

ASOTIN CITY COUNCIL MINUTES
February 27, 2017
Asotin City Hall, 121 Cleveland Street, Asotin WA

I. CALL TO ORDER: Mayor Pro-Tem Bly 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, Mervin Schneider, George Tucker

STAFF PRESENT: Police Chief, Monte Renzelman, City Attorney, Jane Richards
Asotin Fire Fighters/EMS Dwayne Paris, Amy Paris

PRESS: None

AUDIENCE: Judy Floch, Elaine Greene, Noel Abbott, Randy Martz

III. PUBLIC HEARING: None

IV. ORAL COMMUNICATIONS- PUBLIC COMMENT: None

Mayor Pro-Tem Bly 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.

Noel Abbott and Randy Martz of The American Legion Post #246 wanted to discuss the Asotin Cemetery. They had noticed that the Clarkston and Lewiston Cemeteries had been taken care of during the Memorial Day season, but noticed the Asotin Cemetery had not been taken care of. Therefore, three years ago, they decided to take on the Asotin Cemetery project. Since then the Legion has identified 55 veterans' graves that date back past the civil war. The Legion cleans the graves, replaces the American Flag each year and holds a Memorial Day Ceremony at the Asotin Cemetery. The Friday before Memorial Day the graves are cleaned and the flags are placed on the graves. The Legion had been noticing that the Cemetery sign was very small. They heard complaints that people could not find the cemetery. People would end up in Anatone before they saw the cemetery. Randy Martz presented the council with a sample drawing of a sign. Randy Martz stated they were on a mission to find a sign maker and a donor to pay for the project. Randy Martz is happy to report that John Kirkland will be making the new cemetery sign. It will be designed like the "Welcome" Signs. It will be weatherized and two small additional signs will be on the sign that state donated by Ron and Sandy Ritz and The American Legion Post #246. Post member Ron Ritz is going to pay for the sign. The sign is estimated to cost \$2,700.00. Randy Martz met with DOT to obtain the setbacks for the driveway into cemetery. DOT has approved the position of the sign. Randy Martz also met with landowner Rod Hostetler and was able to get approval for the sign by Rod Hostetler. Target date to finish the sign will be May 1st which will be in time for the Memorial Day Service. Noel Abbott and Randy Martz stated they would like to have the sign dedicated and invite the Lewiston Tribune and KLEW TV to be there for the dedication. They also asked the council to be on site for the dedication. Randy Martz asked the council if it was ok to keep moving forward and asked the council for permission to place the sign. The council approved. City Attorney, Jane Richards stated there will be Community Service workers available to help put the sign in the ground and clean graves. A work day will be scheduled on the Thursday and Friday before the Memorial Day Ceremony.

V. CONSENT CALENDAR:

- 1. Minutes of February 13, 2017 Regular Meeting**
2. Expense Checks- #39467-#39488 \$86,343.63
3. Payroll Checks- #39450-#39466 \$14,164.65
4. EFT - \$5,508.70
5. Voids-
6. Approval of Unexcused and/or Excused Councilmember's absents

Councilmember Schneider made a motion to approve the consent calendar. Seconded by Councilmember Tucker. There was no discussion. All Ayes. Motion carried. Councilmember Appleton made a motion to excuse the absents of the Mayor due to a prior scheduled meeting. Seconded by Councilmember Tucker. There was no discussion. All Ayes. Motion carried.

VI. UNFINISHED BUSINESS: None

VII. NEW BUSINESS:

- 1. Cenex Zip Trip#38 CHS Inc. License Renewal Permit to continue to sell beer/wine/CLS Spirits**
Mayor Pro-Tem Bly stated if there are no objections, the city does not respond.
Councilmember Tucker made a motion to approve Cenex Zip Trip#38 CHS Inc. License Renewal Permit to continue to sell beer/wine/CLS Spirits. Seconded by Councilmember Appleton. There was no discussion. All Ayes. Motion carried.

