

**ASOTIN CITY COUNCIL MINUTES**  
**April 10, 2017**  
**Asotin City Hall, 121 Cleveland Street, Asotin WA**

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

**II. PLEDGE OF ALLEGIANCE:** Councilmember Tucker Led the Pledge of Allegiance.

**ROLL CALL:** Jennifer Bly, Lori Loseth, Mervin Schneider, George Tucker

**STAFF PRESENT:** Clerk/Treasurer, Tiffany Rogers, City Attorney, Jane Richards, Fire Chief, Noel Hardin, Asotin Fire/EMS personnel Amy Paris, Dwayne Paris

**PRESS:** None

**AUDIENCE:** Jo Anne Miller, Elaine Greene, Charlotte Tuttle

**III. PUBLIC HEARING:** None

**IV. ORAL COMMUNICATIONS- PUBLIC COMMENT:**

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.

Resident, Charlotte Tuttle reported on the Asotin County Commissioners meeting. The Asotin County Commissioners have been attending the meetings regarding the 1974 Granite Dam Master Plan that the U.S. Army Corp of Engineers will be updating. Public comment is welcome by writing a letter or going to their website to make comments as the Corp is required to take input. Mayor Bonfield stated she has been attending and will continue to attend the meetings to address issues concerning City of Asotin such as migration areas should not be placed inside city limit areas. Also, land within the city limits should be used for people not animals. The U.S. Army Corp of Engineers will be filling in the Swallow Nest swimming beach, and creating a new opening further downstream. Starting June 1<sup>st</sup> - July 31<sup>st</sup> the highway will be closed for the round-a-bout road construction. Traffic will be re-routed to 13<sup>th</sup> Street and/or 22<sup>nd</sup> Street. Bridge Street will also have new construction that will occur during the evening hours.

**V. CONSENT CALENDAR:**

**1. Minutes of March 27, 2017 Regular Meeting**

**2. Expense Checks-** #39591- \$3,594.00 #39615-#39646 \$38,616.00

**3. Payroll Checks-** #39592-#39614 \$26,324.72

**4. EFT -** \$11,764.05

**5. Voids**

**6. Approval of Unexcused and/or Excused Councilmember's absents-** Councilmember Appleton

Councilmember Bly made a motion to approve the consent calendar. Seconded by Councilmember Tucker. There was no discussion. All Ayes. Motion carried. Councilmember Bly made a motion to approve the absents of Councilmember Appleton. Seconded by Councilmember Tucker. There was no discussion. All Ayes. Motion carried.

**VI. UNFINISHED BUSINESS:** None

**VII. NEW BUSINESS:**

**1. Permanent City of Asotin EMS Levy presented by Fire Chief, Noel Hardin**

Fire Chief, Noel Hardin explained how the EMS Levy progressed from having to vote on it every year to a then a six year vote and now it can be voted on as a permanent or lifetime vote. The City of Asotin EMS Levy expires in 2018, therefore, Fire Chief, Noel Hardin would like to place a permanent or lifetime levy on the ballot August 1<sup>st</sup>. Asotin County Fire District passed their permanent levy this past year. The .50 per \$1,000 of assessed value EMS levy pays for EMS services, ambulance volunteers, training and supplies. Fire Chief, Noel Hardin would like to ask the council if they would support placing this issue on the August 1<sup>st</sup> ballot. The resolution must be delivered to the Auditor's office by May. Councilmember Schneider made a motion to go forward with submitting the resolution to the Asotin County Auditor's office to place the Asotin EMS Levy on the ballot for August 1<sup>st</sup>. Seconded by Councilmember Bly. There was no discussion. All Ayes. Motion carried. Fire Chief, Noel Hardin reported last weekend the Asotin Fire Department had its annual awards dinner. Dave Weissenfels was honored for his 42 years of service on the fire department. Shawn Balzer was awarded for his 15 years of service and Dwayne Paris was promoted to Lieutenant. The council congratulated these accomplishments.

**VIII. CONSULTANT/CONTRACTOR REPORTS:** None

**1. Keltic Engineering, Inc.**

**a. Shoreline Master Program Update Project #G1400537**

**2. Keller Associates, Inc.**

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

**IX. CLERK'S REPORT:**

**1. Open Burning April 1<sup>st</sup> – May 31<sup>st</sup> 10am-5pm**

Clerk/Treasurer, Tiffany Rogers reported open burning is only allowed from 10am to 5pm daily. All fires must be completely extinguished including all embers by 5pm. Each burn shall not be larger than four feet by four feet by three feet in height (4'x4'x3') and shall be a distance of at least 50 feet from any building, structure, or combustible material. Any burn can be ordered extinguished if considered a nuisance to any surrounding properties. Items that are prohibited to burn, include but are not limited to: Garbage, Oil or Grease, Lawn clippings, Leaves, Commercial or Industrial waste, Products containing rubber, Dead Animals, Demolition debris, Asphalt shingles, Railroad ties, Telephone poles, Building materials, Green vegetation, Pallets, or any other material which emit dense smoke or obnoxious odors. Burn Barrels are prohibited by State Law.

