

ASOTIN CITY COUNCIL MINUTES
November 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, Mervin Schneider, George Tucker

STAFF PRESENT: Clerk/Treasurer, Tiffany Rogers, City Attorney, Jane Richards, City of Asotin Fire Fighters/EMS personnel Captain, Shawn Balzer

PRESS: None

AUDIENCE: Elaine Greene, Candy Becker, Ed Becker, Charlotte Tuttle, Asotin County Fair Board President, Peggy Hansford, Asotin County Commissioner Chris Seubert, Asotin County Fair Rodeo Director, Evan Southwick, Asotin County Fair Rodeo Chaperone, Brenna Southwick, Asotin County Fair Royalty Queen Lyvia Jackson, Princess Racheal Spinelli, Fair Board Members/Participants Mackenzie Welch, Shawna Spinelli, Cindy Harrison, Ron Hostetler, Arlene Mullins. There were more public present than signed the attendance form.

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.

The 2018 Asotin County Fair and Rodeo Royalty introduced themselves to the Mayor, Council and the audience. Queen Lyvia Jackson and Princess Racheal Spinelli.

Asotin County Fair Rodeo Director, Evan Southwick stated he sent an e-mail to city inquiring about the parcel that is currently owned by the city located by the fair grounds that the fair uses for parking. Is it for sale or planned to be for sale? Asotin County Fair Rodeo Director, Evan Southwick stated he received a message back from Mayor Bonfield that the City has a party interested in the property. Asotin County Fair Rodeo Director, Evan Southwick stated he then sent an official public records request. Is the property for sale or planned to be for sale? If the parcel is not currently for sale, do you intend to put the parcel of property for sale in the near future? Is the parcel currently under a sale contract and/or is the property open to all offers/bids? Mayor Bonfield stated the council has not set an asking price since the property has not been surplus yet. The council has discussed many options regarding this property. No the parcel is not currently under a sale contract. The council will decide if they want to surplus. The council will follow the steps outlined in Ordinance #2015-796. Mayor Bonfield stated there has not been an official offer. It has to be surveyed and appraised. Asotin County Fair Rodeo Director, Evan Southwick asked if it is a hand shake deal. Mayor Bonfield explained the person approached the city about purchasing, and another person was interested also. At one point and time Rod Hostettler was also interested in the property. Asotin

County Fair Rodeo Director, Evan Southwick asked is it first come first serve, would that person have the first option? Mayor Bonfield stated that person may not be interested since an amount has not been determined yet. Asotin County Fair Rodeo Director, Evan Southwick stated it should be open to the public and city should accept bids. Councilmember Tucker stated the city could use the property taxes. Charlotte Tuttle asked how the property would be accessed. Mayor Bonfield stated it could be accessed from Meador Street. Asotin County Commissioner Chris Seubert showed Mayor Bonfield a map of the property stating the city could give an easement, or do a boundary line adjustment to extend the parking lot. Other ideas, options and previous conversations were mentioned and differences of boundary opinions were stated. City Attorney, Jane Richards stated this sounds like negotiations and that this conversation is best discussed in an executive session. City Attorney, Jane Richards stated find out from the fair what they would like, what would they like to see and what are they offering. The city will continue to discuss the sale of this property to any interested party. Councilmember Schneider stated the city is a long ways away from a decision being made since a survey and an appraisal has to be completed along with the other procedures that are outlined in Ordinance #2015-796.

V. CONSENT CALENDAR:

1. Minutes of October 23, 2017 Regular Meeting
2. Expense Checks- #40352 \$2,602.50 #40384-#40433 \$39,078.60
3. Payroll Checks- #40326-#40328 \$5,617.33 #40353-#40374 \$24,880.12 #40375-#40383 \$13,644.46
4. EFT - \$11,440.27 \$3,021.95
5. Voids- None
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.

