

ASOTIN CITY COUNCIL MINUTES
February 13, 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, Lori Loseth, George Tucker

STAFF PRESENT: Fire Chief, Monte Renzelman, Police Chief, Jane Richards, City Attorney
Municipal Court Judge, Todd Richardson, Fire Fighters/EMS Dwayne Paris,
Amy Paris, Shawn Balzer

PRESS: None

AUDIENCE: Steve Floch, Judy Floch, Elaine Greene, Charlotte Tuttle

III. PUBLIC HEARING: None

IV. 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.

V. CONSENT CALENDAR:

- 1. Minutes of January 23, 2017 Regular Meeting**
2. Expense Checks- #39386 \$52.00 #39409-#39449 \$82,908.20
3. Payroll Checks- #39387-#39408 \$25,979.42
4. EFT - \$11,451.72 \$2,082.95
5. Voids- #39401 \$1,366.01
6. Approval of Unexcused and/or Excused Councilmember's absents

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

VI. UNFINISHED BUSINESS: None

VII. NEW BUSINESS:

1. Candidates Filing Week May 15-19, 2019

Council Member Position #3	George Tucker	4 Year Term	Salary \$2,700
Council Member Position #4	Mervin Schneider	4 Year Term	Salary \$2,700
Council Member Position #5	Joe Appleton	4 Year Term	Salary \$2,700

2. Swear in Asotin Municipal Judge

Mayor Bonfield sworn in Todd Richardson as the new Asotin Municipal Judge.

VIII. CONSULTANT/CONTRACTOR REPORTS:

1. Keltic Engineering, Inc.

a. Shoreline Master Program Update Project #G1400537

Lisa talked with Jeremy Sikes at Department of Ecology in regards to the Asotin Shoreline Master Plan. There are no corrections to be made to the draft that was submitted in December 2015. Lisa is awaiting an email from Jeremy with some information to start the formal approval process. It appears it will take a minimum of 90 days (there is a 60 day and another 30 day comment period) for it to go before the council. The 60 day process will start as soon as Lisa hears from Jeremy. Lisa was pleased there were no comments and that we can move forward with the formal adoption. Lisa will set up a meeting with the Planning and Zoning committee to update them as they were the committee that was reviewing. Jeremy was appreciative of the City's patience in the delay of the review. Council will adopt in April.

2. Keller Associates, Inc.

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

This is a message from Brian A. Sayrs, Regional Planner Department of Health ~ Office of Drinking Water Due to the approval of the capacity determination, the database has been updated showing that the department will not be expecting the submittal of a water system plan. If you wish to submit a water system plan for approval, please let me know so that we can discuss the plan's purpose. At this time, Asotin Water Dept (PWS ID#03250, Asotin County) is required by WAC 246-290-105 to generate and maintain a small water system management program (SWSMP). Your former water system plan, along with your capacity determination project report, contains much of what a SWSMP requires. Submission of the SWSMP to the department is not required.

IX. CLERK'S REPORT:

1. January 2017 District Court

Councilmember Bly reported, January 1st – 13th 2017 District Court collected \$867.00 of that the City sent \$419.99 to Washington State Department of Treasurer, Crime Victims fund \$7.57, paid District Court for 6 Tickets in the amount of \$120.00 and the City of Asotin deposited \$319.44 a 36.84% rate of income from District Court.

2. January 2017 Past Due Utility Accounts

Councilmember Bly reported there were 42 past due utility accounts for January.

3. Clearwater Composting 2016 Annual Certification for tonnage of biosolids

The city received the 2016 Annual Certification from Clearwater Composting. January 1, 2016 through December 31, 2016 Clearwater Compositing received and processed approximately 131.10 tons of biosolids from the City of Asotin. When processed, this tonnage yields approximately 309.40 cubic yards of Class A Compost. These biosolids were co-mingled with other procedures and the tonnage of co-mingled Class A Compost is 11,700 cubic yards. There were no odor complaints this year.

