

**ASOTIN CITY COUNCIL MINUTES**  
**August 14, 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 Appleton Led the Pledge of Allegiance.

**ROLL CALL:** Joe Appleton, Jennifer Bly, Mervin Schneider

**STAFF PRESENT:** Clerk/Treasurer, Tiffany Rogers, Police Chief, Monte Renzelman, City Attorney, Jane Richards

**PRESS:** None

**AUDIENCE:** Elaine Greene, Charlotte Tuttle, Ty Aiken, JoAnne Miller, Candy Becker, Penny Elliott

**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.

Ty Aiken, 1135 11<sup>th</sup> Street Clarkston stated he is attending this meeting in an unofficial capacity on behalf of the Asotin LIONS Club. He stated he had questions about how the City of Asotin, the Asotin Boat Launch Marina Fundraiser, Asotin Days and the Asotin LIONS Club could work together. Ty Aiken asked who is in charge of Asotin Days. Mayor Bonfield explained that the Asotin Days Committee is made up of Wes Vaughn, Chair, Jackie Hough, Co-Chair and Jenni Light is the Secretary/Treasurer. Ty Aiken wanted to know if the Pig Out In The Park was an Asotin Days Event. Mayor Bonfield stated no it is a City of Asotin Marina Fundraiser event that occurred on Saturday of Asotin Days due to extra people being in town with the yard sales. Ty Aiken also wanted to know who is the committee person that is in charge of the Marina Fundraiser. Mayor Bonfield stated the City of Asotin is in charge of the Marina Fundraiser. Ty Aiken stated it would be a good idea to work together and have a better communication system so we all know what is going on for Asotin Days. Clerk/Treasurer, Tiffany Rogers stated there was no Asotin Days Meeting that took place this year for planning. Ty Aiken asked why there wasn't more information on the radio ads about Asotin Days. Clerk/Treasurer, Tiffany Rogers stated in the past that Mary McCollum was able to apply for a \$1,500.00 for radio advertising for the Asotin LIONS Club and Asotin Days and was not aware it that happened this year or not. Clerk/Treasurer, Tiffany Rogers also stated in the past she had created the flyers, however, due to health issues she informed the Asotin Days Committee early on that she would not be able to do the flyer this year. Mayor Bonfield stated she was invited to be on the "Opinion Please" radio talk show with Brian Shinn. After being invited to the show she gathered dates and times for the Asotin LIONS Breakfast and BBQ so she could share that information during her interview. However, she was given the incorrect times of the breakfast. Ty Aiken stated the Asotin LIONS breakfast and BBQ numbers were down this year. Ty Aiken stated the LIONS Poker Run on the river is this weekend and he wanted to invite the council and/or

the Mayor to attend. He stated there may be a few people who would be interested in Marina information. There are more than 30 boats signed up for the Poker Run event. Some boats put in at the U.S. Army Corp of Engineer dock that is across from the school baseball field at 8:30am-9:30am. Other boaters drive to Heller Bar and put in then come back down in their boat and then back up to join the poker run. Ty Aiken also invited a city council member to come to the Asotin LIONS meeting. Councilmember Bly stated she would like to invite the Asotin LIONS Club members to attend the council meetings that are twice a month too. Ty Aiken stated it feels like we are on two separate paths. Charlotte Tuttle stated she appreciates Ty Aiken coming to the council meeting to discuss these issues. Charlotte Tuttle also stated that usually one member from each entity is invited to go on the "Opinion Please" radio talk show at the same time to discuss all events. Mayor Bonfield also stated she appreciated Ty Aiken attending the meeting and invited Ty Aiken to come to the council meeting anytime that he was available.

Resident, Charlotte Tuttle stated Asotin County Public Works Director, Dustin Johnson reported that the bridge project is on schedule and looking toward Wednesday after Labor Day for the grand opening. Charlotte Tuttle reported she attended the Asotin County Fair Board Meeting and they are looking towards not having a Pro-West Rodeo but having a college rodeo. The committee is looking for parking for the large horse trailers and vehicles that the college rodeo will be bringing. The rodeo would be well attended in support of the youth college rodeo and won't be as expensive to the rodeo board. Due to parking issues, the contestants will park in the entire main lot and the public will have to ride the bus.

