

City of Palouse
COUNCIL MEETING MINUTES
Tuesday, November 28, 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 PM

Councilmembers* present at the meeting were Sarah Bofenkamp, Leslie Jo Sena, Travis Deerkop, and Robert Brooks.

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

I. ROLL CALL: DC Gaber took attendance; C. Slinkard, C. Brink, and C. Barrington were absent.

C. Brooks introduced a **MOTION** to excuse C. Slinkard, C. Brink, and C. Barrington's absences from the meeting; the **MOTION** was seconded by C. Deerkop. All council members approved, and the **MOTION** passed.

City staff present: City Administrator (CA) Misty La Follett and Deputy Clerk (DC) Jamie Gaber.

City staff absent: Public Works (PW) Superintendent (Supt) Mike Wolf and Police Officer Joel Anderson.

BUDGET HEARING: PRELIMINARY BUDGET

CA La Follett Reported: 2024 preliminary budget starts with approved budget of 2023.

A. GENERAL FUND

1. Daily operating fund in good shape
 - a) Property taxes up
 - b) Investment Interest up
 - c) RV Park Funds up
 - d) Pool repairs still need to be covered
 - e) 3.4% cost of living increase for salaries

B. WATER FUND

1. \$100,000 yearly payments coming due in 2024
 - a) F. St. Bridge Project
 - b) Design and implementation of Looping Main Project
2. 2025 will need funds to cover payments

C. SEWER FUND

1. Daily operating fund in good shape
2. Reserve does not have enough funds for a new sewer plant.

D. FIRE BOARD

1. Need budget completed by December 12, 2023

Discussion regarding budget questions occurred. Budget hearing closed at 7:24 PM.

The regular council meeting convened at 7:24 PM.

II. APPROVAL OF MINUTES:

C. Sena introduced a **MOTION** to approve the minutes from the regular council meeting on November 14, 2023; the **MOTION** was seconded by C. Deerkop. All council members approved, and the **MOTION** passed.

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

IV. POLICE REPORT: Officer Anderson submitted a written report for the Council.

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

A. CITY WEBSITE:

1. Federal government has approved the URL of palousewa.gov for our use
2. Will move our website to free up the Chamber to go live with their new website

B. CITY INSURANCE:

1. Cost increased by \$22,000 for 2024

C. VERIZON CELL TOWER:

1. Settled on original site on city property, no easements involved

D. ST. ELMO: INFORMATIVE MEETING, NOV 16th

1. Attended by:
 - a) Haley & Aldrich Engineering Firm
 - b) Dept. of Ecology
 - c) Friends of St. Elmo
 - d) Citizens 40+
2. Short summary of meeting will be available
3. Discussed:
 - a) Funding Opportunities
 - b) How funding from different agencies can be utilized
 - c) Initial assessment of structural integrity will be completed in Q1 of 2024
 - d) Report to council requested

E. TIME OFF REQUESTS:

1. Policy dictates approval from council needed for 40+ hours off
 - a) CA La Follett requesting vacation time off in December

C. Sena introduced a **MOTION** to approve CA La Follett to take requested time off; the **MOTION** was seconded by C. Bofenkamp. All Council members approved, and the **MOTION** passed.

VI. OLD BUSINESS: None

VII. NEW BUSINESS:

A. PROPOSED RULES OF PROCEDURE:

C. Sena introduced a **MOTION** to table discussion of Proposed Rules of Procedure until next council meeting; the **MOTION** was seconded by C. Brooks. All council members approved, and the **MOTION** passed.

B. DEC 26, 2023 COUNCIL MEETING: Quorum will not be met, as majority of councilmembers and city staff are not available.

C.Sena introduced a **MOTION** to cancel December 26, 2023 meeting.; the **MOTION** was seconded by C. Deerkop. C. Brooks voted Nay, all others voted Yea, and the **MOTION** passed.

VIII.COMMITTEES:

Policy and Administration - Chair Barrington:

No report

Budget, Finance, & Major Acquisitions - Chair Bofenkamp:

No report

Streets, Properties, & Facilities - Chair Deerkop:

No report.

Personnel - Chair Brink:

No report

Water and Sewer - Chair Slinkard:

No report

Joint Fire Board - Chair Sena:

A. New contract with Pullman for transport

1. Calls are rated based on type of injury/issue.
2. The number of serious calls has remained steady, while less serious calls have increased.
3. The increase in the number of calls has meant increased costs for Pullman to respond.
4. To reduce costs for Pullman and Palouse, new 1-year contract was adopted.
5. Pullman will not automatically be dispatched to all calls.
6. Palouse EMS will respond and call Pullman if needed for additional support and/or transport.
7. Letter will be sent to all residents in 99161 zip code explaining details

IX.OPEN FORUM: None

X.MAYORS REPORT:

A. Varela

1. Letter concerning temp reduction requirements/deadline went to Ecology, waiting for review
2. Next meeting January 2024

B. Attended Informative Meeting about St. Elmo

XI. ALLOW PAYMENT OF BILLS:

C. Sena introduced a **MOTION** to allow the payment of bills; the **MOTION** was seconded by C. Brooks. All council members approved, and the **MOTION** was passed.

