

PALOUSE CITY COUNCIL AGENDA

Regular Council Meeting
October 26, 2021 @ 7:00 pm
Palouse Community Center

CALL TO ORDER: Mayor Sievers called the Council Meeting to order at 7:01 PM.

ROLL CALL:

Deputy Clerk Misty La Follett took Roll Call.

Council members present Mary Welcome, Bill Slinkard, John Snyder, Jim Fielder, Libby Akin, and Katie Cooper.

City staff present: Deputy Clerk (DC) Misty La Follett, Public Works (PW) Supt. Mike Wolf, and Police Officer Joel Anderson.

APPROVAL OF MINUTES:

Councilmember Cooper introduced a **MOTION** to approve the minutes from the regular council meeting on October 12, 2021; **MOTION** was seconded by: Councilmember Fielder. All other councilmembers present approved, and the **MOTION** passed.

OPEN FORUM:

No citizens present addressed Council.

PUBLIC WORKS REPORT:

Supt. Wolf provided Council with his written report.

Councilmember Slinkard asked for more details on the road grader repairs.

Supt. Wolf stated that Legacy Paving repaired the asphalt on Main Street, and he was pleased with how it turned out and thought the cost to repair the road was fair.

The City's 1-ton pick-up, the primary vehicle used for plowing snow, was picked up from Moscow Transmission. They did not find anything significantly wrong with the transmission and said to keep driving it.

Supt. Wolf took the City's Dodge Service pick-up to Moscow Electrical for repair, which ended up being a blown fuse.

The Public Works department will be working on winterizing the swimming pool and the bathrooms at the park.

Councilmember Slinkard asked what the problem was with the 1-ton, and Supt. Wolf stated that the transmission hesitates when you shift into park, and the cost of a new transmission was between 5-6K.

Councilmember Welcome asked about the status of the micro-trenching, Supt. Wolf stated that Inland Fiber Networks had switched to installs and has not completed this project. Supt. Wolf further informed Council that he did not have time to supervise them as he was assuming some of the responsibilities of the City Administrator.

Councilmember Welcome also asked about the Cove Road sidewalk project and Supt. Wolf stated that he would update Council on that project under the City Administrator's report.

Councilmember Cooper asked for an explanation of the email for Connie Rivera, and Supt. Wolf again stated that he would explain the email to Council under the City Administrator's report.

*PW report attached to the minutes.

POLICE REPORT:

Officer Anderson presented his report to the Council. There were nine calls for service and one call-out from September 28 - October 12, 2021. From October 13 – October 25, 2021, there were 20 calls for service and six call-outs.

On October 12, 2021, Officer Anderson received a call-out regarding an item purchased out of Oregon that was possibly stolen. Officer Anderson ran the VIN, and it did not return as stolen within the US. He also contacted the Corbett Oregon Police Department; it was determined the item had not been stolen.

On October 14, 2021, there was a report of an explosion. Emergency Services made the determination that this was not an emergency, and it was recommended that the resident get a home inspection.

There was a call from a property manager on October 18, 2021, regarding damage done to his property by a resident. Upon further investigation, this case turned into an animal cruelty case, which was forwarded to the prosecutor's office for further action.

On October 21, 2021, Officer Anderson spoke with the Seniors at GarPal High School during the Law and Government class.

There was a death investigation on October 24, 2021, of a terminally ill cancer patient. Officer Anderson documented the scene with the Coroner, Annie Pillers. Officer Anderson complimented Ms. Pillers on the empathy and compassion she shows to the loved ones of the deceased; she makes his job a lot easier.

Mayer Sievers thanked Officer Anderson for his community engagement.

Councilmember Fielder asked for confirmation that there was no explosion or explosives as reported on the Spillman Report and Officer Anderson confirmed.

Councilmember Snyder asked if Officer Anderson follows up with the residents that call him with a complaint or an issue. He stated that he does follow up and let the resident know what actions were taken.

*Report attached to the minutes.

CITY ADMINISTRATOR/DEPUTY CLERK REPORT:

Supt. Wolf informed the Council that the Cove Road Sidewalk project is progressing well. The most significant issue with the project has been traffic control. Supt. Wolf has placed detour signs to help with traffic control.