**V. CONSENT CALENDAR:**

- 1. Minutes of July 24, 2017 Regular Meeting**
- 2. Expense Checks- #40037-#40059 \$27,168.34**
- 3. Payroll Checks- #40036-#40107 \$36,161.10**
- 4. EFT - \$13,124.56 \$2,476.05**
- 5. Voids- None**
- 6. Approval of Unexcused and/or Excused Councilmember's absents Councilmember Loseth and Councilmember Tucker**

Councilmember Bly made a motion to approve the consent calendar. Seconded by Councilmember Schneider. There was no discussion. All Ayes. Motion carried. Councilmember Appleton made a motion to approve Councilmember Loseth and Councilmember Tucker absence. Seconded by Councilmember Bly. There was no discussion. All Ayes. Motion carried

**VI. UNFINISHED BUSINESS:**

**1. American Cell Tower Easement Options**

Tabled until next meeting. However, Councilmember Appleton will not be at the next council meeting. He would like to keep the current monthly contract with American Cell Tower.

**VII. NEW BUSINESS: None**

**VIII. CONSULTANT/CONTRACTOR REPORTS:**

**Keller Associates, Inc.**

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

Stillman Norton will complete the exit interview next week.

**b. Cleveland Street Sidewalk Project**

There were no bids received on the project. Possible reasons construction businesses are busy with previously arranged summer projects. Stillman Norton recommended publishing the bid again in September then by October the sidewalks will be completed.

## **IX. CLERK'S REPORT:**

### **1. "Pig Out in the Park" Asotin Marina Fundraiser Update**

Clerk/Treasurer, Tiffany Rogers reported the "Pig Out In The Park" Asotin Marina Fundraiser had thirty Vendors. There was a raffle that raised \$186.00. The roasted pulled pork BBQ served over 216 people and raised \$1,900.00 for the Asotin Marina. The City of Asotin would like to thank the sponsors who supported the Asotin Marina Fundraiser, Print Craft Printing for donating their time to create and produce the professional flyers. Pepsi for donating soda supplies. Albertsons and Rick's Family Foods for baked beans. URM/Cash & Carry for their donation of product. Matt's Grill & Lodge for the five gallons plus of homemade potato salad, Asotin Zip Trip for the ten cases of water, beans, rolls, silverware and cups. 4-10 Drive Inn for ten bags of Ice from Costco. Bean Fabrication and Motojets for showing their boats and Lewiston RV for bringing their New RV's. The kids (and adults) enjoyed the Potlatch #1 Federal Credit Union Water Zone. Chris and Lori Loseth for the donation of the pig and fixing's for the pig such as the sausage dogs, sauerkraut and BBQ sauces. American Turbine and Allstate, Forrest Jenkins for their monetary donations. Public Works Superintendent, Bob Portlock for his time and equipment to cook the pig and Public Works Maintenance Technician, Kirk Frye for helping prepare and serve the BBQ and putting up the tents, signs and portable wagon. Waste Water Treatment Plant Operator, Bill Frye for pulling the pork and preparing it to serve. Thank you to Deputy Clerk, Tina Davidson for coordinating the vendors and placing the Pink signs out and about and updating Facebook with all the activities for the weekend. Thank you to the City of Asotin Police Department for traffic control. A special thank you to Mayor Bonfield for dessert, getting the raffle prizes and supplies and putting this successful fundraiser together. Thank you to all City of Asotin employees for supporting this event and we look forward to hosting it again next year. Mayor Bonfield said thank you to Clerk/Treasurer, Tiffany Rogers for asking for the donations of food and products.

### **2. Asotin Days Update**

The Honorary Citizens for Asotin Days were Mike and Jackie Feil of Asotin. Saturday started with the Asotin LIONS Club Breakfast. The Community wide Yard Sale had twenty-one participants. The Asotin LIONS Club breakfast also started Sunday's festivities along with Chrome on the Creek Car show, Chapel in Park, Train Show, Asotin LIONS BBQ and the Asotin LIONS horse shoe tournament. Thank you to Deputy Clerk, Tina Davidson for coordinating the Community Wide Yard Sales and placing the information on the cityofasotin.org website. This year Jenni Light helped create a link to the cityofasotin.org website for the yard sale map so participants could locate yard sales on their cell phones.

