

ASOTIN CITY COUNCIL MINUTES
April 23, 2018
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

STAFF PRESENT: Clerk/Treasurer, Tiffany Rogers, Police Chief, Monte Renzelman

PRESS: Lewiston Morning Tribune, Kerri Sandaine

AUDIENCE: Representative, Joe Schmick, Elaine Greene, Candy Becker, Janet Truitt, Floyd Miller

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.

Representative, Joe Schmick introduced himself. He stated is trying to see each and every little town and City. He will be attending the Asotin County Fair & Rodeo. Mayor Bonfield thanked Representative, Joe Schmick for meeting with her, Wanda Keefer and Jennifer Bly today about the U.S. Army Corp of Engineer and Marina issues.

Resident, Janet Truitt stated she talked with Wes Vaughn of the LIONS Club about the Beer Garden and Band at Matt's Grill and Lodge during the fair. They both were able to come to an agreement that works for both parties.

V. CONSENT CALENDAR:

a. Minutes of April 9, 2018 Regular Meeting

b. Expense Checks-#40857-#40888 \$21,791.75to include EFT's

c. Payroll Checks- #40850-#40856 \$15,251.07 to include EFT's

d. Voids- None

e. Approval of Unexcused and/or Excused Councilmember's absents

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

VI. UNFINISHED BUSINESS: None

VII. NEW BUSINESS:

1. Letters of Interest for Council Position

Committee members Councilmember Loseth and Schneider stated they would like to have the Council Position announcement placed on the utility statement for additional advertisement. There have been two letters of interest received. The announcement has

been posted on the City of Asotin website, reader board, the council agendas, utility statements and posted in the post office.

- 2. Matts Grill & Lodge License Renewal Permit to continue to sell beer/wine/spirits**
Mayor Bonfield asked Police Chief, Monte Renzelman if he has had any liquor issues at Matts Grill and Lodge. He replied none. Neighbor, Janet Truitt stated Matt's Grill and Lodge has been the most accommodating tenant and easy to work with that has ever been in the building. Councilmember Schneider stated this has been a very good business for Asotin. Mayor Bonfield asked if any councilmembers had any issues. All councilmembers were in favor of the permit to continue.

VIII. CONSULTANT/CONTRACTOR REPORTS:

Keller Associates, Inc.

- a. USDA (Rural Development) Waste Water Treatment Plant Upgrade**
Finalizing paperwork
- b. Cleveland Street Sidewalk Project**
Project will be finished today and/or tomorrow. Resident, Floyd Miller asked if the city was going to finish the project on both sides but further up the street. Mayor Bonfield stated WSDOT only granted a certain amount of grant funds. If the grant opportunity presents itself again, then the rest will be completed.
- c. 2nd Street Stormwater Project**
There was a measuring discrepancy however, they are continuing the project with progress. Committee member Councilmember Appleton and Schneider met to discuss this situation and they are going forward. Asphalt patches will be completed across the street in time for the parade.

IX. CLERK'S REPORT:

- 1. Open Burning April 1st – May 31st 10am-5pm**
Clerk/Treasurer, Tiffany Rogers reported there is a great hand out on the City of Asotin Website that describes the open burning process in great detail.
- 2. 2017 Annual Water Quality Report and 2018 Water Use Efficiency Report**
Clerk/Treasurer, Tiffany Rogers reported the Asotin County PUD has prepared the 2017 Annual Water Quality Report and the 2018 Water Use Efficiency Report. This is posted on the City of Asotin website at www.cityofasotin.org.
- 3. Asotin Cemetery Dedication of the new flag pole and seating area May 5th Time TBD**
Clerk/Treasurer, Tiffany Rogers reported the Asotin Cemetery Dedication of the new flag pole and seating area will be May 5th @ 10am.
- 4. Asotin Cemetery Clean Up Day May 19th @ 9am**
Volunteers needed
- 5. Asotin City Cemetery Memorial Day Ceremony May 28th @ 11am**
Special Guests
 - American Legion Post #246
 - Asotin Police Chief, Monte Renzelman
 - Clarkston High School JROTC
 - Clearwater Pipe and Drums

New Donated Flag Pole & Seating Area
Refreshments and Water

6. 4th Monday Council Meeting for May will be on Tuesday, May 29th @ 5:30pm due to the Memorial Day Holiday

DEPARTMENTS:

a. POLICE DEPARTMENT:

Asotin County Fair & Rodeo

Police Chief, Monte Renzelman stated the Asotin County Fair & Rodeo is here which brings an increase to our population.

