

ASOTIN CITY COUNCIL MINUTES
May 11, 2015
Asotin City Hall, 121 Cleveland Street, Asotin WA

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

PLEDGE OF ALLEGIANCE: Councilmember Appleton Led the Pledge of Allegiance.

ROLL CALL: Jennifer Bly, Mervin Schneider, Joe Appleton, George Tucker, Bob Van Pelt

STAFF PRESENT: Tiffany Rogers, Clerk/Treasurer, Tina Davidson, Deputy Treasurer

PRESS: None

AUDIENCE: Eric Hasenoehrl, Keltic Engineering Inc., Elaine Greene, Lynn Jarvis, Charlotte Tuttle, Elliot Allen, Jacob Stump

PUBLIC HEARING: None

ORAL COMMUNICATIONS- PUBLIC COMMENT: None

Mayor Bonfield explained in consideration of others wishing to speak, your remarks will be limited to three minutes for items not listed on the agenda. Please stand, state your name and address for the records.

CONSENT CALENDAR:

The Council was presented with the following consent agenda:

1. Minutes of April 27, 2015 Regular Meeting
2. Expense Checks -#37132-#37173 \$22,628.62
3. Payroll Checks- #37112-#37131 \$25,902.01
4. EFT – \$4,600.92 \$1,940.40
5. Voids-#37015 \$534.42 #37100 \$3,500.00
6. Approval of Unexcused and/or Excused Councilmember's absents None

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

OLD BUSINESS:

1. 5th Street Earl Addition Water Line

No communications at this time. Mayor Bonfield stated that City Attorney, Jane Richards contacts Virginia Earl's attorney each week but no decisions have been made.

2. Civil Service Commission members still needed

There are two people interested that have applied to be on the Civil Service Commission. The City of Asotin needs one more applicant to complete the commission.

3. Update on City of Asotin Owned Property Parcel 1-049-00-033-0000 Part of Filmore Street Extended Lot 7

City Attorney, Jane Richards will start court procedures for this property.

4. Discussion of selling City of Asotin owned property (Cleveland and Meador) Update 68'x119' 100' set back

Eric Hasenoehrl, Keltic Engineering Inc. is in the process of surveying the "well lot" property.

5. Asotin County District Court Contract and Jail Inmate Fees Contract

Tabled

NEW BUSINESS: None

KELTIC ENGINEERING, INC.:

1. Second Street Department Of Ecology Storm water Drainage Project G#1200602

The Department of Archeological and Historical Preservation (DAHP) has cleared the work that was completed and closed the file. The final pay request and final report is available for council to review and sign. Eric Hasenoehrl stated he really appreciates the opportunity to assist the city with this project. \$27,615.00 will be returned back to Department of Ecology.

2. Shoreline Master Program Update Project #G1400537

Keltic Engineering Inc. met on May 7th, 2015 with the Planning Commission and Mayor Bonfield to discuss the shoreline master plan draft that is being completed. The items being discussed were the designations or areas of development. The shoreline is being divided into and the amount of setback or buffer that is required in each area. The first draft is being finalized for Department of Ecology review. June 20, 2015 is the close of the first year of the grant. Mayor Bonfield stated because the city is developing our own plan, Jamie Short of Department of Ecology stated there will be fewer restrictions than if the City of Asotin would have combined the shoreline master plan with Asotin County and the other entities.

3. Wilson Lane Survey Issues

Mayor Bonfield received a phone call from a concerned resident on Wilson Lane explaining a neighbor had a private road blocked off by placing a vehicle, steel fence posts, a drum and caution tape as a divider in the middle of the private road. Mayor Bonfield contacted Fire Chief, Noel Hardin to check for emergency access. Mayor Bonfield stated she contacted Eric Hasenoehrl, Keltic Engineering Inc. Eric explained he is doing research with the help from the title company to locate legal descriptions, Jr, Sr rights, easements and the length of the road for the right of way. The developer of the properties sold parts and pieces and also created an easement in that area. Eric Hasenoehrl, Keltic Engineering Inc. explains the critical piece is if emergency services can or cannot get back to the furthest home and then there would be a safety concern. Mayor Bonfield will talk with City Attorney, Jane Richards for further direction. Eric Hasenoehrl, Keltic Engineering Inc. stated you cannot place vehicles and steel fence post in the middle of the street, they are not flagged, they do not meet standards and you cannot place items in the middle of a road way without proper highlighting. This does not meet any safety standards.