The following checks were approved for payment:

Claims paid: Ck# 13522-13564	\$190,366.22
Total:	\$ 190,366.22

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

The council meeting Adjourned at 8:10pm

APPROVED: _____

ATTEST: _____

DATE: _____

DRAFT

Public Works Superintendent Council Report

Date: November 22, 2023

WATER:

We found the leak on I Street and repaired it. We patched all of the holes we dug up with gravel and will need to pave next spring or early summer whenever the asphalt plants are fired up again.

We had a leak on Church Street on Tuesday and repaired it that evening. The galvanized line was wore out causing the leak.

On Tuesday we were notified of a leak at the school bus garage. We worked on that on Wednesday and got it temporarily fixed at the time. We worked into the evening and quit at 5:30 as it had rained a half an inch that afternoon. The cause of that leak was two different metals put together at the time the line was put in.

On Thursday we started on the Main Street leak as we fought a ground water issue the whole time it was dug up making it very difficult to work on. We had three pieces of equipment at the same time to trying to remove the ground water. We worked until 10:00 pm. We started at 6:00 am the next morning and had it repaired by noon on Friday. The cause of that was two different metals put together when the street was constructed. This is the second major leak on Main Street in 2 years. We are expecting more in the future as the plumbing was not put together correctly.

I Street, School, and Main Street are all going to require asphalt patches next spring after we had to remove the asphalt to repair the lines.

We have to replace a frost free hydrant in the RV Park when we get time.

STREETS:

We swept the north and south hills another time since the last council meeting as the leaves keep falling and are hard to keep up with.

The STOP sign at Heritage Park has been taken down and we are in the process of getting it repaired. A temporary sign has been put in place.

Asplund Tree Service came down last Tuesday and cleaned up the upper half of Shady Lane. They are complete with their work.

SEWER:

Slocum Excavating has repaired the line on J Street. The job was complete a week ago Monday.

We had problems with our transfer from generator to utility power yesterday. Western States came yesterday afternoon and repaired it.

SNOW:

We have put the sander on the little dump truck and brought the blades up to the shop. We did some minor repairs as everything appears to be working at this time.

We should be getting a couple loads of sanding gravel at the beginning of next week from the county.

OTHER:

It is a short week for us as we celebrate Thanksgiving.

Palouse Police Department report for Palouse City Council meeting November 28, 2023.

Fifteen calls for service with five calls related to ordinance violations. Zero callouts.

Six infractions issued.

231114-01 – While on patrol I was contacted by a citizen in regards to a dangerous dog complaint at a residence just barely outside the Palouse city limits. For the second time in three months a pit bull mix chased a citizen walking on S River Rd. In both instances the citizens had to obtain sticks to make sure the dog did not bite them. I documented both incidents and reached out to WCSO Deputy Alcantar who handles animal issues for the county. Deputy Alcantar followed up with the dog owner and has completed dangerous dog paperwork to be submitted to the Undersheriff for review.

231115-02 – While on patrol I received a call from a citizen in Colfax advising a former boyfriend in Palouse was threatening to have her inoperable vehicle towed from his residence to a junkyard if she did not respond to remove it herself. I worked with the reporting party and called Chappell Motors who advised they would be able to tow it if the reporting party called them directly. I drove by the residence a couple days later to see the vehicle was successfully removed without further incident.

231115-04 – While on patrol I received a call from a woman reporting she had a current and valid restraining order against a former boyfriend. The woman believed the former boyfriend violated the order by “liking” one of her posts on Facebook. I reviewed the order in its entirety. While it does indicate no contact via social media, the prosecutor’s office advised it does not rise to the level of a criminal violation. Per the prosecutor instructions, I reached out to the reporting party and advised her to continue to document any borderline violations. I also contacted the boyfriend and advised him to consider eliminating his former girlfriend from his social media routine as further “mistakes” will indicate a pattern and may lead to a stalking charge if not an order violation.

231116-01 – While on patrol citizen advised Department of Licensing told her to report her vehicle plates missing/lost after she had vehicle towed to a mechanic after submitting a vehicle total loss insurance claim. Vehicle was parked at the mechanics in Pullman for 45 days before follow up was conducted only to learn the plates had been removed by unknown party. Insurance company, mechanic business and tow truck company deny removing the plates. I documented the incident but based upon my training and experience, in all probability, the plates were not stolen but removed by insurance company.