Asotin County Jail

Police Chief, Monte Renzelman reported on the discussions of the jail situation. The committee is reaching out to surrounding jurisdictions such as Wallowa County and the Tribe to accommodate into the future. Suggested places for a new jail are the Evans Road and Ben Johnson Rd location that is owned by Asotin County.

City of Asotin Police Workforce

Police Chief, Monte Renzelman reported that School Resource Officer (SRO), Greg Adelsbach is off duty for a 3-4 week period for hip surgery which means the morning police coverage is no longer available. Police Chief, Monte Renzelman stated covering for the SRO will be adding to his already busy work load. Reserve Officer, Donna Manchester works Friday and Saturday evenings, Sunday and Monday. It is just him and Reserve Officer Donna Manchester to provide police coverage. Police Chief, Monte Renzelman stated he has put out a Reserve advertisement for past three 3 years to the Colfax, Pullman, Asotin County, Garfield County, City of Clarkston and nobody has responded. City of Clarkston has had an opening for two years they cannot fill.

b. CITY ATTORNEY: None

c. FIRE DEPARTMENT: None

d. PLANNING COMMISSION: None

- Next Regular Meeting Thursday, July 12, 2018 7:00pm City Hall

e. CIVIL SERVICE COMMISSION:

- Next Regular Meeting Wednesday, May 9, 2018 1:15pm City Hall

f. ASOTIN MUNICIPAL COURT:

- Next Court Date Thursday, May 24, 2018 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
- Public Works (Water, Sewer, Utility Franchises)**–Jennifer Bly
- Transportation (Streets, Dept of Transportation Liaison)** - Mervin Schneider
- Parks and Recreation (Parks, Cemetery, Asotin Community Center)**– Joe Appleton & Mervin Schneider
- Finance** - Jennifer Bly & Mervin Schneider

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

X. COUNCIL COMMUNICATIONS:

Mervin Schneider- None

Joe Appleton- None

Jennifer Bly- Councilmember Bly stated Stormwater will be at the May 14th council meeting to present a slideshow of Stormwater activities.

Lori Loseth- Councilmember Loseth stated Mayor Bonfield and Clerk/Treasurer, Tiffany Rogers did a nice job on the tribute to Councilmember George Tucker on KLEW TV. George’s family was pleased with how it turned out.

Cemetery Committee

Councilmember Loseth met with Public Works Superintendent, Bob Portlock about the cemetery understanding the issues the cemetery faces with locating grave sites and future grave sites. The time consuming of measuring and knowing where the next grave is supposed to be within the 5 x 10 plot with a headstone in the middle and leaving a 10 foot walk way in between. Councilmember Loseth met with a student to ask how he could help create a GPS system for the future graves to help save time for the Public Works Department. Asotin County Public Works Mapping Department did an overlay map of the cemetery to help with this project.

Asotin County EMS Board Representative

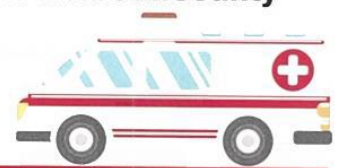
Councilmember Loseth is the Asotin City representative on the Asotin County EMS Board. Their educational initiative has been revealed and is publishing educational flyers and Emergency Information placards. The material states when and when not to call 911. The information in no way discourages anybody not to call 911, but it educates when is the best time to call 911. The placards are meant to be completed and placed on your refrigerator. This is a general location that first responders will know to look for this information when responding to an emergency. Fire Chief, Noel Hardin will be doing TV interviews and other educational pieces to get this information out to the public. Councilmember Loseth stated if anybody needs a placard let her know. She did place some in the post office. The educational material has the emergency responders of the area with each entity’s logo represented. There was a printing error and City of Asotin Fire logo and St Joseph Hospital logos were omitted but will be on the next printing.