4. Planning Commission Position Application Received

Asotin Resident, Rodney Hallen submitted an application for Appointment to the Planning and Zoning Commission. Council will make a decision at the next meeting.

5. Week of February 13th-17th City Hall will have limited office hours due to Court Training.

Please contact Mayor Bonfield at 208-791-2704 Water Emergencies please contact Dispatch at 509-758-2331

6. City Hall will be closed Monday, February 20th in observance of Presidents Day

DEPARTMENTS:

a. POLICE DEPARTMENT:

Police Chief, Monte Renzelman reported on the Truck/Trailer/Boat incident that occurred at the U.S. Corp of Engineer boat ramp. The ramp was icy and a truck/trailer and boat slid into the river. There was no traction and the driver jumped out to safety.

b. CITY ATTORNEY: None

c. FIRE DEPARTMENT:

January 2017-Current date

- 5 Fire Calls
- 6 EMS Calls
- 4 Life Threats

The numbers of medical calls are rising. 4th of July calls were mostly medical issues. Mayor Bonfield stated the Asotin Fire Department did a great job with the Truck/Trailer/Boat incident at the boat ramp. A patron also wanted to thank the fire department for their quick response and caring behavior during the call on February 12th.

d. PLANNING COMMISSION:

Conditional Use Permit Public Hearing Thursday, February 16, 2017 @ 7:00pm City Hall

The City of Asotin, Washington, Planning and Zoning Commission does hereby give notice of a Public Hearing to be held on Thursday, February 16, at 7:00pm, at Asotin City Hall, 121 Cleveland Street, Asotin WA. The hearing will be held on an Application for Conditional Use Permit for Andrew Van Houten (Christina Jackson Stoller) for a small licensed in-home child care located at 517 2nd Street, Asotin WA 99402. Those wishing to make oral or written statements on this matter may do so during the hearing. Next Regular Meeting Thursday, April 6, 2017 @7:00pm City Hall. Elaine Greene asked about the Comprehensive Plan. Mayor Bonfield state the city is looking for grant funding to complete the plan. It is a time consuming project and the city staff does not have time to complete the plan.

e. CIVIL SERVICE COMMISSION: None

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)**—Jennifer 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 2nd Tuesday @ 7:30am Tri-State Hospital
- i. **Asotin County Solid Waste Advisory** Lori Loseth TBA
- j. **Asotin County Health District** - Vikki Bonfield 4th Monday @ 1pm Asotin County Annex
- k. **PTBA** - Mervin Schneider 2nd Wednesday @ Clarkston PTBA Bldg 15th Street
- l. **MPO Technical Advisory Committee** - Bob Portlock 2nd Wednesday @ 2:30pm Lewiston Public Works Bldg
- m. **MPO Policy Board** – Vikki Bonfield 2nd Wednesday @ 4pm Lewiston Public Works Bldg
- n. **Stormwater** - Jennifer Bly Quarterly 2nd Monday @ 3-5pm Asotin County Annex

X. COUNCIL COMMUNICATIONS:

Mervin Schneider- Absent

Joe Appleton- None

Jennifer Bly- None

George Tucker-None

Lori Loseth- Councilmember Loseth reported on the Transportation Plan. Prioritize the streets. Three meetings have taken place. A final written report will be available in a few weeks. A cost will be assigned to each project. Then apply for grants. The city still needs to pass a tax levy to support the match monies.

XI. MAYOR'S REPORT: None

XII. RESOLUTIONS & ORDINANCES: None

EXECUTIVE SESSION: RCW 42.30.110

ADJOURNMENT: Motion to adjourn the meeting made by Councilmember Tucker. Seconded by Councilmember Bly. There was no discussion. All Ayes. Motion carried. Meeting adjourned at 6:15pm.

Mayor Bonfield

Jennifer Bly, Councilmember