**2. Free Wood Waste Disposal Program Asotin County Landfill 509-758-9230**

[www.asotincountyregionallandfill.com](http://www.asotincountyregionallandfill.com)

Clerk/Treasurer, Tiffany Rogers stated there is an alternative to burning debris. The Asotin County Landfill offers a Waste Disposal Program for free. They will accept tree limbs and branches 12 inches in diameter or less, length 12 feet or less, Shrubs, Bushes, Clean wood pallets. They do not accept paint, cardboard, plastic, treated lumber, construction/demolition debris nor lumber, grass clippings, leaves nor municipal solid waste.

### **3. March 2017 Past Due Utility Accounts**

Clerk/Treasurer, Tiffany Rogers reported there were 39 past due utility accounts for March.

### **4. IGN Line installed for Asotin Municipal Court for communication to the State of Washington Courts**

Clerk/Treasurer, Tiffany Rogers reported the IGN line has been installed, however it is not up and running yet. This line only provides access to the Judicial Information System (JIS) through a secure line.

### **5. Discount/Reduced RV Rates for Veterans**

Councilmember Bly made a motion to provide a discount of \$5.00 off the RV with water/electric spots for veterans and active military with proof of military card. Seconded by Councilmember Schneider. There was no discussion. All Ayes. Motion carried.

## **DEPARTMENTS:**

### **a. POLICE DEPARTMENT:**

- 74 Calls
- Arrests
  - 3 Citations
    - 2 Driving While Licenses Suspended
    - Theft Zip Trip
  - 4 Physical
    - Warrant
    - Domestic Violence
  - 1 Juvenile
    - Domestic Violence
- 4 reported Vehicle Prowls in one weekend- **LOCK YOUR VEHICLES AND HOUSE DOORS!** If you see someone suspicious walking around the streets do not hesitate to call 911 or Dispatch at 509-758-2331
- Asotin-Anatone School District conducted a full scale practice Evacuation Drill which included taking the students to the secondary evacuation site. School Resource Officer, Greg Adelsbach put a lot of effort into this successful drill.
- Police Chief, Monte Renzelman received a complaint and a concern from Mr. Greene about Lucy's Tacos. Police Chief, Monte Renzelman informed Mr. Greene that Lucy's Tacos does have a City of Asotin business license, an Asotin County Health District Food Certificate and a Washington State Food Handlers Permit. Lucy's Tacos is located in a commercial zone. Police Chief, Monte Renzelman conducted as much of a back ground check as legally as he could. Police Chief, Monte Renzelman stated he wanted the council to know of Mr. Greene's complaint and concerns. Councilmember Schneider asked what if someone wanted to sell pizza. Police Chief, Monte Renzelman stated they would also have to have the above mentioned items in place before they could set up their business. Mayor Bonfield asked the council if they have any questions or concerns with Lucy's Tacos. Councilmember Loseth stated she believes the complaints have been addressed. The council had no concerns.

### **b. CITY ATTORNEY: None**

### **c. FIRE DEPARTMENT:**

Lieutenant, Dwayne Paris reported there were more medical issues this month verses fires since the rain events we are still green. However, since open burning started there were twelve calls in the county for

open burning issues. The Asotin Fire Department cleaned the barn stalls at the Asotin County Fair Grounds which provided nozzle training for the firemen and women. The Jr Fire Fighter Handbook is in the final stages of being completed. Presentations will start at the school next month. The Asotin Fire and EMS personnel will be on the Asotin County Fair Grounds during fair. They will have a trailer on site to assist with minor medical issues. The Asotin County Fair Board presented the fire department with two parking permits. Resident, Charlotte Tuttle has a concern when calling 911, Whitcom/Dispatch. Whitcom stated her address was not showing on the Whitcom mapping system. Lieutenant, Dwayne Paris did state that a lot of Whitcom's information comes from Google Maps and if Google Maps is incorrect, then Whitcom should be able to fix the problem. There are multiple street addresses within different parts of the City of Asotin. There are two 3<sup>rd</sup> Streets and two 4<sup>th</sup> Streets one at the West End of Asotin and one at the East End of Asotin. City of Asotin might look into re-addressing.

**d. PLANNING COMMISSION:**

Planning Commissioner, Elaine Greene reported on the April 6<sup>th</sup> meeting as they welcomed the new Planning Commissioner Rod Hallen to the Planning Commission.

Planning Commissioner, Elaine Greene stated they received a copy of the updated ordinance on the meeting dates. The Planning Commission accepted the updated Application form but suggested it be in a fillable format on the website. Clerk/Treasurer, Tiffany Rogers stated at this time the City of Asotin website is not programed for that function.

Planning Commissioner, Elaine Greene stated the following was discussed at the City of Asotin Planning Commission Meeting:

1. There is a misspelled sign near the sewer treatment plant in the parking lot for the greenbelt trailhead. The word "beyond" is misspelled. (BEOND)
2. There was concern that closing the alley between the Asotin Museum and the grassy area north of the museum (where the antique fire truck and other vehicles are on display) would potentially increase traffic on the south side of the school especially during pickup and drop-off times.
3. Could the state post 55 mph signs near the Critchfield and 13th Street intersections?