The project used more gravel and dirt than expected. The estimate from the engineer was 120 tons of gravel would be required, and they have used 210 tons to date and will need more. White Diamond Concrete was supposed to start the asphalt, but they encountered a delay due to issues with the base. Supt. Wolf will follow up with White Diamond to determine when they expect to asphalt the sidewalk.

Councilmember Welcome was concerned with the safety issue on the project with traffic control, and no one on sight was wearing any high visibility gear.

Supt. Wolf stated that when the engineering firm estimated the project, traffic control was not seen as a significant issue and was not included.

Councilmember Cooper asked who was responsible for the underestimations of the materials and Supt. Wolf stated that White Diamond did not install the blocks to specs and that correction used more dirt than anticipated.

Councilmember Fielder asked who was financially responsible for the additional rock. Supt. Wolf stated that 120 tons were included in the contract, but White Diamond Concrete has asked Supt. Wolf to bill them for all the gravel and delivery.

Supt. Wolf reported to Council that the Public Works Board (PWB) was where the City would get the million-dollar loan for the water system upgrade. Supt. Wolf has been in contact with Connie Rivera at the PWB and Michelle Bly with TDH regarding this loan. Supt. Wolf asked former Mayor Michael Echanove to speak on this matter. Mr. Echanove provided a summary of the project development through his term in office.

Supt. Wolf sent several emails to Connie Rivera and Michelle Bly over the weekend, and he has a meeting with Ms. Bly on Thursday at 10:00 if any Council members would like to attend the meeting. Supt. Wolf will update the Council via email after this meeting.

Supt. Wolf stated that a payment was due to White Diamond Concrete by the end of the week, and he and Mr. Daud will be meeting to get this payment processed.

Supt. Wolf also has been in contact with Daniel Cowger from VARELA regarding the sewer plant upgrade, and he hopes to have more information for the Council at the next City Council Meeting.

Supt. Wolf stated that he would have Michelle Bly attend the next City Council meeting to brief the Council on loan/grant for the Water System upgrade.

OLD BUSINESS:

No old business.

NEW BUSINESS:

Mayor informed the Council that they need to appoint a new Mayor Pro Tempore to conduct City business when the Mayor cannot.

Councilmember Cooper briefed the Council on the term of the Mayor Pro Tempore. She stated that the Mayor Pro Tempore would serve until the end of the year, and when the new Council is elected, they would again elect a Mayor Pro Tempore.

Mayor Sievers spoke with Councilmember Slinkard, and since he is the only Councilmember that is not up for reelection, his appointment to Mayor Pro Tempore would make the most sense. In the conversation, Mayor Sievers stated that Councilmember Slinkard is willing to accept this appointment.

Councilmember Akin introduced a **MOTION** to approve the appointment of Councilmember Slinkard as Mayor Pro Tempore; **MOTION** was seconded by: Councilmember Cooper. All other Councilmembers present approved, and the **MOTION** passed.

COMMITTEE REPORTS:

Budget, Finance, & Major Acquisitions, Chair Welcome: No Report. Councilmember Akin asked for an update on the budget hearing time. Chair Welcome stated that there would be a preliminary budget meeting at the next City Council Meeting.

Streets, Properties, & Facilities, No Chair at this time: No report.

Personnel, Chair Snyder: Chair Snyder stated that both candidates who applied for the CA position withdrew their names from consideration, but they will interview another qualified candidate as soon as possible.

Water and Sewer, Chair Slinkard: Chair Slinkard reported that the City has been meeting with the Dept. of Ecology regarding the Value Engineering Proposals for the review of proposed upgrades to the sewer plant. Additional screening of the candidates is required, but the selected candidate will look to identify potential cost savings in the project to make it more affordable for the city.

Policy & Administration, Chair Cooper: Chair Cooper will contact DC La Follett to get the notices for the upcoming budget hearings published.

Joint Fire Board, Chair Fielder: Chair Fielder reported for September that there were two Fire meetings and a meeting to discuss the Moscow Mt. fire. There were five fire calls and one mutual aid call. These calls included a plane crash, a car crash, and a fire.

There were 15 EMS calls, eight of which were for the City, and seven non-residents served. EMS conducted two trainings, and Lifelight was called out twice.