231116-02 – While on pro-active patrol I observed a blue Toyota pickup with no front/rear license plates. Stopped the vehicle and contacted the driver who showed me a plate in the back window with its tabs obscured by the window frame. The vehicle plate returned expired by over two years. Driver had no vehicle insurance and driver license expired by two months. Driver cited for expired tabs over two months, no vehicle insurance and no valid operator license with ID.

231116-03 – While on pro-active patrol I observed a gray Jeep Wrangler with Idaho plate traveling eastbound on E Main St. A check of the plate revealed the registration was suspended for no insurance. I stopped the vehicle and contacted the driver who had an INVALID driving status through Idaho. I called Idaho Department of Licensing and determined that status meant he was previously suspended but can

get his license renewed if he pays a reissue fee. Driver stated he thought he was still suspended for owing over \$25K in child support. Idaho DOL stated the courts had not sent current paperwork to renew the suspension so he was now in the INVALID status. Driver had no vehicle insurance. Driver cited for expired tabs over two months, no vehicle insurance and no valid operator license with ID.

231120-02 – While on patrol I heard dispatch advise of a 911 hang up call a few miles outside the city limits of Palouse. I knew county deputies were 15-20 minutes away tied up on other calls so I advised I would provide an agency assist by responding and handling the call. Investigation revealed the location has a history of phone line issues resulting in 911 hang up calls that no human has placed. No emergency.

231121-01 – While on patrol I heard dispatch advise of a “hemorrhage” call at GarPal High School. I was already on scene conducting afternoon school patrol so I advised I would find out details. Investigation revealed two boys high school basketball team members were scrambling for a loose ball and butted heads with considerable force causing a large gash that was profusely bleeding from the forehead of one player. Bus driver on scene who is also Palouse EMS personnel was able to get bleeding stopped until Pullman ambulance could arrive to transport for much needed staples. Other player suffered large bump and smaller cut.

231122-01 – While on patrol I was advised of a shots fired call that occurred in the unincorporated area of Garfield. Initial reports indicated suspect was a resident of Palouse. I am familiar with the name and was aware the person had been in Seattle for the last two months. I called his former roommate who confirmed they spoke with them from Seattle the night before in which the caller ID showed the Seattle area code phone number they were staying at. I called the number and spoke with the citizen thus eliminating him as a suspect in the shooting. Further investigation revealed name was similar to the Palouse citizen but was actually someone with no ties to Palouse.

11-9-23 represented Palouse PD by attending the Garfield Middle School Veterans Day assembly.

11-16-23 packaged and shipped out another twenty eight pounds of medications and prescriptions turned in by Palouse residents. The Med Project medication bins placed outside by the stairs to the PD and inside the PD continues to be a valuable asset to the community by allowing for the safe disposal of expired or unused medications. This is the fourth package of between 28 and 40 pounds to be shipped for destruction in the last two years.

11-16-23 represented Palouse PD at the food drive at the Church on Church St. My wife and I both responded to a request for help in packaging up meals for needy families in Palouse. Over thirty Palouse families served with donations of turkeys – large and small, canned vegetables, sweet potatoes, cranberry sauce, gravy mix, rolls, mashed potatoes, and pumpkin pie ingredients. Hugely successful program.

Every Wednesday for last two months I have represented Palouse PD by attending senior lunches at the Community Center. Excellent way to meet a segment of the Palouse population and answer questions or concerns about ongoing issues in the community.

That is all – Joel.

11/22/23
08:21

Palouse Police Department
Law Incident Summary Report, by Incident Number

1100
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Number	Time and Date	Nature	Address	Loctn	Dsp
Agency: Palouse Police Department					
231113-01	12:10:29 11/13/23	Lost Property	S		INA
231113-02	15:45:55 11/13/23	Animal Problem	S		INA
231114-01	12:37:49 11/14/23	Animal Problem	N		INA
- 231114-02	14:41:44 11/14/23	Animal Problem	S		INA
231115-01	07:30:30 11/15/23	Abandoned Vehicle	N		INA
- 231115-02	09:42:24 11/15/23	Civil	N		INA
231115-03	14:09:36 11/15/23	Traffic Offense	N		ACT
- 231115-04	16:30:04 11/15/23	Violate Order	N		INA
- 231116-01	12:32:50 11/16/23	Theft Other	S		INA
- 231116-02	14:08:37 11/16/23	Traffic Offense	S		INF
- 231116-03	15:22:56 11/16/23	Traffic Offense	N		INF
231119-01	12:50:40 11/19/23	Suspicious	S		INA
231120-01	14:37:14 11/20/23	Parking Problem	N		INA
- 231120-02	17:00:55 11/20/23	Communications	S		INA
- 231121-01	15:05:56 11/21/23	Hemorrhage	N		INA
Total Incidents for This Agency:				15	

Total Incidents for This Report: 15

Report Includes:

All dates greater than `00:00:00 11/10/23`
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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