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. Municipal Court Training Update**
Clerk/Treasurer, Tiffany Rogers reported her and Court Administrator, Tina Davidson attended the Judicial Information System (JIS) training in Olympia. The training was strictly to operate the JIS system. It did not provide instruction of any rules, regulations or laws for courts. Training manuals were provided from the class. There will be additional training that will be needed soon for the accounting parts of JIS.
- 2. Reader Board Messages**
Clerk/Treasurer, Tiffany Rogers stated she is still learning how to create reader board messages. Please let her know of any activities to post on the reader board.
- 3. Planning Commission Position Application Received**
Asotin Resident, Rodney Hallen submitted an application for Appointment to the Planning Commission. Councilmember Schneider made a motion to appoint Rodney Hallen for the position to the Planning Commission upon the recommendation of the Planning Commission. Seconded by Councilmember Tucker. There was no discussion. All Ayes. Motion carried.
- 4. Avista Light Grant Conversion Program**

Clerk/Treasurer, Tiffany Rogers reported the city received an Avista Light Grant Conversion to switch all city own buildings that have the old florescent tube lights with the new updated LED lights. It is projected to save \$4.00 per light per month.

5. Water Pump

Mayor Bonfield took a video of the leaking pump. The council was able to review this video at the meeting. When the city water report was completed for 2016, it showed the city had a 7% water loss. When Tim Simpson of PUD looked at the pump and the way it is leaking he said that was the 7% loss. The estimated cost of a new pump is \$12,000.00.

6. Duplex Sewer Discussion

Clerk/Treasurer, Tiffany Rogers stated the City of Asotin received a letter from a utility user requesting one side of the duplex sewer account be turned off due to no renter. The council had concerns and discussion. Clerk/Treasurer, Tiffany Rogers stated Mayor Bonfield will discuss this issue with Waste Water Treatment Plant Operator, Bill Frye and the Public Works Committee for further instruction and research.

DEPARTMENTS:

a. POLICE DEPARTMENT:

Surplus Property

Police Chief, Monte Renzelman explained the surplus fire arms rules and regulations and that the guns must be sold to a Class 3 dealers. Interview

Reserve Officer

The Safety committee conducted an interview with a client to be a reserve police officer. Councilmember Appleton stated he has impressive resume'. Reserve Officers are paid when they work, when we have hours for them to work and work shifts. The next step is to go forward with the background check, polygraph and psychological evaluation which are required by law.

b. CITY ATTORNEY:

City Attorney, Jane Richards gave an update on the Asotin Municipal Court. She stated it is difficult without the JIS System to have access to the records and background information to do the docket. Clerk/Treasurer, Tiffany Rogers stated Stacy from Asotin County District Court has been very helpful and we appreciate her willingness to do so. Councilmember Loeth asked City Attorney, Jane Richards about the Civil Service public records questions. City Attorney, Jane Richards stated there are no issues pending on the Civil Service public records. We all went through the training, you do not have to create a record that does not exist. They are questions that are being asked, not a public records request being made.

c. FIRE DEPARTMENT:

Fire Department Recruit Class

Fire Fighter/EMS Personnel, Dwayne Paris reported a new person started volunteering last week. There are now ten members. At one time the City of Asotin Volunteer Fire Department had 23 volunteers. Dwayne Paris stated there is a 60% drop nationwide in volunteers. You can start volunteering when you are 18 years of age.

City of Asotin Jr Program

The City of Asotin Fire Department would like to start a Jr program that is based from the National Fire Academy for Volunteer Jr Fire Fighters and EMT's. This program has different stages of learning and

interacting for each age group. Dwayne Paris asked City Attorney, Jane Richards to examine and advise on the documents for legal and insurance purposes. The Jr program will also need to be adopted by the council. If a resident student stays in the community after high school the program will pay for fire and ems training. If approved the fire department will introduce the program into the Asotin School District.

Fire Department Recruitment Class will be starting soon. Applications available at City Hall or online at www.cityofasotin.org. Clerk/Treasurer, Tiffany Rogers stated this message is on the reader board and has been placed on the back of the utility statement.

Fire Department March 16th Meeting

Councilmember Appleton attempted to attend the March 16th Fire Department meeting, but learned the crew were in training at the heights fire station for CPR recertification.