EXECUTIVE SESSION: Mayor Sievers called for an Executive Session at 7:49 PM. When the council meeting resumed at 8:07 PM, Mayor Sievers reported that the city would seek an individual on a contract basis to assist with city administrator responsibilities until a new CA is hired.

MAYOR'S REPORT: Mayor Sievers reported that a Liquor License renewal for the Bank Left Gallery had been received. He asked Officer Anderson if there were any issues with this renewal, and Officer Anderson Stated that there were no issues. Council had no objections, and the license will be renewed.

Mayor Sievers asked Councilmember Akin for an update on the Youth Advisory Board (YAB). The YAB had a meeting today where the structure of the board was discussed, and they have been studying Robert's Rules of Order. The YAB will have its first report to Council at the next meeting.

Mayor Sievers is excited to see the youth excited and engaged in the process.

Councilmember Cooper asked DC La Follett about the email that council received from the Department of Retirement, and DC La Follett stated that she would work with the contract person and get the requested documents to them as quickly as possible.

ALLOW PAYMENT OF BILLS:

Councilmember Welcome asked about the American Rescue Plan Act payment on the credit card statement; DC La Follett explained that was the last of the payments for the radios and supplies for the JFB.

Councilmember Welcome introduced a **MOTION** to allow the payment of bills. Councilmember Fielder seconded the **MOTION**; **MOTION** unanimously passed.

ADJOURN: Councilmember Cooper MOVED to adjourn; Councilmember Akin seconded the **MOTION**. The **MOTION** passed. The council meeting adjourned at 8:13 PM.

APPROVED: _____ ATTEST: _____

Public Works Superintendent Council Report

Date: October 26, 2021

WATER:

Repaired the water leak on Mohr street. The leak was a 3/4" galvanized line. We were going to replace the old line this year but we ran out of time so it will be a project for next summer. At the same time the residence across the street from that location wants to upgrade his water line from 3/4" to 1" with poly line.

Read meters yesterday and today for the final time this year. We will start reading them next spring again.

No discolored water complaints since we flushed the hydrants.

STREETS:

Legacy paving from Lewiston paved our patch on Main street from the water repair. They did a great job.

We swept streets two days last week.

CEMETERY:

Dug two more urn burials in the last two weeks.

Irrigation system is winterized.

SHOP:

Ford one ton is back from Moscow Transmission. They didn't find anything to require a new transmission.

The 2016 Dodge service one ton is repaired. We took it to Electrical Specialist in Moscow to get repaired.

I worked on the grader last week and hopefully it is fixed. I won't know until I use it.

PARKS:

Evan is busy mulching leaves.

Irrigation system is blown out for winter.

We are probably going to be winterizing the park bathrooms in the next couple of weeks.

From: Rivera, Connie (COM) <connie.rivera@commerce.wa.gov>
Sent: Friday, October 22, 2021 10:40 PM
To: pwsupt@palouse.com; cityadmin@palouse.com
Cc: Michelle Bly
Subject: Palouse PC22-96103-054, Church, Culton, & H St Looping Main Rep., 21-02 consultation competition
Attachments: Inadvertent Discovery Language.docx; Palouse_PC22-96103-054_21-02_Review Completion Letter.pdf

Mike,

The Public Works Board (PWB) has concluded with USDA-RD Section 106 inquire to DAHP review July, 18, 2018. This review exceeds the compliance requirements for the Executive Order 21-02 for the above PWB project. Please fill out the attached Inadvertent Discovery Plan and post at your job site.

If archaeological or historic materials are discovered during project activities, you must immediately adhere to the following:

- Stop all work in the vicinity.
- Secure the project area.
- Follow the district's Monitoring Plan/Inadvertent Discovery Plan.
- Contact affected tribe's cultural staff/cultural committee/Chairperson, DAHP and PWB.

If you have any questions about the EO 21-02 process, please contact me at 360-704-9535 or via e-mail connie.rivera@commerce.wa.gov.

