

**ASOTIN CITY COUNCIL MINUTES**  
**March 25, 2013**  
**Asotin City Hall, 121 Cleveland, Asotin WA**

**CALL TO ORDER:** Mayor Bonfield called the City Council Meeting to order at 5:30 p.m.

**STAND FOR THE PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Mayor Vikki Bonfield; Mervin Schneider, Keith Delzer, Joe Appleton, Greg Fry, Anthony Rogers

**STAFF PRESENT:** Tiffany Rogers, Clerk-Treasurer, Police Chief Bill Derbonne

**PRESS:** none

**AUDIENCE:** Elaine Greene, Eric Hasenoehrl, Jane Richards, Noel Hardin, Chuck Epling, Randal Elben, Eric Elben, Jennifer Shawley, Tina Davidson, Peggy Funke

**PUBLIC HEARING:** none

**ORAL COMMUNICATIONS- PUBLIC COMMENT:** none

**CONSENT CALENDAR:**

The Council was presented with the following consent agenda:

1. Minutes of March 11, 2013 Meeting
2. Expense Checks# 34395-34416 \$17,002.01
3. Payroll Checks#34382-34394 \$8,073.23
4. EFT – IRS \$2313.36
5. Void Checks

Councilmember Fry made a motion to approve the consent calendar. Seconded by Councilmember Rogers. There was no discussion. All Aye. Motion carried.

Excused Councilmember's – none

Unexcused Councilmember's - none

**SCHEDULED PUBLIC AGENDA ITEMS:** none

**OLD BUSINESS:**

1. **Cemetery-** Tabled waiting for more information
2. **Street Furniture-** Tabled waiting for plans

## **NEW BUSINESS:**

- 1. Letter to Water Resources Development Act (WRDA) Marina Development Plan**  
Wanda Keefer, Port of Clarkston Manager wrote a letter on behalf of the Port of Clarkston and the City of Asotin to restore the Asotin marina. It was recommended that the Port of Clarkston remain involved as an advocate on this project. The recommendation was for the Port to utilize its membership in the Pacific Northwest Waterways Association and ask them to advocate for the 50-year lease the City of Asotin has requested from the U.S. Army Corps of Engineers. Councilmember Fry made a motion to go forward with communications on this project. Seconded by Councilmember Appleton. There was no discussion. All Aye. Motion carried.
- 2. Discussion 2<sup>nd</sup> Street Ownership of road 2<sup>nd</sup> and Hardin** Public Works Supervisor, Bob Portlock measured the dimensions of 2<sup>nd</sup> Street. An approved turnaround has to be 90 feet. Please see attachments for measurements. Fire Chief, Noel Hardin explained currently the street does not meet fire code. Noel Hardin discussed road issues with the adjoining land owner, Dave Weissenfels. Dave Weissenfels stated he would be willing to create a hammer head or create an acceptable footage that would give the correct amount of feet needed to have a legal turn around. However, that will not occur until Dave Weissenfels sells or subdivides the property. Noel Hardin stated that there should be no parking on the street. Research shows, Richard and Josephine Wilson, Robert and Joan Wilson granted a Road Dedication Deed #200673 dated February 23, 1993 to the City of Asotin. April 5, 1993 minutes state, the city did not accept the deed that was presented. A gravel road was not the commitment made with the builder and the City. To Date, the city of Asotin has not found documentation that states otherwise. December 13, 2004 minutes state that Eric Hasenoehrl informed the council of the Shawley property that was purchased from the Cuzzacre sisters that the property was landlocked. It appears it is a private road that is still owned by the Wilson's. March 28, 2005 minutes references, Ms. Shawley having an easement for utilities to 2<sup>nd</sup> street. If the street is not accepted by the City, then there can only be two dwellings on the private drive. There are already two dwellings on this part of 2<sup>nd</sup> street. Chuck Epling of 1203 2<sup>nd</sup> Street, states his mom owns a vacant lot in the same location. He stated she was not told about how many houses could be built. His question to Mayor Bonfield is now what does she do if she wants to build a house on her vacant lot? Mayor Bonfield stated the City is working to find a solution for the past unknowns. Mayor Bonfield stated the City of Asotin is Forward Thinking. Chuck Epling stated he does not want to be a street owner. Mayor Bonfield talked to Robert Wilson and he stated at that time, the city required him to put in the sidewalks. At that time that may have been the only spec that was required. There might not have been specs at that time for fire access turn a rounds. Councilmember Fry states he would like to see the lots sold and developed. Mayor Bonfield asked, "Is the city willing to accept the street in the current state"? Randy Elbin of 1215 2<sup>nd</sup> Street asked where is he supposed to park if there is no parking in the cul-de-sac? Mayor Bonfield stated, "You have a drive way". Councilmember Appleton asked if the city would be willing to accept the expense of creating a street that is owned by Blacks through Carson Court? Mayor Bonfield stated she would wait to see when Dave Weissenfels would develop first. Eric Hasenoehrl explained burden to bring the road to current code is the next person who wants to do something with the road or development. Councilmember Delzer asked about the recorded dedicated deed, the city stated they would not accept the deed. City Attorney, Jane Richards stated recording a deed is just notification. The