Upcoming Training

Spring Fling Training in March at Grangeville. This is a nine hour course in delivering babies, football injuries, diabetes, geriatrics etc...

Hammer City is built for fire training at Hanford.

Spokane Live Burn in May. Training which feels life like.

d. PLANNING COMMISSION:

Conditional Use Permit 517 2nd Street

Planning Commission Secretary, Elaine Greene stated the Planning Commission made a motion to approve the Conditional Use Permit and forward to the city council as a Nursery School is appropriate under Code 18.32.03 with the exceptions of providing off-street parking for seven cars and no more than 12 children at the February 16, 2017 Public Hearing and Planning Commission Meeting. Ron and Michelle Milton expressed by letter and in person their objections. Applicant stated the pick-up and drop-off will be on Lincoln Street near an entry door to the home. There will be nine parking places off-street. Hours will be 6:00am-600pm.

Shoreline Master Plan

Planning Commission Secretary, Elaine Greene stated Lisa Hasenoerhl discussed the Shoreline Master Plan. The Planning Commission approved the Shoreline Master Plan to be presented to the council for the Public Hearing that will be held March 13, 2017 and final adoption on April 14th.

Appointment to Planning Commission

The Planning Commission recommends the City Council appoint Rodney Hallen to the Planning Commission.

Meeting Dates

The Commission requests that the City Council amend Code 2.24.060 to reflect the By-Laws meeting schedule.

Next Regular Meeting Thursday, April 6, 2017 @7:00pm City Hall.

Conditional Use Permit

Councilmember Appleton made a motion to approve the Conditional Use Permit for a Nursery School at 517 2nd Street with the exceptions of providing off-street parking for seven cars and no more than 12 children. Seconded by Councilmember Tucker. There was no discussion. All Ayes. Motion carried.

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- Councilmember Schneider stated the basketball nets need replaced at the basketball courts. Clerk/Treasurer, Tiffany Rogers stated she would ask Public Works Superintendent, Bob Portlock if he could assist this with request.

Joe Appleton- None

Jennifer Bly- None

George Tucker- None

Lori Loseth- None

XI. MAYOR’S REPORT: None

XII. RESOLUTIONS & ORDINANCES:

1. Resolution #2017-595 A Resolution of the Council of the City of Asotin: Asotin County, Washington, Authorizing and Providing for the Matter of Delegating to the Mayor of Asotin, WA Authority Legally Bind the City of Asotin, WA the Sole Purpose of Requesting Federal Reimbursement. Councilmember Appleton made a motion to approve Resolution #2017-595 A Resolution of the Council of the City of Asotin: Asotin County, Washington, Authorizing and Providing for the Matter of Delegating to the Mayor of Asotin, WA Authority Legally Bind the City of Asotin, WA the Sole Purpose of Requesting Federal Reimbursement. Seconded by Councilmember Tucker. There was no discussion. All Ayes. Motion carried.

2. Resolution #2017-596 A Resolution Before the Asotin City Council Being a Resolution Declaring Weapons Held in Police Property Surplus. Councilmember Schneider made a motion to approve Resolution #2017-596 A Resolution Before the Asotin City Council Being a Resolution Declaring Weapons Held in Police Property Surplus. Seconded by Councilmember Tucker. There was no discussion. All Ayes. Motion carried.

3. First Reading of Ordinance # 2017-820 Being an Ordinance Amending Chapter 2.24 Planning Commission Section 2.24.060-Chairman-Meetings of the Asotin Municipal Code, and Providing for the Effective Date Hereof. Councilmember Appleton made a motion to approve the First Reading of Ordinance # 2017-820 Being an Ordinance Amending Chapter

2.24 Planning Commission Section 2.24.060-Chairman-Meetings of the Asotin Municipal Code, and Providing for the Effective Date Hereof. Seconded by Councilmember Schneider. 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 Tucker. There was no discussion. All Ayes. Motion carried. Meeting adjourned at 7:00pm.

Mayor Pro-Tem, Bly

Tiffany Rogers, Clerk/Treasurer