

**ASOTIN CITY COUNCIL MINUTES**  
**January 9, 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. and conducted the meeting up to the Consent Calendar. Mayor Bonfield conducted the meeting thereafter.

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

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

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

**PRESS:** None

**AUDIENCE:** Asotin County Fair Board President, Peggy Hansford, Shawn Balzer, Amy Paris, Dwayne Paris, Chris Segroves, 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.

Charlotte Tuttle, 1220 5<sup>th</sup> Street, Asotin gave an update from the Asotin County Commissioners meeting.

**V. CONSENT CALENDAR:**

**1. Minutes of December 27, 2016 Regular Meeting**

**2. Expense Checks-#39284-#39331 \$107,576.96**

**3. Payroll Checks- #39261-#39276 \$13,386.23 #39277-#39282 \$16,085.95**

**4. EFT - \$5,183.46 \$2,102.49**

**5. Voids- #39283 \$0**

**6. Approval of Unexcused and/or Excused Councilmember's absents George Tucker Absent**

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

**VI. OLD BUSINESS:** None

**VII. NEW BUSINESS:**

**1. Asotin County Fair & Hells Canyon Rodeo permission to set up Carnival and Parade**

Asotin County Fair President, Peggy Hansford asked permission to set up the Carnival at Chief Looking Glass for the 2017 April carnival, to use the city streets for the parade on Saturday, April 29<sup>th</sup> with the addition of using Second Street Alleyway for the horses to use for safety reasons, to paint bulls heads on the city streets and to use the parking lot for

additional parking. Permission was granted. Peggy Hansford completed the Application Permit to Conduct a Special Event for the 2017 April Asotin County Horse Show, 4-H/FFA Fair, Hells Canyon Rodeo, Parade and Carnival.

**2. Granting a driveway easement for 111 Filmore property**

Mayor Bonfield explained this is an easement that will allow the new owner of 111 Filmore Street, Asotin WA to have a drive thru on the property. The driveway easement consisting of a 12 foot by 120 foot of Lot 8, Block 39 of Schank & Reed's First Addition from the land of the City of Asotin, lying north and south of the boundary line between the parties' property. The firefighters requested that the city hold their decision for two weeks to allow Fire Chief, Noel Hardin to investigate safety and code concerns. Three firefighters that was present expressed concerns about the city not taking seriously public safety. The councilmembers stated it is necessary for the City and the Fire Department to work together with regarding the need for economic development within Asotin. During the conversation one of the fire fighters indicated that the city could have his resignation and the fire fighters then left the chambers. The question was asked would the council like to go forward or put this discussion on hold. The council decided to go forward and vote. Councilmember Bly made a motion to approve the easement at 111 Filmore Street, Asotin WA. Seconded by Councilmember Schneider. There was no discussion. All Ayes. Motion carried.

**3. Standing Committee Members for 2017**

Mayor Bonfield asked the council if there were any changes to the Standing Committees. The 2017 Standing Committee Members is as follows:

**Mayor Pro-Tem**–Jennifer Bly

**Administrative Personnel** - Jennifer Bly

**Public Safety (Law Enforcement, Fire Safety, Emergency Services)** - George Tucker & Joe Appleton

**Public Works (Water, Sewer, Utility Franchises)** - George Tucker & Jennifer Bly

**Transportation (Streets, Dept of Transportation Liaison)** - George Tucker & Mervin Schneider

**Parks and Recreation (Parks, Cemetery, Asotin Community Center)** – Joe Appleton, Mervin Schneider

**Finance** - Jennifer Bly & Mervin Schneider

**Asotin County EMS Board**- Lori Loeth

**Asotin County Solid Waste Advisory** – Lori Loeth & Joe Appleton

**Asotin County Health District** - Vikki Bonfield

**PTBA** - Mervin Schneider

**MPO Policy Board** – Vikki Bonfield

**Stormwater** - Jennifer Bly

**VIII. CONSULTANT/CONTRACTOR REPORTS: No Reports**

**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. 2017 Budget**

Clerk/Treasurer, Tiffany Rogers stated the 2017 Budget has been completed and mailed to AWC and the Washington State Auditors. The 2017 Budget was e-mailed to the council, a hard copy has been created.

**2. Past Due Utility Accounts for December**

Clerk/Treasurer, Tiffany Rogers reported there were 50 past due utility accounts for December.