Wilson's still own the road. Once it is rejected and a period of time goes by it is still rejected. It is not being offered to the city at this time so the city does not have a decision on what to do with the road. Even if it is a private road, clear and present public safety is a present issue of today. Noel Hardin explained the biggest issue is backing the fire truck and running over citizens and/or firefighters which places liability on the city. Councilmember Schneider states he would not accept the street until it is fixed. Chuck Epling does not want the liability of someone getting hurt on the property. Eric Hasenoehrl believes that Mr. Wilson still owns the road. The city does not want to incur the costs of building the turn around. Mayor Bonfield will contact Mr. Wilson to see what can be done.

**3. Medical, Dental, Vision Option Planning for 2014**

Mayor Bonfield stated the research for Medical, Dental and Vision Plans that benefit the city and the employee's needs to begin soon. Mayor Bonfield asked Councilmember Schneider and Councilmember Fry if they would like to work on this project. A committee will be made up of two councilmember's, (Schneider and Fry) one union employee and one exempt employee. Councilmember Delzer stated council should set guidelines by giving the committee current expenditure on insurance and numbers for next year's budget. First step is to gather information such as options, plans and prices. Council will make decision on the changes and/or updates to the proposed packages.

**4. Memorial Bridge Repairs-** Received estimate from Flerchinger Electric, Inc. to fix the electrical on the bridge. Cost will be \$1,100.00 which includes permit. Safety and budget limitations force the wiring to be attached on the outside of the bridge. When completed five lights will be operational. Eric Hasenoehrl stated after he reviewed the concrete structure of the bridge, Flerchinger Electric, Inc. has to make sure the mounting is done to preserve the concrete structure. The City will apply for historical preservation funds to restore bridge in 2014. Since the bridge is on the historical register, funding for the electric may be available from the stadium funds. Councilmember Appleton made a motion to approve fixing the electrical wiring on the bridge if the funding sources were provided by the Stadium Funds. Seconded by Councilmember Fry. There was no discussion. All Aye. Motion carried.

**5. 2012 Annual Report for the Stormwater Program-** Councilmember Delzer had one correction that was given to Cheryl Sonnen. Eric Hasenoehrl asked Cheryl Sonnen to update answers on the report from N/A to be specific to Yes or No. This will give a detailed explanation of the answer. A complete report is available upon request. Councilmember Appleton made a motion to have Mayor Bonfield sign the 2012 Stormwater Annual Report. Seconded by Councilmember Schneider. There was no discussion. All Aye. Motion carried.

**CITY ENGINEER:**

**1. Second Street Project-** The City has received one letter of clearance for the release of retainage for WM. Winkler Company. We are awaiting the other two before releasing the funds. The City has also received a letter from TIB saying the project has been closed out and the remaining funds will be transferred to the City account.

2. **DOE Stormwater** – Keltic has talked with DOE regarding the design options that were discussed with the Council at the last meeting. The options had been narrowed to two alternatives: One being the Vortech Stormwater Treatment System (DOE approved) and the Advanced Drainage System (ADS-NON-DOE approved). DOE will not pay for any excavation, installation, cultural work, etc for systems that are not on the approved list. It appears from discussions at the last council meeting and the research Keltic has compiled, the Vortech system addresses the storm water issues while keeping excavation, cost and maintenance at a reasonable level. Keltic has met with Bob Portlock on the site to discuss the maintenance of the system if it is to be installed. Keltic has copies of information on the system and the EZ-1, which is the cultural resource paperwork that needs to be completed for DOE. It describes the work to be completed and the amount of ground disturbance that is to take place. It will be routed to DOE and the Tribes for approval.
  
3. **Stormwater Management Team-** The City has received correspondence from the Association of Washington Cities calling for a listing of storm water projects. There may be legislative funds available for infrastructure projects. Keltic has written a brief narrative on two projects for consideration: One narrative is to apply for match for the Second Street DOE Stormwater Grant that was discussed above. Currently the City is responsible for approximately \$57,000.00 match and was considering loaning \$24,000.00 from the storm water utility fund to complete this. The other narrative is for storm water work the City has contemplated on Fourth Street. These are available for Council review/discussion. Councilmember Appleton made a motion to apply for funds through the Association of Washington Cities. Seconded by Councilmember Fry. There was no discussion. All Aye. Motion carried.
  
4. **Asotin Fair Wash Basin-** Eric attended a Saturday meeting with the Fair Boards on the Eastern part of the state to discuss the wash basin issue and how it can be addressed with DOE.

