approved, and the **MOTION** passed.

2. CERB \$100,00 grant; \$12,500 matching funds required
  - a) \$950.00 funds raised locally by SWALE and FRIENDS OF ST. ELMOS
  - b) \$2,500 funds donated locally
  - c) \$5,000 funds donated by Avista
  - d) \*\* All are welcome to donate at City Hall or through purchases at SWALE, ongoing\*\*

### **III. OPEN FORUM:**

**Barb Hodson:** Stated the tree blocking the stop sign and signal at Main St. and Bridge St. needs to be addressed again, thinks pruning job wasn't enough. Also, suggested communicating with Palouse residents in an additional way while maintaining current email communications

**Angie Griner:** Asked if new website could have residents accounts' accessible for online bill pay. Posed question from another person ...why does area being restricted from U turns have a crosswalk? Also, suggested gas station could use a crosswalk.

**Dana Anderson:** Asked about the progress on the Verizon tower. Also, inquired if fire truck discussed above will be in service upon arrival.

**Cheryl Sanders:** Agreed with the PTF recommendation.

**Cheryl Johnson:** Opposed non-administrative oversight on police department, duties fall on mayor and councilmembers. Also, suggested hiring a half time officer. Opposed to pursuing renovation of St. Elmos, due to city not currently owning it.

**Val Fisher:** Supports local police department. Opposes non-administrative oversight of police department, due to expense.

**Rick Reams:** Supports PTF recommendation of maintaining local police department.

### **IX. COMMITTEES:**

**Policy and Administration - Chair Barrington:**

No report

**Budget, Finance, & Major Acquisitions - Chair Bofenkamp:**

Good start on budget, will meet again later this week.

**Streets, Properties, & Facilities - Chair Deerkop:**

No report.

**Personnel - Chair Brink:**

No report

**Water and Sewer - Chair Slinkard:**

Meeting with Ecology to be scheduled for October 16.

**Joint Fire Board - Chair Sena:**

No report. Thank you for the truck!

### **X. MAYORS REPORT:** Thanked everyone for graciously handling business in his absence.

A. Verala

B. CERB; met with two of the engineering firms

C. IPG Grant- speaking at Port of Whitman about the Brownsfield project

### **XI. ALLOW PAYMENT OF BILLS:** C. Sena introduced a **MOTION** to allow the payment of bills; the **MOTION** was seconded by C. Bofenkamp. All council members approved, and the **MOTION** was passed. The following checks were approved for payment:

Claims paid	Ck# 13448-13470	\$23,059.16
Payroll paid	Ck# 13435-13447	\$41,903.68

**XII. ADJOURN:** C. Sena introduced a **MOTION** to adjourn; the **MOTION** was seconded by C. Bofenkamp. All council members approved, and the **MOTION** was passed.

The council meeting Adjourned at 8:01 pm

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

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

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

DRAFT

**Public Works Superintendent Council Report**  
**Date: October 05, 2023**

**WATER:**

We read meters last week.

We finished replacing the waterline at the county shop on Thursday.

We wrapped up the waterline project off of Church Street.

A contractor hit a service line in Harvest Loop yesterday. We repaired it.

We have a new leak that was called in last week off of I Street.

We are working on getting a quote to replace the 3" meter at the school.

We installed a new service and meter off of J Street.

**STREETS:**

Wilson tree service came and trimmed the elm tree behind the police station. They also removed a couple of dead locust trees.

Wilson tree service trimmed the tree at the intersection of Main & Bridge Streets for the flashing light above the stop sign.

We removed a dead deer from a residence on Monday.

Gary Anderson has been hauling gravel to build our stock pile back up.

**SHOP:**

Evan took the gator to Pape to get a quote on repairing so that it actually runs. It needs a clutch which is about \$700. The engine is running on one cylinder and needs another hour or two to see what else is wrong. Repairing it is the only option we have. Hopefully an update on pricing soon.

**PARKS & CEMETERY:**

Evan has turned all of the water off to the irrigation systems.

Evan made a new board for the tetor-toter and installed it at the park.

We removed all of the tables and benches from the park and put them away for the way for the winter.

**POOL:**

Everything is cleaned up and pit away for the winter and ready to be winterized.

Palouse Police Department report for Palouse City Council meeting October 10, 2023:

Eighteen calls for service with five calls being ordinance related since last council.

Twenty five traffic stops since last council resulting in one criminal citation.

Two call outs since last council.

230925-02 – City Hall had a citizen turn in a wallet found on Main Street. I took custody of the wallet and while there was no ID there was a medical bill that allowed me to determine who the wallet belonged to. Wallet had over \$320 in cash in two envelopes among other important pieces of paper with password and sign ins. Found a phone number for the individual in Spokane. Made arrangements for the subject to meet in Palouse to claim the wallet. Subject was grateful for such an honest community.

230926-01 – While working patrol I received a call from GarPal School Principal advising the school secretary just received a bomb threat via the phone. I suggested a modified lockdown instead of a full on evacuation based upon the recent history/trend of SWATting calls to schools around the nation. I arrived in about forty seconds and was able to determine where the call came from. The area code was indicative of a Text Now number which is often used with swatting incidents. I called the number and immediately received a voice message advising the number does not exist – also indicative of a swat incident. I did a cursory check of the interior and exterior of the school before determining the threat was not credible. Total time from advisement of threat until lifting of lockdown was eighteen minutes (1206-1224 hours). Working in conjunction with Moscow PD following leads for possible suspect. Investigation remains open.