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

Clerk/Treasurer, Tiffany Rogers reported there were 48 past due utility accounts for July.

### **4. Washington State Auditor's Office City of Asotin Exit Conference Completed**

- **Accountability Audit for 2015-2016**
- **Financial Statement Audit for 2016**
- **Federal Grant Compliance Audit for 2016**

Clerk/Treasurer, Tiffany Rogers stated the above referenced Audits reported no deficiencies in the design or operation of internal control over the financial reporting. Also, noted no instances of noncompliance that were material to the financial statements of the City. The Washington State Auditors identified no deficiencies to be considered a material weakness. This year's audit cost the City \$19,200.00. The next Accountability audit will be conducted in 2020 and is expected to cost \$10,000.00.

## **DEPARTMENTS:**

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

#### **ACCESS**

Police Chief, Monte Renzelman stated the City of Asotin Police Department passed the ACCESS WACIC/NCIC Technical Security Audit which is secured information that is used by police from State and Federal agencies.

#### **July Stats**

- Calls to Service: 70
- Traffic Enforcement Stops: 151
- Citations: 65 Infractions, 7 Criminal Traffic, 2 Criminal Non-Traffic, Total 74 cites
- Arrests: 9 Physical: 6 Citations: 3
- DWLS (Cite) x2, DV/Weapon Offense, Warrant x 2, DUI, DWLS (Physical Arrest), NVOL No ID &
- Warrant
- Cased Referred to PA for Review/Charges

#### **Opioid Inhibitors**

Police Chief, Monte Renzelman stated the City of Asotin Police Department will start caring the Opioid Inhibitor NARCAN. Pullman paramedic, Jerid Hilderbrand presented the opiate response training session at Asotin City Hall to the City of Asotin Police and Asotin County Jail Staff. Dr. Mountjoy will be the prescribing doctor. This will be another tool for officers if they are first on the scene. Living in a rural area this will be very important. The police departments around the country are seeing a rise in Opioid overdoses. An Overdose includes prescription Opioid drug overdose and/or children that come in to contact with Opioid's.

#### **Back to school**

Police Chief, Monte Renzelman will be sending out a press release this week about Back to School. The Asotin School District's first day of school is August 29, 2017. School starts at 8am and releases at 2:30pm. The Asotin Police Department would like to remind parents, motorists and school students to start thinking about safety and remind motorists to be vigilant, follow the rules of the road, and have patience with the hustle and bustle around the school.

#### **New Tasers**

Police Chief, Monte Renzelman showed the new XP26 Taser. There is a mandatory training that must take place in order to carry this device. The five hour training has been scheduled with Sgt Boyd of the Clarkston Police Department. Police Chief, Monte Renzelman stated the old Taser's malfunctioned and are non-repairable and are not even considered for a trade in. City Attorney, Jane Richards asked if the new Taser's record. Police Chief, Monte Renzelman stated yes, it records how long and how many times it was deployed for court cases. Councilmember Schneider asked do our police officers use them. Police Chief, Monte Renzelman stated the City of Asotin Police Officers have not had to use them due to their communication skills. The Taser's have to checked at the beginning of each shift and are worn on the

opposite side of the gun.

**b. CITY ATTORNEY:** None

**c. FIRE DEPARTMENT:** None

**d. PLANNING COMMISSION:** None

- Next Regular Meeting Thursday, October 5, 2017 7:00pm City Hall

**e. CIVIL SERVICE COMMISSION:**

- Next Regular Meeting Wednesday, September 13, 2017 1:15pm City Hall  
Two applications have been received