When minutes matter,

MAKE THE RIGHT CALL

#MakeTheRightCallAsotinCounty

When seeking medical care, do you know who to call? Know your healthcare options to ensure you receive the appropriate care at the right time. It could save a life!



Explore Self-Care At Home



Consult Your Local Pharmacy



See your Primary Care Provider



Visit a Minor/Urgent Care Clinic



Dial 9-1-1 Emergency



e·mer·gen·cy / a serious, life threatening situation requiring immediate attention.

If you are experiencing any of these symptoms

- Chest Pain
- Difficulty Breathing or Shortness of Breath
- Numbness in Face, Arms, or Legs
- Heavy, Uncontrollable Bleeding
- Severe Broken Bones
- Poisoning



WHEN IN DOUBT, **DIAL 9-1-1**

Did you know...

an ambulance must respond to every 911 call? If a call is not for an emergency, it could increase the amount of time it takes an ambulance to respond to a life threatening emergency call, so it is vital to know your options before calling 911.

ARE YOU PREPARED FOR AN EMERGENCY?
Please keep these things in mind:

- When calling 9-1-1, remember to stay calm and answer all questions fully.
- Make sure your address is visible from the street in the daytime and at night.
- Keep a list of your current medications with dosage, allergies, and healthcare providers on your fridge for responders.

LOCAL NON-EMERGENCY NUMBER: 509.758.2331

For more information and to download this resource, visit www.co.asotin.wa.us.

This public service announcement is brought to you by the Asotin County EMS Council and:



EMERGENCY INFORMATION

ATTACH THIS CARD TO THE FRONT OF YOUR REFRIGERATOR

Name _____

Date of Birth _____ / _____ / _____

Address _____

Phone Number _____

Health Insurance Name & Card Number

Medicare Number _____

Medicaid Number _____

Emergency Contact Name _____ Phone Number _____

Primary Care Provider Name _____ Phone Number _____

Hospital Preference _____

Current Medications _____ Dosage/Frequency _____

Allergies

Medical Conditions/Prior Surgeries

This public service announcement is brought to you by the Asotin County EMS Council and:



MAYOR’S REPORT:

Mayor Bonfield, stated Court/Clerk, Tina Davidson cleaned the curb islands all by herself. Her hard work is appreciated.

Public Works Superintendent, Bob Portlock had a personal injury. He will be on light duty for a couple of weeks. Part Time employee Wes Rains will be filling in.

XI. RESOLUTIONS & ORDINANCES:

1. Resolution #2018-617 A Resolution for Utility Bill Adjustments

Clerk/Treasurer, Tiffany Rogers explained the water meters are not read during the winter months due to destruction of old infrastructure. Therefore, there could be a water leak that goes undetected until the water is read in March. A water leak can add an additional expense of excess water used. The Washington State Auditors recommend that a policy be in place for situations to be able to excuse the excess water charge due to the water leak. The utility user can apply for an adjustment by completing a form. Therefore, an adjustment will be calculated using water consumption figures from the same billing period in the previous calendar year. The water consumption quantity from the same billing period in the previous calendar year (“estimated non-leak quantity”) will be subtracted from the water consumption quantity used in the billing period for which the adjustment is sought. The difference will be the “estimated quantity attributable to the water leak.” Councilmember Bly made a motion to approve Resolution #2018-617 A Resolution for Utility Bill Adjustments. Seconded by Councilmember Appleton. 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 Bly. There was no discussion. All Ayes. Motion carried. Meeting adjourned at 5:58pm.

Mayor Bonfield

Clerk/Treasurer, Tiffany Rogers