230929-01 – While working AM school patrol, school personnel notified me about a suspicious vehicle parked in front of the elementary entrance. The vehicle was unknown to school personnel and, based upon recent events, were concerned with the location of the vehicle. I ran the plate, got the registered owners name, and spoke with a teacher coming out of the auxiliary building who said a contractor inside might own the vehicle. I located the contractor and confirmed it was his vehicle. I had the contractor remove the vehicle to the parking lot.

230929-02 – While off duty and on call I received a traffic complaint from a citizen on a student. Reporting party complained the driver was traveling 40-45MPH headed westbound on Alder as school got out while children walked on the sidewalks and the roadway was wet. RP advised she observed the driver come to a stop sign then peel out for 2-3 seconds before continuing on. This type of driving rises to the level of a criminal offense as tires losing traction with the roadway is a clear example of a willful or wanton disregard for the safety of others – especially with children in the area. I was familiar with the vehicle she described and the owner of the vehicle. RP was able to positively identify the driver as he looked directly at her when she yelled at him to slow down. RP gave written witness statement under penalty of perjury. I made contact with the driver at the school on 10-2-23 and advised him he was being cited for Reckless Driving.

231001-01 – While off duty and on call I received a phone call from a citizen advising she had been the victim of a theft of her fifty foot backyard water hose. I responded to the residence and investigated the

issue. The next day I received a call from the victim advising she was embarrassed to report the Culligan Man had removed the hose during his work and placed it under the house. Problem solved.

231001-02 – While off duty and on call during the same time period, I received a call from a citizen advising their elderly parents reported a dead deer in their yard. Once given the address, I reached out to Public Works Supt Mike Wolf and requested his crew remove the deer the next day. The homeowner then sent a complimentary email to the deputy clerk thanking all involved for such a swift coordinated response.

231002-02 – While on patrol I was dispatched to an adult female yelling to herself while consuming an open container of alcohol. Upon arrival I made contact with the female who was still exhibiting the reported behavior. Subject was belligerent, uncooperative and clearly intoxicated. She refused my lawful orders to dump out the can of alcohol so I did it for her. Subject refused to walk up the hill to the roadway so she was detained with the help of Marshal Handley. I was able to determine where the female was staying and chose to take her home to her parents rather than book her for disorderly conduct as it was my first interaction with her. I released her to the custody of her mother with the advisement that future like incidents would result in a trip to jail.

231003-02 – While on patrol I received a phone call from the mother of the woman I had returned home the day before advising the subject appeared deceased in her bedroom. I responded and verified the female was deceased. I did a preliminary check for any signs of foul play and found none. I requested the coroner respond, notified the father of the deceased via phone so he could be with his wife and stood by with the mother until the father arrived. I advised the coroner the scene was safe and cleared. Cause of death is under investigation by the Coroner Office.

231005-01 – While on patrol I received a call from a citizen concerned about a code violation involving refrigerators left in a parking lot by a business that is no longer operating. This would be a violation of PMC 8.12.020. I am familiar with the former manager of the business and knew the refrigerators belonged to him. I made contact and he advised they would be removed by the end of the weekend. I followed up with the reporting party and advised of the enforcement action taken.

On 10-5-23 I attended the Whitman County School Safety Protocol meeting. We conducted a tabletop exercise that involved an earthquake scenario in which we broke up into teams with each team having a fire, police, and school representative to discuss how to handle such an event. We were given a presentation by First Net AT&T which is an emergency responder communication network that allows for communication for emergency personnel in the event of a catastrophe when normal cell towers or communication lines are down.

On 10-5-23 I also attended the Whitcom Law meeting which is a meeting of all heads of departments for Whitman County law enforcement agencies to include our Whitcom dispatch directors. It is an opportunity to update each other on trends we are seeing in our communities, staffing levels, challenges we face in the administration of police agencies, and trainings that might enhance our knowledge and skillsets. Keeping the communication lines open between agencies is vital in today's policing environment as we continue to partner in an attempt to strengthen our working relationships.

Joel

10/06/23  
08:25

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					
230924-01	22:55:14 09/24/23	Animal Stray	N		INA
230925-01	08:19:56 09/25/23	Animal Problem	S		INA
230925-02	09:29:19 09/25/23	Found Property	S		INA
230926-01	12:19:37 09/26/23	Bomb Threat/Att	N		INA
230926-02	15:20:44 09/26/23	Traffic Hazard	N		ACT
230927-01	11:51:29 09/27/23	Public Program	S		INA
230929-01	07:49:32 09/29/23	Suspicious	N		INA
230929-02	17:52:27 09/29/23	Traffic Offense	N		CAA
231001-01	16:23:17 10/01/23	Theft Other	S		INA
231001-02	17:13:09 10/01/23	Animal Problem	N		INA
231001-03	20:42:16 10/01/23	Traffic Offense	S		INA
231002-01	09:44:15 10/02/23	Illegal Burning	S		INA
231002-02	13:34:18 10/02/23	Intoxication	N		INA
231003-01	06:00:43 10/03/23	Communications	N		INA
231003-02	14:24:13 10/03/23	Death Unattend	N		INA
231003-03	18:27:51 10/03/23	Other Calls	S		INA
231005-01	11:47:04 10/05/23	Code Violations	S		ACT
231005-02	17:41:44 10/05/23	Other Calls	S		INA
Total Incidents for This Agency:				18	

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Total Incidents for This Report: 18  
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Report Includes:

All dates greater than `00:00:00 09/22/23`  
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/rptpMWQ3d-rplwlsr.r3\_1 \*\*\*