**3. December 2016 District Court**

Clerk/Treasurer, Tiffany Rogers reported, December 2016 District Court collected \$2,060.50 of that the City sent \$899.90 to Washington State Department of Treasurer, Crime Victims fund \$20.04, paid District Court for 7 Tickets in the amount of \$120.00 and the City of Asotin deposited \$1,020.56 a 49.53% rate of income from District Court.

**4. Week of February 13-17th Clerk/Treasurer and Deputy Clerk will be attending court training in Olympia. City Hall will have limited office hours.**

**5. Fire Fighters Retirement Pensions**

Clerk/Treasurer, Tiffany Rogers stated she received retirement papers for a Volunteer Fire Fighter from Fire Chief, Noel Hardin. The forms must be signed by Mayor Bonfield and the Clerk/Treasurer. Permission was granted.

**DEPARTMENTS:**

**a. POLICE REPORT:**

Year End Stats

	2016	2015	2014
Total Calls	804	749	522
Renzelman	243		
Adelsbach	113		
Brown	140		
Manchester	285		
CAA closed adult arrest	66	38	19
CJA closed juvenile arrest	8	1	4
Traffic Stops	633		
Citations Sector			
140	Spillman		
	91		

**b. CITY ATTORNEY:**

City Attorney, Jane Richards stated the Asotin Municipal Court is up and running as of today. Todd Richardson has been hired as the Judge and will be holding court in the Asotin City Council Chambers. Jane Richards, will be the Prosecuting Attorney and Rick Laws will be the Public Defender. Municipal Court will handle all misdemeanor cases as well as local code violations. Asotin Municipal Court will be held the 4<sup>th</sup> Thursday of each month.

**c. FIRE DEPARTMENT: None**

**d. PLANNING COMMISSION:**

A Letter of Resignation was submitted by Planning Commissioner Chair, Ron Lamb. Mayor Bonfield asked Clerk/Treasurer, Tiffany Rogers to place an ad for the open commission position on the back of the utility statement and the reader board. 2017, Chair, Jenni Light, Vice-Chair, Dave Risley and Secretary, Elaine Greene.

**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)** - George Tucker & 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)** – Joe Appleton & Mervin Schneider
- g. **Finance** - Jennifer Bly & Joe Appleton
- 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
- 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-** Councilmember Schneider asked for an update on the streets. Mayor Bonfield stated the streets were graveled today. Snow was not removed due to the fact there is so much ice underneath. If the top layer of snow is removed it only makes the roads more dangerous. Mag can only be applied within a certain temperature or it will freeze. Therefore the best choice was to gravel only.

**Joe Appleton-** Councilmember Appleton stated the snow on the 3<sup>rd</sup> Street sidewalks was removed, however it created a sheet of ice instead of helping it. He was not aware of who removed the snow.

**Jennifer Bly-** Councilmember Bly asked if the city had an answer for the volunteer committees being covered under city insurance. Mayor Bonfield reported as long as the volunteers are working under the control of the city and the volunteers are doing what they are supposed to do in accordance to their rules, regulations, bylaws, voting and the committee is aware of all actions within the scope of their duties while volunteering they will be covered. If the volunteers go outside of the committee and takes on duties and acts on their own outside of the committee that's when it becomes their own liability. If there was a lawsuit, the city attorney would not represent the committees. The City would hire a separate attorney.

**George Tucker-** Absent

**Lori Loseth-** None

**XI. MAYOR'S REPORT:** None

**XII. RESOLUTIONS & ORDINANCES:**

- 1. **Resolution #2017-593** A Resolution of the Council of the City of Asotin; Asotin County, Washington, Authorizing and Providing for the Incurrence of Indebtedness for a \$100,000.00 Line of Credit through Potlatch Number 1 Federal Credit Union for the Purpose of Providing

Funds to Obtain the Leased Property from the US Army Corp of Engineers per the WRRDA Bill. Councilmember Bly made a motion to approve Resolution #2017-593 A Resolution of the Council of the City of Asotin; Asotin County, Washington, Authorizing and Providing for the Incurrence of Indebtedness for a \$100,000.00 Line of Credit through Potlatch Number 1 Federal Credit Union for the Purpose of Providing Funds to Obtain the Leased Property from the US Army Corp of Engineers per the WRRDA Bill. Seconded by Councilmember Schneider. Councilmember Loseth abstained from the vote. 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 6:30pm.

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Mayor Bonfield

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Clerk/Treasurer, Tiffany Rogers