#### **CLERK'S REPORT:**

1. Tiffany Rogers reported there were 70 Past Due Utility Customers for March 2013.
2. New Drop Box Payments are yielding 10 + daily
3. 10 applications in the past two weeks have been given to potential ACH (Auto-Pay) users

#### **2013 Budget Update**

The City of Asotin will need to budget for an updated Postage Machine in 2014.

#### **Update Copy Machine**

The Richo Copy Machine will not print front and back on the new Utility Billing card stock. Therefore, Chris Jackson from H&H has located a Lexmark copy machine that will print the billings. The Surplus Konica copy machine has previously been listed on Craig's List for \$500.00. H&H will give the city a trade in value of \$1,000.00. With the trade in of \$1,000.00 and the new lease for the Lexmark copy machine, the new payment will be \$200.00 a month. Previous amount paid monthly was \$188.13. With new copy machine it is less expensive to operate. The city does not have to pay for toner, parts or maintenance. It is all included in the monthly price. The increased amount is supported in the 2013 budget under communications and

Copier/Fax/Scanner line items. The city will keep the Richo Copy Machine as a back up and it will be under the same maintenance contract as the Lexmark Copy Machine.

**Update Website/Webpage**

Kim Parsells from Surf's Up will be updating the City of Asotin Website. Kim created the original webpage for the City of Asotin in 2005. It will cost \$890.00 for a complete makeover. Updated technology will be used to route users in a friendly direction. The \$890.00 is supported in the 2013 budget under the communications line item. Kim will train Tiffany Rogers to update and maintain the site which is included in the costs. The goal of the webpage is to promote tourism. Anybody that may have pictures of the City of Asotin or surrounding areas are encouraged to submit photos. Wildlife, Boating, Fishing and Parades ect... The funding for the updated webpage may also be available through the stadium fund since the webpage will be show casing tourism. Mayor Bonfield stated in July of 2000, a study was conducted on traffic netting 1,120 cars daily going through Asotin.

**POLICE REPORT:** none

**CITY ATTORNEY:** none

**FIRE DEPARTMENT:** none

**PLANNING COMMISSION:** none

**COMMITTEE REPORTS:** none

**COUNCIL COMMUNICATIONS**

Mervin Schneider – None

Joe Appleton- None

Greg Fry – None

Keith Delzer – None

Anthony Rogers – Councilmember Rogers met with Avista operational manager to look at lighting, doors and windows for City Hall, Old City Hall, WWTP, City Shop and Cook Shack. Avista will see what incentive programs are available to government agencies for updates. Avista suggested getting three local bids for lighting, doors and windows for each area separately. Then the city will send those bids to Avista to project savings and rebates. July 2013 current bulbs will not be available for purchase. The city will be forced to replace fixtures with the new LED lighting. Avista will provide a break down in prices between windows, doors and departments so the City can budget for the new updates. City of Asotin Fire Department received rebates for lighting in 2012. Mayor asked Councilmember Rogers to move forward and obtain estimates.

**MAYOR'S REPORT:**

Letters will be sent to Representative Joe Schmick, Representative Susan Fagan and Senator Mark Schoesler asking to fully fund the state's Recreational Resource Account for recreational boating in the 2013-2015 Capital Budget. This dedicated account was established by voter initiative in 1964 and is supported by the portion of gas taxes that boaters pay when they fuel their vessels. Last year, the Legislature transferred funds from this account to deal with a shortfall in the state operating budget. Councilmember Appleton made a motion to have the Mayor sign and send three letters asking the Legislative body not to take funds out of the RCO

Boating Funds and fully fund the state's Recreational Resource Account. Seconded by Councilmember Rogers. There was no discussion. All Aye. Motion carried.

**RESOLUTIONS & ORDINANCES:**

1. **Resolution 2013-494** Accepting Automatic ACH Payment for Utilities  
Councilmember Rogers made a motion to approve Resolution 2013-494 Accepting Automatic ACH Payment for Utilities. Seconded by Councilmember Delzer. There was no discussion. All Aye. Motion carried.

**TABLED**

2. **Resolution 2013-493** Establishing the rates and fees for all licensed and bonded contractors to use city's Hydrant Bulk Water Meter and Back Flow Preventer. City Attorney Jane Richards states this needs to be written as an ordinance. Councilmember Delzer would like to place a clause in the ordinance that states in the case of a contractor working on a city project, that the fees would be waived. The water could be considered as an in-kind match.

**EXECUTIVE SESSION: RCW 42.30.110 (Time-Time) - none**

**ADJOURNMENT:** Motion to adjourn the meeting made by Councilmember Schneider. Seconded by Councilmember Rogers. Motion carried. Meeting adjourned at 7:03PM.

---

Mayor, Vikki Bonfield

---

Clerk/Treasurer, Tiffany Rogers