Regards, Con

Connie Rivera

Public Works Board, Program Director and Tribal Liaison

Local Government Division | [Washington State Department of Commerce](#)

(360) 704-9535 cell | Work hours: 7 to 5:30, Monday-Thursday.

deputyclerk@palouse.com

From: Mike Wolf <pwsupt@palouse.com>
Sent: Tuesday, October 26, 2021 10:13 AM
To: Ann Thompson
Subject: Fwd: Palouse PC22-96103-054, Church, Culton, & H St Looping Main Rep., 21-02 consultation competition

Sent from my iPhone

Begin forwarded message:

From: Mike Wolf <pwsupt@palouse.com>
Date: October 23, 2021 at 7:59:47 PM PDT
To: "Rivera, Connie (COM)" <connie.rivera@commerce.wa.gov>
Subject: Re: Palouse PC22-96103-054, Church, Culton, & H St Looping Main Rep., 21-02 consultation competition

Thank you Connie

Mike

Sent from my iPhone

On Oct 23, 2021, at 6:51 PM, Rivera, Connie (COM) <connie.rivera@commerce.wa.gov> wrote:

Mike,

Ok, I have resent the closeout amendment for the Pre-construction contract to you to review and to sign as CFO on the financials and "acting CA". The contract was stuck with Brad and he never signed. Once you sign, it will forward to Michelle to sign and final the Mayor Pro-Team.

The construction contract is with your attorney Eric Hanson. The DocuSign contract maybe is in his spam folder. If you can email and let him know of the DocuSign email.

Once he signs then it goes to the Mayor Pro-Team.

I hope this helps out?

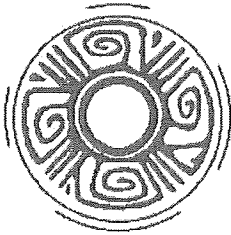
Con

Connie Rivera

Public Works Board, Program Director and Tribal Liaison

Local Government Division | [Washington State Department of Commerce](#)

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**Washington State
Public Works Board**

Post Office Box 42525
Olympia, Washington 98504-2525

October 22, 2021

Mike Wolf
City of Palouse
PO Box 248
Palouse, WA 99161

Re: Final Determination: Executive Order 21-02
Project Title: Palouse Church, Culton, & H St Looping Main
PWB Contract # PC22-96103-054
DAHP Log #: 2017-07-05052-USDA-RD

Dear Mr. Wolf,

The Public Works Board (PWB) has concluded with USDA-RD Section 106 inquire to DAHP review July, 18, 2018. This review exceeds the compliance requirements for the Executive Order 21-02 for the above PWB project. Please fill out the attached Inadvertent Discovery Plan and post at your job site.

If archaeological or historic materials are discovered during project activities, you must immediately adhere to the following:

- Stop all work in the vicinity.
- Secure the project area.
- Follow the district's Monitoring Plan/Inadvertent Discovery Plan.
- Contact affected tribe's cultural staff/cultural committee/Chairperson, DAHP and PWB.

If human remains are discovered during project activities, you must immediately:

- Stop all work in the vicinity.
- Secure the project area.
- Notify law enforcement.
- Notify the county medical examiner/coroner.
- Follow the Inadvertent Discovery Plan.

If you have any questions about the EO 21-02 process, please contact me at 360-704-9535 or via e-mail connie.rivera@commerce.wa.gov . Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'C Rivera'.

Connie Rivera
Public Works Board Program Director & Tribal Liaison

Inadvertent Discovery Language

Post copies of this plan throughout the construction area.

If ground disturbing activities encounter human skeletal remains during the course of construction, then all activity will cease that may cause further disturbance to those remains. **The area of the find will be secured and protected from further disturbance.**

The finding of human skeletal remains will be reported to the **county medical examiner/coroner** and local law enforcement in the most expeditious manner possible. The remains will not be touched, moved, or further disturbed.

The county medical examiner/coroner will assume jurisdiction over the human skeletal remains and make a determination of whether those remains are forensic or non-forensic.

If the county medical examiner/coroner determines the remains are non-forensic, then they will report that finding to the **Department of Archaeology and Historic Preservation (DAHP)** who will then take jurisdiction over the remains.

The DAHP will notify any appropriate cemeteries and all affected tribes of the find. The State Physical Anthropologist will make a determination of whether the remains are Indian or Non-Indian and report that finding to any appropriate cemeteries and the affected tribes. The DAHP will then handle all consultation with the affected parties as to the future preservation, excavation, and disposition of the remains.