CLERK'S REPORT:

- 1. April 2015 District Court** collected \$2,313.50, of that the City sent \$952.42 to Washington State Department of Treasurer, Crime Victims fund \$17.41, City of Asotin had 7 tickets and paid District Court \$140.00 and the City of Asotin deposited \$1,203.67 a 52.03% rate of income from District Court.

2. Candidate Filing Week May 11th –May 15th in person in the Asotin County Auditor’s Office
Clerk/Treasurer, Tiffany Rogers stated she received a reminder from the Asotin County Auditor’s Office for Candidate Filing Week. May 11th – May 15th candidates can file in person at the Asotin County Auditor’s Office.

3. Snapshot Back of Utility Statements

Reminder that the back of each month Utility Statements will be posted on the cities website. When payments are made, the utility statement is discarded and the information is lost. The website is another location to retrieve important city business.

4. Vikki Bonfield received Asotin County Youth Commission Adult Award

Deputy Clerk, Tina Davidson read a letter from Gudran Sullivan of Asotin High School. Vikki Bonfield, Mayor of Asotin, was nominated by Gudran Sullivan of AHS for an Asotin County Youth Commission Adult Award. The Youth Awards Night was held on Thursday, May 7th at the Clarkston High School Auditorium. This night is dedicated to recognizing the efforts of a select group of outstanding youth, adults and youth organizations. The individuals and organizations have been nominated by teachers, community leaders, youth, family and friends. They were recognized for their outstanding personal achievements and their dedication to our local communities. Gudran said: Vikki transcends her official job description as mayor of Asotin. In addition to serving the community, Vikki is also committed to using her time and talents to improve and provide educational opportunities for students in the Asotin-Anatone School District. For my class in particular, Vikki has been an invaluable resource. She arranged for local residents to participate in our biographical writing project, and also participated as an interviewee. As part of our career clusters project, Vikki presented as a guest speaker for the Government & Public Administration cluster. Vikki is always willing to do whatever she can for our students. Vikki is an excellent role model for the youth in our community. Her work experience with at-risk youth provides a solid foundation for her to connect with kids and engage them in community activities. When interacting with students, Vikki articulates the vitality of community involvement, helping others, and achieving goals. As a woman in a leadership position, Vikki exemplifies for our girls how the attributes of strength, character, and intelligence lead to personal and professional success. Vikki was one of 10 local adults nominated, and one of 4 adults that received an excellence award. All nominees received a certificate of recognition from the Youth Commission as well a certificate of Special Congressional Recognition from Congresswoman Cathy McMorris Rogers. Winners in each category also received a plaque with a ‘key to the city’.

5. Rainier Amusements “Thank You” to the city

Clerk/Treasurer, Tiffany Rogers shared a “Thank You” card that was sent from Rainier Amusements. It stated they wanted to thank the community for partnering with Rainier Amusement and Asotin County Fair and Rodeo. It was a wonderful community event. The park was beautiful and they look forward to a long term partnership with the city. Signed Mitch and Crystal Hoss.

POLICE REPORT: None

CITY ATTORNEY: None

FIRE DEPARTMENT: None

PLANNING COMMISSION: None

COMMITTEE REPORTS:

- a. **Mayor Pro-Tem** –Jennifer Bly
- b. **Administrative Personnel** - Jennifer Bly
- c. **Public Safety (Law Enforcement, Fire Safety, Emergency Services)** - Bob Van Pelt & Joe Appleton
- d. **Public Works (Water, Sewer, Utility Franchises)** - George Tucker & Jennifer Bly
- e. **Transportation (Streets, Dept of Transportation Liaison)** - George Tucker & Mervin Schneider
- f. **Parks and Recreation (Parks, Cemetery, Asotin Community Center)** - Bob Van Pelt
- g. **Finance** - Jennifer Bly & Joe Appleton
- h. **Asotin County EMS Board** (HOLD)
- i. **Asotin County Solid Waste Advisory** (HOLD)
- j. **Asotin County Health District** - Vikki Bonfield
- k. **PTBA** - Mervin Schneider
- l. **MPO Technical Advisory Committee** - Bob Portlock
- m. **MPO Policy Board** - Mervin Schneider
- n. **Stormwater** - Jennifer Bly

KELLER ASSOCIATES CONSULTANT REPORT:

1. **USDA (Rural Development) Waste Water Treatment Plant Upgrade**

Clerk/Treasurer, Tiffany Rogers received an Amendment to Owner-Engineer Agreement from Stillman Norton of Keller Associates for Mayor Bonfield to sign. These papers will be sent to Department of Ecology and USDA. This will prepare Keller Associates for the next step which will be the bidding process.