Mayor Bonfield stated the U.S. Army Corp of Engineers owns the property where the misspelled sign is located therefore, the Planning Commission can contact the Clarkston office. Mayor Bonfield stated the 55 mile an hour signs is the State of Washington's responsibility and the Planning Commission can contact the State Transportation Department. Mayor Bonfield stated Councilmember Appleton has volunteered to monitor the ally during school hours. The next Planning Commission Meeting will be Thursday, July 6<sup>th</sup> at 7pm City Hall.

**e. CIVIL SERVICE COMMISSION:**

- Next Regular Meeting Thursday, April 13, 2017 5:15pm City Hall

**f. ASOTIN MUNICIPAL COURT**

- Next Court Date Thursday, April 27, 2017 1:30pm City Hall

**COMMITTEE REPORTS:**

- a. **Mayor Pro-Tem**–Jennifer Bly
- b. **Administrative Personnel**–Jennifer Bly
- c. **Public Safety (Law Enforcement, Fire Safety, Emergency Services)**–Joe Appleton & George Tucker
- d. **Public Works (Water, Sewer, Utility Franchises)**–Jenifer Bly & George Tucker
- e. **Transportation (Streets, Dept of Transportation Liaison)** - Mervin Schneider & George Tucker

- f. **Parks and Recreation (Parks, Cemetery, Asotin Community Center)** – Joe Appleton & Mervin Schneider
- g. **Finance** - Jennifer Bly & Mervin Schneider
- h. **Asotin County EMS Board** - Lori Loseth Quarterly 2<sup>nd</sup> Tuesday @ 7:30am Tri-State Hospital
- i. **Asotin County Solid Waste Advisory** Lori Loseth TBA
- j. **Asotin County Health District** - Vikki Bonfield 4<sup>th</sup> Monday @ 1pm Asotin County Annex
- k. **PTBA** - Mervin Schneider 2<sup>nd</sup> Wednesday @ Clarkston PTBA Bldg 15<sup>th</sup> Street
- l. **MPO Technical Advisory Committee** - Bob Portlock 2<sup>nd</sup> Wednesday @ 2:30pm Lewiston Public Works Bldg
- m. **MPO Policy Board** – Vikki Bonfield 2<sup>nd</sup> Wednesday @ 4pm Lewiston Public Works Bldg
- n. **Stormwater** - Jennifer Bly Quarterly 2<sup>nd</sup> Monday @ 3-5pm Asotin County Annex

**X. COUNCIL COMMUNICATIONS:**

**Mervin Schneider**-None  
**Joe Appleton**-Absent  
**Jennifer Bly**- None  
**George Tucker**- None  
**Lori Loseth**-None

**XI. MAYOR’S REPORT:**

**Asotin Boat Launch and Jetty Restoration (Marina)**

Mayor Bonfield reported on the Asotin Boat Launch-Jetty Alternative Analysis Options #1-#3. #1 Remove Spur Dike. #2 Construct Inlet Channel in Middle of Boat Ramp. #3 Construct a Flow Through Channel. The council agreed to go forward with Option #3. Option #3 will remove the existing spur dike at the entrance to the Marina and the construction of a flow-through channel to maintain flushing flows. Mayor Bonfield will inform Stillman Norton, of Keller Associates, Inc. of the decision the council has made. Mayor Bonfield stated Lidstone and Keller Associates Inc. also agree with Option #3. For more detailed information please contact City Hall.

**Asotin Transportation Plan**

Mayor Bonfield asked if the council had any questions or concerns with the Asotin Transportation Plan through MPO. Council stated there were no concerns.

**XII. RESOLUTIONS & ORDINANCES:**

1. **Resolution 2017-598** A Resolution of the Council of the City of Asotin Authorizing the Mayor to Submit an Application on Behalf of the City of Asotin for State of Washington Department of Ecology Water Quality Combined Financial Assistance Agreement Between the State of Washington Department of Ecology and City of Asotin and Authorizing and Providing for the Incurrence of Indebtedness for the Purpose of Providing a Portion of the Cost of Installing Low Impact Development (LID) Facilities on 2nd Street Between Washington and Harding Streets in the City of Asotin. Councilmember Tucker made a motion to approve Resolution 2017-598 A Resolution of the Council of the City of Asotin Authorizing the Mayor to Submit an Application on Behalf of the City of Asotin for State of Washington Department of Ecology Water Quality Combined Financial Assistance Agreement Between the State of Washington Department of Ecology and City of Asotin and Authorizing and Providing for the Incurrence of Indebtedness for the Purpose of Providing a Portion of the Cost of Installing Low Impact Development (LID) Facilities on 2nd Street Between Washington and Harding Streets in the City of Asotin. Seconded by Councilmember Bly. There was no discussion. All Ayes. Motion carried.

**EXECUTIVE SESSION: RCW 42.30.110**

**ADJOURNMENT:** Motion to adjourn the meeting made by Councilmember Schneider. Seconded by Councilmember Bly. There was no discussion. All Ayes. Motion carried. Meeting adjourned at 6:24pm.

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Mayor Bonfield

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Clerk/Treasurer, Tiffany Rogers