VI. UNFINISHED BUSINESS: None

VII. NEW BUSINESS:

1. **Asotin County Hazard Mitigation Planning Grant Application – Letter of Intent**
Mayor Bonfield met with Mark Janowski, Asotin County 911 & DEM Coordinator to discuss the Asotin County Hazard Mitigation Planning Grant. Mayor Bonfield would like permission to send a Letter of Intent regarding City of Asotin's interest in submitting an application for funding to update the existing Southeast Washington Multi-Hazard Mitigation Plan. This project will focus on identifying new risks, evaluating existing identified risks and prioritizing them. In addition, the city will be updating current mitigation strategies with the goal of reducing the loss of life, damage to buildings and infrastructure, and impacts from disasters before they occur. The City of Asotin is committed to assisting Asotin County Emergency Management with the management and coordination of this project to ensure that all stakeholders benefit from the resulting Hazard Mitigation Plan. Our project participation in summary will include: Providing at least one representative from our jurisdiction to participate on the planning team; Promote a whole community approach in outlining a community based risk assessment and mitigation strategies focused on disaster prevention and mitigation; and Participate and contribute information in the development of responsibilities at the local level to produce a wide range of appropriate, innovative and achievable mitigation solutions focused on reducing the risk to life, property, and the environment. The total project cost estimate associated with this grant proposal is \$50,000.00 with a proposed Federal share of \$37,500.00. The City of

Asotin will allocate their proposed local share in the form of in-kind contributions from participating stakeholder's time and materials. We believe that this project fits well with the State of Washington Emergency Management Division and FEMA's vision and mission and would like to thank you in advance for your consideration. Councilmember Bly made a motion for Mayor Bonfield to sign the Asotin County Hazard Mitigation Planning Grant Application Letter of Intent. Seconded by Councilmember Tucker. There was no discussion. All Ayes. Motion carried.

2. Asotin County Fair & Rodeo Board to discuss City of Asotin Lot located by fairgrounds

Asotin County Fair Board President, Peggy Hansford asked Mayor Bonfield if the parking lot has sold. Mayor Bonfield stated no it has not sold. Mayor Bonfield asked is the fair board is interested in buying the lot. Asotin County Fair & Rodeo President, Peggy Hansford stated who she needs to talk to about the purchase. Mayor Bonfield stated you have already told us you are interested. Peggy asked if it will be made public. City Attorney, Jane Richards stated this will all be discussed in an executive session. City Attorney, Jane Richards stated the Surplus Ordinance guidelines will be used. Asotin County Fair Rodeo Director, Evan Southwick stated he hopes the county and city can find a solution and work together. Asotin County Commissioner, Chris Seubert stated the county is interested in working with the city. Mayor Bonfield stated the city will inform the fair board.

VIII. CONSULTANT/CONTRACTOR REPORTS:

Keller Associates, Inc.

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

Mayor Bonfield reported the Waste Water Treatment Plant had a few computer glitches but these were being worked out this week. Mayor Bonfield stated there is \$37,000.00 of remaining funds from the USDA grant that can be used for additional improvements to the Waste Water Treatment Plant.

b. Cleveland Street Sidewalk Project

Sealed Bids were opened Tuesday, November 7, 2017 at 2:00pm at City Hall.

Three companies submitted bids. Morgan Industries was the lowest bidder and has been awarded to complete the Cleveland Street Sidewalk Project.

IX. CLERK'S REPORT:

1. Past Due Utility Accounts for October

Clerk/Treasurer, Tiffany Rogers reported there were 49 past due utility accounts for October. Ten letters were sent for shut off notices.

2. Open Burning continued thru December 15th 10am-5pm call 509-243-2002 for conditions

Clerk/Treasurer, Tiffany Rogers stated that open burning runs through December 15th every day from 10am-5pm after calling the Asotin County burn line at 509-243-2002 for conditions. Clerk/Treasurer, Tiffany Rogers stated the burn ordinance is on the City of Asotin webpage as www.cityofastoin.org

3. Building Permits January – October

Clerk/Treasurer, Tiffany Rogers reported the building permit fees received since January total \$16,335.20 which include addition, commercial, deck, garage, mechanical single

family dwelling, storage and pole building permits which include an assessed value from January of \$725,627. As of today seven additional permits were issued.

4. 2017 October Asotin Municipal Court

The City of Asotin Municipal Court received \$4,198.00 for fines and fees for October. \$2,278.88 was distributed to the State of Washington. \$33.38 was distributed to Asotin County for Crime Victims. The city received \$1,885.74.

5. Budget Workshop after meeting

City of Asotin will be holding a Budget Workshop directly after this meeting. Everyone is welcome.