**f. ASOTIN MUNICIPAL COURT**

- Next Court Date Thursday, August 24, 2017 1:30pm City Hall

#### COMMITTEE REPORTS:

- Mayor Pro-Tem**—Jennifer Bly
- Administrative Personnel**—Jennifer Bly
- Public Safety (Law Enforcement, Fire Safety, Emergency Services)**—Joe Appleton & George Tucker
- Public Works (Water, Sewer, Utility Franchises)**—Jennifer Bly & George Tucker
- Transportation (Streets, Dept of Transportation Liaison)** - Mervin Schneider & George Tucker
- Parks and Recreation (Parks, Cemetery, Asotin Community Center)** – Joe Appleton & Mervin Schneider
- Finance** - Jennifer Bly & Mervin Schneider
- Asotin County EMS Board** - Lori Loseth Quarterly 2<sup>nd</sup> Tuesday @ 7:30am Tri-State Hospital
- Asotin County Solid Waste Advisory** Lori Loseth TBA
- Asotin County Health District** - Vikki Bonfield 4<sup>th</sup> Monday @ 1pm Asotin County Annex
- PTBA** - Mervin Schneider 2<sup>nd</sup> Wednesday @ Clarkston PTBA Bldg 15<sup>th</sup> Street
- MPO Technical Advisory Committee** - Bob Portlock 4<sup>th</sup> Wednesday @ 1:30pm Lewiston Public Works Bldg
- MPO Policy Board** – Vikki Bonfield 2<sup>nd</sup> Thursday @ 4pm Lewiston Public Works Bldg
- Stormwater** - Jennifer Bly Quarterly 2<sup>nd</sup> Monday @ 3-5pm Asotin County Annex

#### X. COUNCIL COMMUNICATIONS:

**Mervin Schneider-** Councilmember Schneider stated he sees the Basketball court being used often. He stated the new basketball poles/hoops are a great addition. Mayor Bonfield stated she heard that people were playing basketball at 1am and even in the hot 95 degree weather. Councilmember Schneider stated he appreciates all the council has done. Councilmember Bly wanted to give her condolences to Councilmember Schneider.

**Joe Appleton-** Councilmember Appleton stated the 4<sup>th</sup> Street potholes are getting worse. Mayor Bonfield stated Public Works Superintendent, Bob Portlock, Waste Water Treatment Plant Operator Bill Frye, Stillman Norton of Keller Associates, Inc. met with a member of the Transportation Improvement Board (TIB). She looked at 4<sup>th</sup> Street and stated it would qualify for an overly without sidewalks or curbs. Therefore, the city will be applying for this grant before August 18<sup>th</sup>. She also looked at 2<sup>nd</sup> Street but knowing it is being prepared for a Stormwater installation, and the road is extra wide TIB grants did not apply to 2<sup>nd</sup> Street.

**Jennifer Bly-** Councilmember Bly stated she had a wonderful weekend. Saturday and Sunday everybody did a great job. Councilmember Bly noticed that the Asotin LIONS had about half the people for breakfast and the BBQ. She thought the air quality and the rain keep the people away. Councilmember Bly reported there were no Yellow Jackets. Ty Aiken confirmed the same. Ty

Aiken stated the weather could have contributed to not seeing any Yellow Jackets. However, Ty Aiken asked if the city would consider asking Naslund to pick up the garbage on Saturday as it was full for Sundays festivities. Mayor Bonfield stated the city could also ask for an additional dumpster for the Asotin Days Weekend. Councilmember Bly reported that the FFA helped cleaned the tables and clear away the plates and that probably helped to keep the Yellow Jackets away too. Councilmember Bly stated the Yard Sales had some top notch items for sale and it brought a lot of people in town. There were two reports of two people who tripped and fell to the ground after leaving yard sales. However, Police Officer, Brown was first on scene to assist.

**George Tucker-** Absent

**Lori Loseth-** Absent

**MAYOR'S REPORT:** None

**XI. RESOLUTIONS & ORDINANCES:**

**1. Resolution #2017-603** A Resolution Deleting the Advance Travel Fund #634.

Councilmember Bly made a motion to approve Resolution #2017-603 A Resolution Deleting the Advance Travel Fund #634. Seconded by Councilmember Appleton. There was no discussion. All Ayes. Motion carried.

**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 Ayes. Motion carried. Meeting adjourned at 6:20pm.

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Mayor Bonfield

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Clerk/Treasurer, Tiffany Rogers