2. **BLM SCAT Machine and RV Sewer Dump Station**

Councilmember Bly asked Mayor Bonfield if there was any progress on the BLM SCAT Machine and RV Sewer Dump Station. Mayor Bonfield stated it doesn't look like BLM is going to be able to provide funding. Mayor Bonfield talked with Public Works Superintendent, Bob Portlock and asked him to follow through with the City of Asotin's part which will be to install an RV Sewer Dump Station. Mayor Bonfield stated the City of Asotin, Public Works Department will be able to provide the labor for the installation of the RV Sewer Dump Station.

COUNCIL COMMUNICATIONS:

Mervin Schneider– Councilmember Schneider stated he will be attending the PTBA meeting this week.

Joe Appleton– Councilmember Appleton stated he examined the alleyways and grading is not needed at this time expect for Kings Lane. Deputy Clerk, Tina Davidson informed Councilmember Appleton that the Public Works Department has located a solar light to mount on to the Memorial Bridge flag pole. Councilmember Appleton commented on the complaint letter regarding the visibility on First Street and Beaumeister with the guardrail and “Welcome to Asotin” sign. Councilmember Appleton stated the real issue is the guardrail not the sign. Mayor Bonfield stated the Washington State Department of Transportation will not relocate the guardrail due to liability issues if someone ran off the road and into the creek. All councilmember's stated they drove by and examined the situation and they stated they could see around the guardrail and sign, you just have to pull out in the road a little further. Mayor Bonfield stated she will write a response letter. Councilmember Appleton stated he is going to start attending the Asotin County Commissioners meetings. Resident, Charlotte Tuttle informed Councilmember Appleton that the Asotin County Commissioners will have their monthly night meeting on Monday, May 18th at 6:30pm at the Asotin County Commissioner Chambers. The Asotin County Commissioners are also planning a Town Hall Meeting for Wednesday, May 27th at 6:30pm with the agenda items listed as information on the new roundabout, Asotin County Assessor, Chris Wood to talk about Open Spaces and a discussion about the Forest Service Issues. Resident, Lynn Jarvis stated she attended the Asotin County Commissioners meeting and asked Karst Riggers for an update about the proposed gun club. Karst

Riggers replied that there hasn't been any more discussion. Lynn Jarvis stated she was excited to hear that Councilmember Appleton was going to attend the Asotin County Commissioners meetings. Councilmember Bly stated there used to be a quarterly 7:30am breakfast meeting at Grumpy's at with Nez Perce County, City of Lewiston, City of Clarkston, Asotin County, Port of Clarkston, Fire Departments and Asotin County PUD. It was a relaxed meeting. The topic was what was going on with each entity. One person from each entity, such as the public works director, one councilmember, Port of Clarkston Commissioner, Fire Chiefs etc... would attend the meeting and bring back the information to each entity. Councilmember Bly stated it was a great effort to keep the community in unity.

Jennifer Bly –Councilmember Bly reported that a family used the City Park for a Mother's Day picnic and noticed a limb that had been broken off in a tree. Councilmember Bly contacted Public Works Superintendent, Bob Portlock and he will take care of the issue.

Bob Van Pelt– Councilmember Van Pelt stated he will not be at the May 26th and June 8th council meetings.

George Tucker–Councilmember Tucker stated he is working on the mail box issues with Councilmember Schneider.

MAYOR'S REPORT: None

RESOLUTIONS & ORDINANCES: None

EXECUTIVE SESSION: RCW 42.30.110 None

ADJOURNMENT: Motion to adjourn the meeting made by Councilmember Schneider. Seconded by Councilmember Bly. There was no discussion. All Aye. Motion carried. Meeting adjourned at 6:25p.m.

Mayor Vikki Bonfield

Clerk/Treasurer, Tiffany Rogers