6. 2018 Regular Council Meeting Dates

5:30pm City Hall

2nd Week of the Month

4th Week of the Month

January 8, 2018	January 22, 2018
February 12, 2018	February 26, 2018
March 12, 2018	March 26, 2018
April 09, 2018	April 23, 2018
May 14, 2018	May 29, 2018 Tuesday Memorial
June 11, 2018	June 25, 2018
July 09, 2018	July 23, 2018
August 13, 2018	August 27, 2018
September 10, 2018	September 24, 2018
October 09, 2018 Tuesday Columbus	October 22, 2018
November 13, 2018 Tuesday Veterans Day	November 26, 2018
December 10, 2018	December 24, 2018

2018 Observed Holiday for Asotin City Hall

1/01/2018(New Year’s Day)

01/15/2018 (Martin Luther King Day)

02/19/2018 (President’s Day)

05/28/2018 (Memorial Day)

07/04/2018 (Independence Day)

09/03/2018 (Labor Day)

10/08/2018 (Columbus Day)

11/12/2018 (Veteran’s Day)

11/22/2018 (Thanksgiving Day)

11/23/2018 (Day After Thanksgiving)

12/25/2018 (Christmas Day)

DEPARTMENTS:

a. POLICE DEPARTMENT:

October Stats

Calls to Service 58, Traffic Enforcement Stops 53, Citations Infractions 15, Arrests Physical 1, Juvenile

6. Violation Order of Courthouse case referred to the Prosecuting Attorney’s Office for review or

charges. Resident found racist marks on his trees, Bomb threat at the school, and 6 Juveniles were found in the old Flour Mill on Beaumeister.

b. CITY ATTORNEY: None

c. FIRE DEPARTMENT:

City of Asotin Fire Department Captain, Shawn Balzer reported there will be a Breakfast with Santa on Saturday, December 2nd at the LIONS Club from 6:30am – 10:00am. Councilmember Loseth told Shawn that she has a running start student in her class at Walla Walla Community College and this student stated they are participating in the Junior Fire Fighting Program with the City of Asotin Fire and the student is always enthusiastic about the trainings they attend. Councilmember Loseth wanted to let Shawn know that the City of Asotin Fire Department is doing a great job.

d. PLANNING COMMISSION: None

- Next Regular Meeting Thursday, January 4, 2018 7:00pm City Hall

e. CIVIL SERVICE COMMISSION:

- Next Regular Meeting Wednesday, December 13, 2017 1:15pm City Hall

f. ASOTIN MUNICIPAL COURT

- Next Court Date Thursday, November 16, 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)**–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 Health District** - Vikki Bonfield 4th Monday @ 1pm Asotin County Annex
- j. **PTBA** - Mervin Schneider 2nd Wednesday @ Clarkston PTBA Bldg 15th Street
- k. **MPO Technical Advisory Committee** - Bob Portlock 4th Wednesday @ 1:30pm Lewiston Public Works Bldg
- l. **MPO Policy Board** – Vikki Bonfield 2nd Thursday @ 4pm Lewiston Public Works Bldg
- m. **Stormwater** - Jennifer Bly Quarterly 2nd Monday @ 3-5pm Asotin County Annex

X. COUNCIL COMMUNICATIONS:

Mervin Schneider- Councilmember Schneider was inquiring about the stakes in the ground on Washington and First Street on the State highway. Mayor Bonfield stated she understands the state is going to be placing additional signs and flashing lights for the school zone.

Joe Appleton- None

Jennifer Bly- None

George Tucker- None

Lori Loseth- None

XI. MAYOR’S REPORT:

Mayor Bonfield stated she met with the 9th District Representatives Mary Dye and Mark Schoesler to discuss the \$2.9 million of capital improvement funds that the city applied for the marina. Mark

Schoesler indicated he was on board with that, and would turn over every rock he could find because Asotin needs a marina.

Mayor Bonfield stated she reviewed the Solid Waste Management Plan Interlocal Agreement but not the actual plan. Mayor Bonfield and the council stated they don't recall having a previous plan or agreement with the Solid Waste Management and are not sure why the City of Asotin is a part of the plan, but she will contact Steve Becker from the Landfill for additional information.

XII. RESOLUTIONS & ORDINANCES: None

EXECUTIVE SESSION: RCW 42.30.110(c) Real Estate 6:05pm- 6:30pm

Mayor Bonfield asked for an Executive Session for 30 minutes regarding Real Estate. Councilmember Bly made a motion to start the surplus process for the lot located by the fair grounds. Seconded by Councilmember Appleton. There was no discussion. All Ayes. Motion carried.

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 6:32pm.

Mayor Bonfield

Clerk/Treasurer, Tiffany Rogers