In the event any archaeological or historic materials are encountered during project activity, work in the immediate area (initially allowing for 10' buffer, this number may vary by circumstances) must stop and the following actions taken:

1. Implement reasonable measures to protect the discovery site, including and appropriate stabilization of covering.
2. Take reasonable steps to ensure the confidentiality of the discovery site.
3. Take reasonable steps to restrict access to the site of the discovery.

The project proponent will notify the concerned Tribes and all appropriate county, state, and federal agencies, including the Department of Archeology and Historic Preservation (SHPO for Washington). The agencies and the Tribe(s) will discuss possible measures to remove or avoid cultural material, and will reach an agreement with the project proponent regarding actions to be taken and disposition of the material.

See Revised Code of Washington, Chapter 27.53 "Archaeological Sites and Resources," for applicable state laws and statutes. See Washington Executive Order 05-05, "Archaeological and Cultural Resources." Additional state and federal law(s) may also apply.

When to stop work:

Construction work may uncover previously unidentified Native American or Euro-American artifacts. This may occur for a variety of reasons, but may be associated with access restrictions during project development, or if the area contains impervious surfaces throughout most of the project area which would have prevented standard archaeological site discovery methods.

Work must stop when the following types of artifacts and/or features are encountered:

Native American artifacts may include (but are not limited to):

- Flaked stone tools (arrowheads, knives scrapers etc.)
- Waste flakes that resulted from the construction of flaked stone tools.
- Ground stone tools like mortars and pestles.
- Layers (strata) of discolored earth resulting from fire hearths. May be black, red or mottled brown and often contain discolored cracked rocks or dark soil with broken shell
- Human remains
- Structural remains- wooden beams, post holes, fish weirs

Euro-American artifacts may include (but are not limited to):

- Glass (from bottles, vessels, windows etc.)
- Ceramic (from dinnerware, vessels etc.)
- Metal (nails, drink/food cans, tobacco tins, industrial parts etc.)
- Building materials (bricks, shingles etc.)
- Building remains (foundations, architectural components etc.)
- Old Wooden Posts, pilings, or planks (these may be encountered above or below water)
- Even what looks to be old garbage could very well be an important archaeological resource
- Remains of ships or sea-going vessels, marine hardware etc.
- Old farm equipment may indicate historic resources in the area

When in doubt, call it in!

CONTACTS:

Project Proponent:

Jurisdiction: _____

Contact Name: _____

Phone/Email: _____

Public Works Board (PWB)

Connie Rivera, Program Manager & Tribal Liaison

360.725.3088 or connie.rivera@commerce.wa.gov

Department of Archeology and Historic Preservation (DAHP)

Allyson Brooks, Ph.D., State Historic Preservation Officer/Director

360.586.3066 or Allyson.brooks@dahp.wa.gov

10/25/21
14:38

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

210928-01 00:16:12 09/28/21 Communications
210928-02 01:01:09 09/28/21 Communications
210928-03 03:25:44 09/28/21 Communications
210928-04 13:32:21 09/28/21 Choking
210929-01 13:21:24 09/29/21 Suspicious
211004-01 12:11:24 10/04/21 Traffic Offense
211004-02 13:57:48 10/04/21 Animal Stray
211005-01 12:43:09 10/05/21 Animal Noise
211006-01 13:34:55 10/06/21 Animal Stray
211012-01 10:45:06 10/12/21 Stolen Property
211014-01 00:35:20 10/14/21 Explosives
211016-01 13:06:15 10/16/21 Stolen Property
211016-02 13:07:39 10/16/21 Lockout
211018-01 09:40:32 10/18/21 Junk Vehicle
211018-02 11:15:49 10/18/21 Seizure
211018-03 11:53:35 10/18/21 Animal Problem
211018-04 15:37:52 10/18/21 Suspicious
211018-05 15:46:46 10/18/21 Traffic Offense
211020-01 13:01:13 10/20/21 Communications
211020-02 13:24:11 10/20/21 Suspicious
211020-03 15:07:15 10/20/21 Animal Sick
211020-04 16:29:33 10/20/21 Communications
211021-01 08:24:24 10/21/21 Public Program
211021-02 00:16:40 10/21/21 Animal Noise
211021-03 16:20:59 10/21/21 Civil
211022-01 11:59:18 10/22/21 Abandoned Vehic
211024-01 15:44:00 10/24/21 Death Attended
211025-01 09:45:09 10/25/21 Animal Problem
211025-02 14:26:56 10/25/21 Welfare Check

Total Incidents for This Agency: 29

Total Incidents for This Report: 29

Report Includes:

All dates greater than `00:00:00 09/28/21`
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/rptidLalK-rplwlsr.r3_1 ***

City of Palouse Police Report for City Council meeting October 26, 2021:

29 calls for service since the last council meeting I attended on September 28, 2021

Break down as follows: Sept 28 through Oct 12 = nine calls for service and one callout.

Oct 13 through Oct 26 = 20 calls for service and six callouts.

211012-01 was a possible stolen property case. The Palouse resident bought a mini bike in Oregon via a Craigslist add. A few days after completing the sale he checked the Craigslist site again and saw someone else had put a picture of his mini bike on the website with a caption stating the bike was stolen from her. I checked the VIN of the mini bike and it did NOT come back stolen. The Palouse resident sent multiple emails to the Craigslist poster who said the bike was stolen from her but got no response. I called the corresponding law enforcement agency for Corbett, OR (Multnomah County SO) and they advised they had no stolen report on file with that VIN nor had the name of the person saying she was the victim of the stolen bike in their data base. Appears the stolen ad may have been a scam. I gave the Palouse resident the PPD case number and told him to send anyone my way who may question the legitimacy of the mini bike being his property.

211014-01- a homeowner was taking a shower at midnight when she felt an "explosion" in her house. She came out of the bathroom to see things moved around and floors were uneven. Law enforcement and fire department response determined no explosion or fire emergency but suggested a home inspection be scheduled.

211018-01 was an assist to the Mr. Sawyer's automotive class at Gar Pal High School. I assisted them with getting proper junk vehicle affidavit paperwork for them to scrap a vehicle they had been taking parts off to build their own vehicle. Good example of community policing and working hand and hand with our schools.

211018-03 started out as an assist to a property manager whose previous renter had left a residence in unsanitary, unsafe and unlivable conditions after moving out. Through the course of the investigation I discovered it warranted the opening of an animal cruelty case involving a cat on the premise. At the conclusion of the investigation I forwarded Animal Cruelty Second Degree charges to the Whitman County Prosecutor's Office.

211018-05 was the culmination of cooperation among multiple Palouse residents who, for the last couple months, were constantly reporting a vehicle and driver in violation of the defective exhaust RCW in Palouse. The lack of a muffler caused this vehicle to emit and amplify a large amount of noise up and down Main St and in other areas of Palouse. I caught up with the vehicle and driver a couple weeks prior

and issued a verbal warning in an effort to avoid hanging a ticket on a young driver. However, three weeks later the problem persisted and I conducted a traffic stop after witnessing the above stated violation. I issued a traffic infraction ticket while also offering suggestions on how to lower or have the ticket thrown out by having his vehicle in compliance with state law at the time he goes in front of the judge. I believe in education over enforcement unless education falls on deaf ears.

211021-01 was a question and answer session I had for ninety minutes with the seniors in the law and government class taught by Mr. Gehring. I was so pleased to be asked to help educate students on topics that ranged from traffic offenses, traffic crimes (DUI, DWLS), underage drinking, and the transport of firearms in vehicles. The class was engaged, attentive and inquisitive. Another great example of community oriented policing and an opportunity to show the human side of police officers.

211024-01 was a death investigation involving a terminally ill cancer patient. Assisted Whitman County Coroner in documenting the scene of this apparent natural death. Compliments to our coroner who shows empathy for the victims left behind as well as compassion and dignity for the deceased. We are lucky to have such a professional living in our community.

Reminder – I will be working October 31st and taking part in the Trunk or Treat on Whitman St from 5-7pm. I will be manning the GPAC trunk as we combine it with another bake sale in hopes of raising more money for much needed soccer goals, uniforms, and other equipment. Happy to say we have a lot more volunteer bakers this time around so there is going to be no shortage of different pastries, breads and other baked goods to choose from. Come on by with the kids and get a junior police officer badge as well. Thank you to our community for the support as usual.

Officer Anderson #603